

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

January 28, 2020 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: November 26, 2019 Regular Meeting
 December 12, 2019 Special Meeting
 December 12, 2019 Board Retreat
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Establishment of the Board Meeting Schedule (Page 1)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic
 - 1. CollegeNOW Agreements Between Highland Community College and Lena-Winslow High School and Orangeville High School for the 2020 – 2021 Academic Year (FY21) (Page 6)
 - B. Administration
 - 1. Affirmation of Standard Pathway Accreditation Method (Page 11)
 - C. Personnel
 - 1. Seniority Lists (Page 15)
 - 2. Compensation Adjustments Required to Comply with the New Federal Fair Labor Standards Act (FLSA) Regulations Under the Department of Labor (DOL) (Page 23)
 - 3. Revised Job Description: Coordinator, Lifelong Learning Program and International Preservation Studies Program (Page 24)

D. Financial

1. Resolution Providing for the Issue of Not to Exceed \$5,700,000 General Obligation Community College Bonds, Series 2020, of the District for the Purpose of Paying Claims Against the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof (Page 28)
2. Approval of Lease Amendment Agreement with the University of Illinois Extension – Stephenson County (Page 55)
3. Payment of Bills and Agency Fund Report – November 2019 (Page 59)
4. Payment of Bills and Agency Fund Report – December 2019 (Page 61)

X. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 63)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Presidential Annual Review Committee
- E. ICCTA Representative
- F. Board Chair
- G. Administration
- H. Strategic Plan

XI. CLOSED SESSION

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

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

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

1. Differential: Math Achievement Center (MAC) Director Differential Position (Handout)
2. Differential: Basic Nursing Assistant Coordinator Differential Position (Handout)

XIII. Old Business

- A. Bike Path
- B. Continuation of Tuition Discussion

XIV. New Business

- A. Appoint Trustees to Review Closed Session Minutes

XV. Dates of Importance

- A. Next Regular Board Meeting – February 25, 2020 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – March 11, 2020 at 1:00 p.m. in the Student/Conference Center room H-206 (lunch available at 12:30 p.m.)

XVI. Adjournment

**AGENDA ITEM #VIII-B-1
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE**

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2021:

January 28, 2020	January 26, 2021
February 25, 2020	February 23, 2021
March 24, 2020	March 23, 2021
April 21, 2020 (note new date – 3 rd Tuesday)	April 27, 2021
May 26, 2020	
June 23, 2020	
July 28, 2020	
August 25, 2020	
September 22, 2020	
October 27, 2020	
November 24, 2020	
December -- no meeting	

BACKGROUND: The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

The April 2020 date was changed due to schedule conflicts with meetings of the Illinois Council of Community College Presidents and Illinois Community College Trustees Association.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-1
JANUARY 28, 2020
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 and Spring of 2020.

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								
Dr. Gordon	Dammann	3703	PERS037WCC	New-The Civil War	8		\$45.00	\$360.00
Michael	Staver	3779	PERS032YCC	New Mexican Fare	3		\$40.00	\$120.00
Shara	Iballo	3787	PERS011LCC	Pics on My Phone-Now Wh	1.5		\$27.50	\$41.25
Kerrylyn	Rodriguez	3727	PERS036XCC	CBD Oil/Med MerIjuana	2		\$30.00	\$60.00
Mark	Peterson	3685	PERS037VCC	An Overview of WWI	2		\$27.50	\$55.00
Michael	Staver	3780	PERS032ZCC	Mastering Italian Cuisine	3		\$40.00	\$120.00
Carol	Wilhelms			Dual Credit Observation				\$75.00
Aaron	Sargent			Dual Credit Observation				\$75.00
Art	Dawson	3647	PERS036CCC	Wire Wrapped Pendant	3		\$20.00	\$60.00
Leanne	Grahame			TRIO - Project Succeed Tutor	TBD		\$19.51	TBD
Kerrylyn	Rodriquez	3729	PERS036YCC	Tips for Writing Wills	2		\$30.00	\$60.00
Lessman	Amanda	3994	NURS109IS/ISS	Nursing Asst - Ind Study	7		\$30.00	\$210.00
Jeremy	Monigold	3731	PERS011BCC	Android Phones	2		\$25.00	\$50.00
Carol	Wilhelms			Dual Credit Observation				\$75.00
Shara	Iballo	3789	PERS011NCC	Selling on e-Bay	6		\$27.50	\$165.00
David	Esch			Course Development PHYS140 (Summer 2019)		3.267	\$1,269.03	\$4,145.92
Tori	Clark			Women's Assistant Basketball Coach				\$2,030.44
Other Assignments								
Abby	Mielke			Lifelong Learning instructor				\$ 250.00
John	Hartman			Piano tuning and repair				\$ 79.00
Jackson	Mercier			Sound for From Stage & Screen concert 10/27/19				\$ 100.00
Misty	Witt			Worked seven volleyball games				\$ 200.00
Felton	Offard			Guest artist for Big Band concert 11/22/19				\$ 1,000.00
Elizabeth	Priller			FARMacy seminar presentation 11/12/19				\$ 225.00
John	Hartman			Piano tuning				\$ 195.00
Dean	Buckwalter			Worked three men's basketball games				\$ 90.00
Sarah	Connors			Consulting/Marketing for International Preservation Studies Center				\$ 390.00
Kim	Grimes			Worked three men's basketball games				\$ 90.00
Arelch	Richardson			Filmed five men's basketball games				\$ 100.00
Misty	Witt			Worked three men's basketball games				\$ 90.00
Tyler	Etchberger			DJ for Homecoming dance				\$ 300.00
Joseph	Quiroz			Drawing assistant	3		13	\$ 39.00
Sheila	Antosch			Interpreting services				\$ 60.00
Norman	Mollne			Speaker honorarium for Global Task Force 11/19/19				\$ 500.00
John	Hartman			Piano tuning				\$ 130.00
Hannah	Caswell			Instrumentalist for Holiday Concert				\$ 75.00
Laura	Caswell			Instrumentalist for Holiday Concert				\$ 75.00
Grace	Cifonie			Instrumentalist for Holiday Concert				\$ 75.00
Rachel	Leverton			Instrumentalist for Holiday Concert				\$ 75.00
Lou Ann	McMillion			Instrumentalist for Holiday Concert				\$ 75.00

Other Assignments			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jeff	Slattengren			Stats for William R Bear tournament - 12 games				\$ 400.00
John	Hartman			Touch up and Harpsichord tuning				\$ 60.00
Dean	Buckwalter			Worked scorer's table for 12 basketball games in December				\$ 360.00
Robert	Buckwalter			Worked scorer's table for 12 games for William R Bear tournament				\$ 300.00
Milo	Collier			Filmed eight basketball games				\$ 160.00
Kim	Grimes			Worked scorer's table for one basketball game in December				\$ 30.00
Areich	Richardson			Filmed eight basketball games				\$ 160.00
Misty	Witt			Worked scorer's table for 13 basketball games in December				\$ 390.00
Bradley	Curtis			Deputy for William R Bear tournament				\$ 375.00
Daniel	Ernst			Deputy for William R Bear tournament				\$ 175.00
Jaime	Hare			Deputy for William R Bear tournament				\$ 250.00

Spring 2020								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Miscellaneous								
Michael	Skwara			Coordinator, Learning Mgmt System				\$1,692.03
Laura	Watson			Chair, Library Services				\$1,692.03
Constance	Taylor			Upward Bound/FHS Tutor	TBD		\$25.00	TBD
Alex	Keith			Upward Bound/FHS Tutor	TBD		\$19.51	TBD
Kathy	Heid	6756	PERS036TCC	Walk and Stretch	30		\$18.00	\$540.00
Athletics								
Chad	Boudreau	6420	PHYD111A	Intro to Phys Education		2	\$546.33	\$1,092.66
Chad	Boudreau	6424	PHYD115N	Intro to Recreation		3	\$546.33	\$1,638.99
Chad	Boudreau	6433	PHYD225A	Theory of Baseball/Softball Coaching		2	\$546.33	\$1,092.66
Luke	Norman	6430	PHYD221A	Physical Fitness II		2	\$531.33	\$1,062.66
Luke	Norman	6425	PHYD121A	Physical Fitness I		1.8	\$531.33	\$956.39
Pete	Norman	6426	PHYD135A	Games/Elem Phys Ed		3	\$634.52	\$1,903.56
Pete	Norman	6434	PHYD227N	Sports Officiating		2	\$634.52	\$1,269.04
Pete	Norman	6421	PHYD112Y1A	Health		2	\$634.52	\$1,269.04
Jennifer	Smith-Norman	6435	PHYD239A	Body Mechanics		1.8	\$546.33	\$983.39
Project Succeed								
Constance	Taylor			Upward Bound Tutor	TBD		\$19.51	TBD
Constance	Taylor	6001	MATH066AXX	Basic Algebra		2	\$488.69	\$488.69*
Don	Tresemmer			Upward Bound Tutor	TBD		\$19.51	TBD
Don	Tresemmer	6003	MATH158AXX	Int. Algebra I		2	\$488.69	\$977.38

**AGENDA ITEM #IX-A-1
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND LENA-WINSLOW HIGH SCHOOL AND ORANGEVILLE HIGH SCHOOL
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 Lena-Winslow High School and Orangeville High School 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 10 participating high schools in the Fall of 2019. The first class graduated in May 2014.

The College is renewing the annual agreements with Lena-Winslow High School and Orangeville High School. The terms of the agreements 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)
Lena-Winslow 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. 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 Lena-Winslow 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 Lena-Winslow 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 Lena-Winslow School District

President Date

 11/26/19

Superintendent Date

Chair Board of Trustees Date

 11/26/19

President Board of Education Date

CollegeNOW
TERMS of AGREEMENT
2020 – 2021 Academic Year (FY'21)
Orangeville 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. 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 Orangeville 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 Accuplcer, 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 Orangeville 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 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.

For Highland Community College

For Orangeville School District

President Date

Dr. David Disher 10/31/2019
Superintendent Date

Chair Date
Board of Trustees

Amy Baker 11/11/19
Amy Baker
President Date
Board of Education

**AGENDA ITEM #IX-B-1
JANUARAY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

AFFIRMATION OF STANDARD PATHWAY ACCREDITATION METHOD

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees affirms Highland Community College's Standard Pathway accreditation method.

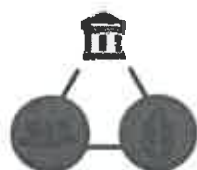
BACKGROUND: The Standard Pathway (see attached) is a 10-year cycle accreditation process focused on quality assurance and continuous improvement. The College was placed on the Standard Pathway in November of 2017 and is currently preparing the Assurance Argument for the year four comprehensive visit. The next accreditation visit will take place in October 2021.

BOARD ACTION: _____



Standard Pathway 10-Year Cycle

Institutions on the Standard Pathway undergo the following reviews in addition to the regular monitoring that occurs through HLC's Institutional Update, substantive change requests, interim monitoring and other processes. To determine where an institution is in the 10-year cycle, find the date of its next reaffirmation in the institution's Statement of Accreditation Status. This date is Year 10, and the preceding academic years correspond to the previous years in the cycle.



Years 1–3

Prepare Assurance Filing

Institution

May contribute documents to Evidence File and begin writing Assurance Argument for Year 4 comprehensive evaluation.



Year 4



Comprehensive Evaluation

Institution

Submit comprehensive evaluation materials.

Peer Review

Conduct comprehensive evaluation (with visit).

HLC Decision Making

Take action on comprehensive evaluation.



Years 5–9

Prepare Assurance Filing

Institution

May contribute documents to Evidence File and begin writing Assurance Argument for Year 10 comprehensive evaluation.



Year 10



Comprehensive Evaluation for Reaffirmation

Institution

Submit comprehensive evaluation materials.

Peer Review

Conduct comprehensive evaluation (with visit).

HLC Decision Making

Take action on comprehensive evaluation and Reaffirmation of Accreditation.

© Higher Learning Commission

230 South LaSalle Street, Suite 7-500, Chicago, IL 60604

info@hlcommission.org 800.621.7440 / 312.263.0456

**AGENDA ITEM #IX-C-1
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

SENIORITY LISTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that shows the services each faculty member is competent to render.

BACKGROUND: An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

BOARD ACTION: _____

Business and Technology FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Amy Chamberlin	5	Cosmetology	
Justin Ebert	5	Agriculture	
Steve Gellings	32	Electronics	BUSN 141/COMM 101/MTEC 164
Joe Grove	10	Economics	BUSN 121
Rich Jacobs	9	Business	
Denise Johnson	12	Information Technology	
Jeremy Monigold	14	Information Technology	BUSN 141
Jim Palmer	18	Automotive	
Monica Pierce	2	Agriculture	
Aaron Sargent	5	Industrial Manufacturing	MATH 111
Kristin Stinnett	1	Automotive	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Executive Vice President by November 11. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Executive Vice President by November 11. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Business and Technology FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Evan Talbert	4	Hospitality Management	
Todd Vacek	5	Auto Body	
Carol Wilhelms	7	Accounting	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Executive Vice President by November 11. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Executive Vice President by November 11. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Sammy Ahmed	.5	World Civilization/Political Science	
Robert Apolloni	17	Art	
Jeff DeLay	2	Vocal Music	
Andrew Dvorak	24	History/Political Science	
Laura Early	3.5	Theatre	
Sam Fiorenza	21	English	
Julie Hartman-Linck	2	Sociology	
Chelsea Martinez	7	Psychology/Education	
Tracy Mays	17	English/German	
Kay Ostberg	11	English	PHIL 281

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Executive Vice President by November 11. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Executive Vice President by November 11. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Kathrine Perkins	6	English	
Paul Rabideau	16.5	Psychology	
Jennifer Roser	4	Criminal Justice	
Cristina Sztterensus	2	Spanish/English	
Donna Tufariello	16.5	English	
James Yeager	14	Speech	HUMA 110 and MCOM 205

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Executive Vice President by November 11. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Executive Vice President by November 11. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Library FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Position Title</u>	<u>Date of Position Hire</u>
Michael Skwara	User Services Librarian	01/24/2005
Laura Watson	Reference Librarian	03/25/1998

Natural Science and Mathematics FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Steven Curran	1	Earth Sciences/Geography	
David Esch	4	Physics/Engineering	
Karla Giuffre	10	Biology	
Tony Grahame	23	Biology	
Steve Mihina	23	Mathematics	
Juliet Moderow	13	Biology	
Alan Nowicki	26	Biology	
Jenna Rancingay	7	Mathematics	
John Sullivan	20	Chemistry	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Executive Vice President by November 11. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Executive Vice President by November 11. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Nursing and Allied Health FT Faculty
(Updated at the end of May, 2019)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Stephanie Eymann	1	Nursing	
Jessica Larson	8.5	Nursing	
Cassie McKeel	4	Nursing	
Shelly Morgan	4.5	Nursing	
Chrislyn Senneff	10	Nursing	
Kay Sperry	10.5	Nursing	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Executive Vice President by November 11. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Executive Vice President by November 11. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**AGENDA ITEM #IX-C-2
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**COMPENSATION ADJUSTMENTS REQUIRED TO COMPLY WITH THE NEW
FEDERAL FAIR LABOR STANDARDS ACT (FLSA) REGULATIONS UNDER THE
DEPARTMENT OF LABOR (DOL)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves increasing the compensation for the Cafeteria Manager, Shelly Perkins, and the Fine Arts Technical Coordinator, Alex Jansen, to \$35,568 effective December 29, 2019, in order to comply with the DOL's new salary threshold regulations.

BACKGROUND: The College is subject to the Fair Labor Standards Act (FLSA) administered by the U.S. Department of Labor (DOL). This Act establishes, among other things, each position's eligibility for the payment of overtime. In September 2019, the DOL published its final rule revising the overtime exemption regulations of the FLSA. The final overtime rule adjusted the exempt employee salary threshold to \$35,568 (\$684 per week). Previously, the threshold was \$23,660 (\$455 per week). Employers must be in compliance by January 1, 2020. Since January 1 falls in middle of a pay period, the change will be effective on the first date of the pay period in which January 1 falls so as to not to alter the exemption status in the middle of a pay week and pay period.

The College reviewed exempt professional positions with incumbent salaries below \$35,568 to decide whether the annual salary would be increased in order for the employee to maintain their exempt status. To make the determination, the College considered overtime needs of the positions, current salaries and the budgetary impact to the College if raised to the threshold versus paying overtime, the ability to flex hours so incumbents of positions could keep hours at 40 per week to limit overtime costs, and the cost of hiring additional staff to limit overtime and/or to cover responsibilities of staff. The timing and amount of annual increases for FY20 needed to be finalized prior to determinations being made. After taking into account these factors, the decision was made to increase the annual salaries of the two positions that were impacted by the salary threshold change.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-3
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE**

REVISED JOB DESCRIPTION
COORDINATOR, LIFELONG LEARNING PROGRAM AND INTERNATIONAL
PRESERVATION STUDIES PROGRAM

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Coordinator, Lifelong Learning Program and International Preservation Studies Program. Placement will remain at range 26 on the Highland Salary Range Table. This is an exempt professional position.

BACKGROUND: The part-time Coordinator, Lifelong Learning Program and the full-time Director, International Preservation Studies Center (IPSC) were previously two separate positions. The responsibilities of the Director, IPSC position are being merged into the Coordinator, Lifelong Learning Program to create one full-time position. Some of the duties that were previously associated with the Director, IPSC, such as grant writing, will be handled through an external consultant. The Director, IPSC position will be archived.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Lifelong Learning Program and International Preservation Studies Center (IPSC)*

GENERAL STATEMENT OF RESPONSIBILITIES: To build and maintain a sustainable and profitable Lifelong Learning program and International Preservation Studies program that meets the community and student needs and expectations of Highland's district.

PRINCIPAL DUTIES: (essential functions)

- Administers the delivery of Lifelong Learning classes and IPSC classes including planning course offerings and teaching assignments, developing course titles and writing/editing course descriptions, determining course fees, and coordinating locations, times and other logistics.
- Actively participates in and seeks opportunities to develop and promote new and existing course offerings to remain responsive to the needs of the pertinent fields of study and learning.
- Regularly communicates with instructors to ensure proper preparation for upcoming courses including ordering and/or preparing necessary materials and supplies, preparing A/V requirements, and updating or creating the course binder.
- Schedules and coordinates set up of classrooms in accordance with instructor's request and take-down of all equipment and supplies to proper storage locations when class is over.
- Communicates with students via email, phone, and written correspondence regarding program information requests.
- Coordinates the writing, publishing, and distribution of the IPSC annual Course Schedule and the fall and spring semester Course Schedule for Lifelong Learning.
- Recruits, screens, and hires part-time staff, part-time instructors, instructors for the Lifelong Learning program and contracted program instructors. Negotiates instructional rates and ensures completion of necessary paperwork for payment.
- Communicates and markets existing and planned Lifelong Learning programs within the district through presentations, open houses, fairs, and social media.
- Represents IPSC at relevant local and national events.
- Manages the online payment system for Lifelong Learning courses and generates reports as needed.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- ~~Evaluates course offerings for future schedules.~~
- Prepares and manages the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Oversees and processes IPSC student registration and ensures that student tuition payments are received and applied.

Adopted 01/23/19*

Coordinator, Lifelong Learning Programs and International Preservation Studies Center

- Regularly posts on program social media accounts.
- Regularly maintains IPSC program website.
- Coordinates with the bookstore to order branded merchandise for the IPSC program.
- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of computer operations and software applications.

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

Knowledge of administrative procedures in an educational environment.

Knowledge of practices in the administration of instructional programs and related support activities.

Knowledge of curriculum programs and staff development.

Knowledge of technology used in teaching and learning.

Knowledge of utilizing data to make informed decisions.

Skill in organization, planning and project management.

Skill in communicating effectively orally and in writing.

Skill in using good judgement and decision making.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects, and demands.

Skill in developing short and long-range goals for enrollment and retention, including assisting in marketing and developing new program courses and continuing to promote existing program courses.

Skill in identifying problems, evaluating alternatives, and implementing effective solutions.

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Bachelor's degree in Adult Education, Community Education, Business, or related field and two (2) years project management or program coordination experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Driver's license required.

REPORTS TO: Vice President, Business, Technology and Community Programs

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Non-Exempt

Adopted 01/23/19*

Coordinator, Lifelong Learning Programs and International Preservation Studies Center

CLASS CODE: 5420

JOB SERIES/FAMILY: Community and Partnership Series/ Lifelong Learning Group

ADOPTED: ~~02/19/19~~ 01/28/20 *[Pending Board Approval]

Adopted 01/23/19*

Coordinator, Lifelong Learning Programs and International Preservation Studies Center

**AGENDA ITEM #IX-D-1
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$5,700,000 GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 2020, OF THE DISTRICT FOR THE PURPOSE OF PAYING CLAIMS AGAINST THE DISTRICT, PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE PROPOSED SALE OF SAID BONDS TO THE PURCHASER THEREOF

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

RESOLUTION providing for the issue of not to exceed \$5,700,000 General Obligation Community College Bonds, Series 2020, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

BACKGROUND: The College has completed all of the preceding steps necessary in the process to issue bonds for equipment, technology, and renovations for which operational funds are not available. The above resolution authorizes the issuance of the bonds and the tax levy for the principal and interest payments over the life of the bonds. Due to the tapering off and maturity of other bond issuances, the College's overall tax rate should remain in the same range as prior years.

BOARD ACTION: _____

RESOLUTION providing for the issue of not to exceed \$5,700,000 General Obligation Community College Bonds, Series 2020, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), issue funding bonds of the District in the aggregate principal amount of \$5,700,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District (the "*Claims*"); and

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

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

WHEREAS, the Claims are not more than the aggregate amount of \$5,700,000 and consist of the District's outstanding General Obligation (Limited Tax) Debt Certificates, Series 2019A,

dated November 5, 2019 (the "*Certificates*"), all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

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

WHEREAS, there are insufficient funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount not exceeding \$5,700,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds to the aggregate amount of \$5,700,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$5,700,000 of said bonds be issued; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 26th day of November, 2019, adopted a resolution calling a public hearing (the "*Hearing*") for the 12th day of December, 2019, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the *Hearing* was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the *Hearing* in the *Journal Standard* and (ii) by posting at least 48 hours before the *Hearing* a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 48-hour period preceding the *Hearing*; and

WHEREAS, the *Hearing* was held on the 12th day of December, 2019, and at the *Hearing*, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the *Hearing* was finally adjourned on the 12th day of December, 2019; and

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

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

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

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow an amount not to exceed \$5,700,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued not to exceed \$5,700,000 of said bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$5,700,000 for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued to said amount and shall be designated "General Obligation Community College Bonds, Series 2020," with such alternative series designation and additional description set forth in the Bond Notification (as hereinafter defined). The Bonds, if issued, shall be dated such date (not earlier than February 4, 2020, and not later than August 4, 2020) as set forth in the Bond Notification, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise provided in the Bond Notification) (but no single Bond shall represent

installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (without option of prior redemption) on January 1 of each of the years (not later than 2026), in the amounts (not exceeding \$1,550,000 per year) and bearing interest at the rates (not exceeding 5% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on January 1 and July 1 of each year thereafter to maturity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All notices of redemption shall state:

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

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

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

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

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

[Form of Bond - Front Side]

REGISTERED
NO. _____REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF STEPHENSON, OGLE, JO DAVIESS
AND CARROLL

COMMUNITY COLLEGE DISTRICT NO. 519

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2020

See Reverse Side for
Additional ProvisionsInterest Maturity Dated
Rate: ____% Date: January 1, 20__ Date: _____, 2020 [CUSIP: 859103 ____]

Registered Owner:

Principal Amount:

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

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

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

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

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

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

SPECIMEN
Chairman, Board of Trustees

SPECIMEN
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN
Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 2020, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 519

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

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2020

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

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

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

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

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

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

(ASSIGNMENT).

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

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

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

Dated: _____

Signature guaranteed: _____

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

Section 8. Sale of Bonds. Either the Chairman or the Vice Chairman of the Board and the Vice President of Administrative Services of the District (the "*Designated Representatives*") are hereby authorized to proceed not later than the 28th day of July, 2020, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered the purchaser thereof (the "*Purchaser*") upon receipt of the purchase price therefor, the same being not less than 97.00% of the principal amount of the Bonds (exclusive of any original issue discount), plus any accrued interest to date of delivery.

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

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

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

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

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

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

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

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

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

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

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2019	\$1,575,000	for interest and principal up to and including January 1, 2021
2020	\$1,575,000	for interest and principal
2021	\$1,575,000	for interest and principal
2022	\$1,575,000	for interest and principal
2023	\$1,575,000	for interest and principal
2024	\$1,575,000	for interest and principal

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

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

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

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

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2019 to 2024, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general community college purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Bond and Interest Fund of 2020" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

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

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

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

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

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

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

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

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

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

(a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to give notice of redemption of Bonds as provided for herein;

(d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

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

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

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

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

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

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

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

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

Adopted January 28, 2020.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #IX-D-2
MARCH 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF LEASE AMENDMENT AGREEMENT WITH THE
UNIVERSITY OF ILLINOIS EXTENSION – STEPHENSON COUNTY**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Lease Amendment Agreement with the University of Illinois Extension, effective February 1, 2020, for occupancy by the University of Illinois Extension – Stephenson County of approximately 3,007 square feet of space in the Community Services Center (building R) at the following annual rates:

\$40,455.48 for the period of February 1, 2020 through June 30, 2020 (FY20)

\$41,346.25 for the period of July 1, 2020 through June 30, 2021 (FY21)

The Board further authorizes the College President and Board Secretary to execute the Lease Amendment Agreement by appropriate signatures.

BACKGROUND: The attached Lease Amendment Agreement with the University of Illinois Extension covers the remaining 17 months of the lease (Renewal Term 1 and Renewal Term 2) and includes rental of an additional 530 square feet in the Community Services building (building R). The current lease, which was approved by the Board of Trustees on March 20, 2018, includes custodial services, utilities, and desirable covenants essential to provide understanding to both parties. The use of additional College facilities outside the leased premises in the Community Services Center is governed by policies, procedures and regulations established by Highland Community College.

BOARD ACTION: _____

Lease Amendment

**THE BOARD OF TRUSTEES
OF
THE UNIVERSITY OF ILLINOIS**

Commercial Lease Amendment Abstract

Campus Unit for which the space is leased:	<u>U of I Extension – Unit 1 – Stephenson County</u>
Campus funding source (CFOAPAL)	<u>1-631949-384714-191200</u>
Campus Unit point of contact:	<u>Wayne Mosser 217-333-5062</u>
Address of property under lease:	<u>2998 W. Pearl City Road</u> <u>Freeport, IL 61032</u>
Landlord's Name, Address & Telephone No:	<u>Highland Community College</u> <u>2998 W. Pearl City Rd., Freeport, IL 61032</u>
Initial Lease Period:	<u>7/1/2018 – 6/30/2019</u>
Extended Term:	<u>7/1/2019 – 6/30/2020</u>
Remaining Renewal Options:	<u>One Automatic Single Year Renewal</u>
Rental - Monthly/Annually:	<u>\$2,775.03—Monthly/\$33,300.48—Annual</u>
Sq. Ft. Leased/Rent per Sq. Ft.:	<u>2,477 Square Feet / \$13.45 per square foot</u>
Cost of Tenant Improvements:	<u>N/A</u>
Comments (project/property description):	<u>Increasing Square Footage and Annual Rent</u>

This cover sheet is for information purposes and is not a part of the following Lease Agreement.

LEASE AMENDMENT AGREEMENT – Number 1

THIS AGREEMENT is made and entered into as of the date of the last signature, by and between, **HIGHLAND COMMUNITY COLLEGE** (hereinafter “Landlord”) and **THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS**, a body corporate and politic of the State of Illinois, with its principal office in Urbana, Illinois 61801 (hereinafter “Tenant”).

WITNESSETH:

WHEREAS, Landlord has by Lease Agreement dated June 7, 2018 (hereinafter “Lease”) leased to Tenant premises known as a portion of the Community Services Building, 2998 W. Pearl City Rd., Freeport, IL, consisting of approximately 2,477 rentable square feet (hereinafter “Premises”); and,

WHEREAS, Lease has automatically renewed for the period July 1, 2019 – June 30, 2020 (“First Renewal Term”); and

WHEREAS, the parties wish to increase the square footage of the Premises and increase the Rent accordingly; and,

WHEREAS, the parties wish to set forth these matters in writing.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree to amend the Lease as follows:

1. **SUMMARY STATEMENT OF LEASE TERMS (“Summary”) – Item #9 (Premises)**. Effective February 1, 2020, the Premises shall be and hereby is amended to increase the rentable square feet to 3,007 square feet per plan in revised Exhibit “A” attached.
2. **SUMMARY – Item #14 (Renewal Terms Rent Schedule)**. Effective February 1, 2020, the Renewal Terms Rent Schedule shall be and hereby is amended. The annual base rent for Renewal Term 1 will be FORTY THOUSAND FOUR HUNDRED FIFTY-FIVE and 48/100 dollars (\$40,455.48). This amount will be payable, by University check, on the first of each and every month in equal installments of THREE THOUSAND THREE HUNDRED SEVENTY-ONE and 29/100 dollars (\$3,371.29) to Landlord. The annual base rent for Renewal Term 2 will be FORTY-ONE THOUSAND THREE HUNDRED FORTY-SIX and 25/100 dollars (\$41,346.25). This amount will be payable, by University check, on the first of each and every month in twelve (12) equal installments of THREE THOUSAND FOUR HUNDRED FORTY-FIVE and 52/100 dollars (\$3,445.52) to Landlord.
3. All other terms and conditions of said Lease, except as specifically modified herein, shall remain in full force and effect during the Extended Term of the Lease.
4. This Agreement will be binding upon the heirs, devisees, legatees, administrators, successors, beneficiaries, and assigns of the parties hereto, as the case may be.
5. Each individual signing this Agreement represents that he/she is authorized to sign on behalf of their respective entity and that the entity is bound by the terms hereof.

Signatures on following page

IN WITNESS WHEREOF, the undersigned have executed this contract as of the date of the last signature of the parties below.

LANDLORD: HIGHLAND COMMUNITY COLLEGE

TENANT: THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

By: _____

By: _____
Avijit Ghosh, Comptroller Date

Title: _____

Date: _____

By: _____
Associate Dean or designee

By: _____
Regional Director

**AGENDA ITEM #IX-D-3
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
NOVEMBER 2019**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 338774 through 339116 amounting to \$655,252.83, Automated Clearing House (ACH) debits W0000563 through W0000567 amounting to \$35,137.44, and Electronic Refunds of \$20,662.36, with 6 adjustments of \$225.86, such warrants amounting to \$710,826.77. Transfers of funds for payroll amounted to \$592,718.63.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$9,259.88 and Fifth Third Bank in the amount of \$25,877.56. Electronic Refunds are issued to students.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, November 30, 2019**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$266,850.16	\$416.67	\$0.00	\$267,266.83
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	\$459,148.43	\$416.67	\$0.00	\$459,565.10
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	90,446.34	416.67		90,863.01
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	\$459,148.43	\$416.67	\$0.00	\$459,565.10

**AGENDA ITEM #IX-D-4
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
DECEMBER 2019**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 339117 through 339556 amounting to \$877,398.05, Automated Clearing House (ACH) debits W0000568 through W0000571 amounting to \$44,881.28, Other Debits D0000099 amounting to \$29,200.00, and Electronic Refunds of \$49,260.49, with 1 adjustment of \$549.00, such warrants amounting to \$1,000,190.82. Transfers of funds for payroll amounted to \$613,867.85.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$7,173.49 and Fifth Third Bank in the amount of \$37,707.79. Other Debits for December consist of bookstore buyback. Electronic Refunds are issued to students. Financial Aid disbursed late Map.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, December 31, 2019**

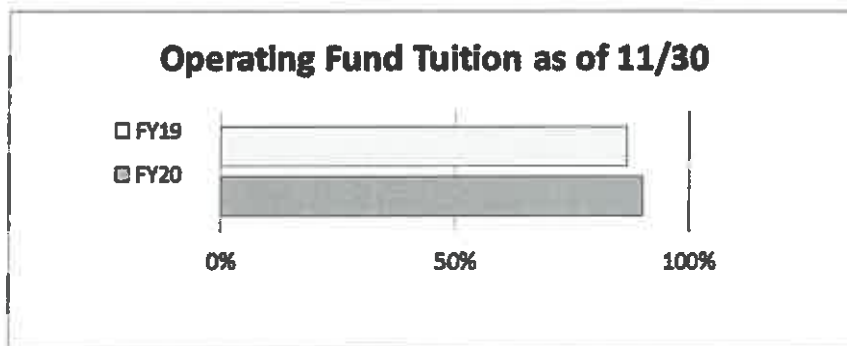
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$267,266.83	\$0.00	\$0.00	\$267,266.83
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	173,171.12	0.00	0.00	173,171.12
TOTAL ASSETS	\$459,565.10	\$0.00	\$0.00	\$459,565.10
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
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	90,863.01	0.00		90,863.01
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	\$459,565.10	\$0.00	\$0.00	\$459,565.10

**AGENDA ITEM #X-A
JANUARY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20**

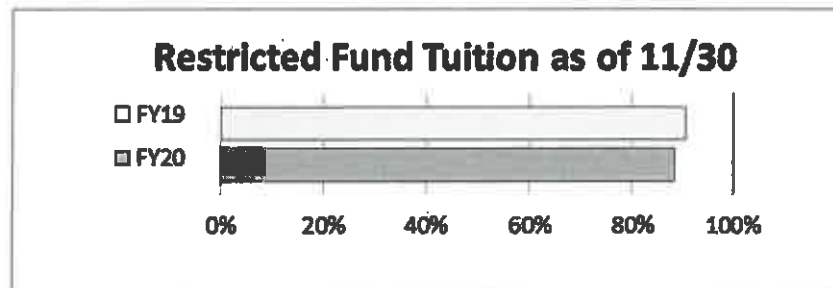
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

Results as of November 30, 2019

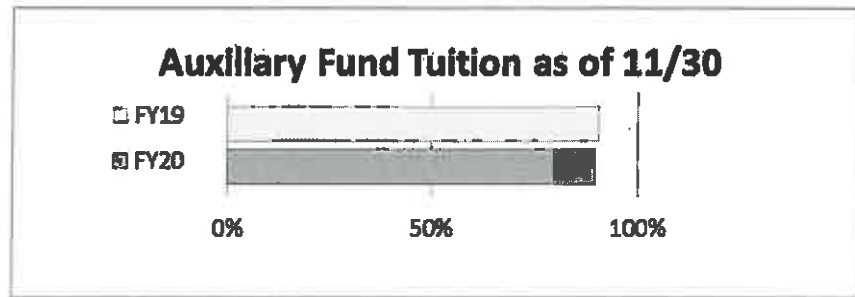
The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of November 30. The FY19 bar is the year-to-date results as of November 30, 2018, divided by the actual year-end results for FY19. The FY20 bar is the year-to-date results for November 30, 2019, divided by the annual budgeted amount for FY20.



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



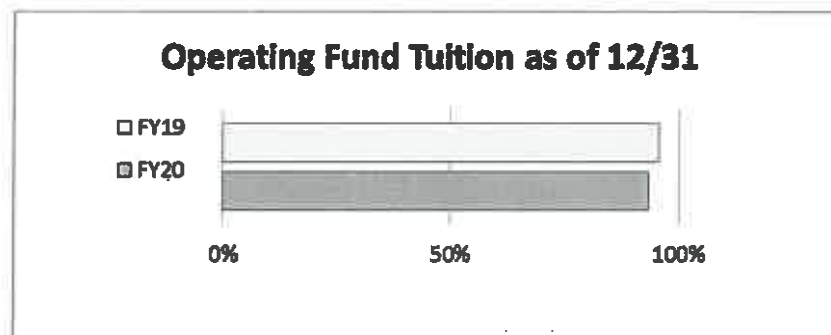
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 2% less than anticipated at this point in time. If Restricted Fund tuition revenue is 2% less than budgeted for the fiscal year that amounts to about \$12,000.



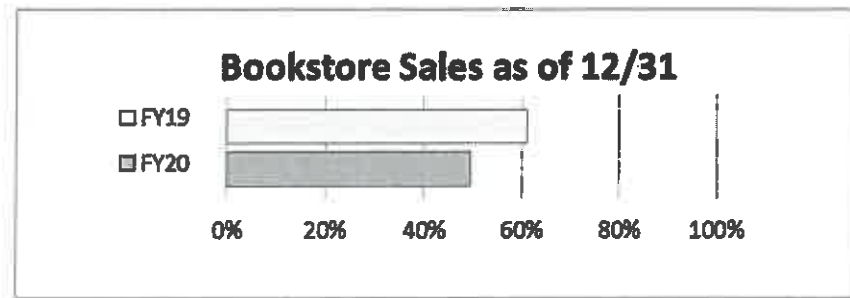
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 1% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% less than budgeted for the fiscal year that amounts to about \$4,000.

Results as of December 31, 2019

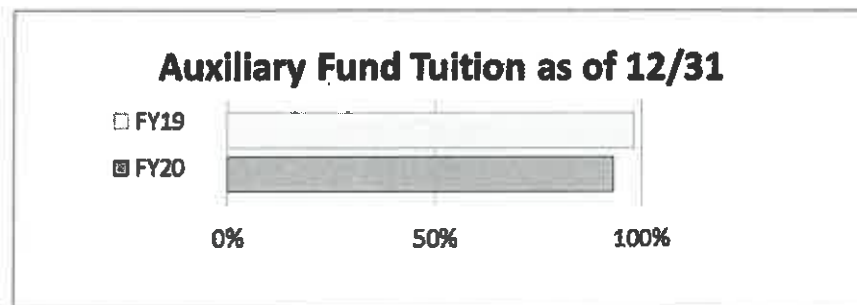
- The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of December 31. The FY19 bar is the year-to-date results as of December 31, 2018, divided by the actual year-end results for FY19. The FY20 bar is the year-to-date results for December 31, 2019, divided by the annual budgeted amount for FY20.



Operating Fund tuition revenue appears to be about 2% lower than anticipated at this point in time. If Operating Fund tuition revenue is 2% less than budgeted for the fiscal year that amounts to about \$100,000.



Bookstore sales appear to be about 11% lower than anticipated at this point in time. If sales are 11% less than budgeted for the fiscal year that amounts to about \$72,000.



Auxiliary Fund tuition revenue appears to be about 5% lower than anticipated at this point in time. If Operating Fund tuition revenue is 5% less than budgeted for the fiscal year that amounts to about \$20,000.

- 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.
- Due to the conversion of the 2013 debt certificates to bonds in October, FY20 is the first year in which a debt certificate payment was not due on January 1.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

November 2019

Financials

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$3,129,952	49.2%
Credit Hour Grants	1,249,988	578,211	46.3%
Equalization	50,000	20,833	41.7%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	137,095	30.5%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	32,670	89.0%
Tuition & Fees	5,050,500	4,548,298	90.1%
Sales & Services	44,850	17,593	39.2%
Facilities Revenue	112,714	42,611	37.8%
Interest on Investments	97,000	41,027	42.3%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	35,206	232.4%
Total Revenue	\$14,132,894	\$8,592,236	60.8%
 <u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$3,788,774	40.3%
Employee Benefits	2,238,847	1,091,909	48.8%
Contractual Services	835,346	429,042	51.4%
Materials & Supplies	927,789	487,417	52.5%
Conference & Meeting	295,939	97,891	33.1%
Fixed Charges	64,295	40,589	63.1%
Utilities	669,351	653,555	97.6%
Capital Outlay	18,486	39,053	211.3%
Other Expenditures	156,630	176,987	113.0%
Transfers (In) Out	(467,947)	-	0.0%
Total Expenditures	\$14,132,894	\$6,805,217	48.2%
 Excess of Revenues Over Expenditures	 \$0	 \$1,787,019	
 Fund Balance 7/1/19	 4,192,260	 4,192,260	
 Fund Balance 11/30/19	 \$4,192,260	 \$5,979,279	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$362,458	44.4%
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	\$476,729	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	1,149,618	16.1%
Other	128,000		
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	7,304,844	\$1,152,246	15.8%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$675,517)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
-----	-----	-----	
Fund Balance 11/30/19	\$394,590	\$907,417	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$356,989	89.9%
Bookstore Sales	600,000	285,426	47.6%
Athletics	50,140	10,437	20.8%
Other	173,775	125,124	72.0%
Total Revenue	\$1,220,915	\$777,976	63.7%
EXPENDITURES:			
Salaries	\$311,444	\$111,266	35.7%
Employee Benefits	31,074	15,358	49.4%
Contractual Services	92,745	33,261	35.9%
Materials & Supplies	644,859	411,734	63.8%
Conference & Meeting	240,088	73,777	30.7%
Fixed Charges	5,790	2,424	41.9%
Utilities	600	600	100.0%
Capital Outlay	5,127	703	13.7%
Other Expenditures	22,667	12,335	54.4%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$661,458	51.3%
Excess of Revenues Over Expenditures	(\$68,479)	\$116,518	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 11/30/19	\$123,023	\$308,020	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$40,056	30.3%
Adult Education	251,325	-	0.0%
Other Illinois Sources	103,908	8,498	8.2%
Department of Education	4,427,402	2,048,402	46.3%
Other Federal Sources	46,956	18,543	39.5%
Tuition & Fees	588,000	520,988	88.6%
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	82,615	27.9%
	-----	-----	-----
Total Revenue	\$6,150,525	2,804,673	45.6%
<u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$522,387	48.7%
Employee Benefits	268,454	120,206	44.8%
Contractual Services	662,652	260,977	39.4%
Materials & Supplies	191,899	107,345	55.9%
Conference & Meeting	132,525	139,815	105.5%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	412,667	328.4%
Other Expenditures	29,321	47,166	160.9%
Financial Aid	3,767,071	1,654,827	43.9%
Transfers out (in)	370,686	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$3,270,538	46.5%
Excess of Expenditures Over Revenue	(\$879,304)	(\$465,865)	
Fund Balance 7/1/19	1,426,009	1,426,009	
	-----	-----	
Fund Balance 11/30/19	\$546,705	\$960,144	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
----- Local Taxes	\$44,000	\$21,954	49.9%
	-----	-----	-----
Total Revenue	\$44,000	\$21,954	49.9%
EXPENDITURES:			
----- Contractual Services	\$47,000	\$47,000	100.0%
	-----	-----	-----
Total Expenditures	\$47,000	\$47,000	100.0%
Excess of Revenues Over Expenditures	(\$3,000)	(\$25,046)	
Fund Balance 7/1/19	\$8,728	\$8,728	
	-----	-----	
Fund Balance 11/30/19	\$5,728	(\$16,318)	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$872,065	49.7%
-----	-----	-----	-----
Total Revenue	\$1,754,180	\$872,065	49.7%
EXPENDITURES:			

Fixed Charges	\$2,312,155	\$1,715,850	74.2%
Other	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,312,155	\$1,715,850	74.2%
Excess of Revenues Over Expenditures	(\$557,975)	(\$843,785)	
Fund Balance 7/1/19	\$999,650	\$999,650	
-----	-----	-----	
Fund Balance 11/30/19	\$441,675	\$155,865	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,110,000	\$517,280	46.6%
Other	-	5,824	100.0%
-----	-----	-----	-----
Total Revenue	\$1,110,000	\$523,104	47.1%
EXPENDITURES:			

Salaries	\$288,304	\$121,042	42.0%
Employee Benefits	340,566	161,737	47.5%
Contractual Services	375,176	334,972	89.3%
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	2,076	42.3%
-----	-----	-----	-----
Total Expenditures	\$1,221,196	\$810,550	66.4%
Excess of Revenues Over Expenditures	(\$111,196)	(\$287,446)	
Fund Balance 7/1/19	\$302,470	\$302,470	
-----	-----	-----	
Fund Balance 11/30/19	\$191,274	\$15,024	

December 2019 Financials

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$3,129,952	49.2%
Credit Hour Grants	1,249,988	641,123	51.3%
Equalization	50,000	25,000	50.0%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	137,095	30.5%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	32,941	89.8%
Tuition & Fees	5,050,500	4,725,928	93.6%
Sales & Services	44,850	17,593	39.2%
Facilities Revenue	112,714	49,298	43.7%
Interest on Investments	97,000	48,199	49.7%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	39,547	261.0%
Total Revenue	\$14,132,894	\$8,855,416	62.7%
<u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$4,478,927	47.7%
Employee Benefits	2,238,847	1,343,508	60.0%
Contractual Services	835,346	454,234	54.4%
Materials & Supplies	927,789	504,354	54.4%
Conference & Meeting	295,939	105,235	35.6%
Fixed Charges	64,295	42,919	66.8%
Utilities	669,351	653,555	97.6%
Capital Outlay	18,486	39,053	211.3%
Other Expenditures	156,630	195,577	124.9%
Transfers (In) Out	(467,947)	-	0.0%
Total Expenditures	\$14,132,894	\$7,817,362	55.3%
Excess of Revenues Over Expenditures	\$0	\$1,038,054	
Fund Balance 7/1/19	4,192,260	4,192,260	
Fund Balance 12/31/19	\$4,192,260	\$5,230,314	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$362,458	44.4%
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	\$476,729	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	1,621,628	22.8%
Other	128,000		
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	7,304,844	\$1,624,256	22.2%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$1,147,527)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
-----	-----	-----	
Fund Balance 12/31/19	\$394,590	\$435,407	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended December 31, 2019

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$371,032	93.5%
Bookstore Sales	600,000	297,418	49.6%
Athletics	50,140	10,587	21.1%
Other	173,775	131,829	75.9%
Total Revenue	\$1,220,915	\$810,866	66.4%
EXPENDITURES:			
Salaries	\$311,444	\$133,213	42.8%
Employee Benefits	31,074	15,384	49.5%
Contractual Services	92,745	34,011	36.7%
Materials & Supplies	644,859	495,359	76.8%
Conference & Meeting	240,088	82,165	34.2%
Fixed Charges	5,790	3,168	54.7%
Utilities	600	600	100.0%
Capital Outlay	5,127	703	13.7%
Other Expenditures	22,667	13,128	57.9%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$777,731	60.3%
Excess of Revenues Over Expenditures	(\$68,479)	\$33,135	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 12/31/19	\$123,023	\$224,637	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$40,056	30.3%
Adult Education	251,325	-	0.0%
Other Illinois Sources	103,908	8,498	8.2%
Department of Education	4,427,402	2,048,402	46.3%
Other Federal Sources	46,956	18,543	39.5%
Tuition & Fees	588,000	541,249	92.0%
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	82,700	27.9%
	-----	-----	-----
Total Revenue	\$6,150,525	2,825,019	45.9%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$599,408	55.9%
Employee Benefits	268,454	123,952	46.2%
Contractual Services	662,652	261,379	39.4%
Materials & Supplies	191,899	106,110	55.3%
Conference & Meeting	132,525	141,885	107.1%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	412,667	328.4%
Other Expenditures	29,321	54,003	184.2%
Financial Aid	3,767,071	1,654,827	43.9%
Transfers out (in)	370,686	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$3,359,379	47.8%
Excess of Expenditures Over Revenue	(\$879,304)	(\$534,360)	
Fund Balance 7/1/19	1,426,009	1,426,009	
	-----	-----	
Fund Balance 12/31/19	\$546,705	\$891,649	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$21,954	49.9%
-----	-----	-----	-----
Total Revenue	\$44,000	\$21,954	49.9%
EXPENDITURES:			

Contractual Services	\$47,000	\$47,000	100.0%
-----	-----	-----	-----
Total Expenditures	\$47,000	\$47,000	100.0%
Excess of Revenues Over Expenditures	(\$3,000)	(\$25,046)	
Fund Balance 7/1/19	\$8,728	\$8,728	
-----	-----	-----	
Fund Balance 12/31/19	\$5,728	(\$16,318)	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended December 31, 2019

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$872,065	49.7%
-----	-----	-----	-----
Total Revenue	\$1,754,180	\$872,065	49.7%
EXPENDITURES:			

Fixed Charges	\$2,312,155	\$1,715,850	74.2%
Other	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,312,155	\$1,715,850	74.2%
Excess of Revenues Over Expenditures	(\$557,975)	(\$843,785)	
Fund Balance 7/1/19	\$999,650	\$999,650	
-----	-----	-----	
Fund Balance 12/31/19	\$441,675	\$155,865	

AGENDA ITEM #X-A
 JANUARY 28, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,110,000	\$517,280	46.6%
Other	-	5,824	100.0%
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Total Revenue	\$1,110,000	\$523,104	47.1%
EXPENDITURES:			

Salaries	\$288,304	\$143,555	49.8%
Employee Benefits	340,566	173,251	50.9%
Contractual Services	375,176	336,104	89.6%
Materials & Supplies	8,888	11,095	124.8%
Conference & Meetings	20,503	4,192	20.4%
Fixed Charges	182,856	182,856	100.0%
Utilities	4,903	2,086	42.5%
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Total Expenditures	\$1,221,196	\$853,139	69.9%
Excess of Revenues			
Over Expenditures	(\$111,196)	(\$330,035)	
Fund Balance 7/1/19	\$302,470	\$302,470	
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Fund Balance 12/31/19	\$191,274	(\$27,565)	