

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

May 21, 2020 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

Public access to the meeting is provided online via

Zoom at <https://highland.zoom.us/j/95401718861?pwd=YUxGY0c4TUErOG5WMU4cHRcCHl1dz09> or
by phone at 312-626-6799 and Password 774551

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: April 23, 2020 Special Meeting
 April 30, 2020 Special Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic
 - 1. “HCC-RU Collaboration” Memorandum of Understanding Between Rockford University and Highland Community College (Page 1)
 - 2. Memorandum of Understanding for the Academic Articulation Agreement Between Highland Community College and Lewis University (Page 4)
 - 3. Articulation Agreement Between Highland Community College and National Louis University (Page 10)
 - 4. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Jo Daviess Carroll Career Technical Education Academy (CTE Academy) (Page 23)
 - 5. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Byron School District (Page 32)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 40)
 - 2. Revised Job Description: Receiving/Shipping/Warehouse Clerk. (Page 44)

3. Revised Job Description: Academic Technology Resources Assistant (Page 47)

D. Financial (None)

IX. Main Motions

A. Academic

1. New Program: Medical Assistant Certificate (Page 50)
2. New Program: Early Care and Education Certificate (Page 60)

B. Administration

1. Approval of Additional Vacation Carryover for Eligible Classified, Professional, and Administrative Staff Due to the COVID-19 Pandemic (Page 69)
2. First Reading – New Policy 5.80: Preparing and Updating Disclosures (Page 70)

C. Personnel (None)

D. Financial

1. Appointment of Auditor for Fiscal Year 2020 (Page 76)
2. Interfund Transfer from the Auxiliary Fund to the Operating Fund to Support Mass Communication Program (Page 89)
3. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund for Summerset Theatre (Page 90)
4. Resolution Approving Loan in an Amount Not to Exceed \$4,000,000 from the Working Cash Fund and Authorizing the Treasurer to Transfer Such Funds to the Education Fund (Page 91)
5. Health Insurance Rates (Page 94)
6. Approval of 2020 Primary Engineer Renewal Quote from Concensus Technologies, LLC for Micro Focus Maintenance, Support, and Consulting Services (Page 96)
7. Payment of Bills and Agency Fund Report – February 2020 (Page 100)
8. Payment of Bills and Agency Fund Report – March 2020 (Page 102)
9. Payment of Bills and Agency Fund Report – April 2020 (Page 104)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 106)
- B. Audit and Finance Committee
- C. Presidential Annual Review Committee
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee, a Specific Individual Who Serves as an Independent Contractor in an Educational Setting, or a Volunteer 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, a Specific Individual Who Serves as an Independent Contractor in an Educational Setting, or a Volunteer of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 - 1. President's Contract (Page 135)
 - 2. Appointment: Mathematics Instructor (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
 - 1. Memorandum of Understanding (MOU) Between Highland Community College and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic (Page 148)

XIII. Old Business

XIV. New Business

- A. Larry F. Kahl Gymnasium Renovation Update

XV. Dates of Importance

- A. Next Regular Board Meeting – June 23, 2020 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – June 11, 2020 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVI. Adjournment

**AGENDA ITEM #VIII-A-1
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**“HCC-RU COLLABORATION” MEMORANDUM OF UNDERSTANDING BETWEEN
ROCKFORD UNIVERSITY AND HIGHLAND COMMUNITY COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approves the attached “HCC-RU Collaboration” Memorandum of Understanding between Highland Community College (HCC) and Rockford University (RU), designed to help the College recruit excellent undergraduates who ultimately wish to earn their bachelor of science in business management (BSMS) degree from Rockford University.

BACKGROUND: This Memorandum of Understanding is designed to streamline the Rockford University admission of well-prepared undergraduates from Highland who might otherwise choose to complete their business education elsewhere.

BOARD ACTION: _____

**MEMORANDUM OF UNDERSTANDING BETWEEN
ROCKFORD UNIVERSITY AND
HIGHLAND COMMUNITY COLLEGE**

I. Authority and Purpose

This Memorandum of Understanding (MOU) is entered into between Rockford University (RU) and Highland Community College (HCC). Nothing in this MOU shall be construed as altering approved degree programs at either educational institution.

The purpose of this MOU is to describe the "HCC-RU Collaboration," which is designed to help HCC recruit excellent undergraduates who ultimately wish to earn the bachelor of science in business management (BSMS) degree from RU, and to streamline the RU admission of well-prepared undergraduates from HCC who might otherwise choose to complete their business education elsewhere.

II. Rockford University Conditions

RU agrees to accept highly qualified HCC students who are encouraged to declare their intent to complete a BSMS upon completion of select HCC degree programs when they declare their intent by the second semester at HCC. The select programs include the following: Associate of Applied Science (AAS) in Accounting and Associate of Arts (AA) with emphasis in Business Administration.

The following recommendations, as provided by RU Adult and Graduate Admission, will be communicated in a timely manner to HCC students who seek admission to the HCC-RU Collaboration pursuant to this memorandum:

- a. To become a part of the HCC-RU Collaboration, a student must meet the following conditions:
 - have earned a minimum of 24 transferrable credits or completed an AAS in Accounting or AA with emphasis in Business Administration at HCC;
 - have a minimum cumulative grade point average of 2.0 (on a 4.0 scale);
 - provide official transcripts;
 - complete the BSMS application;
 - pay the current application fee.
- b. To remain a part of the HCC-RU Collaboration and receive a BSMS, a student must meet the following conditions:
 - complete the program requirements as outlined in the applicable catalog;
 - maintain cumulative grade point averages of at least a 2.0 on a 4.0 scale every semester;
 - complete all 60 credits from a four-year institution and 30 of the last 36 credits from RU.

III. Highland Community College Conditions

HCC will provide advising services to potential, current, and returning students with the goal of assisting them with completion of their degrees and transferring into the BSMS at Rockford University.

HCC will assist RU in the distribution of updated degree, transfer, and marketing materials to alumni and current students.

HCC will provide the opportunities for Rockford University representatives to visit HCC to recruit students into the BSMS.

IV. Implementation and Administration

The HCC-RU Collaboration shall be implemented and administered by the designee of the Vice President of Business, Technology & Community Programs at HCC and the designee of the RU Provost. Each institution reserves the right to change its designee, and written notice of such change will be given to the other institution.

V. Resolution of Differences

In the event differences arise in the shared implementation and administration of the HCC-RU Collaboration, the schools are committed, through consultation and negotiation, to reaching resolutions that are demonstrably in the best interest of students, are consistent with institutional policies and procedures, are aligned with standard expectations for excellence in business education, and are feasible given university financial circumstances. This MOU creates no petition or grievance process unique to the HCC-RU Collaboration. All student petitions and grievances shall be heard in accordance with the terms of applicable academic and policies at the individual institutions.

VI. Effective Dates, Renewal, and Termination

This MOU shall become effective immediately upon approval by authorized signatories at RU and HCC. It shall remain in effect for the succeeding five academic years. Unless one educational institution notifies the other in writing of its desire to renegotiate or terminate this MOU six months in advance of its scheduled expiration, the terms of the MOU shall automatically renew for another period of five academic years.

Signed on behalf of Rockford University:
5050 E. State Street
Rockford, IL 61108

Name: Eric W. Fulcomer, President

Date

Signed on behalf of Highland Community College:
2998 W. Pearl City Road
Freeport, IL 61032

Name: Tim Hood, President

Date

**AGENDA ITEM #VIII-A-2
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING FOR THE ACADEMIC ARTICULATION
AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE AND
LEWIS UNIVERSITY**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approves the attached Memorandum of Understanding for the academic articulation from the Associate of Applied Science degrees in Emergency Medical Services and Medical Assistant Program at Highland Community College to the Bachelor of Arts in Healthcare Leadership degree at Lewis University.

BACKGROUND: This Memorandum of Understanding will streamline the articulation process for qualified students to complete these degree programs. This agreement is the result of discussions between Lewis University representatives and Dr. Jennifer Grobe to provide an affordable pathway for our students.

BOARD ACTION: _____

MEMORANDUM OF UNDERSTANDING

This agreement is entered into between Lewis University, hereinafter "Lewis" and Highland Community College hereinafter "HCC" to offer qualified students a convenient, cost effective, and streamlined approach to earn both the Associate of Applied Science Degree at HCC, and the Bachelor of Arts in Healthcare Leadership "HCL" at Lewis.

With mutual institutional respect, our two institutions enter into a partnership agreement. The objectives of the agreement are as follows:

- Offer HCC students the ability to complete both their Associate Degree and Bachelor of Arts degrees.
- Collaboratively advise students to enhance their education and streamline articulation between the two institutions.
- Jointly prepare students to take full advantage of the growing career opportunities in the healthcare sector.
- Provide an affordable pathway to complete these degree programs.

Agreement

1. All provisions of this agreement are confined to the offering of the Bachelor of Arts in Healthcare Leadership in online or blended cohort formats, and to the students admitted specifically into this program option. None of the terms contained within this document are applicable outside of this agreement and its specific intent.
2. Students will be required to complete 128 credit hours for the Bachelor of Arts in Healthcare Leadership degree as detailed in Attachment A.
3. Graduates of HCC must complete a minimum of 32 credit hours from Lewis to be awarded the Bachelor of Arts in Healthcare Leadership degree. All other program requirements apply.
4. Students should ideally apply for admission to Lewis in their first semester at HCC in order to receive appropriate advising and maximize their semesters at HCC.
5. Students completing the Associate degree with a minimum cumulative grade point average of 2.2 will be guaranteed admission to Lewis.
6. HCC will charge tuition for their courses at their most recently published and approved rates.
7. Lewis will charge tuition for their courses at a 25% discount from the published Undergraduate-Accelerated per credit hour rate. Students will not be eligible for any additional Lewis funded grant or scholarship aid.
8. Lewis and HCC will each be responsible for billing the student for the respective courses taken at each institution.
9. The Lewis program representative, HCC program representative, and other instructional staff and administrators identified by either representative, shall meet at least annually, and in the interim whenever necessary, for the purpose of coordination of the agreement.

HCC Responsibilities:

1. HCC will assist Lewis in the promotion and recruitment of students by distributing printed materials, providing mailing lists and contact information of interested students, and advising current and potential students of this degree program option.
2. HCC will include information on their web site promoting this degree program option.
3. HCC will list Lewis on its website as a partner organization.
4. HCC shall designate an individual to serve as a representative for the purpose of monitoring and

coordinating this Agreement. HCC shall notify Lewis in writing of the person's name and contact information prior to commencement of each semester.

5. HCC will not use the text of this MOU verbatim in agreements for Bachelor degree completion program with other four-year institutions.
6. HCC will provide space to Lewis University Advisors at mutually agreed upon times. Location of advising space may vary depending upon room availability.

Specific Services Lewis will provide to HCC:

1. Lewis will provide advisors at regularly scheduled times to meet with and advise students. Lewis understands that the location of the advising space may change depending upon room availability.
2. Lewis will provide program information to HCC students seeking information on pursuing their degree with Lewis in HCC offices and other appropriate spaces located on HCC's campus.
3. Lewis will list HCC as a partner on its website.
4. On an annual basis, Lewis will provide a report to HCC which shall include the number of current HCC students enrolled in the HCL program and the number of HCC graduates who successfully completed the HCL program in that calendar year.
5. Lewis shall designate an individual to serve as a representative for the purpose of monitoring and coordinating this Agreement. Lewis shall notify HCC in writing of the person's name and contact information prior to commencement of each semester.

Terms:

1. This MOU will begin on the execution date of the Agreement and continue for 5 years, and be jointly reviewed annually. Renewal after 5 years is to be mutually agreed upon.
2. Either party may terminate this agreement with 180 days advance written notice. Termination by either party must be accompanied by a plan to allow all currently enrolled students to complete their program of study under the terms of this agreement.

Additional Agreements:

1. Both parties shall maintain all necessary and required accreditations with the appropriate accreditation agencies, including the Higher Learning Commission. In the event either party's accreditation is revoked or otherwise limited, this MOU may be terminated immediately. In the event of such termination for loss of accreditation, all participating students shall be accommodated to the extent possible at the institution that remains appropriately accredited.
2. Lewis shall indemnify, defend, and hold HCC, its officers, agents, trustees, and employees harmless from any and all claims, demands, losses, damages, liabilities, costs, judgments, settlements and charges, including reasonable attorneys' fees and expenses arising out of or directly related to negligent acts or omissions of Lewis or its officers, agents, trustees, and employees. This indemnification obligation shall survive any termination of this Agreement.
3. HCC shall indemnify, defend, and hold Lewis, its officers, agents, trustees, and employees harmless from any and all claims, demands, losses, damages, liabilities, costs, judgments, settlements and charges, including reasonable attorneys' fees and expenses arising out of or directly related to negligent acts or omissions of HCC or its officers, agents, trustees, and employees. This indemnification obligation shall survive any termination of this Agreement.
4. No agreements concerning the transfer or exchange of any asset of either party is intended or implied by this memorandum. Lewis and HCC are separate and independent institutions of higher education and by this agreement both will continue to operate as separate institutions. The administrators of Lewis and HCC are authorized to sign, prepare and implement plans of action and procedures necessary to effect this agreement.
5. In no event shall either party be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.
6. Each party assumes full responsibility for the payment of all federal, state and local taxes it incurs as a result of this MOU.
7. This Agreement is executed by an authorized representative of each party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
8. Neither party shall not discriminate on the basis of race, color, religion, sex, national origin,

ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation.

- 9. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in a court of competent jurisdiction.
- 10. Any modifications and amendments to the MOU must be in writing and signed by authorized agents of both parties.

IN WITNESS WHEREOF, the undersigned parties, by and through their duly authorized officers, have executed this agreement on the date written above.

For Lewis University:

For Highland Community College:

Dr. David J. Livingston, President

Mr. Tim Hood, President

Date

Date

Dr. Christopher Sindt, Provost



Ms. Chris Kuberski, Executive Vice President

Date

10/9/19
Date

**Dr. Michele Young, Provost Office
Unit # 993
Lewis University
One University Parkway
Romeoville IL 60446-2200**

**Mr. Tim Hood, President
Highland Community College
2998 W. Pearl City Road
Freeport IL 61032**

Attachment A: Bachelor of Arts in Healthcare Leadership

Highland Community College Emergency Medical Services, A.A.S. (total credits = 72)

First Semester	Hours	Second Semester	Hours
ENGL 121 Rhetoric & Composition I	3	BIOL 120 Foundations of A&P	5
SPCH 191 Introduction to Speech	3	ITHC 101 Medical Terminology I	1
NURS 196 Emergency Medical Training	6	ITHC 102 Medical Terminology II	1
		ITHC 103 Medical Terminology III	1
		Social Science course	3
Total Hours	12	Total Hours	11

Third Semester	Hours	Fourth Semester	Hours
NURS 112 Paramedic I	11	NURS 113 Paramedic II	11
Social Science course	3		
Total Hours	14	Total Hours	11

Fifth Semester	Hours	Sixth Semester	Hours
NURS 114 Paramedic III	8	NURS 115 Paramedic IV	11
Mathematics course	3	NURS 116 Paramedic Clinical	2
Total Hours	11	Total Hours	13

Lewis University (total credits = 57)

First Semester	Hours	Second Semester	Hours
HCLD 30000 U.S. Healthcare Systems (1 st 8 weeks)	3	HCLD 33000 Project Mgmt & Team Dynamics (1 st 8 weeks)	3
Humanities course (1 st 8 weeks)	3	HCLD 40000 HC Planning & Analysis (1 st 8 weeks)	3
HCLD 31000 Comm. in HC Organizations (2 nd 8 weeks)	3	HCLD 36000 Mgmt Skills for the HC Prof (2 nd 8 weeks)	3
THEO 10600 Theology (2 nd 8 weeks)	3	ENGL 11200 College Writing II (2 nd 8 weeks)	3
Total Hours	12	Total Hours	12

Third Semester	Hours	Fourth Semester	Hours
HCLD 38000 Financial Mgmt in Healthcare (1 st 8 weeks)	3	HCLD 41000 Healthcare Operations (1 st 8 weeks)	3
Humanities course (1 st 8 weeks)	3	SOCI 29000 Diversity & Social Justice (1 st 8 weeks)	3
HCLD 35100 Managing Info in HC (2 nd 8 weeks)	3	Social Science course (2 nd 8 weeks)	3
Humanities course (2 nd 8 weeks)	3	PHIL 303 Ethics (2 nd 8 weeks)	3
Total Hours	12	Total Hours	12

Fifth Semester	Hours		
Natural Science course (1 st 8 weeks)	3		
HCLD 44000 Leadership in HC (2 nd 8 weeks)	3		
HCLD 44100 HC Leadership Practicum (2 nd 8 weeks)	3		
Total Hours	9		

Attachment A: Bachelor of Arts in Healthcare Leadership

Highland Community College Medical Assistant Program (total credits = 72)

First Semester	Hours	Second Semester	Hours
ENGL 121 Rhetoric & Composition I	3	ENGL 122 Rhetoric & Composition II	3
PSY 161 Introduction to Psychology	3	SPCH 191 Introduction to Speech	3
BIOL 120 Foundations of A&P	5	ITHC 103 Medical Terminology III	1
ITHC 101 Medical Terminology I	1	INFT 180 Information Systems	3
ITHC 102 Medical Terminology II	1	Social Science course	3
Total Hours	13	Total Hours	13

Third Semester	Hours	Fourth Semester	Hours
NURS 120 Medical Assistant Clinical Procedures I	5	NURS 108 Phlebotomy Techniques	4
NURS 125 Electronic Health Records (1 st 8 weeks)	2	NURS 121 Medical Assistant Clinical Procedures II	6
NURS 126 Administrative Procedures in Health Care	5	NURS 122 Medical Assistant Seminar	3
NURS 184 Diet & Nutrition Therapy (2 nd 8 weeks)	2	NURS 184 Diet & Nutrition Therapy (1 st 8 weeks)	2
NURS 289 Legal & Ethical Issues of Health Care	3	NURS 188 Pathophysiology	2
Total Hours	17	Total Hours	17

Fifth Semester	Hours		
NURS 123 Medical Assistant Externship	6		
Humanities course	3		
Natural Science course	3		
Total Hours	12		

Lewis University (total credits = 56)

First Semester	Hours	Second Semester	Hours
HCLD 30000 U.S. Healthcare Systems (1 st 8 weeks)	3	HCLD 33000 Project Mgmt & Team Dynamics (1 st 8 weeks)	3
Humanities course (1 st 8 weeks)	3	HCLD 40000 HC Planning & Analysis (1 st 8 weeks)	3
HCLD 31000 Comm in HC Organizations (2 nd 8 weeks)	3	HCLD 36000 Mgmt Skills for the HC Prof (2 nd 8 weeks)	3
THEO 10600 Intro to Christian Theology (2 nd 8 weeks)	3	Humanities course (2 nd 8 weeks)	3
Elective course (workshop) (2 nd 8 weeks)	1	Elective course (workshop) (2 nd 8 weeks)	1
Total Hours	13	Total Hours	13

Third Semester	Hours	Fourth Semester	Hours
HCLD 38000 Financial Mgmt in HC (1 st 8 weeks)	3	HCLD 41000 Healthcare Operations (1 st 8 weeks)	3
HCLD 35100 Managing Info in HC (2 nd 8 weeks)	3	Elective course (1 st 8 weeks)	3
		SOCI 29000 Diversity & Social Justice (1 st 8 weeks)	3
		Social Science course (2 nd 8 weeks)	3
Total Hours	6	Total Hours	12

Fifth Semester	Hours		
PHIL 30300 Ethics (1 st 8 weeks)	3		
HCLD 44100 HC Leadership Practicum (2 nd 8 weeks)	3		
HCLD 44000 Leadership in HC (2 nd 8 weeks)	3		
Math course (2 nd 8 weeks)	3		
Total Hours	12		

**AGENDA ITEM #VIII-A-3
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**ARTICULATION AGREEMENT
BETWEEN HIGHLAND COMMUNITY COLLEGE AND
NATIONAL LOUIS UNIVERSITY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new articulation agreement between Highland Community College and National Louis University (NLU).

BACKGROUND: The purpose of this agreement is to provide a pathway for early childhood students to complete a bachelor of arts degree in early childhood after completing an associate of applied science degree in early childhood. Historically, students in Highland’s Early Childhood program have been nontraditional students who are in the workforce while working on their associate degree. A majority of the students are not able to leave the district and need an online degree option if they want to pursue a bachelor degree.

National Louis University has two degree options: 1) an educator licensure route (Early Childhood Education), and, 2) a non-licensure route (Early Childhood Practice). Highland worked with NLU to design four different pathway agreements. The College has the Early Childhood Education – AAS (703) degree as well as an online option – Early Childhood Development – AAS (704). Each of the AAS degrees is articulated with each of the National Louis degree options.

The Early Childhood CareerTEC program is held on campus and taught by the Early Childhood Coordinator. By approving the articulation with NLU, this will provide a true “grow your own” pathway for students interested in pursuing a bachelor’s degree in early childhood.

BOARD ACTION: _____



**NATIONAL
LOUIS
UNIVERSITY**

ACCESS. INNOVATION. EXCELLENCE.

**Articulation Agreement
Between
Highland Community College and National Louis University**

I. PURPOSE

This articulation agreement is designed to coordinate transfer policies, enhance advising, and promote the acceptance of the transfer of associate degrees from Highland Community College (HCC) to National Louis University (NLU).

II. ELEMENTS OF THE AGREEMENT

A. Admissions Practices

1. NLU will accept applications from students who wish to transfer from Highland Community College into any related baccalaureate degree program at NLU as noted on the transfer guides accompanying this agreement. Transferring Highland Community College applicants must meet the same admissions criteria as other students applying for transfer to NLU.
2. Highland Community College graduates applying to a related degree program at NLU who have a Highland Community College cumulative GPA of at least 2.0 are guaranteed admission to National Louis University. Once admitted, students are subject to all other policies and procedures, including residency requirement of NLU, as outlined in the NLU catalog. Students who have questions may consult a counselor and/or advisor at either institution for assistance.
3. National Louis University will not charge an application fee if Highland Community College students apply to NLU online

B. Acceptance and Application of Credits

1. A total of 180 QH is required for completion of the bachelor's degree at National Louis University. The maximum number of transfer credits accepted from Highland Community College will be equal to 120 quarter hours or 80 semester hours.
2. Under this agreement, all courses that are required to complete the specific related associate degree program (not including remedial or developmental courses) will be transferred into the bachelor's program in their entirety, subject to each NLU program's grade restrictions. All education programs require a grade of C or higher (GPA of 2.0).

3. This agreement covers all related associate degree programs as specified in the attached appendixes. Additional programs might be added at the later date at the discretion of both Institutions.
4. NLU will evaluate courses/credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), or other testing programs. NLU also will evaluate courses/credits earned at other institutions. Students seeking credit for these courses must provide the university with official transcripts for evaluation.
5. Academic plans included in the attached appendixes will be moved to and maintained via the NLU Online Transfer Articulations Guides at <https://www.nl.edu/transferinfo/transferarticulationguide/>.
Any revisions to the related programs will be processed and reflected in the online transfer guides.
6. Prior Learning Activity and other life experiences credits already evaluated as part of the Highland Community College program will be brought in with the degree, subject to each NLU program's restrictions.
7. Accreditation Status. NLU and HCC are both accredited by the Higher Learning Commission (HLC) and will maintain their institutional accreditations as well as their respective programmatic accreditations noted in the Appendixes; Per this agreement, both institutions will notify each other of any changes in their accreditation status.

C. Implementation of the Agreement

1. National Louis University and Highland Community College agree to review this agreement annually. Highland Community College and NLU will designate an individual to serve as liaison for the purposes of monitoring this agreement. Each institution will provide updated catalogs to the other immediately upon their availability. Upon request, NLU agrees to provide Highland Community College with reports on enrolled Highland Community College transfer students, their majors and academic performance to the extent permitted by law.
2. NLU and Highland Community College agree to assist each other in promoting this agreement appropriately in their respective promotional materials, events, web sites, and reports.
3. NLU, in collaboration with Highland Community College will provide Highland Community College with student-friendly transfer guides that illustrate transferability of coursework and detail application and admission procedures.
4. This agreement may be amended, as necessary, for specific program articulation without affecting the master agreement. Such amendments or termination must be in writing, with notice provided at least 30 days prior to the first day of instruction (at both institutions) of the academic term in which the change will be implemented?"

- 5. This agreement will remain in effect until terminated by either party on ninety (90) days prior written notice. In the event that this agreement is terminated, the terms of the agreement contained herein will remain in effect for the maximum transitional period of two (2) calendar years to accommodate students already enrolled under the agreement.

III. SIGNATURES

Tim Hood
President
Highland Community College

Date

Jim Endress
Chair, Board of Trustees
Highland Community College

Date

Saib Othman, Ph.D.
Provost and Vice President of Academic Affairs
National Louis University

Date

Stephen Neer
Vice Provost and Registrar
National Louis University

Date



1888

**NATIONAL
LOUIS
UNIVERSITY**

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Programs Included in the Agreement

Highland Community
College Program

National Louis University Program

A.A.S. Early Childhood Education	to	B.A. Early Childhood Education
A.A.S. Early Childhood Development	to	B.A. Early Childhood Education
A.A.S. Early Childhood Education	to	B.A. Early Childhood Practice
A.A.S. Early Childhood Development	to	B.A. Early Childhood Practice

**APPENDIX A1: Highland Community College and National Louis University –
Associate of Applied Science in Early Childhood Education to the Bachelor of Arts in Early Childhood Education**

Step I: Associate Degree

B.A. Early Childhood Education	Associate degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		16	24
Communications			
ENG 101 Beginning English Composition	ENGL 121 Rhetoric and Composition I	3	4.5
ENG 203 Effective Speaking Undergrad	SPCH 191 Fundamentals of Speech	3	4.5
Humanities			
ENG 210 Children's Literature for Educators	ECE 124 Literature for Young Children	3	4.5
Quantitative Reasoning			
MTH 105 Math Content for Educators I	MATH 164 Mathematics for Elementary Teachers I	4	6
Behavioral Science			
PSY 101 Introduction to Psychology	PSY 161 Introduction to Psychology	3	4.5
EDUCATION CONCENTRATION and MAJOR		21	31.5
EDU 210 History and Philosophy of Education	ECE 121 Intro to Early Childhood Education	3	4.5
*SPE 300 Intro to SPE & Mtds Tchg Stud	ECE 204 Exceptional Child in EC Programs	3	4.5
EDU 290 Professional and Ethical Engagement with Children, Families and Communities	ECE 203 Home, School, & Community Relations in EC	3	4.5
ECE 200 Early Childhood Learning, Growth & Development	ECE 122 Child Growth and Development	3	4.5
ECE 324 Integrated Preprimary Methodology in	ECE 202 Curriculum in EC Settings	3	4.5
EDU 300 Teacher Education Practicum I	ECE 209 ECE Internship	3	4.5
EDU 350 Teacher Preparation Curriculum and Assessment	ECE 125 Assessment in EC Settings	3	4.5
ELECTIVES		26	39
Free Electives	ECE 126 Observation & Guidance of Young Child	3	4.5
	ECE 128 Practicum	2	3
	ECE 205 Intro to Infant/Toddler Care & Education	3	4.5
	ECE 123 Health, Safety, & Nutrition of Young Child	3	4.5
	ECE 207 Math and Science for the Young Child	3	4.5
	INFT 180 Introduction to Information Systems	3	4.5
	AAS Electives - min 3 courses	9	13.5
TOTAL TRANSFER:		63	94.5

NOTE: Each course can satisfy just one requirement

Courses marked with an asterisk * must be completed with a grade of B or better.

**APPENDIX A1: Highland Community College and National Louis University –
Associate of Applied Science in Early Childhood Education to the Bachelor of Arts in Early Childhood Education**

Step II: Courses to be taken at National Louis University: B.A. Early Childhood Education

	SH	QH
General Education Requirements	30	45
GEN 103 Student Success Seminar		
Communications		
ENG 201 Intermediate English Composition		
Fine Arts		
Introductory Art, Music or Theatre		
Quantitative Reasoning		
MTH 115 Math Content for Educators II		
Physical and Life Science		
SCI 101 Physical Science		
SCI 102 Survey of Biological Science with Lab		
Social Science		
HIS 212 Think Global Movements in US History and Its Impact on Society and School		
HIS 102 Civics and American Government		
HIS 103 History Across the Globe		
Education Concentration Requirements	7	10
PSY 200 Applied Educational Psychology		
CIL 300 ESL/Bilingual Educational Foundations		
ECE Major Requirements	37	40
ECE 334 Early Language and Literacy Development		
CIS 480A Methods of Teaching Social Studies		
MHE 480A Methods of Teaching Mathematics		
RLL 479 Literacy Methods II		
SCE 480A Methods of Teaching Science		
EDU 400 Teacher Education Practicum II		
EDU 410 Teacher Education Practicum III		
ECE 470 Early Childhood Education Student Teaching		
TOTAL	74	95

SUMMARY		SH	QH
Highland Community College	Associate Degree	63	94.5
National Louis University	Courses to be completed at NLU	74	95
TOTAL		137	189.5

**APPENDIX A2: Highland Community College and National Louis University
Associate of Applied Science in Early Childhood Development to the Bachelor of Arts in Early Childhood Education**

Step I: Associate Degree

B.A. Early Childhood Education	Associate degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		29	43.5
Communications			
ENG 101 Beginning English Composition	ENGL 121 Rhetoric and Composition I	3	4.5
ENG 201 Intermediate English Composition	ENGL 122 Rhetoric and Composition II	3	4.5
ENG 203 Effective Speaking Undergrad	SPCH 191 Fundamentals of Speech	3	4.5
Humanities			
ENG 210 Children's Literature for Educators	AAS Elective: ECE 124 Literature for Young Children	3	4.5
Fine Arts			
Fine Arts - 1 course	AAS Humanities - one course: ART 110 Introduction to Art MUS 267 Introduction to Music THEA 196 Introduction to Theatre	3	4.5
Quantitative Reasoning			
MTH 105 Math Content for Educators I	MATH 164 Math for Elementary Teachers I	4	6
Physical and Life Sciences			
SCI 102 Survey of Biological Science with Lab	BIOL 110 Principles of Biology	4	6
Social Sciences			
US History or American Politics - 1 course	AAS General Education Elective - one course: HIST 143 U . S . History I HIST 144 U . S . History II POL 152 American Government & Politics POL 153 State and Local Government	3	4.5
Behavioral Science			
PSY 101 Introduction to Psychology	PSY 161 Introduction to Psychology	3	4.5
EDUCATION CONCENTRATION and MAJOR		21	31.5
EDU 290 Professional and Ethical Engagement Children, Families & Comm	ECE 203 Home, School, & Community Relations in E	3	4.5
EDU 210 History and Philosophy of Education	ECE 121 Intro to Early Childhood Education	3	4.5
*SPE 300 Intro to SPE & Mtds Tchg Stud	ECE 204 Exceptional Child in EC Programs	3	4.5
ECE 200 Early Childhood Learning, Growth & Development	ECE 122 Child Growth and Development	3	4.5
ECE 324 Integrated Preprimary Methodology in Early Childhood Education	ECE 202 Curriculum in EC Settings	3	4.5
EDU 350 Teacher Preparation Curriculum and Assessment	ECE 125 Assessment In EC Settings	3	4.5
PSY 200 Applied Educational Psychology or EDU 300 Teacher Education Practicum I	AAS Elective: PSY 261 Educ Psychology or ECE 209 ECE Internship	3	4.5

**APPENDIX A2: Highland Community College and National Louis University
Associate of Applied Science in Early Childhood Development to the Bachelor of Arts in Early Childhood Education**

ELECTIVES		14	21
Free Electives	ECE 212 Early Childhood Assessment Seminar	3	4.5
	ECE 126 Observation & Guidance of Young Child	3	4.5
	ECE 128 Practicum	2	3
	ECE 123 Health, Safety, & Nutrition of Young Child	3	4.5
	INFT 180 Introduction to Information Systems	3	4.5
TOTAL TRANSFER:		64	96

NOTE: Each course can satisfy just one requirement

Courses marked with an asterisk * must be completed with a grade of B or better.

Step II: Courses to be taken at National Louis University: B.A. Early Childhood Education

	SH	QH
General Education Requirements	17	25
GEN 103 Student Success Seminar		
MTH 115 Math Content for Educators II		
Physical and Life Science		
SCI 101 Physical Science		
Social Science		
HIS 212 Think Global Movements in US Hist or HIS 102 Civics and American Government <i>Students who took HIST 143 or 144 at HCC, will take HIS 102 at NLU; students who took POLT 152 or 153 at HCC, will take HIS 212 at NLU.</i>		
HIS 103 History Across the Globe		
Education Concentration and Major Requirements	33	50
CIL 300 Foundations of ESL and Bilingual Education		
PSY 200 Applied Educational Psychology or EDU 300 Teacher Education Practicum I <i>Students who took PSY 261 at HCC, will take EDU 300 at NLU; students who took ECE 209 at HCC, will take PSY 200 at NLU.</i>		
ECE 334 Early Language and Literacy Development		
CIS 480A Methods of Teaching Social Studies		
MHE 480A Methods of Teaching Mathematics		
RLL 479 Literacy Methods II		
SCE 480A Methods of Teaching Science		
EDU 400 Teacher Education Practicum II		
EDU 410 Teacher Education Practicum III		
ECE 470 Early Childhood Education Student Teaching		
Electives	6	9
TOTAL	56	84

SUMMARY		SH	QH
Highland Community College	Associate Degree	64	96
National Louis University	Courses to be completed at NLU	56	84
TOTAL		120	180

**APPENDIX B1: Highland Community College and National Louis University
A.A.S. in Early Childhood Education to the Bachelor of Arts in Early Childhood Practice**

Step I. Associate Degree

B.A. Early Childhood Practice	Associate Degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		16	24
Communications			
ENG 101 Beginning English Composition	ENGL 121 Rhetoric and Composition I	3	4.5
ENG 203 Effective Speaking Undergrad	SPCH 191 Fundamentals of Speech	3	4.5
Humanities			
ENG 210 Children's Literature for Educators	ECE 124 Literature for Young Children	3	4.5
Quantitative Reasoning			
Mathematics – min 4.5 QH MTH 105 recommended	MATH 164, MATH 169, MATH177 or another IAI approved Mathematics course	4	6
Behavioral Science			
Behavioral Science – min 4.5 QH PSY 101 recommended	PSY 161 Introduction to Psychology	3	4.5
EDUCATION CONCENTRATION and MAJOR		27	40.5
EDU 210 History and Philosophy of Education	ECE 121 Intro to Early Childhood Education	3	4.5
*SPE 300 Intro to SPE & Mtds Tchg Stud	ECE 204 Exceptional Child In EC Programs	3	4.5
EDU 290 Professional and Ethical Engagement with	ECE 203 Home, School, & Community Relations in EC	3	4.5
ECE 200 Early Childhood Learning, Growth & Development	ECE 122 Child Growth and Development	3	4.5
ECE 302 Planning for Quality Infant/Toddler Programs	ECE 123 Health, Safety, & Nutrition of Young Child	3	4.5
ECE 324 Integrated Preprimary Methodology In	ECE 202 Curriculum in EC Settings	3	4.5
EDU 300 Teacher Education Practicum I	ECE 209 ECE Internship	3	4.5
ECE 340 Positive Guidance In Early Childhood	ECE 126 Observation & Guidance of Young Child	3	4.5
EDU 350 Teacher Preparation Curriculum and Assessment	ECE 125 Assessment in EC Settings	3	4.5
ELECTIVES		14	21
Free Electives	ECE 205 Intro to Infant/Toddler Care & Education	3	4.5
	ECE 128 Practicum	2	3
	ECE 207 Math and Science for the Young Child	3	4.5
	INFT 180 Introduction to Information Systems	3	4.5
	AAS Electives - min 3 courses	3	4.5
TOTAL TRANSFER:		57	85.5

NOTE: Each course can satisfy just one requirement

Courses marked with an asterisk * must be completed with a grade of B or better

**APPENDIX B1: Highland Community College and National Louis University
A.A.S. in Early Childhood Education to the Bachelor of Arts in Early Childhood Practice**

Step II. Courses to be taken at National Louis University: B.A. Early Childhood Practice

	SH	QH
General Education Requirements	30	45
GEN 103 Student Success Seminar		
Communications		
ENG 201 Intermediate English Composition		
Fine Arts		
Introductory Art, Music or Theatre		
Physical and Life Science		
SCI 101 Physical Science		
SCI 102 Survey of Biological Science with Lab		
Social Science		
HIS 212 Think Global Movements in US History and Its Impact on Society and School		
HIS 102 Civics and American Government		
HIS 103 History Across the Globe		
Additional General Education		
MTH 115 Math Content for Educators II		
Education Concentration Requirements	7	10
CIL 300 Foundations of ESL and Bilingual Education		
PSY 200 Applied Educational Psychology		
Early Childhood Practice Major	20	30
ECE 301 Understanding Infant & Toddler Development		
ECE 321 Curriculum in Infant/Toddler Programs		
ECE 334 Early Language and Literature Development		
ECE 341 Early Intervention and Screening for Infants & Toddlers		
ECE 342 Cultural Responsiveness for Families of Infants/Toddlers		
ECE 343 Teaching and Learning In Diverse Early Childhood Environments		
Electives	6	10
TOTAL	63	95

SUMMARY		SH	QH
Highland Community College	Associate Degree	57	85.5
National Louis University	Courses to be taken at NLU	63	95
TOTAL		120	180.5

**APPENDIX B2: Highland Community College and National Louis University
A.A.S. in Early Childhood Development to the Bachelor of Arts in Early Childhood Practice**

Step I. Associate Degree

B.A. Early Childhood Practice	Associate Degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		29	43.5
Communications			
ENG 101 Beginning English Composition	ENGL 121 Rhetoric and Composition I	3	4.5
ENG 201 Intermediate English Composition	ENGL 122 Rhetoric and Composition II	3	4.5
ENG 203 Effective Speaking Undergrad	SPCH 191 Fundamentals of Speech	3	4.5
Humanities			
ENG 210 Children's Literature for Educators	<i>AAS Elective:</i> ECE 124 Literature for Young Children	3	4.5
Fine Arts			
Fine Arts - 1 course	<i>AAS Humanities - one course:</i> ART 110 Introduction to Art MUS 267 Introduction to Music THEA 196 Introduction to Theatre	3	4.5
Quantitative Reasoning			
Mathematics – min 4.5 QH MTH 105 recommended	MATH 164, MATH 169, MATH177 or another IAI approved Mathematics course	4	6
Physical and Life Sciences			
SCI 102 Survey of Biological Science with Lab	BIOL 110 Principles of Biology	4	6
Social Sciences			
US History or American Politics - 1 course	<i>AAS General Education Elective - one course:</i> HIST 143 U . S . History I HIST 144 U . S . History II POL 152 American Government & Politics POL 153 State and Local Government	3	4.5
Behavioral Science			
Behavioral Science – min 4.5 QH PSY 101 recommended	PSY 161 Introduction to Psychology	3	4.5
EDUCATION CONCENTRATION and MAJOR		27	40.5
EDU 210 History and Philosophy of Education	ECE 121 Intro to Early Childhood Education	3	4.5
*SPE 300 Intro to SPE & Mtds Tchg Stud	ECE 204 Exceptional Child in EC Programs	3	4.5
EDU 290 Professional and Ethical Engagement with Children, Families and Communities	ECE 203 Home, School, & Community Relations in EC	3	4.5
ECE 200 Early Childhood Learning, Growth & Development	ECE 122 Child Growth and Development	3	4.5
ECE 302 Planning for Quality Infant/Toddler Programs	ECE 123 Health, Safety, & Nutrition of Young Child	3	4.5
ECE 324 Integrated Preprimary Methodology in Early Childhood Education	ECE 202 Curriculum in EC Settings	3	4.5

**APPENDIX B2: Highland Community College and National Louis University
A.A.S. in Early Childhood Development to the Bachelor of Arts in Early Childhood Practice**

ECE 340 Positive Guidance in Early Childhood Environments	ECE 126 Observation & Guidance of Young Child	3	4.5
EDU 350 Teacher Preparation Curriculum and Assessment	ECE 125 Assessment in EC Settings	3	4.5
PSY 200 Applied Educational Psychology or EDU 300 Teacher Education Practicum I	<i>AAS Elective:</i> PSY 261 Educ Psychology or ECE 209 ECE Internship	3	4.5
ELECTIVES		8	12
Free Electives	ECE 212 Early Childhood Assessment Seminar	3	4.5
	ECE 128 Practicum	2	3
	INFT 180 Introduction to Information Systems	3	4.5
TOTAL TRANSFER:		64	96

NOTE: Each course can satisfy just one requirement

Courses marked with an asterisk * must be completed with a grade of B or better

Step II. Courses to be taken at National Louis University: B.A. Early Childhood Practice

	SH	QH
General Education Requirements	17	25
GEN 103 Student Success Seminar		
Physical and Life Science		
SCI 101 Physical Science		
Social Science		
HIS 212 Think Global Movements in US Hist or HIS 102 Civics and American Government <i>Students who took HIST 143 or 144 at HCC, will take HIS 102 at NLU; students who took POLT 152 or 153 at HCC, will take HIS 212 at NLU.</i>		
HIS 103 History Across the Globe		
Additional General Education		
MTH 115 Math Content for Educators II		
Education Concentration and Major	27	40
CIL 300 Foundations of ESL and Bilingual Education		
PSY 200 Applied Educational Psychology or EDU 300 Teacher Education Practicum I <i>Students who took PSY 261 at HCC, will take EDU 300 at NLU; students who took ECE 209 at HCC, will take PSY 200 at NLU.</i>		
ECE 301 Understanding Infant & Toddler Development		
ECE 321 Curriculum in Infant/Toddler Programs		
ECE 334 Early Language and Literature Development		
ECE 341 Early Intervention and Screening for Infants & Toddlers		
ECE 342 Cultural Responsiveness for Families of Infants/Toddlers		
ECE 343 Teaching and Learning in Diverse Early Childhood Environments		
Electives	12	19
TOTAL	56	84

SUMMARY		SH	QH
Highland Community College	Associate Degree	64	96
National Louis University	Courses to be taken at NLU	56	84
TOTAL		120	180

**AGENDA ITEM #VIII-A-4
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT
MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE AND JO DAVIESS CARROLL CAREER
TECHNICAL EDUCATION ACADEMY (CTE ACADEMY)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Jo Daviess Carroll Career Technical Education Academy (CTE Academy) to be used for the Linking Talent with Opportunity (LTO) grant.

BACKGROUND: The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students earn dual credit. The attached MOU will be used as part of the Pathways delivery process.

BOARD ACTION: _____

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between Highland Community College and Jo Davless
Carroll Career Technical Education Academy (CTE Academy)**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Jo Davless Carroll Career Technical Education Academy (CTE Academy), located at 950 US RT 20 W Elizabeth, IL 61028 and Highland Community College, located at 2998 W. Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

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

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

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

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

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

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

expenses associated with their proposed instructional delivery of the dual credit course at the CTE Academy.

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

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

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

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

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

8. This agreement will be in effect for the 2020-2021 school year.

Kris C. Hall
K. Hall 10/2/20
High School Superintendent Date

Highland Community College President Date

Board of Education Date

Highland Community College Board of Trustees Date

779255v2



HIGHLAND COMMUNITY COLLEGE

HIGHLAND COMMUNITY COLLEGE
DUAL CREDIT AGREEMENT WITH

JoDavless Carroll CTE Academy

2019 - 2020 School Year

STATEMENT OF INTENT FOR 'NOT FOR PAYMENT' CAREER & TECHNICAL EDUCATION COURSES

The purpose of this Dual Credit Agreement is to provide a mechanism which, under the guidelines and directives of the Illinois Community College Board, will allow high school students to enroll in and attend college course(s) at Highland Community College or their home school, thereby simultaneously earning high school and college credits at no charge to the school or student. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

JoDavless Carroll CTE Academy course		Highland Community College course	CRN/Section
Graphic Communications I & II (Tharen-Borowski)	is equivalent to	ART 118 – Graphic Design I am ART 118 – Graphic Design I pm	6930 DC 6931 DC1
Automotive Technology I (Albrecht)	is equivalent to	AUTM 138 – Automotive Servicing	6950 JDQ
Care and Learning Service Management (Kloss)	is equivalent to	ECE 128 – Practicum II	6821 DQJ 6820 JDQ
Care and Learning Services Occupation I (Kloss)	is equivalent to	ECE 206 – Creative Activities Young Child	6823 DQJ 6822 JDQ
Computer Networking I & II (Grissinger)	is equivalent to	INFT 282 – A+ Certification INFT 284 – Networking + Certification INFT 286 – Security + Certification	6817 JDQ 6818 JDQ 6819 JDQ
Construction Trades I (Connor)	is equivalent to	MTEC 240 – Building Systems	6866 JDQ
Construction Trades II (Connor)	is equivalent to	MTEC 245 – Construction Estimating I	6867 JDQ
Health Occupations II (Koester)	is equivalent to	ITHC 101 – Basic Med Terminology I ITHC 102 – Basic Med Terminology II ITHC 103 – Basic Med Terminology III	3890 JDQ 3891 JDQ 3892 JDQ

STATEMENT OF INTENT FOR GENERAL EDUCATION COURSES

The home High School agrees to enter into a dual credit agreement with Highland Community College for selected courses in General Education. Other core courses may be added as student enrollments dictate. All students enrolled in the course must meet the placement and prerequisite guidelines established for the HCC course. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

JoDavless Carroll CTE Academy course		Highland Community College course	CRN/Section
Health Occupations I (Koester)	is equivalent to	NURS 091 – Nurse Assistant	6253 JDQ

PARTICIPATING INSTITUTIONS

We, the undersigned representatives of the listed institutions, agree to the terms of this Dual Credit Agreement.

HIGHLAND COMMUNITY COLLEGE

SCHOOL DISTRICT

(President)

[Signature]

(Superintendent/Principal)

(Date)

4/2/20

(Date)

If you have questions concerning the courses listed above, please contact Sam Schaible at sam.schaible@highland.edu.



HIGHLAND COMMUNITY COLLEGE
2020-2021 HCC Dual Credit with Jo Daviess Carroll CTE Academy

Please review and complete this form. Your input is imperative to successfully processing and offering dual credit to the students of your school. Your prompt and thorough response will give us the best possible knowledge going forward.

1. Please complete the chart below to indicate whether the course will be offered. If it will be offered, please also indicate when the course will be offered in 2020-2021. If the teacher will change, please mark that.

Course	Offered? (Yes/No)	Returning Teacher	New Teacher? (Name)	Fall, Spring, or Yearlong?	Schedule (Days & Times - Not Periods)	Notes
Graphic Communications I & II (ART 118)	Yes	Thraen- Borowski		Yearlong	Monday – Friday 8-2:30	No prereq No tuition
Automotive Technology I (AUTM 138)	Yes	Albrecht		Yearlong	Monday – Friday 8-2:30	No prereq No tuition
Childcare II/Preschool (ECE 128)	Yes	Kloss		Yearlong	Friday 8-10:50 & 12:15-2:30	No prereq No tuition
Childcare I/Preschool (ECE 206)	Yes	Kloss		Yearlong	Monday – Thursday 8-10:50 & 12:15-2:30	No prereq No tuition
Computer Networking I & II (INFT 282, INFT 284, & INFT 286)	Yes	Grissinger		Fall; Spring	Monday – Friday 8-2:30	No prereq No tuition
Health Occupations II (ITHC 101, ITHC 102, & ITHC 103)	Yes	Koester		Fall; Spring	Monday – Friday 8-10:50 & 12:15-2:30	No prereq No tuition
Construction Trades I (MTEC 240)	Yes	Connor		Yearlong	Monday – Friday 8-2:30	No prereq No tuition
Construction Trades II (MTEC 245)	Yes	Connor		Yearlong	Monday – Friday 8-2:30	No prereq No tuition
Health Occupations I (NURS 091)	Yes	Koester		Yearlong	Monday – Friday 8-2:30	ACT Reading 20 or higher, SAT 490 or higher, or appropriate placement score No tuition

(Continued on Back)

2. Please list any previously offered classes, not shown above, that will be offered again in 2019-2020. Include class name, teacher, and time of year.

Auto Technology II (Albrecht) Yearlong; Criminal Justice/Law Enforcement (Kuzniar) Yearlong; Cooperative Education (TBD), Yearlong

3. Please list any new classes/instructors that you will have or hope to have.

4. Would you like/need to order books from our bookstore? Yes _____ No x

If Yes, for which class and how many? _____

For each class, please list the book that is being used:

Graphic Communications I & II _____

Automotive Technology I Automotive Technology, Halderman

Childcare I Early Childhood Education Credential (-HCC) _____

Childcare II _____

Computer Networking I _____

Computer Networking II _____

Construction Trades I _____

Construction Trades II _____

Health Occupations I Nursing Assistant Care, Long Term Care, & Home Care, Hartman; Mastering Healthcare Terminology

5. Do you need any placement testing? Yes x No _____

If Yes, when would you like this done? Is there a preferred time period for testing?

Health Occupations, September

High School Principal Approval/CTE Academy Approval

Kris Hall [Signature] Date 4/12/20

Please confirm by May 15, 2020 and send back in the enclosed envelope.

**AGENDA ITEM #VIII-A-5
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT
MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE AND BYRON SCHOOL DISTRICT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Byron School District to be used for the Linking Talent with Opportunity (LTO) grant.

BACKGROUND: The College has a signed agreement to partner with Rock Valley College on the LTO grant project. One core component of the grant is to have Pathways start at the high school level in which students can earn dual credit. The attached MOU will be used as part of the Pathways delivery process.

BOARD ACTION: _____

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Byron School District ("School District"), located at 696 N Colfax St., Byron, Illinois 61010 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

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

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

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

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

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

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

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

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

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

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

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

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

8. This agreement will be in effect for the 2020-2021 school year.

B. Bousta 4/23/20
High School Superintendent Date

Highland Community College President Date

Christine M. Legendre 4-23-20

Board of Education Date

Highland Community College Board of Trustees: Date

**Appendix A
Dual Credit Courses**

The following Highland Community College courses will be offered at Byron School District as dual credit effective during this agreement: (courses listed here)

Appendix B Dual Credit Roster & Grading Procedures

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



HIGHLAND COMMUNITY COLLEGE

**HIGHLAND COMMUNITY COLLEGE
DUAL CREDIT AGREEMENT WITH**

Byron High School

2019 - 2020 School Year

STATEMENT OF INTENT FOR 'NOT FOR PAYMENT' CAREER & TECHNICAL EDUCATION COURSES

The purpose of this Dual Credit Agreement is to provide a mechanism which, under the guidelines and directives of the Illinois Community College Board, will allow high school students to enroll in and attend college course(s) at Highland Community College or their home school, thereby simultaneously earning high school and college credits at no charge to the school or student. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

Byron High School course		Highland Community College course	CRN/Section
Horticulture Production and Management (Tryggestad)	is equivalent to	AGOC 118 – Basic Horticulture Science	6797 IDQ
Landscape and Turf Management (Tryggestad)	is equivalent to	AGOC 132 – Landscape Design	6798 IDQ
Animal Science (Tryggestad)	is equivalent to	AGOC 116 – Principles of Animal Science	6796 IDQ
Plant Science (Tryggestad)	is equivalent to	AGOC 114 – Principles of Plant Science	4057 IDQ

PARTICIPATING INSTITUTIONS

We, the undersigned representatives of the listed institutions, agree to the terms of this Dual Credit Agreement.

HIGHLAND COMMUNITY COLLEGE


SCHOOL DISTRICT

(President)



(Superintendent/Principal)

(Date)



(Date)

If you have questions concerning the courses listed above, please contact Sam Schaible at sam.schaible@highland.edu.

**AGENDA ITEM #VIII-C-1
MAY 21, 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 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: _____

Spring 2020								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Miscellaneous								
Ken	Collin	6788	PERS032HCC	Pickleball for Beginners		6	\$25.00	\$150.00
Ken	Collin	6789	PERS032ICC	Pickleball for Intermediate		6	\$25.00	\$150.00
Cristina	Szterensus	6684/6685	PERS036BCC/ACC	Spanish Movie Night				\$12.50
Shara	Ibalio	6708	PERS011BCC	Smart Phone Basic		2.5	\$27.50	\$68.75
Cindy	Bielefeldt	6778	PERS036XCC	Painting/Embellishing Furniture				\$250.00
Jay	VanMatre	6794	PERS032MCC	Photography 101		8	\$25.00	\$200.00
Sarah	Flashing	6752	PERS032ACC	Event Planning/Promotion		2	\$25.00	\$50.00
Sarah	Flashing	6753	PERS032BCC	Volunteer Mgmt		2	\$25.00	\$50.00
Amy	Chamberlin			Careers to Consider event presenter				\$200.00
Jeremy	Monigold			Careers to Consider event presenter				\$200.00
Monica	Pierce			Careers to Consider event presenter				\$200.00
Aaron	Sargent			Careers to Consider event presenter				\$200.00
Chrislyn	Senneff			Careers to Consider event presenter				\$200.00
Kristin	Stinnett			Careers to Consider event presenter				\$200.00
Todd	Vacek			Careers to Consider event presenter				\$200.00
Elizabeth	Boettner			Careers to Consider event presenter				\$200.00
Nina	Harn			Careers to Consider event presenter				\$200.00
Eric	Piper			Careers to Consider event presenter				\$200.00
Kerrylyn	Rodriquez	6745	PERS037PCC	Looking for a New Career After 60?				\$60.00
Shara	Ibalio	6715	PERS011JCC	Excel		4.5	\$27.50	\$123.75
Gary	Wendland	6783	PERS037XCC	Social Ballroom Dancing		4	\$25.00	\$100.00
Dagny	Brandt			Applied Music - Voice				\$200.00
Don	Tresemmer	6004	MATH159AXX	Int. Algebra I		2	\$488.69	\$977.38
Constance	Taylor	6002	MATH067AXX	Basic Algebra I		2	\$488.69	\$636.30*
Lisa	Johnson-Thake			Upward Bound Spanish Tutor		TBD	\$19.51	TBD
Jalen	Dunbar			Upward Bound Tutor		TBD	\$15.00	TBD
*Pro rated based on students								
Other Assignments								
Robert	Buckwalter			Worked five Men's basketball games in January 2020				\$ 150.00
Bradley	Curtis			Deputy for Men's basketball game 1/25/20				\$ 100.00
Bradley	Curtis			Deputy for Men's basketball game 2/1/20				\$ 100.00
Kim	Grimes			Worked six Men's basketball games in January 2020				\$ 180.00
Brittany	Hutchinson			Black History Month speaker 2/13/20				\$ 250.00
Misty	Witt			Worked six Men's basketball games in January 2020				\$ 180.00
Kim	Ramirez			Medical coding course for 5 students - first installment				\$ 4,075.00
Joseph	Quiroz			Drawing assistant		2	14	\$ 28.00
Letha	Horton-Patterson			Work on Becoming One event				\$ 150.00
Malasia	Jordan			Work on Becoming One event				\$ 150.00
Sierra	Wade			Work on Becoming One event				\$ 150.00
Areich	Richardson			Filmed 14 basketball games				\$ 280.00
Robert	Buckwalter			Worked table for one Men's basketball game in February 2020				\$ 30.00
Kim	Grimes			Worked table for three Men's basketball games in February 2020				\$ 90.00
Deborah	Lischwe			Demographics presentation for Jo Daviess Leadership Forum 2/12/20				\$ 350.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Misty	Witt			Worked table for three Men's basketball games in February 2020				\$ 90.00
Breann	Adamson			Careers to Consider presentation assistant				\$ 100.00
Troy	Coffee			Careers to Consider presentation assistant				\$ 100.00
Josh	Warner			Careers to Consider presentation assistant				\$ 100.00
Katrina	Weber			Careers to Consider presentation assistant				\$ 100.00
Benjamin	Dresser			Stats for 12 Men's basketball games				\$ 300.00

Spring 2020								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
MAC LAB								
Roberta	Andrews		MATH059B	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATHM2	MAC Lab		2.5	\$488.69	\$1,221.73
Roberta	Andrews		MATHY3	MAC Lab		2	\$488.69	\$977.38
Kristle	Fransen		MATHM2	MAC Lab		2.5	\$473.69	\$1,184.23
Nancy	Luepke		MATH067B	Basic Algebra II		2	\$488.69	\$977.38
Nancy	Luepke		MATHF2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHA2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHC2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHD2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHE2	MAC Lab		2	\$488.69	\$977.38
Mark	Miller		MATHC2	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATHY5	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATHD2	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATHE2	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATHG2	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH159B	Int. Algebra		2	\$546.33	\$1,092.66
Don	Tresemmer		MATH058B	Basic Math		2	\$488.69	\$977.38
Doug	Visel	6781	SPTP120BCC	Woodworking				\$350.00
Mary	Stayner	6785	PERS032FCC	Healing Art of Zentangle				\$150.00
Colette	Binger	6162	PSY160N	Psych of Human Relations		2	\$546.33	\$1,092.66
Pete	Norman			Golf Coach				\$2,512.90
Marissa	Harris			Assistant Softball Coach				\$2,538.05
Pete	Norman	6422	PHYD112Y1B	Health		2	\$634.52	\$1,269.04
Jeremy	Monigold	6281	INFT140Y1B	Beg Excel		1	\$1,395.93	\$837.56*
Jeremy	Monigold	6282	INFT141Y1	Int. Excel		1	\$1,395.93	\$697.97*
Jeremy	Monigold	6283	INFT142Y1	Adv. Excel		1	\$1,395.93	\$418.78*
Jeremy	Monigold	6289	INFT150Y1	MS Office Integration		1	\$1,395.93	\$418.78*
Aaron	Sargent	6340	MTEC165A	3D Printing		0.6	\$1,395.93	\$837.56
						1.43	\$1,522.83	\$2,177.64
Roger	Hicks	6151	WELD232N	Int. Welding		3.9	\$488.69	\$1,905.89
* Pro rated based on students								
Other Assignments								
Kim	Ramirez			Medical coding course for 5 students - second installment				\$ 4,075.00
Rachel	Leverton			Orchestra for Heathers				\$ 440.00
Brian	Nissen			Orchestra for Heathers				\$ 250.00
Zack	Parkinson			Orchestra for Heathers				\$ 250.00
Renee	Schultz			Orchestra for Heathers				\$ 250.00
Meghan	Cox			Speaker at HCC's Leadership conference				\$ 50.00
Tiffany	Nleman			Speaker at HCC's Leadership conference				\$ 50.00
Camelot Costumes LLC				Labor for Heathers				\$ 1,300.00
Arelch	Richardson			Filmed 4 Men's basketball games				\$ 80.00
Laura	Caswell			Accompanist for Chamber Singers				\$ 80.00
Jackson	Mercler			Sound for Chamber Singers				\$ 100.00
Camelot Costumes LLC				Labor for Chamber Singers				\$ 160.00

**AGENDA ITEM #VIII-C-2
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
RECEIVING/SHIPPING/WAREHOUSE CLERK**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Receiving/Shipping/Warehouse Clerk. This is a full-time, non-exempt classified, union position.

BACKGROUND: The incumbent in this position resigned, so the job description was reviewed prior to posting the vacancy. This job description has been updated to reflect that this position is no longer responsible for attaching inventory control identification (asset tags) to capital equipment. This responsibility now resides within Accounting.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Receiving/Shipping/Warehouse Clerk*

GENERAL STATEMENT OF RESPONSIBILITIES: Coordinates the receipt, storage and shipping of materials, supplies, and equipment.

PRINCIPAL DUTIES: (essential functions)

- Identifies all receipts as to source and destination within the College.
- Inspects the condition of cartons received for exterior damage and, if noted, for damage to contents.
- Verifies itemization of packing slips against purchase orders.
- Separates incoming shipments of materials by department.
- ~~Attaches inventory control identification on all College capital equipment as received and fills out record sheet.~~
- Prepares all shipments of materials and paperwork for carrier or post office.
- Arranges for pick-up of common carrier shipments of the College.
- Makes daily pick-ups and deliveries of U.S. mail at the Freeport Post Office.
- Makes regular deliveries of material and mail at specified locations on the campus.
- Makes periodic pick-ups in Freeport of purchased items of supplies.
- Cares for fleet vehicles (gas, oil, cleaning, etc.) as assigned.
- Maintains the College archives.
- Plans and coordinates College auctions. Makes bank deposits for College.
- Follows safe work practices and procedures at all times, including safe lifting and completion and cleanup of all projects.
- In accordance with the Risk Management Policy and Program:
 - Operates snow removal equipment and salts roads and parking lots as assigned.
 - Identifies and reports unsafe or emergency conditions to appropriate staff.
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of warehousing, shipping and receiving practices.

Knowledge of OSHA regulations, safe work practices and proper handling of chemicals.

Knowledge of vehicle maintenance procedures and practices.

Skill in operating snow blower and shovel for removal of snow.

Skill in performing basic math calculations.

Skill in observing safety and health regulations.

Skill in operating specialized equipment typically used in warehousing.

Skill in following oral and written directions.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments, as well as outside and occasionally subjected to adverse conditions. Subject to standing, walking, sitting, bending, reaching above head, kneeling, pushing and pulling, climbing, stooping, and lifting, pushing, pulling or carrying large or bulky objects weighing up to 50 pounds on a regular basis. Occasionally exposed to hazardous chemicals, heavy equipment and machinery.

Adopted 11/20/90
Receiving/Shipping/Warehouse Clerk

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Facilities and Safety

APPOINTED BY: President

FLSA CLASSIFICATION: Non-exempt

JOB CODE: 715

LAST REVISED: ~~04/15/14~~ 03/24/2020 *[Pending Board Approval]

**AGENDA ITEM #VIII-C-3
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
ACADEMIC TECHNOLOGY RESOURCES ASSISTANT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Academic Technology Resources Assistant. This is a part-time, non-exempt classified position.

BACKGROUND: The incumbent in this position resigned and the position has since been filled. During the search process, it was noted that the job description should be updated to include the function of administering academic technology resources assets, such as the mobile computer lab carts, iClickers, and microphones. In addition, it was noted that there was a redundancy in relation to instructional design tasks, so those functions have been consolidated and better defined.

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 are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Academic Technology Resources Assistant*

GENERAL STATEMENT OF RESPONSIBILITIES: To serve as a resource for educational technology by providing support for the learning management system and other campus hardware and software.

PRINCIPAL DUTIES: (essential functions)

- Supports the learning management system (LMS) by conducting orientations and training for faculty on usage and functionality and assisting with faculty and student inquiries.
- Recommends improvements to instructional web and media-based interactive learnings objects and education technology apps to improve delivery and functionality of online content. ~~Creates interactive learning objects for online content.~~
- Provides training and support with campus software applications, resets passwords, and researches issues and develops solutions, as requested by the Coordinator, Academic Technology Resources.
- Assigns and reviews the work of student workers for the Academic Technology Resources lab.
- Answers faculty and student inquiries with regard to educational technology usage and functionality including hardware and software questions.
- Monitors housekeeping schedules of various computer labs.
- Provides coverage of audio visual projects after Audio Visual Department hours.
- Performs course rollovers for LMS.
- Updates and posts LMS and monthly room calendars.
- ~~Develops instructional web and media-based interactive learning objects, job aids, and other instructional materials.~~
- ~~Assists instructors in creating multi-media learning objects for classes with course design.~~
- ~~Delivers and picks up mobile computer lab carts.~~ Administers academic technology assets.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of learning theories, techniques, web-based learning systems, learning management systems and multimedia.

Knowledge of office and computer equipment and software applications.

Knowledge of web design and HTML code.

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

Knowledge of utilizing data to make informed decisions.

Knowledge of principles and practices associated with supervising, training and evaluating workers.

Adopted 8/15/2000

Academic Technology Resources Asst

Skill in operating computer equipment and software applications.
Skill in evaluating, designing and developing learning materials.
Skill in responding professionally, effectively and efficiently to customer service requests.
Skill in learning and troubleshooting software applications.
Skill in scheduling and assigning work to others.
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 medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.

MINIMUM QUALIFICATIONS: Associate's degree in educational technology, instructional design or a related field preferred and two (2) years computer or educational technology work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Coordinator, Academic Technology Resources

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 2507

JOB SERIES/FAMILY: General Administrative Series/Library and Learning Media Group

LAST REVISED: ~~02/19/19~~ 03/24/2020 *[Pending Board Approval]

Adopted 8/15/2000

Academic Technology Resources Asst

**AGENDA ITEM #IX-A-1
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
MEDICAL ASSISTANT CERTIFICATE**

RECOMMENDATION OF THE EXECUTIVE VICE PRESIDENT: That the Board of Trustees approves the new Medical Assistant Certificate program.

BACKGROUND: The purpose of this certificate is to allow more choices at the certificate level leading into the AAS/AS level. These students would have to opportunity to work while going to school – earning both on-the-job experience and providing an opportunity for job-related education reimbursement.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

**Form 21: Application for Reasonable and Moderate Extension
Illinois Community College Board**

Application for Reasonable and Moderate Extension

Submit one hard copy

College Name:	Highland Community College	5-Digit College #:	51901
Contact Person:	Dr. Jennifer L. Grobe	Phone:	815-599-3688
Email:	Jennifer.grobe@highland.edu	Fax:	815-599-3537
Proposed Reasonable and Moderate Extension Title:	Medical Assistant Certificate		
Credit Hours:	40		
Existing /Parent Program Title:	Medical Assistant AAS		
Parent Prefix	3090	Parent Number	420

Please Attach the Following Items:

1. **Employment Objectives/Program Purpose:** Provide for both the parent and the proposed extension.
2. **Catalog Description:** Provide a description of the program as it will appear in the college's catalog.
3. **Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
4. **Educational Alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.
5. **Approval/Accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
6. **Labor Market Need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
7. **Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via CurricUNET once the proposed extension receives approval.

Verification		
Signed		
	<i>Required-</i> Chief Administrative Officer Signature	<i>Date</i>

ICCB Use Only		
Reviewed By:		Date:
Approved By:		Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

Proposal for Reasonable and Moderate Extension

Medical Assistant Certificate

1. Employment Objectives/Program Purpose.

Both programs have the same employment objectives/program purpose. According to the accrediting agency, certificate and AAS lead to entry level positions. Both types of programs are accredited using the same set of criteria for program completion and employment. AAS is used for advancement toward management positions, but all core competencies for the program are taught within the core curriculum.

2. Catalog Description: See attached

3. Curriculum: See attached - Certificate option is for 40 credit hours. 40 hours is necessary to meet the requirements for the accrediting agency through curriculum. Course hours and sequencing is set according to advisory board preference (employer driven) and CAAHEP/MAAERB accreditation standards. Decreasing the number of credits from 40 to 30 would not address all areas needed to meet the standards.

The certificate is meant to meet the core curriculum components. The additional support courses for the AAS are meant to support educational requirements for the AAS and promote a pathway toward degree completion of a BS-Business Administration, BS- Health Care Administration, BS – Health Science, etc. The certificate option also allows students to complete an AAS in nursing without penalizing the student for earning 2 associate level degrees.

4. Educational alignment: See attached comparison of certificate and AAS in Medical Assisting, see also graphic depicting certificate stack-ability to other AAS degrees.

5. Approval/accreditation: CAAHEP/MAAERB must approve any changes. The courses will not change, therefore the approval must be for the ability to offer a certificate in addition to the AAS with no course changes necessary. Currently, the accrediting body is allowing a pilot program for students to sit for the certification exam with any form of education for 3 years. The program will operate under this pilot and review when it is completed.

6. Labor market need: See attached

MEDICAL ASSISTANT Certificate (428)

ABOUT OUR PROGRAM

Certificate in Medical Assisting Program students are eligible for certification after completing the curriculum for medical assisting including a 160 hour unpaid externship. The student will be eligible for national certification through the AAMA (American Association of Medical Assistants) which offer the CMA (certified medical assistant) credential or through the AMT (American Medical Technologist) which offer the RMA (registered medical assistant) credentials

PROGRAM OUTCOMES:

Cognitive: Students will display knowledge of the clinical and administrative medical assistant scope of practice.

Psychomotor: Students will demonstrate safe and effective care of patients across the life span.

Affective: Students will model respect and professional behavior required for the medical assistant role while developing and fostering a spirit of inquiry.

NATURE OF WORK AND EMPLOYMENT

Demand for medical assistants is expected to far exceed supply in the next few years. In fact, locally, there is already a shortage of these workers, as reported by local human resource executives. These workers are highly desirable in clinic settings, with multiple technical skills which provide flexibility to clinical managers and frees up nursing staff for higher level activities. Statewide projections are also dramatically good for this occupational group, with most employment occurring in physician's offices, hospitals, and offices of other health care providers (nurse practitioners, etc.).

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by the student to successfully perform the essential functions of both the job requirements of a phlebotomist and the required clinical experiences of a student. While performing the duties of the class/job, the student is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The student is

ADMISSION TO THE MEDICAL ASSISTANT PROGRAM

All students are required to attend a mandatory medical assistant information session in order to apply; dates, times, and locations are listed on our website. The admission process is designed to admit students who are most likely to be successful in the academically challenging medical assistant curriculum and to do so in an impartial manner. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

1. A Request for Admittance into the MA Program must be received by May 1 by the Coordinator of Nursing & Allied Health for first consideration for admission to the MA Program.
2. SAT, ACT, or placement test indicating no transitional writing coursework needed or completion of required transitional writing course(s) with a B or better; SAT, ACT, or placement test indicating no transitional reading course work needed or completion of required transitional reading course(s) with a C or better; or consent of instructor. Reading score of 80 or equivalent, or consent of instructor; SAT, ACT, or placement test indicating placement into Math 158 (Intermediate Algebra 1) or completion of required transitional math course(s) with a C or better, or consent of the instructor.
3. Passing score on the Medical Assistant Entrance Exam.
4. Overall GPA of 2.5 or higher; consent of the program coordinator
5. Applicants must meet the essential functions of the job qualifications to safely perform patient care.

6. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
7. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes. Individuals may take the entrance exam up to two (2) times per application year.
8. All individuals are welcome to apply for the Highland Community College Medical Assistant Program, but we accept all in-district students who qualify and meet our criteria first. If there is space available, out-of-district applicants will be reviewed for admittance into the program. For the MA program, in-district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district.

Core Curriculum		40 Credit Hours	
NURS	108	Phlebotomy Techniques	4
NURS	120	Medical Assistant Clinical Procedures I	5
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	3
NURS	123	Medical Assistant Externship	6
NURS	124	Patho-pharmacology	4
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	5
NURS	184	Nutrition and Diet Therapy	2
NURS	289	Legal and Ethical Issues of Health Care	3

Total Hours = 40

* Please note that core Medical Assistant classes designated with the NURS prefix follow a different grading scale requiring an 80% to successfully complete the course and continue on in the Medical Assistant program.

* The curriculum is planned sequentially so that if a student drops, withdraws from, or fails any core course, he/she will need to withdraw from the Medical Assistant Program.

MA Certificate Semester by Semester Guide: May 1st – Entrance Into the MA program by application

Fall Semester:

NURS 120	Medical Assistant Clinical Procedures I	5
NURS 103	Pharmacology	2
NURS 125	Electronic Health Records	2
NURS 126	Administrative Procedures in Health Care	5
NURS 289	Legal and Ethical Issues of Health Care	<u>3</u>
		17

Spring Semester:

NURS 108	Phlebotomy Techniques	4
NURS 121	Medical Assistant Clinical Procedures II	6
NURS 122	Medical Assistant Seminar	3
NURS 124	Pathophysiology	2
NURS 184	Nutrition and Diet Therapy	<u>2</u>
		17

Summer Semester:

NURS 123	Medical Assistant Externship	6
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**MA AAS Semester by Semester Guide
May 1st – Entrance Into the MA program by application**

Spring/Summer prior to entering program courses may be taken after core courses:

BIOL 120	Foundations of Anatomy and Physiology	5
ENGL 121	Rhetoric and Composition 1	3
PSY 161	Introduction to Psychology	3
ITHC 101 – 103	Medical Terminology 1, 2, & 3	
Or NURS 110	Basic Medical Terminology	3
SPCH 191	Fundamentals of Speech Communication	3
INFT 180	Introduction to Information Systems	<u>3</u>
		20

Fall Semester:

NURS 120	Medical Assistant Clinical Procedures I	5
NURS 103	Pharmacology	2
NURS 125	Electronic Health Records	2
NURS 126	Administrative Procedures in Health Care	5
NURS 289	Legal and Ethical Issues of Health Care	<u>3</u>
		17

Spring Semester:

NURS 108	Phlebotomy Techniques	4
NURS 121	Medical Assistant Clinical Procedures II	6
NURS 122	Medical Assistant Seminar	3
NURS 124	Pathophysiology	2
NURS 184	Nutrition and Diet Therapy	<u>2</u>
		17

Summer Semester:

NURS 123	Medical Assistant Externship	6
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Current Medical Assistant (420) AAS

Program Prerequisite Courses

20 Credit Hours

BIOL	120	Foundations of Anatomy and Physiology	
ENGL	121	Rhetoric & Composition I	3
PSY	161	Introduction to Psychology	3
ITHC	101	Medical Terminology I	1
ITHC	102	Medical Terminology II	1
ITHC	102	Medical Terminology III	1
SPCH	191	Fundamentals of Speech Communication	3
INFT	180	Introduction to Information Systems	3

Core Curriculum 40 Credit Hours

NURS	108	Phlebotomy Techniques	
NURS	120	Medical Assistant Clinical Procedures I	5
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	3
NURS	123	Medical Assistant Externship	6
NURS	124	Patho-pharmacology	4
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	5
NURS	184	Nutrition and Diet Therapy	2
NURS	289	Legal and Ethical Issues of Health Care	3

Total Hours = 60

Students would take only the core curriculum with the only prerequisite being acceptance into the program.

1. Kaplan entrance exam
2. Letters of Rec
3. Community Service
4. Statement of Interest
5. Application

Proposed Medical Assistant Certificate (428)

Curriculum 40 Credit Hours

NURS	108	Phlebotomy Techniques	4
NURS	120	Medical Assistant Clinical Procedures I	5
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	3
NURS	123	Medical Assistant Externship	6
NURS	124	Patho-pharmacology	4
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	5
NURS	184	Nutrition and Diet Therapy	2
NURS	289	Legal and Ethical Issues of Health Care	3

Total Hours = 40

Students would be eligible to stack MA certificate into the AAS (420) by taking the Gen Ed courses

- Or -

Students could stack the Phlebotomy certificate to the MA certificate and then go toward an AAS – Nursing (421), AS – transfer, AA – transfer, or possible Business administration approach toward a BS in Business Administration or Health Care administration.

Several pathways make this option an 11 month approach to employment with transfer options for continued education.

Job market:

9 current openings at FHN for CMA

18 current openings at Monroe for CMA

1,086 jobs found in 100 mile radius, 77 found in 50 mile

Rationale for addition of MA certificate:

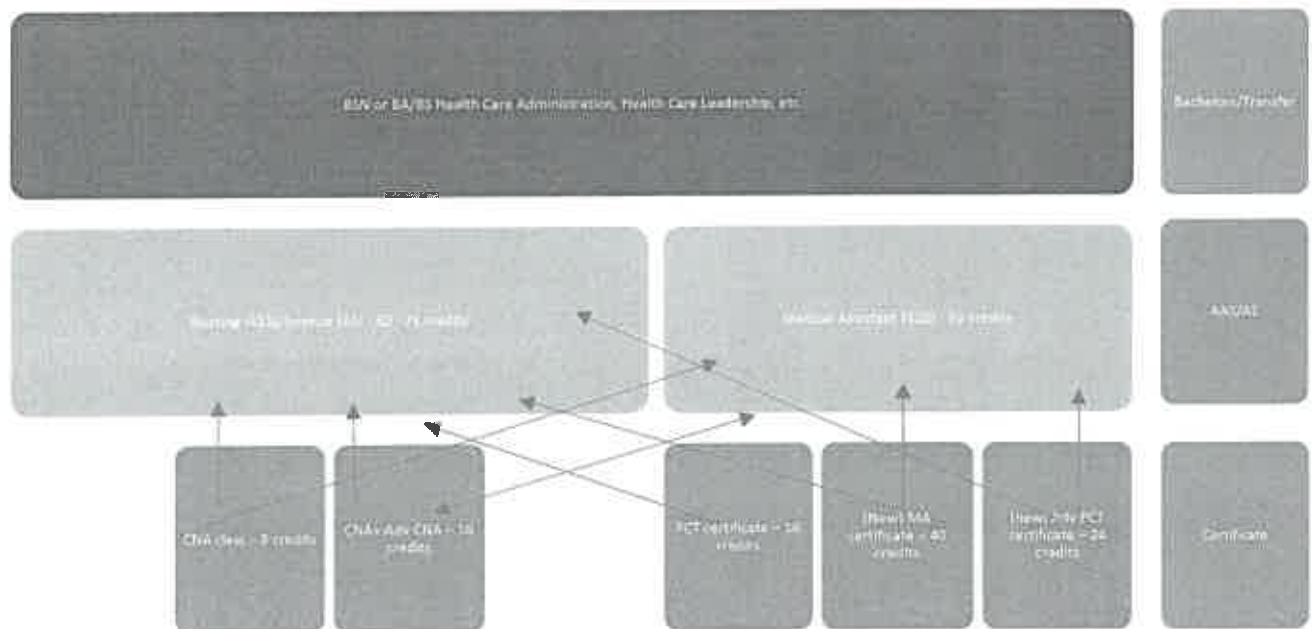
1. 2009 Program start: 10.4 students admitted annually for 10 years.
2. 91/104 graduated from AAS = 87.5% retention
3. Bureau of Labor Statistics data –

Quick Facts: Medical Assistants	
2018 Median Pay	\$33,610 per year \$16.16 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2018	686,600
Job Outlook, 2018-28	23% (Much faster than average)
Employment Change, 2018-28	154,900

4. Advisory board request – 18 open positions at Monroe Clinic SSM, 9 open positions at FHN, 8 positions in SVCC district
5. Only MA program in community college for 60+ mile radius – cooperative agreements with SVCC & RVC. Kishwaukee College has a 31.5 credit certificate that begins Fall 2020.
6. 104 students admitted over 10 years. 91 graduated

Year	Admissions	Graduates
2010	11	10
2011	14	14
2012	10	7
2013	6	5

2014	12	9
2015	14	13
2016	9	8
2017	10	8
2018	11	11
2019	7	6



The benefit of this option allows for more choice at the certificate level leading into the AAS/AS level. Students currently must first earn an AAS as a Medical Assistant and then take additional courses as pre-requisites (CHEM 120, BIOL 211, PSY 262) to move toward the AAS in nursing. This path would allow a student to take 40 credits as a certificate for MA, then take pre-requisite/support courses for the AAS in nursing or the AAS as a medical assistant, or the AS/AA for transfer without Financial Aid penalties for duplicate degrees (2 AAS degrees). Students also have more choices when transferring. A student could earn the PCT certificate and then seek an AAS Medical Assisting (420) or AAS Nursing (421) or work toward the transfer AS/AA for a different degree using the opportunities provided in the stackable credentials. These students would have opportunities to work while going to school – earning both on the job experience and providing an opportunity for job-related education reimbursement.

**AGENDA ITEM #IX-A-2
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
EARLY CARE AND EDUCATION CERTIFICATE**

RECOMMENDATION OF THE EXECUTIVE VICE PRESIDENT: That the Board of Trustees approve the new Early Care and Education Certificate program.

BACKGROUND: The purpose of this certificate is to provide early childhood education professionals with knowledge and application skills to care and educate children from birth through age eight.

Students who complete the certificate will be eligible for the Illinois Gateways to Opportunity Level 2 ECE Credential.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

Form 21: Application for Reasonable and Moderate Extension

Illinois Community College Board
Application for Reasonable and Moderate ExtensionSubmit one hard copy

College Name:	Highland Community College	5-Digit College #:	51901
Contact Person:	Melissa Johnson	Phone:	815-599-3484
Email:	Melissa.johnson@highland.edu	Fax:	
Proposed Reasonable and Moderate Extension Title:	Early Care and Education Certificate		
Credit Hours:	14		
Existing /Parent Program Title:	Early Childhood Education AAS		
Parent Prefix	703	Parent Number	7085

Please Attach the Following Items:

1. **Employment Objectives/Program Purpose:** Provide for both the parent and the proposed extension.
2. **Catalog Description:** Provide a description of the program as it will appear in the college's catalog.
3. **Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
4. **Educational Alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.
5. **Approval/Accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
6. **Labor Market Need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
7. **Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via CurricUNET once the proposed extension receives approval.

Verification		
Signed		
	<i>Required- Chief Administrative Officer Signature</i>	<i>Date</i>

ICCB Use Only		
Reviewed By:		Date:
Approved By:		Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

Proposal for Reasonable and Moderate Extension

Early Care and Education Certificate

1. Employment Objectives/Program Purpose

Early Childhood Education – AAS degree: The purpose of the ECE-AAS degree is to provide early childhood education professionals with knowledge and application skills to care and educate children from birth through age eight. The degree program is committed to preparing students to address the needs and interests of young learners of diverse ethnicity, race, socioeconomic background and ability. Students learn and practice fundamental skills in early childhood curriculum development, instructional strategies, and assessment methods.

Early Care and Education Certificate: The purpose of the Early Care and Education certificate is to prepare early childhood education professionals with the specific knowledge, skills and competencies required to work with specifically with children birth through age eight and their families. Students that complete the certificate will be eligible for the Illinois Gateways to Opportunity Level 2 ECE Credential, which is designed to support movement through the state of Illinois Career Lattice. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement and are embedded in the quality rating and improvement system, ExceleRate Illinois. The ECE Level 2 Credential expands on foundational professional knowledge, and supports progression to the Level 3 Credential or direct exit into the field.

2. Catalog Description

The Early Care and Education certificate provides students with an emphasis on the unique strengths and needs of children from birth through age 5 with particular focus to children and families that are culturally, linguistically and ability diverse. Students will study the comprehensive development of the young child, birth to five years, with a focus on understanding current brain research and best caregiving practices. The program is available for dual credit high school students, early childhood educators, parents, administrators, and health care professionals. The certificate is 14 credit hours, with all of the credit hours applying to the Associate of Applied Science in Early Childhood Education. The Illinois Gateways to Opportunity ECE Level 2 Credential is designed to support movement through the state of Illinois Career Lattice. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement and are embedded in the new quality rating and

Improvement system, ExceleRate Illinois. The ECE Level 2 Credential expands on foundational professional knowledge, and supports progression to the Level 3 Credential or direct exit into the field.

3. Curriculum

Early Childhood Education – AAS degree:

First Semester: 15 Credit hours	ECE 121 – Introduction to Early Childhood Education (3 cr) ECE 124 – Language & Literacy Development in Early Childhood (3 cr) ECE 126 – Observation & Guidance of the Young Child (3 cr) BUSN 125 – Business Math 3 (cr) Communications (BUSN 141 or ENGL 121) (3 cr)
Second Semester: 15 Credit hours	ECE 122 – Child Growth & Development (3 cr) ECE 123 – Health, Safety, & Nutrition of the Young Child (3 cr) ECE 204 – Exceptional Child in Early Childhood Programs (3 cr) SPCH 191 – Fundamentals of Speech (3 cr) INFT 180 – Introduction to Information Systems (3 cr)
Third Semester: 17 Credit hours	ECE 125 – Curriculum & Assessment in Early Childhood Settings (3 cr) ECE 128 – Practicum (2 cr) ECE 203 – Home, School, Community Relations in Early Childhood (3 cr) ECE 205 – Intro to Infant/Toddler Care & Education (3 cr) ECE Required Electives (6 credits)
Fourth Semester: 15 Credit hours	ECE 202 – Role of Learning Environment & Play in Early Childhood (3 cr) ECE 207 – Math & Science for the Young Child (3 cr) ECE 212 – Early Childhood Assessment Seminar PSY 161 – Introduction to Psychology (3 cr) Or General Education Elective ECE Required Electives (3 credits)
ECE Required Electives (Choose 9 credits – each course 3 credits)	
ECE 127 – Music and Movement for Young Child	
ECE 206 – Creative Activities for the Young Child	
ECE 208 – Supervision & Administration of Child Care Programs	
ECE 209 – ECE Internship (3 cr)	
ECE 210 – Legal & Fiscal Management of Child Care Programs	
ECE 211 – Staff Management & Human Relations in Child Care	

TOTAL CREDIT HOURS: 62

Early Care and Education certificate:

First Semester: ECE 121 – Introduction to Early Childhood Education (3 cr)
6 Credit hours ECE 203 – Home, School, Community Relations in Early Childhood (3 cr)

Second Semester: ECE 122 – Child Growth & Development (3 cr)
8 Credit hours ECE 123 – Health, Safety, & Nutrition of the Young Child (3 cr)
 ECE 128 – Practicum (2 cr)

TOTAL CREDIT HOURS: 14

4. Educational Alignment

The Early Care and Education certificate is developed as a part of the ECE-AAS degree. There are opportunities for the education content of the AAS degree to be completed while students are in high school if they take classes that have been dual credited with the Highland Community College Early Childhood Program. The high school classes are evaluated by the Coordinator of the Early Childhood Program to assess the content and standards addressed through the classes. Depending on the high school curriculum, some of the courses that are dual credit eligible include: ECE 121, Introduction to Early Childhood Education; ECE 122, Child Growth & Development; ECE 123, Health, Safety & Nutrition of the Young Child; ECE 203, Home, School Community Relations in Early Childhood; ECE 206, Creative Activities for the Young Child; ECE 128, Practicum; and ECE 126, Observation & Guidance of the Young Child. High school students registered in the dual credit program offered on the Highland campus for both their junior and senior year will earn the Early Care and Education certificate if they successfully complete the coursework. Courses in the Early Care and Education certificate are a part of the AAS degree and are required courses for the AAS degree. The first year of college is designed to provide the foundations of early childhood programming and curriculum.

Early Childhood Education – AAS degree:

The Early Childhood Education AAS degree falls under two Career Clusters, Education & Training and Human Services. Students that graduate with an ECE degree are eligible to work in education field as well as in the human services field.

Early Care and Education certificate:

The Early Care and Education certificate falls under two Career Clusters, Education & Training and Human Services. Students that graduate with an ECE degree are eligible to work in education field as well as in the human services field.

5. Approval/accreditation

No approval or review by other agencies or regulatory entities is required.

6. Labor Market Need

Labor market information from the United States Department of Labor predict average to higher than average growth rates for this occupational cluster. The Illinois Department of Employment Security predicts slightly higher than average growth rates for this occupational cluster. Due to the proposed changes in child care licensing requirements and the quality and improvement system for child care, early childhood staff will be required to get Gateways ECE Credential Level 2. This certificate meets this need for individuals to obtain the ECE Credential Level 2 with the opportunity to continue the pathway to the Early Childhood – AAS degree. See attached summary of occupational information.

7. Information for the ICCB Master Files

Summary of Occupational Information

These employment data are summarized in four parts: Employment projects at (1) the national level, (2) the Illinois state level, (3) the Local Workforce Investment Area 4 level (Stephenson, JoDavless, Carroll, Ogle, and Whiteside counties), and (4) ExceleRate Illinois.

I. Employment in the United States

Source: US Department of Labor

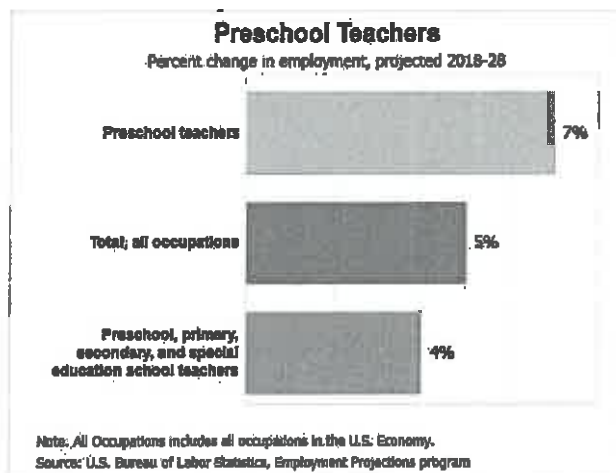
<https://www.bls.gov/ooh/education-training-and-library/teacher-assistants.htm#tab-6>
retrieved 4/2/2020

Occupation Reports – Preschool Teachers

Employment projections data for preschool teachers, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		Employment by Industry
				Percent	Numeric	
Preschool teachers, except special education	25-2011	523,600	560,900	7	36,900	Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program



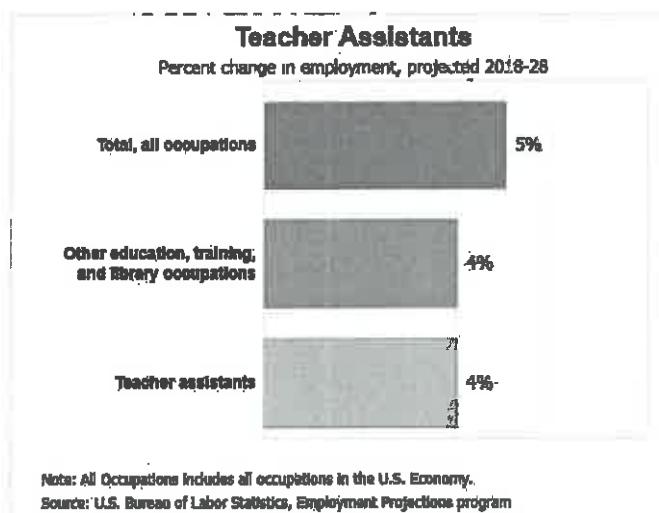
“Employment of preschool teachers is projected to grow 7 percent from 2018-2028, faster than the average for all occupations. Early childhood education is important for a child’s short- and long-term intellectual and social development. More preschool teachers should be needed as a result of the increasing demand for early childhood education.”

Occupation Reports – Teacher Assistants

Employment projections data for teacher assistants, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		Employment by Industry
				Percent	Numeric	
Teacher assistants	25-9041	1,380,300	1,435,700	4	55,400	Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program



“Employment of teacher assistants is projected to grow 4 percent from 2018-2028, about as fast as the average for all occupations. Rising student enrollment along with state and federal funding for education programs should affect growth.”

“In addition to job openings due to employment growth, numerous openings will arise as teacher assistants leave the occupation and must be replaced.”

Occupation Reports – Social and Human Services Assistants

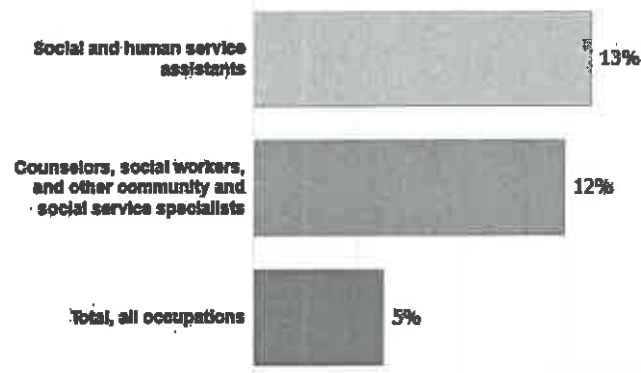
Employment projections data for social and human service assistants, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		Employment by Industry
				Percent	Numeric	
Social and human service assistants	21-1093	413,700	466,000	13	52,200	Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

Social and Human Service Assistants

Percent change in employment, projected 2018-28



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

“Employment of social and human services assistants is projected to grow 13 percent from 2018 to 2028, much faster than the average for all occupations.”

II. Employment in Illinois

Source: Illinois Department and Employment Security

https://www2.illinois.gov/ides/lmi/Pages/Employment_Projections.aspx retrieved 4/2/2020

Long Term Occupational Employment Projects for Teacher Assistants

The number of Preschool Teachers employed in Illinois in 2016 was 19,955. It is projected that in 2026, there will be 21,986. This represents 10.18 percent increase in growth.

Long Term Occupational Employment Projects for Teacher Assistants

The number of Teacher Assistants employed in Illinois in 2016 was 56,579. It is projected that in 2026, there will be 59,176. This represents 4.59 percent increase in growth.

Long Term Occupational Employment Projects for Social & Human Services Assistants

The number of Social & Human Services Assistants employed in Illinois in 2016 was 13,024. It is projected that in 2026, there will be 13,879. This represents 6.56 percent increase in growth.

III. Employment in Local Workforce Investment Area 4 (Stephenson, Jo Daviess, Carroll, Ogle, Whiteside and Lee counties)

Source: Illinois Department and Employment Security
https://www2.illinois.gov/ides/lmi/Pages/Employment_Projections.aspx retrieved 4/2/2020

Long Term Occupational Employment Projects for Preschool Teachers

The number of Preschool Teachers employed in Illinois in 2016 was 277. It is projected that in 2026, there will be 291. This represents 5.05 percent increase in growth.

Long Term Occupational Employment Projects for Teacher Assistants

The number of Teacher Assistants employed in Illinois in 2016 was 1,392. It is projected that in 2026, there will be 1,424. This represents 2.30 percent increase in growth.

Long Term Occupational Employment Projects for Social & Human Services Assistants

The number of Social & Human Services Assistants employed in Illinois in 2016 was 293. It is projected that in 2026, there will be 299. This represents 2.05 increase in growth.

IV. Excelerate Illinois

Source: <https://www.excelerateillinoisproviders.com/resources/standard-and-evidence-requirements> , retrieved 4/2/2020

ExceleRate Illinois is a statewide quality rating and improvement system designed to make continuous quality improvement in an everyday priority among early learning providers. It is mandatory that all early childhood programs must participate in the ExceleRate Illinois system. ExceleRate Illinois recognizes early learning providers for their ongoing efforts to improve the quality of their care by awarding Circle of Quality designations.

If a program is to obtain a bronze status, a program must have at least 30% of teaching staff to have a Gateways ECE Credential Level 2 beginning July 1, 2016.

AGENDA ITEM #IX-B-1
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

APPROVAL OF ADDITIONAL VACATION CARRYOVER FOR ELIGIBLE
CLASSIFIED, PROFESSIONAL, AND ADMINISTRATIVE STAFF
DUE TO THE COVID-19 PANDEMIC

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a one-time vacation carryover into FY21 for eligible classified, professional, and administrative staff due to the COVID-19 pandemic. These days will not be automatically converted to sick leave.

BACKGROUND: College Policy 4.095 – Leave, Vacation – Administrative/Professional/Classified Employees allows for classified, professional, and administrative staff to carry over five vacation days into the new fiscal year and that days in excess of five are automatically converted to sick leave. It also outlines that, if an employee fails to use the five carry-over vacation days during the first six months of the next fiscal year, those days will automatically convert to sick leave days.

Due to the COVID-19 pandemic, most staff are working remotely, which makes it difficult for employees to use their accrued vacation time. Because of the exceptional nature of the situation, the following allowances will be made to vacation balances as of July 1, 2020, specifically to the additional vacation carryover due to COVID-19 and the State of Illinois stay-at-home order.

All employees will be encouraged to use vacation prior to July 1, 2020, as possible. Employees whose vacation balance is above the standard rollover will have up to July 1, 2021, to use the additional carryover hours. These hours must be used by this time or will be lost. They cannot be rolled over into any other form of benefit or paid as cash.

It is expected that once normal College operations resume, the normal policy will be in effect.

BOARD ACTION: _____

**AGENDA ITEM #IX-B-2
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 5.80
PREPARING AND UPDATING DISCLOSURES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading new policy 5.80, Preparing and Updating Disclosures, which is recommended for inclusion in in Chapter V, Finance, of the Policy Manual.

BACKGROUND: The proposed new Policy 5.80 was recommended by the College’s bond counsel, Chapman and Cutler. The language in the policy addresses the requirements to complete continuing disclosure reports in connection with any bonds, notes, certificates, or other obligations. The College currently follows the regulations and steps outlined in the proposed policy.

BOARD ACTION: _____

5.80 Preparing and Updating Disclosures

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

In response to these interests, the District hereby adopts the following policies and procedures (the "*Disclosure Policy*"):

- A. Disclosure Officer. The Vice President of Administrative Services/Treasurer of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").
- B. Disclosure Procedures: Official Statements. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:
 1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "*Working Group*") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
 2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not

misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

- 3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.**
 - 4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.**
 - 5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; provided, however, that the use of the Official Statement must be ratified, approved and authorized by the Board of Trustees of the District (the "Board").**
- C. Disclosure Procedures: Annual Financial Information. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:**
- 1. By December 15 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as**

part of the Annual Financial Information (the "Financial Statements"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

- D. **Disclosure Procedures: Reportable Events.** The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.
- E. **Disclosure Procedures: EMMA Notices.** Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary

filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
 2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.
 3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.
- F. **Additional Responsibilities of the Disclosure Officer.** The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:
1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
 2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
 3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.
- G. **General Principles.**
1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
 2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

**AGENDA ITEM #IX-D-1
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

APPOINTMENT OF AUDITOR FOR FISCAL YEAR 2020

RECOMMENDATION OF THE PRESIDENT: It is recommended that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2020 at a cost not to exceed \$47,900. The audit will encompass all funds of Highland Community College including State and Federal grant programs.

BACKGROUND: Attached please find a letter submitted by Wipfli outlining professional auditing services to be provided with proposed fees. Auditing services require a high degree of professional skill and thus are one of the few services not subject to public bid law.

Wipfli (formerly Lindgren, Callihan, Van Osdol & Co., Ltd.) has provided audit services to Highland Community College since fiscal year 1982. Audit partner rotation is utilized in order to promote a quality process. Wipfli's fee is comparable to that paid by other Illinois community colleges for similar services. The College has been pleased with the level of services provided by this firm.

BOARD ACTION: _____

WIPFLI

CPAs and Consultants

March 11, 2020

President and Board of Trustees
Highland Community College District No.519
2998 W. Pearl City Road
Freeport, IL 61032

We are pleased to serve as your independent auditors for Highland Community College District No.519 (the "District") for the year ended June 30, 2020. This letter, together with the attached Terms and Conditions – Attest Engagements, confirms the terms of our engagement.

We will audit the financial statements and the related notes to the financial statements of the business-type activities and aggregate discretely presented component unit of the District. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have also been engaged to report on supplementary information other than RSI that accompanies Client's financial statements.

Our fees will be billed as work progresses, and progress billings may be submitted. Based upon our discussions with representatives of the College, the fee for this engagement will be \$47,900. Our fee has been determined based on our understanding obtained through discussions with you regarding your preparation for the engagement and your current business operations. To the extent we encounter circumstances outside of our expectations that warrant additional procedures and time, we will communicate that fact and advise you of options and the additional fees necessary to complete the engagement. We expect payment of our billings within 30 days after submission. Interest at the lesser of 1% per month or the maximum rate permitted by law, except where prohibited by law, will be charged on the portion of your balance that is over 30 days.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States (GAAP) and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

President and Board of Trustees
 Highland Community College District No.519
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- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We cannot perform management functions or make management decisions on behalf of your District. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application and may assist in the preparation of the District's financial statements, but the responsibility for the financial statements remains with management.

Audit Procedures, Limitations, and Independence

Our audit will be conducted in accordance with auditing standards generally accepted in the United States; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

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An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and you internal control related matters that are required to be communicated under professional standards.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there exists an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us even though our audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management and you of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our

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Highland Community College District No.519
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attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of SURS Pension Liability and Contribution
3. Schedule of OPEB Liability and Contribution

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards
2. Illinois Community College Board State Grants – Financial and Compliance Section
3. Combining Statements, Individual Fund Statements, and Supporting Schedules

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your

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responsibilities for the financial statements and related matters; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will issue a written report upon completion of our audit of Client's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Professional and certain regulatory standards require us to be independent, in both fact and appearance. Any discussions that you have with Wipfli personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional and regulatory standards require us to maintain certain respective roles and relationships with you with respect to any nonattest services we may be asked to perform. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

Responsibilities of Management

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with

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compliance requirements; and (d) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards

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(including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

As required by GAAS, at the close of the audit we will request from management certain written confirmation concerning oral and written representations made to us in connection with the audit in order to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding.

If the District intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form subsequent to anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. The District agrees to compensate Wipfli for the time associated with such review.

President and Board of Trustees
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Management Assistance

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed with Jill Janssen. Timely completion of this work will facilitate the completion of our engagement.

Annual Information Filings

Our engagement will include the preparation of the federal data collection form. The full and timely completion of requested client assistance and provision of any adjusting entries known by you are critical in meeting the prescribed due dates for these forms. Penalties may be imposed if the filing deadlines are not met. If during the course of our engagement we become aware of additional state filing requirements, we will prepare those filings. Preparation of any additional filings and reports and accounting assistance as directed by management are not part of the fees for this engagement and will be billed at our standard hourly rates.

You are responsible for making all management decisions and performing all management functions and for designating an individual with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee these services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results. You are also responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Other Services

We will prepare (or assist in preparing) a draft of your financial statements, schedule of expenditures of federal awards and related notes, and the Data Collection Form (DCF). In accordance with *Government Auditing Standards*, you will be required to review and approve those nonaudit services prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those nonaudit services.

From information you will provide, we will prepare the fixed asset depreciation schedules for the year ended June 30, 2020 relating to the chargeback calculation.

You are responsible for assuming all management responsibilities and for overseeing these services by designating an individual, preferably within senior management, with suitable skill, knowledge, and/or experience. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for them.

This engagement includes only those services specifically described in this Letter; any additional services not specified herein will be agreed to in a separate letter. This engagement is separate and discrete from our engagement to audit any prior or future years, and any such engagements are or will be

President and Board of Trustees
Highland Community College District No.519
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covered by a separate engagement letter. In the event you request us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against the District or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, you agree to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

Wipfli expressly reserves the right to replace, in its sole discretion upon notice to the District, any of our professional project team members, as necessary, to provide quality and timely service to the District. From time to time, and depending upon circumstances, personnel from affiliates of Wipfli and other Wipfli-related entities or any of their respective affiliates or from independent third-party service providers (including independent contractors) may participate in providing services related to our engagement hereunder. In addition, Wipfli may utilize cloud-based services in connection with the delivery of certain services. Solely for the purpose of rendering services hereunder, the District acknowledges that we may share with these parties information obtained in the course of rendering our services. Wipfli remains committed to maintaining the confidentiality and security of the District's information, and accordingly, Wipfli maintains internal policies, procedures, and safeguards to protect the confidentiality of client information and, in addition, ensures that our agreements with all service providers appropriately maintain and protect the confidentiality of the District's information. Some persons who own an interest in Wipfli may not be licensed as Certified Public Accountants and may provide services related to this engagement.

The working papers prepared in conjunction with our audit are our property and constitute confidential information. They will be retained by us in accordance with our policies and procedures. All of the District's original records will be returned to management at the end of this engagement. Our working papers and files are not a substitute for the original records the District should retain. We understand that we are authorized to respond directly to inquiries from the cognizant agencies including requests to review audit workpapers. Access to the requested workpapers will be provided to the cognizant agencies under the supervision of Wipfli LLP's audit personnel and at a location designated by our firm. We will notify you of any such inquiries or requests and of our reply thereto.

Matthew J. Schueler will be your audit engagement partner.

Whenever possible, each provision of this Letter shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, or published interpretations, but if any provision is deemed prohibited, invalid, or otherwise unenforceable, such provision shall be ineffective only to the extent of such prohibition, invalidity, or unenforceability and such revised provision shall be made a part of this Letter. Further, the provisions of the foregoing sentence shall not invalidate the remainder of this Letter. This Letter shall be construed and governed in accordance with laws of the state in which the Wipfli office issuing this Letter is located, as determined by the address indicated on this Letter, and proper jurisdiction and venue for any matter hereunder shall be the state or federal courts of that state.

President and Board of Trustees
Highland Community College District No.519
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If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please return a signed copy of this Letter to us.

We look forward to our continued association with you and your staff and appreciate the opportunity to serve you. Please do not hesitate to call us if you have any questions about the work we are to perform or any other aspect of the services we can provide.

Sincerely,

Wipfli LLP

Wipfli LLP

ACCEPTED: HIGHLAND COMMUNITY COLLEGE DISTRICT NO.519

By: _____

(Print Name and Title)

Date: _____

Wipfli LLP
Engagement Letter
Terms and Conditions – Attest Engagements

1. Entire Agreement

These Terms and Conditions, together with the engagement letter (“Engagement Letter”) to which these Terms and Conditions are attached, and the Engagement Letter’s other appendices, if any, constitute the entire agreement between the parties on the subject matter thereof and supersede and merge all prior proposals (including prior proposals of Wipfli regarding the engagement), understandings, and agreements (oral or written) between the parties relating to the subject matter, including, without limitation, the terms of any request for proposal issued to Client or the standard printed terms on any purchase order issued by Client. No modification, amendment, supplement to, or waiver of these Terms and Conditions or Engagement Letter shall be binding upon the parties unless made in writing and duly signed by both parties. To the greatest extent reasonably possible, the provisions of the Engagement Letter, its Appendices (including these Terms and Conditions), and any other exhibit, attachment, schedule, or other document referenced in or by the Engagement Letter shall be read together and harmonized to give effect to the parties’ intent. In the event of a direct conflict between the Terms and Conditions and the provisions of an Engagement Letter issued by Wipfli, the Engagement Letter will apply.

2. Commencement and Term

An Engagement Letter shall become effective when signed by duly authorized representatives of both parties and shall remain in full force and effect until the services to be delivered under the Engagement Letter are complete (as reasonably determined by Wipfli) unless earlier terminated by either party as provided in the Engagement Letter or these Terms and Conditions. Each person executing an Engagement Letter on behalf of a party represents and warrants to the other that he or she has all power and authority to bind the party on whose behalf he or she is executing same.

3. Fee Estimates and Change Orders

Wipfli’s Engagement Letter may set forth certain ranges for Wipfli’s fees charged on any project or work. Wipfli provides fee estimates as an accommodation to Client. Unless otherwise indicated in the Engagement Letter, fee estimates shall not be construed as or deemed to be a minimum or maximum fee quotation. Although Wipfli reasonably believes suggested fee ranges are accurate, Wipfli’s actual fees may vary from its fee estimates.

If, during the course of Wipfli’s engagement, Wipfli determines that more work will be required than initially estimated, Wipfli will discuss, as soon as possible, the reasons with Client. Work that falls outside the agreed-upon scope of Wipfli’s engagement shall be covered by a Change Order. Service completion times are estimated and subject to change. Where applicable, all such estimates assume that Client’s hardware platform/computer system will, at the commencement of the services, be fully operable as intended and designed, functioning as necessary and available to Wipfli without material restriction for the duration of the services. Such estimates also include necessary and reasonable cooperation from client personnel.

Unless otherwise agreed in the Engagement Letter, miscellaneous expenses incurred by Wipfli in the course of performing the services will be charged in addition to Wipfli’s professional fees. Miscellaneous expenses may include, but are not limited to: travel, lodging, transportation, and meals for projects requiring travel; clerical processing; telecommunications charges; delivery expenses; and all sales, use, ad valorem, excise, or other taxes or other governmental charges.

4. Fees

Unless otherwise agreed, all invoices are due and payable within thirty (30) days of the invoice date. All business or commercial accounts will be charged interest at the lesser of one percent (1%) per month or the maximum rate permitted by law, except where prohibited by law, on Client’s balance due to Wipfli that is outstanding over thirty (30) days. At our discretion, work may be suspended if Client’s account becomes overdue and will not be resumed until Client’s account is paid in full. Client acknowledges and agrees that we are not required to continue work in the event of a failure to pay on a timely basis for services rendered as required. Client further acknowledges and agrees that in the event Wipfli stops work or withdraws from this engagement as a result of Client’s failure

to pay on a timely basis for services rendered as required by this Engagement Letter, Wipfli will not be liable to Client for any damages that occur as a result of our ceasing to render services.

In the event Client requests us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against Client or management for the production of documents and/or testimony relative to information Wipfli obtained and/or prepared during the course of this or any prior engagements, Client agrees to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

5. Independent Contractor

The relationship between Wipfli and Client is solely and exclusively that of independently contracting parties.

6. Non-Exclusivity

No right of exclusivity is granted, guaranteed, or implied by Wipfli and Client entering into any Engagement Letter. Client acknowledges that Wipfli regularly performs the same or similar services as are being provided hereunder to third parties.

7. Privacy and Engagement Staffing

Wipfli expressly reserves the right to replace, in its sole discretion upon notice to Client, any of our professional project team members, as necessary, to provide quality and timely service to Client. From time to time, and depending upon circumstances, Wipfli may use third-party service providers, such as independent contractors, specialists, or vendors to assist us in providing professional services, including tax services. We may also use personnel from affiliates of Wipfli and other Wipfli-related entities (including our wholly-owned Indian subsidiary and contractors in the Philippines) or any of their respective affiliates. These entities and their personnel may be located within or outside the United States. In addition, Wipfli may utilize third-party service providers, including cloud-based service providers, who may collect, use, transfer, transmit, store, or otherwise process Client information in connection with the delivery of certain services. Wipfli is committed to maintaining the confidentiality and security of Client’s information, and accordingly, Wipfli maintains policies, procedures and safeguards to protect the confidentiality of Client information. In addition, our agreements with all service providers appropriately maintain and protect the confidentiality of Client information, provided we may use electronic media to transmit Client information and such use in itself will not constitute a breach of any confidentiality obligation. We remain responsible to Client for the supervision of all service providers, entities, and personnel who assist us in rendering professional services hereunder and for protecting the confidentiality of Client information. Client hereby consents and authorizes us to disclose Client information to the foregoing entities and parties for the purpose of providing professional services, including tax services, to Client.

Wipfli is committed to protecting personal information that can be linked to specific individuals, including health information (“Personal Data”) and will maintain such Personal Data in confidence in accordance with professional standards and governing laws. Client will not provide any Personal Data to Wipfli unless necessary to perform professional services described in the engagement letter. When providing any Personal Data to us, Client will comply with all applicable laws (both foreign and domestic) and will anonymize, mask, obfuscate, and/or de-identify, if reasonably possible, all Personal Data that is not necessary to perform the professional services described in the engagement letter. Any Personal Data provided to us by Client will be kept confidential and not disclosed to any third party not described above (parties providing us assistance in rendering professional services) unless expressly permitted by Client or required by law, regulation, legal process, or professional standards. Client is responsible for obtaining, pursuant to law or regulation, consents from parties that provided Client with their personal information, which will be obtained, used, and disclosed by Wipfli for its required purposes.

For additional information related to client personal information, please see Wipfli’s Privacy Statement located at www.wipfli.com/privacy-statement.

Wipfl LLP
Engagement Letter
Terms and Conditions – Attest Engagements

8. Wipfl Owners

Some persons who own an interest in Wipfl may not be licensed as Certified Public Accountants and may provide services related to this engagement.

9. Intellectual Property Rights

Client acknowledges that Wipfl owns all intellectual property rights, title, and interest to all information provided or developed throughout the duration of this engagement. Any use of this material, other than for the stated purposes in this Engagement Letter, is not authorized. In addition, Client shall not alter or remove any of Wipfl's trademarks, copyright registration marks, patent, or other intellectual property notices applicable to any of Wipfl's goods, marketing material, or advertising media, and shall not in any way alter any of Wipfl's products. Client shall promptly notify Wipfl in writing of any infringement of Wipfl's intellectual property by third parties of which Client becomes aware. Neither party shall acquire any right, title, or interest in or to the other party's code, data, business processes, or other information to which such party may have access during the term of the engagement hereunder. All such code, data, business process and other information shall be solely and exclusively the property of the originating party.

10. Governing Law

All agreements between Wipfl and Client for any service shall be governed by and construed in accordance with the internal laws of the state in which the Wipfl office which issues the Engagement Letter related to the services is located.

11. Severability

In the event that any term or provision of the Engagement Letter or these Terms and Conditions shall be held to be invalid, void, or unenforceable, then the remainder shall not be affected and each remaining term or condition shall be valid and enforceable to the fullest extent permitted by law.

12. Record Retention

We will retain records related to this engagement pursuant to our record retention policy. At the end of the relevant time period, we will destroy our records related to this engagement. However, original records will be returned to Client upon the completion of the engagement. When records are returned, it is Client's responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

13. Termination

An Engagement Letter may be terminated as follows: (i) by either party immediately upon written notice to the other if either party hereto becomes the subject of voluntary or involuntary bankruptcy or other insolvency proceeding, (ii) by Wipfl or Client if either party defaults in the performance of any of its covenants and agreements set forth in an Engagement Letter (except when such default is due to a cause beyond the control of the party) and such default is not cured within thirty (30) days after notice from either party specifying the nature of such default, and (iii) by Wipfl or Client with or without cause upon providing thirty (30) days written notice. Termination of an Engagement Letter shall have no effect on either party's obligation to pay any amount due and owing with respect to such periods prior to the effective date of such termination.

Wipfl has the right to withdraw from this engagement, at our discretion, if Client does not provide us with the information we request in a timely manner, refuses to cooperate with our reasonable requests, or misrepresents any facts. Our withdrawal will release us from any obligation to complete the engagement and will constitute completion of our engagement. Client agrees to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

14. Assignment

The Engagement Letter to which these Terms and Conditions are attached shall be binding on the parties hereto and their respective successors and assigns. Neither party may assign this Engagement Letter without prior written consent of the other, except that Wipfl may assign its rights and obligations under this Engagement Letter without the approval of Client to an entity that acquires all or substantially all of the assets of Wipfl or to any subsidiary or affiliate or successor in a merger, acquisition, or change of control of Wipfl; provided that in no event shall such assignment relieve Wipfl of its obligations under this Engagement Letter.

**AGENDA ITEM #IX-D-2
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE AUXILIARY FUND
TO THE OPERATING FUND TO SUPPORT
MASS COMMUNICATION PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$675.00 from the Auxiliary Fund to the Operating Fund to support the Mass Communication department.

BACKGROUND: The recommended transfer is from the Student Activities budget center to support the Mass Communications department for recording men's basketball games during FY20.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-3
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND
TO THE RESTRICTED PURPOSES FUND FOR SUMMERSET THEATRE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$18,325.17 from the Educational Fund to the Restricted Purposes Fund for Summerset Theatre.

BACKGROUND: The recommended transfer is to support the Summerset Theater budget center, which after the Summer 2019 season, had an accumulated deficit fund balance of \$18,325.17. The FY20 budget includes a transfer from the Educational fund in the amount of \$8,660 to support the Summerset Theatre.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-4
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION APPROVING LOAN IN AN AMOUNT NOT TO EXCEED
\$4,000,000 FROM THE WORKING CASH FUND
AND AUTHORIZING THE TREASURER TO TRANSFER SUCH FUNDS
TO THE EDUCATION FUND**

RECOMMENDATION OF THE EXECUTIVE VICE PRESIDENT: That the Board of Trustees approves the Resolution approving a loan in an amount not to exceed \$4,000,000 (four million dollars) from the Working Cash Fund and authorizing the Treasurer to transfer such funds to the Education Fund.

BACKGROUND: The College's largest source of revenue is local property taxes. Typically funds from this source are received from July to October of each fiscal year. As a result of COVID-19, Stephenson County and Jo Daviess County have made adjustments to property tax deadlines, which will likely result in at least a two-month delay in payments to the College. In order to maintain the needed cash levels to pay Educational Fund expenses, such as employee salaries and benefits, a temporary loan of cash from the Working Cash Fund is needed. This loan will be repaid when tax receipts are received by the College.

BOARD ACTION: _____

**RESOLUTION APPROVING LOAN IN AN AMOUNT NOT TO EXCEED FOUR
MILLION DOLLARS FROM THE WORKING CASH FUND AND AUTHORIZING
THE TREASURER TO
TRANSFER SUCH FUNDS TO THE EDUCATION FUND**

WHEREAS, the Board of Trustees have evaluated the financial condition of the education fund, finding that that the education fund is in need of temporary increase to permit payment of expected expenditures, in anticipation of future property tax revenue; and,

WHEREAS, the College's working cash fund has monies, in the aggregate amount of \$10,338,286 available for temporary transfer, or loan, to the education fund; and,

WHEREAS, the provisions of the Community College Act, 110 ILCS 805/3-33.6, authorize the Board to temporarily loan funds from the working cash fund to the education fund upon adoption of a Resolution approved by a majority of the Board of Trustees; and,

WHEREAS, after due consideration, the Board of Trustees finds it in the best interest of the College, students, and taxpayers of the District to authorize the temporary transfer of the identified funds from the working cash fund to the education fund, to be re-paid within the timeline provided herein; and,

WHEREAS, the amount of aggregate property taxes anticipated to be received for the 2020-2021 academic year, by the College, is estimated to be \$6,800,000; and,

WHEREAS, there are no tax anticipation warrants outstanding and there will remain sufficient funds in the working cash fund to satisfy all required bond payments; and,

WHEREAS, the amount needed to be temporarily transferred from the working cash fund shall not exceed four million dollars (\$4,000,000), which is less than the statutory cap permitted for such loans.

NOW, THEREFORE, be it resolved by the Board of Trustees of Community College District #519, Highland Community College, as follows:

1. That the College Treasurer is authorized and directed to make a transfer of \$4,000,000 from the Working Cash Fund to the Education Fund of the District on or before June 15, 2020.
2. The monies transferred, *i.e.*, borrowed, from the Working Cash Fund shall be repaid within the twelve months following adoption of this Resolution, from property tax receipts received by the District, as identified above.
3. The College Treasurer and Administration are authorized to prepare such documents as may be necessary to document the temporary transfer, *i.e.*, loan.

4. That this resolution shall be in force and effect upon its adoption.

Adopted this 21st day of May, 2020.

Signed _____
Secretary of the Board

Date

Signed _____
Board Chairperson

Date

**AGENDA ITEM #IX-D-5
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

HEALTH INSURANCE RATES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees establishes the following monthly rates for medical, dental, and vision insurance during FY21 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 834.48	Retiree Only	\$ 834.48
Family Plan	\$2,086.19	Retiree with Family Plan	\$2,086.19

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 734.34	Retiree Only	\$ 734.34
Family Plan	\$1,835.85	Retiree with Family Plan	\$1,835.85

Medical (Blue Cross Blue Shield PPO Co-Pay Plan):

Employee Only	\$ 724.41	Retiree Only	\$ 724.41
Family Plan	\$1,811.02	Retiree with Family Plan	\$1,811.02

Dental (Blue Cross Blue Shield):

Employee Only	\$ 29.56	Retiree Only	\$ 29.56
Employee + Spouse	\$ 60.13	Retiree + Spouse	\$ 60.13
Employee + Child(ren)	\$ 62.08	Retiree + Child(ren)	\$ 62.08
Family Plan	\$ 110.85	Retiree with Family Plan	\$ 110.85

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

BACKGROUND: The goals of the College health plan are to provide participants protection from catastrophic financial loss, provide participants with choices in health care options, and help the College remain sustainable and competitive. The College will continue to offer two previously offered medical plan options: a Blue Cross Blue Shield PPO plan and a Blue Cross Blue Shield HDHP, both of which are similar to the plans offered in FY20. In addition, the College will add a third option, a Blue Cross Blue Shield PPO Co-Pay plan which includes \$20 co-pays for office visits, urgent care, and outpatient labs and X-rays. This year, the College will contribute \$500 to each employee's flexible spending plan if they opt for the new plan.

BOARD ACTION: _____

The premiums for the PPO plan and the HDHP plan both increased from FY20. The PPO plan increased by 8% and the HDHP plan increased by 3.3%. The premium for the new PPO Co-Pay plan is 6.2% and 13%, less than the premium for the PPO plan in FY20 and FY21, respectively.

The College will contribute 80% toward the cost of medical and dental premiums for current employees in FY19 and does not contribute toward the cost of retiree premiums. The voluntary vision plan premium is paid 100% by employees.

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**AGENDA ITEM # IX-D-6
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF 2020 PRIMARY ENGINEER RENEWAL QUOTE FROM
CONCENSUS TECHNOLOGIES, LLC FOR
MICRO FOCUS MAINTENANCE, SUPPORT, AND CONSULTING SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached 2020 Primary Engineer Renewal quote from Concensus Technologies, LLC, for the continued maintenance, support, and consulting services for the Micro Focus products used by the College at a cost not to exceed \$33,600 per year (\$2,800 per month).

BACKGROUND: Highland has used Concensus Technologies for nearly three years for support and service of many of the software products used by the College. Currently, this involves 27 of our servers and services, which includes our electronic file storage, management and access servers, email servers, device management servers, network account access and management servers, and the servers for single-sign-in to online services.

Last year when we started this partnership, Concensus and ITS outlined the maintenance and upgrades that were needed, and all were completed except one. Our systems were current and properly maintained, and the College was better able to weather the COVID situation from a technology perspective. By continuing this partnership, we will continue to bring new technologies and capabilities to Highland's students and employees.

BOARD ACTION: _____



We have prepared a quote for you

Highland Community College - 2020 Primary Engineer Renewal

Quote # CW-000051 v1

Prepared for:

Highland Community College

Prepared by:

Jaime Lowther

Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
92 Concensus Care - Primary Engineer - (monthly) - Term 1 year 6/1/20 - 5/31/21	\$2,800.00	\$2,800.00	1	\$2,800.00	\$2,800.00
				Recurring Subtotal:	\$2,800.00
				Subtotal:	\$2,800.00

Highland Community College - 2020 Primary Engineer Renewal



Prepared by:
Concensus Technologies
 Jaime Lowther
 724-898-1888 x125
 Jaime.Lowther@concensus.com

Prepared for:
Highland Community College
 2998 W. Pearl City Rd
 Freeport, IL 61032
 Pete Fink
 (815) 599-3480
 pete.fink@highland.edu

Quote Information:
Quote #: CW-000051
Version: 1
Delivery Date: 04/16/2020
Expiration Date: 05/31/2020

Quote Summary

Description	Amount
Services	\$2,800.00
Total:	\$2,800.00

Recurring Expenses Summary

Description	Amount
Services	\$2,800.00
Recurring Total:	\$2,800.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Concensus Technologies

Highland Community College

Signature: _____
Name: Jaime Lowther
Title: Chief Operating Officer
Date: 04/16/2020

Signature: _____
Name: Pete Fink
Date: _____

**AGENDA ITEM #IX-D-7
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
FEBRUARY 2020**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the February 2020 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 339926 through 340288 amounting to \$387,341.02, Automated Clearing House (ACH) debits W0000579 through W0000583 amounting to \$22,754.89, Other Debits D0000101 amounting to \$48.59 and Electronic Refunds of \$43,826.15, with 7 adjustments of \$153.74, such warrants amounting to \$453,816.91. Transfers of funds for payroll amounted to \$593,373.14.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$8,429.17 and Fifth Third Bank in the amount of \$14,325.72. Other Debits for February consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, February 29, 2020**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$267,683.50	\$5,416.67	\$0.00	\$273,100.17
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	174,105.43	0.00	0.00	174,105.43
TOTAL ASSETS	\$460,916.08	\$5,416.67	\$0.00	\$466,332.75
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	5,000.00		61,620.09
1017 HCC ROAD AND LOT	94,197.03			94,197.03
1018 YMCA ROAD AND LOT	91,279.68	416.67		91,696.35
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	64,222.13			64,222.13
1021 YMCA/HCC INTEREST	98,338.21			98,338.21
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$460,916.08	\$5,416.67	\$0.00	\$466,332.75

**AGENDA ITEM #IX-D-8
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
MARCH 2020**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the March 2020 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 340289 through 340931 amounting to \$1,094,086.47, Automated Clearing House (ACH) debits W0000584 through W0000589 amounting to \$81,241.43 and Electronic Refunds of \$178,796.49, with 8 adjustments of \$2,561.93, such warrants amounting to \$1,351,562.46. Transfers of funds for payroll amounted to \$587,562.78.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$9,775.08 and Fifth Third Bank in the amount of \$37,292.41 and Fifth Third Bank in the amount of \$34,173.94. Electronic Refunds are issued to students. Financial Aid disbursed Pell in March.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2020**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$273,100.17	\$416.67	\$0.00	\$273,516.84
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	174,105.43	0.00	0.00	174,105.43
TOTAL ASSETS	\$466,332.75	\$416.67	\$0.00	\$466,749.42
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	61,620.09			61,620.09
1017 HCC ROAD AND LOT	94,197.03			94,197.03
1018 YMCA ROAD AND LOT	91,696.35	416.67		92,113.02
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	64,222.13			64,222.13
1021 YMCA/HCC INTEREST	98,338.21			98,338.21
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$466,332.75	\$416.67	\$0.00	\$466,749.42

**AGENDA ITEM #IX-D-9
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
APRIL 2020**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the April 2020 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 340932 through 341187 amounting to \$953,014.06, Automated Clearing House (ACH) debits W0000590 through W0000594 amounting to \$7,578.12 and Electronic Refunds of \$40,991.32, with 7 adjustments of \$1,045.96, such warrants amounting to \$1,000,537.54. Transfers of funds for payroll amounted to \$595,847.48.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$7,578.12. Electronic Refunds are issued to students. Financial Aid disbursed additional MAP in April.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, April 30, 2020**

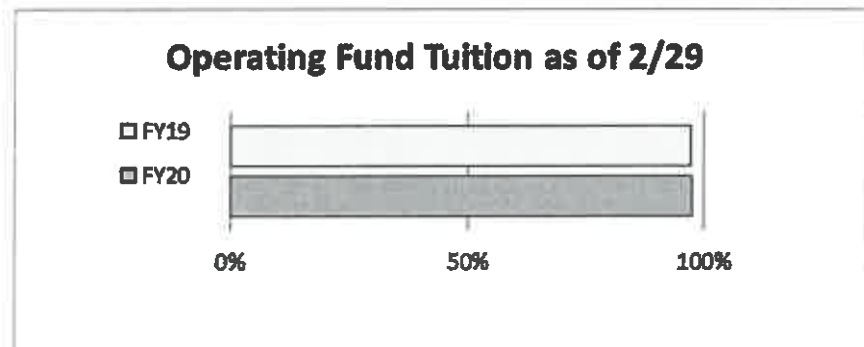
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$273,516.84	\$416.67	\$0.00	\$273,933.51
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	174,105.43	0.00	0.00	174,105.43
TOTAL ASSETS	\$466,749.42	\$416.67	\$0.00	\$467,166.09
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	61,620.09			61,620.09
1017 HCC ROAD AND LOT	94,197.03			94,197.03
1018 YMCA ROAD AND LOT	92,113.02	416.67		92,529.69
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	64,222.13			64,222.13
1021 YMCA/HCC INTEREST	98,338.21			98,338.21
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$466,749.42	\$416.67	\$0.00	\$467,166.09

**AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20**

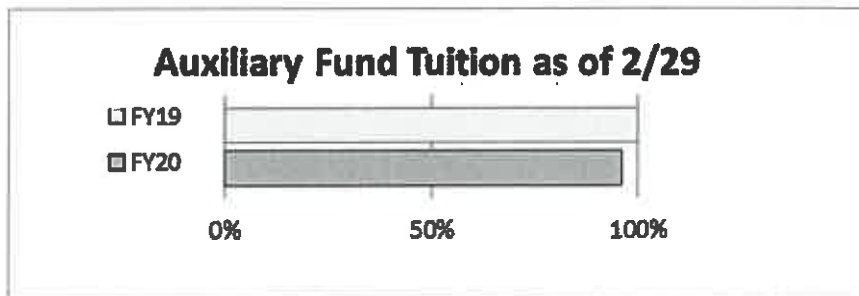
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

Results as of February 29, 2020

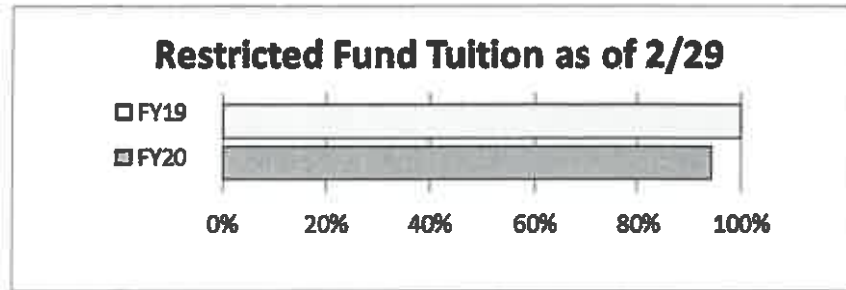
- As of February 29th, we are 66% of the way into FY20.
- **Current Results as of Month End:** The following charts shows the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of February 29th. The FY19 bar is the year-to-date results as of February 28, 2019, divided by the actual year end results for FY19. The FY20 bar is the year to date results for February 29, 2020, divided by the annual budgeted amount for FY20.



At the time, Operating Fund tuition appears to be in line with the budgeted amount for FY20.



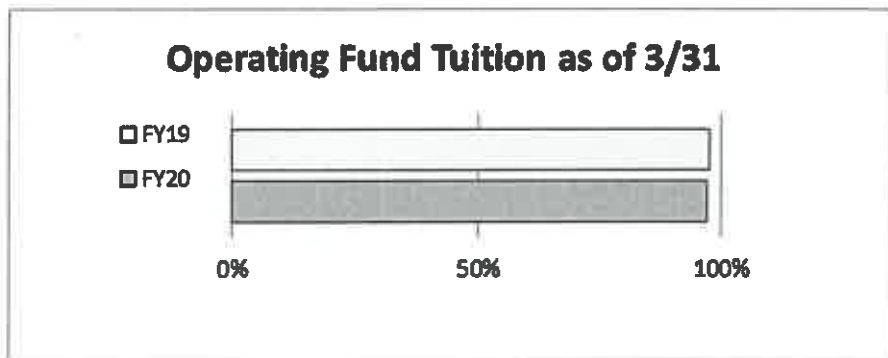
At this time, Auxiliary Fund tuition revenue, which accounts for the per credit hour activity fee, appears to be about 4% below the budgeted amount for FY20. The total amount budgeted for FY20 is \$397,000. A budget shortfall of 4% amounts to \$15,880.



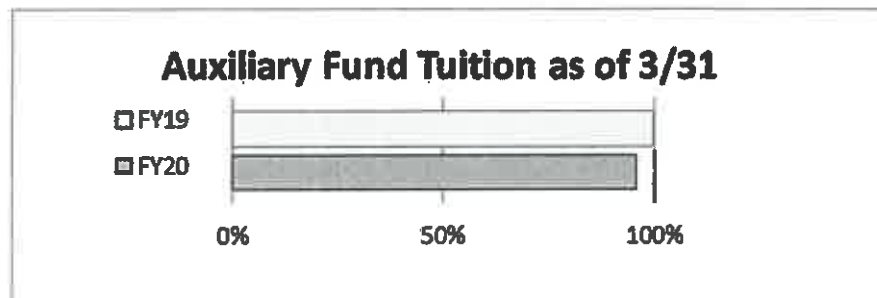
At this time, Restricted Fund tuition revenue, which accounts for the per credit hour technology fee, appears to be about 6% below the budgeted amount for FY20. The total amount budgeted for FY20 is \$588,000. A budget shortfall of 6% amounts to \$35,000.

Results as of March 31, 2020

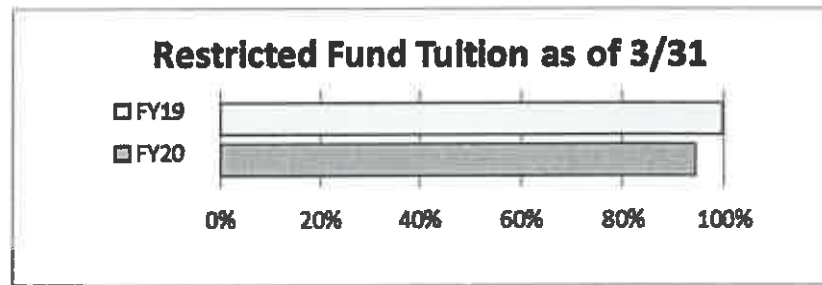
- As of March 31st, we are 75% of the way into FY20.
- **Current Results as of Month End:** The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of March 31st. The FY19 bar is the year-to-date results as of March 31, 2019, divided by the actual year end results for FY19. The FY20 bar is the year-to-date results for March 31, 2020, divided by the annual budgeted amount for FY20.



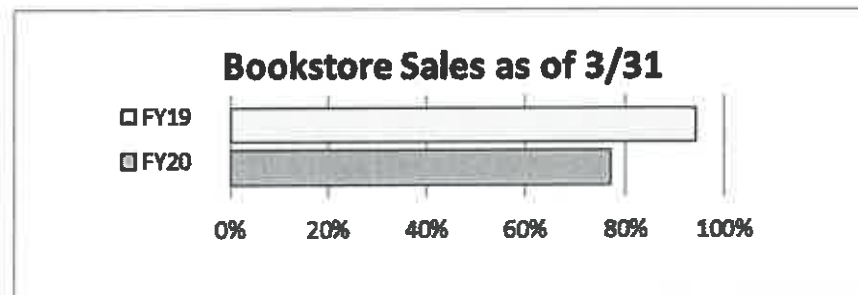
Operating Fund tuition revenue appears to be in line with the amount budgeted at this point in time.



Auxiliary Fund tuition revenue appears to be about 4% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 4% lower than budgeted for the fiscal year, that amounts to about \$16,000.



Restricted Fund tuition revenue appears to be about 6% lower than anticipated at this point in time. If Restricted Fund tuition revenue is 6% lower than budgeted for the fiscal year, that amounts to \$18,000.



Bookstore sales appear to be about 17% lower than anticipated at this point in time. Inventory levels and cost of goods sold will be reviewed to determine if overall net income is expected to be under budget.

- In relation to COVID-19, to date, the College has estimated and actual revenue losses of about \$49,000 due to the closure of the cafeteria and cosmetology salon, cancellation of conference center events and Business Institute and Lifelong Learning courses. Additional revenue losses are being compiled for canceled fine arts events and possible student refunds.
- In relation to COVID-19 to date, the College has estimated and actual expenses of about \$42,000 for laptops and accessories (i.e., webcams) for students and employees and for the employee reimbursement for using home internet/ equipment to work remotely. The Foundation will be providing funds for student laptops and related accessories.
- The Illinois Comptroller's Office has announced payment delays are to be expected in the coming weeks and months. The deferral of the state income tax filing and impact of the pandemic on state revenues is causing the issue. Funding will be prioritized for critical medical and services.
 - The College is still owed \$422,000 for MAP grants (which have been disbursed to students) and \$790,000 in restricted and unrestricted grants to the College.

Results as of April 30, 2020

- We have now received the 2019 tax year tax computation reports from three of our four counties. EAV changes from tax year 2018 to 2019 by county are as follows:

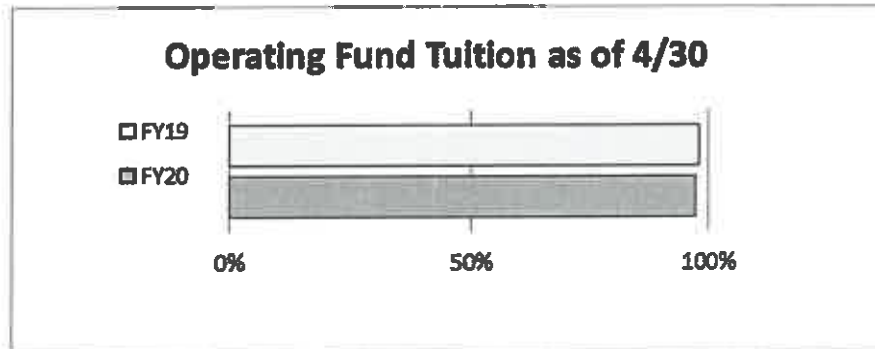
<u>County</u>	<u>Change</u>
Stephenson	+3.3% (est.)
Carroll	+5.5%
Ogle	+5.6%
Jo Daviess	+1.3%

Overall, the total district increase in EAV is about 2.9%. We had budgeted for an increase of 2.5%, which will result in our actual property tax revenue being about \$13,000 more than budgeted.

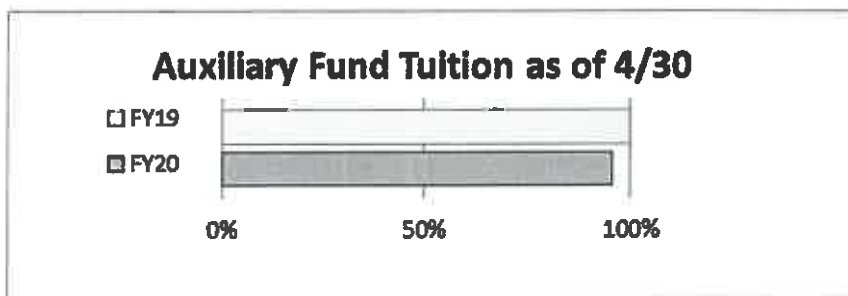
Each County’s percentage of the overall EAV is as follows:

<u>County</u>	<u>% of EAV</u>
Stephenson	36%
Carroll	16%
Ogle	7%
Jo Daviess	41%

- **Current Results as of Month End:** The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of April 30th. The FY19 bar is the year-to-date results as of April 30, 2019, divided by the actual year end results for FY19. The FY20 bar is the year-to-date results for April 30, 2020, divided by the annual budgeted amount for FY20.



Operating Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Operating Fund tuition revenue is 1% lower than budgeted for the fiscal year, it amounts to about \$50,000.



Auxiliary Fund tuition revenue appears to be about 4% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 4% lower than budgeted for the fiscal year, it amounts to about \$16,000.

February 2020 Financials

AGENDA ITEM #X-A
MAY 21, 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 February 29, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$3,130,845	49.2%
Credit Hour Grants	1,249,988	902,643	72.2%
Equalization	50,000	33,333	66.7%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	217,904	48.4%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	41,320	112.6%
Tuition & Fees	5,050,500	4,927,117	97.6%
Sales & Services	44,850	22,443	50.0%
Facilities Revenue	112,714	61,054	54.2%
Interest on Investments	97,000	61,312	63.2%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	62,776	414.4%
Total Revenue	\$14,132,894	\$9,469,487	67.0%
 <u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$6,234,752	66.4%
Employee Benefits	2,238,847	1,484,221	66.3%
Contractual Services	835,346	557,813	66.8%
Materials & Supplies	927,789	612,952	66.1%
Conference & Meeting	295,939	145,424	49.1%
Fixed Charges	64,295	50,091	77.9%
Utilities	669,351	653,863	97.7%
Capital Outlay	18,486	62,974	340.7%
Other Expenditures	156,630	151,741	96.9%
Transfers (In) Out	(467,947)	-	0.0%
Total Expenditures	\$14,132,894	\$9,953,831	70.4%
 Excess of Revenues Over Expenditures	 \$0	 (\$484,344)	
 Fund Balance 7/1/19	 4,192,260	 4,192,260	
 Fund Balance 2/29/20	 \$4,192,260	 \$3,707,916	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$362,561	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	\$476,832	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	1,937,276	27.2%
Other	128,000		
Transfers Out	24,761	-	0.0%
	-----	-----	-----
Total Expenditures	7,304,844	\$1,939,904	26.6%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$1,463,072)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
	-----	-----	
Fund Balance 2/29/20	\$394,590	\$119,862	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2020

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$381,245	96.0%
Bookstore Sales	600,000	458,181	76.4%
Athletics	50,140	14,542	29.0%
Other	173,775	97,007	55.8%
Total Revenue	\$1,220,915	\$950,975	77.9%
EXPENDITURES:			
Salaries	\$311,444	\$185,638	59.6%
Employee Benefits	31,074	21,761	70.0%
Contractual Services	92,745	48,400	52.2%
Materials & Supplies	644,859	517,714	80.3%
Conference & Meeting	240,088	103,523	43.1%
Fixed Charges	5,790	6,471	111.8%
Utilities	600	600	100.0%
Capital Outlay	5,127	638	12.4%
Other Expenditures	22,667	18,148	80.1%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$902,893	70.0%
Excess of Revenues Over Expenditures	(\$68,479)	\$48,082	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 2/29/20	\$123,023	\$239,584	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$66,495	50.4%
Adult Education	251,325	64,158	25.5%
Other Illinois Sources	103,908	82,919	79.8%
Department of Education	4,427,402	2,239,414	50.6%
Other Federal Sources	46,956	29,782	63.4%
Tuition & Fees	588,000	556,027	94.6%
Sales & Service Fees	28,000	17,217	61.5%
Interest	19,346	28,279	146.2%
Non-govt. Gifts, Grants	257,364	64,748	25.2%
Other	296,226	160,971	54.3%
	-----	-----	-----
Total Revenue	\$6,150,525	3,310,010	53.8%
<u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$793,322	74.0%
Employee Benefits	268,454	160,173	59.7%
Contractual Services	662,652	309,597	46.7%
Materials & Supplies	191,899	123,436	64.3%
Conference & Meeting	132,525	169,242	127.7%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	474,397	377.6%
Other Expenditures	29,321	77,117	263.0%
Financial Aid	3,767,071	1,721,961	45.7%
Transfers out (in)	370,686	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$3,834,393	54.5%
Excess of Expenditures Over Revenue	(\$879,304)	(\$524,383)	
Fund Balance 7/1/19	1,426,009	1,426,009	
	-----	-----	
Fund Balance 2/29/20	\$546,705	\$901,626	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$21,960	49.9%
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Total Revenue	\$44,000	\$21,960	49.9%
EXPENDITURES:			

Contractual Services	\$47,000	\$47,000	100.0%
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Total Expenditures	\$47,000	\$47,000	100.0%
Excess of Revenues Over Expenditures	(\$3,000)	(\$25,040)	
Fund Balance 7/1/19	\$8,728	\$8,728	
-----	-----	-----	
Fund Balance 2/29/20	\$5,728	(\$16,312)	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$872,314	49.7%
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Total Revenue	\$1,754,180	\$872,314	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)	(\$843,536)	
Fund Balance 7/1/19	\$999,650	\$999,650	
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Fund Balance 2/29/20	\$441,675	\$156,114	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,110,000	\$517,427	46.6%
Other	-	5,824	100.0%
-----	-----	-----	-----
Total Revenue	\$1,110,000	\$523,251	47.1%
EXPENDITURES:			

Salaries	\$288,304	\$198,286	68.8%
Employee Benefits	340,566	210,064	61.7%
Contractual Services	375,176	349,653	93.2%
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	2,106	43.0%
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Total Expenditures	\$1,221,196	\$958,252	78.5%
Excess of Revenues Over Expenditures	(\$111,196)	(\$435,001)	
Fund Balance 7/1/19	\$302,470	\$302,470	
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Fund Balance 2/29/20	\$191,274	(\$132,531)	

March 2020 Financials

AGENDA ITEM #X-A
MAY 21, 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 March 31, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$3,130,845	49.2%
Credit Hour Grants	1,249,988	882,648	70.6%
Equalization	50,000	33,333	66.7%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	217,904	48.4%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	42,345	115.4%
Tuition & Fees	5,050,500	4,898,870	97.0%
Sales & Services	44,850	24,394	54.4%
Facilities Revenue	112,714	63,829	56.6%
Interest on Investments	97,000	66,049	68.1%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	63,816	421.2%
	-----	-----	-----
Total Revenue	\$14,132,894	\$9,432,773	66.7%
<u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$6,587,194	70.1%
Employee Benefits	2,238,847	1,874,239	83.7%
Contractual Services	835,346	590,960	70.7%
Materials & Supplies	927,789	642,006	69.2%
Conference & Meeting	295,939	151,419	51.2%
Fixed Charges	64,295	52,051	81.0%
Utilities	669,351	653,965	97.7%
Capital Outlay	18,486	80,254	434.1%
Other Expenditures	156,630	179,848	114.8%
Transfers (In) Out	(467,947)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,132,894	\$10,811,936	76.5%
Excess of Revenues Over Expenditures	\$0	(\$1,379,163)	
Fund Balance 7/1/19	4,192,260	4,192,260	
	-----	-----	
Fund Balance 3/31/20	\$4,192,260	\$2,813,097	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$362,561	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	\$476,832	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	1,937,276	27.2%
Other	128,000		
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	7,304,844	\$1,939,904	26.6%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$1,463,072)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
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Fund Balance 3/31/20	\$394,590	\$119,862	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2020

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$379,893	95.7%
Bookstore Sales	600,000	463,139	77.2%
Athletics	50,140	14,542	29.0%
Other	173,775	139,366	80.2%
Total Revenue	\$1,220,915	\$996,940	81.7%
EXPENDITURES:			
Salaries	\$311,444	\$197,287	63.3%
Employee Benefits	31,074	24,950	80.3%
Contractual Services	92,745	50,890	54.9%
Materials & Supplies	644,859	525,029	81.4%
Conference & Meeting	240,088	107,558	44.8%
Fixed Charges	5,790	6,471	111.8%
Utilities	600	600	100.0%
Capital Outlay	5,127	638	12.4%
Other Expenditures	22,667	18,546	81.8%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$931,969	72.3%
Excess of Revenues Over Expenditures	(\$68,479)	\$64,971	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 3/31/20	\$123,023	\$256,473	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$65,495	49.6%
Adult Education	251,325	64,158	25.5%
Other Illinois Sources	103,908	82,919	79.8%
Department of Education	4,427,402	3,645,617	82.3%
Other Federal Sources	46,956	29,782	63.4%
Tuition & Fees	588,000	554,052	94.2%
Sales & Service Fees	28,000	17,562	62.7%
Interest	19,346	28,279	146.2%
Non-govt. Gifts, Grants	257,364	78,279	30.4%
Other	296,226	162,067	54.7%
	-----	-----	-----
Total Revenue	\$6,150,525	4,728,210	76.9%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$839,372	78.3%
Employee Benefits	268,454	178,055	66.3%
Contractual Services	662,652	326,130	49.2%
Materials & Supplies	191,899	130,104	67.8%
Conference & Meeting	132,525	171,006	129.0%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	478,348	380.7%
Other Expenditures	29,321	77,310	263.7%
Financial Aid	3,767,071	3,111,089	82.6%
Transfers out (in)	370,686	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$5,316,562	75.6%
Excess of Expenditures Over Revenue	(\$879,304)	(\$588,352)	
Fund Balance 7/1/19	1,426,009	1,426,009	
	-----	-----	
Fund Balance 3/31/20	\$546,705	\$837,657	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20
AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$21,960	49.9%
-----	-----	-----	-----
Total Revenue	\$44,000	\$21,960	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)	(\$25,040)	
Fund Balance 7/1/19	\$8,728	\$8,728	
-----	-----	-----	
Fund Balance 3/31/20	\$5,728	(\$16,312)	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$872,314	49.7%
	-----	-----	-----
Total Revenue	\$1,754,180	\$872,314	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)	(\$843,536)	
Fund Balance 7/1/19	\$999,650	\$999,650	
	-----	-----	
Fund Balance 3/31/20	\$441,675	\$156,114	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2020

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,110,000	\$517,427	46.6%
Other	-	5,824	100.0%
Total Revenue	\$1,110,000	\$523,251	47.1%
EXPENDITURES:			
Salaries	\$288,304	\$208,661	72.4%
Employee Benefits	340,566	227,908	66.9%
Contractual Services	375,176	353,204	94.1%
Materials & Supplies	8,888	11,175	125.7%
Conference & Meetings	20,503	4,192	20.4%
Fixed Charges	182,856	182,905	100.0%
Utilities	4,903	2,116	43.2%
Total Expenditures	\$1,221,196	\$990,161	81.1%
Excess of Revenues Over Expenditures	(\$111,196)	(\$466,910)	
Fund Balance 7/1/19	\$302,470	\$302,470	
Fund Balance 3/31/20	\$191,274	(\$164,440)	

April 2020 Financials

AGENDA ITEM #X-A
MAY 21, 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 April 30, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$3,130,845	49.2%
Credit Hour Grants	1,249,988	1,061,253	84.9%
Equalization	50,000	33,333	66.7%
ICCB Career/Tech Education	127,930	127,930	100.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	310,437	69.0%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	51,171	139.4%
Tuition & Fees	5,050,500	4,905,420	97.1%
Sales & Services	44,850	24,394	54.4%
Facilities Revenue	112,714	73,290	65.0%
Interest on Investments	97,000	69,314	71.5%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	66,661	440.0%
	-----	-----	-----
Total Revenue	\$14,132,894	\$9,862,788	69.8%
<u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$7,324,357	78.0%
Employee Benefits	2,238,847	1,986,630	88.7%
Contractual Services	835,346	660,258	79.0%
Materials & Supplies	927,789	655,893	70.7%
Conference & Meeting	295,939	143,403	48.5%
Fixed Charges	64,295	52,675	81.9%
Utilities	669,351	653,965	97.7%
Capital Outlay	18,486	80,306	434.4%
Other Expenditures	156,630	209,957	134.0%
Transfers (In) Out	(467,947)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,132,894	\$11,767,444	83.3%
Excess of Revenues Over Expenditures	\$0	(\$1,904,656)	
Fund Balance 7/1/19	4,192,260	4,192,260	
	-----	-----	
Fund Balance 4/30/20	\$4,192,260	\$2,287,604	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$362,561	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	\$476,832	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	2,002,508	28.1%
Other	128,000		
Transfers Out	24,761	-	0.0%
	-----	-----	-----
Total Expenditures	7,304,844	\$2,005,136	27.4%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$1,528,304)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
	-----	-----	
Fund Balance 4/30/20	\$394,590	\$54,630	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2020

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$379,893	95.7%
Bookstore Sales	600,000	468,960	78.2%
Athletics	50,140	15,292	30.5%
Other	173,775	175,021	100.7%
Total Revenue	\$1,220,915	\$1,039,166	85.1%
EXPENDITURES:			
Salaries	\$311,444	\$218,371	70.1%
Employee Benefits	31,074	31,293	100.7%
Contractual Services	92,745	52,170	56.3%
Materials & Supplies	644,859	539,661	83.7%
Conference & Meeting	240,088	127,295	53.0%
Fixed Charges	5,790	6,539	112.9%
Utilities	600	600	100.0%
Capital Outlay	5,127	1,221	23.8%
Other Expenditures	22,667	24,516	108.2%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$1,001,666	77.7%
Excess of Revenues Over Expenditures	(\$68,479)	\$37,500	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 4/30/20	\$123,023	\$229,002	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$65,495	49.6%
Adult Education	251,325	80,198	31.9%
Other Illinois Sources	103,908	82,919	79.8%
Department of Education	4,427,402	3,757,866	84.9%
Other Federal Sources	46,956	32,240	68.7%
Tuition & Fees	588,000	554,099	94.2%
Sales & Service Fees	28,000	17,562	62.7%
Interest	19,346	28,279	146.2%
Non-govt. Gifts, Grants	257,364	78,279	30.4%
Other	296,226	257,153	86.8%
	-----	-----	-----
Total Revenue	\$6,150,525	4,954,090	80.5%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$918,692	85.7%
Employee Benefits	268,454	212,102	79.0%
Contractual Services	662,652	567,454	85.6%
Materials & Supplies	191,899	136,736	71.3%
Conference & Meeting	132,525	174,964	132.0%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	475,851	378.7%
Other Expenditures	29,321	83,883	286.1%
Financial Aid	3,767,071	3,111,089	82.6%
Transfers out (in)	370,686	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$5,685,919	80.9%
Excess of Expenditures Over Revenue	(\$879,304)	(\$731,829)	
Fund Balance 7/1/19	1,426,009	1,426,009	
	-----	-----	
Fund Balance 4/30/20	\$546,705	\$694,180	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$21,960	49.9%
-----	-----	-----	-----
Total Revenue	\$44,000	\$21,960	49.9%
EXPENDITURES:			

Contractual Services	\$47,000	\$48,000	102.1%
-----	-----	-----	-----
Total Expenditures	\$47,000	\$48,000	102.1%
Excess of Revenues Over Expenditures	(\$3,000)	(\$26,040)	
Fund Balance 7/1/19	\$8,728	\$8,728	
-----	-----	-----	
Fund Balance 4/30/20	\$5,728	(\$17,312)	

AGENDA ITEM #X-A
 MAY 21, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended April 30, 2020

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,754,180	\$872,314	49.7%
Total Revenue	\$1,754,180	\$872,314	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)	(\$843,536)	
Fund Balance 7/1/19	\$999,650	\$999,650	
Fund Balance 4/30/20	\$441,675	\$156,114	

AGENDA ITEM #X-A
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2020

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,110,000	\$517,427	46.6%
Other	-	5,824	100.0%
-----	-----	-----	-----
Total Revenue	\$1,110,000	\$523,251	47.1%
EXPENDITURES:			

Salaries	\$288,304	\$229,458	79.6%
Employee Benefits	340,566	257,475	75.6%
Contractual Services	375,176	353,310	94.2%
Materials & Supplies	8,888	11,175	125.7%
Conference & Meetings	20,503	4,192	20.4%
Fixed Charges	182,856	182,905	100.0%
Utilities	4,903	2,126	43.4%
-----	-----	-----	-----
Total Expenditures	\$1,221,196	\$1,040,641	85.2%
Excess of Revenues Over Expenditures	(\$111,196)	(\$517,390)	
Fund Balance 7/1/19	\$302,470	\$302,470	
-----	-----	-----	
Fund Balance 4/30/20	\$191,274	(\$214,920)	

**AGENDA ITEM #XII-A-1
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

PRESIDENT'S CONTRACT

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves the attached Resolution authorizing the approval of the Contract of Employment for the President.

BACKGROUND: This Resolution approves the terms and conditions of the contract with Ms. Christina Kuberski. Ms. Kuberski's appointment is effective July 1, 2020.

BOARD ACTION: _____

RESOLUTION FOR APPROVING CONTRACT OF EMPLOYMENT

WHEREAS, after being recruited and hired through a national search process Christina Kuberski has diligently served as the College's Executive Vice President since 2015, doing so with distinction and honor; and

WHEREAS, Christina Kuberski was an invaluable member of the College's team tasked with addressing continuing accreditation with the Higher Learning Commission (HLC), which her leadership role successfully assisted in preserving Highland Community College's accreditation status; and

WHEREAS, the current President of the College is retiring effective June 30, 2020, and the Board has duly considered the options available for selection of a replacement, which consideration valued the possibility of an internal candidate who had served with distinction and honor as well as the presence of significant external threats to secondary education caused by conditions related to COVID-19, which conditions may best be addressed by retention of a strong leader with significant working knowledge of the operations of the College; and

WHEREAS, the Board conducted an interview of Christina Kuberski to evaluate her willingness and ability to serve as President, and also established a separate interview committee inclusive of members from the faculty, community, and other employees of the College; and

WHEREAS, the Board has received significant positive feedback of possible hiring of Christina Kuberski from many members of the interview committee and other individuals throughout the College District; and

WHEREAS, the Board and President now wish to provide for certainty in the office of the Presidency of the College by formalizing the employment of Christina Kuberski to serve as President for the period from July 1, 2020, through June 30, 2023, on such terms and conditions as provided within the proposed Employment Agreement, attached herein as Exhibit A; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE, as follows:

Section 1: The recitals to this Resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Board hereby approves the Employment Agreement with Christina Kuberski, to serve as President of the College, in the form attached as Exhibit A. The

Board Chair and Secretary are hereby authorized and directed to execute the Contract of Employment and to enter into such contract fully on the Board's behalf.

Section 3: This Resolution shall be in full force and effect upon its adoption and for a contractual term date effective July 1, 2020, the beginning of the respective upcoming school year. All prior resolutions of the Board of Trustees that are inconsistent with the terms and conditions of this Resolution are hereby repealed and superseded to the extent of any such inconsistency.

ADOPTED this _____ day of May 2020, by the following roll call vote upon the motion by

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chair, Board of Trustees

Attest:

Secretary, Board of Trustees

EXHIBIT A

**EMPLOYMENT AGREEMENT TO SERVE AS PRESIDENT ENTERED
INTO BETWEEN**

CHRISTINA KUBERSKI

and

THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE

**FOR THE TERM
JULY 1, 2020 THROUGH JUNE 30, 2023**

**EMPLOYMENT AGREEMENT TO SERVE AS PRESIDENT ENTERED
INTO BETWEEN**

CHRISTINA KUBERSKI

and

THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE

**FOR THE TERM
JULY 1, 2020 THROUGH JUNE 30, 2023**

This Agreement (“Agreement”) made and entered into this ____ day of May, 2020, by and between the Board of Trustees of Highland Community College, (hereinafter “Board”), and Christina Kuberski, (hereinafter “Kuberski” or “President”):

WHEREAS, after being recruited through a national search process Christina Kuberski has diligently served as the College’s Executive Vice President since 2015, doing so with distinction and honor; and

WHEREAS, the Board has conducted an interview of Christina Kuberski to evaluate her willingness and ability to serve as President, and established a separate interview committee including members of the faculty, community, and other employees of the College; and

WHEREAS, the Board and President now wish to provide for certainty in the office of the presidency of the College by formalizing service by Christina Kuberski as President of the College for the period from July 1, 2020, through June 30, 2023, on terms and conditions as provided herein; and

NOW, THEREFORE, in consideration of the promises herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Board and President agree as follows:

1. EMPLOYMENT AND TERM

Board hereby employs Christina Kuberski as President of the College for a term

commencing July 1, 2020, and continuing until June 30, 2023. The President shall serve as President pursuant to the provisions of this Agreement for that term.

2. POWERS AND DUTIES

Throughout the term hereof, the President shall be the Chief Executive of the College, responsible for all administration and for effecting the directions and policies of the Board. As Chief Executive of the College, the President shall act for and on behalf of the Board and under its direction in the performance of her duties of overall administration of the College.

The President's duties and powers shall include those provided by law, as well as those set forth in the College's written policy now in force and as may be adopted by the Board from time to time. Throughout the term or any extension or renewal hereof, the President shall have such other and further powers, responsibilities and duties as the Board may from time to time direct in consultation and agreement with the President.

3. REAPPOINTMENT

Not later than April 15, 2023, the Board and President shall confer to determine whether the term of this Agreement shall be extended, and any conditions on such extension.

4. EXTENT OF SERVICES

The President shall devote her full time, attention and energies to the business of the College, and during the term of this Agreement, the President shall not be engaged in any other business activity or accept any commitment outside her role as President which interferes with her duties and responsibilities or adversely affects her proficiency as Chief Executive of the College.

5. TERMINATION OF EMPLOYMENT

Notwithstanding anything to the contrary contained in this Agreement, the President's employment may be terminated during the term hereof for one or more of the following reasons:

A. Resignation. Honorable resignation, or termination of employment by mutual written agreement of the parties. The acceptance of the President's written resignation by the Board pursuant to a duly adopted Resolution shall be deemed to constitute Honorable Termination of Employment hereunder.

B. Disability. Total disability for a period of ninety (90) consecutive days, after exhaustion of available paid sick leave and vacation benefits.

The term "total disability" means sickness or illness, regardless of cause, physical or mental, which results in the President being substantially unable to effectively perform her duties as President and her duties pursuant to this Agreement. President shall submit to physical or mental examination or both at the request of the Board, provided that such examinations shall be performed by persons licensed as medical doctors.

C. Death of the President. The Board-President relationship shall terminate upon the death of the President.

D. Discharge for Cause. The President may be discharged for cause. A discharge for cause shall be deemed a dismissal of the President for conduct which is seriously prejudicial to the College, and may include, without limitation, incompetency, violation of law, material breach of this Agreement, cruelty, negligence, dishonesty, fraud, unprofessional behavior, failure to effect Board direction, immorality, or for any sufficient reason or cause which may exist under the laws of the State of Illinois. Upon a majority vote of the Board to consider dismissal for cause, the President shall be given written notice of the Board's intention. The President shall be entitled to appear before the Board to discuss her dismissal before formal action on dismissal is taken. Such meeting may be in open session or closed session, at the option of the Board. The action of the Board is final. Upon discharge for cause, the term of this Agreement shall end, and all right to compensation and benefits hereunder shall immediately cease.

E. Discharge on Notice. At any time during the term hereof, the Board may discharge the President on thirty days prior written notice. Under such circumstances, the College shall pay the President all compensation due to the College President as annual salary pursuant to Paragraph 6 B below, in accordance with regular salary payment

schedules for a period of twelve months following the date of the notice. Provided, however, if the President obtains other employment during the remaining term, the Board's obligation to pay compensation shall be reduced by the President's compensation from that employment.

F. Breach by President. If President, during the term of this Agreement, resigns without approval from the Board, or in any manner breaches her obligation to provide the contractual services outlined herein by departure from employment at her election, the Parties agree that the Board will be irreparably harmed. Accordingly, in such circumstance the President agrees to remit payment of \$30,000 to the College, representing the Parties' present estimate of the costs associated with a new search process to recruit and hire a replacement for President. The Parties further agree and herein stipulate that the amount of actual damages that will be incurred is difficult and uncertain to estimate. Therefore the amount set forth herein is the Parties' best estimate as to the actual costs and agreed to be reasonable. Payment of the amount is due within 30 days of demand by the Board President.

6. PRESIDENT'S COMPENSATION

A. Definition of Compensation. For purposes of this Agreement, the President's compensation shall consist of the salary provided in subparagraph 6 B below.

B. Annual Salary. Board shall pay President, for the 2020-2021 year an annual salary of one hundred sixty-two thousand and five hundred dollars (\$162,500). Each succeeding year's annual salary shall be increased by 2% over the prior year. The annual salary shall be paid to the President in installments in accordance with the usual and customary payment practices of the Board. Nothing herein shall be deemed to prohibit the Board, in its discretion, from increasing the annual salary of the President at any time during the term of this Agreement or any extension or renewal hereof, but the salary shall not be decreased at any time.

7. PRESIDENT'S BENEFITS IN ADDITION TO COMPENSATION

A. SURS Contributions. For the term of this Agreement, the College shall pay an 8% contribution directly to the State University Retirement System contribution

on behalf of the President. It is the intention of the parties to qualify all such payments as employer payments pursuant to Section 414(h) of the Internal Revenue Code. The President shall have no right or claim to the funds remitted except as they may subsequently become available before retirement or resignation from the Illinois State Universities Retirement System.

B. Holidays. The President shall be entitled to be absent from the performance of her duties during all holidays declared by the Board or scheduled by the State of Illinois applicable to Community Colleges throughout the State.

C. Vacation Benefits. The President shall earn paid vacation at the rate of 2.33 days per month with an accumulation limit of 56 days. Upon termination of the President's services, the College shall not reimburse for more than 56 unused vacation days. Subject to the limitations in this paragraph, the President shall be entitled to the accumulated but unused vacation day balance she had as of June 30, 2020, remaining from her position as Executive Vice President of the College.

The President shall consult with the Board Chair in the event she plans to utilize more than three consecutive days of vacation benefit.

D. Dues, Fees. Board shall pay President's membership dues and charges to appropriate educational associations and organizations, as well as her membership dues and fees for and in respect to her membership in such other local, community, State or National clubs or organizations which the Board Chair and President mutually deem necessary or advisable that President join in order to enhance or improve her community relationship or her professional skills and relationships.

E. Conferences, Conventions, etc. The President may attend educational conferences, conventions, courses, seminars and other similar professional growth activities. Appropriate expenses shall be reimbursed in accordance with Board policy. Attendance at such conferences shall not be construed as vacation time. The President may participate in other professional activities relating to higher education on such terms and conditions as may be approved from time to time by the Board.

F. Automobile and Other Travel Related Expenses of the President.

President shall receive \$1,000.00 monthly as reimbursement for and in respect to her use of her personal automobile while on College Business within the District's territory. Such amount shall be paid in accordance with the payroll schedule of the College. President shall, where necessary, cooperate with the Board in the documentation of the same. The College shall also reimburse the President for actual mileage for required travel outside of the geographic territory of the District.

G. Executive Annual Physical. At least once every year during the term of this Agreement, the College President shall obtain a comprehensive medical examination. The cost of such examination, not to exceed Five Hundred Dollars (\$500), shall be paid by the Board. A copy of the examination or a certificate of the physician certifying the physical competency of the College President to perform her duties shall be given by the examining physician to the Board Chair. The result of such examination will be reported to the Board, but its confidentiality shall be maintained.

H. Annuity. The Board shall pay on behalf of the President a tax-sheltered annuity under Section 403(b) of the Internal Revenue Code in a company of the College President's choice in the amount of Twelve Thousand Dollars (\$12,000.00). The College President's tax sheltered annuity shall be paid in equal installments in accordance with the policies of the College governing payment of tax annuities to other administrators employed by the College and shall be subject to withholding as required by law.

I. Insurance, Sick Leave, Privileges, etc.

1. Sick Leave. President will earn sick leave at the rate of 1 day per month and have available any remaining accrued the sick leave days to which she was entitled as an employee of the College as of June 30, 2020.

2. Life Insurance. Subject to applicable insurability requirements, College shall provide term life insurance on the life of the President equal to 1.5 times the annual salary of the President. For purposes of this paragraph only, annual salary includes the annual salary provided in paragraph 6b, plus SURS contribution on the Annual Salary, plus the reimbursement allowance provided in Paragraph 7F annualized, not to

exceed the maximum allowable benefit of \$250,000. It does not include any 403(b). The President may name one or more beneficiaries of her choice for any portion of the employee basic benefit. The purchase of any further optional life insurance coverage by the President will be the responsibility of the President and consistent with College policy.

3. Personal Leave. The President shall be entitled to 3 personal days with pay annually. Personal days shall accrue one (1) day per four months. Unused personal days shall not accumulate from year-to-year.

4. Other Privileges. The Board shall reimburse the College President up to One Thousand Dollars (\$1,000) annually for her use of her home for entertainment in relation to the College, based on submission of receipts.

The President shall be reimbursed for normal and customary expenses incurred for the President's spouse's attendance at two College related annual conferences. The foregoing notwithstanding, the President will not be reimbursed for expenses which are incurred for leisure activities or matters unrelated to the conferences.

The President shall be allowed such other privileges, leaves, health leave, and insurance and fringe benefits not specifically enumerated and not in conflict with or inconsistent with this contract as are commonly extended to all other administrative personnel.

8. CELL PHONE

To provide the College with the ability to reach the President, the College shall provide the President with a cell phone and service plan. Occasional personal use of the cell phone will not be deemed a violation of this Agreement. The President shall select the phone and plan. Use of the College provided phone shall be subject to any applicable policies of the College and President shall have no expectation of privacy in the use of such device.

9. EVALUATION OF PRESIDENT

At least once each College fiscal year, (on or before April 15th of that year) Board and President shall meet for the purpose of review of the past year's administration of the College and the role of the President in the future course and goals of the College. The evaluation shall rate the performance of the President, and may include directions, goals and expectations for future performance.

10. NOTICES

Any notice required or permitted under the terms of this Agreement shall be written and may be served personally, by prepaid certified or registered mail, or by national courier service. If served by mail or courier service, it shall be addressed to her residence in the case of the President, or to the Chair of the Board of the College, at his or her residence, in the case of the Board. Any notice shall be deemed to have been delivered within ninety-six hours after having been deposited in a United States Post Office located within the College District, or on the date of delivery if by a courier service or personal service.

11. MISCELLANEOUS

A. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such heading or numbers and the text of this Agreement, the text shall control.

B. For purposes of payment to the President of any unused vacation at the time of termination of employment under this Agreement for any reason, the President's "compensation" shall be deemed to be only the taxable compensation the President receives from time to time pursuant to Paragraph 6 B hereof.

C. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.

D. This Agreement may be executed in one or more counterparts, each of

which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its Chair and Secretary, on the day and year first written above.

Christina Kuberski, President

THE BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE

By _____
Chair

ATTEST:

Secretary-Board of Trustees

**AGENDA ITEM #XII-B-1
MAY 21, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957,
DUE TO THE COVID-19 NATIONAL PANDEMIC**

RECOMMENDATION OF THE EXECUTIVE VICE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Understanding (MOU) with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic, including a rollover of personal days for those covered under the current Custodial/Maintenance Council AFT/IFT Local 1957, as outlined in item 3 of the MOU.

BACKGROUND: The disruption caused by the COVID-19 national pandemic impacted the ability to carry out certain aspects of the current contract with the Faculty and with Custodial/Maintenance. The attached Memorandum of Understanding outlines the terms agreed to that would address these issues.

BOARD ACTION: _____

Memorandum of Understanding
Between
Highland Community College (Board of Trustees)
And
Highland Community College Faculty Senate, Affiliated with AFT/IFT
Local 1957

May 13, 2020

Issue:

Due to conditions related to COVID-19, National Pandemic, and the current platform of educational services under the Illinois Governor's Executive Orders and Guidance from the Illinois Community College Board, the Faculty Senate and Highland's administration have agreed, via impact bargaining, to the following conditions for the COVID-19 situation.

Agreement: The parties agree to the following:

1. Full-time Faculty salary will remain as-is according to the most current CBA and any contracts or payment agreements made for the SP-20 semester.
2. Full-time Faculty evaluations will be as follows:
 - a. Tenured Faculty who were scheduled for continuing evaluation (3-year cycle) will have any outstanding evaluations deferred until the next academic year.
 - b. Non-tenured Faculty for whom Tenure Committee and/or Dean evaluations were not completed before March 15, 2020 will not have SP-20 evaluations count for or against their tenure process and the subsequent tenure decision by the College.
 - c. Non-tenured Faculty for whom Tenure Committee and/or Dean evaluations were completed may have SP-20 evaluations count toward their tenure process if they so choose.
 - d. Non-tenured Faculty may choose to opt into an extra semester of evaluation added to their tenure process. The Faculty member will choose whether to accept this option. This option will not be determined by the Tenure Committee, the Dean, or any party other than the Faculty member. The deadline for opting into an extra semester of evaluation shall be no later than September 1 for August hires and February 1 for January hires. Faculty choosing to opt into the extra semester of evaluation will notify in writing, which writing shall acknowledge that the request was voluntary and a waiver of the statutory timeline, their Dean or Associate Dean before the deadline.
 - e. The Board of Trustees will approve extension requests made by Faculty. The Board will indicate in the approval that the Faculty member requested a voluntary extension because of COVID-19 and agree that this is not a term of remediation. There will be no corrective actions provided for this extension because the extension is not remedial.
3. Any unused FY20 Personal Days, provided as a benefit to Faculty and Custodial Maintenance employees via the most current CBAs, will be rolled over into the next academic year(s). These unused days will be eligible for use through academic year 2022/2023.
4. In considering the status of under-enrolled programs that have been areas of concern for FY20, appropriate consideration will be given to the impact of the COVID-19 pandemic. Any under-enrolled programs considered for program reduction will be subject to Program Review, following the process explained in the most current Faculty Handbook.

5. No decisions made by the College occurring because of the COVID-19 pandemic situation will be considered will be considered to have established past practice unless otherwise agreed upon.

Both parties agree to revisit this agreement, should it be necessary, after August 1, 2020 for the following academic year.

Date: May 13, 2020

Board President

Matthew J. Perkins
Faculty Senate /Local 1957 President