

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting

June 23, 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/93988328497?pwd=S015bGhBTm5qaitQODY0bVRPcnFmQT09>  
or by phone at 312-626-6799 and Password 055098

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: May 7, 2020 Special Meeting  
May 21, 2020 Special Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
  - A. Academic
    - 1. Linking Talent with Opportunity Program (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Career and Technical Education Consortium (CareerTEC) (Page 1)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 11)
  - D. Financial
    - 1. Course Fee Change for Spring 2021 (Page 15)
- IX. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. Second Reading – New Policy 5.80: Preparing and Updating Disclosures (Page 16)
    - 2. Master Services Agreement with U.S. Bank National Association (Page 22)

C. Personnel

1. Appointment: Student Advisor (Page 24)
2. Appointment: Student Advisor (Page 25)
3. Appointment: Student Advisor/Transfer Coordinator (Page 26)

D. Financial

1. Intercollegiate Athletic Insurance (Page 27)
2. Property and Liability Insurance (Page 28)
3. Student Fee to Partially Fund the Implementation of Mandates Outlined in the Illinois Mental Health Early Action on Campus Act (Page 29)
4. Payment of Bills and Agency Fund Report – May 2020 (Page 30)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 32)
- 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
- C. Semi-annual Review of All Closed Session Minutes and Tapes

**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
- 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
- C. Semi-annual Review of All Closed Session Minutes and Tapes

**XIII. Old Business**

- A. Vice President/Chief Academic Officer Position

**XIV. New Business**

**XV. Dates of Importance**

- A. Audit & Finance Committee Meeting – July 23, 2020, at 3:30 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Regular Board Meeting – July 28, 2020, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) (Budget work session begins at 3:00 p.m.)
- C. Next Quarterly Board Retreat – September 9, 2020, at 1:00 p.m. in the Student/Conference Center room H-206 (lunch available at 1:00 p.m.)

**XVI. Adjournment**

**AGENDA ITEM #VIII-A-1  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY PROGRAM (“LTO”) DUAL CREDIT  
MEMORANDUM OF UNDERSTANDING BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND  
CAREER AND TECHNICAL EDUCATION CONSORTIUM (CAREERTEC)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College and Career and Technical Education Consortium (CareerTEC) 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 Career  
and Technical Education Consortium (CareerTEC)**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2020 between Career and Technical Education Consortium ("CareerTEC"), located at 2037 W Galena Ave, Freeport, IL 61032 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

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

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

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

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

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

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

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

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

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

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

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

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

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

Bryan Greene 6/9/20  
CareerTEC Director Date

\_\_\_\_\_  
\_\_\_\_\_  
Highland Community College President Date

D. Douglas DeLong 6/8/2020  
CareerTEC Board Member Date

\_\_\_\_\_  
\_\_\_\_\_  
Highland Community College Board of Trustees Date

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**Appendix A**  
**Dual Credit Courses**

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



## HIGHLAND COMMUNITY COLLEGE

HIGHLAND COMMUNITY COLLEGE  
DUAL CREDIT AGREEMENT WITH

**CareerTEC**

**2019 - 2020 School Year**

**STATEMENT OF INTENT FOR 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. Students may be responsible for course and technology fees, books, supplies and other miscellaneous expenses. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

<b>CareerTEC course</b>		<b>Highland Community College course</b>	<b>CRN/ Section</b>
CIS-Computer Information Systems I (Meyers)	is equivalent to	INFT 182 – Microcomputer Hdw–Fall AM INFT 182 – Microcomputer Hdw–Fall PM INFT 282 – A+Certification – Spring AM INFT 282 – A+Certification – Spring PM	3597 DQ 3598 ADQ 6634 DQ 6635 ADQ
CIS-Computer Information Systems II (Meyers)	is equivalent to	INFT 284 – Net+ Certification – Fall AM INFT 284 – Net+ Certification – Fall PM INFT 295 – Coding Essentials – Spring AM INFT 295 – Coding Essentials – Spring PM OCED 290 –Work Place Experience – Sp PM	3599 DQ 3600 ADQ 6636 DQ 6637 ADQ 6638 ADQ
Careers in Business –Years I & II (Hazzard)	is equivalent to	INFT 131 – Beginning Word 2016 – Spring BUSN 125 – Math of Business – Spring BUSN 141 – Business Communications – Fall SPTP 150 – Supply Chain Management – Spring INFT 140 – Beginning Excel 2016 – Fall INFT 135 – PowerPoint 2016– Spring OCED 290 – Work Place Experience – Spring	6631 DQ 6629 DQ 3595 DQ 6630 DQ 3596 DQ 6632 DQ 6633 DQ
Cosmetology –Year I (Chamberlin)	is equivalent to	COSM 121 – Cosmetology I – Yearlong	3608 DC
Cosmetology – Year II (Chamberlin)	is equivalent to	SPTP 170 – HS Cosmetology III SPTP 270 – HS Cosmetology IV Spring	3609 DC 6651 DC
Culinary Occupations I (Konefes)	is equivalent to	HMEC 192 – Food Sanitation – Spring	6640 DQ 6641 DQ1 6642 DQ2
Culinary Occupations II (Konefes)	is equivalent to	OCED 290 – Work Place Exp. – Spring	6643 DQ1
Auto Body – Year I (Vacek)	is equivalent to	AUTB 191 – Intro to Auto Body – Yearlong	3593 DC
Auto Body – Year II (Vacek)	is equivalent to	AUTB 194 – Auto Body Repair I – Yearlong	3594 DC

Auto Mechanics (Stinnett) – Year 1	Is equivalent to	AUTM 111 – Brakes & Alignment – Spr AUTM 113 – Brakes – Spr AUTM 115 – Transmission & Final Drives - Spr AUTM 120 – Fundamentals of Engines – Fall AUTM 122 – Engine Components – Fall AUTM 124 - Fundamentals of Electricity – Fall AUTM 138 – Automotive Servicing - Fall	6656 DC 6657 DC 6658 DC 3805 DC 3806 DC 3807 DC 3808 DC
Early Childhood Education (Johnson) – Year 1	Is equivalent to	ECE 121 – Intro to Early Childhood Ed – Fall ECE 123 – Health, Safety Nutrition - Fall ECE 122 – Child Growth & Development - Spr ECE 125 – Assessment in EC Settings - Spr	3601 DC 3602 DC 6644 DC 6706 DC
Industrial Technology – Year 1 (Sargent/Kloeping)	Is equivalent to	WELD 130 – Intro to Welding – Fall DRAF 105 – CAD I – Fall DRAF 106 – Drafting Fundamentals – Spring WELD 232 – Int Welding & Fabrication –Spr	3603 DC 3604 DC 6650 DC 6649 DC
Industrial Technology – Year 2 (Sargent/Kloeping)	Is equivalent to	DRAF 260 – CAD-3D Modeling – Fall OCED 290 – Work Place Experience – Fall	3606 DC 3607 DC
HOYA - Year II (Steele)	Is equivalent to	ITHC 101 – Medical Terminology I – Spring - Yearlong ITHC 102 – Medical Terminology II – Spring - Yearlong ITHC 103 – Medical Terminology III – Spring - Yearlong	6646 DQ 6647 DQ 6648 DQ

#### 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. Students may be responsible for course and technology fees, books, supplies and other miscellaneous expenses. Teachers will be responsible for all necessary paperwork including but not limited to mid-term and final grade reports.

CareerTEC course		Highland Community College course	CRN/Section
Nursing Assistant (Vock)	Is equivalent to	NURS 091 – Nurse Assistant and Lab Spring	6254 DC 6255 DCX
Nursing Assistant (Vock)	Is equivalent to	NURS 091 – Nurse Assistant and Lab Spring	6256 DCF 6255 DCX
Nursing Assistant (Vock)	Is equivalent to	NURS 091 – Nurse Assistant and Lab Spring	6260 DCS 6255 DCX
Criminal Justice I (CJS Roser & Peska; INFT Monlgold)	Is equivalent to	CJS 101 – Intro to Criminal Just – Fall CJS 102 – Intro to Corrections – Fall CJS 202 – Juvenile Delinquency – Spring INFT 180 – Intro to Info Systems- Spring	3143 DC 3136 DC 6290 DC 6611 DC
Criminal Justice II (CJS Roser; PHYD Norman)	Is equivalent to	CJS 203 – Criminal Law – Spring CJS 208 – Intro to Terrorism – Spring	6249 DCY 6293 DC

	CJS 201 – Criminology – Fall PHYD 212 – First Aid – Fall PHYD 121 – Physical Fitness I - Fall	3147 DC 3710 DC 3709 DC
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**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)

*Brian Greene*  
\_\_\_\_\_  
(Superintendent/Principal/Director)

\_\_\_\_\_  
(Date)

*6/9/20*  
\_\_\_\_\_  
(Date)

If you have questions concerning the courses listed above, please contact Sam Schaible at [sam.schaible@highland.edu](mailto:sam.schaible@highland.edu).

## Appendix B Dual Credit Roster & Grading Procedures

1. CareerTEC 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. CareerTEC 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. CareerTEC 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. CareerTEC Dual Credit instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.

**AGENDA ITEM #VIII-C-1  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT:** That the attached list of part-time instructors, overload, and other assignments be approved for the Spring and Summer 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
Don	Tresemmer		MATH058B	Basic Math		2	\$488.69	\$977.38
Summer 2020								
Stephanie	Eymann	1170	NURS103A	Pharmacology		1	\$1,269.03	\$1,269.03
Stephanie	Eymann	1171	NURS103AX	Pharmacology Lab		2.28	\$1,269.03	\$2,893.38
Alicia	Kepner	1177	NURS123A	MA Externship		1	\$634.52	\$634.52
Alicia	Kepner	1178	NURS123AX	Portion of Externship Lab		5	\$634.52	\$3,172.60
Alicia	Kepner	6471	NURS117A	Med Term		1.5	\$634.52	\$951.78
Jessica	Larson		NURS192AXA	Portion of Health/Illness Lab		3.42	\$1,269.03	\$4,340.09
Cassie	Mekeel	1179	NURS109HB	Nursing Asst Lecture		5.5	\$1,269.03	\$6,979.67
Cassie	Mekeel	1178	NURS123AX	Portion of Externship Lab		5	\$1,269.03	\$6,345.15
Shelly	Morgan	1183	NURS109HBB	Nursing Asst Lecture		5.5	\$1,269.03	\$6,979.67
Chrislyn	Senneff	1174	NURS293HXB	Psychiatric Nursing Lab		2.28	\$1,269.03	\$2,893.39
Kay	Sperry	1172	NURS103AXX	Pharmacology Lab		2.28	\$1,269.03	\$2,893.38
Andrea	Anderson	1173	NURS293HB	Psychiatric Nursing	64		\$38.00	\$2,432.00
Erica	Fischer	1176	NURS293BHX	Psychiatric Nursing	32		\$38.00	\$1,216.00
Erica	Fischer	1176	NURS293HBX	Psychiatric Nursing	32		\$38.00	\$1,216.00
Karla	Giuffre	1067	BIOL211A	General Microbiology		3	\$1,269.03	\$3,807.09
Karla	Giuffre	1068	BIOL211AX	General Microbiology Lab		2.85	\$1,269.03	\$3,616.74
Robert	Apolloni	1002	ART110Y1A	Intro to Art		3	\$1,269.03	\$3,807.09
Cassidy	Loberg			Supplemental Math Student Tutor	TBD		\$12.50	TBD
Kennedy	Schroeder			Supplemental Math Student Tutor	TBD		\$12.50	TBD
Don	Tresemmer			Summer Math Tutor	TBD		\$22.81	TBD
Don	Tresemmer			MATH059/058/066/067/158/159		4	\$473.69	\$1,894.76
Don	Tresemmer			Summer Math Coordinator				\$1,100.00
Leanne	Grahame			Trio-Project Succeed	TBD		\$22.81	TBD
Emily	Denekas			Student Tutor Project Succeed	TBD		\$12.50	TBD
Haylie	Ford			Student Tutor Project Succeed	TBD		\$12.50	TBD
Jessica	Klarer			Student Tutor Project Succeed	TBD		\$12.50	TBD
April	Woolcock			Student Tutor Project Succeed	TBD		\$12.50	TBD
Michael	Skwara			Coordinator, Learning Management System				\$1,692.03
Laura	Watson			Chair, Library Services				\$1,692.03
Jessica	Larson	1184	NURS109BHX	BNA Lab		2.85	\$1,269.03	\$3,616.74
Amanda	Lessman	1180	NURS109HBX	BNA Lab	40		\$30	\$1,200.00
Shelly	Morgan	1181	NURS109HXB	BNA Lab		2.85	\$1,269.03	\$3,616.74
Kay	Sperry	1185	NURS109BXH	BNA Lab		2.85	\$1,269.03	\$3,616.74
Juliet	Moderow	1066	BIOL117Y2	Nutrition		3	\$1,269.03	\$3,807.09
John	Sullivan	1098	CHEM120A	Elementary Gen Chem		3	\$1,269.03	\$3,807.09
John	Sullivan	1099	CHEM120AX	Elem Gen Chem Lab		1.9	\$1,269.03	\$2,411.16
Elizabeth	Niesman	1163	LIBS199Y1B	FYES Online		2	\$546.33	\$1,092.66
Elizabeth	Niesman	1164	LIBS199Y1A	FYES Online		2	\$546.33	\$1,092.66
Adam	Moderow	1161	RDG083Y1A	College Rdg Foundation		3	\$546.33	\$1,638.99
Adam	Moderow	1162	RDG120Y1A	College Rdg Strategies		3	\$546.33	\$1,638.99

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Vicki	Schulz	1258	LIBS199Y1X	FYES Online		2	\$634.52	\$1,269.04
Vicki	Schulz	1165	LIBS199Y1E	FYES Exploratory		2	\$634.52	\$1,269.04
Leanne	Grahame		Success Center		TBD		\$22.80	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.50	TBD
Roberta	Andrews		MATHYA1	MAC		2	\$488.69	\$977.38
Roberta	Andrews		MATHYB1	MAC		2	\$488.69	\$977.38
Ellen	McGinnis		MATHYA1	MAC		2	\$488.69	\$977.38
Ellen	McGinnis		MATHYB1	MAC		2	\$488.69	\$977.38
Pete	Norman	1033	PHYD135Y1	Games in Elem Ed		3	\$634.52	\$1,903.56
Pete	Norman	1030	PHYD112Y	Health		2	\$634.52	\$1,269.04
James	Phillips	1123	HIST143Y1A	US History I		3	\$634.52	\$1,903.56
Colette	Binger	1003	PSY262HB	Human Growth/Dev		3	\$546.33	\$1,638.99
Harry	Bodell	1113	SPCH191Y1A	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
Harry	Bodell	1114	SPCH191Y1B	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
Thompson	Brandt.	1188	HUMA104HB	Intro to Humanities		3	\$634.52	\$1,903.56
Thompson	Brandt	1116	MUS268Y1	Music of the USA		3	\$634.52	\$1,903.56
Evan	Dutmer	1150	PHIL180Y1	World Religions		3	\$531.33	\$1,593.99
Evan	Dutmer	1151	PHIL282Y1	Ethics		3	\$531.33	\$1,593.99
Laura	Early	1119	HUMA104Y1A	Intro to Humanities		3	\$1,269.03	\$3,807.09
Laura	Early	1120	HUMA104Y1B	Intro to Humanities		3	\$1,269.03	\$3,807.09
Julie	Hartman-Linck	1006	SOCI171Y1	Intro to Sociology		3	\$1,269.03	\$3,807.09
Chelsea	Martinez	1009	PSY161Y1	Intro to Psychology		3	\$1,269.03	\$3,807.09
Kay	Ostberg	1010	ENGL099Y1A	Accelerated Basic Comp		3	\$1,269.03	\$380.71*
Kay	Ostberg	1012	ENGL121Y1B	Rhet & Comp I		3	\$1,269.03	\$3,807.09
Kay	Ostberg	1013	ENGL121Y1C	Rhet & Comp I		3	\$1,269.03	\$3,807.09
Kirk	Pearson	1015	SPCH295JXX	Leadership Forum		3	\$473.69	\$1,421.07
Kirk	Pearson			Curriculum Development Leadership Forum				\$600.00
Katharine	Perkins	1014	ENGL122Y1	Rhet & Comp II		3	\$1,269.03	\$3,807.09
Katharine	Perkins			Coordinator of Transitional Communication		3	\$1,269.03	\$3,807.09
Katharine	Perkins			Faculty Senate Release Time		1	\$1,269.03	\$1,269.03
Jami	Spencer	1201	LTRE097Y1	Reading, Writing, Reasoning		4	\$1,269.03	\$5,076.12
Heidi	Spotts-Manthey	1019	MUS267Y1	Intro to Music		3	\$546.33	\$1,638.99
Loretta	Swanson	1169	ART110Y1	Intro to Art		3	\$546.33	\$1,638.99
Syed	Uddin-Ahmed	1112	HIST142Y1	Western Civ		3	\$1,269.03	\$3,807.09
James	Yeager	1021	MCOM150Y1	Intro to Film		3	\$1,269.03	\$3,807.09
James	Yeager	1020	SPCH191Y1	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
James	Yeager			Coordinator of Mass Communications		3	\$1,269.03	\$3,807.09
Carol	Engelkens	1063	INFT295Y1	MS Publisher		1	\$488.69	\$83.08*
Thomas	Harrison	1102	BUSN125Y1	Math of Business		3	\$488.69	\$1,466.07
Melissa	Johnson	1267	ECE124Y1	Lit for Young Children		3	\$634.52	\$1,586.30*
Amy	Chamberlin			Cosmetology Classes				\$6,345.15
Justin	Ebert	1108	OCED290B	Work Pl Exper - Ag		4	\$1,269.03	\$2,030.45*
Joe	Grove	1109	BUSN121Y2	Intro to Business		3	\$1,269.03	\$3,807.09
Joe	Grove	1110	ECON111Y2	Principles of Economics		3	\$1,269.03	\$3,807.09
Joe	Grove	1111	ECON112Y2	Principles of Economics		3	\$1,269.03	\$3,807.09
Rich	Jacobs	1268	BUSN249IS	Principles of Mgmt		3	\$1,269.03	\$380.71*



FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Denise	Johnson			Office Technology Classes				\$6,345.15
Jeremy	Monigold	1141	BUSN141Y1	Business Communications		3	\$1,269.03	\$2,284.25*
Jeremy	Monigold	1138	INFT140Y1	Beg Excel		1	\$1,269.03	\$634.52*
Jeremy	Monigold	1140	INFT180Y1	Intro to Information Systems		3	\$1,269.03	\$3,807.09
Monica	Pierce	1106	AGRI184Y1	Intro to Ag Economics		4	\$1,269.03	\$1,015.22*
Kayla	Clark			Cosmetology Lab - P/T Instructor		TBD	\$25.66	TBD
Carol	Engelkens			Office Technology Lab - P/T Instructor		TBD	\$24.87	TBD
Carol	Engelkens			Office Technology Lab - Lab Assistant		TBD	\$13.39	TBD
Melissa	Pitzer			Cosmetology Lab - P/T Instructor		TBD	\$25.66	TBD
Lindsay	Vinnedge			Cosmetology Lab - P/T Instructor		TBD	\$24.87	TBD

**AGENDA ITEM #VIII-D-1  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COURSE FEE CHANGE FOR SPRING 2021**

**RECOMMENDATION OF THE PRESIDENT:** That the following course fee change be approved beginning with the Spring 2021 semester.

<b>Course</b>	<b>Current</b>	<b>Proposed</b>
AGOC132 Landscape Design	\$100.00	\$ 49.00

**BACKGROUND:** The original course fee of \$100 was to cover the cost of the student's subscription to landscape design software. There will be consumable money budgeted in the FY22 Perkins grant budget to help cover half the cost of the student's subscription, reducing the out-of-pocket cost for students.

The purpose of course and miscellaneous fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset the increased cost of course supplies or to reflect area service costs.

**BOARD ACTION:** \_\_\_\_\_

**AGENDA ITEM #IX-B-1  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second 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.

No additions or revisions have been made since Trustees approved the first reading at their May 21, 2020, regular meeting.

**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-B-2  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**MASTER SERVICES AGREEMENT WITH  
U.S. BANK NATIONAL ASSOCIATION**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the President and Vice President of Administrative Services to enter into the attached Master Services Agreement with U.S. Bank National Association.

**BACKGROUND:** Highland Community College has a number of accounts with U.S. Bank, including the College's main operating account, from which checks are cut. The attached Master Services Agreement updates the signatories on all U.S. Bank accounts for the change in staffing in the position of President. The change will be effective July 1, 2020.

**BOARD ACTION:** \_\_\_\_\_



Contract Signer(s) Change

Customer Information

Customer Name: HIGHLAND COMMUNITY COLLEGE

Contract Signer Changes Related to the Original MSA Dated: 09/29/2014

Tax Identification Number on Current MSA 36-2616076

The undersigned Contract Signer certifies that, based on his or her review of Customer's books and records, Customer has full power and lawful authority to make this change to the Contract Signer(s) and to confer the powers herein granted to the persons named, and that the undersigned Contract Signer has full power and authority to exercise the same.

The undersigned Contract Signer further certifies that the newly appointed Contract Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said Contract Signer.

Add Contract Signer (s)

Table with 3 columns: Print Contract Signer Name, Print Contract Signer Title, Contract Signer Signature. Row 1: Christina Kuberski, President.

Delete Contract Signer (s)

Delete Contract Signer Name:

Tim Hood

Existing Contract Signer(s) other than those new Contract Signers listed above (list name(s) only, no specimen signatures are needed)

Jill Janssen

Contract Signer Signature

Date:

Print Name: Jill Janssen

Print Title: Vice President, Administrative Services

CTN: JLD-009080

For Internal Use Only:

Review Validation Method TL Review Imaged

**AGENDA ITEM #IX-C-1  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
STUDENT ADVISOR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Ms. Beth Groshans as full-time Student Advisor beginning June 22, 2020, at a FY21 salary of \$43,102, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget.

**BACKGROUND:** Ms. Groshans has been employed as the Women's Athletics Coordinator at Highland since 2001, providing coaching, instruction and student support services. Since a reduction in force in May 2016, when a Student Advisor position was eliminated, she has taken on advising responsibilities in addition to her regular work in Athletics and regularly attends internal training and advising meetings. She works collaboratively with faculty, student services, and administration on recruitment of future students and the retention and academic progress of current students on campus. During COVID-19 and following the resignation of one advisor this spring, Ms. Groshans took on a full advisor caseload and advising duties. Ms. Groshans earned her Bachelor of Arts in Athletic Training from Carthage College, Kenosha, Wisconsin, with a minor in Psychology.

Ms. Groshan's prior advising experience and ability to work with students from diverse backgrounds with varying academic and career needs make her a valuable addition to the advising team.

**BOARD ACTION:** \_\_\_\_\_

**AGENDA ITEM #IX-C-2  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
STUDENT ADVISOR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Ms. Amanda Venhuizen as full-time Student Advisor beginning July 13, 2020, at a FY21 salary of \$38,554, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget.

**BACKGROUND:** Ms. Venhuizen is currently a Student Advisor for the Project Succeed Program under TRiO Services, serving in this position since 2017. In addition to her advising responsibilities, she facilitates the Project Succeed retention program, working closely with faculty and students throughout the semester to provide guidance and support services to students. She also assisted the advising team to implement the use of the College Student Inventory (CSI) across the campus and has regularly participated in advising meetings and training on campus. Prior to being hired at Highland, Ms. Venhuizen was an Upward Bound Counselor at Carl Sandburg College for two years. In this program, she assisted both high school and college students in developing individual academic/college plans tailored to each student's area of interest and level of capability with the goal to successfully graduate. In addition, Ms. Venhuizen previously held positions as a school counselor in an elementary school and a social worker for an alternative high school. Ms. Venhuizen earned her Bachelor of General Studies from Indiana University, Purdue University at Columbus and was awarded a Master's of Education in School Counseling from Indiana University, Terre Haute.

Ms. Venhuizen's prior advising experience, counseling degree, and demonstrated ability to work with faculty and staff to achieve goals will serve her well in her new role.

BOARD ACTION: \_\_\_\_\_

**AGENDA ITEM #IX-C-3**  
**JUNE 23, 2020**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT**  
**STUDENT ADVISOR/TRANSFER COORDINATOR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Ms. Vicki Schulz as full-time Student Advisor/Transfer Coordinator beginning June 29, 2020, at a FY21 salary of \$48,475, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget.

**BACKGROUND:** Ms. Schulz has served as a Student Advisor at Highland Community College since August of 2005. Prior to this position, Ms. Schulz held a position at HCC as the Academic Services Coordinator, Title IV Student Support Services for almost three years, advising students in the Project Succeed Program. In addition to her regular responsibilities as a Student Advisor, Ms. Schulz has acted as the College's Veteran's Coordinator and CollegeNOW advisor. She is also responsible for working with other colleges and the state system through Illinois Community College Online Consortium (ILCCO), using a similar skill set as will be required as Transfer Coordinator. ILCCO provides additional online learning opportunities for students through course sharing. Ms. Schulz is an alumna of Highland where she obtained her Associate of Science degree. She earned her Bachelor of Social Work degree from Western Illinois University, Macomb, and was awarded a Master's of Education in Adult and Higher Education from Northern Illinois University, DeKalb.

Ms. Schulz's extensive advising experience and ability to remain organized and balance multiple assignments will benefit the College as she takes on these duties.

**BOARD ACTION:** \_\_\_\_\_

**AGENDA ITEM #IX-D-1  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERCOLLEGIATE ATHLETIC INSURANCE**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the College President to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$38,624.

**BACKGROUND:** With the College's insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products mentioned above. The College has partnered with First Agency for over 20 years for intercollegiate insurance coverage and has been pleased with their services. The premium for the annual coverages, listed above, is \$3,454 lower than for the previous fiscal year due to the College's claims experience.

**BOARD ACTION:** \_\_\_\_\_

**AGENDA ITEM #IX-D-2  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PROPERTY AND LIABILITY INSURANCE**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the College President to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator’s Legal Liability, and Umbrella at an annual premium not to exceed \$126,366.

**BACKGROUND:** With the College’s insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products mentioned above. The College joined the Illinois Counties Risk Management Trust in 2016 and has been satisfied with the services. The premium for the annual coverages, listed above, is \$6,337 more than for the previous fiscal year due to the claims experience of the College and the participants in the ICRMT pool.

**BOARD ACTION:** \_\_\_\_\_

**AGENDA ITEM #IX-D-3  
JUNE 11, 2020  
HIGHLAND COMMUNITY COLLEGE**

**STUDENT FEE TO PARTIALLY FUND THE IMPLEMENTATION OF MANDATES  
OUTLINED IN THE ILLINOIS MENTAL HEALTH EARLY ACTION ON CAMPUS ACT**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees approves a student fee of \$5.00 per semester, effective with the Spring 2021 semester, in order to partially fund the implementation of mandates outlined in the Illinois Mental Health Early Action on Campus Act, which is effective July 1, 2020.

**BACKGROUND:** The Mental Health Early Action on Campus Act (Public Act 101-0251) requires that public colleges and universities address gaps in the provision of mental health services through training, peer support, and community-campus partnerships. The Act, which becomes effective on July 1, 2020, includes the following requirements:

- Online screening tool available to students
- A panel appointed by the board to develop and implement policies
- Development and implementation of a peer support program
- Strategic partnerships and linkage agreements with community service providers
- Progress toward meeting a benchmark of one clinical staff per 1,250 students
- Evaluation of partnerships and services using metrics identified in the Act
- Annual student orientation to raise mental health awareness
- Assess courses to determine if opportunities exist for the integration of mental health curricula
- Web page and app access to information
- Distribution of messages about mental health through the online learning platform
- Distribution information about online screening tool at crucial points in the semester
- Advisors and campus security required to take Mental Health First Aid training
- A technical assistance center will be established at IBHE that will develop policy and best practices. Staff will need to monitor the recommendations and mandates as they develop.

The General Assembly set a December 2019 deadline for recommendations about the appropriations needed to implement the requirements of the Act. Highland completed the appropriations survey and reported an average need of \$208,217 for fiscal years 2021, 2022, and 2023. The Act specifies that colleges are not allowed to create a fee for compliance with these requirements after July 1, 2020. The Illinois Community College Board (ICCB) has advised that appropriations are unlikely and that implementation of specific strategies is not mandated without appropriations. At the same time, colleges were encouraged to continue strengthening mental health resources on campus. While this fee will not be sufficient for implementing the strategies outlined in the Act, it will allow the College to begin addressing some of the strategies and maintain our compliance with the July 1, 2020 deadline.

**BOARD ACTION:** \_\_\_\_\_



**AGENDA ITEM #IX-D-4  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the May 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 341188 through 342162 amounting to \$689,790.86, Automated Clearing House (ACH) debits W0000595 through W0000599 amounting to \$8,102.46, and Electronic Refunds of \$3,954.05, with 8 adjustments of \$5,883.70, such warrants amounting to \$695,963.67. Transfers of funds for payroll amounted to \$626,386.07.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$5,566.02 and Fifth Third Bank in the amount of \$2,536.44. Electronic Refunds are issued to students. CARES Act Grant checks for students were disbursed.

**BOARD ACTION:** \_\_\_\_\_

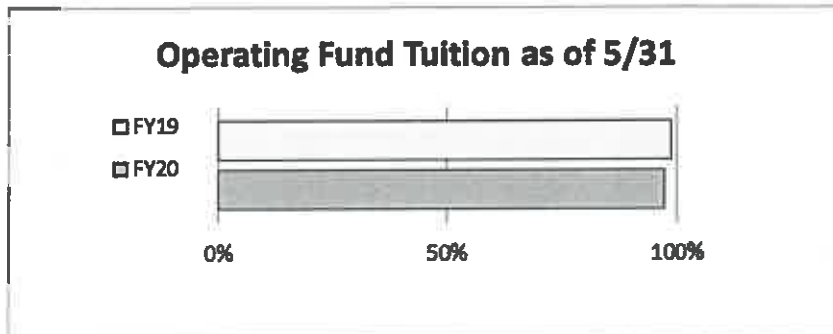
**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, May 31, 2020**

	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
<b>US BANK</b>	<b>\$273,933.51</b>	<b>\$416.67</b>	<b>\$30,500.00</b>	<b>\$243,850.18</b>
<b>FIFTH THIRD</b>	<b>19,127.15</b>	<b>0.00</b>	<b>0.00</b>	<b>19,127.15</b>
<b>UNION LOAN AND SAVINGS</b>	<b>174,105.43</b>	<b>0.00</b>	<b>0.00</b>	<b>174,105.43</b>
<b>TOTAL ASSETS</b>	<b>\$467,166.09</b>	<b>\$416.67</b>	<b>\$30,500.00</b>	<b>\$437,082.76</b>
<b>1010 HCC ORCHESTRA</b>	<b>\$0.00</b>			<b>\$0.00</b>
<b>1011 TRANSFER FUNDS</b>				
<b>1012 FORENSICS SCHOLAR</b>	<b>0.00</b>			<b>0.00</b>
<b>1013 INTEREST ON INVEST.</b>				
<b>1014 TRUSTS AND AGENCIES</b>				
<b>1015 CARD FUND</b>				
<b>1016 DIST #145 ROAD AND LOT</b>	<b>61,620.09</b>			<b>61,620.09</b>
<b>1017 HCC ROAD AND LOT</b>	<b>94,197.03</b>			<b>94,197.03</b>
<b>1018 YMCA ROAD AND LOT</b>	<b>92,529.69</b>	<b>416.67</b>		<b>92,946.36</b>
<b>1019 YMCA BLDG/MAINT</b>	<b>37,131.79</b>		<b>15,250.00</b>	<b>21,881.79</b>
<b>1020 HCC BLDG/MAINT</b>	<b>64,222.13</b>		<b>15,250.00</b>	<b>48,972.13</b>
<b>1021 YMCA/HCC INTEREST</b>	<b>98,338.21</b>			<b>98,338.21</b>
<b>1022 HCC SECTION 125 PLAN</b>	<b>19,127.15</b>			<b>19,127.15</b>
<b>TOTAL</b>	<b>\$467,166.09</b>	<b>\$416.67</b>	<b>\$30,500.00</b>	<b>\$437,082.76</b>

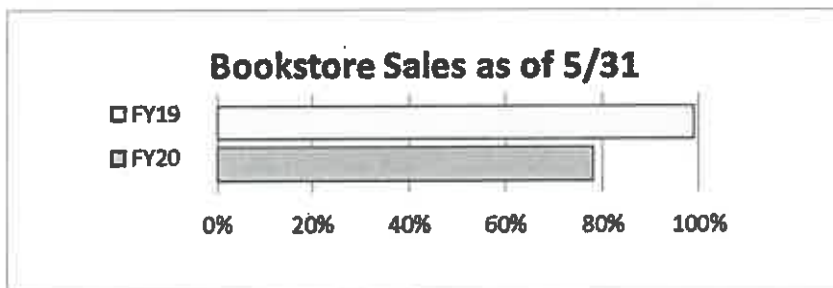
**AGENDA ITEM #X-A  
JUNE 23, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY20**

**TREASURER'S REPORT  
STATEMENTS OF REVENUE, EXPENDITURES &  
CHANGES IN FUND BALANCE  
Cash basis, encumbrances included**

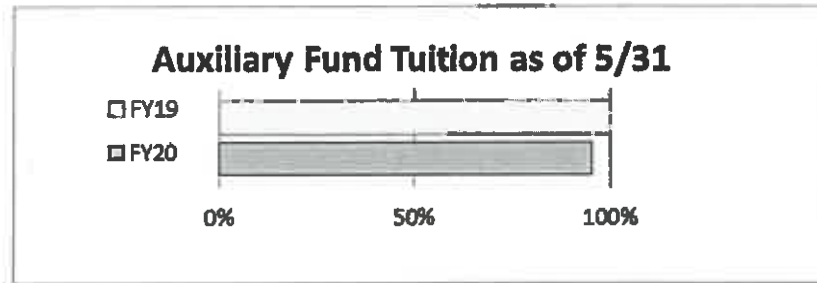
- As of May 31<sup>st</sup>, the College has received 10 of the 12 FY20 monthly payments of FY20 allocations of unrestricted funding from the State. Grant funds have been paid according to schedule and/or reimbursement requests. MAP grant funds been received and distributed for the 2019-2020 academic year.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY19 results to FY20 results as of May 31<sup>st</sup>. The FY19 bar is the year-to-date results as of May 31, 2019, divided by the actual year end results for FY19. The FY20 bar is the year-to-date results for May 31, 2020, divided by the annual budgeted amount for FY20.



FY20 Operating Fund tuition appears to be about 2% less than the amount budgeted. If FY20 actual tuition and fee revenue is 2% less than budgeted, that amounts to about \$100,000.



FY20 sales may be \$125,000 less than budgeted. Net income may be under budget by about \$30,000. Final results will be available after year-end adjustments and inventory counts are completed. If a deficit in the fund occurs, a transfer from the Operating Funds may be required. Sales have declined due to enrollment declines, increased competition, and COVID-19. In addition, many efforts have been made to reduce the cost of textbooks and classroom materials for students: This impacts the profit margin.



FY20 appears to be about 4% lower than budgeted. If FY20 actual Auxiliary Fund tuition is 4% lower than budgeted, that amounts to about \$16,000.

AGENDA ITEM #X-A  
 JUNE 23, 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 May 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	1,124,165	89.9%
Equalization	50,000	37,500	75.0%
ICCB Career/Tech Education	127,930	127,930	100.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	369,595	82.1%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	51,337	139.9%
Tuition & Fees	5,050,500	4,907,750	97.2%
Sales & Services	44,850	24,654	55.0%
Facilities Revenue	112,714	76,423	67.8%
Interest on Investments	97,000	71,442	73.7%
Non-Govt. Gifts, Grants	512,750	281,173	54.8%
Miscellaneous	15,150	66,941	441.9%
	-----	-----	-----
Total Revenue	\$14,132,894	\$10,278,495	72.7%
<u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$8,411,853	89.5%
Employee Benefits	2,238,847	2,014,849	90.0%
Contractual Services	835,346	692,575	82.9%
Materials & Supplies	927,789	687,893	74.1%
Conference & Meeting	295,939	141,726	47.9%
Fixed Charges	64,295	52,675	81.9%
Utilities	669,351	654,067	97.7%
Capital Outlay	18,486	89,180	482.4%
Other Expenditures	156,630	208,899	133.4%
Transfers (In) Out	(467,947)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,132,894	\$12,953,717	91.7%
Excess of Revenues Over Expenditures	\$0	(\$2,675,222)	
Fund Balance 7/1/19	4,192,260	4,192,260	
	-----	-----	
Fund Balance 5/31/20	\$4,192,260	\$1,517,038	

AGENDA ITEM #X-A  
 JUNE 23, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
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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%
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Total Revenue	\$6,116,500	\$476,832	100.0%
EXPENDITURES:			
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Contractual Services	27,699	58,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	2,138,745	30.0%
Other	128,000	-	0.0%
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	7,304,844	\$2,197,373	30.1%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$1,720,541)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
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Fund Balance 5/31/20	\$394,590	(\$137,607)	

AGENDA ITEM #X-A  
 JUNE 23, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$379,971	95.7%
Bookstore Sales	600,000	478,366	79.7%
Athletics	50,140	15,292	30.5%
Other	173,775	180,246	103.7%
<b>Total Revenue</b>	<b>\$1,220,915</b>	<b>\$1,053,875</b>	<b>86.3%</b>
<b>EXPENDITURES:</b>			
Salaries	\$311,444	\$243,921	78.3%
Employee Benefits	31,074	31,327	100.8%
Contractual Services	92,745	52,170	56.3%
Materials & Supplies	644,859	552,863	85.7%
Conference & Meeting	240,088	127,380	53.1%
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	27,692	122.2%
Transfers	(65,000)	-	0.0%
<b>Total Expenditures</b>	<b>\$1,289,394</b>	<b>\$1,043,713</b>	<b>80.9%</b>
Excess of Revenues Over Expenditures	(\$68,479)	\$10,162	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 5/31/20	\$123,023	\$201,664	

AGENDA ITEM #X-A  
 JUNE 23, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$100,270	76.0%
Adult Education	251,325	112,277	44.7%
Other Illinois Sources	103,908	97,919	94.2%
Department of Education	4,427,402	4,060,581	91.7%
Other Federal Sources	46,956	32,240	68.7%
Tuition & Fees	588,000	554,298	94.3%
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%
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Total Revenue	\$6,150,525	5,338,858	86.8%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$1,036,019	96.6%
Employee Benefits	268,454	214,183	79.8%
Contractual Services	662,652	640,046	96.6%
Materials & Supplies	191,899	201,615	105.1%
Conference & Meeting	132,525	168,614	127.2%
Fixed Charges	29,321	7,454	25.4%
Utilities	4,152	-	0.0%
Capital Outlay	405,484	466,464	115.0%
Other Expenditures	125,641	85,862	68.3%
Financial Aid	3,767,071	3,411,089	90.6%
Transfers out (in)	370,686	-	0.0%
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Total Expenditures	\$7,029,829	\$6,231,346	88.6%
Excess of Expenditures Over Revenue	(\$879,304)	(\$892,488)	
Fund Balance 7/1/19	1,426,009	1,426,009	
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Fund Balance 5/31/20	\$546,705	\$533,521	



AGENDA ITEM #X-A  
 JUNE 23, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20  
 AUDIT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended May 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	\$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 5/31/20	\$5,728	(\$17,312)	

AGENDA ITEM #X-A-2  
 JUNE 23, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,754,180	\$872,314	49.7%
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Total Revenue	\$1,754,180	\$872,314	49.7%
EXPENDITURES:			
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Fixed Charges	\$2,312,155	\$1,715,850	74.2%
Other	-	-	0.0%
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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 5/31/20	\$441,675	\$156,114	

AGENDA ITEM #X-A  
 JUNE 23, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,110,000	\$517,427	46.6%
Other	-	5,824	100.0%
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Total Revenue	\$1,110,000	\$523,251	47.1%
EXPENDITURES:			
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Salaries	\$288,304	\$260,616	90.4%
Employee Benefits	340,566	264,210	77.6%
Contractual Services	375,176	360,185	96.0%
Materials & Supplies	8,888	11,175	125.7%
Conference & Meetings	20,503	4,542	22.2%
Fixed Charges	182,856	182,905	100.0%
Utilities	4,903	2,126	43.4%
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Total Expenditures	\$1,221,196	\$1,085,759	88.9%
Excess of Revenues Over Expenditures	(\$111,196)	(\$562,508)	
Fund Balance 7/1/19	\$302,470	\$302,470	
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Fund Balance 5/31/20	\$191,274	(\$260,038)	