

**AGENDA ITEM #X-C-5
JULY 28, 2020
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION
VICE PRESIDENT OF ACADEMIC SERVICES/CHIEF ACADEMIC OFFICER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Vice President of Academic Services/Chief Academic Officer. This is a full-time, exempt administrative position.

BACKGROUND: The attached new job description was originally in place when Tim Hood was hired as Vice President of Academic Services in 2011 before moving to the Executive Vice President position in 2014. The job description is being updated at this time to include oversight of accreditation and assessment of student learning. The responsibilities have also been categorized to provide clarity and scope of responsibilities. In addition, the title is being updated to reflect that the administrator serves as the Chief Academic Officer.

Since the previous job description has been inactive for over five years, this is now considered a new job description.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Vice President, Academic Services

GENERAL STATEMENT OF RESPONSIBILITIES: The Vice President of Academic Services is the Chief Academic Officer (CAO) of the College, reporting to the President. The position provides vision, leadership, strategic direction and operational management to the College's Academic and Academic Support areas and serves on the President's Cabinet. The Vice President, Academic Services fulfills this responsibility by establishing appropriate academic structure and procedures which promote the maximum participation of all Highland Community College constituents in fostering the values of integrity, compassion and respect.

PRINCIPAL DUTIES: (essential functions)

Supervises

- Oversees the supervision and evaluation of all employees within the academic services area to include the academic programs distributed over four instructional divisions, Library Services, and Academic Technology Resources. Additionally, oversees the academic curriculum of Transitional Education, Lifelong Learning, Business Institute, Dual Credit and Transfer programs.
- Supervises, directs and interacts with staff to establish, plan, implement, manage and evaluate academic resources and services.

Academics/Curriculum

- Serves as the College's Chief Academic Officer.
- Advises President on academic, budgetary, and personnel matters pertaining to academics.
- Oversees comprehensive program reviews to ascertain effectiveness of academic programs, in accordance with state, regional and national accreditation guidelines.
- Works with the internal and external campus communities (i.e. senior leadership, deans, department heads, faculty, industry, advisory boards, community partners and other stakeholders) to identify new curriculum program opportunities and ensure the relevancy of existing curriculum programs.
- Provides evaluation related to the quality, relevancy and growth of the College's curriculum programs and partnerships and alignment to workforce needs.
- Works together with faculty and other academic personnel as part of shared governance within the college.
- Makes recommendations to the President on all matters pertaining to the salaries, promotion, demotion, and dismissal of members of the teaching and academic administrative staff.
- Advances academic quality by encouraging and actively providing opportunities for professional development and training for faculty and staff.
- Works with faculty and academic administrators in carrying out the terms of the faculty contract.
- Along with the deans, faculty, and other academic staff, works to create, foster, and continuously improve an academic vision for the College.

- Assists deans in forecasting and responding to variations in student enrollment. Promotes the efficient use of instructional facilities and classroom space. Oversees overall course schedule to optimize resources.
- Leads and coordinates the articulation of quality programs and courses with secondary and post-secondary institutions.
- Monitors and accesses operating results in areas such as curriculum, articulation, and student academic success, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
- Leads and coordinates quality partnerships with other institutions and grant funding entities.

Quality/Compliance

- Serves as the College's Accreditation Liaison Officer (ALO) to the Higher Learning Commission (HLC).
- Leads and coordinates the assessment of student learning at the course, program, and institutional level.
- Provides input, coordination and leadership as required for institutional planning and effectiveness.
- Leads achievement of academic institutional priorities. Develops academic strategic plans and tactical goals for the division, placement and evaluation, determines scope and priorities of projects; coordinates resources required to achieve goals.
- Provides leadership and policy direction to achieve the highest standards of excellence in instruction and academic programs.
- Develops and monitors budget schedules, planning and implementation reports, statistics and other written and electronic documents.
- In coordination with the Vice President of Student Development and Support Services ensures compliance with all federal and state laws/regulations as they apply to academics and student accessibility and ensures internal policies and procedures are followed.
- Coordinates preparation of annual reports on academic services required by federal and state agencies.
- Serves on the Emergency Operations Team and works to develop procedures and handle emergencies.
- Actively and fully engages in academic functions and events.
- Attends all scheduled meetings of the Board of Trustees.
- Follows appropriate procedures for student discipline as it relates to Academic Integrity, Academic Misconduct, and Other Student Academic Complaints.
- As requested, serves as the chief campus administrator in the absence of the President.
- Performs other duties as requested by the President.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge and in-depth understanding of academic programs and development of a learning-focused environment.

Knowledge of grant administration techniques, budget preparation and expenditure control.

Knowledge of strategic planning techniques and research and analysis strategies.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of comprehensive academic assessment models.

Knowledge of budget preparation, bid and purchasing procedures and expense control.
Knowledge of interpersonal skills using tact and diplomacy.

Skill in planning and developing academic curriculum.
Skill in leading, supervising and team building.
Skill in researching and writing grants and operational reports.
Skill in conducting feasibility and cost benefit analysis studies of academic programs.
Skill in identifying problems, evaluating alternatives and implementing effective solutions.
Skill in negotiation and management of a faculty collective bargaining agreement.
Skill in creating and presenting effective written and oral communication pieces.
Skill in developing, implementing and evaluating policies and procedures.
Skill in establishing effective community partnerships and effective relationships with external stakeholders.
Skill in establishing and maintaining effective relationships with co-workers and others.
Skill in utilizing technology
Skill in working effectively in a team environment.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS:

- Master's degree from a regionally accredited institution required; earned Doctorate Degree from a regionally accredited institution preferred. Five (5) years increasingly responsible administrative experience in higher education, including experience in instruction and academic administration required. Teaching experience in higher education required; teaching experience at a community college preferred.
- A collaborative and collegial leadership/management style, excellent communication skills, and the ability to forge effective working relationships with a broad range of internal and external constituents.
- Knowledge of and/or demonstrated ability in quality improvement processes, especially as related to accreditation.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: President

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6320

JOB SERIES/FAMILY: Administrative Series/Executive Group

LAST REVISED: 9/21/10

REVISION HISTORY: 10/24/06, 1/23/08

AGENDA ITEM #X-D-1
JULY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

TENTATIVE BUDGET FOR FISCAL YEAR 2021

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2020-2021 and setting the public hearing date thereon for September 22, 2020.

RESOLUTION: Be it resolved that the attached Tentative Budget for the fiscal year 2020-2021 be conveniently made available for public inspection after this date through September 22, 2020, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

BACKGROUND: The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 22, 2020, Board Meeting. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY21 Operating Funds budget includes expenses in excess of revenues amounting to \$151,516. At this time, it is estimated that ending Operating Funds fund balance at the end of FY21 will be \$4,187,644 or 29% of budgeted expenditures, which is in line with ICCB guidelines (20%-25% of budgeted expenditures). As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Fall semester enrollment levels, FY20 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

TENTATIVE BUDGET

JULY 1, 2020 - JUNE 30, 2021

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2020-2021
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,584,155	\$ 692,184	\$ 3,276,339	23.4%
Back Taxes	2,552,252	683,639	3,235,891	23.1%
Corporate Personal Prop. Replacement Tax	400,000	-	400,000	<u>2.9%</u>
Total Local Government	<u>\$ 5,536,407</u>	<u>\$ 1,375,823</u>	<u>\$ 6,912,230</u>	<u>49.4%</u>
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	1,064,071	187,777	1,251,848	9.0%
ICCB Equalization Grant	50,000	-	50,000	0.4%
ICCB Performance Based Grant	15,000	-	15,000	0.1%
ICCB Career/Tech Education	127,930	-	127,930	<u>0.9%</u>
Total State Government	<u>\$ 1,257,001</u>	<u>\$ 187,777</u>	<u>\$ 1,444,778</u>	10.3%
FEDERAL GOVERNMENT SOURCES				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	46,700	-	46,700	<u>0.3%</u>
Total Federal Government	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>	0.4%
STUDENT TUITION AND FEES				
Tuition	4,322,575	-	4,322,575	30.9%
Fees	610,925	-	610,925	<u>4.4%</u>
Total Tuition and Fees	<u>\$ 4,933,500</u>	<u>\$ -</u>	<u>\$ 4,933,500</u>	35.2%
OTHER SOURCES				
Facilities Rental	16,000	84,714	100,714	0.7%
Interest on Investments	97,000	-	97,000	0.7%
Other Revenue	455,000	300	455,300	<u>3.3%</u>
Total Other Sources	<u>\$ 568,000</u>	<u>\$ 85,014</u>	<u>\$ 653,014</u>	4.7%
Total 2020-2021 Budgeted Revenue	<u>\$ 12,349,908</u>	<u>\$ 1,648,614</u>	<u>\$ 13,998,522</u>	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2020-2021
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,586,635	-	\$7,586,635	53.6%
Academic Support	974,762	-	974,762	6.9%
Student Services	1,194,994	-	1,194,994	8.5%
Public Services	466,249	-	466,249	3.3%
Oper./Maint. of Plant	-	1,501,132	1,501,132	10.6%
General Administration	1,378,164	-	1,378,164	9.7%
Institutional Support	1,173,959	-	1,173,959	8.3%
Transfers	(471,596)	(24,761)	(496,357)	-3.5%
Scholarships, Grants, Waivers	370,500	-	370,500	2.6%
Total 2020-2021 Budgeted Expenditures	12,673,667	1,476,371	14,150,038	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 12,673,667	\$ 1,476,371	\$ 14,150,038	
BY OBJECT:				
Salaries	\$8,818,875	\$582,663	\$9,401,538	66.4%
Employee Benefits	2,099,875	203,150	2,303,025	16.3%
Contractual Services	694,727	129,576	824,303	5.8%
General Materials and Supplies	719,406	185,794	905,200	6.4%
Conferences and Meetings	219,299	-	219,299	1.6%
Fixed Charges	61,740	-	61,740	0.4%
Utilities	18,100	672,751	690,851	4.9%
Capital Outlay	31,372	-	31,372	0.2%
Other	481,869	(272,802)	209,067	1.5%
Transfers	(471,596)	(24,761)	(496,357)	-3.5%
Total 2020-2021 Budgeted Expenditures	12,673,667	1,476,371	14,150,038	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 12,673,667	\$ 1,476,371	\$ 14,150,038	

HIGHLAND COMMUNITY COLLEGE
2020-2021 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 5,991,429	
Employee Benefits	1,194,164	
Contractual Services	112,445	
General Materials and Supplies	232,363	
Conference and Meetings	17,632	
Fixed Charges	11,000	
Utilities	700	
Capital Outlay	24,019	
Other	<u>2,883</u>	
 Total Instruction		 \$ 7,586,635
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 584,952	
Employee Benefits	166,151	
Contractual Services	30,461	
General Materials and Supplies	96,383	
Conferences and Meetings	95,681	
Capital Outlay	1,134	
Other		
 Total Academic Support		 974,762
<u>STUDENT SERVICES</u>		
Salaries	\$ 867,149	
Employee Benefits	267,535	
Contractual Services	29,359	
General Materials and Supplies	23,166	
Fixed Charges	7,100	
Capital Outlay	360	
Other	<u>325</u>	
 Total Student Services		 1,194,994

**Estimated Expenditures 2020-2021
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$	191,288
Employee Benefits		20,075
Contractual Services		161,793
General Materials and Supplies		35,933
Conferences and Meetings		42,300
Fixed Charges		9,760
Other		<u>5,100</u>

Total Public Services \$ 466,249

GENERAL ADMINISTRATION

Salaries	\$	805,631
Employee Benefits		223,600
Contractual Services		106,079
General Materials and Supplies		219,400
Conferences and Meetings		18,624
Fixed Charges		460
Capital Outlay		859
Other		<u>3,511</u>

Total General Administration 1,378,164

INSTITUTIONAL SUPPORT

Salaries	\$	378,426
Employee Benefits		228,350
Contractual Services		254,590
General Materials and Supplies		112,161
Conference and Meetings		45,062
Fixed Charges		33,420
Utilities		17,400
Capital Outlay		5,000
Other		<u>99,550</u>

Total Institutional Support 1,173,959

**Estimated Expenditures 2020-2021
Educational Fund (Cont.)**

<u>SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS</u>	370,500
<u>TRANSFERS</u>	<u>(471,596)</u>
Total Educational Fund	<u>\$ 12,673,667</u>

2020-2021 Estimated Expenditures

Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	\$ 582,663	
Employee Benefits	203,150	
Contractual Services	129,576	
General Materials and Supplies	185,794	
Conferences and Meetings	-	
Utilities	672,751	
Other	<u>(272,802)</u>	
Total Operations and Maintenance of Plant		1,501,132
<u>TRANSFERS</u>		
		<u>(24,761)</u>
Total Operations and Maintenance Fund		\$ <u>1,476,371</u>

2020-2021 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 457,500	
Back Taxes	454,000	
Total Local Governmental Sources		<u>\$ 911,500</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ 258,000	
Capital Outlay	5,895,675	
Transfer	<u>24,761</u>	
Total Expenditures		<u>\$ 6,178,436</u>

2020-2021 Auxillary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 495,000	
Bookstore Sales	455,200	
Athletics	50,640	
Other	121,000	
Total Revenue		\$ <u>1,121,840</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 303,378	
Employee Benefits	47,760	
Contractual Services	84,566	
General Materials and Supplies	554,571	
Conferences and Meetings	241,563	
Fixed Charges	8,469	
Capital Outlay	7,406	
Utilities	600	
Other	23,308	
Transfer	<u>(65,000)</u>	
Total Expenditures		\$ <u>1,206,621</u>

2020-2021 Liability, Protection, and Settlement Fund**(SPECIAL LEVY TAX FUND)****BUDGETED REVENUE**

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 595,000	
Back Taxes	<u>592,500</u>	
		\$ <u>1,187,500</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 300,530	
Employee Benefits	327,988	
Contractual Services	386,625	
Materials & Supplies	9,100	
Conferences & Meetings	15,555	
Fixed Charges	186,917	
Utilities	<u>2,745</u>	
Total Expenditures		\$ <u>1,229,460</u>

**2020-2021 Audit Fund
(SPECIAL LEVY TAX FUND)**

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 23,000	
Back Taxes	<u>22,000</u>	
 Total Local Governmental Sources		\$ <u>45,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ <u>47,900</u>	
 Total Expenditures		\$ <u>47,900</u>

2020-2021 Bond and Interest Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 577,588	
Back Taxes	<u>171,498</u>	
Total Local Governmental Sources		\$ <u>749,086</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal & Interest	\$ 1,445,000	
Other	<u>403,950</u>	
Total Institutional Support		\$ <u>1,848,950</u>

2020-2021 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 156,421	
ICCB-Adult Education	251,325	
Other Ill. Governmental Sources	<u>109,193</u>	
		\$ 516,939
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 5,016,051	
Other Federal Sources	<u>46,956</u>	
		5,063,007
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 605,000	
Sales & Service Fees	28,000	
Investment Revenue	19,346	
Nongovernmental Gifts, Grants	75,000	
Other Revenue	<u>311,429</u>	
		<u>1,038,775</u>
Grand Total		<u>\$ 6,618,721</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 329,529	
Employee Benefits	99,121	
Contractual Services	16,465	
General Materials & Supplies	82,613	
Conference & Meeting	49,420	
Capital Outlay	91,310	
Other	<u>40,360</u>	
Total Instruction		\$ 708,818

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

ACADEMIC SUPPORT

Contractual Services	\$ 47,892	
General Materials & Supplies	6,220	
Conference & Meeting	2,500	
Total Academic Support		\$ 56,612

STUDENT SERVICES

Salaries	\$ 339,547	
Employee Benefits	118,496	
Contractual Services	4,632	
General Materials & Supplies	29,689	
Conference & Meeting	47,595	
Capital Outlay	5,325	
Other	62,357	
Total Student Services		\$ 607,641

PUBLIC SERVICES

Salaries	\$ 60,539	
Employee Benefits	5,772	
Contractual Services	11,500	
General Materials & Supplies	23,395	
Conference & Meeting	11,719	
Fixed Charges	25,046	
Utilities	4,152	
Capital Outlay	3,610	
Other	6,100	
Total Public Services		151,833

GENERAL ADMINISTRATION

Salaries	\$ 220,434	
Employee Benefits	31,723	
Contractual Services	-	
General Materials & Supplies	35,573	
Conference & Meeting	39,147	
Fixed Charges	650	
Capital Outlay	396,915	
Other	3,487	
Transfers	399,096	

Total General Administration		1,127,025
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**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

INSTITUTIONAL SUPPORT

Salaries	\$ 78,915	
Employee Benefits	28,886	
Contractual Services	548,134	
General Materials & Supplies	1,950	
Conference & Meeting	<u>250</u>	
Total Institutional Support		658,135

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	79,947	
Financial Aid	<u>3,924,069</u>	
Total Scholarships, Grants & Waivers		<u>4,004,016</u>

GRAND TOTAL \$ 7,314,080

HIGHLAND COMMUNITY COLLEGE
Operating Funds (Education and Oper. & Maint. Funds Combined)
Comparison of Budget with End-of-Year
FY2020 & FY2021

	FY'19 Actual	FY'20 Adopted Budget	FY'20 End-of-Yr. Projection	FY'21 Tentative Budget
Local Taxes	\$6,220,295	\$6,362,012	\$6,366,738	\$6,512,230
Credit Hour Grants	1,139,110	1,249,988	1,249,988	1,251,848
Equalization	50,000	50,000	50,000	50,000
ICCB Career/Tech Education	113,823	127,930	127,930	127,930
ICCB Performance	14,635	15,000	17,665	15,000
CPP Replacement Tax	398,652	450,000	431,059	400,000
Federal Sources	62,946	45,000	74,245	55,000
Tuition & Fees	5,163,633	5,050,500	4,962,477	4,933,500
Sales & Services	44,099	44,889	24,654	30,450
Facilities Revenue	99,950	112,714	92,149	100,714
Interest on Investments	95,007	97,000	72,641	97,000
Gifts	897,844	512,750	343,259	405,000
Miscellaneous	38,597	15,111	73,737	19,850
Total Revenue	\$14,338,591	\$14,132,894	\$13,886,542	\$13,998,522
EXPENDITURES:				
Salaries	\$8,749,245	\$9,394,158	\$9,160,609	\$9,401,538
Employee Benefits	2,206,989	2,238,847	2,152,089	2,303,025
Contractual Services	720,944	835,346	694,021	824,303
Materials & Supplies	775,750	927,789	672,016	905,200
Conference & Meeting	200,172	295,939	146,632	219,299
Fixed Charges	480,920	64,295	53,050	61,740
Utilities	670,220	669,351	612,611	690,851
Capital Outlay	40,974	18,486	49,511	31,372
Other Expenditures	218,922	156,630	209,603	209,067
Transfers Out	132,930	73,660	143,325	70,250
Transfers In	(200,549)	(541,607)	(153,825)	(566,607)
Total Expenditures	\$13,996,517	\$14,132,894	\$13,739,642	\$14,150,038
Excess of Revenues Over Expenditures	\$342,074	\$0	\$146,900	(\$151,516)
Beginning Fund Balance	3,850,186	4,192,260	4,192,260	4,339,160
Ending Fund Balance	\$4,192,260	\$4,192,260	\$4,339,160	\$4,187,644

Schedule II

**HIGHLAND COMMUNITY COLLEGE
BUDGETED REVENUE COMPARISON**

	Adopted Budget 2019-2020		Tentative Budget 2020-2021	
	Total Operating Funds	Percent	Total Operating Funds	Percent
LOCAL GOVT.				
Current taxes	\$3,220,277	22.8%	\$3,276,339	23.4%
Back taxes	3,141,735	22.2%	3,235,891	23.1%
Corp PP tax	450,000	3.2%	400,000	2.9%
Total Local Govt.	\$6,812,012	48.2%	\$6,912,230	49.4%
STATE GOVT.				
ICCB	\$1,249,988	8.8%	\$1,251,848	8.9%
Equalization	50,000	0.4%	50,000	0.4%
Performance	15,000	0.0%	15,000	0.1%
ICCB Career/Tech Ed	127,930	0.9%	127,930	0.9%
Total State Govt.	\$1,442,918	10.2%	\$1,444,778	10.2%
FEDERAL GOVT.				
Dept of Ed	\$0	0.0%	\$8,300	0.1%
Other Federal sources	\$45,000	0.3%	\$46,700	0.3%
Total Fed. Govt.	\$45,000	0.3%	\$55,000	0.4%
TUITION & FEES				
Tuition	\$4,434,960	31.4%	\$4,322,575	30.9%
Fees	615,540	4.4%	610,925	4.4%
Total Tuit. & Fees	\$5,050,500	35.7%	\$4,933,500	35.2%
OTHER				
Facilities	\$112,714	0.8%	\$100,714	0.7%
Interest	97,000	0.7%	97,000	0.7%
Other	572,750	4.1%	455,300	3.3%
Total Other	\$782,464	5.5%	\$653,014	4.7%
TOTAL BUDGETED REVENUE	\$14,132,894	100.0%	\$13,998,522	100.0%

HIGHLAND COMMUNITY COLLEGE
Comparison of Operating Funds Budgets
2019-2020 vs. 2020-2021

	Adopted Budget 2019-2020		Tentative Budget 2020-2021	
	Amount	% to Total	Amount	% to Total
BY PROGRAM:				
Instruction	\$7,340,663	51.9%	\$7,586,635	53.6%
Academic Support	961,976	6.8%	974,762	6.9%
Student Services	1,170,164	8.3%	1,194,994	8.5%
Public Services	542,447	3.8%	466,249	3.3%
Oper./Maint. of Plant	1,513,915	10.7%	1,501,132	10.6%
General Administration	1,352,487	9.6%	1,378,164	9.7%
Institutional Support	1,414,189	10.0%	1,173,959	8.3%
Transfers	(467,947)	-3.3%	(496,357)	-3.5%
Scholarships, Grants, Waivers	305,000	2.2%	370,500	2.6%
Total Budgeted Expenditures	\$14,132,894	100.0%	\$14,150,038	100.0%
BY OBJECT:				
Salaries	\$9,394,158	66.5%	\$9,401,538	66.4%
Employee Benefits	2,238,847	15.8%	2,303,025	16.4%
Contractual Services	835,346	5.9%	824,303	5.8%
General Materials and Supplies	927,789	6.6%	905,200	6.4%
Conferences and Meetings	295,939	2.1%	219,299	1.5%
Fixed Charges	64,295	0.5%	61,740	0.4%
Utilities	669,351	4.7%	690,851	4.9%
Capital Outlay	18,486	0.1%	31,372	0.2%
Other	156,630	1.1%	209,067	1.5%
Transfers	(467,947)	-3.3%	(496,357)	-3.5%
Total Budgeted Expenditures	\$14,132,894	100.0%	\$14,150,038	100.0%

Schedule IV

**HIGHLAND COMMUNITY COLLEGE
Equalized Assessed Valuation
2020-2021 Projection**

	Year	EAV	Year to Year % Increase (Decrease)	
Actual:	1989-90	597,203,089	5.8%	E. Dubuque added
	1990-91	663,144,420	11.0%	Galena added
	1991-92	688,974,542	3.9%	
	1992-93	730,931,344	6.1%	
	1993-94	781,717,951	6.9%	
	1994-95	840,383,689	7.5%	
	1995-96	923,327,827	9.9%	
	1996-97	995,518,257	7.8%	
	1997-98	1,068,756,929	7.4%	
	1998-99	1,143,125,502	7.0%	
	1999-2000	1,205,197,717	5.4%	
	2000-2001	1,255,623,585	4.2%	
	2001-2002	1,298,774,630	3.4%	
	2002-2003	1,347,623,431	3.8%	
	2003-2004	1,401,819,720	4.0%	
	2004-2005	1,417,065,616	1.1%	
	2005-2006	1,489,291,126	5.1%	
	2006-2007	1,595,858,829	7.2%	
	2007-2008	1,726,413,030	8.2%	
	2008-2009	1,852,555,264	7.3%	
	2009-2010	1,874,499,116	1.2%	
	2010-2011	1,846,385,233	-1.5%	
	2011-2012	1,783,112,157	-3.4%	
	2012-2013	1,723,242,610	-3.4%	
	2013-2014	1,853,203,596	-4.1%	
	2014-2015	1,651,976,422	-0.1%	
	2015-2016	1,660,234,440	0.5%	
	2016-2017	1,687,148,342	1.6%	
	2017-2018	1,721,936,668	2.1%	
	2018-2019	1,769,991,166	2.8%	
	2019-2020	1,823,037,288	3.0%	
Est	2020-2021	1,845,825,254	1.2%	

Summary of EAV

By County	Actual 2018-2019	Actual 2019-2020	% Increase	Estimated 2020-2021	% Increase (Decrease)
Stephenson	639,458,779	661,195,625	3.4%		
Ogle	131,837,942	139,172,852	5.6%		
Carroll	268,845,001	283,619,951	5.5%		
Jo Daviess	729,849,444	739,048,860	1.3%		
Total EAV	\$1,769,991,166	\$1,823,037,288	3.0%	\$1,845,825,254	1.2%

Schedule V

**HIGHLAND COMMUNITY COLLEGE
Levy
2020-2021 Projection**

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2019 EAV/100 x \$.28 x .5	\$2,552,252		\$2,552,252
2020 est EAV/100 x \$.28 x .5		\$2,584,155	2,584,155
Total Taxes	\$2,552,252	\$2,584,155	\$5,136,407

BUILDING FUND

2019 EAV/100 x \$.075 x .5	\$683,639		\$683,639
2020 est EAV/100 x \$.075 x .5		\$692,184	692,184
Total Taxes	\$683,639	\$692,184	\$1,375,823

TAX RATE PER \$100 EAV

Levy Year	EAV	Bond and Interest Fund										Total Rate
		Operating Fund	Special Levy	Bldg. Bonds	Working Cash Fund Bonds	Protection, Health, or Safety Bonds	Eqpt. Bonds	Funding Bonds	Bonds Total	Protection Health, or Safety Levy		
2010	1,846,385,233	0.3550	0.0592		0.0043		0.0211	0.0238	0.0492	0.0216		0.4850
2011	1,783,112,157	0.3550	0.0616		0.01081		0.01833	0.02251	0.0517	0.0252		0.4935
2012	1,723,242,610	0.3550	0.0629		0.03846		0.01848		0.0569	0.0029		0.4778
2013	1,653,203,593	0.3550	0.0600		0.0227		0.03764		0.0603	0.0091		0.4845
2014	1,651,976,422	0.3550	0.0601		0.04199		0.02013		0.0621	0.0061		0.4833
2015	1,660,234,440	0.3550	0.0599		0.09938		0.0039		0.1033	0.0482		0.5664
2016	1,687,148,342	0.3550	0.0589		0.06011		0.03937		0.0895	0.0474		0.5608
2017	1,721,936,668	0.3550	0.0611		0.03807		0.06092		0.0990	0.03954		0.5546
2018	1,747,765,718	0.3550	0.061		0.0374		0.0614		0.0988	0.0415		0.5563
2019	1,823,037,288	0.3550	0.0677				0.0322	0.0647	0.0969	0.05		0.5696

HIGHLAND COMMUNITY COLLEGE

Summary of Fiscal Year 2021 Budget by Fund

	General		Capital Projects	Proprietary Fund
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund
Est. Beginning Balance	\$2,646,127	\$1,693,033	\$6,326,585	\$261,218
Budgeted Revenues	12,349,908	1,648,614	911,500	1,121,840
Budgeted Expend.	13,145,263	1,501,132	6,153,675	1,206,621
Budgeted Transfers to Other Funds	70,250		24,761	
Budgeted Transfers from Other Funds	541,846	24,761		65,000
Budgeted Ending Bal.	\$2,322,368	\$1,865,276	\$1,059,649	\$241,437

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$1,135,160	\$4,838	\$311,054	\$10,338,286	\$957,483
Budgeted Revenue	6,618,721	45,000	1,085,000	145,000	749,086
Budgeted Expend.	6,914,984	47,900	1,144,864	7,500	1,848,950
Budgeted Transfers to Other Funds	404,346			137,500	
Budgeted Transfers from Other Funds	5,250				
Budgeted Ending Bal.	\$439,801	\$1,938	\$251,190	\$10,338,286	(\$142,381)

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 28, 2020.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #X-D-2
JULY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**SERVICE PROVISION AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
NEW HORIZONS COUNSELING CENTER FOR THE PROVISION OF
STUDENT MENTAL HEALTH SERVICES**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves the attached service provision agreement between Highland Community College and New Horizons Counseling Center for the provision of student mental health assessments, crisis counseling, consultation, and training at a rate of \$100.00/hour for a minimum of 10 hours per week and a maximum of 15 hours per week while classes are in session during FY21.

BACKGROUND: Highland Community College opened a campus counseling center in 2009 in response to an identified need for behavioral health services. During the summer 2019 semester, Highland conducted a request for proposals process with the goal of selecting a provider for mental health services including crisis counseling and mental health assessment for Highland students. This agreement has been updated for FY21. The hourly rate is the same as FY20.

The provider plays an important role in prevention education and mental health awareness activities. The counselor assigned to Highland also participates as a member of the Behavioral Intervention Team in conducting threat assessment.

The attached service provision agreement stipulates that a licensed clinical professional counselor (LCPC) will be located on Highland's campus 10 to 15 hours per week while classes are in session for the Fall 2020 and Spring 2021 semesters. This agreement has been incorporated into the College's risk management plan. Release and informed consent forms, in addition to an HCC referral form, will allow the LCPC to execute services and communicate with appropriate Highland staff while remaining compliant with the FERPA and HIPPA. This agreement will be reviewed at the end of the Spring 2021 semester. These services will continue to be funded through the Tort fund.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

SERVICE PROVISION AGREEMENT

Between New Horizons Counseling Center and Highland Community College

Highland Community College ("HCC") and New Horizons Counseling Center ("Center") enter into this Agreement for the Center to provide: (a) mental health assessment services, (b) crisis intervention, and (c) training on the HCC Campus. This Agreement shall commence on the 17th day of August, 2020, and expire on the 14th day of May, 2021.

HCC WILL:

- Pay one hundred dollars (\$100.00) per hour for ten (10) hours per week up to but not to exceed fifteen (15) hours per week for the services of a Licensed Clinical Professional Counselor ("LCPC"); however, in the event of a Catastrophic Situation (as defined below), the hours and reimbursement for the hours may exceed the fifteen (15) hours per week. In the event NHCC is not able to provide services that week, HCC will not be billed
- Provide a calendar of the college semester including days classes are in session and holidays;
- Provide the LCPC access to an HCC E-mail Account with electronic calendar, telephone with private voicemail, office space, computer, and a locked filing cabinet during the hours the LCPC is present on campus;
- Coordinate and schedule individual student meetings for the Center staff during work hours on HCC's Campus as needed;
- Provide access to a copier;
- Provide a written waiver form following FERPA Guidelines that allows HCC to receive risk, assessment, and progress reports from the Center; and
- Meet mid-contract with the Center's administrators to discuss the agreement and service provision for possible improvement revisions.

CENTER WILL:

- Provide a qualified, consistent LCPC who has knowledge of college student issues and stressors to be available to HCC Students, staff and faculty, and work to develop relationships within the College Community;
- Provide ten (10) hours per week up to but not to exceed fifteen (15) hours per week for the services of a Licensed Clinical Professional Counselor ("LCPC"); however, in the event of a Catastrophic Situation (as defined below), the hours and reimbursement for the hours may exceed the fifteen (15) hours per week. In the event NHCC is not able to provide services that week, HCC will not be billed;
- Provide a schedule of work hours during the time classes are scheduled;

- Provide (in the following priority order) individual mental health and crisis assessments for HCC Students; consult with members of the HCC faculty and staff for the purposes of discussing concerns about HCC's Students; participate in Behavioral Intervention Team meetings and provide threat assessment consultation to the group; plan, develop and deliver trainings and informational in-service sessions for faculty, staff and HCC Students as determined in collaboration with the HCC Behavioral Intervention Team Members and Administrators;
- Refer students for crisis intervention and referral services;
- Inform students of the options for obtaining mental health services in the local area and make available information about local service providers including the Center. Explain payment options as needed upon referral to improve access to services;
- Obtain a written Release, in accordance with HIPPA Guidelines, and the Illinois Mental Health and Confidentiality Act that allows the Center to communicate with HCC about a student's progress or referral;
- Prior to providing individual mental health and crisis assessments for HCC Students, obtain an Informed Consent;
 - NOTE: The Illinois Statutes allow providers to:
 - Provide five (5) forty-five (45) minute outpatient counseling sessions to any minor student, aged 12 through 17, at the Center without parental or guardian consent at no cost to the minor student and/or the minor student's parents or guardian, and without disclosure to the minor student's parents or guardian pursuant to 405 ILCS 5/3-501, unless consented to by the minor student;
- Purchase and maintain the malpractice insurance coverage required to provide these services;
- Meet mid-contract with HCC administrators to discuss the agreement and service provision for possible improvement revisions;
- Act as an immediate responder to provide mental health services on campus in the event that HCC would experience a catastrophic situation affecting the campus community. Catastrophic Situation shall be defined as: Emergency or Disaster Response ("Catastrophic Situation"). In the event a Catastrophic Situation would occur, the Center's responder(s) may be a different staff member than the individual providing regular services to HCC. HCC will contact the director of NHCC by phone and request critical incident services. In such case it may be necessary for NHCC to exceed the maximum of fifteen (15) hours of mental health services per week, which HCC will agree to compensate NHCC.
- Consult with HCC administrators to assist in the development of an emergency response plan for the provision of mental health services should HCC experience a catastrophic event. Provide assistance in the coordination of such services with other providers should an event take place.
- Provide student with 1.5 hour initial assessment with the possibility of three more 1 hour sessions. After four sessions, the center will make arrangements for the student to continue care at NHCC, or another prover, and bill the students insurance or find the student other resources to assist with payment. If the center cannot find the appropriate resources, they will let HCC know and HCC will determine if student needs to continue being seen at the college's expense.
- Respond to email and phone messages from students at the counseling@highland.edu address and phone in a timely manner.

OWNERSHIP OF MEDICAL RECORDS

HCC and Center agree as follows:

- Adhere to all relevant standards of best practice of the counseling profession regarding release of information, mandated reporting, confidentiality, treatment planning, service delivery, and record keeping;
- NHCC will provide documentation to appropriate college officials if risk of harm to student or others warrants, appropriate release of information is signed, and in accordance with the state of Illinois Confidentiality Act and HIPPA regulations.
- NHCC will maintain the appropriate documentation, record keeping protocol, and confidentiality of student mental health records.

INVOICING AND PAYMENT FOR SERVICES

HCC will be invoiced monthly including hours worked, a general description of services provided, and a number of individuals served. Invoices will be sent to the following individual at the following address:

Highland Community College
VP, Student Development
2998 West Pearl City Road
Freeport, IL 61032.

- Services shall be paid for by HCC to Center within thirty (30) days of invoicing.

NOTICES

Notices required herein shall be considered effective when delivered in person or when sent by United States Mail, postage prepaid, return receipt requested, and addressed to:

HCC:

Highland Community College
Attention: Vice President of Student Development and Support Services
2998 W. Pearl City Road
Freeport, Illinois 61032

CENTER:

New Horizons Counseling Center
Attention: Executive Director
34 North Whistler Avenue
Freeport, IL 61032

- This agreement can be changed or terminated entirely or in part by either party following a 30 day written notice. Written notice of termination or change of this agreement should be sent to the principal signatories.

GOVERNING LAW

This Agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the internal laws of the State of Illinois without regard to its choice of law rules. Stephenson County, Illinois, shall be the sole and exclusive venue for any proceeding as between the parties in connection with this Agreement.


INDEMNIFICATION

HCC and Center agree to indemnify and hold harmless each other, and their respective employees and agents, against any and all liability, losses or damages or any expenses whatsoever as a result of claims, demands, damages, costs or judgments against HCC or Center that may arise in connection with the terms and conditions of this Agreement.

HIGHLAND COMMUNITY COLLEGE

BY: _____
Print Name: Chris Kuberski
As: President
Date: _____

NEW HORIZONS COUNSELING CENTER

BY:  _____
Print Name: Barry Klaung
As: Executive Director
Date: July 14, 2020

**AGENDA ITEM #X-D-3
JULY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the June 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 342163 through 342470 amounting to \$1,004,093.58, Automated Clearing House (ACH) debits W0000600 through W0000605 amounting to \$30,465.84, Other Debits D0000102 amounting to \$59.90, and Electronic Refunds of \$2,150.18, with 5 adjustments of \$2,028.00, such warrants amounting to \$1,034,741.50. Transfers of funds for payroll amounted to \$530,638.54.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$4,895.07 and Fifth Third Bank in the amount of \$6,760.18 and Fifth Third Bank in the amount of \$18,810.59. Other Debits for June 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, June 30, 2020**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$243,850.18	\$833.34	\$0.00	\$244,683.52
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	174,105.43	652.66	0.00	174,758.09
TOTAL ASSETS	\$437,082.76	\$1,486.00	\$0.00	\$438,568.76
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	92,946.36	833.34		93,779.70
1019 YMCA BLDG/MAINT	21,881.79			21,881.79
1020 HCC BLDG/MAINT	48,972.13			48,972.13
1021 YMCA/HCC INTEREST	98,338.21	652.66		98,990.87
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$437,082.76	\$1,486.00	\$0.00	\$438,568.76

AGENDA ITEM #XI-A
JULY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

TREASURER'S REPORT
COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY20 results in the Operating Funds.
- As of the end of the fiscal year, the State of Illinois owes the College \$128,886 in unrestricted grant allocations for FY20 and about \$114,000 in restricted grant allocations. Year-end adjustments within restricted grant programs have not been completed as of this writing, therefore, the amount owed by the State is estimated.
- Actual Tuition & Fees revenue is estimated to be about 1.7% less than budgeted. An estimated 8.4% decrease in unrestricted certified credit hours from FY19 and a revenue shortfall due to COVID-19 in Business Institute and Lifelong Learning comprise this variance.
- Non-governmental Gifts and Grants include the Foundation's unrestricted gifts. This line also includes the drawdown of \$281,000 from the Matching Grant, and other programmatic gifts. Additional restricted gifts were received from the Foundation and are accounted for in the College's Restricted Purposes Funds.
- It is projected that actual total revenue will be about 1.7% or \$246,000 less than the amount budgeted.
- In the Salaries expenditure line item, accruals have not yet been recorded for union pay changes currently being negotiated. Final guidance from the College's auditor will be followed in making a year-end adjustment if an estimate is needed.
- Many line items are under budget due to the impact of the COVID-19 response. Contractual Services, Materials and Supplies, Conference and Meeting, and Utilities expenses were reduced due to the move to remote teaching/working, campus closure, and cancelation of all travel. The College utilized federal CARES funds for additional expenses incurred to support the COVID-19 response, as allowed. CARES revenue and expenses are accounted for in the College's Restricted Purposes Funds.
- The Capital Outlay line item is expected to be higher than anticipated due to the purchase of instructional equipment and improvements made in several instructional areas prior to COVID-19. Other line items within various budget centers offset these overages.
- Other Expenditures are expected to be higher than anticipated due to the variance from budget for the Sports Center cost-sharing agreement with the YMCA.

- The Transfers In/Out line item includes transfers of net investment income from the Working Cash fund and transfers to the Restricted Fund for Summerset and to the Operations and Maintenance, Restricted Fund and Auxiliary Fund to supplement those operations.
- It is projected that total expenditures will be about 2.8% lower than budgeted. The net result for the fiscal year is expected to be an operating surplus of about \$146,900. This amount will likely change as year-end adjustments are made and as the financial results are audited.

AGENDA ITEM #XI-A-2
 JULY 28, 2020
 HIGHLAND COMMUNITY COLLEGE
 FY20

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Comparison of Budget with End-of-Year Projections
 July 1, 2019 - June 30, 2020

<u>REVENUE:</u>	FY20 Adopted Budget	FY20 End-of-Year Projection	Difference	Percent
Local Taxes	\$6,362,012	\$6,366,738	\$4,726	100.1%
Credit Hour Grants	1,249,988	1,249,988	-	100.0%
Equalization	50,000	50,000	-	100.0%
ICCB Career/Tech Education	127,930	127,930	-	100.0%
ICCB Performance	15,000	17,665	2,665	117.8%
CPP Replacement Tax	450,000	431,059	(18,941)	95.8%
Dept. of Educ.	8,300	16,260	7,960	195.9%
Other Federal Sources	36,700	57,985	21,285	158.0%
Tuition & Fees	5,050,500	4,962,477	(88,023)	98.3%
Sales & Services	44,850	24,654	(20,196)	55.0%
Facilities Revenue	112,714	92,149	(20,565)	81.8%
Interest on Investments	97,000	72,641	(24,359)	74.9%
Non-Govt. Gifts, Grants	512,750	343,259	(169,491)	66.9%
Miscellaneous	15,150	73,737	58,587	486.7%
Total Revenue	\$14,132,894	\$13,886,542	(\$246,352)	98.3%
<u>EXPENDITURES:</u>				
Salaries	\$9,394,158	\$9,160,609	(\$233,549)	97.5%
Employee Benefits	2,238,847	2,152,089	(86,758)	96.1%
Contractual Services	835,346	694,021	(141,325)	83.1%
Materials & Supplies	927,789	672,016	(255,773)	72.4%
Conference & Meeting	295,939	146,632	(149,307)	49.5%
Fixed Charges	64,295	53,050	(11,245)	82.5%
Utilities	669,351	612,611	(56,740)	91.5%
Capital Outlay	18,486	49,511	31,025	267.8%
Other Expenditures	156,630	209,603	52,973	133.8%
Transfers (In) Out	(467,947)	(10,500)	457,447	2.2%
Total Expenditures	\$14,132,894	\$13,739,642	(\$393,252)	97.2%
Excess of Revenues Over Expenditures	\$0	\$146,900	\$146,900	
Beginning Fund Balance	4,192,260	4,192,260		
Ending Fund Balance	\$4,192,260	\$4,339,160		

**AGENDA ITEM #XIII-B-1
JULY 28, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957 FOR LAB COURSE ELEC 293
DUE TO THE COVID-19 NATIONAL PANDEMIC**

RECOMMENDATION OF THE 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, which establishes terms and conditions under which certain lab course ELEC 293 will be completed and how the instructor will receive additional compensation for extra hours needed to comply with restrictions related to COVID-19.

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. The attached Memorandum of Understanding outlines the terms agreed to that would address these issues related to lab course ELEC 293.

BOARD ACTION: _____

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

July 15, 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 address concerns relating to implementation of lab coursework, due to the COVID-19 situation.

Purpose: The purpose of this MOU is to establish terms and conditions under which certain lab courses will be completed and how the instructor will receive additional compensation for extra hours needed to comply with restrictions related to COVID-19.

Term: This MOU will remain in full force and effect for not longer than August 14, 2020

Agreement: The parties agree to the following for lab course ELET 293:

1. Full-time Faculty, providing the additional instruction for the identified lab courses, set forth in this MOU will receive compensation at the rate of \$60 per lab hour. This compensation will be paid in each pay period during which the lab make-up work is being taught.
2. The maximum number of students allowed to be enrolled in each lab section is nine
3. The instructor shall apply appropriate safeguards, including use of social distancing where applicable, so that the maximum number of students physically allowed in the lab classroom at one time is nine. Students not adhering to appropriate social distancing, masking, and other appropriate safeguards will be asked to leave the classroom until they are willing to comply. The instructor may withdraw a student who refuses to comply with appropriate safeguards.
4. The class structure will be determined by the faculty member following consultation and agreement by the division Dean.

Nothing in this MOU shall establish past practice or create precedent in dealing with future concerns, whether related to COVID-19 or other matters.

Date: JULY 16, 2020, 2020

Board President



Faculty Senate / Local 1957 President



Steve Bellinger