

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
August 25, 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/95138616049?pwd=RTZ4MWVVOGUwR2xhL3ZIa25UeUpZOT09>
or by phone at 312-626-6799 and Password 059030

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: July 23, 2020 Audit & Finance Committee Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreement Between Highland Community College and Durand School District #322 for the 2020 – 2021 Academic Year (FY21) (Page 1)
 - B. Administration
 - 1. Appointment of Assistant Local Election Official (Page 4)
 - C. Personnel (None)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Submission of Facilities Master Plan to the Illinois Community College Board (ICCB) (Page 5)
 - C. Personnel
 - 1. Revised Job Descriptions: Cafeteria Assistant, Cafeteria Assistant Manager, Cafeteria Manager (Page 17)
 - 2. Appointment: Temporary Full-Time Medical/Nursing Assistant Instructor (Page 24)

D. Financial

1. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund (Page 25)
2. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund (Page 26)
3. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes (Page 27)
4. Payment of Bills and Agency Fund Report – July 2020 (Page 30)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures & Changes in Fund Balance (Page 32)
- B. Audit and Finance Committee
- C. ICCTA Representative
- D. Board Chair
- E. Administration
- F. Strategic Plan

XI. CLOSED SESSION

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

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
 1. Memorandum of Understanding (MOU) for Fall 2020 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic (Page 51)
 2. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, for Lab Courses AUTM 111 and AUTM 113, Due to the COVID-19 National Pandemic (Page 55)

XIII. Old Business

XIV. New Business

- A. Discussion of Potential Salary Increase for Administrative, Professional, and Classified Nonunion Staff

XV. Dates of Importance

- A. Next Regular Board Meeting – September 22, 2020, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – September 9, 2020, at 1:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVI. Adjournment

**AGENDA ITEM #VIII-A-1
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DURAND SCHOOL DISTRICT #322 FOR THE
2020 – 2021 ACADEMIC YEAR (FY21)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached College*NOW* agreement for qualified students attending Durand School District #322 for the 2020 – 2021 academic year (FY21).

BACKGROUND: The College*NOW* program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from seven students enrolling from one participating high school in the Fall of 2012 to 35 total students from 10 participating high schools in the Fall of 2019. The first class graduated in May 2014.

The College is renewing the annual agreement with Durand School District #322. The terms of the agreement are the same other than a change in the percentage paid by the school.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2020 – 2021 Academic Year (FY'21)
Durand School District #322 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course in the Summer Semester.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW for the 2020 Fall and 2021 Spring Semesters.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Durand High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2020, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay a percentage of the tuition and fees. The student will present this letter to the College cashier's office upon registration.

- For 2020-2021 Durand School District will pay 25% for the incoming juniors. For 2021-2022 Durand will not pay any portion of CollegeNOW for the incoming Juniors.
- For 2020-2021 Durand School District will continue to pay 50% for the Seniors who are in their 2nd year of College NOW. For 2021-2022 Durand will continue to pay 25% for the seniors who are in their 2nd year of CollegeNOW.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Durand School District by September 15th and February 15th a request for payment that equals the appropriate percentage of the tuition and fees as detailed in the agreement. Durand High School will receive a list of all participating students on a bill following HCC 10th day. The CollegeNOW students and their parent or guardian from Durand High School will pay all remaining charges over and above the percentage for senior/second-year student per semester and above the percentage per junior/first-year student per semester including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor. Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- Durand High School students enrolled in CollegeNOW may also enroll in summer courses at the in-district tuition rate. Tuition, fees and other expenses incurred for summer enrollment will be at the student's expense.

For Highland Community College

For Durand CUSD 322

President


Date

 7/23/2020

 Superintendent Date

Chair
Board of Trustees

Date

 7/23/20

 President Date
 Board of Education

**AGENDA ITEM #VIII-B-1
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

APPOINTMENT OF ASSISTANT LOCAL ELECTION OFFICIAL

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board of Trustees approves the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoints Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Ms. Terri Grimes, Local Election Official, is not available during the filing period. The filing period will be December 14 – 21, 2020, from 8:00 a.m. to 5:00 p.m.

BACKGROUND: The above Resolution is proposed under the recommendation of the State Board of Elections.

BOARD ACTION: _____

**AGENDA ITEM #IX-B-1
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**SUBMISSION OF FACILITIES MASTER PLAN TO THE
ILLINOIS COMMUNITY COLLEGE BOARD (ICCB)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the submission of an updated Facilities Master Plan to the Illinois Community College Board (ICCB).

BACKGROUND: All community colleges in Illinois are required to have a Facilities Master Plan on file with the Illinois Community College Board. The purpose of the plan is to apprise the ICCB of any possible primary site construction, secondary site acquisition, or acquisition of new land. The plan is to be updated as plans change or prior to an ICCB Recognition Report review. Any such construction or acquisition planned by the College must be reflected in the Master Plan in order to receive consideration for approval by the ICCB.

BOARD ACTION: _____

Highland Community College Facilities Master Plan August 2020

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Section 1

Introduction

The purpose of this document is to record a physical facilities design vision for the next five to ten years for Highland Community College.

Section 1 introduces the plan. Sections 2 through 4 discuss needs for different types of space at the College, both indoors and out. Section 5 summarizes the recommendations that are made throughout the plan.

Section 2

Land Usage

The Highland campus is located in a mostly rural agricultural area on the west edge of Freeport along Pearl City Road. The College district encompasses 1,640 square miles and includes portions of Stephenson, Carroll, Jo Daviess, and Ogle counties in northwest Illinois.

The campus covers approximately 140 acres. The buildings on the Campus are as follows:

Building Name	Occupied	Purpose
Building "A"	2003	Athletic Field Storage
Building "E"	2009	Agriculture/Technology
Building "E"- Greenhouse	2019	Agriculture
Building "F"	1974	Fine Arts
Building "G"	1970	Recycling/Storage
Building "H"	1993	Admin/Conf. & Student Center
Building "I"	2001	Child Care Center
Building "M"	1971	Liberal Arts
Building "N"	1971	Natural Science
Building "N" Addition	2009	Nursing
Building "N"-Greenhouse	2011	Greenhouse
Building "R"	1985	GED/RSVP/Cont. Ed.
Building "S"	1980	Sports
Building "T"	1973	Business & Technology Center
Building "U"	2003	Grounds Storage
Building "V"	1978	Automotive Storage
Building "W"	1970	Maintenance Offices/Shop
Building "X"	1970	Shop/Storage
Building "Y"	1970	Office/Storage
Building "Z"	1985	Storage

Portions of the campus have been developed into prairie plots, athletic fields and storm water retention pond.

Adequacy of Land

The College owns sufficient land for its purposes and has no plans to acquire additional land.

Recommendations

None

Section 3

Roads and Grounds

Driveways

Vehicles access the campus by way of three entrances; Kiwanis Drive and Pearl City Road are the main entrances and the third is for receiving off of Pearl City Road. A loop road encircles the campus. Lighting along this road was updated in 2010 to LED lighting for energy efficiency and safety.

Parking

There is more than sufficient parking space on campus to meet demand with a sufficient number of accessible spaces in each lot to comply with current ADA standards. All lots are reasonably close to buildings. Well-placed sidewalks currently access each lot. Lots on campus are in fair to good condition. Lighting in the parking lots was updated in 2010 to motion-detected bi-level LED lighting for energy efficiency and safety.

Sidewalks

Sidewalks are for the most part appropriately placed. It has been an ongoing effort to replace old damaged and unsafe sidewalks as the need arises. The college replaced approximately 10% of its sidewalks in 2018. Lighting for all of the sidewalks and building overhangs was updated in 2015 to LED lighting for energy efficiency and safety.

Recommendations

Driveways: Repaving driveways as needed through the use of the "Loop Road Fund".

Parking: Repaving lots as the need arises. Funds for repaving of parking lots are not available at this time.

Sidewalks: The College will continue address sidewalk replacement as needed.

Section 4

Building Structures

Adequacy of Building Structures

The Campus buildings are listed below along with comments in regards to condition:

Building Name	Condition	Comments
Building "A"	Good	Adequate for needs
Building "E"	Excellent	Adequate for needs. Additional field laboratory space is needed for crop science, animal science, research opportunities and equipment storage
Building "E" Greenhouse	Excellent	Adequate for needs
Building "F"	Good	Storage for stage props and costumes is limited
Building "G"	Good	Storage for excess equipment and supplies is limited and over capacity
Building "H"	Good	Adequate for needs
Building "I"	Good	Adequate for needs
Building "M"	Good	Adequate for needs
Building "N"	Good	Science laboratories are outdated
Building "N" Wing	Excellent	Nursing laboratory space is limited
Building "N" Greenhouse	Excellent	Adequate for needs
Building "R"	Good	Space is limited and at capacity

Building "S"	Fair	Storage space is limited, updating of facilities is needed
Building "T"	Good	Adequate for needs
Building "U"	Good	Adequate for needs
Building "V"	Good	Adequate for needs
Building "W"	Good	Adequate for needs
Building "X"	Fair	Adequate for needs
Building "Z"	Good	Adequate for needs
Building "Y"	Fair	Adequate for needs

Building HVAC Control

- The College completed a Building Automation System update in 2016.

Emergency Notification System

- The College completed a full replacement of its telephone and emergency notification systems in 2018.

Fire Alarm System

- The College completed a full replacement of its fire alarm system in 2019 and added buildings previously not protected by a fire alarm system.

Recommendations

- Continue to evaluate condition of buildings and usability of space to prioritize needs.

Section 5

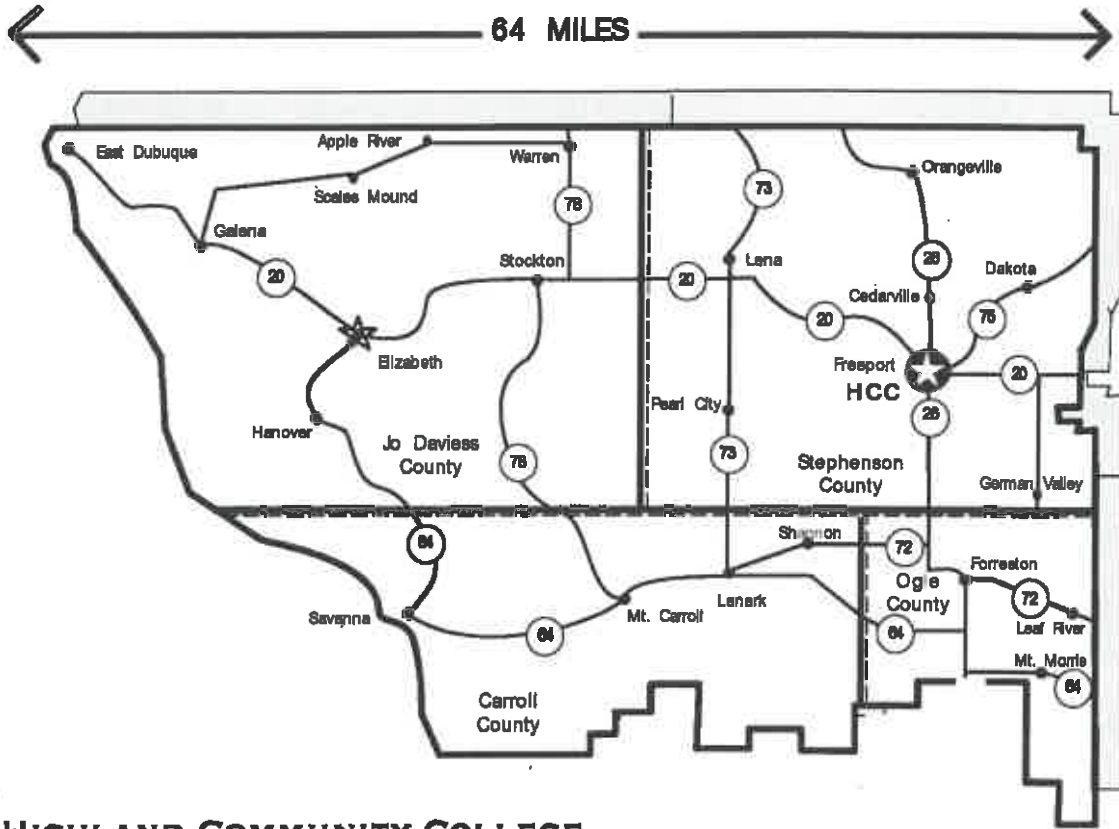
Summary

Though our current facilities are operational and for the most part adequate in size, the infrastructure and functionality of many spaces are aging, outdated, and not optimal for Students, Staff, and Faculty.

The College continues to look at ways to make more efficient use of our current facilities through re-organization of space to better fit the needs of our Students.

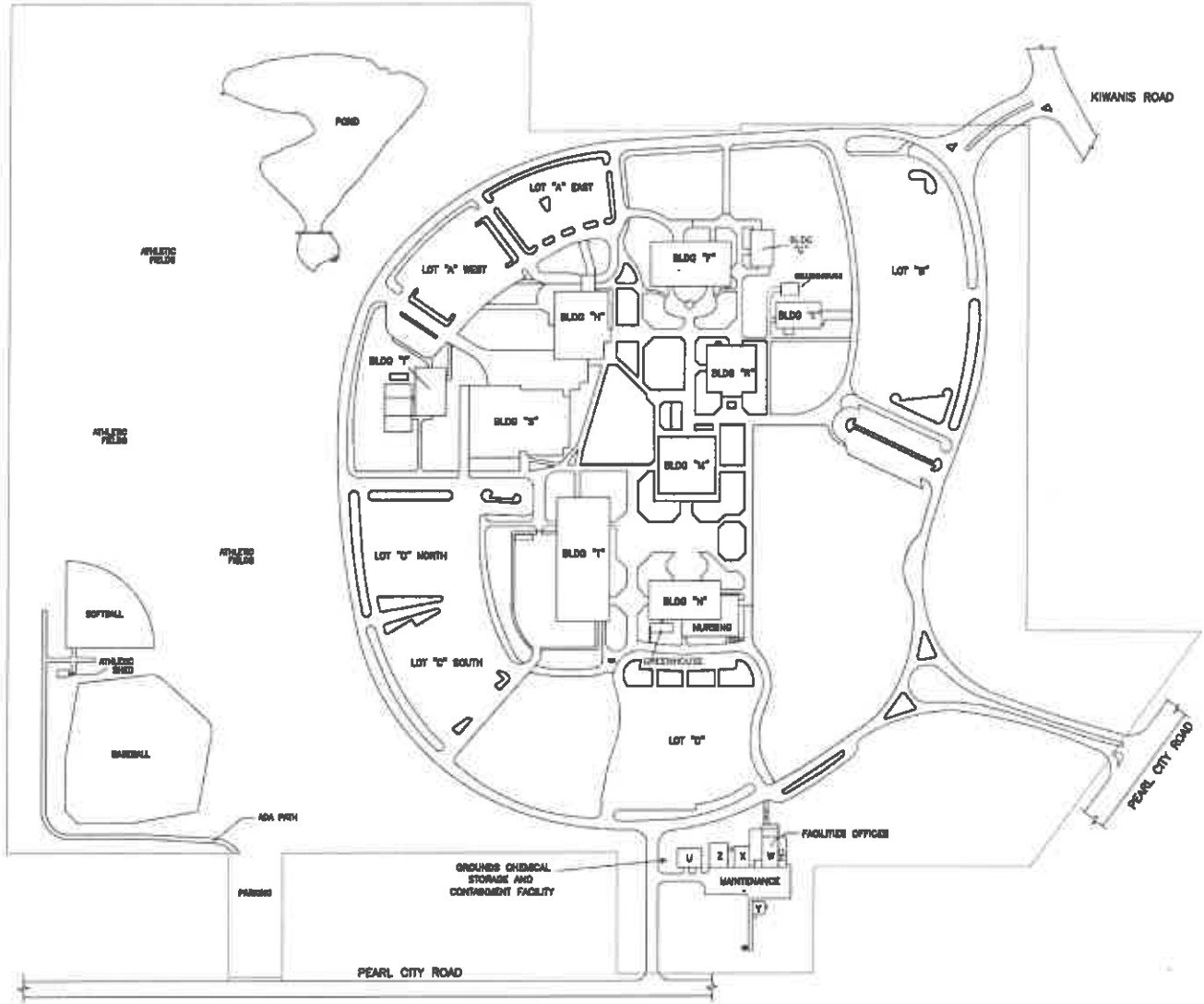
The College continues to evaluate needs and prioritize improvements utilizing any available and appropriate funding sources including operating funds, bond sales, Capital Development Board deferred maintenance and capital renewal funds, and Protection, Health & Safety levies.

HCC District Map



 **HIGHLAND COMMUNITY COLLEGE**
DISTRICT #519

HCC Campus Boundary Map



**AGENDA ITEM #IX-C-1
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTIONS
CAFETERIA ASSISTANT
CAFETERIA ASSISTANT MANAGER
CAFETERIA MANAGER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job descriptions for the Cafeteria positions. The Cafeteria Assistant and Cafeteria Assistant Manager are part-time, non-exempt classified positions. The Cafeteria Manager is a full-time exempt professional position.

BACKGROUND: This academic year the Arts Café will begin offering patrons the ability to use credit cards to pay for their purchases. The Cafeteria job descriptions are being updated to reflect duties associated with credit card acceptance and processing procedures in compliance with Payment Card Industry (PCI) standards. In addition, in December 2019, the incumbent in the Cafeteria Cashier position retired. Duties associated with that position have been merged into the Cafeteria Assistant job description. The Cafeteria Cashier job description has been archived.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Cafeteria Assistant*

GENERAL STATEMENT OF RESPONSIBILITIES: To assist with the daily operations of the college's cafeteria and provide excellent service to customers.

PRINCIPAL DUTIES: (essential functions)

- Takes orders, serves food, operates the grill, fryer and other equipment, gathers and cleans trays, and wipes down trays, tables, and counters.
- Performs daily set up and tear down of assigned area.
- Cleans various areas such as filters on fans, polishes stainless, washes glass in front displays, wipes out coolers. Washes all dishes, pots and pans, runs dishwasher, and mops dish room.
- Puts away food and beverage deliveries.
- May assist customers with purchases and operate the cash register.
- May check supplies and restock when necessary.
- May reconcile receipts at the end of the month.
- Operates a credit card swipe terminal.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage and grammar.

Knowledge of food serving and preparing techniques and processes.

Knowledge of safe food handling techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating a cash register.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in operating kitchen appliances such as grills, fryers, knives and others.

Skill in following oral and written instructions.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Exposure to hot grease and other objects, open flames, and steam, as well as sanitizing and cleaning agents, atmospheric conditions (odors), hazardous physical conditions (mechanical parts), extreme temperatures and noise.

MINIMUM QUALIFICATIONS: High school diploma and one (1) year food service experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Food Handler Certificate required at time of hire or within one (1) month of hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Cafeteria Manager

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-exempt

CLASS CODE: 4506

JOB SERIES/FAMILY: Student Support Services Series/Cafeteria Group

LAST REVISED: ~~02/19/19~~ 08/25/2020 *[Pending Board Approval]

Highland Community College Position Description

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

TITLE: Cafeteria Assistant Manager*

GENERAL STATEMENT OF RESPONSIBILITIES: To assist with managing the daily operations of the college's cafeteria and provide excellent service to customers.

PRINCIPAL DUTIES: (essential functions)

- Takes orders, serves food, operates the grill, fryer and other equipment, gathers and cleans trays, and wipes down trays, tables, and counters.
- Performs daily food preparation and cleanup.
- Checks inventory and maintains list for product ordering. Checks in deliveries and ensures accuracy.
- Assists in monitoring compliance with state and local health and fire regulations regarding food preparation, cooking and serving.
- Manages cafeteria in Cafeteria Manager's absence including daily set up and tear down, ordering products, supervising employees and making daily deposits.
- Assists with catering services as necessary.
- Operates credit card swipe terminal.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage and grammar.

Knowledge of food serving and preparing techniques and processes.

Knowledge of safe food handling techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating a cash register.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in operating kitchen appliances such as grills, fryers, electric slicer, knives and others.

Skill in operating a computer and software applications.

Skill in following and delivering oral and written instructions.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Exposure to hot grease and other objects, open flames, and steam as well as sanitizing and cleaning agents, atmospheric conditions (odors), hazardous physical conditions (mechanical parts) and extreme temperatures.

MINIMUM QUALIFICATIONS: High school diploma, and one (2) year food service work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Food Service Sanitation Manager Certificate required.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Cafeteria Manager

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4508

JOB SERIES/FAMILY: Student Support Services Series/Cafeteria Group

LAST REVISED: ~~02/19/19~~ 08/25/20 *[Pending Board Approval]

Highland Community College Position Description

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

TITLE: Cafeteria Manager*

GENERAL STATEMENT OF RESPONSIBILITIES: To plan and manage the daily operations of the College's cafeteria.

PRINCIPAL DUTIES: (essential functions)

- Directs menus, food preparation, presentation, and pricing taking into account inventory, budget and food quality. Completes product order process which includes scheduling and receiving food and supply deliveries and verifying product orders and quality.
- Completes or supervises staff in daily activities of the cafeteria such as set up, waiting on customers and daily food preparation, including cooking and serving.
- Assists in the preparation, monitoring and management of cafeteria budget, inclusive of inventory purchasing, negotiating prices, staffing, supplies, and other uses of resources.
- Ensures and monitors compliance with state and local health and fire regulations regarding food preparation, cooking and serving.
- Provides catering services for campus as resources allow.
- Prepares purchase orders for food, beverages, and supplies.
- Hires, trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Operates a credit card swipe terminal.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage and grammar.

Knowledge of budgeting, purchasing and operations in a food service environment.

Knowledge of food serving and preparing techniques and processes.

Knowledge of safe food handling techniques.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating a cash register.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in operating kitchen appliances such as grills, fryers, knives and others.

Skill in operating a computer and software applications.

Skill in delivering oral and written instructions.

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

Skill in selecting, organizing and evaluating staff performance.

Adopted 9/18/07

Cafeteria Manager id.august 2020Cafeteria Manager

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Exposure to hot grease and other objects, open flames, and steam as well as sanitizing and cleaning agents, atmospheric conditions (odors), hazardous physical conditions (mechanical parts) and extreme temperatures.

MINIMUM QUALIFICATIONS: High school diploma, and two (2) years food service management experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Food Service Manager Sanitation Certificate required.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Vice President of Administrative Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4510

JOB SERIES/FAMILY: Student Support Services Series/Cafeteria Group

LAST REVISED: ~~02/19/19~~08/25/20 ***[Pending Board Approval]**

**AGENDA ITEM #IX-C-2
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
TEMPORARY FULL-TIME MEDICAL/NURSING ASSISTANT INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Amanda Lessman as a temporary full-time Medical/Nursing Assistant Instructor in the Nursing and Allied Health division beginning August 17, 2020, at a FY21 salary of \$50,124 (based on FY21 faculty salary schedule at BA, with 2 years of experience), plus appropriate fringe benefits. The assignment will end May 22, 2021.

BACKGROUND: Ms. Lessman has been employed at Highland as a part-time instructor teaching Basic Nursing Assistant clinicals/labs since Fall of 2018. Her practical experience includes working at Monroe Clinic as a Nurse Manager/Coach for over 10 years. Ms. Lessman earned her Associate's Degree in Nursing (ADN) and her Licensed Practical Nursing (LPN) from Highland. She was awarded a Bachelor of Science in Nursing (BSN) from Aurora University, graduating Magna Cum Laude. Ms. Lessman is a Certified Occupational/Hearing Conservationist (COHC) and registered nurse.

In this dual role, Ms. Lessman will continue to teach BNA classes; however, she will also be teaching classes within the Medical Assistant program. Highland's Medical Assistant program has grown in enrollment by 100% in two months, necessitating the need for additional faculty resources. With Ms. Lessman's assistance, there are plans to grow the BNA offerings and add an additional Advanced BNA course.

Ms. Lessman's education, nursing experience, and prior instructional experience at Highland make her an excellent addition to the flourishing Nursing and Allied Health Program at Highland Community College.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-1
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND
TO THE AUXILIARY ENTERPRISES FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$65,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund.

BACKGROUND: The Auxiliary Enterprises Fund includes as a revenue source the J. Rosemary Shockey Bookstore, the per credit hour student activity fee, the cafeteria, ticket sales for athletic and certain Fine Arts events, as well as miscellaneous revenue collected by student organizations or activities. Expenses in the Auxiliary Enterprises Fund include costs to operate the bookstore and cafeteria, as well as costs of athletic teams, certain Fine Arts events and clubs, student government and clubs, academic teams, and student activities. For FY20, the revenues in the Auxiliary Enterprises Fund exceeded the expenses by \$70,000. Support from the College's operating funds in the amount of \$65,000 results in an ending fund balance in the Auxiliary Fund equal to \$261,000, which is 24% of the expenses in that fund. This transaction will be included in the College's fiscal year 2020 financial records.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-2
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE FUND TO
OPERATIONS AND MAINTENANCE, RESTRICTED FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$35,000 to support future campus deferred maintenance, repairs, or improvements.

BACKGROUND: The Operations and Maintenance, Restricted Fund accounts for deferred maintenance, unplanned repairs and/or improvements, and bond and Protection, Health, and Safety projects. The fund balance in this fund has been utilized in recent fiscal years to support operations. The recommended transfer of \$35,000 will restore a portion of the fund balance and provide for future needs. This transaction will be included in the College's fiscal year 2020 financial records.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-3
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST FROM
WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$140,989.79 for FY20, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate resolution directing the treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION: _____

**BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST
FROM WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the "District") is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$140,989.79, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

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

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$140,989.79 from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of August, 2020, by the following roll call vote upon the motion
of _____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

**AGENDA ITEM #IX-D-4
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the July 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 342471 through 342745 amounting to \$1,159,213.82, Automated Clearing House (ACH) debits W0000606 through W0000608 amounting to \$6,394.16, and Electronic Refunds of \$20,614.21, with 3 adjustments of \$276.00, such warrants amounting to \$1,185,946.19. Transfers of funds for payroll amounted to \$827,548.58.

Automated Clearing House (ACH) debits are SISCO payments. Electronic Refunds are issued to students. Financial Aid disbursed Pell in July. July had three payrolls.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$259,683.52	\$416.67	\$0.00	\$260,100.19
FIFTH THIRD	23,743.23	0.00	0.00	23,743.23
UNION LOAN AND SAVINGS	174,763.36	0.00	0.00	174,763.36
TOTAL ASSETS	\$458,190.11	\$416.67	\$0.00	\$458,606.78
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	99,197.03	0.00		99,197.03
1018 YMCA ROAD AND LOT	93,779.70	416.67		94,196.37
1019 YMCA BLDG/MAINT	21,881.79			21,881.79
1020 HCC BLDG/MAINT	58,972.13	0.00		58,972.13
1021 YMCA/HCC INTEREST	98,996.14	0.00		98,996.14
1022 HCC SECTION 125 PLAN	23,743.23	0.00		23,743.23
TOTAL	\$458,190.11	\$416.67	\$0.00	\$458,606.78

**AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20 AND FY21**

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

FY20 Operating Funds as of June 30, 2020

- The FY20 reports include unaudited year-to-date figures as of June 30, 2020. It is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's equalized assessed valuation (EAV) increased from tax year 2018 to 2019 by 3%. The budget included a 2.5% increase. Local tax revenue for FY20 is about \$5,000 more than budgeted.
- State funding amounted to a total of \$1,445,583, which is \$2,700 more than budgeted. As of this writing, the State owes the College about \$66,000 in unrestricted grant funds for FY20.
- Tuition & Fees revenue is about 2.3% less than budgeted. The budgeted revenue was based on a tuition rate of \$146 and 29,000 unrestricted certified credit hours. Actual unrestricted certified credit hours appear to be 30,758.
- Non-governmental Gifts and Grants includes Foundation programmatic gifts in the amount of \$62,086 and a \$281,000 draw down from the Matching Fund. Other gifts from the Foundation are accounted for in the Restricted Purposes Fund.
- Overall, total Operating Funds revenue was about 2% (\$281,179) less than the amount budgeted.
- The Materials & Supplies line item, Contractual Services line item, and the Conference & Meeting line item are lower than budgeted. These lines were impacted by the COVID-19 situation and need to cancel activities and move to remote learning and working. Additionally, we utilized CARES funds for eligible supply and technology costs.
- The Other Expenditures line item is over budget due to the variance in the calculated sport center cost share with the YMCA. Expenses for operating the building were under budget, therefore the offsetting rent payment from the YMCA was under budget.
- The Transfer In (Out) line item includes a transfer into the Operating Funds from the Working Cash fund (of net investment revenue) and a transfer of funds from Student Activities. This line also includes a transfer out of the Operating Funds to the Auxiliary

Funds and Restricted Purposes Funds to support the activities accounted for in those sets of funds and a transfer to the Operations and Maintenance, Restricted Fund for future deferred maintenance or unplanned campus repairs.

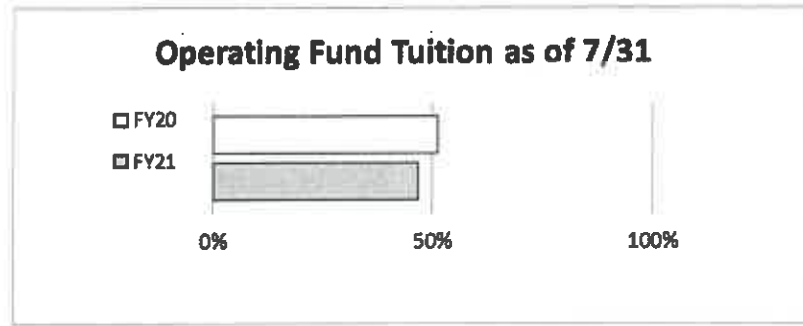
- Total expenditures were about 1.9% (\$269,832) lower than budgeted.
- The net result for the fiscal year is an Operating Funds excess of expenses over revenue in the amount of \$11,347.

FY20 Other Funds as of June 30, 2020

- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for Protection, Health, and Safety Projects: main gym floor/bleacher replacement and the campus lighting energy efficiency project. This fund also includes expenditures for bond projects from the 2019 bond issuance.
- The Bond and Interest Fund reflects payments made on the 2014, 2019, and 2020 funding bonds and the 2016 working cash bond.
- The Auxiliary Enterprise Fund includes bookstore and cafeteria sales, as well as the costs of operating such. In addition, this fund includes the costs of athletics, theater, and all student activities. This fund has a small fund balance as of the end of FY20.
- The Restricted Purpose fund includes all restricted grants and Foundation gifts received by the College during the fiscal year. In addition, the Health Insurance Fund is included here.
- The expenses in the Liability, Protection, and Settlement Fund include liability insurance, workers' compensation insurance, and safety related services such as the contract for Sheriff's deputies housed on campus. These costs are in accordance with our Risk Management Program

FY21 All Funds as of July 31, 2020

- The budget column reflects amounts included in the tentative budget and may change prior to the adoption of the permanent budget in September.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.
- **Current Results as of Month End:** The following chart shows the comparison of the FY20 Operating Funds tuition revenue results to FY21 results as of July 31st. The FY20 bar is the year-to-date results as of July 31, 2019, divided by the actual year-end results for FY20. The FY21 bar is the year-to-date results for July 31, 2020, divided by the annual budgeted amount for FY21.



The amount of tuition and fee revenue budgeted in the Operating Funds for FY21 appears to be higher than current results are reflecting. An adjustment to tuition revenue will likely be made in the FY21 permanent budget.

**June 2020
Financials
(FY20)**

AGENDA ITEM #X-A
AUGUST 25, 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 June 30, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$6,366,738	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	117.8%
CPP Replacement Tax	450,000	431,059	95.8%
Dept. of Educ.	8,300	6,968	84.0%
Other Federal Sources	36,700	62,980	171.6%
Tuition & Fees	5,050,500	4,936,689	97.7%
Sales & Services	44,850	24,654	55.0%
Facilities Revenue	112,714	87,407	77.5%
Interest on Investments	97,000	72,641	74.9%
Non-Govt. Gifts, Grants	512,750	343,259	66.9%
Miscellaneous	15,150	73,737	486.7%
	-----	-----	-----
Total Revenue	\$14,132,894	\$13,851,715	98.0%
<u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$9,333,055	99.3%
Employee Benefits	2,238,847	2,123,663	94.9%
Contractual Services	835,346	692,172	82.9%
Materials & Supplies	927,789	682,218	73.5%
Conference & Meeting	295,939	145,132	49.0%
Fixed Charges	64,295	53,050	82.5%
Utilities	669,351	612,611	91.5%
Capital Outlay	18,486	49,511	267.8%
Other Expenditures	156,630	194,990	124.5%
Transfers (In) Out	(467,947)	(23,340)	5.0%
	-----	-----	-----
Total Expenditures	\$14,132,894	\$13,863,062	98.1%
Excess of Revenues Over Expenditures	\$0	(\$11,347)	
Fund Balance 7/1/19	4,192,555	4,192,555	
	-----	-----	
Fund Balance 6/30/20	\$4,192,555	\$4,181,208	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$818,320	100.2%
Interest on Investments	-	53,923	100.0%
Non-Govt. Gifts, Grants	-	84,644	100.0%
Other	-	29,628	100.0%
Bond Proceeds	5,300,000	5,488,356	103.6%
	-----	-----	-----
Total Revenue	\$6,116,500	\$6,474,871	105.9%
EXPENDITURES:			

Contractual Services	27,699	140,603	507.6%
Capital Outlay	7,124,384	1,449,434	20.3%
Other	128,000	107,948	84.3%
Transfers (In) Out	24,761	(35,000)	-141.4%
	-----	-----	-----
Total Expenditures	\$7,304,844	\$1,662,985	22.8%
Excess of Revenues Over Expenditures	(\$1,188,344)	\$4,811,886	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
	-----	-----	
Fund Balance 6/30/20	\$394,590	\$6,394,820	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$397,000	\$380,023	95.7%
Bookstore Sales	600,000	492,215	82.0%
Athletics	50,140	14,542	29.0%
Other	173,775	191,360	110.1%
-----	-----	-----	-----
Total Revenue	\$1,220,915	\$1,078,140	88.3%
EXPENDITURES:			

Salaries	\$311,444	\$254,034	81.6%
Employee Benefits	31,074	34,515	111.1%
Contractual Services	92,745	52,170	56.3%
Materials & Supplies	644,859	564,137	87.5%
Conference & Meeting	240,088	130,398	54.3%
Fixed Charges	5,790	6,539	112.9%
Utilities	600	535	89.2%
Capital Outlay	5,127	1,221	23.8%
Other Expenditures	22,667	29,037	128.1%
Transfers	(65,000)	(64,325)	99.0%
-----	-----	-----	-----
Total Expenditures	\$1,289,394	\$1,008,261	78.2%
Excess of Revenues Over Expenditures	(\$68,479)	\$69,879	
Fund Balance 7/1/19	\$191,554	\$191,554	
-----	-----	-----	
Fund Balance 6/30/20	\$123,075	\$261,433	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$125,252	94.9%
Adult Education	251,325	204,907	81.5%
Other Illinois Sources	103,908	82,512	79.4%
Department of Education	4,427,402	4,518,229	102.1%
Other Federal Sources	46,956	55,973	119.2%
Tuition & Fees	588,000	554,374	94.3%
Sales & Service Fees	28,000	17,562	62.7%
Interest	19,346	33,952	175.5%
Non-govt. Gifts, Grants	257,364	322,394	125.3%
Other	296,226	381,735	128.9%
	-----	-----	-----
Total Revenue	\$6,150,525	6,296,890	102.4%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$1,100,703	102.7%
Employee Benefits	268,454	277,814	103.5%
Contractual Services	662,652	613,437	92.6%
Materials & Supplies	191,899	185,110	96.5%
Conference & Meeting	132,525	174,693	131.8%
Fixed Charges	29,321	29,450	100.4%
Utilities	4,152	4,152	100.0%
Capital Outlay	405,484	574,776	141.8%
Other Expenditures	125,641	117,260	93.3%
Financial Aid	3,767,071	3,505,969	93.1%
Transfers out (in)	370,686	(18,325)	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$6,565,039	93.4%
Excess of Expenditures Over Revenue	(\$879,304)	(\$268,149)	
Fund Balance 7/1/19	1,426,047	1,426,047	
	-----	-----	
Fund Balance 6/30/20	\$546,743	\$1,157,898	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$44,110	100.3%
-----	-----	-----	-----
Total Revenue	\$44,000	\$44,110	100.3%
EXPENDITURES:			

Contractual Services	\$47,000	\$48,000	102.1%
-----	-----	-----	-----
Total Expenditures	\$47,000	\$48,000	102.1%
Excess of Revenues Over Expenditures	(\$3,000)	(\$3,890)	
Fund Balance 7/1/19	\$8,728	\$8,728	
-----	-----	-----	
Fund Balance 6/30/20	\$5,728	\$4,838	

AGENDA ITEM #X-A-2
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$1,755,212	100.1%
-----	-----	-----	-----
Total Revenue	\$1,754,180	\$1,755,212	100.1%
EXPENDITURES:			

Fixed Charges	\$2,312,155	\$1,777,295	76.9%
Other	-	20,083	100.0%
-----	-----	-----	-----
Total Expenditures	\$2,312,155	\$1,797,378	77.7%
Excess of Revenues Over Expenditures	(\$557,975)	(\$42,166)	
Fund Balance 7/1/19	\$999,650	\$999,650	
-----	-----	-----	
Fund Balance 6/30/20	\$441,675	\$957,484	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,110,000	\$1,112,740	100.2%
Other	\$0	\$5,824	100.0%
-----	-----	-----	-----
Total Revenue	\$1,110,000	\$1,118,564	100.8%
EXPENDITURES:			

Salaries	\$288,304	\$277,371	96.2%
Employee Benefits	340,566	281,195	82.6%
Contractual Services	375,176	355,889	94.9%
Materials & Supplies	8,888	7,805	87.8%
Conference & Meetings	20,503	4,542	22.2%
Fixed Charges	182,856	183,046	100.1%
Utilities	4,903	2,622	53.5%
-----	-----	-----	-----
Total Expenditures	\$1,221,196	\$1,112,470	91.1%
Excess of Revenues Over Expenditures	(\$111,196)	\$6,094	
Fund Balance 7/1/19	\$302,470	\$302,470	
-----	-----	-----	
Fund Balance 6/30/20	\$191,274	\$308,564	

July 2020
Financials
(FY21)

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE
FY21

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2020

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$6,512,230	\$0	0.0%
Credit Hour Grants	1,251,848	-	0.0%
Equalization	50,000	-	0.0%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	400,000	45,420	11.4%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	46,700	6,242	13.4%
Tuition & Fees	4,933,500	2,311,339	46.8%
Sales & Services	30,450	33	0.1%
Facilities Revenue	100,714	12,960	12.9%
Interest on Investments	97,000	673	0.7%
Non-Govt. Gifts, Grants	405,000	-	0.0%
Miscellaneous	19,850	2,865	14.4%
Total Revenue	\$13,998,522	\$2,379,532	17.0%
 <u>EXPENDITURES:</u>			
Salaries	\$9,401,538	\$438,000	4.7%
Employee Benefits	2,303,025	269,702	11.7%
Contractual Services	824,303	148,826	18.1%
Materials & Supplies	905,200	208,383	23.0%
Conference & Meeting	219,299	99	0.0%
Fixed Charges	61,740	48,360	78.3%
Utilities	690,851	656,566	95.0%
Capital Outlay	31,372	1,215	100.0%
Other Expenditures	209,067	81,316	38.9%
Transfers (In) Out	(496,357)	-	0.0%
Total Expenditures	\$14,150,038	\$1,852,467	13.1%
 Excess of Revenues Over Expenditures	 (\$151,516)	 \$527,065	
 Fund Balance 7/1/20	 4,181,208	 4,181,208	
 Fund Balance 7/31/20	 \$4,029,692	 \$4,708,273	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$911,500	\$0	0.0%
-----	-----	-----	-----
Total Revenue	\$911,500	\$0	100.0%
EXPENDITURES:			

Contractual Services	258,000	4,400	100.0%
Capital Outlay	5,895,675	1,366,211	23.2%
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$6,178,436	\$1,370,611	22.2%
Excess of Revenues Over Expenditures	(\$5,266,936)	(\$1,370,611)	
Fund Balance 7/1/20	\$6,394,820	\$6,394,820	
-----	-----	-----	
Fund Balance 7/31/20	\$1,127,884	\$5,024,209	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Tentative Budget	Year to-Date	Percent
Tuition and Fees	\$495,000	\$243,584	49.2%
Bookstore Sales	455,200	32,750	7.2%
Athletics	50,640	0	0.0%
Other	121,000	10,529	8.7%
Total Revenue	\$1,121,840	\$286,863	25.6%
EXPENDITURES:			
Salaries	\$303,378	\$16,504	5.4%
Employee Benefits	47,760	3,980	8.3%
Contractual Services	84,566	6,053	7.2%
Materials & Supplies	554,571	277,324	50.0%
Conference & Meeting	241,563	448	0.2%
Fixed Charges	8,469	-	0.0%
Utilities	7,406	600	8.1%
Capital Outlay	600	491	81.8%
Other Expenditures	23,308	1,050	4.5%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,206,621	\$306,450	25.4%
Excess of Revenues Over Expenditures	(\$84,781)	(\$19,587)	
Fund Balance 7/1/20	\$261,433	\$261,433	
Fund Balance 7/31/20	\$176,652	\$241,846	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
Vocational Education	\$156,421	\$0	0.0%
Adult Education	251,325	-	0.0%
Other Illinois Sources	109,193	5,285	4.8%
Department of Education	5,016,051	271,534	5.4%
Other Federal Sources	46,956	7,120	15.2%
Tuition & Fees	605,000	305,148	50.4%
Sales & Service Fees	28,000	-	0.0%
Interest	19,346	-	0.0%
Non-govt. Gifts, Grants	75,000	-	0.0%
Other	311,429	8	0.0%
	-----	-----	-----
Total Revenue	\$6,618,721	589,095	8.9%
 <u>EXPENDITURES:</u>			
Salaries	\$1,108,911	\$128,794	11.6%
Employee Benefits	283,998	23,667	8.3%
Contractual Services	628,623	127,696	20.3%
Materials & Supplies	179,440	65,931	36.7%
Conference & Meeting	150,631	16,772	11.1%
Fixed Charges	25,696	-	0.0%
Utilities	497,160	-	0.0%
Capital Outlay	4,152	44,471	1071.1%
Other Expenditures	112,304	209,473	186.5%
Financial Aid	3,924,069	-	0.0%
Transfers out (in)	399,096	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,314,080	\$616,804	8.4%
 Excess of Expenditures Over Revenue	(\$695,359)	(\$27,709)	
 Fund Balance 7/1/20	1,157,898	1,157,898	
	-----	-----	
Fund Balance 7/31/20	\$462,539	\$1,130,189	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2020

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$45,000	\$0	0.0%
-----	-----	-----	-----
Total Revenue	\$45,000	\$0	0.0%
EXPENDITURES:			

Contractual Services	\$47,900	\$24,500	51.1%
-----	-----	-----	-----
Total Expenditures	\$47,900	\$24,500	51.1%
Excess of Revenues Over Expenditures	(\$2,900)	(\$24,500)	
Fund Balance 7/1/20	\$4,838	\$4,838	
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Fund Balance 7/31/20	\$1,938	(\$19,662)	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$749,086	\$0	0.0%
	-----	-----	-----
Total Revenue	\$749,086	\$0	0.0%
EXPENDITURES:			

Fixed Charges	\$1,848,950	\$0	0.0%
Other		-	100.0%
	-----	-----	-----
Total Expenditures	\$1,848,950	\$0	0.0%
Excess of Revenues Over Expenditures	(\$1,099,864)	\$0	
Fund Balance 7/1/20	\$957,484	\$957,484	
	-----	-----	
Fund Balance 7/31/20	(\$142,380)	\$957,484	

AGENDA ITEM #X-A
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,187,500	\$907	0.1%
-----	-----	-----	-----
Total Revenue	\$1,187,500	\$907	0.1%
EXPENDITURES:			

Salaries	\$300,530	\$24,204	8.1%
Employee Benefits	327,988	35,293	10.8%
Contractual Services	386,625	29,520	7.6%
Materials & Supplies	9,100	3,710	40.8%
Conference & Meetings	15,555	1,323	8.5%
Fixed Charges	186,917	187,314	100.2%
Utilities	2,745	1,412	51.4%
-----	-----	-----	-----
Total Expenditures	\$1,229,460	\$282,776	23.0%
Excess of Revenues Over Expenditures	(\$41,960)	(\$281,869)	
Fund Balance 7/1/20	\$308,564	\$308,564	
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Fund Balance 7/31/20	\$266,604	\$26,695	

**AGENDA ITEM #XII-B-1
AUGUST 25, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING (MOU) FOR FALL 2020 BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957,
DUE TO THE COVID-19 NATIONAL PANDEMIC**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Understanding (MOU) for Fall 2020 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic.

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 for the Fall 2020 semester.

BOARD ACTION: _____

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

_____ 2020

Issue:

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

Agreement: The parties agree to the following:

1. CDC, ICCB and IDPH guidelines will be adhered to and will guide and/or determine COVID-19 and safety-related decisions made by the College.
2. Full-time Faculty salary and employment status will remain as-is according to the most current CBA and any contracts or payment agreements made for the FA-20 semester even if programs or courses are low-enrolled.
 - a. Due to the unprecedented situation in Fall 2020, Faculty will not be required to teach more than five (5) course sections totaling at least 13.1 credits unless the faculty member and the Faculty Senate President agree to more. This five (5) course section limit does not include courses that are open-lab or cross listed (offered at the same time in the same location with the same instructor) or for courses like or similar to OCED 290 Workplace Experience that are designed for limited enrollment and require instructor approval.
 - b. Tutorial loading will be used only to calculate load course sections beyond five (5) course sections or fifteen (15) credits.
 - c. No precedent or past practice will be set regarding Faculty load calculation for past or future situations.
3. In considering the status of under-enrolled programs that have been areas of concern for FY20-21, appropriate consideration will be given to the impact of the COVID-19 pandemic. Any under-enrolled programs considered for program reduction will be subject to Program Review, following the process explained in the most current Faculty Handbook.
4. Full-time Faculty evaluations will be as follows:
 - a. Tenured Faculty who were scheduled for continuing evaluation (3-year cycle) will have any outstanding evaluations completed during the 2020-2021 academic year if possible. Tenured Faculty evaluations scheduled for the 2020-2021 academic year will proceed as scheduled if possible. The determination of when to schedule evaluations will be decided by the Faculty member and their dean.
 - b. Non-tenured Faculty may opt into evaluation for the FA-20 semester, but appropriate consideration will be made to understand that the format of the class is new and may not be as comfortable as a traditional class. Members of tenure committee and dean should view different class sessions or courses.

- c. Any Faculty evaluations held via online platforms or Zoom may not be recorded without the Faculty member's express consent. If consent is not given, the observer will take notes or otherwise document their thoughts as consistent with in-person evaluation.
 - d. Non-tenured Faculty should still expect to be evaluated at least four semesters within the time frame by the dean and tenure committee prior to being recommended for tenure.
 - e. Non-tenured Faculty may choose to opt into an extra semester of evaluation added to their tenure process. The Faculty member will choose whether to accept this option. This option will not be determined by the Tenure Committee, the Dean, or any party other than the Faculty member. The deadline for opting into an extra semester of evaluation shall be no later than September 1 for August hires and February 1 for January hires. Faculty choosing to opt into the extra semester of evaluation will notify in writing, which writing shall acknowledge that the request was voluntary and a waiver of the statutory timeline, their Dean or Associate Dean before the deadline.
 - f. The Board of Trustees will approve extension requests made by Faculty. The Board will indicate in the approval that the Faculty member requested a voluntary extension because of COVID-19 and agree that this is not a term of remediation. There will be no corrective actions provided for this extension because the extension is not remedial.
5. Any unused FY21 Personal Days, provided as a benefit to Faculty and Custodial Maintenance employees via the most current CBAs, will be rolled over into the next academic year(s). These unused days will be eligible for use through academic year 2023/2024.
 6. A Faculty member will be notified by the College where a Health Department or IDPH has provided sufficient information to make the College aware that the individual of concern had sufficient contact with the faculty member to be notified under contact tracing protocols. This will include notification, via email or phone, when the College has been formally made aware that a student enrolled in a Faculty member's on-campus course has tested positive for COVID-19 or is deemed by a Health Department as a presumptive positive. Notification will not include the student's name.
 7. If Faculty are asked to disinfect instructor workstations, they will be expected to clean consoles only, and the College will provide appropriate training, proper equipment and cleaning supplies.
 8. As per CDC guidelines that suggest that high-touch surfaces be cleaned frequently, the College will commit to cleaning and disinfecting each scheduled classroom and bathroom, including instructor workstations, and desks/chairs, and common areas a minimum of once a day, and high-touch surfaces such as doorknobs/handles, common-area surfaces, light switches, elevator buttons, handrails, and bathroom touch surfaces will be disinfected a minimum of three (3) times each day.
 9. Section caps for every face-to-face and hybrid course will be appropriately adjusted to accommodate classroom sizes and social distancing guidelines.
 - a. Fully face-to-face classes that have more students than are allowed in their respective classrooms shall be split into the appropriate amount of sections required to fit their scheduled classrooms. Those sections will be loaded as separate classes for the faculty teaching said courses.
 10. Remote work will be the standard for all non-classroom campus service, including office hours, Opening Days, committee meetings, meetings with supervisors, etc. No Faculty member will be expected to attend face-to-face meetings or events.
 11. The College recognizes that preparing and presenting current courses is the most essential function of a Faculty Member. Likewise, the College recognizes that preparing and presenting courses in an alternative format is challenging, time-consuming, and stressful. Similarly, the Faculty

acknowledge and recognize that issues of COVID-19 present a substantial number of external threats to the College, creating challenging and stressful management and student enrollment hurdles for the administration. Accordingly, while Faculty are encouraged to maintain usual and customary additional duties, there will not be repercussions for declining such additional, duties as normally assigned, including recruiting activities, committee work, etc. if the Faculty member feels unable to do so, especially those activities that require in-person attendance. In such instances the Faculty member shall first discuss their concerns with their Dean or supervisor, to see if the concerns can be reasonably addressed.

- 12. Faculty who are teaching more than 50% of their teaching load online, hybrid or virtual meeting mode will again receive \$10 per month for the months of August through December stipends for internet services.
- 13. Faculty will be provided with necessary equipment and adequate training for alternative delivery methods. Faculty members must request purchase of authorized equipment through the College. The College will purchase the equipment due to record keeping requirements. If for some reason the College cannot purchase the equipment and the Faculty member purchases authorized equipment, with approval of a purchase request, necessary for alternative delivery methods, the College will reimburse the entire amount of that purchase. If a Faculty member requires additional training that cannot be provided by the College, the College will pay for or reimburse the cost of said training.
- 14. One (1) Faculty representative from the Faculty Resource Team (FRT) with a minimum of one month of service shall be identified by the Faculty Senate President and added to the Emergency Operations Team for the COVID-19 pandemic response. This appointment shall conclude upon cessation of IDPH's declaration of a public health crisis related to COVID-19.
- 15. No decisions made by the College occurring because of the COVID-19 pandemic situation will be considered to have established past practice unless otherwise agreed upon.

Both parties agree to revisit this agreement, should it be necessary, no later than December 1, 2020 for the following academic semester.

Date: _____, 2020

Board President

Joseph W. D'Amore 8-18-2020

Faculty Senate / Local 1957 President

**AGENDA ITEM #XII-B-2
AUGUST 25, 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 COURSES AUTM 111 AND AUTM 113
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 courses AUTM 111 and AUTM 113 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 courses AUTM 112 and AUTM 113.

BOARD ACTION: _____

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

August 19, 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 courses AUTM 111 and AUTM 113:

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: 08/19/2020, 2020

Board President

Joseph W. Grove 8/19/2020
Faculty Senate / Local 1957 President

[Signature]
Faculty Member