

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
October 27, 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/92329463922?pwd=NEJTSE1hNjkybHFkdjdwWTZhOVZhUT09>
or by phone at 312-626-6799 and passcode 654321

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: September 9, 2020 Board Retreat
 September 22, 2020 Budget Work Session
 September 22, 2020 Regular Meeting
- IV.. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic
 - 1. Addition of Men’s and Women’s Cross Country Beginning Fall 2021 (Page 3)
 - B. Administration
 - 1. First Reading: Revised Policy 3.101 – Financial Aid “Unusual Enrollment History” (Page 6)
 - 2. First Reading: Revised Policy Manual Appendix – Information Technology Services Acceptable Use Guidelines (Page 9)
 - 3. Second Reading – Revised Policy: Policy on Definitions (Page 20)

4. Letter of Support to the City of Mount Carroll for the Expansion of the Tax Increment Financing (TIF) District for the Downtown and South City Redevelopment Project (Page 25)

C. Personnel

1. Appointment: Student Advisor, Project Succeed (Page 27)

D. Financial

1. Acceptance of FY20 Annual Audit (Page 28)
2. Payment of Bills and Agency Fund Report – September 2020 (Page 29)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 31)
- B. Shared Governance
- C. Partners In Leadership
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

XI. **CLOSED SESSION**

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

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
- C. Student Disciplinary Case

XIII. Old Business

- A. Athletics Strategic Plan

XIV. New Business

XV. Dates of Importance

- A. Next Regular Board Meeting – November 24, 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 – December 10, 2020, at 8:30 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVI. Adjournment

**AGENDA ITEM #VIII-C-1
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Fall of 2020.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Amy	Chamberlin			Spring 2020 Cosmetology Course completion due to Covid-19	24		\$60.00	\$1,440
Kristin	Stinnett			Spring 2020 Automotive Course Completion due to Covid-19	84		\$60.00	\$5,040
Elizabeth	Niesman	3215	LIBS199VMG	FYES		2	\$546.33	\$1,092.66
Kristi	Dinderman	3276	AGOC144A	Evaluation of Dairy		2.9	\$488.69	\$1,417.20
Don	Tresemmer	3005	MATH159AXX	Int. Algebra I		2	\$488.69	\$977.38
Constance	Taylor	3003	MATH067AXX	Basic Algebra I		2	\$488.69	\$977.38
Shara	Ibalio	3729	PERS011BCC	How to Manage the Cloud	1.5		\$27.50	\$41.25
Dale	Anderson	3719	PERS036OCC	Metal Detecting				\$12.00
Mark	Peterson	3709	PERS037HCC	World War II in the Pacific	4.5		\$27.50	\$123.75
Mark	Peterson	3708	PERS037GCC	Cahokia/Mississippian Culture	1.5		\$27.50	\$41.25
Kathy	Heid	3702	PERS036KCC	Walk & Stretch	30		\$18.00	\$540.00
Jessica	Anderson	3755	PERS032ICC	Sunflower Painting Online	2		\$25.00	\$50.00
Allen	Reed	3710	PERS037ICC	Black Hawk War	4.5		\$30.00	\$135.00
Dagny	Brandt			Applied Music Major - Voice				\$1,600.00
Jody	Brubaker			Applied Music - Voice				\$200.00
Jody	Brubaker			Applied Music Major - Voice				\$1,600.00
John	Hartman			Applied Music Major - Guitar				\$800.00
Brandon	Lamm			Applied Music Major - Strings				\$200.00
Kay	Sperry	3607	NURS191AXX	Portion of Fund of Nursing Lab		3	\$1,294.53	\$3,883.59
						2.23	\$1,423.98	\$3,175.48
Ah'asia	Kloeping			Upward Bound/FHS Tutor	TBD		\$12.00	TBD
John	Werkheiser			Upward Bound/FHS Tutor	TBD		\$12.00	TBD
Other Assignments								
Annette	Hartman			Design 2020 HCC Commencement program				\$ 175.00
Kim	Ramirez			Medical Coding course for five students - 1st installment				\$ 4,075.00
Joseph	Quiroz			Drawing assistant 8/26, 9/2, 9/9	6		14	\$ 84.00
John	Hartman			Piano tuning				\$ 130.00

**AGENDA ITEM #IX-A-1
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**ADDITION OF MEN'S AND WOMEN'S CROSS COUNTRY
BEGINNING FALL 2021**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the addition of men's and women's cross country as an NJCAA intercollegiate athletic program beginning Fall Semester 2021.

BACKGROUND: The addition of men's and women's cross country works toward addressing the goals of the Strategic Enrollment Management and Athletic Department Strategic Plans to increase enrollment of traditional students. Aimed at growing enrollment and increasing extracurricular opportunities for students, the addition of men's and women's cross country in academic year 2021-2022 is a logical component of the growth and success of Highland. Projected revenue and budget expenditures for a minimum of eight full-time students in each program, 16 total, is attached.

In addition to the increased enrollment potential, Highland will also gain increased media recognition and community involvement that athletics brings to a college. Adding men and women's cross country will increase our recruitment opportunities from area high schools. Nearly 60 high schools within a 100-mile radius of Highland Community College compete in boy's and girl's cross country. Thirteen (13) Region IV colleges field cross country programs, and three Arrowhead conference schools offer cross country programs. Along with increased recruitment opportunities, it is also important to note the retention and graduation rates of Highland's student-athletes have consistently been higher than the general student population.

By offering cross country, we will be able to attract new full-time students, increase credit hours, and fill open classroom seats. This would also add to our tuition revenue, state reimbursement, and the general character, diversity, and quality of the campus community.

BOARD ACTION: _____

**MEN & WOMEN'S CROSS COUNTRY PROPOSAL
OCTOBER 2020**

RATIONALE

In conjunction with both the goals of Strategic Enrollment Management (SEM) to increase enrollment of more traditional students and an early piece of the athletic department strategic plan to aid in growing enrollment, adding men and women's cross country in 2021-2022 is a logical component for the growth and success of Highland. Nearly 60 high schools within a 100-mile radius of the College compete in boys and girls cross country. Thirteen (13) Region IV colleges field cross county programs, and three Arrowhead conference schools offer cross country programs. Outcomes of a result of adding cross country include but are not limited to the following:

- *Increase the number of full-time students
- *Increase credit hours generated
- *Fill open seats in GenEd classes
- *Retention and graduation rates higher for student-athletes than general student population
- *Increase the number of activities available for student and community viewing
- *Increase opportunities to add to campus diversity
- *Improved utilization of outdoor facilities

PROJECTED TUITION REVENUE

We project a minimum of eight (8) student-athletes on both the men's and women's cross country teams (16 total).

16 students X 12 credit hours X \$146 per credit hour = \$28,032 X 2 semesters	\$56,064
6 tuition waivers X 12 credit hours X \$146 per credit hour = \$10,512 X 2 semesters	<u>\$21,024</u>
Projected Tuition Revenue	\$35,040

Figures do not include:

- *Fee revenue generated
- *Additional credit hours enrolled above 12 hours
- *State reimbursement money
- *Bookstore sales
- *Cafeteria sales
- *PR value
- *Friends of runners enrolling at Highland

TUITION WAIVERS

3 for men, 3 for women – 6 total
Strategic plan calls for 5 each – 10 total
NJCAA allows up to 10 each – 20 total

MEN & WOMEN'S BUDGET

Salaries: Head Coach	\$ 7,500
Assistant Coach	\$ 4,500
Supplies	\$ 2,500
Travel In-State	\$ 5,000
Travel Out-of-State	\$ 1,000
Recruiting	\$ 500
Miscellaneous	<u>\$ 1,000</u>
Total, including salaries	\$22,000

These costs would be on the high estimate end

PROJECTED NET REVENUE

Tuition revenue	\$35,040
Expenses	<u>\$22,000</u>
Net revenue	\$13,040*

*to increase enrollment of 16 FT students

19.5% of the 308 new students in Fall 2020 are student-athletes 60/308

**AGENDA ITEM #IX-B-1
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 3.101
FINANCIAL AID “UNUSUAL ENROLLMENT HISTORY”**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for the first reading revised policy 3.101, Financial Aid “Unusual Enrollment History” which is included in Chapter III, Student, of the policy manual.

BACKGROUND: The recommended change to Policy 3.101 maintains compliance with federal regulations while providing more opportunity for students to re-establish financial aid eligibility. This is in keeping with the strategic plan objective of reducing the number of students losing eligibility for financial aid due to their academic progress.

BOARD ACTION: _____

3.101 Financial Aid “Unusual Enrollment History” (Reaffirmed 11/26/19)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment history. These students will be identified by the U.S. Department of Education and reported to the College.

“Unusual Enrollment History” Adopted October 22, 2013

Students may be identified by the U.S. Department of Education as having:

- An unusual enrollment history (UEH) or
- A questionable enrollment pattern.

1. **Unusual Enrollment History**

If the student is identified by the U.S. Department of Education as having an unusual enrollment history, the College must collect additional information regarding the student’s prior enrollment. If during the appropriate 4 year review period the student has received Pell at the College, no additional action is required unless the College has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case the College will review as if the student had received an indicator of a questionable enrollment pattern. If the student did not receive Pell from the College during the appropriate 4 year review period, he or she will be reviewed as having a questionable enrollment pattern.

2. **Questionable Enrollment Pattern**

If the student is identified by the U.S. Department of Education as having a questionable enrollment pattern, the student’s academic records will be reviewed to determine if the student received academic credit during the appropriate 4 year award year period. Students will be required to complete the UEH form and submit academic transcripts for review by the financial aid office (these transcripts do not need to be official). Upon receipt of the UEH form and transcripts, the financial aid office will confirm the schools attended through National Student Loan Data System (NSLDS) and review the academic transcripts to determine credit earned. Based on the review of the documents received, the financial aid office will either approve or deny the student’s continued eligibility for federal financial aid.

If approved the student must meet with an academic advisor and submit an academic plan to the financial aid office before aid will be processed. If denied the student will have the opportunity to appeal the decision by submitting the UEH Appeal Form.

3. Appeal Procedure

Students whose aid eligibility is denied as a result of their UEH may be reconsidered for federal student aid after meeting with an academic advisor, creating an academic plan that specifically lists enrolling in 12 credit hours only in courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's Standards of Satisfactory Academic Progress (SAP). The 12 credits are not required to be taken in the same semester. It is the student's responsibility to pay for the classes on this plan.

Students will be notified of all decisions via their HCC email account. If a HCC email account has not been established, the student will be notified by either the email address provided on the FAFSA or by U.S. mail.

**AGENDA ITEM #IX-B-2
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY MANUAL APPENDIX
INFORMATION TECHNOLOGY SERVICES ACCEPTABLE USE GUIDELINES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised appendix to the Policy Manual, Information Technology Services Acceptable Use Guidelines.

BACKGROUND: As part of the regular review of policies and appendices, the Policy Committee has reviewed the attached appendix and had made the proposed revisions, as indicated with underlining. Input was sought from many sources as part of the review of the guidelines, including Board members, faculty, staff, other colleges, and the College's attorney. The Policy Committee recognizes the importance of the Information Technology Services Acceptable Use Guidelines due to the proliferation of technology and social media use. In addition, due to the ever-evolving nature of technology, the Committee realizes the Guidelines should be revisited regularly.

Revisions to these guidelines were originally presented to trustees for first reading in March 2019, with a second reading in July 2019. During the July 23, 2019, regular Board meeting, concerns were raised with regard to how the information could be used. Following discussion, the second reading failed and the guidelines were sent back to the Policy Committee for review. Since the first reading was approved over 18 months ago, this is now being presented again for first reading.

BOARD ACTION: _____

**Highland Community College
Information Technology Services
Acceptable Use Guidelines
Updated 2020~~5~~**

Highland Community College provides technology resources to meet the College's purpose, to support our educational and community values, ~~and to support our programs and initiatives.~~ Highland Community College's Information Technology Services organization's goal is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College.

Access to Highland Community College technology resources--computing facilities, network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology Services staff--is a privilege, not a right. This privilege is extended to all users-- faculty, staff, students, trustees, alumni/ae, affiliated individuals and organizations, partner non-profits, guests, and Pre-K-12 schools. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

This "Acceptable Use Guidelines" document describes activities that Highland Community College considers acceptable use, as well as violations of use, of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact the Director, Information Technology Services for assistance at 815-599-3480599.

While there are cases in which the use of technology resources is deemed not responsible or not acceptable, there are also more serious cases in which technology resources are used in the conduct of behaviors which violate College policies, code of conduct, or local, state, or federal law. Though the use of technology resources is the focus of this document, members of the Highland Community College community and others using Highland Community College's technology resources are advised that use may also be governed by other College policies including but not limited to those in the student handbook, College catalog, and other policies governing academic, student life, or personnel matters at the College or agreements between the College and affiliated organizations. Highland Community College's technology and information resources are not to be used for commercial purposes or non-College related activities without written authorization from the officer(s) of the College that have been so designated (contact the Director, Information Technology Services for further information).

Highland Community College reserves the right to enforce applicable penalties in accordance with College policies, code of conduct, or local, state, or federal law and/or immediately terminate access to College systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of "acceptable use" or other College policies or law.

The College will act in accordance with the provisions of the Digital Millennium Copyright Act in the event of notification of alleged copyright infringement by any user.

The College retains control, custody and supervision of all College provided computer technology. To ensure proper network performance and security, as well as appropriate use, authorized Information Technology Services staff may monitor and record user activity. No user shall have expectations of privacy in their use of computer technology, including e-mail messages and stored files.

Although Highland Community College takes measures to safeguard integrity and confidentiality, it in no way guarantees the safety or security of information resources. Highland Community College disclaims liability for the unauthorized interception, use, misuse, damage or destruction of information resources. No student, faculty member, staff member, or authorized user shall seek to hold Highland Community College liable for damage resulting from unauthorized interception, use, misuse, damage or destruction of information resources. Each authorized user shall hold Highland Community College harmless and indemnify it for any expense or loss caused by his/her own unauthorized interception, use, misuse, damage, or destruction of information resources, or by his/her violation of this Acceptable Use Guideline document.

Thousands of current and future students, faculty, staff, alumni, and donors are utilizing social media sites such as Facebook, Twitter, LinkedIn, YouTube, ~~MySpace~~ Instagram, Snapchat, Pinterest, and a whole host of messaging apps, blogging sites and comment interfaces to stay personally and professionally connected. HCC believes that having a presence in these areas will allow the College to broadcast information and interact with the public in ways that will further Highland's mission, vision, and core values.

Social media sites are powerful communication tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Highland Community College has developed guidelines, located within this document, to help clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media.

Both in professional and institutional roles, employees need to follow the same behavioral standards while participating in social media as they would in real life situations. The same College policies, Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) code of conduct, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other constituents apply online as in ~~real-world-face-to-face~~ situations. Employees and students are personally accountable for anything they post to any social media sites and/or apps.

User and Staff Responsibilities:

As a user or staff member of Highland Community College's technology resources, you have a shared responsibility with the College's Information Technology Services staff to maintain the integrity of our systems, services, and information so that high quality services can be provided to everyone. Your responsibilities include:

1. To use the College's technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.
2. To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
3. To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the sensitive information and dissemination of information outside the campus, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, Red Flag, HIPAA, codes of professional responsibility, etc.).
4. To exercise due diligence in protecting any personally owned computer technology devices you connect to the Highland Community College wireless network from viruses, worms, and security vulnerabilities by regularly using anti-virus software.
5. To keep your technology accounts (computer, network, ~~application and application~~) secure. If you suspect unauthorized access, report suspected unauthorized access to it to your supervisor or the Information Technology Services department.
6. To not share your privileges with others. Your access to technology resources is not transferable to another member of the Highland Community College community, to family members, or to an outside individual or organization.
7. To comply with posted policies governing use of public computing facilities.
8. To present a Highland Community College digital presence web page that reflects the highest standards of quality and responsibility. As the web page owner of digital content, you are responsible to ensure that both the images, words, content of your web page and all links, and references from your digital presence web page are consistent with this and other College policies, copyright laws, and applicable local, state, federal laws (including, but not limited to, Americans with Disabilities Act and Web Content Accessibility Guidelines 2.0). Published digital content web pages are is not to be used for commercial purposes or for activities not related to the purposes of the College, without written authorization from the College.
9. To understand the implications of sharing personal information or data via the Internet, e-mail, Instant Messaging or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
10. To keep all institutional data in safe-keeping. Information containing any personal data of students, staff or others should not leave the institution unsecured.
11. To ensure all information is stored to the network (H: and G:) and not to local computer hard drives (C:).

Examples of Violations of "Acceptable Use"

Unauthorized Access Unauthorized Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account ("cracking"). This includes accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access Highland Community College's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, applications, etc.)
4. Using technology resources for unauthorized or illegal uses.
5. Logging onto another user's account; sending e-mail, etc. from another user's account or device or from an anonymous account.
6. Unauthorized use of the College's registered Internet domain name(s).
7. Changing your Highland Community College-issued machine name to a name that is different from that assigned by Information Technology Services.

Unauthorized Access to or Use of Services and Equipment

8. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
9. Use of any kind of program/script/command designed to interfere with a user's computer or network session.
10. Intentionally damaging or tampering with a computer or part of a computer system.
11. Knowingly spreading computer viruses.
12. Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.
13. Excessive use of technology resources for "frivolous" purposes, such as game playing, streaming non-educational audio/video, or downloading files. This causes congestion of the network or may otherwise interfere with the work of others, especially those wanting to use public access PCs or network and Internet resources.

14. "Hacking" on computing and networking systems of the College or using the College's network to "hack" other networks.
15. Setting up wireless access points (WAPs).
16. Employees are not to use technology services excessively for personal use while performing their regular assigned duties.
17. Unless resources are used to meet the College's purpose, to support our educational and community values, and/or to support our programs and initiatives, users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented or explicit, threatening, racially offensive, harassing, or illegal material.

Unauthorized Use of Software, Data & Information

18. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
19. Violating software licensing provisions.
20. Installing software on College machines without appropriate authorization (from Information Technology Services).
21. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on College technology resources.
22. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Unauthorized Use of Email/Internet Messaging

23. Harassment or annoyance of others, whether through language, frequency or size of messages.
24. Sending unsolicited bulk mail messages ("junk mail" or "spam") which, in the College's judgment, is disruptive to system resources or generates a significant number of user complaints. This includes bulk mailing of commercial advertising, political tracts, or other inappropriate use of system e-mail distribution lists. Bulk mail should not be the venue for any all-campus conversations.
25. Forwarding or otherwise propagating chain e-mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
26. Malicious e-mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail.

27. Forging of e-mail header envelope information.

28. Forging e-mail from another's account.

Unauthorized Use of Web Pages Highland Community College Digital Media & Servers

29. Posting digital content ~~on your web page~~ that provides information on and encourages illegal activity, or is harassing and defaming to others.

30. Linking your ~~web page~~ digital presence to sites whose content violates College policies, local, state, and/or federal laws and regulations.

31. Running a digital presence ~~web sites~~ that support commercial activities or running server systems under the College's registered domain name, HIGHLAND.EDU or variation thereof, without the College's authorization.

Social Media Guidelines and Acceptable Uses
General Posting Recommendations

1. Be honest about your identity. If you desire to post about Highland in an unofficial capacity, please identify yourself as a Highland faculty or staff member. Never conceal your identity for the purpose of promoting Highland through social media. An excellent resource about transparency in social media sites is the Blog Council's "Disclosure Best Practices Toolkit" at <http://blogcouncil.org/disclosure/>
2. Be accurate in your posts. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.
3. Be respectful to others. You are more likely to accomplish what you want if you are positive and respectful while discussing a bad experience or disagreeing with an idea or person.
4. Be a valued member of the sites in which you are participating. If you join a social network like a Facebook group or comment on a blog, make sure you are contributing valuable input. Refrain from posting information about topics like Highland events unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from certain sites or groups.
5. Take care to think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts long after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a

post. If you feel annoyed or passionate about a subject, it's advisable to hold off posting until you are calm and clear-headed.

6. Maintain confidentiality at all times. Do not disclose confidential or proprietary information about Highland, its students, its alumni or your fellow employees. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPAA. As a guideline, don't post anything that you would not present at a conference.
7. Respect College time and property. As stated in Section 5.23 of the College Policy Manual, computers and your work time are to be used for College-related business. It is appropriate to post at work if your comments are directly related to accomplishing college-related goals, such as seeking sources for information. You should maintain your personal sites on your own time using non-Highland devices/computers.

Official Highland Community College Social Media Accounts

To ensure that any and all interactions on behalf of Highland represent the College's best interests, the following guidelines ~~have been crafted~~ are for those Highland employees authorized to participate and/or maintain official social media sites on behalf of the College. These guidelines are designed to be broad in nature to accommodate differences in online venues while maintaining a universal code of conduct.

8. To be recognized by the College as an official HCC social media account, the account administrator(s) must seek approval from the Community Relations (CR) office. The CR office will review all social media inquiries. This office should also be used as a resource for the college community for any social media needs. The CR Office will ensure the pages are set up properly according to the social media site's policy.
9. All Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events ~~officially recognized by the College~~ must have a HCC faculty or staff member as an administrator at all times. ~~In the event that accounts allow for multiple administrators, the CR office may request will have administrator privileges.~~
10. Should an HCC employee account administrator leave the College ~~for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another HCC employee to be an account administrator prior to removing himself or herself from that role. The CR office should be notified before removing him/herself from that role. when a new administrator takes over.~~ College employees identified as account administrators are held responsible for managing and monitoring content of their officially recognized accounts.
11. Administrators are responsible to remove content that may violate the College's policies. If you have questions regarding the appropriateness of a post to a site that you administer, please contact the CR office.

~~44.12. Paid advertising, including but not limited to, boosting, sponsoring, or promoting a post, through social media must be coordinated through the Community Relations office.~~

Content

~~42.13. Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.~~

~~43.14. You may Do not post any content that is net-threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.~~

~~44.15. Refrain from Be mindful of posting personal opinions on official College social media accounts. Refrain from Do not using the HCC name to promote any personal opinion, product, cause, or political candidate.~~

~~45.16. By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.~~

~~46.17. HCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.~~

~~47.18. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, from an outside source always include citations. Provide a link to the original material if applicable.~~

~~48.19. Refrain from Do not using information and/or conducting activities that may violate local, state, or federal laws, and regulations.~~

~~20. Crisis communications will be directed by the Public Information Officer and must be shared in a timely manner on all Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events.~~

Payment Card Industry (PCI) Compliance Guidelines

~~1. PCI Self Assessment Questionnaire number 3.3: The PAN (Personal Account Number) is masked when displayed and the last four digits are the maximum number of digits to be displayed.~~

2. ~~PCI Self-Assessment Questionnaire number 4.2: All PAN's (Personal Account Numbers [credit card numbers]) are not to be sent via end-user messaging technologies, such as texting, instant messengers, email, etc.~~
3. ~~PCI Self-Assessment Questionnaire number 9.9 (a): The College must maintain a list of devices that are capable of capturing payment card data via direct physical interaction with the card.~~
4. ~~PCI Self-Assessment Questionnaire number 9.9 (b): College employees authorized to operate equipment related to capturing payment card data via direct physical interaction with the card must perform realtime inspections of the equipment to look for any tampering (such as card skimmers) or substitution. Examples of signs that a device might have been tampered with or substituted include unexpected attachments or cables plugged into the device, missing or changed security labels, broken or differently colored casing, or changes to the serial number or other external markings. Report any suspicious tampering or substitution to the Vice President, Administrative Services immediately.~~
5. ~~PCI Self-Assessment Questionnaire number 9.9 (c): The College must train employees during PCI security training to look for suspicious behavior, device tampering, and substitution. No College employee may purchase any device or service relating to the processing of credit card information without approval from the Vice President, Administrative Services.~~
6. ~~PCI Self-Assessment Questionnaire number 12.3.1: Explicit approval by authorized parties to use the technologies: Staff who are responsible for handling credit card transactions as a part of their job duties need to be authorized in writing (or email) to operate a credit card swipe terminal or to have an account set up for use in an online payment system.~~
7. ~~PCI Self-Assessment Questionnaire number 12.3.2: Authentication to systems is required by staff to access critical technologies~~
8. ~~PCI Self-Assessment Questionnaire number 12.3.3: The College maintains a list of all such devices and personnel with access, considered to need access to critical technologies.~~
9. ~~PCI Self-Assessment Questionnaire number 12.3.5: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, IT offices, and the bookstore. Use of SeatAdvisor is limited to the Box Offices.~~
10. ~~PCI Self-Assessment Questionnaire number 12.3.6: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices,~~

~~IT offices, and the bookstore. Use of SeatAdvisor is limited to the Box Offices. The network locations of these technologies are maintained.~~

- ~~11. PCI Self-Assessment Questionnaire number 12.3.8: The College maintains an automatic disconnect timeout for remote access technologies after a period of inactivity lasting 15 minutes.~~
- ~~12. PCI Self-Assessment Questionnaire number 12.3.9: Activation of remote access technologies for vendors and business partners only when needed by vendors and business partners, with immediate deactivation after use.~~
- ~~13. PCI Self-Assessment Questionnaire number 12.5.3: The Vice President of Administrative Services is responsible for establishing, documenting, and distributing security incidents, response, and escalation procedures to ensure timely and effective handling of all situations.~~
- ~~14. PCI Self-Assessment Questionnaire number 12.8.3: The College performs due diligence in evaluating the reputation of a vendor to ensure they have a good and clean record and reputation with PCI security.~~
- ~~15. PCI Self-Assessment Questionnaire number 12.8.4: The College performs an annual inspection on all service providers to validate their PCI compliance using the PCI council's lookup tool. These checks are performed at least annually.~~

**AGENDA ITEM #IX-B-3
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY
POLICY ON DEFINITIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading revised Policy on Definitions.

BACKGROUND: The appendix to the policy manual includes acceptable use guidelines for Information Technology Services and for College-Authorized Security Cameras. The recommended revision to the Policy on Definitions includes the addition of the definition of a guideline in order to provide clarification.

No additions or revisions have been made since Trustees approved the first reading at their September 22, 2020, regular meeting.

BOARD ACTION: _____

POLICY ON DEFINITIONS

A. State Regulations

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

B. Policy

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

C. Procedure

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

D. Guideline

General statements, recommendations, or instructions which outline a suggested model or approach to situations. While not mandatory, guidelines may act as a unifying vision for institutional best practices.

ED. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

1. Employment Status:

a. Regular Full-Time Employee

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

b. Adjunct

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union

Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

- c. **Regular Part-time Employee (Benefit Eligible)**
A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for insurance benefits, and generally work 12 months out of the year.
- d. **Regular Part-Time Employee**
A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.
- e. **Part-Time Limited Employee**
A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.
- f. **Temporary Full-Time Employee**
A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).
- g. **Temporary Part-Time Employee**
A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.
- h. **Seasonal**
Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

2. Pay Status:**a. Exempt**

Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

b. Non-exempt

Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

3. Employee Classification:**a. Administrative**

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are exempt and placed at 65 or higher on the salary schedule. Administrative employees include the president, vice presidents, associate vice presidents, deans, associate deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions are placed at 64 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

c. Non-exempt Professional

A non-exempt professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. **Classified**

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. **Student Worker**

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

FE. Grievance Procedures

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.

**AGENDA ITEM #IX-B-4
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE**

**LETTER OF SUPPORT TO THE CITY OF MOUNT CARROLL FOR THE EXPANSION
OF THE TAX INCREMENT FINANCING (TIF) DISTRICT FOR THE DOWNTOWN
AND SOUTH CITY REDEVELOPMENT PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves Jim Endress, Board Chairman, to provide the City of Mount Carroll with the attached requested letter of support in connection with the 12-year expansion of the City's Downtown and South City Redevelopment Project area, which is in a Tax Increment Financing (TIF) District.

BACKGROUND: The City of Mount Carroll has requested that all taxing bodies impacted by the proposed extension of its Downtown and South City Redevelopment Project area provide a letter of support to the Members of the General Assembly. This request is made in order to complete the redevelopment of the City's historical downtown district and the Shimer Square project. The TIF extension would provide for an additional 12 years, extending the expiration from 2028 to 2040. We have been informed that all other impacted taxing bodies have provided the letter of support.

BOARD ACTION: _____

Highland Community College
2998 West Pearl City Road
Freeport, Illinois 61032

July 15, 2020

Members of the General Assembly
Springfield, Illinois

*Re: City of Mount Carroll, Carroll County, Illinois, Downtown and South City
Redevelopment Project Area, designated June 13, 2005*

To Whom it may Concern:

The City of Mount Carroll, Carroll County, Illinois has requested our support in connection with the extension of its Downtown and South City Redevelopment Project Area in order to permit the City to continue its program for the redevelopment of the City's historical downtown district.

After a review of the accomplishments to date by the City and the need to enable the City to proceed to complete its approved redevelopment plan for this project area, we support the City's request as we believe an extension of the designation of the City's Downtown and South City Redevelopment Project Area is warranted.

Very truly yours,

HIGHLAND COMMUNITY COLLEGE

By: _____

Its President

**AGENDA ITEM #IX-C-1
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
STUDENT ADVISOR, PROJECT SUCCEED**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Brian Moore as full-time Student Advisor for the Project Succeed Program beginning October 13, 2020, at a FY21 salary of \$44,879, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget.

BACKGROUND: Mr. Moore has served as the Coordinator, Learning Services since January 8, 2013. In this role, he promoted student success and increased student retention by coordinating tutoring programs and resources to support students through a variety of means, such as managing Early Alert referrals, proctoring tests, and delivering FYES courses and workshops. Prior to this position, Mr. Moore was the Coordinator, Student Programming in the Upward Bound program at Highland. In this role he worked with high school students from five (5) different high schools providing tutoring, academic and personal counseling and support. He previously taught at the middle school, junior high and high school levels in several area school districts including Durand, Stillman Valley, Pecatonica, and Freeport. Mr. Moore has taught English classes here at Highland and has also served as adjunct instructor in the English department at Sauk Valley Community College and as a Teaching Intern at Northern Illinois University. In addition, he brings experience working as a case manager and psycho-social rehabilitation outpatient counselor at FHN.

Mr. Moore is a graduate of Highland Community College and received his Bachelor of Arts degree in English with a minor in history from Northern Illinois University, and a Master of Arts in English with a concentration in British and American Literature, also from NIU.

Mr. Moore's professional commitment to student success and retention, knowledge of Highland's student support services, and prior experience assisting students in setting and achieving personal, educational and career goals, make him the ideal candidate for this position.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-1
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF FY20 ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accepts the annual audit for FY20.

BACKGROUND: The audit was prepared by Wipfli for all funds of the College including Title IV Federal Financial Aid for Students. Retention of the firm's services was approved at the May 21, 2020, Board meeting.

Due to a change in the Illinois Community College Board (ICCB) deadline to submit the annual audit, it is no longer necessary for the Audit & Finance Committee to authorize submission to ICCB.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-2
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the September 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 343009 through 344011 amounting to \$1,279,757.70, Automated Clearing House (ACH) debits W0000610 amounting to \$12,703.13, and Electronic Refunds of \$30,356.55, with 9 adjustments of \$963.72, such warrants amounting to \$1,321,853.66. Transfers of funds for payroll amounted to \$621,230.04.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$12,703.13. Electronic Refunds are issued to students. CARES Act Grant checks for students were disbursed.

BOARD ACTION: _____

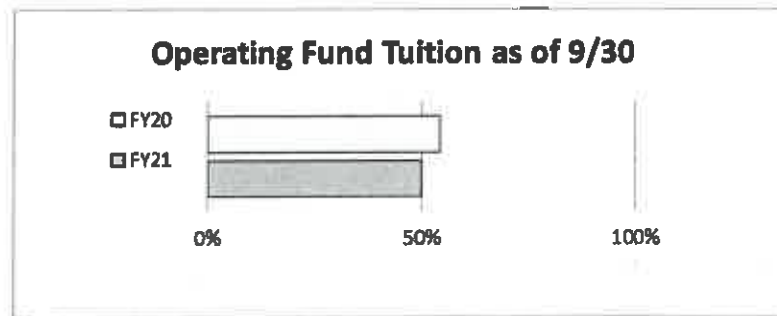
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, September 30, 2020**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$260,100.19	\$28,945.34	\$0.00	\$289,045.53
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	\$458,606.78	\$28,945.34	\$0.00	\$487,552.12
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	15,000.00		76,620.09
1017 HCC ROAD AND LOT	99,197.03	0.00		99,197.03
1018 YMCA ROAD AND LOT	94,196.37	833.34		95,029.71
1019 YMCA BLDG/MAINT	21,881.79	13,112.00		34,993.79
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	\$458,606.78	\$28,945.34	\$0.00	\$487,552.12

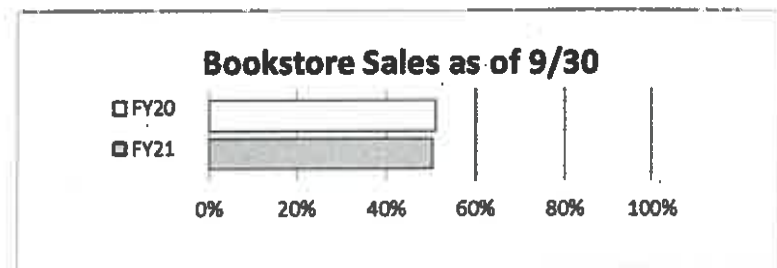
**AGENDA ITEM #X-A
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21**

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

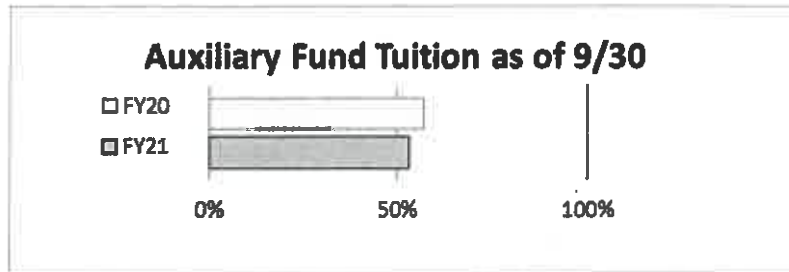
- As of September 30th, we are 25% of the way into FY21.
- The FY21 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers' offices, as reflected in the "local taxes" line items in the funds for which we levy.
- **Current Results as of Month End:** The following chart shows the comparison of the FY20 Operating Funds tuition revenue results to FY21 results as of September 30th. The FY20 bar is the year-to-date results as of September 30, 2019, divided by the actual year end results for FY20. The FY21 bar is the year-to-date results for September 30, 2020, divided by the annual budgeted amount for FY21.



Operating Funds tuition revenue appears to be about 4% lower than anticipated at this point in time. If tuition revenue is 4% lower than budgeted for FY21, that amounts to \$197,000.



- Bookstore sales appear to be in line with the amount budgeted.



- Auxiliary Fund tuition revenue appears to be about 4% below the amount anticipated at this point in time. If auxiliary fund tuition revenue is lower than budgeted for the fiscal year that amounts to \$20,000.

AGENDA ITEM #X-A
OCTOBER 27, 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 September 30, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,520,321	\$1,684,915	25.8%
Credit Hour Grants	1,251,848	251,422	20.1%
Equalization	50,000	-	0.0%
ICCB Career/Tech Education	131,003	65,502	50.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	400,000	102,999	25.7%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	46,700	8,221	17.6%
Tuition & Fees	4,918,500	2,474,722	50.3%
Sales & Services	30,450	2,020	6.6%
Facilities Revenue	100,714	26,027	25.8%
Interest on Investments	97,000	1,511	1.6%
Non-Govt. Gifts, Grants	480,000	-	0.0%
Miscellaneous	40,976	14,663	35.8%
Total Revenue	\$14,090,812	\$4,632,002	32.9%
 <u>EXPENDITURES:</u>			
Salaries	\$9,503,314	\$1,992,723	21.0%
Employee Benefits	2,334,662	753,072	32.3%
Contractual Services	841,053	306,018	36.4%
Materials & Supplies	878,686	334,358	38.1%
Conference & Meeting	201,583	-	0.0%
Fixed Charges	61,740	39,353	63.7%
Utilities	655,851	656,887	100.2%
Capital Outlay	40,375	16,288	100.0%
Other Expenditures	169,500	58,834	34.7%
Transfers (In) Out	(595,952)	-	0.0%
Total Expenditures	\$14,090,812	\$4,157,533	29.5%
 Excess of Revenues Over Expenditures	 \$0	 \$474,469	
 Fund Balance 7/1/20	 4,181,208	 4,181,208	
 Fund Balance 9/30/20	 \$4,181,208	 \$4,655,677	

AGENDA ITEM #X-A
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$911,500	\$237,326	26.0%
Interest	0	151	100.0%
-----	-----	-----	-----
Total Revenue	\$911,500	\$237,477	100.0%
EXPENDITURES:			

Contractual Services	233,000	9,848	100.0%
Capital Outlay	5,782,734	1,260,494	21.8%
Transfers Out	74,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$6,090,495	\$1,270,342	20.9%
Excess of Revenues Over Expenditures	(\$5,178,995)	(\$1,032,865)	
Fund Balance 7/1/20	\$6,119,076	\$6,119,076	
-----	-----	-----	
Fund Balance 9/30/20	\$940,081	\$5,086,211	

AGENDA ITEM #X-A
 OCTOBER 27, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$495,000	\$263,706	53.3%
Bookstore Sales	455,200	229,771	50.5%
Athletics	41,040	3,070	7.5%
Other	131,000	26,419	20.2%
Total Revenue	\$1,122,240	\$522,966	46.6%
EXPENDITURES:			
Salaries	\$350,958	\$48,862	13.9%
Employee Benefits	46,869	12,241	26.1%
Contractual Services	86,066	14,903	17.3%
Materials & Supplies	558,226	348,590	62.4%
Conference & Meeting	260,363	9,213	3.5%
Fixed Charges	10,409	1,500	14.4%
Utilities	600	600	100.0%
Capital Outlay	7,406	821	11.1%
Other Expenditures	22,978	10,216	44.5%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,278,875	\$446,946	34.9%
Excess of Revenues Over Expenditures	(\$156,635)	\$76,020	
Fund Balance 7/1/20	\$284,299	\$284,299	
Fund Balance 9/30/20	\$127,664	\$360,319	

AGENDA ITEM #X-A
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$156,421	\$0	0.0%
Adult Education	229,950	-	0.0%
Other Illinois Sources	136,405	30,285	22.2%
Department of Education	5,214,192	658,425	12.6%
Other Federal Sources	54,456	-	0.0%
Tuition & Fees	605,000	329,754	54.5%
Interest	19,346	53	0.3%
Non-govt. Gifts, Grants	284,203	-	0.0%
Other	295,226	1,755	0.6%
	-----	-----	-----
Total Revenue	\$6,995,199	1,020,272	14.6%
<u>EXPENDITURES:</u>			
Salaries	\$1,215,302	\$308,592	25.4%
Employee Benefits	285,199	79,556	27.9%
Contractual Services	767,807	211,114	27.5%
Materials & Supplies	242,250	93,114	38.4%
Conference & Meeting	136,509	11,448	8.4%
Fixed Charges	24,196		0.0%
Utilities	4,152		0.0%
Capital Outlay	499,982	55,765	11.2%
Other Expenditures	295,111	19,937	6.8%
Financial Aid	3,767,164	575,339	15.3%
Transfers out (in)	448,692	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,686,364	\$1,354,865	17.6%
Excess of Expenditures Over Revenue	(\$691,165)	(\$334,593)	
Fund Balance 7/1/20	1,157,898	1,157,898	
	-----	-----	
Fund Balance 9/30/20	\$466,733	\$823,305	

AGENDA ITEM #X-A
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$45,000	\$37,466	83.3%
-----	-----	-----	-----
Total Revenue	\$45,000	\$37,466	83.3%
EXPENDITURES:			

Contractual Services	\$47,900	\$24,500	51.1%
-----	-----	-----	-----
Total Expenditures	\$47,900	\$24,500	51.1%
Excess of Revenues Over Expenditures	(\$2,900)	\$12,966	
Fund Balance 7/1/20	\$4,838	\$4,838	
-----	-----	-----	
Fund Balance 9/30/20	\$1,938	\$17,804	

AGENDA ITEM #X-A
OCTOBER 27, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,777,961	\$161,695	9.1%
	-----	-----	-----
Total Revenue	\$1,777,961	\$161,695	9.1%
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	(\$70,989)	\$161,695	
Fund Balance 7/1/20	\$794,110	\$794,110	
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Fund Balance 9/30/20	\$723,121	\$955,805	

AGENDA ITEM #X-A
 OCTOBER 27, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,187,500	\$309,995	26.1%
Other	-	\$944	100.0%
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Total Revenue	\$1,187,500	\$310,939	26.2%
EXPENDITURES:			

Salaries	\$307,024	\$69,070	22.5%
Employee Benefits	326,430	132,232	40.5%
Contractual Services	386,625	308,582	79.8%
Materials & Supplies	9,100	3,710	40.8%
Conference & Meetings	15,555	495	3.2%
Fixed Charges	186,917	187,267	100.2%
Utilities	2,745	1,920	69.9%
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Total Expenditures	\$1,234,396	\$703,276	57.0%
Excess of Revenues Over Expenditures	(\$46,896)	(\$392,337)	
Fund Balance 7/1/20	\$308,564	\$308,564	
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Fund Balance 9/30/20	\$261,668	(\$83,773)	