

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
November 24, 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/94749959689?pwd=ZklLUSt6MGVDaVd6MWxVdG9VVEpkZz09>
or by phone at 312-626-6799 and passcode 543210

- I. Call to Order/Roll Call
- II. Seating of Newly Elected Student Trustee
- III. Approval of Agenda
- IV. Approval of Minutes: October 27, 2020 Audit & Finance Committee Meeting
 October 27, 2020 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 - 1. Memorandum of Understanding: Highland Community College and Western Illinois University Elementary Education Pathway (Page 3)
 - B. Administration
 - 1. Second Reading – Revised Policy 3.101: Financial Aid “Unusual Enrollment History” (Page 8)
 - 2. Second Reading – Revised Policy Manual Appendix: Information Technology Services Acceptable Use Guidelines (Page 11)

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

3. Second Reading – New Policy 5.24: Cardholder Information Security (Page 22)
4. First Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 25)
5. First Reading – Revised Appendix: Tenure Review Process (Page 27)

C. Personnel

1. Appointment: Coordinator, Women’s Athletics (Page 30)
2. Approval of Staff Member Requesting to Participate in the Planned Retirement Program (Page 31)
3. New Job Description: Men’s and Women’s Cross Country Coach (Page 32)
4. Revised Job Descriptions/Job Titles: Dean, Humanities, Social Sciences, and Fine Arts; Dean, Natural Science and Mathematics; Dean, Nursing and Allied Health; Director, Retention and Learning Services; Vice President, Business, Technology, and Community Programs (Page 35)

D. Financial

1. Acceptance of FY20 Annual Audit (Page 52)
2. Resolution Authorizing Project “Building S Auxiliary Gymnasium Renovation” and to Authorize Approval for a Health and Safety Levy (Page 53)
3. Resolution Authorizing Project “Building F Theater Rigging, Lighting and Communication System Replacement” and to Authorize Approval for a Health and Safety Levy (Page 56)
4. Education and Building Fund Levy (Page 59)
5. Insurance Levy (Page 62)
6. Audit Levy (Page 65)
7. Social Security and Medicare Levy (Page 67)
8. Approval of Continuation of Contract with Crystal Image Cleaning, Inc. for Additional Custodial Services (Page 69)
9. Acceptance of Bid: Auxiliary Gymnasium Renovations (Page 72)
10. Acceptance of Quote for Protection, Health, and Safety Project: Auxiliary Gymnasium Floor Installation (Page 75)
11. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2014 Bond Issuance (Page 78)
12. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2020 Bond Issuance (Page 82)
13. Payment of Bills and Agency Fund Report – October 2020 (Page 86)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 88)
- B. Student Trustee

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

- C. Shared Governance
- D. Partners In Leadership
- E. Vice President of Academic Services/CAO Search Update
- F. ICCTA Representative
- G. Board Chair
- H. Administration
- I. Strategic Plan

XII. 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

XIII. 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

XIV. Old Business

XV. New Business

- A. Village of Elizabeth TIF Extension

XVI. Dates of Importance

- A. Next Regular Board Meeting – January 26, 2021, 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 Adjournment

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

**AGENDA ITEM #IX-C-1
NOVEMBER 24, 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	CREDIT	TOTAL
					HRS	HRS	
Dieter	Ammann	3707	PERS037FCC	Who Runs Your Brain?	2		\$40.00
Debra	Miller	3740	PERS036PCC	Card Making	10	\$25.50	\$255.00
Debra	Miller	3743	PERS036RCC	Card Making	10	\$25.50	\$255.00
Mark	Peterson	3711	PERS037JCC	Assassination of Lincoln	1.5	\$27.50	\$41.25
Mark	Peterson	3713	PERS037LCC	Assassination of McKinley	1.5	\$27.50	\$41.75
Jeremy	Monigold	3728	PERS011ACC	Smartphone I	1.5	\$25.00	\$37.50
Gordon	Dammann	3714	PERS037MCC	IL Fights for the Union	6	\$40.00	\$240.00
Keith	Dimmick	3712	PERS037KCC	World War II	4.5	\$25.00	\$112.50
Jeremy	Monigold	3730	PERS011CCC	Smartphone II	1.5	\$25.00	\$37.50
Mark	Peterson	3711	PERS037JCC	Church in Hitler's Germany	1.5	\$27.50	\$41.25
Pete	Norman	3315	PHYD1112Y1B	Health		2 \$647.27	\$1,294.54
Chad	Boudreau	3327	PHYD212	First Aid		2 \$546.33	\$1,092.66
Chad	Boudreau	3328	PHYS212DC	First Aid		2 \$546.33	\$1,092.66
Luke	Norman	335	PHYD226VM	Theory of Basketball Coaching		2 \$531.33	\$1,062.66
Joseph	Macaluso			Assistant Baseball Coach			\$4,500.00
Brian	Moore	3206	RDG82VM1	Basic College Rdg		2 \$647.27	\$854.39**
Richard	Jacobs	3296	BUSN243HB	Sales/Personal Comm		2 \$1,294.53	\$2,589.06
Jeremy	Monigold	3485	INFT141Y1	Int. Excel		1 \$1,423.98	\$711.99*
Jeremy	Monigold	3489	INFT146Y1	Int. Access		1 \$1,423.98	\$285.80*
Joseph	DeParasis	3264	EQU1147HB	Stable Mgmt. II		2 \$546.33	\$529.94*
Roger	Hicks	3057	WELD232N	Int. Welding/Fab		3.9 \$488.69	\$1,905.89
Roberta	Andrews			MAC Lab		2 \$488.69	\$977.38
Roberta	Andrews			MATH059B	MAC Lab	2 \$488.69	\$814.48*
Kristi	Fransen			MAC Lab		2.5 \$473.69	\$1,184.23
Nancy	Luepke			MATH067B	Basic Algebra II	2 \$488.69	\$814.48*
Nancy	Luepke			MAC Lab		2 \$488.69	\$488.69*
Ellen	McGinnis			MAC Lab		2 \$488.69	\$977.38
Ellen	McGinnis			MAC Lab		2 \$488.69	\$977.38
Ellen	McGinnis			MAC Lab		2 \$488.69	\$977.38
Ellen	McGinnis			MAC Lab		2 \$488.69	\$977.38
Mark	Miller			MAC Lab		2 \$546.33	\$1,092.66
Mark	Miller			MAC Lab		2 \$546.33	\$1,092.66
Mark	Miller			MAC Lab		2 \$546.33	\$910.55*
Kathy	Sleezer			MAC Lab		2 \$546.33	\$1,092.66
Kathy	Sleezer			MAC Lab		2 \$546.33	\$1,092.66
Kathy	Sleezer			MAC Lab		2 \$546.33	\$1,092.66
Don	Tresemmer			MATH058B	Basic Math	2 \$488.69	\$977.38
*Pro rated based on enrollment							
**Pay for partial semester							
Other Assignments							
Deborah	Lischwe			Demographics presentation for Leadership Institute 9/23/20			\$ 350.00
Elizabeth	Priller			COVID-19 to Calm virtual seminar 10/2/20			\$ 300.00
Joseph	Quiroz			Drawing assistant 8/16, 9/23, 9/30	6	14	\$ 84.00
James	Winker			Speaker for Ldrship Inst opening retreat 9/13-9/15 at Eagle Ridge			\$ 400.00
Kim	Ramirez			Medical Coding course for five students - final installment			\$ 4,075.00
Derek	Matthews			Speaker for High School Servant Leadership October meeting			\$ 500.00

**AGENDA ITEM #X-A-1
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING
HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY
ELEMENTARY EDUCATION PATHWAY**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approves the Elementary Education Pathway Memorandum of Understanding to support the delivery of Bachelor of Education in Elementary Education to Highland Community College students.

BACKGROUND: This agreement is designed to address the local need for qualified teachers. It is the result of discussions between Thedford Jackson, former Transfer Coordinator, Vicki Schulz, Transfer Coordinator, Dr. Chelsea Martinez, Psychology and Education Faculty, Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts and Interim Vice President of Academic Services/CAO, Chris Kuberski, President, Freeport School District, and several representatives from Western Illinois University. This agreement will provide an opportunity for students to begin the Elementary Education Pathway in high school via dual credit, complete an Associate of Arts Degree at Highland, and complete the Bachelor of Education in Elementary Education from Western on Highland's campus. Students will be able to student teach within Highland's district and, hopefully, upon graduation find employment as an elementary teacher within the district.

BOARD ACTION: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Western Illinois University
and
Highland Community College**

SUBJECT: Delivery of Bachelors of Education in Elementary Education to Highland Community College Graduates

- 1. The mission of Western Illinois University is to provide quality instructional programs that will prepare students to fully participate in educational, occupational, economic, and social opportunities. Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois. This Memorandum of Understanding (MOU) defines the relationship between Western Illinois University and Highland Community College and supersedes any previous verbal or written agreements or understandings. This MOU is not to be construed in any way as giving rise to an exclusive relationship between Western Illinois University and Highland Community College.**

- 2. Western Illinois University Requirements. Western Illinois University shall:**
 - a. Be accredited by a national or regional accrediting body recognized by the U.S. Department of Education and the Council for Higher Education Accreditation or a successor organization.**

 - b. Be chartered or licensed by a state and/or the Federal Government.**

- 3. Programs and Services. Western Illinois University shall provide academic instruction in coordination with Highland Community College.**
 - a. Western Illinois University shall schedule and deliver selected courses appropriate to the following academic program:**

 - b. Western Illinois University will offer Bachelors of Elementary Education courses in a combination of delivery formats (Traditional face-to-face, Zoom, hybrid, or online) that could lead to a Bachelor's degree. The traditional face-to-face courses would be offered on Highland Community College campus or via Zoom from Western Illinois University facilities. The courses would be offered to Highland Community College students and alum at the current Western Illinois University tuition rate per credit hour. Additional course and technology fees may apply and vary per course.**

 - c. Additional programs delivered at Highland Community College shall not be offered nor stated programs deleted without a signed amendment to this MOU.**

- 4. Western Illinois University Responsibilities**

a. General

- (1) Western Illinois University shall follow parent institution procedures for approving programs, for making faculty selection and assignments, and in teaching, monitoring, and evaluating programs.**
- (2) Western Illinois University shall provide flexibility to students by facilitating course completions via extensions, correspondence, e-mail, online courses or other remote means, at no additional cost.**
- (3) Western Illinois University shall prepare publicity of a general nature concerning programs provided by this MOU. Western Illinois University shall actively participate in Highland Community College marketing initiatives intended to promote the program. Publicity includes but is not limited to media releases such as input for weekly bulletins, post and other newspapers, and other media aids and devices such as flyers, and posters.**
- (4) Western Illinois University shall provide or arrange access to library and other references and research resources needed for the level of instruction through Western Illinois University.**
- (5) Western Illinois University shall maintain the same admission, grading, academic standards, and degree requirements as on its home campus.**
- (6) Western Illinois University shall take appropriate care of assigned facilities to prevent damage. Maintain cleanliness of assigned space and classrooms. Classrooms shall be left neat, clean (to include whiteboard) and tidy with furniture rearranged as originally found, windows closed and locked, and lights turned off upon vacating premises at the conclusion of each class. Ensure all property remains in assigned classrooms.**
- (7) Western Illinois University shall report any damaged or missing property used in the instructional process in a timely manner so as to avoid interference with or inability to proceed with normal scheduled classroom instruction.**
- (8) Instruction and Associated Service Fees: Western Illinois University shall deliver a complete program of instruction using cost structure agreed upon by both parties. Any changes in the tuition and fees structure will be provided and justified to all the services, as soon as possible, but not fewer than 60 day prior to implementation.**
- (9) Western Illinois University may deliver syllabi, textbooks, and other course materials for each individual course to Highland Community College no later than 10-14 days prior to course start date.**
- (10) Western Illinois University shall advise students regarding program requirements and institutional administrative requirements.**

d. Class Size, Format, and Scheduling

- (1) Class size may range from 5-30 students. Consequently, ideally a minimum of 10 students (between both campuses) will be enrolled in order for a class to be held. Institutional costs and student course offerings will be agreed upon prior to implementation of MOU.
- (2) Western Illinois University shall participate in an annual program planning meeting with Highland Community College.

- e. Evaluation and Quality Control:** Western Illinois University shall allow students the opportunity to evaluate each instructor and course conducted Highland Community College, as well as services provided by the institution.

5. Highland Community College Responsibilities

a. General

- (1) Highland Community College shall provide support and guidance in marketing the program, in accordance with the annual marketing plan, to secure at least an average minimum enrollment for each class.
- (2) Highland Community College shall coordinate with Western Illinois University a tentative annual program/course schedule to assist in sequential course planning to ensure students goals.

b. Facilities Use

- (1) Highland Community College shall provide space for institution's representatives to assist potential students in completing the necessary paperwork for course enrollment. Classrooms will include chairs, tables, and desks.

6. Mutual Agreements and Understandings

- a. All parties agree to meet periodically when either party requests such a meeting to review elements within the MOU.
- b. Should any portion, term, completion, or provision of this MOU be decided by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the validity of the remaining portions, terms, conditions, or provisions shall not be affected.
- c. This MOU may be amended only by a written modification signed and dated by all parties.
- d. All parties will review this MOU annually for the purpose of incorporating any necessary changes. Changes shall be made in accordance with procedures outlined above.

- e. Either party can terminate this MOU by giving six months written notice of the effective date of termination. Western Illinois University shall coordinate with each affected student to ensure a smooth transition to another program.
- f. This MOU will be effective November 1, 2020 through May 31, 2031, unless sooner terminated as specified above. An annual review of the MOU will be conducted, and amendments prepared if required.

_____	DATE	_____	DATE
Western Illinois University		Highland Community College	

**AGENDA ITEM #X-B-1
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

No additions or revisions have been made since Trustees approved the first reading at their October 27, 2020, regular meeting.

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 #X-B-2
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

No additions or revisions have been made since Trustees approved the first reading at their October 27, 2020, regular meeting.

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 815-599-3480~~599~~.

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.

~~14.12.~~ 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

~~12.13.~~ Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.

~~13.14.~~ You may ~~Do not~~ post any content that is ~~not~~ threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

~~14.15.~~ 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.

~~15.16.~~ 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.

~~16.17.~~ 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.

~~17.18.~~ 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.

~~18.19.~~ 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 #X-B-3
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW POLICY 5.24
CARDHOLDER INFORMATION SECURITY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading new policy 5.24, Cardholder Information Security, for inclusion in Chapter IV, Finance and Facilities.

BACKGROUND: New policy 5.24 is required for the College’s compliance with Payment Card Industry (PCI) standards. The College must comply with PCI in order to accept credit card payments. Previously, this language appeared in the Acceptable Use Guidelines for Information Technology Services. This recommendation to create a separate policy is made in keeping with annual audit requirements.

Changes were made from the first reading, which was approved at the September 22, 2020, meeting to update the policy for campus offices with terminals and the associated technology being used.

BOARD ACTION: _____

5.24 Cardholder Information Security (Adopted)

The College handles sensitive cardholder information regularly. Sensitive Information must have adequate safeguards in place to protect cardholder data, cardholder privacy, and to ensure compliance with various regulations. The following Payment Card Industry Compliance (PCI) factors will be in place:

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, the Cosmetology salon, the Cafeteria and the Fine Arts Box Offices.~~ Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, and IT offices, ~~and the bookstore.~~ Use of SeatAdvisor is limited to the Box Offices. Use of Vantiv and Paymetric is limited to the Bookstore.
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, the Cosmetology salon, the Cafeteria and the Fine Arts Box Offices.~~ Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, and IT offices, ~~and the bookstore.~~ Use of SeatAdvisor is limited to the Box Offices. Use of Vantiv and Paymetric is limited to the Bookstore. 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 #X-B-4
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 5.06
PURCHASES OF SUPPLIES AND SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 5.06, Purchase of Supplies and Services, which is included in Chapter V, Finance and Facilities, of the policy manual.

BACKGROUND: The recommended change to Policy 5.06 will update the authorization levels for making College purchases. The policy needed to be updated for changes in titles and because purchasing levels had not been changed in many years, those were reviewed as well. The recommended changes would make Highland’s ranges similar to those used by other community colleges, increase efficiency, and maintain the needed internal controls.

BOARD ACTION: _____

5.06 Purchases of Supplies and Services (Reaffirmed 6/25/19)

Purchases by faculty and staff for supplies and services in the amount of ~~\$500-1,000~~ or less must have written approval from the respective originator and budget manager. Those requisitions between ~~\$1,0500~~ and ~~\$32,000~~ also require the written approval of the appropriate Vice President or ~~President-Associate-Vice-President or Executive Vice-President~~. In addition, all requisitions in the amount of ~~\$32,000~~ or more require the written approval of the ~~Executive Vice-President and President~~. Any other written agreements involved in the purchasing of supplies and services, such as service agreements, statements of work, and proposal acceptance documents require written approval as outlined above.

All required forms (see G:General\Accounting) are to be forwarded to the Manager of Accounting following completion. Required forms for purchases of supplies and services that do not include appropriate written approvals or supporting documents will be the responsibility of the individual and not the obligation of the College. Purchases that are not appropriate College expenses will be the responsibility of the individual and not the obligation of the College.

**AGENDA ITEM #X-B-5
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED APPENDIX
TENURE REVIEW PROCESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised Appendix Tenure Review Process, which is included in the policy manual.

BACKGROUND: As part of the regular review cycle for all policies and appendices, the Policy Review Committee reviewed the Tenure Review Process, which is an appendix to the policy manual. Only minor changes for title updates are recommended.

BOARD ACTION: _____

Highland Community College

Tenure Review Process

~~Adopted January 16, 2018 (Affirmed)~~

Notwithstanding the important charge given to hiring committees in selecting high-quality faculty to serve the college's educational mission, the work of tenure review committees—and the processes followed by such committees—is vital to the long-term success of Highland Community College. To that end, the following guidelines should be followed by all tenure committees.

1. Tenure committees should consist of tenured faculty members from the same department and from the same division as that of the tenure candidate whenever possible and practical; if extenuating circumstances make this difficult or impractical, then faculty membership from outside divisions should make sense (i.e., one's area(s) of expertise should directly pertain to the field of specialty of the tenure candidate). Doing so will help to ensure all faculty members can contribute meaningfully to the tenure review process. Division deans will not serve as members of these tenure committees. Tenure committees, whenever possible, shall be formed prior to the beginning of the semester that the tenure process is to begin. It will be the responsibility of the dean to initiate the process.

2. Any tenured faculty member who wishes to serve on a prospective tenure committee—in accordance with the guidelines set forth on page 21 of the Faculty Handbook—will be eligible to serve. (The language from the Faculty Handbook, page 21, appears as follows: “. . . a committee consisting of three tenured faculty members from the appropriate division”). As indicated above, preference will be given to those in the same department and division as the tenure candidate. If more than three faculty members wish to serve on a tenure committee, the division dean will determine the membership of the committee. Selection criteria shall include, but is not limited to, needs of the tenure candidate and strengths of the tenured faculty members to support the needs of the tenure candidate. Additionally, if a faculty member has served on a recent hiring committee or tenure committee within the department or division, they may be passed over for faculty who have not served recently. If less than three faculty wish to serve on a prospective tenure committee, the division dean will use the same selection criteria above to fill the remaining spots on a tenure committee.

3. One faculty member from this tenure committee shall serve as chair of the committee. The tenure committee will select the chair of the committee from its membership. Division deans will not serve as chair of these tenure committees.

4. Faculty tenure committees should address the tenure candidate's mastery of knowledge content, teaching and classroom effectiveness, and the rigor of course

content and instruction, among other issues related to assessing and evaluating the candidate. This may also include the review of a portfolio submitted by the tenure candidate. Tenure committee members should also be willing to serve as mentors to the candidate, offering guidance and constructive feedback throughout the tenure review process.

5. The tenure committee shall meet at least once a semester until a recommendation is submitted to the division dean. Each committee member should observe the tenure candidate at least once each semester until a recommendation is submitted to the division dean. The tenure committee and the division dean should reach a conclusion either for or against tenure independent of one another: Each division dean should conduct his or her own independent recommendation of tenure for the candidate, allowing the faculty committee to reach a separate recommendation. The faculty committee will submit its recommendation to the dean. The dean will forward his or her recommendation along with the faculty recommendation to the ~~Executive Vice President~~ Vice President of Academic Services/CAO.
6. If a probationary period for the tenure candidate is recommended, rationale and a corrective action plan if required should be provided in writing to all relevant parties: the division dean, the tenure committee members, and the tenure candidate as required by Illinois Tenure Law.
7. If the Dean and/or ~~Executive Vice President~~ Vice President of Academic Services/CAO disagrees with the faculty recommendation, a written rationale should be provided to the committee.
8. The division dean, in consultation with the tenure candidate and the faculty chair of the tenure review committee, shall be responsible for filling vacancies on the committee as soon as reasonably possible in the event of a retirement, resignation, sabbatical leave, or any other reason for said vacancy. Once a vacancy has been filled, the replacement committee member will serve until the completion of the tenure process.

**AGENDA ITEM #X-C-1
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, WOMEN'S ATHLETICS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Danielle Walker as full-time Coordinator, Women's Athletics beginning November 9, 2020, at a FY21 salary of \$36,099, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget.

BACKGROUND: Ms. Walker most recently served as the Head Softball Coach at Colorado Northwestern Community College in Rangely, Colorado. In this role, she organized and managed their NJCAA Division I intercollegiate softball program, including overseeing the daily operations; managing all aspects of the financial operation of the softball sports program, including the annual operating and athletic aid budgets; organizing and conducting individual and team practices, training and competition; scheduling all home and away contests and team travel arrangements; recruiting student-athletes in accordance with NJCAA rules and regulations through on-campus and off-campus activities; administering the sports program's website; and, monitoring and reviewing student-athletes' academic progress to ensure a successful rate of graduation. Prior to taking on the head coach duties, Ms. Walker was employed as the Assistant Softball Coach at Colorado Northwestern. While pursuing her Master's degree, Ms. Walker was a Softball Graduate Assistant at Waldorf University, where she assisted the head softball coach in managing and directing the softball program. During her collegiate softball career as a player, Ms. Walker helped Rock Valley College win the 2014 National Junior College Athletic Association (NJCAA) Division III National Championship. Ms. Walker capped the season with NJCAA Division III First-Team All-American and National Fastpitch Coaches Association (NFCA) All-American First Team honors, was a First-Team All-Conference selection, earned First-Team All-Region recognition, and was named a Marucci Elite Hitter. While at the University of Sioux Falls, she earned a Second-Team All-Northern Sun Intercollegiate Conference (NSIC) selection and was also honored as the NSIC Newcomer of the Year.

Ms. Walker obtained her Bachelor of Science degree in Exercise Science from the University of Sioux Falls in Sioux Falls, South Dakota. She was awarded a Master of Arts degree in Organizational Leadership/Sport Management from Waldorf University in Forest City, Iowa.

Ms. Walker's professional commitment to student athletic and academic success, prior collegiate coaching experience, and strong interpersonal and leadership skills make her an excellent addition to the Athletics department.

BOARD ACTION: _____

**AGENDA ITEM #X-C-2
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF STAFF MEMBER REQUESTING TO PARTICIPATE IN THE
PLANNED RETIREMENT PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees accepts the request of the following staff member to participate in the Planned Retirement Program.

Sandy Johnson, planned retirement June 30, 2021

BACKGROUND: At the September 22, 2020, regular Board meeting, trustees approved the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2021. Based on certain criteria, qualified staff may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of the retirement by the Board of Trustees, qualified employees will receive outlined compensation. This request verifies the individual is qualified based on the criteria enumerated in the agreement and has put forward an irrevocable request. The number of planned resignations at this time is under the program limit of five.

BOARD ACTION: _____

**AGENDA ITEM #X-C-3
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION
MEN'S AND WOMEN'S CROSS COUNTRY COACH**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Men's and Women's Cross Country Coach. This is a part-time, seasonal position.

BACKGROUND: At the October 27, 2020, Board meeting, the Highland Board of Trustees approved the addition of cross country as a new NJCAA intercollegiate athletic program beginning in Fall of 2021. As a result, Highland will need to begin the process of hiring a coach for the teams. The Men's and Women's Cross Country Coach job description outlines the duties and responsibilities of the position.

BOARD ACTION: _____

MEN'S AND WOMEN'S CROSS COUNTRY COACH*

Selection: The Men's and Women's Cross Country Coach shall be appointed by the President.

Duties and Responsibilities: The position of Men's and Women's Cross Country Coach shall be responsible to the Director of Athletic and Physical Education and shall:

ESSENTIAL FUNCTIONS:

- A. have the ability to push up to 40 pounds.
- B. have the ability to read, write and speak the English language.
- C. have the ability to effectively communicate with College students.
- D. have the ability to travel to off-campus sites.
- E. be able to work a variety of hours including early mornings, evenings and weekends.
- F. have a valid Vehicle Operator's License.

DUTIES AND RESPONSIBILITIES:

- A. Select, organize and prepare men's and women's cross country teams composed of Highland Community College students to compete with other institutions of similar size and athletic philosophies.
- B. Conduct annual visits to high schools in the College district to promote the community college opportunity for potential student athletes.
- C. Assist the student athlete to transfer to a four-year institution that offers the student an opportunity to continue his education and athletic experience.
- D. Work in close cooperation with the Director of Athletics and Physical Education in all matters pertinent to the coaching of cross country - scheduling, equipment, supervision, eligibility, public relations, contest management, and managing meets.
- E. Assist in scheduling of cross county meets and tournaments. Assist the Director of Athletics and Physical Education in the selection of meet officials for home events.
- F. Actively recruit cross country student athletes to compete for and attend Highland.
- G. Encourage students to make up work when absent from class due to scheduled meets or events.
- H. Assure proper care and maintenance of equipment and uniforms.
- I. Assist in creating and maintaining budgets for the Men's and Women's Cross Country programs.
- J. Assist the teams in the selection of a team captain and work closely with the captains to maintain a high degree of sportsmanship.
- K. Designate players who qualify for awards, letters and trophies.
- L. Accompany and supervise the teams at practice and meets to assure good public relations and appropriate behavior of participants representing the College.
- M. Keep records of meets. Make results available to the news media, social media outlets, athletic director, and conference, region, and national officials. Provide up-to-date statistics as required by the NJCAA.
- N. Perform all other duties as assigned by the Director of Athletic and Physical Education.

Minimum Qualifications: High school diploma or equivalent, bachelor's degree preferred.
Demonstrated cross country coaching abilities.

Adopted: 11/24/2020 ***[Pending Board Approval]**

ADA

Job Code: 890

MensWmnsCrsCtry.doc

**AGENDA ITEM #X-C-4
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTIONS/JOB TITLES
DEAN, HUMANITIES, SOCIAL SCIENCES, AND FINE ARTS
DEAN, NATURAL SCIENCE AND MATHEMATICS
DEAN, NURSING AND ALLIED HEALTH
DIRECTOR, RETENTION AND LEARNING SERVICES
VICE PRESIDENT, BUSINESS, TECHNOLOGY, AND COMMUNITY PROGRAMS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised job descriptions/job titles for Dean, Humanities, Social Sciences, and Fine Arts; Dean, Natural Science and Mathematics; Dean, Nursing and Allied Health; Director, Retention and Learning Services; and, Vice President, Business, Technology, and Community Programs, as outlined below.

BACKGROUND: With the transition to a new President, a review of the organizational structure of the academic divisions was completed. The changes outlined below represent that review and the resulting recommendations.

The job description for the Dean, Humanities, Social Sciences, and Fine Arts has been revised to reflect that the position will no longer be teaching Community Leadership Program classes. This position may teach other courses, as needed. This position has been overseeing transitional English on campus and in regional high schools, and the job description has been updated to reflect this responsibility. Transitional reading will also be transferred to this division. With the elimination of the International Preservation Studies Center, oversight of that program has been removed from the job responsibilities. The knowledge and skills have been updated to align with the other division dean job descriptions. No change is being recommended to the salary range placement.

The job title for the Associate Dean, Natural Science and Mathematics is being modified to Dean, Natural Science and Mathematics to reflect the position's greater scope of responsibilities. Transitional math has been transferred over to this position from the Director, Transitional Education and Learning Services. The addition of transitional math has resulted in increased budgetary and supervisory responsibilities. The principal duties have been updated to align with the other division dean job descriptions. The position will be placed at range level 39 on Highland's Salary Range Table. It was previously at range level 37.

The job title for the Associate Dean, Nursing and Allied Health is being revised to Dean, Nursing and Allied Health to reflect the position's increased breadth of responsibilities and accountability. This position has taken on an expanded and critical role in accreditation of the

BOARD ACTION: _____

nursing programs. Additionally, the course offerings under the Nursing and Allied Health umbrella will be amplified to include Health and Wellness courses. The principal duties have been updated to align with the other division dean job descriptions. The position will be placed at range level 39 on Highland's Salary Range Table. It was previously at range level 37.

The job title for the Director, Transitional Education and Learning Services is being changed to Director, Retention and Learning Services. As previously noted, the responsibilities related to transitional math, reading, and English no longer reside with this position. This position will have an increased focus on retention in enrollment and student engagement through student support initiatives, such as the revived peer mentor program and the newly created embedded peer mentor/tutor program. Retention is being added to the job title to stress the important role this position has in supporting student success and retaining students. No change is being recommended to the salary range placement.

The job description for the Vice President, Business, Technology, and Community Programs was reviewed to determine if changes were needed in relation to the Business and Technology division. The job description was updated to reflect the responsibilities the position now has over the Truck Driving Program and to align its principal duties, knowledge, and skills with the other dean job descriptions. No change is being recommended to the salary range placement.

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: Dean, Humanities, Social Sciences, and Fine Arts*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide supervision and direction for the programs within the Humanities, Social Sciences, and Fine Arts areas of the College.

PRINCIPAL DUTIES: (essential functions)

- Trains, supervises and evaluates the work performance of assigned staff and faculty. Recommends an employees for promotion, reassignment, discipline and termination.
- Develops, supervises, coordinates and evaluates the instructional programs related to areas of assignment.
- Directs the development of class schedules and teaching assignments and efficiently distributes teaching loads.
- Directs and coordinates all aspects Humanities, Social Sciences, and Fine Arts education related funding options, grants, and state and federal requirements.
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses.
- Prepares and manages the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Interprets administrative policies to faculty and staff and represents division faculty and staff members to the administration.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division and individuals.
- Oversees and facilitates the assessment of student learning within the division.
- Participates in the College accreditation process and other projects as assigned.
- Oversees the course development, implementation, and evaluation of transitional reading and English on campus and in regional high schools.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews and recommends qualified personnel.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys and questionnaires as needed.
- Participates in collective bargaining if requested.
- Directs and coordinates Friends of the Fine Arts.
- In accordance with the Risk Management Policy and Program:
 - Reviews student complaints.
 - Oversees and monitor instructor and student travel.
 - Serves as a member of the College Emergency Management Team.
- Provides oversight of the International Preservation Studies Center.

Adopted 11/19/1991
Dean, Humanities, Social Sciences and Fine Arts

—~~Facilitates~~ Oversees and manages the Community Leadership Programs. May be asked to teach up to 6 contact hours during the fall and spring semester.

- In consultation with the Vice President/CAO Academic Services may teach up to 6 credit hours per fall and spring semesters within appropriate content area.
- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of practices in the administration of instructional programs and related support activities.

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of utilizing data to make informed decisions.

Knowledge of budget preparation and expenditure control.

Knowledge of technology used in teaching and learning.

Skill in operating computers and software applications.

Skill in assessing community and instructional education needs and developing responsive programs.

Skill in effectively leadership, delegating tasks and authority, and training personnel.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

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

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

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

Skill in researching and writing grants and other operational reports.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Master's degree in humanities, social sciences, fine arts or a related field and five (5) years teaching experience at the college level OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Vice President/Chief Academic Officer, Academic Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6130

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: 08/06/20 ~~(reports to)~~ 11/24/2020 ***[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: Associate Dean, Natural Science and Mathematics*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide supervision and direction for the programs within the area of Natural Science and Mathematics.

PRINCIPAL DUTIES: (essential functions)

- Leads the development, supervision, coordination and evaluation of the instructional programs related to areas of assignment.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Represents the College at various meetings on and off campus.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends ~~an~~ employees for promotion, reassignment, discipline and termination.
- ~~Participates in~~ Directs the development of class schedules, makes teaching assignments and efficiently distributes teaching loads.
- Assists in preparing and managing the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division and individuals.
- Teaches up to nine credit hours per semester as assigned by the ~~Executive-Vice President/CAO~~, Academic Services.
- Oversees and facilitates the assessment of student learning within the division.
- Participates in the College accreditation process and other projects as assigned.
- Interprets administrative policies for faculty and staff, and represents division faculty and staff members to the administration.
- Oversees the course development, implementation and evaluation of transitional math on campus and in the regional high schools.
- Directs and coordinates all aspects of Natural Science and Mathematics education-related funding options, grants, and state and federal requirements.
- ~~Leads new program development in assigned areas.~~
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses.
- Participates in collective bargaining if requested.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews, and recommends qualified personnel.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys and questionnaires as required.
- In accordance with the Risk Management Policy and Program:
 - Reviews student complaints.
 - Oversees and monitors instructor and student travel.
 - Performs safety assessments of Natural Sciences classrooms, labs and equipment.

Adopted 11/19/1991

Dean, Natural Science and Math jd.november 2020.docx

Serves on the College Chemical Hygiene Committee.

Consults with faculty on safety practices:

Oversees proper storage and disposal of hazardous materials in accordance with Environmental Protection Agency guidelines.

Serves as a member of the College Emergency Management Team.

- Maintains and increases professional knowledge and skills by attending relevant workshops, training and conferences; participating in program-related professional organizations and seeking opportunities for self-development.
- Communicates effectively with employees and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of practices in the administration of Natural science and mathematics programs and related support activities.

Knowledge of science and mathematics and related concepts, with particular expertise in a specific field.

Knowledge of regulations and guidelines from the Occupational Health and Safety Administration, Environmental Protection Agency and Centers for Disease Control and Prevention.

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

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of technology used in teaching and learning.

Knowledge of utilizing data to make informed decisions.

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

Knowledge of research and analysis techniques and strategies.

Knowledge of personnel management and supervisory principles and practices.

Skill in instruction, including the ability to explain difficult concepts and engage students in learning.

Skill in communicating effectively orally and in writing.

Skill in assessing community and instructional education needs and developing responsive programs.

Skill in operating computers and software applications.

Skill in ~~effectively managing staff~~ effective leadership, delegating tasks and authority, and training personnel.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost-effective management of allocated resources.

Skill in researching and writing grants and other operational reports.

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

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

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. Potential exposure to hazardous physical

Adopted 11/19/1991

Dean, Natural Science and Math jd.november 2020.docx

conditions (electrical currents, vibration), atmospheric conditions (fumes, odors, gases), and hazardous materials (chemicals, blood and/or other body fluids).

MINIMUM QUALIFICATIONS: Master's degree in one of the natural sciences or mathematics and five (5) years teaching and/or administrative or related experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: ~~Executive~~-Vice President/CAO, Academic Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6112

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: ~~02/19/19~~, 11/24/2020 *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: ~~Associate-Dean, Nursing and Allied Health*~~

GENERAL STATEMENT OF RESPONSIBILITIES: To provide supervision and direction for the programs within the area of Nursing and Allied Health programs.

PRINCIPAL DUTIES: (essential functions)

- ~~Leads the development, supervision, accreditation, coordination and evaluation of the instructional programs related to areas of assignment.~~
- Oversees the accreditation process for instructional programs within the division.
- Prepares and manages the annual budget, ~~prepares required state reports,~~ and makes recommendations for the purchase of supplies, materials and equipment.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- ~~Participates in~~ Directs the development of class schedules, makes teaching assignments and efficiently distributes teaching loads.
- Effectively partners with regional health care providers for student internships, clinical placement and clinical review.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division and individuals.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Teaches courses or clinicals as assigned by the ~~Executive-Vice President/CAO,~~ Academic Services, up to 6 credit hours per semester.
- Oversees and facilitates the assessment of student learning within the division. Participates in the College accreditation process and other projects as assigned.
- ~~Leads new program development in assigned areas.~~
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses.
- Directs and coordinates all aspects of Nursing and Allied Health education related funding options, grants, and state and federal requirements.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews, and recommends qualified personnel.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys and questionnaires as required.
- Interprets administrative policies to faculty and staff and represents division faculty and staff members to the administration.
- Participates in collective bargaining if requested.
- In accordance with the Risk Management Policy and Program:

Reviews student complaints.

Oversees and monitors instructor and student travel.

Performs safety assessments of Nursing/Allied Health classrooms, labs and equipment.

Consults with faculty on safety practices.

Oversees proper storage and disposal of hazardous materials in accordance with Environmental Protection Agency guidelines.

Serves as a member of the College Emergency Management Team.

- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of practices in the administration of nursing and health related programs and related support activities.

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of technology used in teaching and learning.

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

Knowledge of research and analysis techniques and strategies.

Knowledge of utilizing data to make informed decisions.

Knowledge of personnel management and supervisory principles and practices.

Skill in written and oral communication.

Skill in operating computers and software applications.

Skill in assessing nursing and other health related education needs and developing responsive programs.

Skill in effectively managing staff, delegating tasks and authority, and training personnel.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

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

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

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 light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work. Potential exposure to hazardous materials (chemical, blood and other body fluids).

MINIMUM QUALIFICATIONS: Master's degree in Nursing, two (2) years management experience and two to five (2-5) years clinical-related experience or training, two (2) years

instructional experience in a nursing education program OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Registered nurse license in Illinois.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: ~~Executive~~ Vice President/CAO. Academic Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6126

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: ~~02/19/19~~ 11/24/20 ***[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: Director, Retention and Learning and Transitional Education Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To promote student success and increase student retention by providing direction and leadership in learning services and transitional education for the College.

PRINCIPAL DUTIES: (essential functions)

- Directs, plans, implements, and evaluates the needs, services and programs provided by Learning Services.
- Administers academic support and learning assistance activities of high impact educational practices.
- Leads the planning, development and implementation of courses and programs in response to identified needs in the Success Center, FYES, and retention efforts, transitional reading, writing and math programs.
- Monitors curricula to insure development, modification and documentation in compliance with the ICCB board and other governing bodies.
- Determines course schedules and works with coordinators to determine faculty and staff assignments.
- Works closely with the campus community on an early warning system, maintaining placement testing standards and procedures that fulfill our academic placement needs.
- Assists and supports traditional, transitional, and high-risk students to promote learning, development and academic achievement.
- Provides a seamless transition of ABE/GED graduates to the College.
- Creates and implements continuous quality improvement processes for Retention and Learning Services and Transitional Education.
- Designs, evaluates and supervises initiatives in support of College-wide goals.
- Leads the assessment, program review and development of goals and objectives within the department and participates in the assessment of student development division, departmental, and course outcomes.
- Provides oversight of the peer mentor programs, including the embedded peer mentor/tutor program.
- Trains, supervises and evaluates the work performance of assigned staff and faculty. Recommends an employee for promotion, reassignment, discipline and termination.
- Prepares and administers the annual budget and makes recommendations for the purchase of supplies, travel, materials and equipment.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Participates in accreditation and other projects as assigned.

Adopted 6/20/1995

Director, Retention and Learning and Transitional

- Ensures a comprehensive approach to assessing and meeting student needs by coordinating with Common Intake staff, Institutional Research, Project Succeed and Career Services.
- In accordance with the Risk Management Policy and Program:
 - Oversees the Disability Services Coordinator to assure the College meets student needs in accordance with state and federal regulations.
 - Reviews student complaints.
- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of principles, practices and processes of testing and student assessment.
 Knowledge of principles, practices and processes of learning and teaching.
 Knowledge of curriculum, degree and certificate programs and transfer requirements.
 Knowledge of principles and practices in working with a diverse student population.
 Knowledge of office management and workflow procedures.
 Knowledge of personnel management and supervisory principles and practices.
 Knowledge of computer operations and software applications.
 Knowledge of retention strategies with at-risk students.
 Knowledge of developmental education theory.
 Knowledge of utilizing data to make informed decisions.
 Knowledge of budget preparation and expenditure control.

Skill in coordinating testing and assessment programs.
 Skill in organization, problem solving, project management and planning.
 Skill in prioritizing multiple tasks and demands and meeting deadlines.
 Skill in operating computers and software applications.
 Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.
 Skill in recommending and implementing goals, objectives and practices for providing effective and efficient services.
 Skill in identifying problems, evaluating alternatives and implementing effective solutions.
 Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.
 Skill in effectively managing staff, delegating tasks and authority, and training personnel.
 Skill in communicating both orally and in writing.
 Skill in developing retention strategies with at-risk students.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.

MINIMUM QUALIFICATIONS: Master's degree in student development, developmental education, higher education administration, curriculum and instruction or a related field, two (2) years instructional experience with students of various abilities and learning styles, and five (5) years of experience involving successful leadership, supervision, program and staff evaluation,

Adopted 6/20/1995

Director, Retention and Learning and Transitional

organization, interpersonal and group interaction, as well as developmental education and retention strategies with at-risk students OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Certified to administer Pearson VUE, CLEP, ACT and SAT preferred after hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Vice President, Student Development and Support Services ~~(Primary)~~
Executive Vice President ~~(Secondary)~~

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6240

JOB SERIES/FAMILY: Administrative Series/Administrator Group

LAST REVISED: ~~02/19/19~~ 11/24/2020 *Pending Board Approval

Highland Community College Position Description

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TITLE: Vice President, Business, Technology, and Community Programs*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direction and leadership within the areas of the Business and Technology Programs, Lifelong Learning, Business Institute, and Facilities.

PRINCIPAL DUTIES: (essential functions)

- Development, supervision, coordination and evaluation of the instructional programs related to areas of assignment.
- Directs and coordinates all aspects of Vocational/Technical education related to program and curriculum development, funding options, grants and state and federal requirements.
- Prepares and manages the annual budgets for assigned areas. Approves budgets and expenditures, and allocates resources as necessary.
- Represents the College at various meetings on and off campus.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division, other supervised areas and individuals.
- ~~Participates in developing~~ Directs the development of class schedules, making teaching assignments and efficiently distributing teaching loads for Business and Technology and Lifelong Learning.
- Develops partnerships with internal constituents and external organizations to better serve the students and local community.
- Participates in assessment of student learning and other projects as assigned.
- Supervises and evaluates departments within assigned areas; oversees the supervision and evaluation of all employees within Business and Technology, Lifelong Learning, Business Institute and Facilities.
- Participates in collective bargaining ~~if as~~ requested.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- ~~Provides oversight of Facilities.~~
- ~~Provides oversight of Truck Driver Training.~~
- Directs and coordinates all aspects of the Lifelong Learning and Business Institute programs.
- ~~Leads new program development in assigned areas.~~
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses.

- Interprets administrative policies to faculty and staff and represents faculty and staff members in assigned areas to the administration.
- In accordance with the Risk Management Policy and Program:
 - Review student complaints.
 - Oversee and monitor instructor and student travel.
 - Perform safety assessments of Business and Technology classrooms and equipment.
 - Procure and oversee the use of program materials and supplies necessary to maintain campus safety.
 - Coordinate weather related school closings.
 - Perform MSDS review as assigned.
 - Serves as a member of the College Emergency Management Team.
 - Review student conduct and intervention.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of practices in the administration of vocational/technical instructional programs and related support activities.

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of technology used in teaching and learning.

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

Knowledge of research and analysis techniques and strategies.

Knowledge of training needs of local business and industry.

Knowledge of utilizing data to make informed decisions.

Knowledge of personnel management and supervisory principles and practices.

Skill in operating a computer and software applications.

Skill in communicating effectively orally and in writing.

Skill in effectively managing staff, delegating tasks and authority, and training personnel.

Skill in assessing community and instructional education needs and developing responsive programs.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

Skill in resolving conflicts.

Skill in researching and writing grants and other operational reports.

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

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

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 sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of

force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Master's degree in vocational education, business education, administrative or a related field and five (5) years teaching experience in a business or technical field, along with some non-academic work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid driver's license.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: ~~Executive Vice President~~ President (primary)
Vice President/CAO, Academic Services (secondary)

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6315

JOB SERIES/FAMILY: Administrative Series/Executive Group

LAST REVISED: ~~02/19/19~~ 11/24/2020 *[Pending Board Approval]

**AGENDA ITEM #X-D-1
NOVEMBER 24, 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 #X-D-2
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “BUILDING S AUXILIARY GYMNASIUM
RENOVATION” AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Building S Auxiliary Gymnasium Renovation in the amount of \$265,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The current gymnasium flooring in the auxiliary gymnasium consists of a poured in place rubber material and a newer layer of roll flooring on top. One or both of these materials contain mercury, which is considered to be a health hazard. While the material in its usual state may not pose a considerable threat, mercury contained in the flooring is off-gassing, which can be a threat in high enough concentrations. Testing was done to determine the level of off-gassing and the recommendation was made by the testing company to remove the flooring as soon as feasibly possible.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2020 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$915,000, with the Project Building S Auxiliary Gymnasium Renovation amounting to \$265,000. An additional project, Building F Theater Rigging, Lighting, and Communication System Replacement, is also being recommended as a health and safety project.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT “BUILDING S AUXILIARY GYMNASIUM RENOVATION” AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Building S Auxiliary Gymnasium Renovation, a project which will substantially upgrade the College’s hazardous auxiliary gymnasium and result in ADA compliance; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building S Auxiliary Gymnasium Renovation is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020, to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22 as a special tax for health and safety

purposes in the amount not to exceed the sum of \$915,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 24th day of November, 2020:

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-3
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "BUILDING F THEATER RIGGING,
LIGHTING AND COMMUNICATION SYSTEM REPLACEMENT" AND TO
AUTHORIZE APPROVAL FOR A HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Building F Theater Rigging, Lighting, and Communication System Replacement project in the amount of \$650,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The current theatrical rigging system is original to the 1974 construction of the building with only small repairs and replacements made since that time. Since then, many of the rigging safety codes have changed and there has been extensive wear and damage on the mechanical hardware. The project will allow for replacement of all ropes and hardware for the College's counterweight system. It will also replace existing counterweight lines with motorized lifts for the five most heavily used battens. An additional safety feature will include the installation of a brail winch to the existing fire curtain to control the rate of descent in the instance of fire.

The existing lighting system is about 20 years old and was damaged during an electrical power surge, causing the stage and house lights to be unreliable. The project will allow for replacement of the damaged and discontinued lighting and replacement with new LED lighting fixtures. A dedicated relay will be added for additional control over the lighting around the orchestra pit to better protect from falls. Automated programs will be installed that will utilize the new LED fixtures to act as safety lights in the event of a fire. The existing communication system is also old and damaged. The replacement system will include a new wireless base option for on-stage personnel to avoid safety issues resulting from wires getting caught on objects or rigging hardware.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2020 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$915,000, with the Project Building F Theater Rigging, Lighting, and Communication System Replacement amounting to \$650,000. An additional project, Building S Auxiliary Gymnasium Renovation, is also being recommended as a health and safety project.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “BUILDING F THEATER RIGGING,
LIGHTING, AND COMMUNICATION SYSTEM REPLACEMENT” AND TO
AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Building F Theater Rigging, Lighting, and Communication System Replacement, a project which will substantially upgrade the College’s hazardous theater; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building F Theater Rigging, Lighting, and Communication System Replacement is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020, to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22 as a special tax for health and safety purposes in the amount not to exceed the sum of \$915,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 24th day of November, 2020.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-4
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

EDUCATION AND BUILDING FUND LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the levy of educational purposes taxes in the amount of \$5,435,000 and building purposes taxes in the amount of \$1,458,000 for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22.

BACKGROUND: The Board has complied with State law in adopting a Tentative Budget, in accordance with State law allowing 30 days or more after adopting such Tentative Budget during which time the public could inspect such budget, setting a public hearing date and then approving adoption of the Official Budget after the public hearing.

A certificate of levy must be signed and delivered to each of the county clerks in District #519 on or before Tuesday, December 29th, which is the last Tuesday in December.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES

RESOLUTION PROVIDING FOR LEVY OF TAXES BY THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND STATE OF ILLINOIS FOR THE YEAR 2020 TO BE COLLECTED IN THE YEAR 2021; AND THAT THE LEVY FOR THE YEAR 2020 BE ALLOCATED 50% FOR FY21 AND 50% FOR FY22.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board; and,

WHEREAS, said budget in tentative form was made conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, on September 22, 2020 a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District prior to the time of such hearing as required by law, and all other legal requirements have been complied with; and,

WHEREAS, an Annual Budget which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes for the fiscal year beginning July 1, 2020, and ending June 30, 2021, was duly adopted by Resolution of said Board passed and in effect on September 22, 2020;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

- Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22, as a special tax for educational purposes the sum of \$5,435,000 not including fees or costs of collection;
- Section II -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22 as a special tax for building purposes the sum of \$1,458,000 not including fees or costs of collection;

Section III -- That the Chairman and Secretary of said Board be and they hereby are authorized to sign a certificate of levy for said District and to deliver one of such certificates to each of the county clerks of the counties in which a part of the District is situated, being the Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, on or before Tuesday, December 29th (the last Tuesday in December 2020).

**AGENDA ITEM #X-D-5
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

INSURANCE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$1,050,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22.

BACKGROUND: 745 ILCS 10/9-107, Illinois Compiled Statutes states in part:

A local public entity may levy or have levied on its behalf taxes annually upon all taxable property within its territory at a rate that will produce a sum which will be sufficient to pay the cost of settlements or judgments under Section 9-102, to pay the costs of protecting itself or its employees against liability under Section 9-103, to pay the costs of and principal and interest on bonds issued under Section 9-105, to pay tort judgments or settlements under Section 9-104 to the extent necessary to discharge such obligations. Provided it complies with any other applicable statutory requirements, the local public entity may self-insure and establish reserves for expected losses for any liability for which the local public entity is authorized to levy or have levied on its behalf taxes for the purchase of insurance or payment of judgments or settlements under this Section. The decision of the Board to establish a reserve shall be based on reasonable evidence.

Funds raised pursuant to this Section shall be used only to purchase insurances, to purchase claims services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees against liability under this Act or the Workers' Compensation, Occupational Diseases or Unemployment Insurance Acts.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR INSURANCE PURPOSES**

WHEREAS, the State of Illinois, in 745 ILCS 10/9-107, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of purchasing insurance under Sections 9-102, 9-103, 9-104 and 9-105 and 9-106; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 24, 2020, to levy taxes to pay insurance costs of the District as described in 745 ILCS 10/9-107;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22 as a special tax for insurance purposes the sum of \$1,050,000 not including fees or costs of collection.

The levy \$1,050,000 consists of levies as follows:

Unemployment Insurance	\$30,000
Workers' Compensation	64,360
Security/Safety Services	768,723
Legal Liability	<u>186,917</u>
 Total Levy	 <u>\$1,050,000</u>

Insurance Tax Levy Continued

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

For purposes of the attached levy, we have included the following insurance premiums deemed to fall within the appropriate section of the State Statute.

- Unemployment Insurance
- General Liability Insurance
- Umbrella Insurance
- Workers' Compensation Insurance
- Security/Safety Services
- Legal Liability

**AGENDA ITEM #X-D-6
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

AUDIT LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$46,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22.

BACKGROUND: The law states:

The expenses of the audit and investigation of public accounts provided by this Act, whether ordered by the governing body or the Comptroller, shall be paid by the governmental unit for which the audit is made. Payment shall be ordered by the governing body out of the funds of the unit and such authorities shall make provision for payment. Contracts for the performance of audits required by this act may be entered into without competitive bidding. If the audit is made by a licensed public accountant retained by the Comptroller, the governmental unit shall pay to the Comptroller actual compensation and expenses to reimburse him for the cost of making such audit.

The governing body of any governmental unit having taxing powers may levy an auditing tax in an amount that will not require extension of such tax at a rate in excess of .005% of the value of all taxable property in the unit as equalized or assessed by the Department of Revenue. This auditing tax may be in excess of or in addition to any statutory limitation of rate or amount. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR AUDIT PURPOSES**

WHEREAS, the State of Illinois, in 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of auditing under 110 ILCS 805/3-22.1; and,

WHEREAS, any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois desires to levy taxes to pay audit costs of the District as described in 110 ILCS 805/3-22.1;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22 as a special tax for audit purposes the sum of \$46,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #X-D-7
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

SOCIAL SECURITY AND MEDICARE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$140,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22.

BACKGROUND: 40 ILCS 21-101 of the Illinois Compiled Statutes provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare.

Funds raised pursuant to this section shall be used only for the stated purpose.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR SOCIAL SECURITY AND MEDICARE PURPOSES**

WHEREAS, the State of Illinois, in 40 ILCS 21-101, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 24, 2020, to levy taxes to pay Social Security and Medicare costs of the District as described in 40 ILCS 21-101;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2020 to be collected in the year 2021; and that the levy for the year 2020 be allocated 50% for FY21 and 50% for FY22 as a special tax for Social Security and Medicare purposes the sum of \$140,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #X-D-8
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF CONTINUATION OF CONTRACT WITH
CRYSTAL IMAGE CLEANING, INC. FOR
ADDITIONAL CUSTODIAL SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the continuation of a contract with Crystal Image Cleaning, Inc. of Freeport, Illinois for additional custodial services required as a result of the COVID-19 pandemic to meet the Centers for Disease Control and Prevention (CDC) and Illinois Department of Public Health (IDPH) requirements at a cost of \$5,893.33 per month through July 31, 2021.

BACKGROUND: In order to meet the cleaning and sanitization requirements from the CDC and IDPH during the COVID-19 pandemic, additional staff are required to supplement our current custodial staff. Three different cleaning companies were contacted to inquire about services and pricing. Of the three, Crystal Image Cleaning, Inc. was the only one that could or would help us. The College entered into a contract with Crystal Image Cleaning, Inc. on August 10, 2020, to begin on August 12, 2020, automatically renewable every 30 days. We are still requiring additional custodial services amidst the pandemic, and the next 30-day extension of this contract will cause the cost to be near the \$25,000 contract threshold for contracts requiring Board of Trustees approval. We are asking that the Board formally approve the continuation of the contract. It is expected that additional custodial services will be required until Illinois or at least Region 1 would transition to Phase 5 of the Restore Illinois plan.

Costs for these additional services have been and will continue to be paid for with CARES Act funds until such time when those funds become depleted.

BOARD ACTION: _____



P.O. BOX 604, FREEPORT IL 61032

www.crystalimagecleaning.com

(815) 218-6615 Office

THIS SERVICE AGREEMENT ("Agreement") is made this 3rd day of August 2020 by and between CRYSTAL IMAGE CLEANING, INC. or its assigns, 1609 Meadowbrook Lane, Freeport IL 61032 ("Crystal Image Cleaning") and HIGHLAND COMMUNITY COLLEGE, 2998 W Pearl City Road, Freeport IL 61032 ("Customer").

1. PERFORMANCE OF SERVICES

- 1.1 Crystal Image Cleaning shall perform the Cleaning Services described in Section 1.2 5 times per week beginning the 12th day of August, 2020 at the following location(s): HIGHLAND COMMUNITY COLLEGE, 2998 W Pearl City Road, Freeport IL 61032 ("Customer"). The premises at this location making up the working area under this Agreement ("Areas Serviced") are further defined in the cleaning schedule, attached hereto and by this reference made a part of this Agreement ("Cleaning Schedule").
- 1.2 Customer agrees to furnish all equipment, tools, and cleaning supplies necessary for the performance of its duties with the exception of two cleaning carts that Crystal Image Cleaning will provide for its own staff use. The Customer shall provide, at its costs, consumable supplies such as: toilet tissue, hand towels, trashcan liners, and soap if required.

2. PAYMENT OF SERVICES

- 2.1 Customer shall pay to Crystal Image Cleaning in full the amount set forth on the invoice within 90 days of the invoice date.
- 2.2 Customer serviced 5 times per week or more shall pay for the six major Holidays (or days designated as Holidays): New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. There shall be no service rendered on these days nor will there be any credit on Customer's invoice for these Holidays. If Customer requests services to be provided on any of these Holidays, Customer will be charged the regular rate for the Holiday plus an extra fee.
- 2.3 In the event any substantial changes are made in the number, size, character, appearance, or use of the Areas Serviced, the rates for Crystal Image Cleaning services shall be increased by Crystal Image Cleaning accordingly, and Customer agrees to pay such increase. In the event it shall become necessary for Crystal Image Cleaning to clean up after or during construction, remodeling, the work of craftsmen or tradesmen, vandalism, burglary, or after any other activity not normally conducted on the Areas Serviced, Customer shall be charged additional amounts, and agrees to pay, for such service based on Crystal Image Cleanings' then current pricing policies.
- 2.4 In the event payment of an invoice is not received within 30 days from the date such payment is due, in addition to any other remedies available, Crystal Image Cleaning may suspend services to Customer until such payment is received.
- 2.5 Applicable sales or service taxes will be added to the invoice, where required by state and/or local jurisdictions.
- 2.6 A 3% annual increase upon acceptance will be added on the contract anniversary date year over year.

3. INDEPENDENT BUSINESS RELATIONSHIP

- 3.1 Customer agrees that during the term of this Agreement, and within 180 days after termination or expiration, Customer will not employ or hire any employees, agents, or representatives of Crystal Image Cleaning to perform Cleaning Services without the express written consent of Crystal Image Cleaning, which Crystal Image Cleaning may withhold for any reason.

4. TERM OF AGREEMENT; TERMINATION

4.1 The term of this Agreement shall be for one (1) month from the date services are scheduled to begin, as stated in Section 1.1, and shall be automatically extended and renewed for additional one (1) month periods on each anniversary date on the same terms and conditions, unless either party shall give written notice by overnight, certified mail, electronic mail, as described herein, of termination at least 30 days prior to such anniversary date. If timely notice is given for termination, this Agreement shall expire at midnight on the anniversary date. Notwithstanding the foregoing, Crystal Image Cleaning shall have the right to immediately terminate this Agreement for Customer's breach of this Agreement, and Customer shall have the right to terminate this Agreement for "Non-Performance" as defined below.

4.2 For purposes of this Agreement, "Non-Performance" is defined as Crystal Image Cleanings' failure, neglect, or refusal to perform any item outlined in the Cleaning Schedule which is not cured within thirty (30) days after receipt of written notice thereof sent by overnight, certified, or electronic mail, which notice shall specify, in detail, the nature of the Non-Performance.

5. GENERAL PROVISION

5.1 Crystal Image Cleaning shall not incur any liability for failure to provide services hereunder or prevented by Act of God, fire, strike, riot, war, or any other cause beyond Crystal Image Cleanings' control. Crystal Image Cleaning shall not be responsible for loss of Customer's property if placed in or on top of waste containers.

5.2 Customer hereby agrees to hold Crystal Image Cleaning harmless from all liability resulting from any Crystal Image Cleanings personnel's, or its assigned personnel's, exposure to hazardous or harmful materials.

5.3 All notices under this Agreement will be considered as duly given if in writing and either hand delivered, sent by courier, or sent by certified mail, return receipt requested, to the other party at its address set forth herein or to such other address as may be designated by notice given as herein required. All notices shall be effective when placed in the United States Mail or courier, or upon receipt or refusal of delivery (if personally delivered).

5.4 This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of Illinois. Any legal action with respect to this Agreement shall be brought in the State courts of Illinois.

5.5 If Crystal Image Cleaning incurs any attorneys' fees or other expenses in collecting the payment of fees or seeking enforcement of this Agreement, Customer shall be responsible for paying Crystal Image Cleaning its reasonable costs and expenses (including, but not limited to attorneys' fees) thereby incurred. No right or remedy conferred upon Crystal Image Cleaning is intended to be exclusive, and every such right or remedy shall be cumulative and in addition to any other rights or remedies available under this Agreement, or otherwise.

5.6 This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective legal and personal representatives, estates, heirs, and voluntary and involuntary successors and permitted assigns. Each provision of this Agreement that would, by its nature and terms, survive any termination of this Agreement shall survive the expiration or termination of this Agreement for any reason.

6. PRICING SCHEDULE

7. EMAIL ADDRESS TO SEND INVOICES: denise.rogers@highland.edu

o Day Porter Services 5 times per week (2 people 8 hours each) for a monthly charge of \$5,893.33 per month

CRYSTAL IMAGE CLEANING, INC.

Cheri Kulevski
FACILITY REPRESENTATIVE

NEIL LEFEVRE, OWNER

DATED: 8/10/20

DATED: _____

**AGENDA ITEM #X-D-9
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
AUXILIARY GYMNASIUM RENOVATIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low alternate bid #2 meeting specifications from Larson & Larson Builders for \$119,700 for abatement of existing hazardous flooring in the auxiliary gym, coordination of the replacement of flooring in the auxiliary gym, and renovations to gymnasium entries to meet safety and ADA accessibility codes. This bid is within the projected budget for the project.

BACKGROUND: In 2018, campus-wide environmental testing was completed that included testing of the gym floors for hazardous materials such as mercury. Mercury was found in the floors, and further testing revealed that the floors were “off-gassing” mercury at a level that required action. The way to correct the situation is to abate the hazardous flooring and replace it with new flooring. The auxiliary gym renovation was an alternate bid to the original bids on December 4, 2019, for the main gymnasium renovation. Since it has been less than one year and the contractor will honor their original alternate bid amount, the project does not need to be re-bid.

This project will be funded through Protection, Health and Safety funds.

The request for bids was advertised and eight bids were submitted.

Bids were opened at 11:00 a.m. on December 4, 2019.

BOARD ACTION: _____

**RICHARD L. JOHNSON
ASSOCIATES | ARCHITECTS**

November 2, 2020

Ms. Jill Janssen
Highland Community College
2998 West Pearl City Road
Freeport, Illinois 61032

Re: Auxilliary Gym Renovations at Building S
Highland Community College (RLJA# 20-054)

Dear Jill:

On December 4, 2019, bids were received for the Gym Renovations at Building "S". Bids were received from eight General Contractors. Larson and Larson was the low bidder for the Base Bid and Alternate Bid #1 work. Alternate Bid #2 work which included the renovation Work for the Auxilliary Gym was not accepted at that time.

Larson and Larson has agreed to hold their bid price of \$119,700.00 and complete the work over the Summer of 2021.

See original bid tab attached.

The following is the total cost based on the bids for the Renovation work for the Auxilliary Gym which was included in the PHS Application.

Alternate Bid #2(Larson and Larson)	\$119,700.00
Kiefer Specialty Flooring	\$148,000.00
Subtotal	\$231,000.00
A/E Fees	\$10,000.00
Construction Contingency	\$24,000.00
Total Approved Budget	\$265,000.00

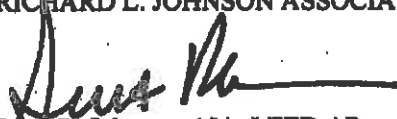
We have worked with Larson and Larson Builders on many successful projects in the past.

We recommend awarding the project to Larson and Larson Builders upon the Board's review and approval of the Alternate Bid and the funds available. We will prepare a Letter To Proceed and Owner/Contractor Agreement upon receiving the Board's approval.

If you have any questions regarding the above information, please contact me at your convenience.

Sincerely,

RICHARD L. JOHNSON ASSOCIATES, INC.



Scott R. Johnson, AIA, LEED AP
Project Architect
cc: 20-054 file

Bid Date: December 4, 2019

**Renovation Project @ Bldg "S"
for Highland College**

RLJA #19-027

BIDDERS	BID SECUR	ADDM RCPT.	SITE INSPCT	CERTIFI-CATION	BASE BID	ALT. BID NO. 1 Provide HVAC for Main Gym	ALT. BID NO. 2 Renovation Work in Aux Gym	ALT. BID NO. 3 Provide HVAC for Aux Gym
Larson & Larson Builders 5612 Industrial Avenue Loves Park, IL 615-633-1773	5%	3	YES	YES	\$334,815	\$249,929	\$119,700	\$196,750
Ringland-Johnson, Inc. 1725 Huntwood Drive Cherry Valley, IL 615-332-6642	5%	3	YES	YES	\$441,075	\$257,350	\$183,860	\$194,460
Rockford Structures 10540 N. 2nd Street Machesney PK, IL 6150633-6161	5%	3	YES	YES	\$333,000	\$281,000	\$129,000	\$212,000
Scandroll Construction 855 N. Madison Street Rockford, IL 615-962-4037	5%	3	YES	YES	\$466,789	\$300,000	\$170,000	\$220,000
Sjostrom & Sons 1129 Harrison Avenue Rockford, IL 615-228-0330	5%	3	YES	YES	\$336,000	\$255,300	\$120,745	\$186,785
Stanstrom Construction Group 2420 20th Street Rockford, IL 615-398-2420	5%	3	YES	YES	\$366,000	\$251,000	\$155,000	\$196,000
Mechanical, Inc. P.O. Box 690 Freeport, IL 615-235-1955	5%	3	YES	YES	\$469,270	\$261,600	\$147,700	\$173,700
Winter Construction 1840 S. Walnut Avenue Freeport, IL 615-235-1234	5%	3	YES	YES	\$361,386	\$254,400	\$126,600	\$190,600

**AGENDA ITEM #X-D-10
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF QUOTE FOR PROTECTION, HEALTH, AND SAFETY PROJECT
AUXILIARY GYMNASIUM FLOOR INSTALLATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Kiefer USA, the regional Connor Sports flooring installer, in the amount of \$107,520.00 for installation of new Connor Focus flooring and associated ADA ramping in the auxiliary gymnasium. This quote aligns with the budget for the project.

BACKGROUND: After the existing hazardous gymnasium flooring has been abated, Kiefer USA will install new wood flooring provided by Connor Sports in the auxiliary gymnasium, as well as any required ADA ramping. The College obtained quotes from Kiefer USA through our Sourcewell joint purchasing program agreement.

This project will be funded through Protection, Health, and Safety funds.

BOARD ACTION: _____

PROPOSAL

Attn: Kurt Simpson – Facility Manager
Highland Community College
 Ph: (815) 599-3501
 Email: kurt.simpson@highland.edu
 Project: Highland Community College – Gymnasium Floor Renovations
 Date: September 14th, 2020
 Work Type: Wood Athletic Flooring

Pricing is based on information provided to Kiefer USA – Regional Sales Manager – Jess Wilhite and plans composed by Richard L. Johnson and Associates dated 11/13/2019. Pricing is based on Sourcewell Contract # - 060518-CSC – Zone 2 Pricing.

Area	Scope of Work	Cost
± 6,200 Net Ft ²	<p><u>YMCA Auxiliary Gymnasium – Connor Focus</u></p> <ul style="list-style-type: none"> • Furnish and Install Connor Focus Wood Athletic Floor System. 25/32" x 2 1/4" 2nd & Better Grade Maple, Sealed and Finished. • Includes Johnsonite Vented Cove Wall Base & Aluminum Transitions at Entryways. • Includes Safepath MRED 800 ADA Ramping at Entryway 133A & 133B. • Includes Safepath Entry Level Landing at Entryway 133B. • Painted Gameline Striping: (1) Main Basketball, (1) Main Volleyball, (2) Secondary Cross Basketball, (2) Secondary Cross Volleyball and (3) Pickleball. <p><u>Exclusions</u></p> <ul style="list-style-type: none"> • Grinding of Subfloor • Hoop Adjustment • Door Trimming • Multiple Phases – Proposal is Based on Project Completed in (1) Phase • Moisture Mitigation • Demo/Removal of Existing • Graphics Package – Includes Painted Gamlines Only 	
TOTAL LUMP SUM PRICE		\$ 107,520.00

All areas must remain free and clear of all trades, tools, and debris while installation is in process. All overhead work must be completed prior to our arrival on the jobsite. It is strongly recommended that all other finishes be installed prior to our arrival on the jobsite. Pricing does not include final cleaning or protection of the new floor surface. Pricing is based on material being selected from the manufacturer's standard colors; any custom colors will require an additional charge. Unforeseen Work Site Conditions: If concealed or unknown conditions, including, but not limited to, surface, subsurface and/or site environmental conditions, which affect in whole or in part the performance of the Work are encountered, then Kiefer USA shall stop work and give written notice thereof to appropriate party (e.g., Owner, General Contractor, Construction Manager, etc.). The Agreement (e.g., costs, prices, schedule, etc.) shall be adjusted accordingly. This price does not include moisture testing, as indicated below, or any climate control in the facility – this should be the responsibility of the General Contractor and/or Owner. Performance and payment bond costs have not been included; if bonds are required, they will be assessed as an additional charge. Pricing is based on paint being selected from the manufacturer's standard colors; any custom colors will require an additional charge. Please note the following items regarding the concrete subfloor with wood athletic flooring, as established by the Maple Flooring Manufacturers Association:





Proposal Letter
Highland Community College
September 14th, 2020
Page 2 of 2

- Vapor emissions from a concrete slab can cause subfloor component problems, and cupping and crowning of finish maple in wood flooring, therefore, it is necessary to use a below-slab vapor retardant barrier system. It is important that a vapor barrier be installed intact, directly beneath the concrete, and without any breaches. Placing of any type of fill material between the concrete and the vapor barrier may cause moisture-related problems with the finished maple surface.
- The concrete subfloor must be tested by an independent third-party testing agency, using the MFMA Approved Relative Humidity test, and test results should be furnished to Kiefer USA prior to our arrival on the jobsite. Acceptable standards regarding relative humidity are 85%. For current standards, refer to ASTM F-2170-09.
- Prior to our arrival on the site, all concrete floor slabs must be tested for planarity; the manufacturer requires not more than 1/8" deviation within a 10'-0" radius. The MFMA does not recognize F_F or F_L numbers. Any repair work necessary to correct surfaces to meet the above requirements must be done by others. Kiefer USA will not provide any floor preparation beneath a wood floor system.
- Maple flooring is a hygroscopic material, meaning it will expand and contract based on humidity and temperatures. In order to achieve a proper installation, indoor air temperature must be maintained between 55 and 75 degrees, with a humidity level between 35-50%, throughout the installation process. Maintaining of the humidity and temperature in any facility is beyond the flooring contractor's scope of work and should be handled by the owner or general contractor.

Kiefer USA can provide additional information on any of the above items upon request.

Payment Terms: 50% Deposit Upon Signing, 40% Upon Material Delivery, 10% Upon Completion.
Financing Options Are Available.

This proposal-pricing letter is valid for 90 days from the date of proposal, as noted above. If the above pricing is acceptable, please sign below, and return to our corporate office with your purchase order as soon as possible, so we may proceed as per the project requirements. If you have any questions regarding this proposal, please contact Michael Albrecht at 847.245.8450, ext. 130.

Respectfully Submitted,

Jess Wilhite
Regional Sales Manager
Kiefer USA

Michael Albrecht
Sr. Project Estimator
Kiefer USA

Accepted By:

_____	_____
Name	Date
_____	_____
Company	Title



**AGENDA ITEM #X-D-11
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT
PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY
COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE,
JO DAVIESS AND CARROLL AND STATE OF ILLINOIS
2014 BOND ISSUANCE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

BACKGROUND: As part of the 2014 bond issuance in the amount of \$3,300,000, the College adopted a Resolution on July 15, 2014, to provide for the issuance of debt certificates. The debt certificate Resolution included a requirement for the Board to consider the attached Resolution, which “identifies all or a designated portion of each Work Contract to the Installment Purchase Agreement between the District and the Seller-Nominee of the Project”. In other words, the Board must periodically approve a listing that specifies the purchases made with funds received as part of the bond issuance process to renovate, equip, or improve the College.

The attached Resolution includes a listing of expenditures made (by project), the contractor or vendor to whom the payment was made, and the amount of such payments for the period June 1, 2019 through October 31, 2020. (The Board approved a Resolution in November 2015 for expenses through September 30, 2015, in August 2016 for expenses from October 1, 2015 through June 30, 2016, in June 2017 for expenses from July 1, 2016 through May 31, 2017, in February 2018 for expenses from June 1, 2017 to January 31, 2018, and in June 2019 for expenses from February 1, 2018 through May 31, 2019.) Multiple payments to one vendor for a particular project are combined. All payments have already been approved by the Board through the monthly approval of the payment of bills. The College has followed any other necessary state regulations or Board policies related to purchasing and selection of vendors. The attached Resolution simply identifies the expenses as those made with funds received as part of the bond issuance process, as required.

BOARD ACTION: _____

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

* * *

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively "*Applicable Law*"); and

WHEREAS, on the 15th day of July, 2014, the Board of Trustees of the District (the "*Board*") adopted a resolution (the "*Certificate Resolution*") entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of not to exceed \$3,250,000 Debt Certificates, Series 2014, of said Community College District, evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates.

; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts ("*Work Contracts*") have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary and Treasurer of the Board. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors

and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>Brief Description of Work Contract/Expenditure</u>	<u>Name of Contractor/Vendor</u>	<u>Identified Amount</u>
Agriculture Lab Redesign	Larson & Larson	50,439
Agriculture Lab Equipment	Midwest Educational Furnishings	4,025
Agriculture Lab Technology	Paragon	4,555
Classroom Digital Upgrades	Conference Technologies Inc.	8,445
Technology, Campus Network	Paragon Development Systems	198,721

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #X-D-12
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT
PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY
COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE,
JO DAVIESS AND CARROLL AND STATE OF ILLINOIS
2020 BOND ISSUANCE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

BACKGROUND: As part of the 2020 bond issuance in the amount of \$5,330,000, the College adopted a Resolution on October 22, 2019, to provide for the issuance of debt certificates. The debt certificate Resolution included a requirement for the Board to consider the attached Resolution, which “identifies all or a designated portion of each Work Contract to the Installment Purchase Agreement between the District and the Seller-Nominee of the Project”. In other words, the Board must periodically approve a listing that specifies the purchases made with funds received as part of the bond issuance process to renovate, equip, or improve the College.

The attached Resolution includes a listing of expenditures made (by project), the contractor or vendor to whom the payment was made, and the amount of such payments for the period March 1, 2020 (initial use of funds) through October 31, 2020. Multiple payments to one vendor for a particular project are combined. All payments have already been approved by the Board through the monthly approval of the payment of bills. The College has followed any other necessary state regulations or Board policies related to purchasing and selection of vendors. The attached Resolution simply identifies the expenses as those made with funds received as part of the bond issuance process, as required.

BOARD ACTION: _____

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

* * *

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively "*Applicable Law*"); and

WHEREAS, on the 22nd day of October, 2019, the Board of Trustees of the District (the "*Board*") adopted a resolution (the "*Certificate Resolution*") entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of not to exceed \$5,330,000 Debt Certificates, Series 2019A, of said Community College District, evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates.

; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts (“Work Contracts”) have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary and Treasurer of the Board. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors

and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>Brief Description of Work Contract/Expenditure</u>	<u>Name of Contractor/Vendor</u>	<u>Identified Amount</u>
Gymnasium Air Conditioning	Larson & Larson	205,182
Gymnasium Air Conditioning	Richard L Johnson	40,171
Recruitment Module ERP	Ellucian	56,200
Grounds Equipment	Burris	15,960
Classroom Digital Upgrades	Conference Technologies Inc.	14,589
Classroom Digital Upgrades	Midwest Educational Furnishings	7,618
Classroom Digital Upgrades	Provantage	456
Technology, Campus Clocks	Paragon Development Systems	87,080
Technology, Campus Clocks	American Time	35,312
Technology, Campus Equipment	Paragon Development Systems	16,761
Technology Disaster Recovery	Genesis Power	46,594

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #X-D-13
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the October 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 344012 through 344483 amounting to \$1,304,852.13, Automated Clearing House (ACH) debits W0000611 amounting to \$25,168.45, Other Debits D0000103 amounting to \$100.54, and Electronic Refunds of \$155,529.94, with 2 adjustments of \$4,034.43, such warrants amounting to \$1,481,616.63. Transfers of funds for payroll amounted to \$582,232.59.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$25,168.45. Other Debits for October consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students. Financial Aid disbursed Pell and MAP.

BOARD ACTION: _____

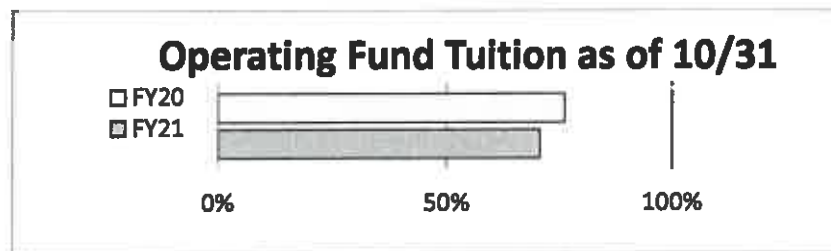
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, October 31, 2020**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$289,045.53	\$0.00	\$0.00	\$289,045.53
FIFTH THIRD	23,743.23	0.00	0.00	23,743.23
UNION LOAN AND SAVINGS	174,763.36	622.96	0.00	175,386.32
TOTAL ASSETS	\$487,552.12	\$622.96	\$0.00	\$488,175.08
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	76,620.09			76,620.09
1017 HCC ROAD AND LOT	99,197.03			99,197.03
1018 YMCA ROAD AND LOT	95,029.71			95,029.71
1019 YMCA BLDG/MAINT	34,993.79			34,993.79
1020 HCC BLDG/MAINT	58,972.13			58,972.13
1021 YMCA/HCC INTEREST	98,996.14	622.96		99,619.10
1022 HCC SECTION 125 PLAN	23,743.23			23,743.23
TOTAL	\$487,552.12	\$622.96	\$0.00	\$488,175.08

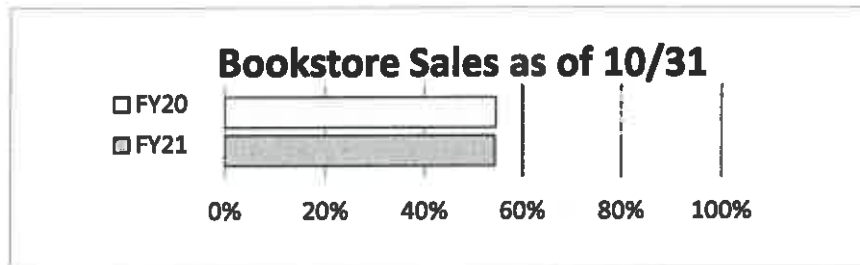
**AGENDA ITEM #XI-A
NOVEMBER 24, 2020
HIGHLAND COMMUNITY COLLEGE BOARD
FY21**

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

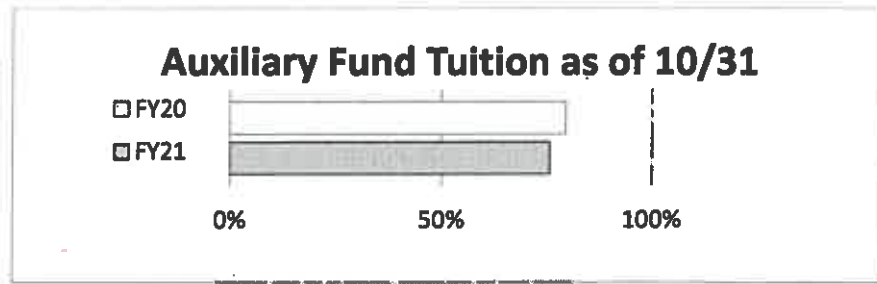
- As of October 31st, we are 33% of the way into FY21.
- **Current Results as of Month End:** The following charts show the comparison of the FY21 financial results for various items, as labeled, to FY20 results as of October 31st. The FY20 bar is the year-to-date results as of October 31, 2019, divided by the actual year end results for FY20. The FY21 bar is the year-to-date results for October 31, 2020, divided by the annual budgeted amount for FY21.



Operating Funds tuition revenue appears to be about 5% lower than anticipated at this point in time. If operating fund tuition revenue is 5% lower than budgeted for the fiscal year, that amounts to about \$247,000.



Bookstore sales appear to be in line with the budgeted revenue amount for FY21, as compared to this time last year.



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

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2021 semester, variances from budget will be analyzed.

AGENDA ITEM #XI-A
 NOVEMBER 24, 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 October 31, 2020

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,520,321	\$2,653,832	40.7%
Credit Hour Grants	1,251,848	278,254	22.2%
Equalization	50,000	4,167	8.3%
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	8,604	18.4%
Tuition & Fees	4,918,500	3,498,523	71.1%
Sales & Services	30,450	3,075	10.1%
Facilities Revenue	100,714	32,561	32.3%
Interest on Investments	97,000	1,847	1.9%
Non-Govt. Gifts, Grants	480,000	-	0.0%
Miscellaneous	40,976	16,420	40.1%
Total Revenue	\$14,090,812	\$6,665,784	47.3%
 <u>EXPENDITURES:</u>			
Salaries	\$9,503,314	\$3,037,653	32.0%
Employee Benefits	2,334,662	979,672	42.0%
Contractual Services	841,053	347,720	41.3%
Materials & Supplies	878,686	389,411	44.3%
Conference & Meeting	201,583	4,574	2.3%
Fixed Charges	61,740	40,085	64.9%
Utilities	655,851	656,990	100.2%
Capital Outlay	40,375	18,741	100.0%
Other Expenditures	169,500	149,672	88.3%
Transfers (In) Out	(595,952)	-	0.0%
Total Expenditures	\$14,090,812	\$5,624,518	39.9%
Excess of Revenues Over Expenditures	\$0	\$1,041,266	
Fund Balance 7/1/20	4,181,208	4,181,208	
Fund Balance 10/31/20	\$4,181,208	\$5,222,474	

AGENDA ITEM #XI-A
 NOVEMBER 24, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$911,500	\$373,793	41.0%
Interest	0	151	100.0%
Total Revenue	\$911,500	\$373,944	100.0%
EXPENDITURES:			

Contractual Services	233,000	9,848	100.0%
Capital Outlay	5,782,734	1,458,948	25.2%
Transfers Out	74,761	-	0.0%
Total Expenditures	\$6,090,495	\$1,468,796	24.1%
Excess of Revenues Over Expenditures	(\$5,178,995)	(\$1,094,852)	
Fund Balance 7/1/20	\$6,119,076	\$6,119,076	
Fund Balance 10/31/20	\$940,081	\$5,024,224	

AGENDA ITEM #XI-A
 NOVEMBER 24, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$495,000	\$375,027	75.8%
Bookstore Sales	455,200	247,426	54.4%
Athletics	41,040	3,070	7.5%
Other	131,000	30,938	23.6%
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Total Revenue	\$1,122,240	\$656,461	58.5%
EXPENDITURES:			

Salaries	\$350,958	\$77,294	22.0%
Employee Benefits	46,869	12,271	26.2%
Contractual Services	86,066	15,378	17.9%
Materials & Supplies	558,226	364,592	65.3%
Conference & Meeting	260,363	11,164	4.3%
Fixed Charges	10,409	1,500	14.4%
Utilities	600	600	100.0%
Capital Outlay	7,406	1,426	19.3%
Other Expenditures	22,978	11,767	51.2%
Transfers	(65,000)	-	0.0%
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Total Expenditures	\$1,278,875	\$495,992	38.8%
Excess of Revenues Over Expenditures	(\$156,635)	\$160,469	
Fund Balance 7/1/20	\$284,299	\$284,299	
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Fund Balance 10/31/20	\$127,664	\$444,768	

AGENDA ITEM #XI-A
 NOVEMBER 24, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended October 31, 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	1,589,181	30.5%
Other Federal Sources	54,456	18,167	33.4%
Tuition & Fees	605,000	465,813	77.0%
Interest	19,346	53	0.3%
Non-govt. Gifts, Grants	284,203	11,284	4.0%
Other	295,226	97,129	32.9%
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Total Revenue	\$6,995,199	2,211,912	31.6%
<u>EXPENDITURES:</u>			
Salaries	\$1,215,302	\$488,671	40.2%
Employee Benefits	285,199	91,209	32.0%
Contractual Services	767,807	222,401	29.0%
Materials & Supplies	242,250	91,158	37.6%
Conference & Meeting	136,509	14,494	10.6%
Fixed Charges	24,196	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	499,982	85,941	17.2%
Other Expenditures	295,111	74,032	25.1%
Financial Aid	3,767,164	1,439,079	38.2%
Transfers out (in)	448,692	-	0.0%
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Total Expenditures	\$7,686,364	\$2,506,985	32.6%
Excess of Expenditures Over Revenue	(\$691,165)	(\$295,073)	
Fund Balance 7/1/20	1,157,898	1,157,898	
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Fund Balance 10/31/20	\$466,733	\$862,825	

AGENDA ITEM #XI-A
 NOVEMBER 24, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$45,000	\$18,167	40.4%
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Total Revenue	\$45,000	\$18,167	40.4%
EXPENDITURES:			

Contractual Services	\$47,900	\$24,500	51.1%
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Total Expenditures	\$47,900	\$24,500	51.1%
Excess of Revenues Over Expenditures	(\$2,900)	(\$6,333)	
Fund Balance 7/1/20	\$4,838	\$4,838	
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Fund Balance 10/31/20	\$1,938	(\$1,495)	

AGENDA ITEM #XI-A
 NOVEMBER 24, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,777,961	\$724,112	40.7%
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Total Revenue	\$1,777,961	\$724,112	40.7%
EXPENDITURES:			

Fixed Charges	\$1,848,950	\$0	0.0%
Other		-	100.0%
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Total Expenditures	\$1,848,950	\$0	0.0%
Excess of Revenues Over Expenditures	(\$70,989)	\$724,112	
Fund Balance 7/1/20	\$794,110	\$794,110	
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Fund Balance 10/31/20	\$723,121	\$1,518,222	

AGENDA ITEM #XI-A
 NOVEMBER 24, 2020
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,187,500	\$488,249	41.1%
Other	-	\$2,034	100.0%
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Total Revenue	\$1,187,500	\$490,283	41.3%
EXPENDITURES:			

Salaries	\$307,024	\$100,588	32.8%
Employee Benefits	326,430	144,332	44.2%
Contractual Services	386,625	308,856	79.9%
Materials & Supplies	9,100	3,710	40.8%
Conference & Meetings	15,555	495	3.2%
Fixed Charges	186,917	187,518	100.3%
Utilities	2,745	2,066	75.3%
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Total Expenditures	\$1,234,396	\$747,565	60.6%
Excess of Revenues Over Expenditures	(\$46,896)	(\$257,282)	
Fund Balance 7/1/20	\$308,564	\$308,564	
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Fund Balance 10/31/20	\$261,668	\$51,282	