

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
February 11, 2021 – 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/98203284260?pwd=bW05YUdVTQ0dzlrRl1HeTZVNXIrUT09>
or by phone at 312-626-6799 and passcode 111222

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: November 24, 2020 Regular Meeting
 December 10, 2020 Board Retreat
 December 15, 2020 Special Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreements Between Highland Community College and Dakota Schools and Durand Schools for the 2021 – 2022 Academic Year (FY22) (Page 1)
 - B. Administration
 - 1. Establishment of the Board Meeting Schedule (Page 6)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 7)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic
 - 1. New Program: Precision Agronomy Certificate Program (Page 9)
 - B. Administration
 - 1. Second Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 14)
 - 2. Second Reading – Revised Appendix: Tenure Review Process (Page 16)

C. Personnel

1. Seniority Lists (Page 19)
2. Approval of Staff Member Requesting to Participate in the Planned Retirement Program (Page 27)
3. Revised Job Description: Coordinator, Women's Athletics (Page 28)
4. Appointment: Coordinator, Academic Technology Resources (Page 31)
5. Revised Job Description: Coordinator, Learning Services (Page 32)

D. Financial

1. First Reading: Tuition (Page 35)
2. Payment of Bills and Agency Fund Report – November 2020 (Page 36)
3. Payment of Bills and Agency Fund Report – December 2020 (Page 38)
4. Payment of Bills and Agency Fund Report – January 2021 (Page 40)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 42)
- B. Student Trustee
- C. Shared Governance
- D. Partners In Leadership
- E. Vice President of Academic Services/CAO Search Update
- F. Audit and Finance Committee
- G. ICCTA Representative
- H. Board Chair
- I. Administration
- J. Strategic Plan

XI. CLOSED SESSION

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

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

- B. **Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees**
 - 1. **Memorandum of Understanding (MOU) for Spring 2021 Between Highland Community College and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic (Page 70)**

XIII. Old Business

XIV. New Business

- A. **Appoint Trustees to Review Closed Session Minutes for Calendar Year 2021**

XV. Dates of Importance

- A. **Next Regular Board Meeting – March 23, 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 – March 10, 2021 at 1:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center (lunch available at 12:30 p.m.)**

XVI. Adjournment

**AGENDA ITEM #VHI-A-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DAKOTA SCHOOLS AND DURAND SCHOOLS
FOR THE 2021 – 2022 (FY22) ACADEMIC YEAR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for the 2021 – 2022 (FY22) academic year for qualified students attending Dakota Schools and Durand schools.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate’s degree. The program has grown from two participating high schools in the Fall Semester of 2012 to an anticipated 15 participating high schools in the Fall Semester of 2021. The terms of the agreement are consistent with the agreements approved for FY21.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Dakota Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Dakota High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Dakota High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Durand Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Durand High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Durand High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Durand School District

Chris Kuberski, President Date



Superintendent Date 12/15/2020

Jim Endress, Chair
Board of Trustees Date



President
Board of Education Date 12/14/20

**AGENDA ITEM #VIII-B-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE**

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2021:

January 26, 2021 (cancelled due to inclement weather; rescheduled to February 11, 2021)
February 23, 2021
March 23, 2021
April 27, 2021

BACKGROUND: The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-1
FEBRUARY 11, 2021
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 and Spring of 2021.

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: _____

| Fall 2020 | | | COURSE | | CLOCK | CREDIT | TOTAL | |
|--------------------------|---------------|------|------------|---|-------|--------|------------|------------|
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| Amanda | Lessman | 3599 | NURS109BXH | BNA Clinical | | 2.85 | \$1,294.53 | \$3,689.41 |
| Amanda | Lessman | 3598 | NURS109BHX | Portion of BNA Clinical | | 0.15 | \$1,294.53 | \$194.18 |
| | | | | | | 0.96 | \$1,423.98 | \$1,367.02 |
| Mark | Peterson | 3716 | PERS037OCC | Volunteering in Nat'l Parks | 1.5 | | \$27.50 | \$41.25 |
| Mark | Peterson | 3718 | PERS037QCC | WWI Overview | 1.5 | | \$27.50 | \$41.25 |
| Sarah | Flashing | 3725 | PERS032GCC | Effective Fundraising | 2 | | \$25.00 | \$50.00 |
| Kathy | Heid | 3703 | PERS036KCC | Walk and Stretch | 30 | | \$18.00 | \$540.00 |
| Art | Dawson | 3701 | PERS036JCC | Wire Wrap Pendant | 3 | | \$25.00 | \$75.00 |
| Mark | Peterson | 3717 | PERS037PCC | History of Civilian Conservation | 1.5 | | \$27.50 | \$41.25 |
| Sarah | Flashing | 3726 | PERS032HCC | Effective Communication | 2 | | \$25.00 | \$50.00 |
| Shelly | Morgan | 3612 | NURS192NXN | Portion of Health/Illness Lab | | 0.43 | \$1,423.98 | \$612.32 |
| Jessica | Larson | 3908 | NURS191ISX | Fund of Nursing Lab - IS | 6 | | \$38.00 | \$228.00 |
| Julie | Hartman-Linck | 3813 | SOCI276Y1B | Racism & Diversity | | 3 | \$1,294.53 | \$3,883.59 |
| Beth | Groshans | | | Volleyball Coach | | | | \$7,500.00 |
| Other Assignments | | | | | | | | |
| Jon | Rogers | | | Sub for Hank IIs in WELD 233 on 11/4/20 | | | | \$ 90.00 |
| Antwon | Harris | | | Motivational speech for baseball team | | | | \$ 125.00 |
| James | Love | | | High School Servant Leadership speaker for November | | | | \$ 500.00 |
| Spring 2021 | | | | | | | | |
| Kirk | Pearson | 6428 | SPCH295JXX | Leadership Forum | | 3 | \$473.69 | \$1,421.07 |
| Krik | Pearson | | | Curriculum Development | | | | \$600.00 |
| Kirk | Pearson | 6247 | SPCH295SXX | Leadership Insitute | | 3 | \$473.69 | \$1,421.07 |
| Kirk | Pearson | | | Curriculum Development | | | | \$600.00 |
| Laura | Watson | | | Chair, Library Services | | | | \$1,726.03 |
| Michael | Skwara | | | Coordinator, Learning Management System | | | | \$1,726.03 |
| Liz | Niesman | | | Success Center | TBD | | \$25.50 | TBD |
| Constance Taylor | | | | Trio - Project Succeed | TBD | | \$22.81 | TBD |
| Don | Tresemmer | | | Trio - Project Succeed | TBD | | \$22.81 | TBD |
| Leanne | Grahame | | | Trio - Project Succeed | TBD | | \$22.81 | TBD |
| Joseph | Kuligoski | | | Trio - Project Succeed | TBD | | \$22.81 | TBD |
| Constance | Taylor | 6015 | MATH066AXX | Basic Algebra I | | 2 | \$488.69 | \$977.38 |
| Constance | Taylor | 6016 | MATH067AXX | Basic Algebra II | | 2 | \$488.69 | \$977.38 |
| Don | Tresemmer | 6017 | MATH158AXX | Int. Algebra I | | 2 | \$488.69 | \$977.38 |
| Don | Tresemmer | 6018 | MATH159AXX | Int. Algebra II | | 2 | \$488.69 | \$977.38 |

**AGENDA ITEM #IX-A-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
PRECISION AGRONOMY CERTIFICATE PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Precision Agronomy Certificate program.

BACKGROUND: The purpose of this certificate is to prepare students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment, including precision technology equipment.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

**Illinois Community College Board
Form 21: Application for Reasonable and Moderate Extension**

Submit one hard copy

| | | | |
|--|-------------------------------|--------------------------------|--------------|
| College Name: | Highland Community College | 5-Digit College Number: | 51901 |
| Contact Person: | Justin Ebert | Phone: | 815-599-3507 |
| Email: | justin.ebert@highland.edu | Fax: | |
| Proposed Reasonable and Moderate Extension Title: | Precision Agronomy | | |
| Credit Hours: | 35 | | |
| Existing/Parent Program Title: | Agricultural Production (605) | | |
| Parent Prefix: | 7040 | Parent Number: | 605 |

Please Attach the Following Items:

- 1. Employment objectives/program purpose:** Provide for both the parent and the proposed extension.
- 2. Catalog description:** Provide a description of the program as it will appear in the college's catalog.
- 3. Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
- 4. Educational alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study website](#) for more information.
- 5. Approval/accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- 6. Labor market need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- 7. Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via CurricUNET once the proposed extension receives approval.

| Verification | | |
|----------------|--|-------------|
| Signed: | | |
| | Required - Chief Administrative Officer Signature | Date |

| ICCB USE ONLY: | | |
|---------------------|--|--------------|
| Reviewed By: | | Date: |
| Approved By: | | Date: |

Please note: ICCB Use only Box must remain on front page of Application Form.

1. Employment Objectives / Program Purpose:

Those who work in precision agriculture apply geospatial technologies, including geographic information systems, (GIS) and Global Positioning System (GPS), to agricultural production and management activities, such as pest scouting, sit-specific pesticide application, yield mapping, and variable-rate irrigation. Computers are used to develop and analyze maps or remote sensing images to compare physical topography with data on soils, fertilizer, pests, or weather.

2. Catalog Description:

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment including precision technology equipment.

3. Curriculum:

See Attached

4. Educational Alignment:

Power, Structure, and Technical Systems Pathway

5. Approval/Accreditation:

NA

6. Labor Market Need:

From 2010 to 2014, employment in precision agriculture has increased from 55,360 to 67,140. The projected job opening growth is 8-14% from 2012-2022. These numbers are according to research conducted by the American Association of Geographers.

Illinois Department of Employment Security (IDES) www.ides.illinois.gov/

| Code | Standard Occupational Classification (SOC) Title | Base Year Employment 2016 | Projected Year Employment 2026 | Employment Change 2016-2026 | | Average Annual Job Openings due to | | | | Annual Compound Growth |
|---------|--|---------------------------|--------------------------------|-----------------------------|---------|------------------------------------|----------|--------|-------|------------------------|
| | | | | Number | Percent | Exits | Transfer | Growth | Total | |
| 17-3031 | Surveying & Mapping Technicians | 1,354 | 1,449 | 95 | 7.02 | 46 | 100 | 10 | 168 | 0.88 |
| 19-1013 | Soil & Plant Scientists | 529 | 587 | 58 | 10.96 | 15 | 40 | 6 | 81 | 1.05 |
| 19-4011 | Agricultural & Food Science Technicians | 764 | 792 | 28 | 3.66 | 22 | 56 | 3 | 81 | 0.36 |
| 25-8021 | Farm & Home Management Advisors | 298 | 292 | -6 | -2.01 | 14 | 12 | -1 | 25 | -0.20 |
| 27-4011 | Audio & Video Equipment Technicians | 2,942 | 3,266 | 324 | 11.01 | 87 | 192 | 32 | 311 | 1.05 |

The above information indicates a slight increase in a variety of Agriculture Precision Technology related careers. The difficulty in securing solid employment numbers in the precision field is due to the infancy of the career field. In recent discussions with equipment dealers, crop insurance providers, and local precision agriculture providers the increase on career options is there and growing. New job descriptions are being created to fulfill the local needs.

Illinois Virtual Labor Market Information

There is no regional specific data available through the Illinois Virtual Labor Market Initiative, but national employment for Precision Agriculture in 2019 was 71,000.



Precision Agriculture Technicians

[Compare](#)

[Summary](#) | [Description](#) | **[Supply and Demand](#)** | [Education an](#)

National Supply and Demand Summary

Precision Agriculture Technicians 2019 employment: 71,000

Local places of employment include the following:

- F.S. Stephenson Service Company (Ridott, IL - Freeport, IL - Stockton, IL - Lena, IL)
- F.S. Carroll Service Company (Lanark, IL)
- F.S. Conserve (Rockford, IL)
- Nutrien (Shannon, IL – Stockton, IL - Baileyville, IL)
- Pearl City Elevator (Warren, IL - Dakota, IL - Pearl City, IL - Ridott, IL - Lena, IL)
- Baker Precision (Orangeville, IL)
- Landmark Services Cooperative (Durand, IL)

7. Information for the ICCB Master File

Precision Agronomy Certificate

ABOUT OUR PROGRAM

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment including precision technology equipment.

PROGRAM OUTCOMES

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Explore uses of technology in crop production.
- Use troubleshooting techniques to solve common mechanical failures.

NATURE OF WORK AND EMPLOYMENT

Career pathways in the Precision Agriculture Technician program may include employment in an agriculture equipment dealer or any agriculture business that uses precision technology equipment. Current employment potential in these areas is very good with a variety of options for work and advancement.

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

| | |
|--|-----------------------------|
| Scott Anderson, Vice President, Business, Technology and Community Programs | |
| 815-599-3604 | scott.anderson@highland.edu |
| Justin Ebert, Agriculture Instructor | |
| 815-599-3507 | justin.ebert@highland.edu |
| Monica Pierce, Agriculture Instructor | |
| 815-599-3637 | monica.pierce@highland.edu |
| Vicki Schulz, Student Advisor/Transfer Coordinator | |
| 815-599-3664 | vicki.schulz@highland.edu |

RECOMMENDED COURSE SEQUENCE

| FIRST SEMESTER | | |
|-----------------------|--------------------------------------|-----------|
| LIBS 199 | First Year Experience – AG | 2 |
| AGOC 287 | Precision Farming Technology | 3 |
| AGRI 284 | Soil Science | 4 |
| AGOC 140 | Agriculture Equipment Maintenance | 3 |
| AGRI 192 | Computer Applications in Agriculture | 3 |
| SEMESTER TOTAL | | 15 |

| SECOND SEMESTER | | |
|-----------------------|--------------------------------------|-----------|
| AGRI 286 | Crop Science OR | 4 |
| AGOC 114 | Principles of Plant Science | 3 |
| AGOC 289 | Applications of Precision Technology | 3 |
| MATH 111 | Technical Math | 3 |
| ELECTIVE | AG Elective | 3 |
| SEMESTER TOTAL | | 19 |

| SUMMER TERM | | |
|-----------------------|----------------------|----------|
| AGOC 291 | Pest ID & Control | 3 |
| OCED 290 | Workplace Experience | 4 |
| SEMESTER TOTAL | | 7 |

| | | |
|----------------------|--|-----------|
| PROGRAM TOTAL | | 95 |
|----------------------|--|-----------|



**AGENDA ITEM #IX-B-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

No additions or revisions have been made since Trustees approved the first reading at their November 24, 2020, regular meeting.

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 ~~\$1,050~~ 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 #IX-B-2
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

No additions or revisions have been made since Trustees approved the first reading at their November 24, 2020, regular meeting.

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 #IX-C-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

SENIORITY LISTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that shows the services each faculty member is competent to render.

BACKGROUND: An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

BOARD ACTION: _____

Business and Technology FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Years of FT Teaching at HCC</u> | <u>Primary Discipline(s)</u> | <u>Courses Outside of Primary Discipline(s)</u> |
|------------------|------------------------------------|------------------------------|---|
| Amy Chamberlin | 6 | Cosmetology | |
| Justin Ebert | 6 | Agriculture | |
| Steve Gellings | 33 | Electronics | BUSN 141/COMM 101/MTEC 164/ MATH 111 |
| Joe Grove | 11 | Economics | BUSN 121 |
| Rich Jacobs | 10 | Business | |
| Denise Johnson | 13 | Information Technology | |
| Jeremy Monigold | 15 | Information Technology | BUSN 141 |
| Jim Palmer | 19 | Automotive | |
| Monica Pierce | 3 | Agriculture | |
| Aaron Sargent | 6 | Industrial Manufacturing | MATH 111 |
| Kristin Stinnett | 2 | Automotive | |

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Business and Technology FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Years of FT Teaching at HCC</u> | <u>Primary Discipline(s)</u> | <u>Courses Outside of Primary Discipline(s)</u> |
|--------------|------------------------------------|------------------------------|---|
| Evan Talbert | 5 | Hospitality Management | |
| Todd Vacek | 6 | Auto Body | |

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Years of FT Teaching at HCC</u> | <u>Primary Discipline(s)</u> | <u>Courses Outside of Primary Discipline(s)</u> |
|---------------------|------------------------------------|--------------------------------------|---|
| Sammy Ahmed | 1.5 | World Civilization/Political Science | |
| Robert Apolloni | 18 | Art | |
| Harry Bodell | 1 | Speech Communications | |
| Laura Early | 4.5 | Theatre | HUMA 104 |
| Sam Fiorenza | 22 | English | |
| Julie Hartman-Linck | 3 | Sociology | |
| Chelsea Martinez | 8 | Psychology/Education | |
| Tracy Mays | 18 | English/German | |
| Kay Ostberg | 12 | English | PHIL 281 |
| Kathrine Perkins | 7 | English | |

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Years of FT Teaching at HCC</u> | <u>Primary Discipline(s)</u> | <u>Courses Outside of Primary Discipline(s)</u> |
|----------------------|------------------------------------|---|---|
| Paul Rabideau | 17.5 | Psychology | |
| Jennifer Roser | 5 | Criminal Justice | |
| Jami Spencer | 1 | Integrated Reading and Writing/Co-Requisite Writing | |
| Cristina Sztterensus | 3 | Spanish/English | |
| Donna Tufariello | 17.5 | English | |
| James Yeager | 15 | Speech | HUMA 110/MCOM 110, 130, 131, 150, 205 |

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Library FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Position Title</u> | <u>Date of Position Hire</u> |
|----------------|-------------------------|------------------------------|
| Michael Skwara | User Services Librarian | 01/24/2005 |
| Laura Watson | Reference Librarian | 03/25/1998 |

Natural Science and Mathematics FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Years of FT Teaching at HCC</u> | <u>Primary Discipline(s)</u> | <u>Courses Outside of Primary Discipline(s)</u> |
|-----------------|------------------------------------|------------------------------|---|
| Steven Curran | 2 | Earth Sciences/Geography | |
| David Esch | 5 | Physics/Engineering | |
| Karla Giuffre | 11 | Biology | |
| Tony Grahame | 24 | Biology | |
| Martin Hilberg | 1 | Mathematics | |
| Steve Mihina | 24 | Mathematics | |
| Juliet Moderow | 14 | Biology | |
| Alan Nowicki | 27 | Biology | |
| Jenna Rancingay | 8 | Mathematics | |
| John Sullivan | 21 | Chemistry | |

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Nursing and Allied Health FT Faculty
(Updated at the end of May, 2020)

| <u>Name</u> | <u>Years of FT Teaching at HCC</u> | <u>Primary Discipline(s)</u> | <u>Courses Outside of Primary Discipline(s)</u> |
|-------------------|------------------------------------|------------------------------|---|
| Stephanie Eymann | 2 | Nursing | |
| Jessica Larson | 9.5 | Nursing | |
| Cassie Mekeel | 5 | Nursing | |
| Shelly Morgan | 5.5 | Nursing | |
| Brittany Petrelli | 1 | Nursing | |
| Chrislyn Senneff | 11 | Nursing | |
| Kay Sperry | 11.5 | Nursing | |

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Assoc. Dean/Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Assoc. Dean/Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 13. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**AGENDA ITEM #IX-C-2
FEBRUARY 11, 2021
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.

Esther Mayer, planned retirement April 30, 2024

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 #IX-C-3
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
COORDINATOR, WOMEN'S ATHLETICS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Coordinator, Women's Athletics with placement remaining at range 23 on the Highland Salary Range Table. This is a full-time, exempt professional position.

BACKGROUND: This job description is being revised to reflect a reduction to the number of credit hours that this position is required to teach as part of its responsibilities.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Women's Athletics*

GENERAL STATEMENT OF RESPONSIBILITIES: To coordinate the Women's intercollegiate athletics programs, providing direction and supervision of the women's volleyball, bowling, basketball and softball teams; assists the Athletic Director and supports the college's Physical Education program offerings.

PRINCIPAL DUTIES: (essential functions)

- Coordinates and organizes women's athletics programs. Supervises and schedules games, monitors eligibility, maintains equipment and coordinates public relations activities.
- Serves as coach of one sport and assistant coach of another, scheduling practices, coordinating travel, compiling and entering statistics, and organizing and participating in fundraisers.
- As part of coaching responsibilities, recruits student athletes, coordinates campus visits, and promotes athletic programs.
- Instructs up to 64 credit hours of physical education courses fall, spring and summer semesters.
- Supports and advises in regards to academic and athletic goals.
- Acts as backup to the Automated External Defibrillator Coordinator for the MERP Program.
- Oversees home basketball games for both men's and women's teams as well as tournaments; coordinates and trains personnel at contests.
- Oversees the preparation of softball fields.
- Helps maintain social media presence for Athletic Department.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of intercollegiate athletic programs, rules and regulations.

Knowledge of principles, practices and techniques of coaching.

Knowledge of principles and practices of teaching and learning.

Knowledge of physical education and related concepts, with particular expertise in a specific field.

Knowledge of safety and first aid techniques.

Knowledge of strength and fitness conditioning.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer operations and software applications.

Skill in coaching individuals and teams.

Skill in coordinating events and activities.

Adopted 5/15/2001

Coordinator Womens Athletics jd.january

Skill in communicating effectively both orally and in writing.
Skill in teaching and assessing student abilities and skills.
Skill in performing basic first aid.
Skill in operating a computer and software applications.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Exposure to extreme temperatures. Potential exposure to hazardous materials (bloodborne pathogens).

MINIMUM QUALIFICATIONS: Bachelor's degree in education, athletic training, coaching or a related field, Master's in related field preferred, and three (3) years coaching experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. First Aid certification and Automated External Defibrillator certification preferred within one year of hire.

REPORTS TO: Director Athletics & Physical Education

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4310

JOB SERIES/FAMILY: Student Support Services Series/Athletics and Arts Group

LAST REVISED: 02/19/19 01/26/21 ***[Pending Board Approval]**

Adopted 5/15/2001

Coordinator Womens Athletics jd.january

**AGENDA ITEM #IX-C-4
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, ACADEMIC TECHNOLOGY RESOURCES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Shawn Vlad as full-time Coordinator, Academic Technology Resources beginning January 4, 2021, at a FY21 salary of \$48,475, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY21 budget.

BACKGROUND: Mr. Vlad was appointed as the interim Coordinator, Academic Technology Resources from November 30, 2020 to January 3, 2021, while the search was under way to fill the position vacancy. Mr. Vlad served as the part-time Academic Technology Resources Assistant since March 2, 2020. Prior to his employment at Highland, he was employed as an instructional designer at other higher education institutions including Webster University, Kaplan University, and the University of South Florida. In these positions, he partnered with faculty members to create online courses and content using data driven decision-making, converted face to face programs to online delivery and delivered program curriculum and courses. He attended Highland and was awarded his Bachelor of Arts degree in Sociology from Judson University. He obtained a Master of Arts in Sociology and a Master of Science in Education in Curriculum and Instruction with an emphasis in Instructional Technology from Southern Illinois University, Carbondale. Mr. Vlad is currently pursuing his Educational Doctorate in Transformative Learning in the Global Environment from Webster University.

Mr. Vlad's knowledge of Highland's processes, educational background and continued professional development, course development pedagogy and experience, and his student-centered philosophy make him the ideal person for the position.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-5
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COORDINATOR, LEARNING SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Coordinator, Learning Services with placement remaining at range 27 on the Highland Salary Range Table. This is a full-time, exempt professional position.

BACKGROUND: The incumbent in this position transferred to another position at Highland Community College. Before the search process, a review of the job description resulted in a few changes to wording under Principal Duties and the addition of a new bullet point: “Implements and maintains appropriate software.” Another change is the preference that the selected candidate obtain certification to administer Pearson VUE, CLEP, and DSST within two months of hire rather than three to six months.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Learning Services *

GENERAL STATEMENT OF RESPONSIBILITIES: To promote student success and increase student retention by coordinating tutoring programs and resources and to support students through a variety of means such as proctoring tests, delivering courses and workshops and providing information and resources.

PRINCIPAL DUTIES: (essential functions)

- Supports student retention efforts by meeting with “at-risk” students including those on financial aid and academic probation, managing Early Alert referrals, assessing needs, consulting with instructors, developing learning strategies and working with them to become more resilient learners.
- In relation to LIBS 199 (First Year Experience), identifies appropriate instructors, plans course curriculum, chooses course materials, reserves facilities, secures guest speakers, and evaluates instructors, courses, and completes assessment of student learning.
- Supports Testing Center operations, including administering a variety of tests.
- In addition to study skills and other topics, provides individualized writing tutoring to students with a wide range of skill levels.
- Delivers up to 4 credit hours of FYES courses each semester, conducts workshops, develops curriculum, tracks student progress and interacts with instructors and students.
- Develops, implements and coordinates writing and academic support services.
- Supervises, trains and evaluates paraprofessional staff. Prepares work schedules and monitors study groups.
- Oversees staff and assigns the work of student tutors.
- Implements and maintains appropriate software
- Tracks and analyzes tutoring, and Early Alert and learning analytics data to inform decision making.
- Researches best practices of tutoring, Early Alert and First Year Experience programming to make recommendations for improvements.
- Promotes study groups, tutoring services and First Year Experience courses and functions campus wide.
- 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 and practices of testing and student assessment.
 Knowledge of principles, practices and processes of learning and teaching.
 Knowledge of instructional techniques and processes.

Knowledge of practices and processes of curriculum development and implementation.
Knowledge of principles and practices in working with a diverse student population.
Knowledge of principles and practices of supervising and evaluating staff.
Knowledge of utilizing data to make informed decisions.
Knowledge of computer operations and software applications.

Skill in developing and evaluating curriculum, delivering instruction and assessing learning.
Skill in providing tutoring and special instruction to diverse student populations.
Skill in supervising, assigning and reviewing the work of others.
Skill in identifying problems, evaluating alternatives and implementing effective solutions.
Skill in responding to inquiries, disseminating information and providing instructional resources.
Skill in operating computers and software applications.
Skill in communicating effectively orally and in writing.
Skill in interpersonal and public speaking.
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.

MINIMUM QUALIFICATIONS: Master's degree in developmental education or a related field required and three (3) years experience in assessing learning needs OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Certified to administer Pearson VUE, CLEP, and DSST within ~~thirty (30)~~ (60) months of hire preferred.

REPORTS TO: Director, Learning and Transitional Education Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4710

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

LAST REVISED: 07/04/09-02/23/23* [Pending Board Approval]

**AGENDA ITEM #IX-D-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – TUITION

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for first reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$149.00 per credit hour effective Fall semester of 2021. In addition, it is recommended that Board of Trustees considers for first reading an increase in the senior citizen rate from \$111.00 to \$112.00 per credit hour effective Fall semester 2021. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2021 tuition rates at community colleges contiguous to Highland have been determined.

BACKGROUND: For the past three fiscal years, State funding has represented only about 9% of the College's operating budget. Despite this, the College has strived to maintain affordable tuition and a flat overall tax rate. Tuition was not increased in FY19, was increased by \$5 in FY20 and was not increased in FY21. In addition, expenses have been reduced, transfers from other funds have been utilized, and the fund balance has absorbed the remaining deficit.

A \$149 tuition rate effective Fall semester of 2021 coupled with our technology fee (\$22) and activity fee (\$18) may be higher than the overall State average in-district tuition and fee rate in FY22, however, many colleges have not yet determined tuition and many are discussing increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include a small increase in property tax values, flat State funding, and assistance from Federal Higher Education Emergency Relief Funds indicate that this recommended increase in tuition may achieve a balanced budget in FY22. Items of significant budget impact are not yet known at this time, such as property tax values, State funding, and medical insurance costs that may require adjustments to current budget projections.

If (as originally planned when Illinois Community Colleges were established) State funding was one-third of the College's revenue sources, then we would only be looking at a per credit hour tuition rate of about \$134.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-2
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 344484 through 344720 amounting to \$299,436.87, Automated Clearing House (ACH) debits W0000612 amounting to \$19,019.79, and Electronic Refunds of \$5,200.19, with 17 adjustments of \$3,120.18, such warrants amounting to \$320,536.67. Transfers of funds for payroll amounted to \$602,732.99.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$19,019.79. Electronic Refunds are issued to students.

BOARD ACTION: _____

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

| | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
|-----------------------------|---------------------|-----------------|---------------|---------------------|
| US BANK | \$289,045.53 | \$833.34 | \$0.00 | \$289,878.87 |
| FIFTH THIRD | 23,743.23 | 0.00 | 0.00 | 23,743.23 |
| UNION LOAN AND SAVINGS | 175,386.32 | 0.00 | 0.00 | 175,386.32 |
| TOTAL ASSETS | \$488,175.08 | \$833.34 | \$0.00 | \$489,008.42 |
| | | | | |
| 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 | 833.34 | | 95,863.05 |
| 1019 YMCA BLDG/MAINT | 34,993.79 | | | 34,993.79 |
| 1020 HCC BLDG/MAINT | 58,972.13 | | | 58,972.13 |
| 1021 YMCA/HCC INTEREST | 99,619.10 | | | 99,619.10 |
| 1022 HCC SECTION 125 PLAN | 23,743.23 | | | 23,743.23 |
| TOTAL | \$488,175.08 | \$833.34 | \$0.00 | \$489,008.42 |

**AGENDA ITEM #IX-D-3
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 344721 through 344923 amounting to \$1,261,105.10, Automated Clearing House (ACH) debits W0000613 amounting to \$12,722.01, Other Debits D0000104 through D0000105 amounting to \$28,826.48 and Electronic Refunds of \$3,193.00, with 2 adjustments of \$375.00, such warrants amounting to \$1,305,471.59. Transfers of funds for payroll amounted to \$839,477.40.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$12,722.01. Other Debits consist of replenishing petty cash in the cashier's office \$26.48 and bookstore buyback \$28,800.00. Electronic Refunds are issued to students. December had three payrolls.

BOARD ACTION: _____

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

| | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
|------------------------------------|-----------------------------|-----------------|----------------------|---------------------|
| US BANK | \$289,878.87 | \$416.67 | \$11,446.00 | \$278,849.54 |
| FIFTH THIRD | 23,743.23 | 0.00 | 0.00 | 23,743.23 |
| UNION LOAN AND SAVINGS | 175,386.32 | 0.00 | 0.00 | 175,386.32 |
| TOTAL ASSETS | \$489,008.42 | \$416.67 | \$11,446.00 | \$477,979.09 |
| | | | | |
| 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 | | 3,815.34 | 72,804.75 |
| 1017 HCC ROAD AND LOT | 99,197.03 | | 3,815.33 | 95,381.70 |
| 1018 YMCA ROAD AND LOT | 95,863.05 | 416.67 | 3,815.33 | 92,464.39 |
| 1019 YMCA BLDG/MAINT | 34,993.79 | | | 34,993.79 |
| 1020 HCC BLDG/MAINT | 58,972.13 | | | 58,972.13 |
| 1021 YMCA/HCC INTEREST | 99,619.10 | | | 99,619.10 |
| 1022 HCC SECTION 125 PLAN | 23,743.23 | | | 23,743.23 |
| TOTAL | \$489,008.42 | \$416.67 | \$11,446.00 | \$477,979.09 |

**AGENDA ITEM #IX-D-4
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
JANUARY 2021**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the January 2021 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 344924 through 345180 amounting to \$572,629.93, Automated Clearing House (ACH) debits W0000614 amounting to \$14,067.95, and Electronic Refunds of \$112.66, with 9 adjustments of \$2,725.00, such warrants amounting to \$584,085.54. Transfers of funds for payroll amounted to \$530,414.81.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$14,067.95. Electronic Refunds are issued to students.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, January 31, 2021**

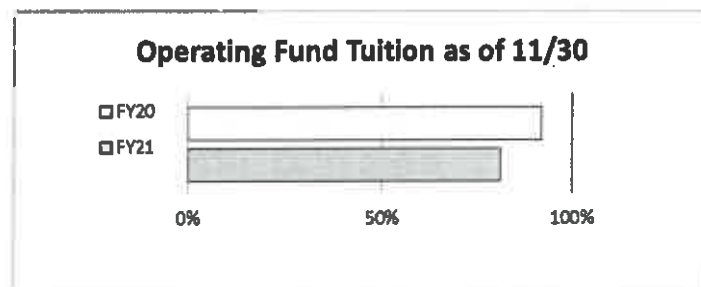
| | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
|------------------------------------|-----------------------------|-----------------|----------------------|---------------------|
| US BANK | \$278,849.54 | \$0.00 | \$0.00 | \$278,849.54 |
| FIFTH THIRD | 23,743.23 | 0.00 | 0.00 | 23,743.23 |
| UNION LOAN AND SAVINGS | 175,386.32 | 0.00 | 0.00 | 175,386.32 |
| | | | | |
| TOTAL ASSETS | \$477,979.09 | \$0.00 | \$0.00 | \$477,979.09 |
| | | | | |
| 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 | 72,804.75 | | | 72,804.75 |
| 1017 HCC ROAD AND LOT | 95,381.70 | | | 95,381.70 |
| 1018 YMCA ROAD AND LOT | 92,464.39 | | | 92,464.39 |
| 1019 YMCA BLDG/MAINT | 34,993.79 | | | 34,993.79 |
| 1020 HCC BLDG/MAINT | 58,972.13 | | | 58,972.13 |
| 1021 YMCA/HCC INTEREST | 99,619.10 | | | 99,619.10 |
| 1022 HCC SECTION 125 PLAN | 23,743.23 | | | 23,743.23 |
| | | | | |
| TOTAL | \$477,979.09 | \$0.00 | \$0.00 | \$477,979.09 |

**AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21**

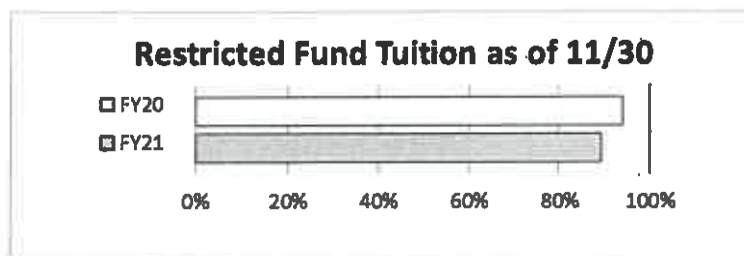
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

Results as of November 30, 2020

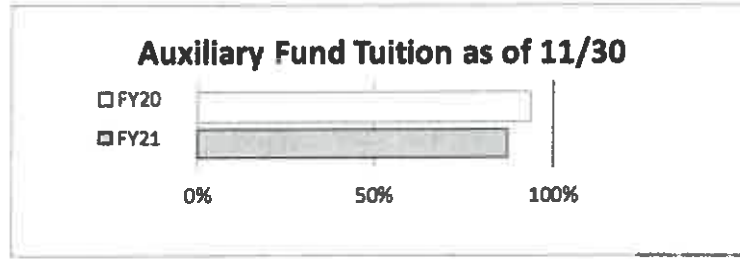
The following charts show the comparison of the FY21 financial results for various items, as labeled, to FY20 results as of November 30. The FY20 bar is the year-to-date results as of November 30, 2019, divided by the actual year-end results for FY20. The FY21 bar is the year-to-date results for November 30, 2020, divided by the annual budgeted amount for FY21.



Operating Fund tuition revenue appears to be about 11% lower than anticipated at this point in time. If Operating Fund tuition revenue is 11% less than budgeted for the fiscal year, that amounts to about \$543,000.



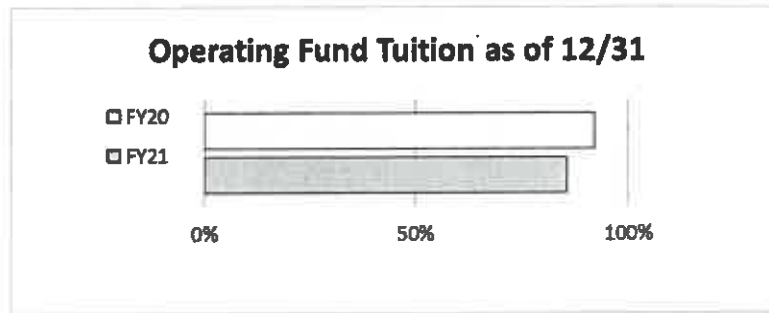
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 5% less than anticipated at this point in time. If Restricted Fund tuition revenue is 5% less than budgeted for the fiscal year, that amounts to about \$30,000.



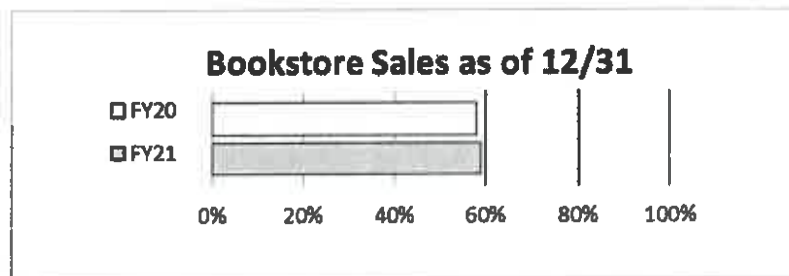
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 7% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 7% less than budgeted for the fiscal year, that amounts to about \$35,000.

Results as of December 31, 2020

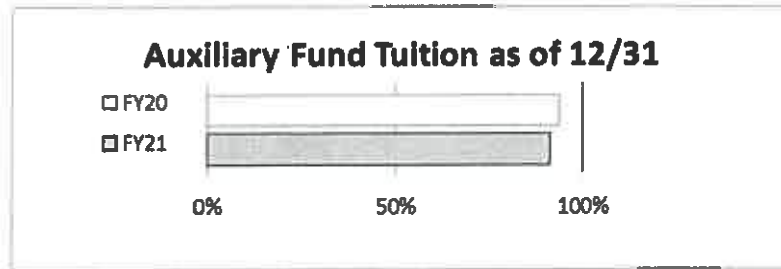
The following charts show the comparison of the FY21 financial results for various items, as labeled, to FY20 results as of December 31. The FY20 bar is the year-to-date results as of December 31, 2019, divided by the actual year-end results for FY20. The FY21 bar is the year-to-date results for December 31, 2020, divided by the annual budgeted amount for FY21.



Operating Fund tuition revenue appears to be about 7% lower than anticipated at this point in time. If operating fund tuition revenue is 7% less than budgeted for the fiscal year that amounts to about \$345,000.



Bookstore sales appear to be about 1% higher than anticipated at this point in time. If sales are 1% more than budgeted for the fiscal year, that amounts to about \$4,500.



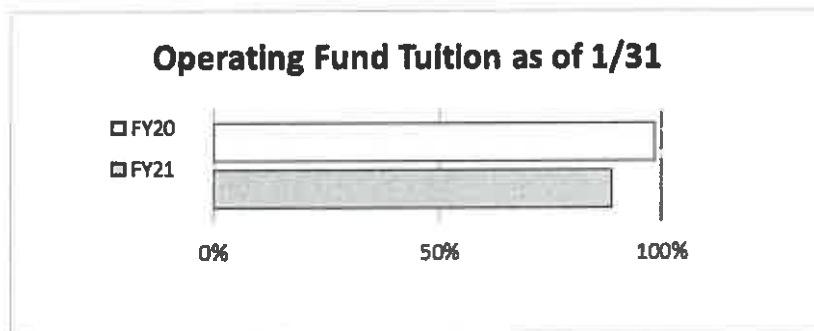
Auxiliary Fund tuition revenue appears to be about 2% lower than anticipated at this point in time. If operating fund tuition revenue is 2% less than budgeted for the fiscal year, that amounts to about \$10,000.

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.

In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

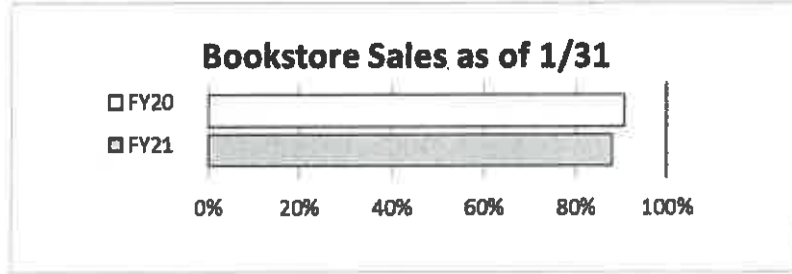
Results as of January 31, 2021

The following charts show the comparison of the FY21 financial results for various items, as labeled, to FY20 results as of January 31. The FY20 bar is the year-to-date results as of January 31, 2020, divided by the actual year-end results for FY20. The FY21 bar is the year-to-date results for January 31, 2021, divided by the annual budgeted amount for FY21.

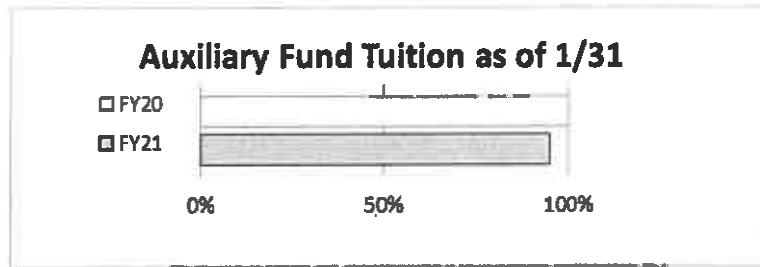


Operating Fund tuition revenue appears to be about 9% lower than anticipated at this point in time. If Operating Fund tuition revenue is 9% less than budgeted for the fiscal year, that amounts to about \$443,000. The Higher Education Emergency Relief Funds (HEERF) awarded as part of the Coronavirus Aid, Relief, and Economic Security Act (CRRSA) provides for broader use of the funds than the previous HEERF award. It may now be allowable for higher education institutions to use federal funds to offset revenue losses from declines in enrollment related to COVID-19. Further guidance is forthcoming, and if appropriate, the College will

consider using HEERF funds in this manner, which may impact Operating Fund tuition revenue in the future.



Bookstore sales appear to be about 3% lower than anticipated at this point in time. If sales are 3% less than budgeted for the fiscal year, that amounts to about \$14,000.



Auxiliary Fund tuition revenue appears to be about 5% lower than anticipated at this point in time. If Operating Fund tuition revenue is 5% less than budgeted for the fiscal year, that amounts to about \$25,000.

November 2020

Financials

AGENDA ITEM #X-D
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE
 FY21

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended November 30, 2020

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year- to-Date</u> | <u>Percent</u> |
|---|---------------|--------------------------|----------------|
| Local Taxes | \$6,520,321 | \$3,197,526 | 49.0% |
| Credit Hour Grants | 1,251,848 | 373,521 | 29.8% |
| Equalization | 50,000 | 8,333 | 16.7% |
| ICCB Career/Tech Education | 131,003 | 65,502 | 50.0% |
| ICCB Performance | 15,000 | - | 0.0% |
| CPP Replacement Tax | 400,000 | 117,901 | 29.5% |
| Dept. of Educ. | 8,300 | - | 0.0% |
| Other Federal Sources | 46,700 | 18,603 | 39.8% |
| Tuition & Fees | 4,918,500 | 4,013,188 | 81.6% |
| Sales & Services | 30,450 | 5,364 | 17.6% |
| Facilities Revenue | 100,714 | 41,969 | 41.7% |
| Interest on Investments | 97,000 | 2,165 | 2.2% |
| Non-Govt. Gifts, Grants | 480,000 | - | 0.0% |
| Miscellaneous | 40,976 | 53,784 | 131.3% |
| | ----- | ----- | ----- |
| Total Revenue | \$14,090,812 | \$7,897,856 | 56.0% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$9,503,314 | \$3,753,436 | 39.5% |
| Employee Benefits | 2,334,662 | 1,136,183 | 48.7% |
| Contractual Services | 841,053 | 355,777 | 42.3% |
| Materials & Supplies | 878,686 | 435,765 | 49.6% |
| Conference & Meeting | 201,583 | 6,941 | 3.4% |
| Fixed Charges | 61,740 | 40,085 | 64.9% |
| Utilities | 655,851 | 657,113 | 100.2% |
| Capital Outlay | 40,375 | 20,342 | 100.0% |
| Other Expenditures | 169,500 | 185,417 | 109.4% |
| Transfers (In) Out | (595,952) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$14,090,812 | \$6,591,059 | 46.8% |
| | | | |
| Excess of Revenues Over Expenditures | \$0 | \$1,306,797 | |
| | | | |
| Fund Balance 7/1/20 | 4,181,208 | 4,181,208 | |
| | ----- | ----- | |
| Fund Balance 11/30/20 | \$4,181,208 | \$5,488,005 | |

AGENDA ITEM #X-D
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|---------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$911,500 | \$449,792 | 49.3% |
| Interest | 0 | 151 | 100.0% |
| Other | 0 | 2,795 | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$911,500 | \$452,738 | 100.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | 233,000 | 9,848 | 100.0% |
| Capital Outlay | 5,782,734 | 1,502,925 | 26.0% |
| Transfers Out | 74,761 | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$6,090,495 | \$1,512,773 | 24.8% |
| | | | |
| Excess of Revenues Over Expenditures | (\$5,178,995) | (\$1,060,035) | |
| | | | |
| Fund Balance 7/1/20 | \$6,119,076 | \$6,119,076 | |
| ----- | ----- | ----- | |
| Fund Balance 11/30/20 | \$940,081 | \$5,059,041 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Tuition and Fees | \$495,000 | \$432,349 | 87.3% |
| Bookstore Sales | 455,200 | 254,811 | 56.0% |
| Athletics | 41,040 | 3,070 | 7.5% |
| Other | 131,000 | 41,738 | 31.9% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,122,240 | \$731,968 | 65.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$350,958 | \$96,437 | 27.5% |
| Employee Benefits | 46,869 | 18,310 | 39.1% |
| Contractual Services | 86,066 | 18,278 | 21.2% |
| Materials & Supplies | 558,226 | 463,691 | 83.1% |
| Conference & Meeting | 260,363 | 18,796 | 7.2% |
| Fixed Charges | 10,409 | 4,098 | 39.4% |
| Utilities | 600 | 600 | 100.0% |
| Capital Outlay | 7,406 | 1,626 | 22.0% |
| Other Expenditures | 22,978 | 13,736 | 59.8% |
| Transfers | (65,000) | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,278,875 | \$635,572 | 49.7% |
| | | | |
| Excess of Revenues Over Expenditures | (\$156,635) | \$96,396 | |
| | | | |
| Fund Balance 7/1/20 | \$284,299 | \$284,299 | |
| ----- | ----- | ----- | |
| Fund Balance 11/30/20 | \$127,664 | \$380,695 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year-to-Date</u> | <u>Percent</u> |
|-------------------------------------|---------------|---------------------|----------------|
| Vocational Education | \$156,421 | \$11,187 | 7.2% |
| Adult Education | 229,950 | - | 0.0% |
| Other Illinois Sources | 136,405 | 114,434 | 83.9% |
| Department of Education | 5,214,192 | 1,912,550 | 36.7% |
| Other Federal Sources | 54,456 | 29,746 | 54.6% |
| Tuition & Fees | 605,000 | 541,147 | 89.4% |
| Interest | 19,346 | 53 | 0.3% |
| Non-govt. Gifts, Grants | 284,203 | 25,248 | 8.9% |
| Other | 295,226 | 98,209 | 33.3% |
| | ----- | ----- | ----- |
| Total Revenue | \$6,995,199 | 2,732,574 | 39.1% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$1,215,302 | \$585,579 | 48.2% |
| Employee Benefits | 285,199 | 134,080 | 47.0% |
| Contractual Services | 767,807 | 236,215 | 30.8% |
| Materials & Supplies | 242,250 | 97,593 | 40.3% |
| Conference & Meeting | 136,509 | 15,680 | 11.5% |
| Fixed Charges | 24,196 | - | 0.0% |
| Utilities | 4,152 | - | 0.0% |
| Capital Outlay | 499,982 | 112,249 | 22.5% |
| Other Expenditures | 295,111 | 95,691 | 32.4% |
| Financial Aid | 3,767,164 | 1,541,304 | 40.9% |
| Transfers out (in) | 448,692 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$7,686,364 | \$2,818,391 | 36.7% |
| | | | |
| Excess of Expenditures Over Revenue | (\$691,165) | (\$85,817) | |
| | | | |
| Fund Balance 7/1/20 | 1,157,898 | 1,157,898 | |
| | ----- | ----- | |
| Fund Balance 11/30/20 | \$466,733 | \$1,072,081 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-----------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$45,000 | \$21,860 | 48.6% |
| | ----- | ----- | ----- |
| Total Revenue | \$45,000 | \$21,860 | 48.6% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | \$47,900 | \$47,900 | 100.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$47,900 | \$47,900 | 100.0% |
| | | | |
| Excess of Revenues Over Expenditures | (\$2,900) | (\$26,040) | |
| | | | |
| Fund Balance 7/1/20 | \$4,838 | \$4,838 | |
| | ----- | ----- | |
| Fund Balance 11/30/20 | \$1,938 | (\$21,202) | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,777,961 | \$871,338 | 49.0% |
| | ----- | ----- | ----- |
| Total Revenue | \$1,777,961 | \$871,338 | 49.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Fixed Charges | \$1,848,950 | \$1,610,350 | 87.1% |
| Other | - | 475 | 100.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$1,848,950 | \$1,610,825 | 87.1% |
| | | | |
| Excess of Revenues Over Expenditures | (\$70,989) | (\$739,487) | |
| | | | |
| Fund Balance 7/1/20 | \$794,110 | \$794,110 | |
| | ----- | ----- | |
| Fund Balance 11/30/20 | \$723,121 | \$54,623 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,187,500 | \$587,519 | 49.5% |
| Other | - | \$8,138 | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,187,500 | \$595,657 | 50.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$307,024 | \$121,666 | 39.6% |
| Employee Benefits | 326,430 | 168,681 | 51.7% |
| Contractual Services | 386,625 | 320,703 | 82.9% |
| Materials & Supplies | 9,100 | 7,709 | 84.7% |
| Conference & Meetings | 15,555 | 495 | 3.2% |
| Fixed Charges | 186,917 | 187,518 | 100.3% |
| Utilities | 2,745 | 2,718 | 99.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,234,396 | \$809,490 | 65.6% |
| | | | |
| Excess of Revenues | | | |
| Over Expenditures | (\$46,896) | (\$213,833) | |
| | | | |
| Fund Balance 7/1/20 | \$308,564 | \$308,564 | |
| ----- | ----- | ----- | |
| Fund Balance 11/30/20 | \$261,668 | \$94,731 | |

December 2020

Financials

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE
 FY21

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

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year- to-Date</u> | <u>Percent</u> |
|---|---------------|--------------------------|----------------|
| Local Taxes | \$6,520,321 | \$3,236,469 | 49.6% |
| Credit Hour Grants | 1,251,848 | 373,521 | 29.8% |
| Equalization | 50,000 | 8,333 | 16.7% |
| ICCB Career/Tech Education | 131,003 | 65,502 | 50.0% |
| ICCB Performance | 15,000 | - | 0.0% |
| CPP Replacement Tax | 400,000 | 117,901 | 29.5% |
| Dept. of Educ. | 8,300 | - | 0.0% |
| Other Federal Sources | 46,700 | 18,999 | 40.7% |
| Tuition & Fees | 4,918,500 | 4,211,623 | 85.6% |
| Sales & Services | 30,450 | 5,364 | 17.6% |
| Facilities Revenue | 100,714 | 48,503 | 48.2% |
| Interest on Investments | 97,000 | 2,512 | 2.6% |
| Non-Govt. Gifts, Grants | 480,000 | - | 0.0% |
| Miscellaneous | 40,976 | 56,546 | 138.0% |
| | ----- | ----- | ----- |
| Total Revenue | \$14,090,812 | \$8,145,273 | 57.8% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$9,503,314 | \$4,422,759 | 46.5% |
| Employee Benefits | 2,334,662 | 1,387,481 | 59.4% |
| Contractual Services | 841,053 | 371,217 | 44.1% |
| Materials & Supplies | 878,686 | 465,543 | 53.0% |
| Conference & Meeting | 201,583 | 7,614 | 3.8% |
| Fixed Charges | 61,740 | 40,085 | 64.9% |
| Utilities | 655,851 | 657,393 | 100.2% |
| Capital Outlay | 40,375 | 20,342 | 100.0% |
| Other Expenditures | 169,500 | 195,064 | 115.1% |
| Transfers (In) Out | (595,952) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$14,090,812 | \$7,567,498 | 53.7% |
| | | | |
| Excess of Revenues Over Expenditures | \$0 | \$577,775 | |
| | | | |
| Fund Balance 7/1/20 | 4,181,208 | 4,181,208 | |
| | ----- | ----- | |
| Fund Balance 12/31/20 | \$4,181,208 | \$4,758,983 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|---------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$911,500 | \$455,841 | 50.0% |
| Interest | 0 | 151 | 100.0% |
| Other | 0 | 2,795 | 100.0% |
| | ----- | ----- | ----- |
| Total Revenue | \$911,500 | \$458,787 | 100.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | 233,000 | 9,848 | 100.0% |
| Capital Outlay | 5,782,734 | 1,571,403 | 27.2% |
| Transfers Out | 74,761 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$6,090,495 | \$1,581,251 | 26.0% |
| | | | |
| Excess of Revenues Over Expenditures | (\$5,178,995) | (\$1,122,464) | |
| | | | |
| Fund Balance 7/1/20 | \$6,119,076 | \$6,119,076 | |
| | ----- | ----- | |
| Fund Balance 12/31/20 | \$940,081 | \$4,996,612 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|--------------------|------------------|--------------|
| Tuition and Fees | \$495,000 | \$453,121 | 91.5% |
| Bookstore Sales | 455,200 | 268,094 | 58.9% |
| Athletics | 41,040 | 3,070 | 7.5% |
| Other | 131,000 | 44,149 | 33.7% |
| Total Revenue | \$1,122,240 | \$768,434 | 68.5% |
| EXPENDITURES: | | | |
| Salaries | \$350,958 | \$116,523 | 33.2% |
| Employee Benefits | 46,869 | 18,454 | 39.4% |
| Contractual Services | 86,066 | 18,278 | 21.2% |
| Materials & Supplies | 558,226 | 491,965 | 88.1% |
| Conference & Meeting | 260,363 | 19,139 | 7.4% |
| Fixed Charges | 10,409 | 4,098 | 39.4% |
| Utilities | 600 | 600 | 100.0% |
| Capital Outlay | 7,406 | 1,626 | 22.0% |
| Other Expenditures | 22,978 | 14,005 | 60.9% |
| Transfers | (65,000) | - | 0.0% |
| Total Expenditures | \$1,278,875 | \$684,688 | 53.5% |
| Excess of Revenues Over Expenditures | (\$156,635) | \$83,746 | |
| Fund Balance 7/1/20 | \$284,299 | \$284,299 | |
| Fund Balance 12/31/20 | \$127,664 | \$368,045 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended December 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 | 25,691 | 11.2% |
| Other Illinois Sources | 136,405 | 114,434 | 83.9% |
| Department of Education | 5,214,192 | 1,912,550 | 36.7% |
| Other Federal Sources | 54,456 | 29,746 | 54.6% |
| Tuition & Fees | 605,000 | 561,255 | 92.8% |
| Interest | 19,346 | 19,240 | 99.5% |
| Non-govt. Gifts, Grants | 284,203 | 29,674 | 10.4% |
| Other | 295,226 | 113,162 | 38.3% |
| | ----- | ----- | ----- |
| Total Revenue | \$6,995,199 | 2,805,752 | 40.1% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$1,215,302 | \$666,310 | 54.8% |
| Employee Benefits | 285,199 | 139,557 | 48.9% |
| Contractual Services | 767,807 | 309,584 | 40.3% |
| Materials & Supplies | 242,250 | 99,878 | 41.2% |
| Conference & Meeting | 136,509 | 15,680 | 11.5% |
| Fixed Charges | 24,196 | - | 0.0% |
| Utilities | 4,152 | - | 0.0% |
| Capital Outlay | 499,982 | 153,300 | 30.7% |
| Other Expenditures | 295,111 | 97,900 | 33.2% |
| Financial Aid | 3,767,164 | 1,541,304 | 40.9% |
| Transfers out (in) | 448,692 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$7,686,364 | \$3,023,513 | 39.3% |
| | | | |
| Excess of Expenditures Over Revenue | (\$691,165) | (\$217,761) | |
| | | | |
| Fund Balance 7/1/20 | 1,157,898 | 1,157,898 | |
| | ----- | ----- | |
| Fund Balance 12/31/20 | \$466,733 | \$940,137 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-----------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$45,000 | \$22,154 | 49.2% |
| | ----- | ----- | ----- |
| Total Revenue | \$45,000 | \$22,154 | 49.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | \$47,900 | \$47,900 | 100.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$47,900 | \$47,900 | 100.0% |
| | | | |
| Excess of Revenues Over Expenditures | (\$2,900) | (\$25,746) | |
| | | | |
| Fund Balance 7/1/20 | \$4,838 | \$4,838 | |
| | ----- | ----- | |
| Fund Balance 12/31/20 | \$1,938 | (\$20,908) | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,777,961 | \$883,055 | 49.7% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,777,961 | \$883,055 | 49.7% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Fixed Charges | \$1,848,950 | \$1,610,350 | 87.1% |
| Other | - | 475 | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,848,950 | \$1,610,825 | 87.1% |
| | | | |
| Excess of Revenues Over Expenditures | (\$70,989) | (\$727,770) | |
| | | | |
| Fund Balance 7/1/20 | \$794,110 | \$794,110 | |
| ----- | ----- | ----- | |
| Fund Balance 12/31/20 | \$723,121 | \$66,340 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,187,500 | \$595,419 | 50.1% |
| Other | - | \$8,138 | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,187,500 | \$603,557 | 50.8% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$307,024 | \$154,044 | 50.2% |
| Employee Benefits | 326,430 | 180,350 | 55.2% |
| Contractual Services | 386,625 | 321,755 | 83.2% |
| Materials & Supplies | 9,100 | 7,709 | 84.7% |
| Conference & Meetings | 15,555 | 495 | 3.2% |
| Fixed Charges | 186,917 | 187,648 | 100.4% |
| Utilities | 2,745 | 2,768 | 100.8% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,234,396 | \$854,769 | 69.2% |
| | | | |
| Excess of Revenues Over Expenditures | (\$46,896) | (\$251,212) | |
| | | | |
| Fund Balance 7/1/20 | \$308,564 | \$308,564 | |
| ----- | ----- | ----- | |
| Fund Balance 12/31/20 | \$261,668 | \$57,352 | |

January 2021 Financials

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE
 FY21

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year- to-Date</u> | <u>Percent</u> |
|---|---------------|--------------------------|----------------|
| Local Taxes | \$6,520,321 | \$3,236,469 | 49.6% |
| Credit Hour Grants | 1,251,848 | 615,410 | 49.2% |
| Equalization | 50,000 | 16,667 | 33.3% |
| ICCB Career/Tech Education | 131,003 | 65,502 | 50.0% |
| ICCB Performance | 15,000 | - | 0.0% |
| CPP Replacement Tax | 400,000 | 188,777 | 47.2% |
| Dept. of Educ. | 8,300 | - | 0.0% |
| Other Federal Sources | 46,700 | 18,999 | 40.7% |
| Tuition & Fees | 4,918,500 | 4,376,192 | 89.0% |
| Sales & Services | 30,450 | 6,034 | 19.8% |
| Facilities Revenue | 100,714 | 55,036 | 54.6% |
| Interest on Investments | 97,000 | 2,844 | 2.9% |
| Non-Govt. Gifts, Grants | 480,000 | 301,109 | 62.7% |
| Miscellaneous | 40,976 | 59,019 | 144.0% |
| | ----- | ----- | ----- |
| Total Revenue | \$14,090,812 | \$8,942,058 | 63.5% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$9,503,314 | \$5,057,485 | 53.2% |
| Employee Benefits | 2,334,662 | 1,360,080 | 58.3% |
| Contractual Services | 841,053 | 488,709 | 58.1% |
| Materials & Supplies | 878,686 | 522,392 | 59.5% |
| Conference & Meeting | 201,583 | 13,622 | 6.8% |
| Fixed Charges | 61,740 | 41,895 | 67.9% |
| Utilities | 655,851 | 657,892 | 100.3% |
| Capital Outlay | 40,375 | 20,342 | 100.0% |
| Other Expenditures | 169,500 | 207,299 | 122.3% |
| Transfers (In) Out | (595,952) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$14,090,812 | \$8,369,716 | 59.4% |
| | | | |
| Excess of Revenues Over Expenditures | \$0 | \$572,342 | |
| | | | |
| Fund Balance 7/1/20 | 4,181,208 | 4,181,208 | |
| | ----- | ----- | |
| Fund Balance 1/31/21 | \$4,181,208 | \$4,753,550 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| REVENUE: | Budget | Year to-Date | Percent |
|---|---------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$911,500 | \$455,841 | 50.0% |
| Interest | 0 | 152 | 100.0% |
| Other | 0 | 2,795 | 100.0% |
| | ----- | ----- | ----- |
| Total Revenue | \$911,500 | \$458,788 | 100.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | 233,000 | 59,848 | 100.0% |
| Capital Outlay | 5,782,734 | 1,586,889 | 27.4% |
| Transfers Out | 74,761 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$6,090,495 | \$1,646,737 | 27.0% |
| | | | |
| Excess of Revenues Over Expenditures | (\$5,178,995) | (\$1,187,949) | |
| | | | |
| Fund Balance 7/1/20 | \$6,119,076 | \$6,119,076 | |
| | ----- | ----- | |
| Fund Balance 1/31/21 | \$940,081 | \$4,931,127 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Tuition and Fees | \$495,000 | \$469,537 | 94.9% |
| Bookstore Sales | 455,200 | 401,556 | 88.2% |
| Athletics | 41,040 | 3,070 | 7.5% |
| Other | 131,000 | 47,606 | 36.3% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,122,240 | \$921,769 | 82.1% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$350,958 | \$134,750 | 38.4% |
| Employee Benefits | 46,869 | 22,359 | 47.7% |
| Contractual Services | 86,066 | 21,163 | 24.6% |
| Materials & Supplies | 558,226 | 515,264 | 92.3% |
| Conference & Meeting | 260,363 | 25,486 | 9.8% |
| Fixed Charges | 10,409 | 4,891 | 47.0% |
| Utilities | 600 | 600 | 100.0% |
| Capital Outlay | 7,406 | 1,626 | 22.0% |
| Other Expenditures | 22,978 | 15,218 | 66.2% |
| Transfers | (65,000) | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,278,875 | \$741,357 | 58.0% |
| Excess of Revenues Over Expenditures | (\$156,635) | \$180,412 | |
| Fund Balance 7/1/20 | \$284,299 | \$284,299 | |
| ----- | ----- | ----- | |
| Fund Balance 1/31/21 | \$127,664 | \$464,711 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| <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 | 54,699 | 23.8% |
| Other Illinois Sources | 136,405 | 139,719 | 102.4% |
| Department of Education | 5,214,192 | 1,912,550 | 36.7% |
| Other Federal Sources | 54,456 | 29,746 | 54.6% |
| Tuition & Fees | 605,000 | 581,319 | 96.1% |
| Interest | 19,346 | 19,240 | 99.5% |
| Non-govt. Gifts, Grants | 284,203 | 35,738 | 12.6% |
| Other | 295,226 | 222,030 | 75.2% |
| | ----- | ----- | ----- |
| Total Revenue | \$6,995,199 | 2,995,041 | 42.8% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$1,215,302 | \$769,127 | 63.3% |
| Employee Benefits | 285,199 | 161,767 | 56.7% |
| Contractual Services | 767,807 | 375,620 | 48.9% |
| Materials & Supplies | 242,250 | 105,919 | 43.7% |
| Conference & Meeting | 136,509 | 15,830 | 11.6% |
| Fixed Charges | 24,196 | - | 0.0% |
| Utilities | 4,152 | - | 0.0% |
| Capital Outlay | 499,982 | 160,094 | 32.0% |
| Other Expenditures | 295,111 | 96,906 | 32.8% |
| Financial Aid | 3,767,164 | 1,544,754 | 41.0% |
| Transfers out (in) | 448,692 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$7,686,364 | \$3,230,017 | 42.0% |
| | | | |
| Excess of Expenditures Over Revenue | (\$691,165) | (\$234,976) | |
| | | | |
| Fund Balance 7/1/20 | 1,157,898 | 1,157,898 | |
| | ----- | ----- | |
| Fund Balance 1/31/21 | \$466,733 | \$922,922 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

AUDIT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| REVENUE: | Budget | Year to-Date | Percent |
|---|-----------|-----------------|---------|
| Local Taxes | \$45,000 | \$22,154 | 49.2% |
| Total Revenue | \$45,000 | \$22,154 | 49.2% |
| EXPENDITURES: | | | |
| Contractual Services | \$47,900 | \$47,900 | 100.0% |
| Total Expenditures | \$47,900 | \$47,900 | 100.0% |
| Excess of Revenues Over Expenditures | (\$2,900) | (\$25,746) | |
| Fund Balance 7/1/20 | \$4,838 | \$4,838 | |
| Fund Balance 1/31/21 | \$1,938 | (\$20,908) | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,777,961 | \$883,055 | 49.7% |
| | ----- | ----- | ----- |
| Total Revenue | \$1,777,961 | \$883,055 | 49.7% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Fixed Charges | \$1,848,950 | \$1,610,350 | 87.1% |
| Other | - | 475 | 100.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$1,848,950 | \$1,610,825 | 87.1% |
| | | | |
| Excess of Revenues Over Expenditures | (\$70,989) | (\$727,770) | |
| | | | |
| Fund Balance 7/1/20 | \$794,110 | \$794,110 | |
| | ----- | ----- | |
| Fund Balance 1/31/21 | \$723,121 | \$66,340 | |

AGENDA ITEM #X-A
 FEBRUARY 11, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2021

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,187,500 | \$595,419 | 50.1% |
| Other | - | \$8,138 | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,187,500 | \$603,557 | 50.8% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$307,024 | \$179,174 | 58.4% |
| Employee Benefits | 326,430 | 197,744 | 60.6% |
| Contractual Services | 386,625 | 342,889 | 88.7% |
| Materials & Supplies | 9,100 | 7,709 | 84.7% |
| Conference & Meetings | 15,555 | 495 | 3.2% |
| Fixed Charges | 186,917 | 187,697 | 100.4% |
| Utilities | 2,745 | 2,946 | 107.3% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,234,396 | \$918,654 | 74.4% |
| | | | |
| Excess of Revenues Over Expenditures | (\$46,896) | (\$315,097) | |
| | | | |
| Fund Balance 7/1/20 | \$308,564 | \$308,564 | |
| ----- | ----- | ----- | |
| Fund Balance 1/31/21 | \$261,668 | (\$6,533) | |

**AGENDA ITEM #XII-B-1
FEBRUARY 11, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING (MOU) FOR SPRING 2021 BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957,
DUE TO THE COVID-19 NATIONAL PANDEMIC**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Understanding (MOU) for Spring 2021 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic.

BACKGROUND: The disruption caused by the COVID-19 national pandemic impacted the ability to carry out certain aspects of the current contract with the Faculty. The attached Memorandum of Understanding outlines the terms agreed to that would address these issues for the Spring 2021 semester.

BOARD ACTION: _____

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

December 21, 2020 (Update)

Issue:

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

Agreement: The parties agree to the following:

1. CDC, ICCB and IDPH guidelines will be adhered to and will guide and/or determine COVID-19 and safety-related decisions made by the College. In making such decisions, the college will also give appropriate consideration to any issued Phase or Tier guidance issued by the Governor and/or IDPH applicable to the College's geographic area, in force at the time of any such decision. For example, if the Region is in Phase 2, interaction would be limited between persons and appropriate instruction moved online, either in online format or in a live-streaming format where a student attends class virtually. Similarly, if the region is moved to Phase 3, traditional face-to-face and live-stream blended instruction should take place following social distancing protocol. This protocol may be, but is not limited to:
 - a. A maximum of 10, or such number as may be identified in any Phase 3 guidance, people (including instructor) are allowed in an instructional area.
 - b. A minimum of 6 feet of distance maintained between individuals.
 - c. Use of properly-worn face coverings and hand hygiene.

d. Equipment and workspaces will be sanitized using the protocol established by HCC Maintenance.

Finally, as an example under Phase 4, instruction would generally be permitted using face-to-face or live-stream blended courses and the maximum number of people allowed in an instructional area will be as identified by the established guidance, i.e. currently 50 people, 50% of the room's capacity, or the maximum number of people in a room to allow for 6-foot social distancing.

2. Full-time Faculty salary and employment status will remain as-is according to the most current CBA and any contracts or payment agreements made for the SP-21 semester even if programs or courses are low-enrolled.
 - a. Due to the unprecedented situation in Spring 2021, Faculty will not be required to teach more than five (5) course sections totaling at least 13.1 credits unless the faculty member and the Faculty Senate President agree to more. This five (5) course section limit does not include courses that are open-lab or cross listed (offered at the same time in the same location with the same instructor) or for courses like or similar to OCED 290 Workplace Experience that are designed for limited enrollment and require instructor approval.
 - b. Tutorial loading will be used only to calculate load course sections beyond five (5) course sections or fifteen (15) credits.
 - c. No precedent or past practice will be set regarding Faculty load calculation for past or future situations.
3. In considering the status of under-enrolled programs that have been areas of concern for FY20-21, appropriate consideration will be given to the impact of the COVID-19 pandemic. Any under enrolled programs considered for program reduction will be subject to Program Review, following the process explained in the most current Faculty Handbook.
4. Full-time Faculty evaluations will be as follows:
 - a. Tenured Faculty who were scheduled for continuing evaluation (3-year cycle) will have any outstanding

- evaluations completed during the 2020-2021 academic year if possible. Tenured Faculty evaluations scheduled for the 2020-2021 academic year will proceed as scheduled if possible. The determination of when to schedule evaluations will be decided by the Faculty member and their dean.
- b. Non-tenured Faculty may opt into evaluation for the SP-21 semester, but appropriate consideration will be made to understand that the format of the class is new and may not be as comfortable as a traditional class. Members of tenure committee and dean should view different class sessions or courses.
 - c. Any Faculty evaluations held via online platforms or Zoom may not be recorded without the Faculty member's express consent. If consent is not given, the observer will take notes or otherwise document their thoughts as consistent with in-person evaluation.
 - d. Non-tenured Faculty should still expect to be evaluated at least four semesters within the time frame by the dean and tenure committee prior to being recommended for tenure.
 - e. Non-tenured Faculty may choose to opt into an extra semester of evaluation added to their tenure process. The Faculty member will choose whether to accept this option. This option will not be determined by the Tenure Committee, the Dean, or any party other than the Faculty member. The deadline for opting into an extra semester of evaluation shall be no later than December 1 for January hires. Faculty choosing to opt into the extra semester of evaluation will notify in writing, which writing shall acknowledge that the request was voluntary and a waiver of the statutory timeline, their Dean or Associate Dean before the deadline.
 - f. The Board of Trustees will approve extension requests made by Faculty. The Board will indicate in the approval that the Faculty member requested a voluntary extension because of COVID-19 and agree that this is not a term of remediation. There will be no corrective actions provided for this extension because the extension is not remedial.
5. Any unused FY21 Personal Days, provided as a benefit to Faculty and Custodial Maintenance employees via the most current CBAs,

will be rolled over into the next academic year(s). These unused days will be eligible for use through academic year 2023/2024.

6. A Faculty member will be notified by the College where a Health Department or IDPH has provided sufficient information to make the College aware that the individual of concern had sufficient contact with the faculty member to be notified under contact tracing protocols. This will include notification, via email or phone when the College has been formally made aware that a student enrolled in a Faculty member's on-campus course has tested positive for COVID-19 or is deemed by a Health Department as a presumptive positive. Notification will not include the student's name other than where permitted by law.
7. If Faculty are asked to disinfect instructor workstations, they will be expected to clean consoles only, and the College will provide appropriate training, proper equipment and cleaning supplies.
8. As per CDC guidelines that suggest that high-touch surfaces be cleaned frequently, the College will commit to cleaning and disinfecting each scheduled classroom and bathroom, including instructor workstations, and desks/chairs, and common areas a minimum of once a day, and high-touch surfaces such as doorknobs/handles, common-area surfaces, light switches, elevator buttons, handrails, and bathroom touch surfaces will be disinfected a minimum of three (3) times each day.
9. Section caps for every face-to-face, hybrid and VM courses will be appropriately adjusted to accommodate classroom sizes and social distancing guidelines.
 - a. Fully face-to-face classes that have more students than are allowed in their respective classrooms shall be moved to an appropriate classroom or split into the appropriate amount of sections required to fit their scheduled classrooms. Those sections will be loaded as separate classes for the faculty teaching said courses.
10. Remote work will be the standard for all non-classroom campus service, including office hours, Opening Days, committee meetings, meetings with supervisors, etc. No Faculty member will be expected to attend face-to-face meetings or events.

11. The College recognizes that preparing and presenting current courses is the most essential function of a Faculty Member. Likewise, the College recognizes that preparing and presenting courses in an alternative format is challenging, time-consuming, and stressful. Similarly, the Faculty acknowledge and recognize that issues of COVID-19 present a substantial number of external threats to the College, creating challenging and stressful management and student enrollment hurdles for the administration. Accordingly, while Faculty are encouraged to maintain usual and customary additional duties, there will not be repercussions for declining such additional, duties as normally assigned, including recruiting activities, committee work, etc. If the Faculty member feels unable to do so, especially those activities that require in-person attendance. In such instances the Faculty member shall first discuss their concerns with their Dean or supervisor to see if the concerns can be reasonably addressed.
12. Faculty who are teaching more than 50% of their teaching load online, hybrid or virtual meeting mode will again receive \$10 per month for the months of January through May stipends for internet services.
13. Faculty will be provided with necessary equipment and adequate training for alternative delivery methods. Faculty members must request purchase of authorized equipment through the College. The College will purchase the equipment due to record keeping requirements. If for some reason the College cannot purchase the equipment and the Faculty member purchases authorized equipment, with approval of a purchase request, necessary for alternative delivery methods, the College will reimburse the entire amount of that purchase. If a Faculty member requires additional training that cannot be provided by the College, the College will pay for or reimburse the cost of said training.
14. Modifications to class modalities will be discussed and made in consultation with the division dean.
15. For the lab courses that extend beyond the end of the semester (May 19th).
 - a. Full-time faculty, providing the additional instruction for the identified lab courses, set forth in this MOU will receive compensation at the rate of \$60 per lab hour.

This compensation will be paid in each pay period during which the lab make-up work is being taught.

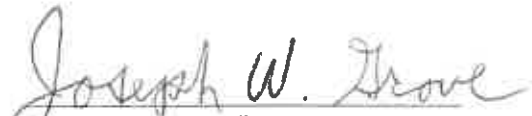
- b. The maximum number of students allowed to be enrolled in each lab section will be determined two weeks prior to the beginning of the extension period.
 - c. The instructor shall apply appropriate safeguards, including use of social distancing where applicable, so that the maximum number of students physically allowed in the lab classroom at one time is in accordance with appropriate guidelines for the phase Region 1 is in at the time. Students not adhering to appropriate social distancing, masking, and other appropriate safeguards will be asked to leave the classroom until they are willing to comply. The instructor may withdraw a student who refuses to comply with appropriate safeguards.
 - d. The class structure will be determined by the faculty member following consultation and agreement by the division Dean.
16. One (1) Faculty representative shall be identified by the Faculty Senate President and added to the Emergency Operations Team for the COVID-19 pandemic response. A second faculty member (Acting Director of Nursing) Stephanie Eymann will be added to the Emergency Operations Team for the Covid-19 pandemic response. This appointment shall conclude upon cessation of IDPH's declaration of a public health crisis related to COVID-19.
 17. Enrollment in all VM Course will not exceed the range of between 20-25 students, which number within the range will be based on agreement between the instructor and the division Dean with due consideration to the particular course. The maximum number established will not be exceeded unless by the consent of the instructor and the division dean.
 18. No decisions made by the College occurring because of the COVID-19 pandemic situation will be considered to have established past practice unless otherwise agreed upon.
 19. If an instructor who is teaching a face-to-face or VM course needs to move from the classroom to home in order to continue teaching, the instructor will not be required to take sick days. If a

Faculty member, who has been on-campus teaching, is required to quarantine or has tested positive for COVID-19, but is asymptomatic, they may work remotely. During all such periods of remote work, the faculty member is not required to use sick days, provided they are continuing instruction remotely.

Both parties agree to revisit this agreement, should it be necessary, no later than May 1, 2021 for the following academic semester.

Date: December 21, 2020

Board Chair


Faculty Senate/Local 1957 President