

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
March 23, 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/93972463829?pwd=UVIzZlRlNU9hbnkY0dnRjNltxdz09>
or by phone at 312-626-6799 and Password 212950

- I. Call to Order
- II. Moment of Silence in Memory of Dr. Steve Jennings
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes: February 11, 2021 Rescheduled Meeting
February 23, 2021 Board Retreat
- VI. Public Comments
- VII. Introductions
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
 - A. Academic (None)
 - B. Administration
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- XI. Main Motions
 - A. Academic
 - 1. Esports Intercollegiate Athletic Program (Page 3)
 - 2. 2021 – 2024 Academic Calendar (Page 4)
 - 3. Resolution to Place the Mechatronics Program and Related Stackable Certificates on Inactive Status (Page 10)
 - B. Administration
 - 1. Approval of Additional Vacation Carryover for Eligible Non-union Classified, Professional, and Administrative Staff Due to the COVID-19 Pandemic (Page 12)
 - 2. Affirmation of College Mission and Support Statements (Page 13)

- C. Personnel
 - 1. New Job Description: Educational Specialist, Upward Bound (Page 15)
- D. Financial
 - 1. Authorization to Move Forward with Plans and Bidding for the Nursing Hospital Simulation and Learning Center Remodel Project (Page 18)
 - 2. Contract Between Highland Community College and Interact for Image and Fundraising Campaign (Page 19)
 - 3. Payment of Bills and Agency Fund Report – February 2021 (Page 31)

XII. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 33)
- B. Student Trustee
- C. Shared Governance
- D. One Highland (Partners In Leadership)
- E. Audit and Finance Committee
- F. ICCTA Representative
- G. Board Chair
- H. Administration
- I. Strategic Plan

XIII. 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

XIV. 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
 - 1. Appointment: Vice President/Chief Academic Officer (CAO), Academic Services (Handout)
 - 2. Appointment: Director, Adult Education Programs (Grant Funded) (Handout)

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 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 Extending the Terms and Conditions of the Collective Bargaining Agreement for the 2021 – 2022 Academic Year (Page 42)**

XV. Old Business

XVI. New Business

XVII. Dates of Importance

- A. **Next Quarterly Board Retreat – June 10, 2021 at 8:30 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center**
- B. **Next Regular Board Meeting – April 27, 2021 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)**

XVIII. Adjournment

**AGENDA ITEM #X-C-1
MARCH 23, 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 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: _____

Spring 2021				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Mark	Peterson	6712	PERS037FCC	WWII in the Pacific	1.5		\$27.50	\$41.25
Mark	Peterson	6714	PERS037HCC	World War II	1.5		\$27.50	\$41.25
Mark	Peterson	6716	PERS037JCC	Cahokia/Mississippi Culture	1.5		\$27.50	\$41.25
Kerrylyn	Rodriguez	6706	PERS037BCC	Tips for Writing Simple Wills	2		\$30.00	\$60.00
Kerrylyn	Rodriguez	6707	PERS037CCC	CBD Oil	2		\$30.00	\$60.00
Drew	Groezinger	6744	PERS032ACC	Succulent Garden Planter			\$35.00	\$35.00
Jeremy	Monigold			Part-time Instruction Supervision				\$129.46
Tessa	Kempel			Assistant Volleyball Coach				\$2,250.00
Feb. 2021				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Dean	Buckwalter			Worked scorers table for 3 basketball games				\$ 120.00
Kim	Grimes			Worked scorers table for 3 basketball games				\$ 120.00
Julie	Lee			Volleyball team picture				\$ 75.00
Bill	Pospischil			Worked scorers table for 3 basketball games				\$ 120.00
Benjamin	Dresser			Stats for two basketball games				\$ 80.00
Jim	Blair			Worked scorers table for 3 basketball games				\$ 120.00
Jim	Blair			Worked scorers table for 8 basketball games in February				\$ 320.00
Dean	Buckwalter			Worked scorers table for 9 basketball games in February				\$ 360.00
Benjamin	Dresser			Worked 9 basketball games in February				\$ 360.00
Kim	Grimes			Worked scorers table for 9 basketball games in February				\$ 360.00
Bill	Pospischil			Worked scorers table for 2 VB games & 6 basketball games in Feb				\$ 300.00

**AGENDA ITEM XI-A-1
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE**

ESPORTS INTERCOLLEGIATE ATHLETIC PROGRAM

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the addition of esports as an intercollegiate athletic program.

BACKGROUND: The addition of esports works toward addressing Strategic Enrollment Management and Athletic Department Strategic Plans' goals to increase enrollment and improve retention of our students. Aimed at growing enrollment, improving retention, better engaging our students on campus, and increasing activities and opportunities for our students, adding esports is a logical component of Highland's growth and success.

Highland will gain increased media interest and coverage that esports and athletics bring to colleges in addition to the increased enrollment and retention potential. Esports is the fastest-growing campus initiative in the US. Many colleges in our region, state, and even nationally have added esports to their intercollegiate college offerings. High schools have also begun adding esports for their students. Esports will be a co-ed sport and open up new opportunities to recruit students and encourage diversity and inclusion.

A few additional benefits of adding esports include the following: Esports student-athletes will be held to the same academic standard as players on other athletic teams; coaches and administrators can monitor academic standing; possible scholarship money available that otherwise may not have been an opportunity for these students; provides students with a personal connection to the College that can build long-lasting relationships; grow Highland's alumni base with a vested interest in the College; adds another campus activity to create a vibrant college atmosphere; adds new technology on campus.

By offering esports, we will attract new full-time students and better retain full-time students, increase credit hours, and fill open seats. Esports would also add to our tuition revenue, state reimbursement, and the general character, diversity, and quality of our Highland campus community.

BOARD ACTION: _____

**AGENDA ITEM #XI-A-2
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

2021 - 2024 ACADEMIC CALENDAR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached 2021 – 2024 academic calendar.

BACKGROUND: The proposed calendar is reviewed by a committee that includes the President, Interim VP of Academic Services/CAO, Vice Presidents, Deans, Director of Enrollment and Records, Director of Financial Aid, Director of Human Resources, Director of Marketing and Community Relations, Director of Retention and Learning Services, Bookstore Manager, Student Advisor, Executive Assistant to the VP of Academic Services, Faculty Senate President, and appointed faculty representatives. This calendar is included in the catalog and published on the College website.

BOARD ACTION: _____

ACADEMIC CALENDAR 2021 – 2024

FALL 2021

April 12 – August 16	Registration for Fall 2021
August 12	Faculty return to campus
August 16	Classes begin
August 16 – 20	Class changes permitted
August 20	Last day to drop for first 8-week classes, no record/refund
August 27	Last day to drop for 16-week classes, no record/refund
September 6	Holiday • Labor Day
October 1	Last day to withdraw "W" for first 8-week classes
October 8	Midterm
October 11	Holiday • Columbus Day
October 12	Second 8-week classes begin
October 18	Last day to drop for second 8-week classes, no record/refund
October 18, 2021 – January 18, 2022	Registration for Spring 2022
November 18	Last day to withdraw "W" for 16-week and second 8-week classes
November 25 – 26	Holiday • Thanksgiving
December 6 – 10	Final exams
December 10	End of Fall term
December 23 – 24	Holiday • Christmas Eve & Christmas Day observed
December 23, 2021 – January 3, 2022	Campus closed

SPRING 2022

October 18, 2021 – January 18, 2022	Registration for Spring 2022
January 3	Holiday • New Year's Day observed
January 13	Faculty return to campus
January 17	Holiday • Martin Luther King Jr. Day
January 18	Classes begin
January 18 – 24	Class changes permitted
January 24	Last day to drop for first 8-week classes, no record/refund
January 31	Last day to drop for 16-week classes, no record/refund
February 11	Holiday • Lincoln's Birthday Observed
February 14 – June 6	Registration for Summer 2022
March 4	Last day to withdraw "W" for first 8-week classes
March 11	Midterm
March 14	Second 8-week classes begin
March 18	Last day to drop for second 8-week classes, no record/refund
March 21 – 25	Academic Holidays • Spring Break
April 11 – August 19	Registration for Fall 2022
April 21	Last day to withdraw "W" for 16-week and second 8-week classes
May 12, 13, 16, 17, 18	Final exams
May 18	End of Spring term
May 21	Commencement
May 21	Final day instructors

PRE-SUMMER SESSION 2022

May 23	Classes begin
May 24	Last day to drop, no record/refund
May 30	Holiday • Memorial Day
June 9	End of session

SUMMER 2022

February 14 – June 9	Registration for Summer 2022
June 13	Classes begin
June 13 – 16	Class changes permitted
June 20	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 7	Midterm
July 28	Last day to withdraw "W"
August 4	End of Summer session

FALL 2022

April 11 – August 19	Registration for Fall 2022
August 18	Faculty return to campus
August 22	Classes begin
August 22 – 26	Class changes permitted
August 26	Last day to drop for first 8-week classes, no record/refund
September 2	Last day to drop for 16-week classes, no record/refund
September 5	Holiday • Labor Day
October 7	Last day to withdraw "W" for first 8-week classes
October 10	Holiday • Columbus Day
October 14	Midterm
October 17	Second 8-week classes begin
October 21	Last day to drop for second 8-week classes, no record/refund
October 17, 2022 – January 16, 2023	Registration for Spring 2023
November 24 – 25	Holiday • Thanksgiving
November 28	Last day to withdraw "W" for 16-week and second 8-week classes
December 12 – 16	Final exams
December 16	End of Fall term
December 22 – 23	Holiday • Christmas Eve & Christmas Day observed
December 22, 2022 – January 2, 2023	Campus closed

SPRING 2023

October 17, 2022 – January 16, 2023	Registration for Spring 2023
January 2	Holiday • New Year's Day observed
January 12	Faculty return to campus
January 16	Holiday • Martin Luther King Jr. Day
January 17	Classes begin
January 17 – 23	Class changes permitted
January 23	Last day to drop for first 8-week classes, no record/refund
January 30	Last day to drop for 16-week classes, no record/refund
February 13	Holiday • Lincoln's Birthday Observed
February 22 – June 12	Registration for Summer 2023
March 3	Last day to withdraw "W" for first 8-week classes
March 10	Midterm
March 13	Second 8-week classes begin
March 17	Last day to drop for second 8-week classes, no record/refund
March 20 – 24	Academic Holidays • Spring Break
April 17 – August 21	Registration for Fall 2023
April 27	Last day to withdraw "W" for 16-week and second 8-week classes
May 11, 12, 15, 16, 17	Final exams
May 17	End of Spring term
May 20	Commencement
May 20	Final day instructors

PRE-SUMMER SESSION 2023

May 22	Classes begin
May 23	Last day to drop, no record/refund
May 29	Holiday • Memorial Day
June 8	End of session

SUMMER 2023

February 22 – June 12	Registration for Summer 2023
June 12	Classes begin
June 12 – 15	Class changes permitted
June 19	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 6	Midterm
July 27	Last day to withdraw "W"
August 3	End of Summer session

FALL 2023

April 17 – August 21	Registration for Fall 2023
August 17	Faculty return to campus
August 21	Classes begin
August 21 – 25	Class changes permitted
August 25	Last day to drop for first 8-week classes, no record/refund
September 1	Last day to drop for 16-week classes, no record/refund
September 4	Holiday • Labor Day
October 6	Last day to withdraw "W" for first 8-week classes
October 9	Holiday • Columbus Day
October 13	Midterm
October 16	Second 8-week classes begin
October 20	Last day to drop for second 8-week classes, no record/refund
October 23, 2023 – January 12, 2024	Registration for Spring 2024
November 23 – 24	Holiday • Thanksgiving
November 27	Last day to withdraw "W" for 16-week and second 8-week classes
December 11 – 15	Final exams
December 15	End of Fall term
December 22 & December 25	Holiday • Christmas Eve observed & Christmas Day
December 22, 2023 – January 1, 2024	Campus closed

SPRING 2024

October 23, 2023 – January 12, 2024	Registration for Spring 2024
January 1	Holiday • New Year's Day
January 11	Faculty return to campus
January 15	Holiday • Martin Luther King Jr. Day
January 16	Classes begin
January 16 – 22	Class changes permitted
January 22	Last day to drop for first 8-week classes, no record/refund
January 29	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday observed
February 21 – June 10	Registration for Summer 2024
March 1	Last day to withdraw "W" for first 8-week classes
March 8	Midterm
March 11	Second 8-week classes begin
March 15	Last day to drop for second 8-week classes, no record/refund
March 18 – 22	Academic Holidays • Spring Break
April 15 – August 19	Registration for Fall 2024
April 25	Last day to withdraw "W" for 16-week and second 8-week classes
May 9, 10, 13, 14, 15	Final exams
May 15	End of Spring term
May 18	Commencement
May 18	Final day instructors

PRE-SUMMER SESSION 2024

May 20	Classes begin
May 21	Last day to drop, no record/refund
May 27	Holiday • Memorial Day
June 6	End of session

SUMMER 2024

February 21 – June 10	Registration for Summer 2024
June 10	Classes begin
June 10 – 13	Class changes permitted
June 17	Last day to drop for 8-week classes, no record/refund
July 3	Midterm
July 4	Holiday • Fourth of July
July 25	Last day to withdraw "W"
August 1	End of Summer session

**AGENDA ITEM #XI-A-3
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION TO PLACE THE MECHATRONICS PROGRAM AND
RELATED STACKABLE CERTIFICATES ON INACTIVE STATUS**

RECOMMENDATION OF PRESIDENT: That the Board of Trustees approves the attached Resolution placing the Mechatronics program, the Industrial Electronics and Controls Certificate, and the Industrial Maintenance Certificate on inactive status.

BACKGROUND: Declining enrollment in the Mechatronics program and the stackable Industrial Electronics and Controls and Industrial Maintenance Certificates prompted a program review that reviewed enrollments for the last five years. There were no new enrollments for Fall 2020. Therefore, based on the enrollment trends, it was recommended that the program not accept new enrollment beginning Spring 2021.

BOARD ACTION: _____

RESOLUTION TO PLACE THE MECHATRONICS PROGRAM AND RELATED STACKABLE CERTIFICATES ON INACTIVE STATUS

WHEREAS, pursuant to Board Policy 2.05, Academic Program Evaluation, the Administration of Highland Community College has undertaken a program review of the Mechatronics program; and,

WHEREAS, the academic program review was conducted consistent with the guidelines set forth within the Faculty Handbook, initiated by the Interim Vice President of Academic Services/CAO, and considered the applicable factors as outlined therein, following the timetable established therein for consideration of the same; and,

WHEREAS, the program review committee included members appointed by the Faculty Senate, and the committee met three times to review the information; and,

WHEREAS, through a survey of businesses within the district, there does not appear to be an interest in the Mechatronics program; and,

WHEREAS, after due consideration, the Board of Trustees finds it in the best interests of the College, students, and taxpayers of the District to place the Mechatronics program and related stackable certificates on inactive status;

NOW, THEREFORE, be it resolved by the Board of Trustees of Community College District #519, Highland Community College, as follows:

1. The Mechatronics program and related stackable certificates are placed on inactive status with the Illinois Community College Board, effective at the end of the 2020-2021 academic year.
2. The Board of Trustees authorizes the College President or her designee to execute all documents, as well as take all steps necessary to effectuate the intent of the Resolution.
3. This Resolution shall be in full force herein upon its passage.

Adopted this 23rd day of March 2021.

Signed _____
Secretary of the Board

Date

Signed _____
Board Chairperson

Date

**AGENDA ITEM #XI-B-1
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF ADDITIONAL VACATION CARRYOVER FOR ELIGIBLE NON-
UNION CLASSIFIED, PROFESSIONAL, AND ADMINISTRATIVE STAFF
DUE TO THE COVID-19 PANDEMIC**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a one-time vacation carryover of five additional days into FY22 for eligible non-union classified, professional, administrative staff due to the COVID-19 pandemic. These days are in addition to the five days normally allowed for carryover in Policy 4.095. The additional days must be used by September 30, 2021. These days will not be automatically converted to sick leave.

BACKGROUND: College Policy 4.095 – Leave, Vacation – Administrative/Professional/Classified Employees allows for classified, professional, and administrative staff to carry over five vacation days into the new fiscal year and that days in excess of five are automatically converted to sick leave. It also outlines that, if an employee fails to use the five carryover vacation days during the first six months of the next fiscal year, those days will automatically convert to sick leave days.

Due to the COVID-19 pandemic, it has been difficult for employees to use their accrued vacation time. In May 2020, employees were granted the ability to carryover unused days until July 1, 2021. Due to the continuation of the pandemic and limitations to travel and other normal activities, some employees still have unusually high vacation balances.

It is expected that, once normal College operations resume, the additional vacation carryover due to the COVID-19 pandemic will cease and the normal policy will be in effect.

BOARD ACTION: _____

**AGENDA ITEM #XI-B-2
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

AFFIRMATION OF COLLEGE MISSION AND SUPPORT STATEMENTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees affirms the attached College mission and support statements.

BACKGROUND: In March 2007, the Board of Trustees discussed the current mission and support statements at their quarterly Board retreat. At that time, it was agreed that the support statements would be updated and presented to trustees for approval. Through work that is being done on the Assurance Argument for the upcoming Higher Learning Commission visit, the committee working on Criterion #1 (mission) found no documentation in Board minutes that would indicate trustees took formal action on the revisions. It was also found that several versions of the support statements existed in various locations. At this time, it is recommended that trustees formally approve the revisions before moving forward with the review of the mission that will take place as part of the upcoming strategic planning process.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

MISSION

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

This mission is carried out by:

1. Providing educational preparation to students for transfer to a baccalaureate or professional, degree-granting institution.
2. Providing instruction to enable students to complete specific vocational degrees and certificates and general education designed to meet individual educational goals.
3. Providing occupational training, retraining, and/or upgrading of skills to meet individual, local, and state needs.
4. Providing developmental education to strengthen students' academic skills.
5. Providing a range of student support services that recognizes and supports the educational goals and needs of a diverse student population.
6. Supporting economic development through partnerships with business, industry, chambers of commerce, units of local government, and other educational institutions.
7. Providing community education designed to meet local cultural needs and encourage lifelong learning and cultural understanding.
8. Providing community access as an open-door institution to all college services and facilities.

**AGENDA ITEM #XI-C-1
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION
EDUCATIONAL SPECIALIST, UPWARD BOUND**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Educational Specialist, Upward Bound with placement at range 22 on the Highland Salary Range Table. This is a part-time, classified, grant-funded position and is included in the Upward Bound grant for the FY21 grant year.

BACKGROUND: The Upward Bound grant will support the addition of a new part-time position. The Educational Specialist position will report to the Director of TRIO Services and will provide academic support, planning, delivery of academic programming, and assist with outreach activities. The position is necessary as student needs have increased as a result of COVID-19. This position will assist in addressing improved student progress toward college preparation. Moreover, the Upward Bound program plans to target additional schools after this year, requiring more staff to cover the added territory.

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: Educational Specialist, Upward Bound (Grant Funded)*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To promote student success in development toward college preparation by providing academic support, planning, delivering academic programming, and assisting with outreach activities.

PRINCIPAL DUTIES: (essential functions)

- Assists in the planning, organization, and implementation of the Upward Bound academic year and summer program component.
- Collaborates with Upward Bound staff to plan and deliver academic activities, topical workshops, and college readiness group discussions.
- Assists in the planning and implementation of off-campus college visits and cultural enrichment activities.
- Collaborates with Upward Bound staff to plan and lead career exploration and mentoring activities, including scheduling guest speakers.
- Provides academic assistance and guidance in completing college, scholarship, and financial aid applications.
- Conducts outreach presentations at schools and community organizations to identify and recruit eligible students.
- Reviews new student applications to determine eligibility and explain the program to students and families.
- Becomes familiar with students' academic history, schedule, and personal/family situations as appropriate.
- Collaborates with Upward Bound staff and school personnel to collect, analyze, and monitor student participation and performance data.
- Maintains confidentiality of student records and assists with updating the student information database.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of Admissions and Financial Aid processes.

Knowledge of programs, practices and performance measures of the Upward Bound project.

Knowledge of principles, practices and techniques of motivating and coaching program participants.

Knowledge of principles, practices and processes of learning and teaching.

Knowledge of principles and practices in working with first generation and underserved students.

Knowledge of computer hardware and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in tutoring and coaching diverse student populations.

Skill in operating computer hardware and software applications.

Skill in effectively using organization and planning skills.

Skill in communicating effectively in writing.

Skill in communicating effectively one-on-one or in groups.

Skill in establishing and maintaining effective relationships with co-workers and others.

Skill in developing and presenting academic and/or college readiness workshops.

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: Associate's degree in education or closely related field with a bachelor's preferred and one (1) year working with students from low income communities and/or first-generation college students. OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, TRIO Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4935

JOB SERIES/FAMILY: Student Support Services Series/Upward Bound Group

ADOPTED: 03/23/21* [Pending Board Approval]

**AGENDA ITEM #XI-D-1
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION TO MOVE FORWARD WITH
PLANS AND BIDDING FOR THE NURSING HOSPITAL
SIMULATION AND LEARNING CENTER REMODEL PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes administration to move forward with plans and bidding for the Nursing hospital simulation and learning center remodel project at a cost not to exceed \$500,000.

BACKGROUND: Former Associate Dean of Nursing and Allied Health Dr. Jen Grobe brought forth plans to remodel the Nursing area to include a simulation lab that would replicate a hospital emergency room. Since her departure, Interim Director of Nursing, Dr. Stephanie Eymann, has held meetings with the Nursing faculty in order to make sure that the lab meets the needs of both faculty and students.

Due to the timing of the project, Board approval is being sought at this time in order to move forward with advertising for bids for the project. The project will be funded by a \$500,000 donation to the Highland Community College Foundation, designated specifically for Nursing. Bids for the project will go through the normal Board approval process.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-2
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE**

**CONTRACT BETWEEN HIGHLAND COMMUNITY COLLEGE AND
INTERACT FOR IMAGE AND FUNDRAISING CAMPAIGN**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves the agreement between Highland Community College and Interact in the amount of \$115,000 for the development and execution of an image campaign, including strategy and creative development, messaging, campaign implementation, and reporting on key metrics. Included in this contract is work that will be done for the Highland Community College Foundation to tie the image campaign in with fundraising efforts. The majority of the contract will be paid from a \$100,000 gift to the Foundation.

BACKGROUND: Highland Community College completed a request for proposals (RFP) process and interviewed two companies with expertise in college brand development. Interact has 25 years of experience with more than 500 community colleges conducting research, marketing strategy, and developing creative solutions to drive enrollment and fundraising.

Interact will be completing three phases for this project, including a review of HCC brand research, gathering research on how best to engage current and prospective students; development of comprehensive, integrated brand messaging for specific market segments; testing the proposed positioning; development of a brand identity system including a style guide; creating a cost-effective, multi-channel campaign and collateral; identifying and tracking key performance metrics; media planning and placement; and completing key fundraising-oriented deliverables determined in collaboration with the HCC Foundation.

A generous donor gift will pay \$100,000 toward the completion of the projects with the College and the HCC Foundation. Funding allocated to HCC community relations and marketing will pay the remaining \$15,000.

BOARD ACTION: _____

Interact

2-Year College Experts

Highland Community College

Image and Fundraising Campaign Contract

Prepared by
Anthony Jones, VP, Technology & Operations

Valid for 30 Days

LETTER OF INTRODUCTION

Thank you for the invitation to provide this contact to support Highland Community College and the Highland Community College Foundation via a district brand campaign to drive both enrollment and funding support for HCC. We are thrilled to have the opportunity to put our unique marketing, research, and community college expertise to work for a project that will connect diverse individuals throughout HCC's four-county service area of northwestern Illinois to opportunity and upward mobility while transforming lives for generations to come.

We at Interact share your passion for the community college mission and are honored to serve a calling that we know changes lives. That is why we have focused exclusively on building enrollment, engagement, and communication strategies for some 500+ community colleges across the nation. This includes more than two decades of experience of positioning colleges and their foundations for success with the development of integrated image-building campaigns, like the one you are launching.

Our creative strategists will work to exceed your expectations in delivering a branding campaign that will attract, engage, and motivate both prospective students and donors alike. Collectively, the seasoned Interact staff who would be assigned to your project have a deep understanding of the unique and diverse students you serve, along with the intricacies of coordinating a wide-scale creative effort to accomplish multiple initiatives. As your project manager, I bring the added benefit of having served in a marketing and PR leadership role for a multi-campus community college for 30 years. We know what it takes to generate buy-in for unified, collaborative approaches that establish a unified voice that is embraced and celebrated by all.

As your President Tom Hood said in the HCC Strategic Plan, "It becomes important to recognize that higher degrees of excellence require higher degrees of excellence in terms of innovation and collaboration, as well, both within the institution and in concert with external partners."

Congratulations for clearly embracing this institutional call to higher excellence through your commitment to leverage a unified, compelling brand that works for both your college and your foundation. Partnering with Interact Communications, the nation's premier marketing agency exclusively serving community colleges, will enable you to seize this defining moment as you build pride, lift your image, and show everyone that "Whatever path you're on, HCC is here to help you succeed on your journey."

We at Interact are be honored to partner with you.

Thank you for your consideration.

Regards,



Anthony Jones

Vice President, Technology & Operations

Anthony.jones@interactcom.com

Phase 1: Discovery

Phase 1 deliverables include:

- Discovery meeting
- HCC brand research review and analysis
- Media Prefs research

Discovery Meeting

To further shape our understanding of HCC, HCCF, and your projects, Interact will officially kick off our partnership with a discovery meeting with your team within one week of contract award. At this time, we will fully explore your goals and how we can best achieve them together. This will include establishing an agreed-upon scope of work, timeline, critical outcomes, and metrics for evaluating our work together. The outcome of this meeting will be a detailed, week-by-week plan for implementation of your projects.

HCC Brand Research Review and Analysis

Following this discovery meeting, Interact's strategists will review and analyze the provided branding research HCC has already completed—the data from your communication audit, community perception survey, Interact's online survey testing, developed branding documents, and any other reports or data you deem vital to our work.

Thanks to the insights your HCC Marketing and Community Relations and HCC Foundation leaders shared via the pre-proposal meeting and helpful resource documents, Interact is already confident we will develop a flexible, multi-faceted image building campaign that achieves these overarching goals:

- ✓ **Grows your enrollment among traditional aged students (17-20) by one percent and your adult students (21+) by 28 percent.** Both of these populations are critical to HCC as the 20 and under full-time population comprises the largest portion of your current student enrollment. As a growing number of these local high school students are Hispanic, an underrepresented population within HCC's enrollment, we will also consider messaging and media tactics to reach these students and their families, all of whom can benefit from HCC's diverse program offerings. Connecting both traditional and adult learners via HCC programs to careers in the district's industry growth areas, such as healthcare and transportation and logistics, will also prove essential to our campaign development.

Phase 2: Strategy Development, Visual Identity, and Messaging

Phase 2 deliverables include:

- Comprehensive, integrated brand messaging
- Interact's Online survey testing of proposed campaign
- Brand campaign visual identity and style guide

Comprehensive, Integrated Brand Messaging

Armed with our understanding of your brand research, Interact will create a unified, comprehensive brand messaging concept and visual identity system, along with a brand positioning statement and value proposition/targeted brand message tracks for each unique, priority audience, including the following:

- Traditional-aged students
- Adult learners
- Parents, guidance counselors, and other influencers
- Current and potential donors
- Alumni
- Business, education, and community leaders

This brand-elevating campaign will lift the tide for both enrollment and fundraising by employing our unique, time-proven algorithm approach to develop compelling, brand-centric messaging and collateral. Our creative algorithm strengthens brand recognition while providing flexibility to work across all media, including video, to drive top-of-the funnel awareness and bottom-of-the-funnel conversion of target audiences.

We will initiate this work after preparing a detailed creative brief in collaboration with HCC. Our mutually agreed upon creative brief will incorporate your available data to clarify our objectives and target audiences, while also capturing college brand elements and preferences for creative voice and tone. Then, our team will develop a clear, consistent, and impactful message algorithm that we will apply as we script and test three unique campaign concepts.

Phase 3: Brand Implementation Plan/Campaign with Key Metrics

Phase 3 deliverables include:

- Integrated marketing plan
- Brand video, audio, and campaign collateral (TBD)
- Campaign rollout presentation with video
- Media Planning and Placement

Integrated Marketing Plan

Interact will work with your team to develop an 18-month, multi-channel plan that coordinates HCC's brand campaign communications across your enrollment, fundraising, and friend raising goals. This plan will give you Interact's deep knowledge of community college marketing best practices in an easy to use, one-page, visual snapshot of all marketing efforts at any given time, so each department can be on the same page and working together to accomplish specified goals. It is organized by key audiences and key dates around your recruitment and fundraising calendar. It is informed by research you've conducted and focused on your goals to drive awareness and engagement among your priority audiences.

Your HCC Integrated marketing plan will detail the following:

- goals and budget
- key audiences
- key academic and fundraising activities and events
- key college dates (enrollment periods and payment deadlines)
- media channels
- media tactics with collateral recommendations to support them
- messaging approach to connect with each audience at the specified time (including both recruitment and retention-focused enrollment messaging, and donor and alumni cultivation messaging)
- evaluation metrics
- proposed schedule of media buys (informed by Interact's proprietary Media Prefs research)
- Internal support and planning to ensure efficacy

Brand Video, Audio, and Campaign Collateral

Following the chosen creative messaging strategy, with recommended media buys and collateral defined in the integrated marketing plan, Interact will work with HCC to determine the best mix of campaign creative assets to produce to launch your new campaign. This may include retention-boosting communications needed to address concerns about the loss of semester-to-semester and within semester persistence among HCC's current student population.

As a brand video will be essential to the success for the projects, we recommend that Interact's video and photography team spend a four-day week on site with HCC to capture initial footage and images to create the core mix of advertising needed to launch the campaign across all recommended media for each distinctive audience.

HCC Media Planning and Placement

Deliverables Include:

- Media placement, management, and optimization
- 24/7 online dashboard, analytics, and monthly reporting

In addition to providing a proposed media buy within the integrated marketing plan, Interact can also place, track, and manage the media buying component for HCC's brand advertising campaign. Your media buy will be informed by HCC's data and the data Interact has secured with Interact's custom Media Prefs research, the only research in the nation that focuses exclusively on community college media consumption.

Interact takes great pride in our targeted and highly effective media buying services. Working with our digital media partner, Reach Local, we realize great results for colleges throughout the country and serve college advertisements in both small and large media markets. We have also created effective messaging and realize tremendous reach and campaign performance in traditional and streaming radio, online video and radio, cable TV, social media, outdoor, custom digital display, geofencing, pay-per-click, email, and over-the-top (OTT) advertising.

We set up your media buys, planning for success by:

- Determining your campaign goals
- Deciding on the best platforms to meet those goals and fit your budget
- Planning campaigns around the student journey to ensure you have a year-round presence for optimal results
- Taking into consideration geography, location, demographics, and audiences for each campaign
- Adjusting tactics and/or audiences within each campaign to fit the campaign budget and respond to ongoing campaign analysis and performance
- Deciding which campaigns should run continuously and which campaigns can run intermittently, based on your goals, enrollment cycles, and budget
- Providing direct access to Google-certified campaign professionals
- Using proprietary AI technology that learns what works best and shifts budget across your different digital ads to optimize campaigns daily, so you achieve optimal results.

Timeline and Deliverables

Based on contract start date in March).

HCC Contract (Creative AND Media Placement)

Deliverable	Production Time	Estimated Completion Date
PHASE 1		
	Within 1 week of contract	Mid-March
Discovery Meeting	2 weeks after receipt	Mid-late March
HCC Brand Research and Analysis	Mid-Feb through mid-April	Late April
Media Prefs Research	Mid-Sept through mid-November	Late November
PHASE 2		
Brand Messaging Campaign	2-4 weeks	Late April
Interact's Online Survey Testing (HCC to recruit participants)	1 week	Early May
Brand Campaign Visual Identity And Style Guide	3-4 weeks	Late May
PHASE 3		
Integrated Marketing Plan	4 weeks	Mid-May
Brand Video, Audio, and Collateral	4-6 weeks	Mid-June
Campaign Presentation with Video	4 weeks	Late June
"Media Placement"	Launch within 10 days of creative	Late June/early July

FEE SUMMARY

HCC Contract (Creative AND Media Placement) —\$100K Budget

Dellverable	Cost
PHASE 1	
Discovery Meeting	Value added
HCC Brand Research and Analysis	\$5k
Media Prefs Research	Value added
PHASE 2	
Brand Messaging Campaign	\$8k
Interact's Online Survey Testing (HCC to recruit participants)	\$5k
Brand Campaign Visual Identity And Style Guide	\$10k
PHASE 3	
Integrated Marketing Plan	\$15k
Brand Video, Audio, and Collateral (includes 4-day, on-campus video/photo shoot, two 45-60-second videos, two 15-30-second audio spots, and mix of 22 digital ads)	\$32k
Campaign Presentation with Video "Media Placement" (for Proposal A ONLY) (includes direct media costs and 15% management fee for ongoing optimization, consultation, and reporting)	Value added \$25k

Contract terms are 50% due at contract signing with the remaining balance for each service due upon completion (invoiced monthly). Direct costs associated with media buys must be prepaid prior to campaigns going live.

Revised Payment Schedule for Highland:

1. \$5,000 for discovery phase – March Billing
2. \$85,000 Media Planning, Media buying and Creative – April Billing
3. \$10,000 for Final contract payment to be billed July 1st

TERMS

1. **Appointment of Agency.** Upon contract signature, client will appoint Agency as Client's creative services agency in connection with the events, products, and/or services of Client described in Scope of Work document.
2. **Scope of Services.** Agency will provide Client with the services provided in the Scope of Work which is incorporated into this Agreement. Should Client request Agency to perform additional services beyond the scope of those identified in the Scope of Work, Agency and Client will negotiate in good faith with respect to the terms, conditions, and compensation for such additional services. Any agreement for such additional services will be set forth in writing executed by both parties and considered an Addendum to this Agreement.
3. **Intellectual Property Ownership.**
 - a. Subject to the limitations set forth in Section 3(b) of this Agreement, all campaigns, trademarks, service marks, slogans, artwork, written materials, drawings, photographs, graphic materials, film, music, transcriptions, computer programs, or other materials that are subject to copyright, trademark, patent, or similar protection (collectively, the "Work Product") produced by Agency shall be the property of the Client provided: (1) such Work Product is accepted by the Client within two (2) months of being proposed by Agency; and (2) Client has paid all fees and costs associated with creating, or, where applicable, producing such Work Product. Work Product that does not meet the two foregoing conditions shall remain the Agency's property. Subject to and upon fulfillment of the foregoing conditions, all title and interest to Work Product shall vest in Client as "works made for hire" within the meaning of the United States copyright laws. To the extent that the title to any such Work shall not be considered a work made for hire pursuant to law, Agency transfers and assigns its rights in such Work to Client upon the fulfillment of conditions 1 and 2 set forth in this Section 3(a).
 - b. It is understood that Agency may, on occasion, license materials from third parties for inclusion in Work Product. In such circumstances, ownership of such licensed materials remains with the third-party licensor at the conclusion of the term of such third-party license. In those instances, Client agrees that it remains bound by the terms of such third-party licenses. Agency will keep client informed of any such limitations.
 - c. Agency shall be permitted to display all completed Work Product, after such Work Product is accepted and implemented by Client, in Agency's work portfolio in print, digital, and online formats for Agency's promotional purposes, including the submission of any completed and published Work Product in any relevant award competitions. Client grants to Agency a limited license to display the completed, accepted, and implemented Work Product for such purpose.
4. **Compensation and Billing Procedure.** Client will be billed a flat fee of \$5,000 to initiate the discovery phase in March, 2021, \$85,000 will be invoiced in April for \$85,000 for Media Planning, Media buying and Creative and a final \$10,000 upon completion of contract items in July 2021. Payment terms are prepayment of any media prior to placement.
5. **Client Approvals and Authority.** Client shall provide timely approvals of Agency work and timely responses to Agency inquiries related to all aspects of the Work. Client shall designate in writing the individual or individuals with whom the Agency will communicate regarding all aspects of the Work or this Agreement. In the event of a delay by Client in granting any necessary authority or approval to Agency, which delay causes an increase in fees or costs associated with the Work, or a delay in the completion date of the Work, Client shall be solely responsible for such increased costs and delayed completion dates, and agrees to pay the associated increased fees and costs to Agency. Agency requires, and Client agrees to pay, a work re-start fee in the event Client has delayed approvals, information, or communication for a period in excess of 30 days. Client will also assume responsibility for any increased fees or costs or delayed work completion by third parties arising out of any delayed grant of necessary authority or approvals.

Commitments to Third Parties.

- a. Client appoints Agency as its agent for all purchases of media, production costs, engagement of talent, or other services and materials required to fulfill the Agreement or produce the Work Product. Client shall promptly notify Agency of its desire to cancel any such authorization, whereupon on receipt of written notice of such cancellation, Agency will take all appropriate steps to effect such cancellation, provided that Client will hold Agency harmless with respect to any costs incurred by Agency as a result, including the securing of a written release of Agency by the third party vendor and/or payment in full of all charges incurred by Agency.
 - b. For all media, production services, talent engagement, or other services or materials purchased by Agency on Client's behalf, Client agrees that Agency shall be held liable for payments only to the extent proceeds have cleared from Client to Agency for such third party purchase or expense; otherwise, Client agrees to be solely liable to the media or other relevant third party ("Sequential Liability"). Agency will use its best efforts to obtain agreement by media and other relevant third parties to Sequential Liability.
6. **Amendments.** Any amendments to this Agreement must be in writing and signed by Agency and Client.

Signature

Any other services that the Highland Community College requires outside of the stated parameters of this contract will be furnished at our best client pricing. Any changes to the contract will be noted and will require signed authorization in the form of a change order.

This agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.

Agreed to on behalf of:

Highland Community College

Name/Title

Signature

Date

Agreed to on behalf of:

Interact Communications

Anthony Jones, VP, Technology and Operations



March 11, 2021

2 0 2 1 R A T E S

interact

2-Year College Experts

Hourly and Contract Rates

Specialty Areas					
<p>Dr. Pamela Cox-Otto</p> <p><i>A nationally-recognized speaker on topics ranging from the internet, persuasive messaging and generational marketing.</i></p> <p>Presentation Rate: \$10,000</p> <p><small>(Includes presentation & travel)</small></p>	<p>Enrollment Management Assessment & Planning</p> <p><i>We assess your recruitment and retention systems & recommend ways to improve them.</i></p>	<p>Full Audio Crew for Podcast & Broadcast</p> <p><i>A producer and Audio engineer</i></p> <p>\$300 @ hour (8 hours min.)</p>	<p>Full Video Crew for Broadcast</p> <p><i>A Producer, Videographer and Second Camera Crew</i></p> <p>\$525 @ hour</p> <p>Day Rate (8 hrs): \$4,200 (4 days min.)</p>	<p>Training</p> <p><i>Interact's Dr. Pam Cox-Otto, Ph.D offers training on every aspect of community college marketing and planning & marketing for bond campaigns.</i></p> <p>Day Rate: \$5,000</p>	<p>Facilitation</p> <p><i>Interact's Pamela Cox-Otto, Ph.D., Paula Di Dio, Ph.D., or Terry Kinney, Ph.D., can help facilitate your planning process or retreat.</i></p> <p>Day Rate: \$5,000</p>

Client Rates

This is the rate for hourly work when we are the agency of record or have an existing contract.

Creative Services:	Hour
Senior Marketing Counsel	\$315
Marketing/PR Counsel	\$150
Advertising Concepts	\$120
Project Management	\$110
Web Analysis & Consulting	\$180
Design (Layout)	\$115
Art Direction	\$120
Copy Writing	\$100
Illustration	\$125
Photography (8 hours min.)	\$300

Advertising Services:

Media Buying	15%
Storyboard/Design	\$100
Broadcast Production	\$210
Videographer (One, 8 hr min.)	\$300
Videography Crew (3-person, 8 hr min.)	\$525
Digitization & Editing	\$150
Talent, Props and Outside Costs	\$ Billed at actual cost

Research Services:

Day rate for 4 Focus Groups, analysts, and reporting \$15,000

Phone surveys, 500 completes \$30,000

Estimates & Project Rates

No one likes to price proposals. Period. But Interact will provide a project estimate that we will not exceed, an hourly estimate that we will not exceed, or simply our hourly costs so you pay us when you use us.

We guarantee we will not exceed the estimates, unless you as our client significantly changes the parameters of the job.

And then we will let you know before then so you don't suffer from sticker shock.

Interact is the premier full-service marketing agency in the nation that serves ONLY Two-year colleges

interact

2-Year College Experts

2-Year College Experts

Valid for 2021- 2022

**AGENDA ITEM #XI-D-3
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the February 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 345181 through 345559 amounting to \$777,918.44, Automated Clearing House (ACH) debits W0000615 amounting to \$17,940.41, and Electronic Refunds of \$39,202.23, with 2 adjustments of \$210.00, such warrants amounting to \$834,851.08. Transfers of funds for payroll amounted to \$574,904.00.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$17,940.41. Electronic Refunds are issued to students.

BOARD ACTION: _____

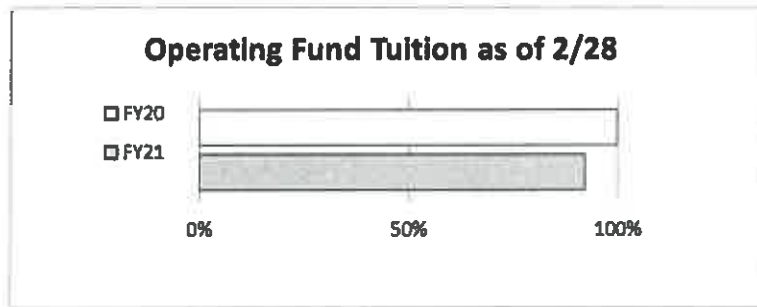
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, February 28, 2021**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$278,849.54	\$416.67	\$0.00	\$279,266.21
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	\$416.67	\$0.00	\$478,395.76
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	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	416.67		92,881.06
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	\$416.67	\$0.00	\$478,395.76

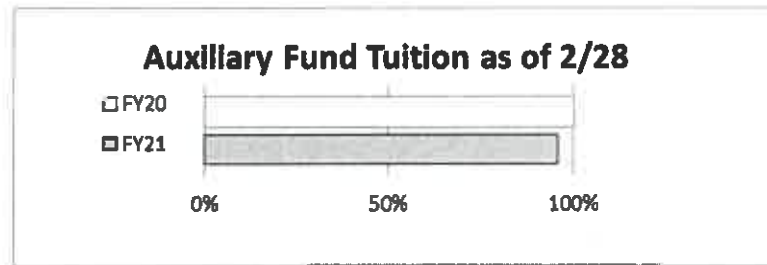
**AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21**

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

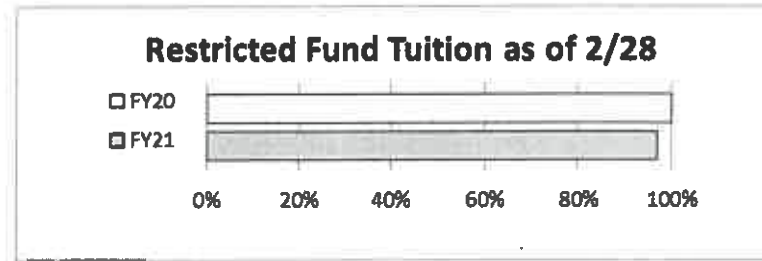
- As of February 28th, we are 66% of the way into FY21.
- **Current Results as of Month End:** The following charts show the comparison of the FY21 financial results for various items, as labeled, to FY20 results as of February 28th. The FY20 bar is the year-to-date results as of February 29, 2020, divided by the actual year end results for FY20. The FY21 bar is the year-to-date results for February 28, 2021, divided by the annual budgeted amount for FY21.



At the time, Operating Fund tuition appears to be about 8% or \$390,000 below budget.



At this time, Auxiliary Fund tuition revenue, which accounts for the per-credit hour activity fee, appears to be about 5% or \$21,000 below the budgeted amount for FY21.



At this time, Restricted Fund tuition revenue, which accounts for the per-credit hour technology fee, appears to be about 3% or \$20,000 below the budgeted amount for FY21.

Higher Education Relief Funds II (CRRSAA) may be used to offset lost tuition revenue. Further guidance on how to calculate and document lost tuition revenue is expected the next couple of weeks.

AGENDA ITEM #XII-A
MARCH 23, 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 February 28, 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	678,418	54.2%
Equalization	50,000	20,833	41.7%
ICCB Career/Tech Education	131,003	65,502	50.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	400,000	214,384	53.6%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	46,700	26,145	56.0%
Tuition & Fees	4,918,500	4,528,954	92.1%
Sales & Services	30,450	8,303	27.3%
Facilities Revenue	100,714	77,805	77.3%
Interest on Investments	97,000	3,124	3.2%
Non-Govt. Gifts, Grants	480,000	301,109	62.7%
Miscellaneous	40,976	68,264	166.6%
	-----	-----	-----
Total Revenue	\$14,090,812	\$9,229,310	65.5%
<u>EXPENDITURES:</u>			
Salaries	\$9,503,314	\$5,753,161	60.5%
Employee Benefits	2,334,662	1,702,283	72.9%
Contractual Services	841,053	494,751	58.8%
Materials & Supplies	878,686	554,818	63.1%
Conference & Meeting	201,583	21,013	10.4%
Fixed Charges	61,740	45,614	73.9%
Utilities	655,851	658,136	100.3%
Capital Outlay	40,375	21,579	100.0%
Other Expenditures	169,500	188,978	111.5%
Transfers (In) Out	(595,952)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,090,812	\$9,440,333	67.0%
Excess of Revenues Over Expenditures	\$0	(\$211,023)	
Fund Balance 7/1/20	4,181,208	4,181,208	
	-----	-----	
Fund Balance 2/28/21	\$4,181,208	\$3,970,185	

AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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	1,671,461	28.9%
Transfers Out	74,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$6,090,495	\$1,731,309	28.4%
Excess of Revenues Over Expenditures	(\$5,178,995)	(\$1,272,521)	
Fund Balance 7/1/20	\$6,119,076	\$6,119,076	
-----	-----	-----	
Fund Balance 2/28/21	\$940,081	\$4,846,555	

AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$495,000	\$474,043	95.8%
Bookstore Sales	455,200	409,409	89.9%
Athletics	41,040	3,070	7.5%
Other	131,000	59,888	45.7%
-----	-----	-----	-----
Total Revenue	\$1,122,240	\$946,410	84.3%
EXPENDITURES:			

Salaries	\$350,958	\$156,414	44.6%
Employee Benefits	46,869	29,110	62.1%
Contractual Services	86,066	34,913	40.6%
Materials & Supplies	558,226	502,787	90.1%
Conference & Meeting	260,363	35,444	13.6%
Fixed Charges	10,409	5,635	54.1%
Utilities	600	600	100.0%
Capital Outlay	7,406	1,626	22.0%
Other Expenditures	22,978	20,266	88.2%
Transfers	(65,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,278,875	\$786,795	61.5%
Excess of Revenues Over Expenditures	(\$156,635)	\$159,615	
Fund Balance 7/1/20	\$284,299	\$284,299	
-----	-----	-----	
Fund Balance 2/28/21	\$127,664	\$443,914	

AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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	58,017	25.2%
Other Illinois Sources	136,405	139,923	102.6%
Department of Education	5,214,192	2,508,167	48.1%
Other Federal Sources	54,456	29,746	54.6%
Tuition & Fees	605,000	586,824	97.0%
Interest	19,346	19,240	99.5%
Non-govt. Gifts, Grants	284,203	40,399	14.2%
Other	295,226	222,030	75.2%
	-----	-----	-----
Total Revenue	\$6,995,199	3,604,346	51.5%
<u>EXPENDITURES:</u>			
Salaries	\$1,215,302	\$873,680	71.9%
Employee Benefits	285,199	201,562	70.7%
Contractual Services	767,807	423,276	55.1%
Materials & Supplies	242,250	112,426	46.4%
Conference & Meeting	136,509	20,710	15.2%
Fixed Charges	24,196	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	499,982	182,615	36.5%
Other Expenditures	295,111	169,916	57.6%
Financial Aid	3,767,164	1,775,659	47.1%
Transfers out (in)	448,692	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,686,364	\$3,759,844	48.9%
Excess of Expenditures Over Revenue	(\$691,165)	(\$155,498)	
Fund Balance 7/1/20	1,157,898	1,157,898	
	-----	-----	
Fund Balance 2/28/21	\$466,733	\$1,002,400	

AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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	\$49,075	102.5%
-----	-----	-----	-----
Total Expenditures	\$47,900	\$49,075	102.5%
Excess of Revenues Over Expenditures	(\$2,900)	(\$26,921)	
Fund Balance 7/1/20	\$4,838	\$4,838	
-----	-----	-----	
Fund Balance 2/28/21	\$1,938	(\$22,083)	

AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2021

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,777,961	\$883,055	49.7%
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Total Revenue	\$1,777,961	\$883,055	49.7%
EXPENDITURES:			

Fixed Charges	\$1,848,950	\$1,610,350	87.1%
Other	-	950	100.0%
	-----	-----	-----
Total Expenditures	\$1,848,950	\$1,611,300	87.1%
Excess of Revenues Over Expenditures	(\$70,989)	(\$728,245)	
Fund Balance 7/1/20	\$794,110	\$794,110	
	-----	-----	
Fund Balance 2/28/21	\$723,121	\$65,865	

AGENDA ITEM #XII-A
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2021

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,187,500	\$595,419	50.1%
Other	-	\$8,138	100.0%
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Total Revenue	\$1,187,500	\$603,557	50.8%
EXPENDITURES:			

Salaries	\$307,024	\$203,334	66.2%
Employee Benefits	326,430	221,382	67.8%
Contractual Services	386,625	348,010	90.0%
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	3,032	110.5%
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Total Expenditures	\$1,234,396	\$971,659	78.7%
Excess of Revenues			
Over Expenditures	(\$46,896)	(\$368,102)	
Fund Balance 7/1/20	\$308,564	\$308,564	
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Fund Balance 2/28/21	\$261,668	(\$59,538)	

**AGENDA ITEM #XIV-B-1
MARCH 23, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

MEMORANDUM OF UNDERSTANDING BETWEEN HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH AFT/IFT LOCAL 1957 EXTENDING THE TERMS AND CONDITIONS OF THE COLLECTIVE BARGAINING AGREEMENT FOR THE 2021 – 2022 ACADEMIC YEAR

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached one-year extension of the current collective bargaining agreement with the Faculty Senate, extending the terms and conditions for the 2021 – 2022 academic year. In addition, the full-time faculty salary schedule will receive a two percent increase on the base, with all steps honored.

BACKGROUND: Due to the challenges and uncertainties resulting from the COVID-19 pandemic coupled with the recent hiring of a new Vice President of Academic Services/CAO, it was agreed that extending the current contract by one year was in the best interest of both parties.

BOARD ACTION: _____

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

March _____, 2021

Issue:

The Collective Bargaining Agreement (CBA or Agreement) between the Board of Trustees of Highland Community College (Board) and the Faculty Union (Faculty) Association is set to expire on at the end of the 2020-2021 Academic Year.

Due to challenges and uncertainties related to COVID-19, National Pandemic, and the ongoing search for a permanent Vice President/CAO, the parties desire to extend the terms and conditions of the expired Agreement. The extension would add one additional year, the 2021-2022 Academic Year, and incorporate other agreed changes. This one-year addition to the term of the current CBA will provide the opportunity to select and hire a Vice President/CAO who will be able to participate in the negotiation of a longer multi-year agreement, while relieving the pressure of negotiating while concurrently dealing with COVID-19 matters.

Agreement: The parties agree to a one-year extension of the current CBA Agreement, extending all of the terms and conditions of the current CBA, to adding the 2021-2022 Academic Year and incorporating the following change agreed as follows:

1. The Full-time Faculty salary schedule will receive a 2% increase on the base, with all steps honored. (A copy of the same is attached)

Date: _____, 2021

Board Chair

Faculty Senate Local 1957

Joseph W. Grove

