

4.224 Reporting of Accidents ([Revised 2/20/18](#)[Reaffirmed](#))

Once an employee is aware of a work-related injury or illness, it must be reported to the supervisor via written, verbal or voice messaging within 24 hours. Human Resources must be informed of any work-related injury or illness. Accidents involving anyone other than employees must be reported to the Vice President of Administrative Services within 24 hours.

4.225 Educational Advancement (Reaffirmed ~~2/20/18~~)

The continued growth in one's profession and discipline often requires formal academic study. In view of this fact, the College encourages its employees to continue their academic work and shall, in addition to schedule advancement, where applicable, reimburse such approved activity to the amount and limit established by the Board of Trustees.

Any academic activity to be considered for reimbursement or schedule advancement must have the prior approval of the appropriate supervisor and administrator through established procedures. An academic activity which does not carry credit; i.e., summer seminars or workshops, may be granted such credit equivalency as certified by letter from the seminar director or as determined by the appropriate administrator.

4.226 Employee Assistance Program (Reaffirmed ~~2/20/18~~)

The College shall make available to full-time employees, spouses, and dependent family members, an employee assistance program. The program shall provide confidential professional assistance in the form of a personal evaluation interview to identify the nature of the concern and possible methods of resolution of persistent behavioral, personal, emotional or medical problems.

4.23 Full-Time Administrative, Professional, or Classified Pay for Instructional Assignments (Revised 2/20/18)

Full-time administrative, professional, or classified employees may be asked to teach a maximum of six contact hours per semester. The instructional assignment may qualify for reimbursement if the instructional responsibilities are in excess of those specified within the employee's job description and are outside the employee's normal workday hours. Approval must be obtained from the [Executive Vice President of Academic Services/CAO](#) prior to offering an instructional assignment to a non-exempt ~~professional or classified~~ full-time employee by submitting a Request to Hire Full-Time Non-Exempt Employee for Teaching Assignment form. Reimbursement will be at 50% of the lowest overload instructional pay schedule rate of the College ~~or \$600 per credit hour, whichever is greater.~~

4.24 Reimbursements for Job Applicants (Revised 2/20/18)

Job applicants for full-time faculty positions and administrative positions may be reimbursed for some travel expenses. Any exceptions to this policy for other a position search considerations will be made by Human Resources to the College President for approval.

4.25 Resignations (Reaffirmed ~~2/20/18~~)

As soon as an employee determines that he or she wishes to resign, the employee must notify the supervisor and forward a written letter of resignation to the Human Resources Office. A two week notice is generally expected from part-time and classified personnel. A one month notice is generally expected from all other employees.

4.251 Retirement Notice (Reaffirmed 2/20/18)

As soon as an employee determines that he or she wishes to retire, the employee must notify the supervisor and forward a written letter of retirement to the Human Resources Office indicating their last working day and their retirement date with the State Universities Retirement System (SURS). A two month notice is generally expected.

4.26 Attendance ~~and~~ Absenteeism and Unauthorized Absence (Reaffirmed 2/20/18 Revised
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Regular attendance at work is a necessary condition of employment at the College.

Unauthorized absence from work shall be subject to disciplinary measures by the College, up to and including dismissal~~grounds for termination~~, unless such absence is:

A. Authorized; or

A.B. permitted under these policies, or

B.C. required-allowed by law; or

C.D. is permitted by the specific contract of employment applicable to the employee.

Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including dismissal. Any employee who is absent for three or more consecutive days without prior notice/approval will be considered to have abandoned their position and voluntarily resigned.

4.27 Personnel Records (Reaffirmed 2/20/18)

Personnel files are business records of the College and remain the sole property of the College. Employees, however, are entitled to review their own files at least two times in a calendar year unless otherwise provided for in a collective bargaining agreement. An employee wishing to review his or her file(s) should submit a written request to his or her supervisor or to the human resources representative. The employee will be permitted to review the file during normal business hours and in the presence of a supervisor or a member of HR. Employees will not be entitled to remove any information from the file, but the College will provide copies of one or two documents at the employee's request. An employee will have the right of access to his or her own personnel files provided in the Illinois Personnel Records Act, except for privileged communications relating to initial employment and other exceptions listed in the Act. Access to a supervisor's working file is the same as the employee's personnel file.

All personnel, academic and evaluative records pertaining to all employees shall be maintained by the Human Resources Office in the employee's Official Personnel File (OPF). Employee files are considered confidential. Managers and supervisors other than the HR Department may only have access to personnel file information on a need-to-know basis. Responsibility for the confidentiality and use of information in the OPF shall rest with the Human Resources Office, from whom permission must be obtained for access to any portion of the personnel folder.

It is important that an employee be aware of all items which might be used in developing a periodic evaluation. Supervisors, therefore, shall notify an employee whenever any item is placed in the OPF. The employee may add written comments for inclusion in the personnel file for any document with which they disagree. However, the College encourages employees to submit written responses at the time action is taken, not during a personnel file review that may be remote in time to the actual occurrence with which an employee may disagree.

Payroll records and absence records will be kept by the Payroll Office.

4.28 Confidential Information Statement (Revised [2/20/18](#))

Any employee of Highland Community College must protect against unauthorized access of private personal information contained in institutional records, as well as ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. Employees are expected to deal with private personal information in a respectful and professional manner. See also Policies 3.09 Student Records and 5.30 Information Security.

4.29 Rest and Meal Periods (Reaffirmed ~~2/20/18~~)

An employee who is to work 7.5 continuous hours or more shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than five hours after the start of the workday (820 ILCS 140/3).

Rest periods are left to the discretion of the individual supervisor unless provided for in a collective bargaining agreement. All hourly employees except those working less than 20 hours per week shall receive at least 24 consecutive hours of rest each calendar week in addition to the regular period of rest at the close of each working day (820 ILCS 140/2).

4.291 Nursing Mothers (Reaffirmed 2/20/18 Revised)

Highland supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The College will provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth. The break time may run concurrently with any break time already provided to the employee. An employee's compensation for time used for the purpose of expressing milk or nursing a baby will not be reduced. In addition, Highland has identified rooms across campus where nursing mothers are able to pump. This policy is in accordance with the U.S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act (PPACA).

Employees who wish to express their breast milk during the workday should notify their supervisor and the Human Resources Office, either before or after returning to work from leave for the birth of their child.

Human Resources has designated contacts in each campus building to work directly with nursing mothers who would require a place to express milk during the day. Upon notification that a nursing mother requires a place to express milk, Human Resources will give the nursing mother the name of the contact for the appropriate building. All rooms are equipped with a chair, a table, an electrical outlet and have a lock. While Federal law requires the employer to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public," it also states, "a space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view."

~~If the employee is a non-exempt (paid hourly) employee and if the break taken is longer than 20 minutes and not a regular lunch break, then the break period will be unpaid. Employees may make arrangements with their supervisor to make-up time that may be needed beyond the normal break schedule, or to use available paid leave or compensatory time.~~

4.30 Outside Employment (Reaffirmed [2/20/18](#))

No employee will engage in outside employment which will interfere with the performance of their assignment. The employee has the responsibility for obtaining permission of the immediate supervisor before accepting a position which might conflict with a College assignment. An employee that is a State Universities Retirement System (SURS) annuitant has the obligation to consult with the College and receive permission before accepting employment at any other SURS-covered employer. In addition, an employee that is a SURS annuitant that is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

This policy shall not preclude any employee from such other employment which does not conflict with College responsibilities.

4.32 Personal Protective Equipment and Clothing (Reaffirmed ~~2/20/18~~)

Workplace hazards will be assessed and the College will provide personal protective equipment as required, to protect employees from work place hazards, based on the *Occupational Safety and Health Act, CFR Part 1910.132-138, Personal Protective Equipment Standard*. It is the responsibility of all employees to follow the requirements of this policy and procedure where they pertain to their respective activities and job duties.

In an instructional situation, students shall purchase or obtain the necessary and approved Personal Protective Equipment designated by the department or instructor responsible for the course. Students must be trained in the proper usage and care of the Personal Protective Equipment.

4.33 Grievance or Appeal Procedures—Non-Union Employees (Reaffirmed 2/20/18 Revised)

An appeal is a claim made by an employee that his or her rights under established College policies or procedures have been violated. The detailed grievance procedure is ~~stated in the Affirmative Action Plan and provided~~ on myHCC ~~the~~ staff portal.

~~4.34 — Salary Review — Administrative, Professional, and Classified Employees (Revised 2/20/18)~~

~~Salaries of all administrative, professional, and classified positions shall be subject to a periodic review.~~

4.35 Evaluation of Instruction (Revised 2/20/18)

The purpose of the formal instructional evaluation process is to encourage and actively promote ongoing development in the teaching and learning process. It intentionally offers an opportunity for Deans and instructors to establish strong, professional relationships so that improvement in and enhancement of student academic achievement can be attained. The process should be timely, consistent, and meaningful.

The evaluation process varies depending upon if the instructor is non-tenured, tenured, or a part-time instructor. In all cases there are four components to the evaluation process. These components are:

- administrative classroom visits,
- use of a student evaluation of instruction course survey,
- a self-evaluation, and
- an evaluation meeting between the instructor and the appropriate Dean or Associate Dean.

The data collected from these four evaluation components are combined into a summary evaluation document.

Administrative Evaluation of Instructors

Full-time Tenured Faculty

Procedure:

1. All tenured faculty will be evaluated formally a minimum of once every three years.
2. During the year of this formal evaluation, all students in the faculty members' classes, for at least one of the semesters, will be asked to complete the institutional student evaluation form.
3. At the conclusion of the evaluation year, the faculty member will complete a written self-evaluation and submit it to his or her supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. A class visitation by the supervisor will occur in the same semester during which student evaluations take place (see Item #2 above). The visit is scheduled and a lesson plan of the class is submitted to the supervisor showing the class goals and objectives.

5. After the class visitation, the supervisor will compose a written evaluation of the faculty member in a timely fashion that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. If considerable improvement is needed or serious deficiencies are present, the evaluation process shall revert back to the frequency of second and third year non-tenured faculty evaluations until two successive years of satisfactory evaluations occur. Faculty may respond in writing to the evaluation and/or the improvement strategies.
6. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the ~~Executive~~-Vice President of Academic Services/CAO and will be placed in the faculty member's personnel file in the Human Resources Office.
7. Other evaluation criteria and methods, including peer evaluation and professional certification, are encouraged.
8. Prescriptive recommendations and/or suggested improvements will be monitored throughout the year.

Full-time Non-tenured Faculty

The following procedures have been developed to evaluate non-tenured faculty in compliance with the State Tenure Law (110 ILCS 805/Article IIIb). In addition to course improvement, a primary objective of this evaluation is to recommend retention or non-retention of a faculty member beyond the probationary period. This evaluation procedure complements the existing procedure for evaluation of instruction that will continue to be used for tenured full-time faculty and part-time faculty.

Procedure:

1. All non-tenured faculty will be evaluated formally for the first three years of employment by the Dean ~~or Associate Dean~~.
2. Each semester during those three years, all students in the faculty member's classes will be asked to complete the institutional student evaluation form.
3. At the conclusion of each fall and spring semester, the faculty member will complete a written self-evaluation and submit it to the supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. Class visitation by the supervisor will occur a minimum of twice a semester during the first year of employment, and a minimum of once a semester during the second and third years of employment. The visits are scheduled, and prior to the visit a lesson plan with the class goals or objectives for these classes will be submitted to his or her supervisor.

5. Other senior faculty members may be requested by the Deans ~~or Associate Deans~~ to visit classes of non-tenured faculty at least once during the semester.
6. Additional evaluative criteria and methods as determined by the ~~Executive Vice President of Academic Services/CAO~~ and/or the Dean ~~or Associate Dean~~ may be used.
7. The Dean ~~or Associate Dean~~ will then compose a written evaluation of the faculty member that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. Faculty may respond in writing to the evaluation and/or the improvement strategies.
8. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the ~~Executive Vice President of Academic Services/CAO~~ and will be placed in the faculty member's personnel file.
9. The Dean ~~or Associate Dean~~ will consider, but will not be required to adopt, an advisory recommendation concerning dismissal or extension of probation of non-tenured faculty or the granting of tenure to a non-tenured faculty member. Such recommendation will be made by a faculty peer committee of three tenured faculty from the appropriate division.
10. In case of a decision not to rehire, or a decision to extend the probation period, the ~~Executive Vice President of Academic Services/CAO~~ and Dean ~~or Associate Dean~~ shall consult with the individual in question in advance of the notification dates required in the Tenure Law.
11. The administration may require the faculty member to serve a fourth year as a non-tenured faculty member and be evaluated according to procedure before a decision is made on tenure. Notice will be given to the faculty member not later than 60 days before the end of the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions that the faculty member should take in order to satisfactorily complete service requirements for tenure.
12. If tenure status is not recommended, notice shall be given to faculty at least 60 days before the end of the school year or term, and such recommendations will be made to the Board of Trustees for action.
13. At the conclusion of the third year, or if necessary fourth year, of employment, the President will make a recommendation regarding tenure to the Board of Trustees for action.

Part-time Faculty

For the purpose of this policy, part-time faculty includes dual credit. Procedure:

1. All new part-time faculty will be evaluated during their first teaching assignments using one or more of the following methods:
 - class visitation, scheduled or on a walk-in basis
 - student evaluation
 - self-evaluation
 - peer evaluation
 - other evaluation criteria and methods may be used at the discretion of the supervisor and the Executive Vice President.
2. Re-employed part-time faculty may be evaluated on a regular basis according to the same methods.
3. Part-time faculty will be evaluated a minimum of once each semester of the first four semesters they teach. After three successive satisfactory evaluations, each part-time instructor will be evaluated a minimum of once every three years.
4. Dual credit courses and instruction will be evaluated annually according to ICCB regulations, including class visitations.

Student Evaluation of Instruction

1. **Standard Evaluation Instrument:** A standard evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This standard evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive positive evaluations previously. The instructor and Dean ~~or Associate Dean~~ should jointly select the classes to be used for the standard student evaluation.
2. **Additional/Special Evaluation:** Additional or special student evaluation of instructor instruments or methods may be used to meet special needs not addressed by the standard evaluation instrument. Special needs may include, but shall not be limited to; the evaluation of new courses or new teaching methods; the investigation of student complaints; the investigation of complaints by the faculty or staff; or, investigation of matters before the Judicial Review Board. These additional/special student evaluations may be implemented at the prerogative of the instructor with Dean ~~or Associate Dean~~ approval or by the Dean, ~~the Associate Dean~~ or ~~Executive Vice President of Academic Services/CAO~~. If an additional or special evaluation is administered to a particular class during the regular school term, the evaluation shall be

conducted during a regular class session. If the evaluation is administered when the class is not in session during the regular school term, the students receiving the evaluation instrument shall be instructed to not share or discuss the instrument with other students before the due date for returning the instrument has expired.

3. If an additional/special evaluation is used to investigate any complaint or allegation of misconduct on the part of the faculty, the individual involved in any such complaint shall be informed of the allegation prior to use of the additional/special evaluation instrument, provided with a copy of the instrument for review and comment at least three (3) business days prior to the use of the instrument, and shall be provided a typed compilation of the student responses, unless such disclosure is prohibited by law. Any information which may be used to identify a particular respondent on the typed compilation shall be redacted. Initial notification and a copy of the instrument shall be provided via college email to the faculty member and to the Faculty Senate President or the Faculty Senate President's designee. The typed compilation of the student responses will also be provided via email to the faculty member and the Faculty Senate President or the Faculty Senate President's designee, and it will be sent prior to any meeting scheduled with the administration or its representatives to discuss the results.
4. Student evaluations shall not be used as the sole basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members.
5. A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.

4.36 Abused and Neglected Child Reporting (Reaffirmed 2/20/18) Revised

Highland is committed to the safety and welfare of children as governed by Illinois Law. The Abused and Neglected Child Reporting Act (ANCRA) states that: All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services by calling the Child Abuse Hotline at 1-800-252-2873 or 1-800-25-ABUSE. College personnel who are mandated reporters specifically include all athletic program personnel and/or athletic facility personnel. Students enrolled in an academic program leading to a position as a child care worker, school service personnel and/or education degree are also mandated reporters pursuant to the Act. Under this policy, College personnel includes student workers. Highland considers volunteers as defined under Highland's Volunteer Services Policy (4.07) also to be mandated reporters.

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones) or sexual (such as fondling or incest). Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

Failure to Report:

Any mandated reporter of Highland Community College who fails to report suspected child abuse or neglect in violation of this policy may be subject to discipline, up to and including termination, expulsion and/or other sanctions. In addition, willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation).

Required Training:

Employees are required to complete online mandated reporter training within three months of their hire and periodically thereafter. Training information will be provided through the Office of Human Resources.

Immunity for Good Faith Reports:

Individuals who in good faith make reports of suspected abuse or neglect are provided with certain statutory immunities from civil and/or criminal liability.

Confidentiality:

The confidentiality of a report of suspected child abuse or neglect, including the identity of an individual who makes a report under this policy, will be protected consistent with state law.

Retaliation:

Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or

neglect is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

Procedures related to this policy will be published through the College's Human Resources Department and on Highland's web site.

4.37 Controlled Substances (including alcohol)-Alcohol and Drugs in the Workplace
(Reaffirmed 2/20/18 Revised)

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by Highland Community College. ~~Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.~~ The use of alcohol, or cannabis while on Highland Community College owned or controlled property, including meal periods and breaks is prohibited, except as authorized below. The federally mandated Drug-Free Schools and Communities Act requires college campuses to prevent the use and possession of illegal drugs. Under federal law, cannabis is classified as an illegal drug, therefore, cannabis use and possession is illegal on Highland's campus. An employee must notify Highland of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder and/or for disciplinary action up to and including dismissal.

Employees with a prescription for cannabis will notify Human Resources. Human Resources will review the matter with the employee and determine if an accommodation is needed or can be attained.

In accordance with State Law, the College Board of Trustees or its designee may authorize the availability of alcoholic beverages in designated on-campus facilities or property at College, Foundation, or Alumni Association events for which the Foundation is the host or considered a sponsor or co-sponsor. The authorization shall be given in writing by the President of the College.

Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.

4.38 Criminal Background Investigations (Reaffirmed ~~2/20/18~~)

Criminal background investigations will be conducted on all successful candidates for security sensitive positions as required by the Campus Security Act of the State of Illinois.

To comply with National Service laws under the Serve America Act, National Service Criminal History checks will be conducted on all successful candidates for positions paid from federal grant programs funded by the Corporation for National and Community Service (CNCS), such as Retired and Senior Volunteer Program (RSVP).

4.39 Non-Violence (Revised 2/20/18 Reaffirmed)

Introduction

Highland Community College is committed to providing and maintaining a safe workplace and campus environment that is free from violence.

Prohibited Conduct

The College prohibits any type of violence committed by or against employees, students or third parties. The definition of “violence” includes any conduct or statements, which is sufficiently threatening, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety and/or the safety of his or her family, friends and/or property. The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

- Fighting or causing physical injury to another person;
- Making threatening remarks of physical or aggressive conduct;
- Demonstrating aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging College property or property of another or the threat of such damage;
- Use of any object as a weapon;
- Harassing or threatening another either in person, by telephone, in e-mail or other; and
- Stalking or using surveillance with intent to harm.

Reporting Procedures

Employees, students or third parties who experience, observe or have reason to fear such prohibited conduct are urged to report their concerns.

Employees should report any potentially violent situations immediately to their supervisor, the Associate Vice President of Human Resources, Director, Facilities and Safety or the campus Deputy Sheriff on duty.

Any student or third party should report such activity to a Highland employee, a faculty member, Dean, Vice President of Student Development and Support Services, or the campus Deputy Sheriff on duty.

To the extent possible, the College will protect the confidentiality of reports commensurate with the need to investigate, resolve reported problems and comply with any discovery or disclosure obligations. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis. Individuals involved in an investigation are expected to refrain from discussing it with others.

Non-Retaliation

This policy strictly prohibits retaliation against employees, students or third parties who report in good faith incidents of threats, violence, intimidating conduct, weapons possession, or workplace violence or who cooperate with an investigation. Any person engaged in retaliatory conduct shall be subject to disciplinary action, up to and including discharge, suspension/expulsion and/or exclusion.

Risk Reduction Measures

The Human Resources department will take reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals who may have a history of violent behavior.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace or on campus will not be tolerated. All reports will be reviewed and appropriate corrective action will be taken against individuals found to have violated this policy. Corrective action may include physical removal from the workplace/campus. Employees or students or others who engage in prohibited behavior shall be held accountable under College policy, as well as local, state, and federal law. Any employee, student or third party determined to have committed such acts will be subject to disciplinary action, up to and including dismissal or expulsion, as well as and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Any third party who commits or threatens to commit violent behavior shall be subject to exclusion from the campus, termination of business relationships, and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Highland Community College reserves the right to take any necessary legal action to protect its employees, students and third parties, including the filing of criminal complaints against individuals violating this policy.

4.40 Student Worker Program (Reaffirmed ~~2/20/18~~)

The Student Worker Program will abide by all existing regulations and policies, as set forth by Highland Community College's Policy Manual, the Federal Student Aid handbook, and the Code of Regulations for the Federal Work Study Program.

**AGENDA ITEM #X-B-2
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY 1.03
COLLEGE MISSION, VISION, CORE VALUES, AND PRINCIPLES OF OPERATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading revised policy 1.03, College Mission, Vision, Core Values, and Principles of Operation, which is included in Chapter I, Board of Trustees, of the policy manual.

BACKGROUND: The recommended change to Policy 1.03 is a result of the review of the policy during the preparation of the Higher Learning Commission assurance argument. The Criterion 1 Team determined that the revisions would better reflect the College's alignment with the standard of quality related to the mission. This includes clearly and publicly articulating the mission, ensuring the mission is current, and identifying the nature, scope, and intended constituents of the College's offerings and services.

No additions or revisions have been made since Trustees approved the first reading at their May 25, 2021, regular meeting.

BOARD ACTION: _____

1.03 College Mission, Vision, and Core Values and Principles of Operation (Reaffirmed)

A. Mission

~~The mission statement for Highland Community College shall be~~ “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.

B. Vision

~~The vision statement shall be~~ “Highland Community College partners with learners in successfully shaping their futures.”

C. Core Values

- Integrity--doing the right thing regardless of the situation: implies wholeness – having a belief and sticking to it.
- Compassion--sensitivity and empathy to others, without judgment, demonstrated through behavior and responding in a respectful way – not an end result, but a process.
- Respect--demonstrating that one values other people and points of view through courtesy and awareness of differences without necessarily accepting all their beliefs or actions.

- D. Principles of Operation
- Grounded in purpose
 - Mutual respect
 - Ethics/integrity/honesty
 - Sense of humor
 - Shared responsibility
 - Climate that promotes competence

**AGENDA ITEM #X-D-1
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

COURSE FEE CHANGES FOR SPRING 2022

RECOMMENDATION OF THE PRESIDENT: That the following course fee changes be approved beginning with the Spring 2022 semester.

Course	Current	Proposed
INFT 282 A+ Certification	\$ 40.00	\$ 150.00
INFT 284 Network+ Certification	\$ 25.00	\$ 150.00

BACKGROUND: The purpose of course and miscellaneous fees is to recover the cost of instructional supplies and technology or for providing services. The requested increases will cover the cost of a third-party provider that will allow the students to take an assessment test and receive an industry recognized credential.

BOARD ACTION: _____

AGENDA ITEM #X-D-2
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD

FIRST READING – VARIABLE TUITION
NURSING PROGRAM COURSES

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for the first reading variable tuition in the amount of 125% of the applicable tuition rate (based on student residency) for courses NURS 291, NURS 294, and NURS 298 effective with the Spring 2022 semester; course NURS 293, effective with the Summer 2022 semester; and course NURS 292, effective with the Fall 2022 semester.

BACKGROUND: As discussed at the June 10, 2021, and September 12, 2019, Board of Trustees retreats, the application of variable tuition to the above listed courses is recommended as the last phase of implementation of variable tuition rates for certain Nursing program courses. Prior to the original implementation, a work group had reviewed the concept of variable tuition, which typically applies to courses or programs that utilize specialized academic equipment that requires significant institutional investment. The work group obtained information from other colleges regarding current practices and rates. In addition, a financial analysis for Highland's implementation of variable tuition was conducted for the Nursing courses and program being recommended. Initial phases of variable tuition for other courses in the Nursing program were approved at the Board of Trustees meetings on July 23, 2019 (effective for the Spring 2020 semester) and November 26, 2019 (effective for the Summer and Fall 2020 semesters). The currently recommended phase was intended for implementation last year, but was postponed because of the disruption caused by the pandemic. As with the prior phases, communication with potential students, staff, and faculty will occur.

BOARD ACTION: _____

**AGENDA ITEM #X-D-3
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF STATEMENT OF FINAL CONSTRUCTION COMPLIANCE
BUILDING E GREENHOUSE PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Statement of Final Construction Compliance for the Building E Greenhouse project completed in 2020.

BACKGROUND: ICCB requires completion of a Statement of Final Construction Compliance completed by a licensed architect or engineer and approved by the Board of Trustees.

This project was funded by an HCC Foundation gift and was not completed within the original budget. Additional funding was provided from previous bond project allocations.

BOARD ACTION: _____

State and Locally Funded Projects
Statement of Final Completion

ICCB Project Title: Building E Greenhouse
ICCB Project # 18-078

Name and address of architect/engineer providing the Statement of Final Completion:

Scott R. Johnson
Richard L. Johnson Associates, Inc.
4703 Charles Street
Rockford, Illinois 61108
815-398-1231

Final cost and scope of the project:

Approved Budget \$ 200,000.00


Actual Cost \$ 239,011.00

Approved Scope:

Actual Scope:

Classrooms	<u> </u>	<u> </u>
Laboratories	<u>864 sf</u>	<u>864 sf</u>
Offices	<u> </u>	<u> </u>
Study	<u> </u>	<u> </u>
Special Use	<u> </u>	<u> </u>
Support	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>
TOTAL NASF	<u> </u>	<u> </u>
TOTAL GSF	<u>864 sf</u>	<u>864 sf</u>

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



Architect/Engineer's Signature

5-7-21

Date

001-014871

Illinois Registration or License Number

District Official's Signature

Date



Exp 11/30/22

**AGENDA ITEM #X-D-4
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
NURSING HOSPITAL SIMULATION AND
LEARNING CENTER REMODEL PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low base bid and alternate bid #1 meeting specifications from Rockford Structures of Machesney Park, IL of \$276,400 for the nursing hospital simulation and learning center remodel project. This bid is within the projected budget for the project.

BACKGROUND: This project will remodel one of the existing Nursing Labs to replicate a modern hospital emergency room while maintaining a co-located space for lecture.

This project is funded by a gift to the Highland Community College Foundation.

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

Bids were opened at 3:00 p.m. on June 8, 2021.

BOARD ACTION: _____



June 8, 2021

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

Re: Nursing Lab Renovation Project at Building N
Highland Community College (RLJA# 20-056)

Dear Jill:

On June 8, 2021, bids were received for the Nursing Lab Renovation Project at Building N. Bids were received from seven General Contractors. The low Base Bid was \$254,500.00 and was submitted by Gehrke Construction. However, assuming Alternate Bid #1 will be accepted, the low bidder would be Rockford Structures. Their Base Bid was \$258,000.00 and Alternate Bid #1 was \$18,400.00 for a Total Contract sum of \$276,400.00.

See bid tab attached. The estimated cost for the Base Bid was \$326,000.00.

We have worked with both Gehrke Construction and Rockford Structures on successful projects in the past.

Assuming the Board accepts Alternate Bid #1, we recommend awarding the project to Rockford Structures upon the Board's review and approval of the funds available. We will prepare a Letter To Proceed and Owner/Contractor Agreement upon receiving the Board's approval.

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

Sincerely,

RICHARD L. JOHNSON ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Scott R. Johnson', is written over a horizontal line.

Scott R. Johnson, AIA, LEED AP
Project Architect
cc: 20-056 file

**Nursing Lab Renovation Project @ Bldg "N"
for Highland Community College**

Bid Date: June 8, 2021

RLJA #20-056

BIDDERS	BID GUAR.	ADDM RCPT.	SITE INSPCT	CERTIFI- CATIONS	BASE BID	ALT. BID NO. 1
						Provide (3) sinks for patient rooms
Gehrke Construction 421 Grove St. DeKalb, IL 815-895-9116	5%	2	Y	Y	\$254,500	\$24,700
Larson and Larson Builders 5812 Industrial Avenue Loves Park, IL 815-633-1773	5%	2	Y	Y	\$260,100	\$25,200
Nicam Construction 3143 Business 20 W Freeport, IL 815-616-8126	5%	2	Y	Y	\$295,168	\$26,458
Rockford Structures 10540 N. 2nd Street Machesney Park, IL 815-633-6161	5%	2	Y	Y	\$258,000	\$18,400
Scandroll Construction 855 N. Madison St. Rockford, IL 815-962-4037	5%	2	Y	Y	\$279,972	\$27,900
Sjostrom & Sons 1129 Harrison Avenue Rockford, IL 815-226-0330	5%	2	Y	Y	\$280,000	\$22,750
Winter Construction 1840 S. Walnut Ave Freeport, IL 815-235-1234	5%	2	Y	Y	\$266,300	\$25,700

**AGENDA ITEM #X-D-5
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

PROPERTY AND LIABILITY INSURANCE

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board authorizes President Chris Kuberski to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator's Legal Liability, and Umbrella at an annual premium not to exceed \$141,660.

BACKGROUND: With the College's insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products mentioned above. The College joined the Illinois Counties Risk Management Trust in 2016 and has been satisfied with the services. The premium for the annual coverages, listed above, is \$15,294 more than for the previous fiscal year due to the claims experience of the College and the participants in the ICRMT pool.

BOARD ACTION: _____

**AGENDA ITEM #X-D-6
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

INTERCOLLEGIATE ATHLETIC INSURANCE

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board authorizes President Chris Kuberski to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$33,961.

BACKGROUND: With the College's insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products mentioned above. The College has partnered with First Agency for over 20 years for intercollegiate insurance coverage and has been pleased with their services. The premium for the annual coverages, listed above, is \$4,663 lower than for the previous fiscal year due to the College's claims experience.

BOARD ACTION: _____

**AGENDA ITEM #X-D-7
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF SALARY INCREASES FOR ADMINISTRATIVE, PROFESSIONAL,
AND CLASSIFIED NONUNION STAFF**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board of Trustees approves an FY22 salary increase for eligible administrative, professional, and classified nonunion staff in an amount of 2% of an individual's FY21 pay rate effective with the start of FY22 (July 1, 2021).

BACKGROUND: This salary increase reflects the conservative budget guidelines projected for this fiscal year. The recommended increase will be added to each eligible administrative, professional, and classified non-union staff member's salary.

As in previous years, the proposed increase for grant-funded positions is dependent upon the availability of funds from each grant to implement this recommended increase at the beginning of the appropriate grant year (April 1, July 1, or September 1). This recommendation adheres to the Board of Trustees' compensation philosophy reaffirmed at the February 2019 Board meeting.

BOARD ACTION: _____

**AGENDA ITEM #X-D-8
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE**

**RESOLUTION AUTHORIZING ENTRY INTO A JOINT
COOPERATIVE PURCHASING AGREEMENT WITH THE
ILLINOIS LEARNING TECHNOLOGY PURCHASE PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the entry into a Joint Cooperative Purchasing Agreement with the Illinois Learning Technology Purchase Program, which allows the College to become a member of the cooperative purchasing entity.

BACKGROUND: The Illinois Learning Technology Purchase Program (ILTPP) is a statewide cooperative of Illinois educational entities that have aggregate buying power and expertise to procure technology product and services from quality vendor partners. ILTPP holds competitively solicited contracts that are available to members. All suppliers in the program are vetted by education personnel and have provided exceptional service. Pricing and products are evaluated by an advisory committee that consists of educational professionals. Membership is free for the College. Purchasing opportunities available through the cooperative range from services to capital items to supplies.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING ENTRY INTO A JOINT
COOPERATIVE PURCHASING AGREEMENT WITH THE
ILLINOIS LEARNING TECHNOLOGY PURCHASE PROGRAM**

WHEREAS, Highland Community College is a public community college district, and therefore authorized under the Intergovernmental Cooperation Act (5 ILCS 220/2) to enter into intergovernmental agreements with other units of local governments within and outside of Illinois; and

WHEREAS, the Illinois Learning Technology Purchase Program (“ILTPP”) is a cooperative authorized by the statutes of Illinois, 5 ILCS 220/1 et seq., and thereby qualified as a political subdivision and governmental unit within the State of Illinois; and

WHEREAS, the Board of Trustees of Community College District No. 519 (Highland Community College) have reviewed and considered the efficacy of entry into a Participation Agreement with ILTPP and after so doing believe it to be in the best interests of the College to become a member of the cooperative; and

WHEREAS, the Board of Trustees desire to authorize Highland Community College to enter into a Participation Agreement with ILTPP, for the purpose of accessing available ILTPP contracts for goods and services from awarded vendors.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees authorizes entry into the Participation Agreement with Illinois Learning Technology Purchase Program.
2. Highland Community College is hereby authorized to become a participating member of ILTPP and to pursue, subject to any necessary future approval by the Board of

Trustees, contracts for goods and services through ILTPP, which opportunities are similarly available to other governmental units.

3. The Chairman of the Board of Trustees is authorized to execute the proposed Participation Agreement with ILTPP.

4. The Highland Community College Administration is further authorized to execute all documents and take all actions necessary to ensure that future contracts proposed to be entered into through the ILTPP have been properly competitively bid and will be an efficient use of taxpayer resources.

Adopted this _____ day of June, 2021.

Dated: _____

Secretary of the Board

Dated: _____

Board Chairperson

**AGENDA ITEM #X-D-9
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the May 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 347206 through 347473 amounting to \$622,954.43, Automated Clearing House (ACH) debits W0000618 amounting to \$23,418.24, Other Debits D0000108 amounting to \$28,600.00 and Electronic Refunds of \$2,118.60, with 13 adjustments of \$5,177.44 such warrants amounting to \$671,913.83. Transfers of funds for payroll amounted to \$600,516.23.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$23,418.24. Other Debits consist of Bookstore Spring buyback. Electronic Refunds are issued to students.

BOARD ACTION: _____

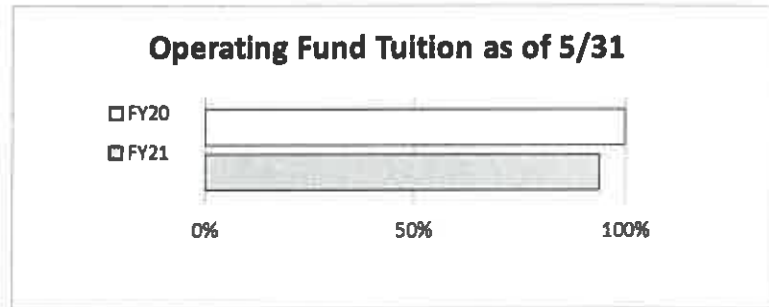
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, May 31, 2021**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$281,649.55	\$12,230.89	\$0.00	\$293,880.44
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	\$480,779.10	\$12,230.89	\$0.00	\$493,009.99
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	94,964.40	416.67		95,381.07
1019 YMCA BLDG/MAINT	34,993.79	833.33		35,827.12
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
1023 1c3SP CAREER SERVICES	300.00	10,980.89		11,280.89
TOTAL	\$480,779.10	\$12,230.89	\$0.00	\$493,009.99

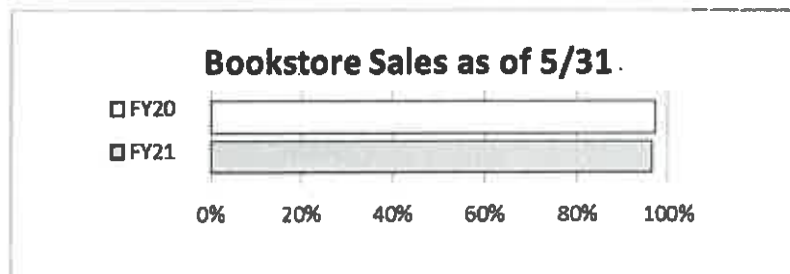
**AGENDA ITEM #XI-A
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21**

**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE
Cash basis, encumbrances included**

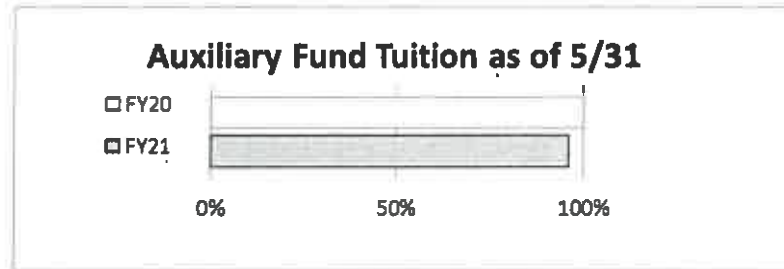
- As of May 31st, the College has received 11 of the 12 FY21 monthly payments of FY21 allocations of unrestricted funding from the State. Grant funds have been paid according to schedule and/or reimbursement requests. MAP grant funds have been received and distributed for the 2020-2021 academic year.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY20 results to FY21 results as of May 31st. The FY20 bar is the year-to-date results as of May 31, 2020, divided by the actual year end results for FY20. The FY21 bar is the year-to-date results for May 31, 2021, divided by the annual budgeted amount for FY21.



FY21 Operating Fund tuition revenue appears to be about 6% less than the amount budgeted. If FY21 actual tuition and fee revenue is 6% less than budgeted, that amounts to about \$300,000.



FY21 sales may be \$40,000 less than budgeted. Final results will be available after year-end adjustments and inventory counts are completed. If a deficit in the fund occurs, a transfer from the Operating Funds may be required. Sales have declined due to enrollment declines, increased competition, and COVID-19. In addition, many efforts have been made to reduce the cost of textbooks and classroom materials for students. This impacts the profit margin.



FY21 appears to be about 4% lower than budgeted. If FY21 actual Auxiliary Fund tuition revenue is 4% lower than budgeted, that amounts to about \$20,000.

As part of the fiscal year-end adjustments, lost revenue will be calculated and recorded in the appropriate funds. Based on guidance from the College's auditors, lost revenue will be recorded as an expense. This will be reflected in the June 30, 2021 reports.

AGENDA ITEM #XI-A
 JUNE 22, 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 May 31, 2021

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,520,321	\$3,236,865	49.6%
Credit Hour Grants	1,251,848	1,188,840	95.0%
Equalization	50,000	45,833	91.7%
ICCB Career/Tech Education	131,003	65,502	50.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	400,000	488,231	122.1%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	46,700	40,559	86.9%
Tuition & Fees	4,918,500	4,612,646	93.8%
Sales & Services	30,450	18,982	62.3%
Facilities Revenue	100,714	97,986	97.3%
Interest on Investments	97,000	3,658	3.8%
Non-Govt. Gifts, Grants	480,000	301,109	62.7%
Miscellaneous	40,976	84,844	207.1%
Total Revenue	\$14,090,812	\$10,185,055	72.3%
<u>EXPENDITURES:</u>			
Salaries	\$9,503,314	\$8,312,793	87.5%
Employee Benefits	2,334,662	2,343,662	100.4%
Contractual Services	841,053	771,376	91.7%
Materials & Supplies	878,686	687,847	78.3%
Conference & Meeting	201,583	43,939	21.8%
Fixed Charges	61,740	48,769	79.0%
Utilities	655,851	657,830	100.3%
Capital Outlay	40,375	37,989	100.0%
Other Expenditures	169,500	190,386	112.3%
Transfers (In) Out	(595,952)	-	0.0%
Total Expenditures	\$14,090,812	\$13,094,591	92.9%
Excess of Revenues Over Expenditures	\$0	(\$2,909,536)	
Fund Balance 7/1/20	4,181,208	4,181,208	
Fund Balance 5/31/21	\$4,181,208	\$1,271,672	

AGENDA ITEM #XI-A
 JUNE 22, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$911,500	\$455,895	50.0%
Interest	-	23,083	100.0%
Other	-	96,155	100.0%
-----	-----	-----	-----
Total Revenue	\$911,500	\$575,133	100.0%
EXPENDITURES:			

Contractual Services	233,000	66,586	28.6%
Materials and Supplies	-	529	100.0%
Capital Outlay	5,782,734	2,930,368	50.7%
Transfers Out	74,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$6,090,495	\$2,997,483	49.2%
Excess of Revenues Over Expenditures	(\$5,178,995)	(\$2,422,350)	
Fund Balance 7/1/20	\$6,119,076	\$6,119,076	
-----	-----	-----	
Fund Balance 5/31/21	\$940,081	\$3,696,726	

AGENDA ITEM #XI-A
 JUNE 22, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$495,000	\$475,653	96.1%
Bookstore Sales	455,200	439,148	96.5%
Athletics	41,040	8,735	21.3%
Other	131,000	74,411	56.8%
Total Revenue	\$1,122,240	\$997,947	88.9%
EXPENDITURES:			
Salaries	\$350,958	\$234,644	66.9%
Employee Benefits	46,869	35,890	76.6%
Contractual Services	86,066	57,033	66.3%
Materials & Supplies	558,226	584,967	104.8%
Conference & Meeting	260,363	64,062	24.6%
Fixed Charges	10,409	5,635	54.1%
Utilities	600	616	102.7%
Capital Outlay	7,406	32,849	443.5%
Other Expenditures	22,978	21,004	91.4%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,278,875	\$1,036,700	81.1%
Excess of Revenues Over Expenditures	(\$156,635)	(\$38,753)	
Fund Balance 7/1/20	\$284,299	\$284,299	
Fund Balance 5/31/21	\$127,664	\$245,546	

AGENDA ITEM #XI-A
 JUNE 22, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$156,421	\$97,682	62.4%
Adult Education	229,950	130,538	56.8%
Other Illinois Sources	136,405	166,245	121.9%
Department of Education	5,214,192	4,086,480	78.4%
Other Federal Sources	54,456	41,706	76.6%
Tuition & Fees	605,000	588,854	97.3%
Interest	19,346	19,432	100.4%
Non-govt. Gifts, Grants	284,203	55,525	19.5%
Other	295,226	327,628	111.0%
	-----	-----	-----
Total Revenue	\$6,995,199	5,514,090	78.8%
<u>EXPENDITURES:</u>			
Salaries	\$1,215,302	\$1,195,087	98.3%
Employee Benefits	285,199	251,297	88.1%
Contractual Services	767,807	750,989	97.8%
Materials & Supplies	242,250	172,148	71.1%
Conference & Meeting	136,509	27,300	20.0%
Fixed Charges	24,196	2,112	8.7%
Utilities	4,152	-	0.0%
Capital Outlay	499,982	214,058	42.8%
Other Expenditures	295,111	217,705	73.8%
Financial Aid	3,767,164	3,174,032	84.3%
Transfers out (in)	448,692	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,686,364	\$6,004,728	78.1%
Excess of Expenditures Over Revenue	(\$691,165)	(\$490,638)	
Fund Balance 7/1/20	1,157,898	1,157,898	
	-----	-----	
Fund Balance 5/31/21	\$466,733	\$667,260	

AGENDA ITEM #XI-A
 JUNE 22, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$45,000	\$22,157	49.2%
Total Revenue	\$45,000	\$22,157	49.2%
EXPENDITURES:			
Contractual Services	\$47,900	\$53,575	111.8%
Total Expenditures	\$47,900	\$53,575	111.8%
Excess of Revenues Over Expenditures	(\$2,900)	(\$31,418)	
Fund Balance 7/1/20	\$4,838	\$4,838	
Fund Balance 5/31/21	\$1,938	(\$26,580)	

AGENDA ITEM #XI-A
 JUNE 22, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,777,961	\$883,161	49.7%
-----	-----	-----	-----
Total Revenue	\$1,777,961	\$883,161	49.7%
EXPENDITURES:			

Fixed Charges	\$1,848,950	\$1,755,875	95.0%
Other	-	950	100.0%
-----	-----	-----	-----
Total Expenditures	\$1,848,950	\$1,756,825	95.0%
Excess of Revenues Over Expenditures	(\$70,989)	(\$873,664)	
Fund Balance 7/1/20	\$794,110	\$794,110	
-----	-----	-----	
Fund Balance 5/31/21	\$723,121	(\$79,554)	

AGENDA ITEM #XI-A
 JUNE 22, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY21

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,187,500	\$595,489	50.1%
Other	-	\$8,138	100.0%
-----	-----	-----	-----
Total Revenue	\$1,187,500	\$603,627	50.8%
EXPENDITURES:			

Salaries	\$307,024	\$282,102	91.9%
Employee Benefits	326,430	262,341	80.4%
Contractual Services	386,625	372,662	96.4%
Materials & Supplies	9,100	9,926	109.1%
Conference & Meetings	15,555	495	3.2%
Fixed Charges	186,917	187,697	100.4%
Utilities	2,745	3,397	123.8%
-----	-----	-----	-----
Total Expenditures	\$1,234,396	\$1,118,620	90.6%
Excess of Revenues Over Expenditures	(\$46,896)	(\$514,993)	
Fund Balance 7/1/20	\$308,564	\$308,564	
-----	-----	-----	
Fund Balance 5/31/21	\$261,668	(\$206,429)	

**AGENDA ITEM #XIII-B-1
JUNE 22, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED DIFFERENTIAL
WRITING CENTER TUTORS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached job description modifications for the differential for the Writing Center. This will remain a normal differential entered into the Faculty Senate contract, as negotiated.

BACKGROUND: The position of Faculty Writing Center Tutor was created several years ago to provide tutoring services to students with any type of writing assignment. They provide guidance for all stages of the writing process, review drafts, assist with citations, and provide assistance and feedback for any and all genres of writing. They also provide writing coaching to students who need assistance. This updated proposal expands the opportunity for full-time English faculty to serve as tutors for up to three credit hours of release time based on the approval of the Dean of Humanities, Fine Arts, and Social Sciences and the Dean's determination of tutoring hours needed for the Writing Center annually.

BOARD ACTION: _____

Faculty Writing Center Tutor Differential Proposal - Faculty

Position Description and Duties

The position of Faculty Writing Center Tutor will provide tutoring services to students with any type of writing assignment. They will provide guidance for all stages of the writing process, review drafts, assist with citations, and provide assistance and feedback for any and all genres of writing. They will also provide writing coaching to students who need assistance.

In addition to the duties required of an HCC faculty member, Faculty Writing Center Tutors will be responsible for:

- Tutoring student writing for any and all genres or types of writing
- Keeping their schedule for Writing Center hours
- Coaching students on the writing process
- Coaching students on higher order and lower order concerns, such as thesis statements, structure/organization, grammar, syntax, etc.
- Keeping records of students tutored
- Assisting in training or assessing student tutors as needed

Selection

Writing Center tutors shall be selected from English department faculty. The English department faculty members shall choose whether they wish to tutor during a given semester. Any and all English faculty members shall be offered the opportunity to serve as a tutor each semester. In consultation with the Dean of Humanities, Social Sciences, and Fine Arts, Faculty Writing Center Tutors may choose one, two, or three hours of tutoring each semester. Faculty Writing Center Tutor schedules and hours selection may change each semester. Annual assessment of student needs and Writing Center usage will be conducted to determine the need for Writing Center tutoring hours.

The Faculty Writing Center Tutors will report to the Dean of Humanities, Social Sciences, and Fine Arts.

Rationale

These duties are deemed to be essential to the development and continued success of students' writing capabilities. Considering Highland's emphasis on Written Communication as a General Education Outcome, enhancing services in the Writing Center is essential. This proposal will create more structured and practical Writing Center staffing that will allow students more opportunities to receive help on their writing skills and assignments. Providing additional writing tutoring services will help students persist and complete their classes, which will likely lead to higher retention of those students.

Compensation Recommendation

Based on the afore-mentioned duties, which are performed along with teaching responsibilities of a full-time faculty member, the compensation proposed shall be one, two, or three credit hours released time each semester or one, two, or three hours of overload each semester, depending on how many hours the Tutor chooses in a given semester. The Faculty Writing Center Tutor shall be allowed to decide if compensation takes the form of released time or overload in any given semester in accordance with the most current Collective Bargaining Agreement.