

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
July 27, 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
<https://highland.zoom.us/j/91920610391?pwd=UU45WTIGNVNHS13bExLMGRBV0c3dz09>
or by phone at 312-626-6799 and Password 786025

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes: June 10, 2021 Board Retreat
 June 22, 2021 Regular Meeting
 June 30, 2021 Special Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. Curriculum & Instruction Committee Report (Page 1)
 - 2. Linking Talent with Opportunity (“LTO”) Dual Credit Memorandum of Understanding Between Highland Community College and Belvidere School District, Byron School District, CareerTEC, CTE Academy, Forrestville Valley School District, Hinkley-Big Rock School District, Pearl City School District, Scales Mound School District, and West Carroll School District (Page 4)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 51)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – Policy Manual Chapter I: Board of Trustees (Page 55)
 - 2. Part-time Instructor Salary Rates (Page 91)

C. Personnel

1. Revised Job Description: President (Page 93)
2. New Job Description: Marketing Coordinator (Page 97)

D. Financial

1. Second Reading – Variable Tuition: Nursing Program Courses (Page 100)
2. Interfund Transfer From the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues (Page 101)
3. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund to Support the Adult Education Program (Page 102)
4. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the High School Servant Leadership Program (Page 103)
5. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Campus Deferred Maintenance, Repairs, or Improvements (Page 104)
6. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes (Page 105)
7. Waiver of Mental Health Fee for Students Taking Only Dual Credit Courses (Page 108)
8. Solutions Proposal with Concensus Technology, LLC for Renewal of Concensus Care Primary Engineer Services (Page 109)
9. Software Support Services Renewal with Ellucian Company, L.P. (Page 113)
10. Tentative Budget for Fiscal Year 2022 (Page 117)
11. Payment of Bills and Agency Fund Report – June 2021 (Page 141)

XI. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 143)
- B. Student Trustee
- C. Shared Governance *(included in President's administrative report)*
- D. ONE Highland *(included in President's administrative report)*
- E. Audit and Finance Committee
- F. ICCTA Representative
- G. Board Chair
- H. Administration *(included in administrative reports)*
- I. Strategic Plan *(included in Strategic Planning report)*

XII. CLOSED SESSION

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

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIII. ACTION, IF NECESSARY

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

XIV. Old Business

XV. New Business

- A. Telework Draft Proposal

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – September 9, 2021 at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Regular Board Meeting – August 17, 2021 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVII. Adjournment

**AGENDA ITEM #IX-A-1
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

CURRICULUM & INSTRUCTION COMMITTEE REPORT

RECOMMENDATION OF THE PRESIDENT: That the attached report of the course and curriculum changes for the July 1, 2020, through June 30, 2021, period be approved.

BACKGROUND: The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustees approval of the course and curriculum changes. In this FY21 report there were:

FY21

4 course additions
1 curriculum addition
31 course changes
11 curriculum changes
13 course withdrawals

FY20

4 course additions
4 curriculum additions
9 course changes
2 curriculum changes
7 course withdrawals

FY19

32 course additions
49 course changes
12 curriculum changes
7 curriculum additions
4 course withdrawals
7 curriculum withdrawals

FY18

15 course additions
40 course changes
6 curriculum changes
1 curriculum addition
10 course withdrawals
3 curriculum withdrawals

BOARD ACTION: _____

Curriculum & Instruction Committee

Fy21

Curriculum Changes

Accounting AAS – changed line-up of courses **Approved by C&I 12/20**

CNC Machinist – changed line-up of courses **Approved by C&I 3/21**

Industrial Manufacturing AAS – added diversity GenEd, changed line-up of courses **Approved by C&I 3/21**

Industrial Training AAS – added diversity GenEd, changed line-up of courses **Approved by C&I 3/21**

Welding and Fabrication certificate – changed line-up of courses **Approved by C&I 3/21**

Basic Welding – changed line-up of courses **Approved by C&I 3/21**

Automotive Service-Level II – changed from 33 credit hours to 31 credit hours **Approved by ICCB 5/21**

Automotive Mechanics AAS – changed from 70 credit hours to 68 credit hours **Approved by ICCB 5/21**

Curriculum Additions

Advanced Nursing Assistant Certificate – 16 credits **Approved by ICCB 12/20**

Curriculum Inactivations

Industrial Mechatronics AAS – inactivated **Approved by ICCB 6/28**

Industrial Maintenance certificate – inactivated **Approved by ICCB 6/28**

Industrial Electronics & Controls certificate – inactivated **Approved by ICCB 6/28**

Course Changes

PSY262 Human Growth and Development – updated course outcomes. **Approved by C&I 10/20**

MTEC270 CNC Mill I – remove Math prerequisites. **Approved by C&I 10/20**

MTEC280 CNC Lathe I – remove Math prerequisites. **Approved by C&I 10/20**

MTEC151 Machine Processes – changed title to Introduction to CNC Machining **Approved by ICCB 10/20**

ACCT115 Computer Applications in Accounting – updated course outcomes and course description **Approved by C&I 12/20**

AGOC114 Principles of Plant Science – changed to 4 credits, 3 lecture, 2 lab (was 3 credits, 2 lecture, 2 lab) **Approved by ICCB 1/21**

AGOC116 Principles of Animal Science – changed to 4 credits, 3 lecture, 2 lab (was 3 credits, 2 lecture, 2 lab) **Approved by ICCB 1/21**

INFT142 Advanced Excel – prerequisite change **Approved by C&I 3/21**

INFT147 Advanced Access – prerequisite change **Approved by C&I 3/21**

MATH111 Technical Math – course description **Approved by C&I 3/21**

MTEC285 Advanced CNC Machining – course description **Approved by C&I 3/21**

EDUC100 Education Observation I – prerequisite removed, outcomes updated **Approved by C&I 3/21**

EDUC200 Education Observation II – prerequisites changed outcomes updated **Approved by C&I 3/21**

EDUC221/222 American Public School/Education as an Agent for Change – course outcomes updated **Approved by C&I 3/21**

EDUC124 Diversity in Schools and Society – changed title to Multicultural Education and course outcomes updated. **Approved by ICCB 3/23/21**

AGRI188 Introductory Horticultural Science – changed title to Introduction to Horticultural Science, changed from 3 credits, 3 lecture to 3 credits, 2 lecture, 2 lab, updated course description **Approved by ICCB 4/21**

PHYD112 Health – changed prefix to HLTH **Approved by ICCB 5/21**

PHYD212 First Aid – changed prefix to HLTH **Approved by ICCB 5/21**

AUTM233 Fuel Systems – changed from 3 credits/1 lecture/5 lab to 3 credits 2 lecture/2 lab **Approved by ICCB 5/21**

AUTM235 Electronic Engine Controls – changed from 4 credits/2 lecture/4 lab to 3 credits/2 lecture/2 lab **Approved by ICCB 5/21**

AUTM240 Automatic Transmissions – changed from 5 credits/2 lecture/5 lab to 4 credits/2 lecture/4 lab **Approved by ICCB 5/21**

Course Number Changes Only

MATH157 to MATH075 Combined Basic and Int. Algebra **Approved by ICCB 11/20**

MATH158 to MATH090 Intermediate Algebra I **Approved by ICCB 11/20**

MATH159 to MATH091 Intermediate Algebra II **Approved by ICCB 11/20**

MATH169 to MATH132 Applied Practical Math **Approved by ICCB 11/20**

MATH177 to MATH134 Statistics **Approved by ICCB 11/20**

MATH164 to MATH140 Math for Elementary Teachers I **Approved by ICCB 11/20**

MATH174 to MATH141 Math for Elementary Teachers II **Approved by ICCB 11/20**

MATH163 to MATH170 Precalculus **Approved by ICCB 11/20**

MATH168 to MATH250 Analytic Geometry and Calculus I **Approved by ICCB 11/20**

MATH268 to MATH255 Analytic Geometry and Calculus II **Approved by ICCB 11/20**

Course Additions

THEA104 Cultural Diversity in Performance – 3 credits, 3 lecture, 0 lab **Approved by ICCB 8/20**

NURS119 Advanced Nursing Assistant – 8 credits, 5.5 lecture, 5 lab **Approved by ICCB 1/21**

NSCI115 Human Environmental Issues – 3 credits, 3 lecture **Approved by ICCB 2/21**

CJS214 Cybercrime/Computer Forensics – 3 credits, 3 lecture **Approved by ICCB 5/21**

Course Withdrawals

PHYS116 Technical Physics I – **Approved by ICCB 10/20**

PHYS216 – Technical Physics II – **Approved by ICCB 10/20**

PHYS146 – General Physics IIIB – **Approved by ICCB 10/20**

NSCI135 – Agricultural Botany – **Approved by ICCB 10/20**

NSCI136 – Agricultural Chemistry – **Approved by ICCB 10/20**

NSC131 – Physical Science – **Approved by ICCB 10/20**

MATH113 – Algebra & Trigonometry – **Approved by ICCB 11/20**

MATH114 – Analytical geometry & Calculus – **Approved by ICCB 11/20**

MATH160 – Intro to Computer Science – **Approved by ICCB 11/20**

MATH262 – C Programming Sciences – **Approved by ICCB 11/20**

BIOL102 - Anatomy & Physiology II – **Approved by ICCB 12/20**

BIOL103 - Intro to Pharmacology **Approved by ICCB 12/20**

BIOL210 - Seminar in Cell Biology **Approved by ICCB 12/20**

**AGENDA ITEM #IX-A-2
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY (“LTO”) DUAL CREDIT MEMORANDUM
OF UNDERSTANDING BETWEEN HIGHLAND COMMUNITY COLLEGE AND
BELVIDERE SCHOOL DISTRICT, BYRON SCHOOL DISTRICT, CAREERTEC,
CTE ACADEMY, FORRESTVILLE VALLEY SCHOOL DISTRICT,
HINKLEY-BIG ROCK SCHOOL DISTRICT, PEARL CITY SCHOOL DISTRICT,
SCALES MOUND SCHOOL DISTRICT, AND WEST CARROLL SCHOOL DISTRICT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Linking Talent with Opportunity (“LTO”) Dual Credit Memorandums of Understanding between Highland Community College and Belvidere School District, Byron School District, CareerTEC, CTE Academy, Forrestville Valley School District, Hinkley-Big Rock School District, Pearl City School District, Scales Mound School District, and West Carroll School District for the Linking Talent with Opportunity (LTO) grant.

BACKGROUND: The College had partnered with Rock Valley College (RVC) on the LTO grant project. The partnership ended on June 30, 2021, and Highland was awarded funding from the Community Foundation of Northern Illinois to continue the LTO grant. One core component of the grant is to have Pathways start at the high school level in which students earn Dual Credit. The attached MOUs will be used as part of the Pathways delivery process.

BOARD ACTION: _____

**Linking Talent with Opportunity Program (“LTO”) Dual Credit
Memorandum of Understanding between
Highland Community College and Belvidere School District**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2021 between Belvidere School District (“School District”), located at 1500 East Avenue, Belvidere, Illinois 61008 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon “dual credit courses,” as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors (“School District Dual Credit Instructors”) or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College’s placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by Aug 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

Daniel Woestman

Daniel Woestman 6/21/21
High School Superintendent Date

Highland Community College President Date

Allison Reid-Niemiec

Allison Reid-Niemiec 6/21/21
Board of Education Date

Highland Community College Board of Trustees Date

Appendix A Dual Credit Courses

The following Highland Community College courses will be offered at Belvidere School District as dual credit effective during this agreement: (courses listed here)

**Principles of Plant Science
(AGOC 114)**

**Principles of Animal Science
(AGOC 116)**

**Basic Horticulture Science
(AGOC 118)**

Appendix B Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.

2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.

3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.

4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Byron School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2021 between Byron School District ("School District"), located at 696 N Colfax St., Byron, Illinois 61010 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

Dennis Banta

6/17/21

High School Superintendent Date

Highland Community College President Date

Christina M. Lynde

6/17/21

Board of Education Date

Highland Community College Board of Trustees Date

**Appendix A
Dual Credit Courses**

The following Highland Community College courses will be offered at Byron School District as dual credit effective during this agreement: (courses listed here)

Appendix B Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.

**Linking Talent with Opportunity Program (“LTO”) Dual Credit
Memorandum of Understanding between Highland Community College and Career
and Technical Education Consortium (CareerTEC)**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2021 between Career and Technical Education Consortium (“CareerTEC”), located at 2037 W Galena Ave, Freeport, IL 61032 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, CareerTEC and Highland Community College working together would like to offer high school students enrolled in CareerTEC an opportunity to receive dual high school and college level credit through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, It is hereby agreed by and between the Parties as follows:

1. CareerTEC and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon “dual credit courses,” as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within CareerTEC.
2. All dual credit courses shall be taught by qualified CareerTEC Instructors (“CareerTEC Dual Credit Instructors”) or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the CareerTEC’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that CareerTEC, on an annual basis, will:
 - a. Verify that CareerTEC Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College’s placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that CareerTEC Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by CareerTEC and Highland Community College;
- g. If CareerTEC chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for CareerTEC Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the CareerTEC Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any CareerTEC instructor's performance evaluation under Article 24A of the School Code;
- j. Require all CareerTEC Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the CareerTEC and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a CareerTEC Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the CareerTEC cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the CareerTEC.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.
5. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the CareerTEC with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Review the resume and transcripts of any CareerTEC Dual Credit Instructor recommended by the CareerTEC to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
 - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the CareerTEC Dual Credit Instructor;
 - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the CareerTEC Dual Credit Instructor and District Administration;
 - f. Provide the CareerTEC with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide appropriate placement testing to participating students, as required;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
 - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the CareerTEC with the final grade for each participating student at the end of the semester;
 - j. Review this MOU annually for accuracy; and
 - k. Host an annual orientation meeting between the CareerTEC and College to discuss dual credit matters.
6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

Bryan Greene
6/15/21
CareerTEC Director Date

Highland Community College President Date

Dr. David Ashp
6/15/21
CareerTEC Board Member Date

Highland Community College Board of Trustees Date

**Appendix A
Dual Credit Courses**

The following Highland Community College courses will be offered at CareerTEC as dual credit effective during this agreement: (courses listed here)

Appendix B Dual Credit Roster & Grading Procedures

- 1. CareerTEC Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.**

- 2. CareerTEC Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.**

- 3. CareerTEC Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.**

- 4. CareerTEC Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.**

**Linking Talent with Opportunity Program (“LTO”) Dual Credit
Memorandum of Understanding between Highland Community College and Jo Daviess
Carroll Career Technical Education Academy (CTE Academy)**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2021 between Jo Daviess Carroll Career Technical Education Academy (CTE Academy), located at 950 US RT 20 W Elizabeth, IL 61028 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, CTE Academy and Highland Community College working together would like to offer high school students enrolled in CTE Academy an opportunity to receive dual high school and college level credit through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. CTE Academy and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon “dual credit courses,” as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within CTE Academy.
2. All dual credit courses shall be taught by qualified CTE Academy Instructors (“CTE Academy Dual Credit Instructors”) or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the CTE Academy’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that CTE Academy, on an annual basis, will:
 - a. Verify that CTE Academy Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College’s placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that CTE Academy Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by CTE Academy and Highland Community College;
- g. If CTE Academy chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for CTE Academy Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the CTE Academy Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any CTE Academy instructor's performance evaluation under Article 24A of the School Code;
- j. Require all CTE Academy Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the CTE Academy and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a CTE Academy Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the CTE Academy cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the CTE Academy.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the CTE Academy with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any CTE Academy Dual Credit Instructor recommended by the CTE Academy to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the CTE Academy Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the CTE Academy Dual Credit Instructor and District Administration;
- f. Provide the CTE Academy with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the CTE Academy with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the CTE Academy and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

Kris 4/21
K. J. Hall 5/13/21
High School Superintendent Date

Highland Community College President Date

Board of Education Date

Highland Community College Board of Trustees Date

779255v2

**Linking Talent with Opportunity Program (“LTO”) Dual Credit
Memorandum of Understanding between
Highland Community College and Forrestville Valley School District**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2021 between Forrestville Valley School District (“School District”), located at 601 E. Main Street, Forreston, Illinois 61030 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon “dual credit courses,” as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors (“School District Dual Credit Instructors”) or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College’s placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect the 2021-2022 school year.

Sheri Smith
Sheri Smith 5-19-2021
High School Superintendent Date

Highland Community College President Date

John Reining
John Reining 5-19-2021
Board of Education Date

Highland Community College Board of Trustees Date

Appendix A Dual Credit Courses

The following Highland Community College courses will be offered at Forrestville Valley School District as dual credit effective during this agreement: (courses listed here)

ACCT 102
AGOC 116
AGOC 114
INFT 131
INFT 135
INFT 140
MATH 111

Appendix B Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Hinckley-Big Rock School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2021 between Hinckley-Big Rock School District ("School District"), located at 700 E Lincoln Highway, Hinckley, Illinois 60520 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by April 15 for the fall semester and October 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.



JAY BRICKMAN 5-17-21
High School Superintendent PRINCIPAL Date

Highland Community College President Date

Board of Education Date

Highland Community College Board of Trustees Date

779255v2

**Linking Talent with Opportunity Program (“LTO”) Dual Credit
Memorandum of Understanding between
Highland Community College and Pearl City School District**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2021 between Pearl City School District (“School District”), located at 100 S. Summit, Pearl City, Illinois 61032 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon “dual credit courses,” as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2021 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors (“School District Dual Credit Instructors”) or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College’s placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

Mik Schiffman - Pearl City
m Schiff 6/16/21
High School Superintendent Date

Highland Community College President Date

Chad Brennan
Chad Brennan 6-16-21
Board of Education Date

Highland Community College Board of Trustees Date

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Scales Mound School District**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2021 between Scales Mound School District ("School District"), located at 210 Main Street, Scales Mound, Illinois 61075 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.


5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.


7. This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.

8. This agreement will be in effect for the 2021-2022 school year.



William G. Caron 5/17/21
High School Superintendent Date

Highland Community College President Date



Paul Homb 5-17-2021
Board of Education Date

Highland Community College Board of Trustees Date

**Linking Talent with Opportunity Program (“LTO”) Dual Credit
Memorandum of Understanding between
Highland Community College and West Carroll School District**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into this 1st day of August, 2021 between West Carroll School District (“School District”), located at 500 Cragmoor Street, Savanna, Illinois 61074 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the “Parties”).

WHEREAS, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the “Linking Talent with Opportunity” Program (hereinafter “LTO”); and

WHEREAS, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

WHEREAS, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon “dual credit courses,” as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before May 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors (“School District Dual Credit Instructors”) or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District’s campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
 - a. Verify that School District Dual Credit Instructors meet Highland Community College’s faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
 - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
 - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College’s placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
 - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by August 15 for the fall semester and January 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for

expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes; and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College Instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days' notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2021-2022 school year.

Muli Käberberg 6-9-21
High School Superintendent Date

Highland Community College President Date

Fred [Signature] 6-9-21
Board of Education Date

Highland Community College Board of Trustees Date

779255v2

**Appendix A
Dual Credit Courses**

The following Highland Community College courses will be offered at West Carroll School District as dual credit effective during this agreement: (courses listed here)

Appendix B Dual Credit Roster & Grading Procedures

- 1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.**

- 2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.**

- 3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.**

- 4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.**

**AGENDA ITEM #IX-C-1
JULY 27, 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 Summer 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: _____

Summer 2021				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Pete	Norman	1042	PHYD115Y	Intro to Recreation		3	\$647.27	\$1,941.81
Pete	Norman	1044	PHYD135Y	Games in Elem Physical Ed		2	\$647.27	\$1,294.54
Luke	Norman	1043	PHYD121Y	Physical Fitness I		1.8	\$531.33	\$956.39
Luke	Norman	1045	PHYD221Y	Physical Fitness II		2	\$531.33	\$1,062.66
Tony	Grahame	1097	BIOL109Y1	Plants & Society		3	\$1,294.53	\$3,883.59
Martin	Hilberg	1100	MATH166VM	College Algebra		4	\$1,294.53	\$5,178.20
Martin	Hilberg	1101	MATH177VM	Statistics		4	\$1,294.53	\$5,178.20
Jenna	Rancingay	1200	MATH177Y1A	Statistics		4	\$1,294.53	\$5,178.20
John	Sullivan	1098	CHEM120Y1	Elem Gen Chemistry		3	\$1,294.53	\$3,883.59
John	Sullivan	1099	CHEM120Y1X	Elem Gen Chemistry Lab		1.9	\$1,294.53	\$2,459.60
Amanda	Lessman	1136	NURS109BHX	BNA Lab		2.85	\$1,294.53	\$3,689.41
Shelly	Morgan	1263	NURS109IS	BNA Lecture - Ind. Study	2		\$30.00	\$60.00
Shelly	Morgan	1132	NURS109HBX	BNA Lab		2.85	\$1,294.53	\$3,689.41
Shelly	Morgan	1276	NURS109IXC	BNA Lab - Ind. Study	2.5		\$30.00	\$75.00
Shelly	Morgan	1275	NUS109ISX	BNA Lab - Ind. Study	2.75		\$30.00	\$82.50
Amanda	Paulsen	1137	NURS109BHX	BNA Lab	40		\$30.00	\$1,200.00
Carol	Engelkens			Office Technology Lab - P/T Instructor	TBD		\$24.87	TBD
Kayla	Clark			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Melissa	Pitzer			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Lindsay	Vinnedge			Cosmetology Lab - P/T Instructor	TBD		\$24.87	TBD
Ellen	McGinnis			MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis			MAC Lab		2	\$488.69	\$977.38
Jennifer	Alderman	1008	ACCT105Y2	Elements of Accounting		1.8	\$1,294.53	\$2,330.15*
Amy	Chamberlin	1009	COSM121A	Cosmetology Classes		5	\$1,294.53	\$6,472.65
Justin	Ebert	1020	AGOC291HB	Plant Pest ID/Control		2.34	\$1,294.53	\$3,029.20*
Justin	Ebert	1019	OCED290A	Work Pl Exp - AG		1.6	\$1,294.53	\$2,071.25*
Joe	Grove	1026	BUSN121Y1	Intro to Business		3	\$1,294.53	\$3,883.59
Joe	Grove	1024	ECON111Y1	Princ of Economics I		2.1	\$1,294.53	\$2,718.51*
Joe	Grove	1025	ECON112Y1	Princ of Economics II		2.7	\$1,294.53	\$3,495.23*
Jeremy	Monigold	1209	BUSN141HB	Business Communications		1.5	\$1,294.53	\$1,941.80*
Jeremy	Monigold	1028	INFT180Y1	Intro to Information Systems		3	\$1,294.53	\$3,883.59
Monica	Pierce	1128	AGRI160Y1	Intro to Food Science		0.3	\$1,294.53	\$388.36*
Monica	Pierce	1129	AGRI192Y1	Computer Applications in AG		0.3	\$1,294.53	\$388.36*
Aaron	Sargent	1036	DRAF110TC	Print Rdg & Inspection		2.9	\$1,294.53	\$3,754.14
Aaron	Sargent	1130	OCED290B	Work Pl Exp - MTEC		0.2	\$1,294.53	\$258.91*
Aaron	Sargent			Dual Credit Observation Visit				\$75.00
Todd	Vacek	1149	WELD130TC	Intro to Welding		3.9	\$1,294.53	\$5,048.67
Todd	Vacek	1150	WELD232TC	Int. Wedling/Fabrication		3.9	\$1,294.53	\$5,048.67
Joseph	DeParasis	1033	EQUI127HBN	Horse Handling I		0.48	\$546.33	\$262.24*
Joseph	DeParasis	1034	EQUI137HBN	Riding I		0.48	\$546.33	\$262.24*
Thomas	Harrison	1032	BUSN125HB	Math of Business		3	\$488.69	\$1,466.07
Thomas	Harrison	1037	SPTP170TC	Shop Math		2	\$488.69	\$977.38
Roger	Hicks	1035	WELD130N	Intro to Welding		3.9	\$488.69	\$1,905.89

Summer 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Crimson	Pulver	1203	EQUI127IS	Horse Handling I		0.48	\$488.69	\$234.57*
Brandi	Widmer	1204	EQUI137IS	Rldng I		0.48	\$488.69	\$234.57*
*Pro rated based on enrollment								
Leanne	Grahame			Success Center Tutor		TBD	\$22.80	TBD
Beverley	Stearns			Success Center Tutor		TBD	\$22.80	TBD
Elizabeth	Niesman	1056	LIBS199VMA	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	1205	LIBS199VMB	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	1057	LIBS199Y1A	FYES		2	\$546.33	\$1,092.66
Vicki	Schulz	1058	LIBS199HBA	FYES		2	\$647.27	\$1,294.54
Vicki	Schulz	1194	LIBS199HBB	FYES		2	\$647.27	\$1,294.54
LeNle	Adolphson	1160	HIST144Y1	US History II		3	\$546.33	\$1,638.99
Colette	Binger	1165	PSY161HB	Intro to Psychology		3	\$546.33	\$1,638.99
Colette	Binger	1158	PSY262HB	Human Growth/Development		3	\$546.33	\$1,638.99
Harry	Bodell	1065	SPCH191Y1B	Fund of Speech Comm		3	\$1,294.53	\$3,883.59
Harry	Bodell	1066	SPCH191Y1A	Fund of Speech Comm		3	\$1,294.53	\$3,883.59
Harry	Bodell	1224	SPCH191Y1	Fund of Speech Comm		3	\$1,294.53	\$3,883.59
Thompson	Brandt	1069	HUMA104VM	Intro to Humanities		1.5	\$647.27	\$970.91*
Thompson	Brandt	1068	MUS268Y1	Music of the USA		3	\$647.27	\$1,941.82
Haley	Dutmer	1151	PHIL180Y1	World Religions		3	\$531.33	\$1,593.99
Haley	Dutmer	1152	PHIL282Y1	Ethics		3	\$531.33	\$1,593.99
Laura	Early	1070	HUMA104Y1A	Intro to Humanities		3	\$1,294.53	\$3,883.59
Laura	Early	1071	HUMA104Y1B	Intro to Humanities		3	\$1,294.53	\$3,883.59
Kay	Ostberg	1078	ENGL099Y1A	Accelerated Basic Comp ALP		0.3	\$1,294.53	\$388.36*
Kay	Ostberg	1076	ENGL121VMB	Rhet & Comp I		3	\$1,294.53	\$3,883.59
Kay	Ostberg	1161	ENGL122VMA	Rhet & Comp II		3	\$1,294.53	\$3,883.59
Jennifer	Roser	1080	CJS220Y1	Probation and Parole		3	\$1,294.53	\$3,883.59
Jami	Spencer	1159	LTRE097Y1	Reading, Writing, Reasoning		4	\$1,294.53	\$5,178.12
Loretta	Swanson	1083	ART110Y1A	Intro to Art		3	\$546.33	\$1,638.99
Syed	Uddin-Ahmed	1062	HIST142Y1	Western Clv 1648 to Present		3	\$1,294.53	\$3,883.59
Syed	Uddin-Ahmed	1063	POL152Y1	American Gov & Politics		3	\$1,294.53	\$3,883.59
James	Yeager	1060	MCOM150Y1	Intro to Film		3	\$1,294.53	\$3,883.59
James	Yeager	1059	SPCH191Y1C	Fund of Speech Comm		3	\$1,294.53	\$3,883.59
James	Yeager			Coordinator of Mass Communication		3	\$1,294.53	\$3,883.59
James	Yeager			Faculty Senate Release Time		1	\$1,294.53	\$1,294.53
Kathrine	Perkins			Coordinator of Transitional Communication		3	\$1,294.53	\$3,883.59
Evan	Talbert	6248	SPCH295JXX	Comm Leadership - Jo Davless		3	\$1,294.53	\$3,883.59
Kirk	Pearson			Curriculum Development SPCH295JXX				\$600.00
Kirk	Pearson	6248	SPCH295JXX	Comm Leadership - Jo Davless		3	\$473.69	\$1,421.07

Other Assignments					
Rhonda Arends		Business Institute instructor			\$ 2,041.18
Camelot Costumes LLC		Labor for Zora Neale Hurston project and Costume Shop organization			\$ 1,250.00
Spring 2020					
Justin Ebert		Load Adjustment	0.15	\$1,395.93	\$209.39
			0.06	\$1,522.83	\$91.37
Steve Gellings		Load Adjustment	1.56	\$1,269.03	\$1,979.69
			0.48	\$1,395.93	\$670.04
Jeremy Monigold		Load Adjustment	0.7	\$1,395.93	\$977.15
Monica Pierce		Load Adjustment	0.03	\$1,269.03	\$38.07
Aaron Sargent		Load Adjustment	1.86	\$1,522.83	\$2,832.46
Evan Talbert		Load Adjustment	0.6	\$1,269.03	\$761.42
Todd Vacek		Load Adjustment	0.1	\$1,269.03	\$126.90
Carol Wilhelms		Load Adjustment	0.1	\$1,395.93	\$139.59

**AGENDA ITEM #X-B-1
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING -- POLICY MANUAL CHAPTER I
BOARD OF TRUSTEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the unchanged policies in Chapter I (Board of Trustees) of the Policy Manual.

BACKGROUND: The policies within Chapter I are being reaffirmed, with no recommended changes, as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College.

BOARD ACTION: _____

CHAPTER I

BOARD OF TRUSTEES

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1.00 Legal Names and Titles (Reaffirmed ~~6/19/18~~)

- A. The College was established in accordance with the Illinois Public Community College Act (110 ILCS 805/3).
- B. The legal name of the College shall be "Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll."
- C. The Board of the College is a body politic and corporate by the name "Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois" and by that name may sue and be sued in any courts and places where judicial proceedings are had (110 ILCS 805/3-11).
- D. The institutional name of the College shall be "Highland Community College."

1.01 College Motto (Reaffirmed ~~6/19/18~~)

The official motto of the College shall be "Serving Northwestern Illinois."

1.02 College Colors (Reaffirmed ~~6/28/18~~)

The official colors of the College shall be orange, dark brown, white, and dark blue.

1.03 College Mission, Vision, Core Values, and Principles of Operation (Revised 6/22/21)

A. 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.

B. Vision

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

1.04 Authority of the College Board and Transaction of Business (Reaffirmed ~~vised~~
6/19/18)

The Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois derives its authority from the Illinois Public Community College Act (H.B. 17610) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

The Board may exercise all powers consistent with the Illinois Public Community College Act that may be a requisite or proper for the maintenance, operation and development of the College within the rules and regulations of the Illinois Community College Board.

Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instruction by the Board of Trustees.

The Board of Trustees shall transact all business at legal meetings of the Board. When the Board is not in session, all business of the College shall be transacted through the Office of the President or the President's designee.

1.05 Adopting, Rescinding and Revising Board Policies (Reaffirmed ~~6/19/18~~)

The following procedures shall be observed by the Board to adopt, rescind, or revise Board policies and regulations.

- A. All policies of the Board shall be adopted, rescinded, or revised by a majority of a quorum present at the next regular or special meeting of the Board. All policies shall be presented for a first and second reading at separate meetings of the Board, unless a majority of a quorum votes to waive the second reading of the policy.
- B. Following the election and seating of new members of the Board, the Board, recognizing that it is a continuing body, assumes all policies, regulations, and rules of the preceding Board and continues them in effect until such policies, regulations, and rules are amended or rescinded.
- C. Unless otherwise stated to the contrary, all policies and regulations adopted by the Highland Community College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.
- D. The Board of Trustees empowers the College Policy Review Committee to make the following changes without formal Board approval upon a vote of the majority of the full membership of the Policy Review Committee, so long as such changes do not have any substantive effect on the policy or its applicability:
 - (i) changes in position titles;
 - (ii) changes in policy number systems and/or policy names; or
 - (iii) minor changes in wording of a policy that do not affect the meaning or intent of the policy.

Additionally, in the event of change of statutory citation, the statutory citation may be changed provided no substantive change in law or policy is reflected by the change in citation.

1.06 Duties and Responsibilities of the Board (Reaffirmed ~~6/19/18~~)

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. To advance the mission of the College by encouraging ongoing assessment of student learning and institutional effectiveness.
- B. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
- C. To select, appoint, and establish the salary and conditions of employment of the President of the College, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- D. The Board shall appoint and fix the salaries of administrative and professional personnel and all faculty, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- E. To determine the broad general policies yearly for governing the College, and to present to the President the short-term and long-term direction for the College.
- F. To approve the annual budget.
- G. To give prior approval for contracts with a duration of more than 3 years or an amount of more than \$25,000. Copies of Board approved contracts will be kept on file by the VP Administrative Services.
- H. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
- I. To approve rates of compensation for faculty, administrative, and professional full-time and/or part-time employees.
- J. To act upon recommendations of the President on site and physical plant development and utilization.
- K. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds, and equipment.
- L. To act upon competitive bids for supplies and equipment in excess of \$25,000, and for construction/repairs in excess of \$50,000. All vendors shall have affirmative action and OSHA programs.
- M. To approve curricular offerings of the College upon the recommendation of the President.

- N. To determine the academic term of the College, within the rules and regulations of the State Board, and to approve the Academic Calendar of the College. Days within the term designated for the purpose of enrollment, testing, orientation or examination of students and all days on which scheduled classes are held shall be considered as days of student attendance.
- O. To consider communications and requests from citizens and organizations within the district on matters of policy.
- P. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the College.
- Q. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.
- R. To establish and/or approve citizens advisory committees as needed.
- S. To serve as a Board of final appeal with the College for students, faculty, and staff of the College and citizens of the district who may have grievances in matters in which they have jurisdiction concerning the College district.
- T. To appoint a treasurer to serve at the Board's pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18).
- U. To designate depositories for College funds.
- V. To establish an instrument for presidential evaluation based on the Board's plans, goals, and objectives for the College and leadership qualities.
- W. To evaluate the Board's activities, responsibilities, and ethics in accordance with Policy 1.23.
- X. To agree that oral or written communications to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that oral or written communications to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.
- Y. To employ legal counsel for the College.
- Z. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act (110 ILCS 805/3-22.1)

- AA. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

1.07 Trustee Election and Vacancies (Reaffirmed ~~6/19/18~~)

The election of members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the College district, for at least one year immediately preceding the election. Change of residency from the district by any member constitutes a resignation from and creates a vacancy on the Board. (110 ILCS 805/3-7).

- A. The College Board shall consist of seven members, publicly elected at the time and in the manner provided in the Illinois Public Community College Act (110 ILCS 805/3-7 through 3-7.10).
- B. In addition to the seven elected members of the Board, one student member will be elected annually by the student body not more than three weeks nor less than one week prior to the regularly scheduled April Board meeting in accordance with established procedures conducted by the Student Senate. The student member will be seated in April. The student member's vote is advisory only.
- C. Vacancies on the Board will be filled based on the established procedure and in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

1.071 Student Trustee (Reaffirmed ~~6/19/18~~)

In accordance with 110 ILCS 805/3-7.24 of the Illinois Public Community College Act, the Highland Community College Board of Trustees shall have one non-voting member who is a student enrolled in Highland Community College under the jurisdiction of the Board. The method of selecting these student members shall be determined by campus-wide student election.

The Highland Community College Board and administration believe that a student who fulfills the obligations of Student Trustee must be academically invested in the College. Therefore, students eligible to run for Student Trustee must

- A. be enrolled in a minimum of 12 credit hours at the time of selection, and must maintain a minimum of 12 credit hours throughout the term, with the exception of the summer semester.
- B. maintain a minimum GPA of 2.5.
- C. be able to demonstrate an understanding of the role of the Student Trustee.
- D. agree to fulfill all the responsibilities of his or her respective office as outlined in the Student Senate Bylaws and fulfill the obligation of the full term of one academic year.
- E. be in good standing at the College with no history of any Student Code of Conduct violations resulting in sanctions during their academic career at the College.

The student member shall serve a term of one year beginning on April 15 of each year. A Student Trustee may not serve more than two terms. The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend Closed Sessions. While 110 ILCS 805/3-7.24 does not give the Student Trustee the right to vote, it is the policy of the Highland Community College Board of Trustees to allow the Student Trustee an advisory vote.

All travel by the Student Trustee must be approved in advance by the President of the College.

1.08 Duties and Responsibilities of Board Officers (Reaffirmed ~~6/19/18~~)

- A. **Chair:** The Chair shall preside at all meetings and shall perform such duties as are imposed upon that office by law or by action of the Board.
- B. **Vice Chair:** The Vice Chair shall serve in the Chair's absence.
- C. **Secretary:** The Secretary of the Board shall perform the usual duties pertaining to his or her office. If he or she is absent from any meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed Recording Secretary. The Secretary attends all meetings and records all official business of the Board, as well as represents the Board in working with local election officials in all Board elections and referenda.
- D. **Treasurer:** The Board shall appoint a Treasurer for the District who shall not be a member of the Board. The Board shall execute a bond as prescribed in the Illinois Community College Act (110 ILCS 805/3-19).

1.09 Removal of Officers (Reaffirmed ~~6/19/18~~)

Any officer of the Board may be removed from office for cause by a vote of two-thirds (5) of the Board of Trustees.

1.10 Compensation and Expenses (Reaffirmed ~~6/19/18~~)

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

1.11 Organization and Meetings of the Board (Reaffirmed ~~6/19/18~~)

After the April election in each odd numbered year, organization of the Board shall be in accordance with the provisions of the Illinois Public Community College Act (110 ILCS 805/3-8).

At the organizational meeting, the Chair of the Board or, in his or her absence, the President of the College shall convene the new Board and conduct the election for Chair, Vice Chair, and Secretary. The Board shall proceed with its organization under the newly elected Board officials (110 ILCS 805/3-8).

Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year (110 ILCS 805/3-8).

If a change is made in regular meeting dates or locations, at least 10 calendar days' notice of such change shall be given by publication in a newspaper of general circulation in the area. Notice of such change shall also be supplied to those news media which have filed an annual request for notice (5 ILCS 120/2.03).

1.12 Special Meetings of the Board (Reaffirmed ~~6/19/18~~)

Special meetings of the Board may be called by the Chair of the Board, a Committee Chair, or by three members of the Board by giving public notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served on members of the Board by mail 48 hours before the meeting. Notice shall also be given to the news media as required by 5 ILCS 120/2.02.

1.13 Meetings Open to the Public (Reaffirmed ~~6/19/18~~)

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended. All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02.

1.14 Board Meeting Agenda (Reaffirmed ~~6/19/18~~)

The Executive Assistant to the President/Board of Trustees will prepare the agenda for meetings of the Board of Trustees after conferring with the President and Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.

Any member of the Board of Trustees, employee, organization, or individual wishing an item to be placed on the Board Agenda shall make the request in writing to the President of the College at least 10 working days prior to the day of the Board meeting. The President shall notify the Chair of the Board who shall have the power to accept or deny the request.

The Board shall provide an opportunity for groups or individuals to appear before the Board. In order to establish an orderly procedure for such audiences, any individual or group wishing to appear before the Board shall contact the President of the College, informing him or her of the nature of the request to be presented. In the event that the nature of the request cannot be resolved by the President, the President shall, with consent of the Chair of the Board, assign a time on the agenda for such groups or individuals to appear before the Board. All such requests must be made in writing at least 10 working days prior to the day of the Board meeting in order that the President may inform the Board of the matter to be presented, and obtain any information needed for the Board's consideration.

Trustees will be furnished with copies of the agenda for regular meetings with any available supporting materials at least 48 hours prior to each regular meeting. Trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.

Announcements of meetings and closed sessions are covered by the Illinois Compiled Statutes. Copies of the agenda for each meeting of the Board will be sent to all news media that requested notice of meetings pursuant to the Illinois Open Meetings Act, and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.

1.15 Conduct of Meetings (Reaffirmed ~~vised~~ 6/19/18)

In accordance with Public Act 096-1473, any person shall be permitted an opportunity to address the Board under the rules established and recorded by the Board.

The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees.

Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.

The order of business will be determined at the time the agenda is prepared and will include an opportunity for public comments (limited to three minutes per person). Presentation of items of business shall follow the agenda, unless varied by the Chair.

The voting order for roll call votes shall be established by seniority at each meeting. Each succeeding roll call vote shall be called beginning with the second name called in the previous roll call vote. If there is need for a roll call on an amended motion, it will also be on a rotating basis. When two or more members within a group have equal seniority, the order of their vote shall be alphabetical by last name. If an individual is appointed to fill a vacancy on the Board, that person shall have the least seniority. The Student Trustee shall always be called last.

A voice vote shall be taken on all measures before the Board except a roll call vote shall be taken when the measure concerns the following:

- A. Expenditure of money
- B. Adoption of Board resolutions
- C. Establishment, change or suspension of Board policy
- D. Adoption of the budget
- E. Approval to enter Closed Session, pursuant to the Illinois Open Meetings Act
- F. Approval of Closed Session minutes being opened to the public
- G. Dissolution of a Board committee, at the recommendation of the Chair of the Board

A roll call vote may also be taken upon the request of any Board member or the College President.

A majority of the full voting membership of the Board shall constitute a quorum. For all meetings of the Board, a quorum of members must be physically present at the location of the meeting. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof. No action of such Board shall be invalidated by reason of any vacancies on such Board, or by reason of any failure to select the non-voting Student Trustee (110 ILCS 805/3-9).

1.16 Record of Meetings (Reaffirmed 6/19/18)

A record of all meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or video recording will be kept.

Written minutes of the Board meetings will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Secretary as a permanent official record of Board action and will be open for public inspection in accordance with the Freedom of Information Act.

Written minutes shall include, but will not be limited to, the date, time and place of the meeting; the members of the Board recorded as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and the name of the Trustee making a motion, the name of the Trustee seconding it, and the vote. A Trustee may state reasons for a vote and request these be recorded in the minutes at the time of the vote. The Board shall approve the minutes of its open meeting within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 calendar days after the approval of minutes by the Board (5 ILCS 120/2.06). The College shall post the minutes of a regular meeting of the Board open to the public on the College's website within 10 days after the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the College's website shall remain posted on the website for at least 60 days after their initial posting.

The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- A. The Board approves the destruction of a particular recording; and
- B. The Board approves minutes of the closed meeting that meet the written requirements of 5 ILCS 120/2.06.

1.17 Appointments of the Board (Reaffirmed ~~6/19/18~~)

- A. The Board shall appoint a Secretary to perform the duties pertaining to this office. If the Secretary is absent from the meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed recording secretary (110 ILCS 805/3-10).
- B. The Board shall appoint a treasurer to serve at its pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18). Before entering into the duties of the office, the treasurer shall execute a bond as prescribed in the Illinois Public Community College Act (110 ILCS 805/3-19). No part of any State or other District funds may be paid to any treasurer or other person authorized to receive it unless the treasurer has filed the bond as required herein.
- C. The College's attorney(s) shall be the general counsel and legal advisor to the Board and to the College President. The attorney(s) shall have charge of litigation referred by the President or the President's designee. The President will have authority to seek specialized legal services from attorneys other than the College's attorney(s).
- D. A Board member may be appointed Parliamentarian. In the absence of such an appointment, the Secretary shall serve in this capacity. The rules of parliamentary procedure comprised in the latest edition of Roberts Rules of Order shall be the parliamentary authority for the Board in its deliberations.
- E. Two Board members shall be appointed in January to review minutes of closed meetings and audiotapes in accordance with the Open Meetings Act, Public Act 85-1355. The two appointed Board members shall individually review all closed meetings and audio recordings on a periodic basis, but not less than semi-annually and will report their findings at a meeting of the full Board. At the meeting of the full Board a determination shall be made, and reported in open session, that 1) the need for confidentiality still exists as to all or part of those minutes or 2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board will also make a determination as to the destruction of verbatim audio recordings. The recordings may be destroyed 18 months after the completion of the meeting recorded but only after 1) the Board approves the destruction of a particular recording; and 2) the Board approves the minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act (ILCS 120.2.06).

1.18 Committees of the Board (Reaffirmed ~~6/19/18~~)

The Board shall have standing committees as deemed appropriate by the Board Chair. The standing committees may include, but will not be limited to, an Audit and Finance Committee. Other committees may be appointed by the Chair when necessary. A chair of each Board committee shall be appointed by the Chair of the Board and will serve at the Board Chair's discretion. In the absence of specific authority from the Board, no committee shall be empowered to act on behalf of the Board. Special committees shall make their recommendations to the Board for action. A committee may be dissolved at the direction of the Board Chair by a roll call vote of a majority of a quorum of the full Board at a regular meeting. The Chair of the Board shall make all committee assignments.

1.19 Employment of Administrative and Professional Personnel, Faculty and Consultants
(Reaffirmed ~~revised~~ 6/19/18)

The Board shall appoint and fix the salary of the President of the College, who shall be the executive officer of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-26). The Board shall also appoint and fix the salaries of other administrative and professional personnel and all faculty. In making these appointments and fixing these salaries, the Board will follow Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).

1.20 Board Action on Legislative Issues (Reaffirmed ~~6/19/18~~)

The Board of Trustees will only take a position advocating or opposing a local, State, or national legislative issue, if the vote to do so will have a direct impact on the Highland Community College district.

1.21 Board Orientation (Reaffirmed ~~6/19/18~~)

Within one month of seating, the new Board member will be provided with a policy manual. The Chair, President, and Executive Assistant to the President/Board Secretary will meet to provide orientation of new Trustees and to review Trustee orientation materials. The orientation will include an opportunity for a tour of the facilities and staff introductions.

1.211 Community College Trustee's Leadership Training (Reaffirmed 6/19/18)

In accordance with Public Act 99-0692, trustees must complete a minimum of four hours of professional development leadership training during the first, third, and fifth year of his/her term covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee. The College shall maintain on its website the names of all elected or appointed voting trustees of the board who have successfully completed the training, as well as the names of all elected or appointed voting trustees of the board who have not successfully completed the training, as required.

The board member shall certify completion of the required training to the secretary of the board. If a board member does not satisfy all requirements outlined above or the certification indicates that a board member has not completed the training, the secretary shall send a notice to all elected or appointed members serving on the board and the president or acting chief executive officer of the College of that fact.

In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board (ICCB). A list of ICCB-approved community college trustee training providers is available at the following link:

https://www.iccb.org/iccb/wp-content/pdfs/Trustee_Training_Approved_Provider_List.pdf

1.22 Evaluation of the President (Reaffirmed ~~6/19/18~~)

At least once each year, the Board shall evaluate the President.

1.23 Board Self-Evaluation (Reaffirmed ~~6/19/18~~)

The Board shall conduct a self-evaluation in even numbered calendar years, which shall include, but not be limited to, the consideration of each member's capacity to fulfill the duties of office.

1.24 Public Information (Reaffirmed ~~6/19/18~~)

Except where access is prohibited by law or exceptions under the relevant statute or law are appropriate, College records and documents shall be made available as required by the Freedom of Information Act (FOIA) or other applicable laws. The Board of Trustees will designate a Freedom of Information Act Officer(s). Requests for information shall be made in writing to the Secretary of the Board. The Secretary of the Board shall log the request and forward it to a Freedom of Information Act Officer, who shall have the primary responsibility to carry out the requirements of the law and the regulations, in accordance with the Freedom of Information Act.

In accordance with the Illinois Compiled Statutes 5 ILCS 140, any person denied access to inspect or copy any public record may appeal the denial to the Office of the Illinois Public Access Counselor.

1.25 Board Ethics (Reaffirmed ~~6/19/18~~)

In support of the best interests of the College, all Trustees shall adhere to reasonable ethical standards, including the following principles:

- A. **Authority.** Trustees have authority for official Board action only when acting in concert as a Board of Trustees legally in session. No member of the Board of Trustees has the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session, with the exception of the Board Chair in case of an emergency. The Chair will report such emergency actions to the Board at the next scheduled meeting.
- B. **Conduct.** Trustees will demonstrate personal integrity and ethical behavior in word and action; work with other Trustees in a spirit of decency, harmony, and cooperation despite personal differences of opinion that may arise; regularly attend and contribute to Board meetings; focus discussion and decisions on solving problems rather than placing blame; avoid making public statements or acting in ways that would discredit the Board and undermine public confidence in the College or damage its reputation; and act consistently with the College's Core Values of Integrity, Compassion, and Respect.
- C. **Decision-making.** Trustees will become informed to the extent necessary to be an effective Trustee and vote on issues based on accurate information; review meeting packets, pose clarifying questions to College staff, and prepare for meetings in advance; welcome and encourage citizen input on the College, while remembering that final decisions are the responsibility of the Board based on input from the staff and recommendations from the President; place the best interest of the College and the District as the top priority in deciding votes; recognize that the primary function of the Board is to establish the policies by which the College is administered, but that the administration of the educational programs and the conduct of College business is the primary function of the President and the staff, and abide by and support majority decisions of the Board.
- D. **Conflict of Interest.** Trustees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Trustees will not attempt to exercise undue influence over employment or purchasing decisions that are not ordinarily acted upon by the Board. Trustees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.
- E. **Ethics.** Trustees will abide by the State Officials and Employees Ethics Act.

- F. **Confidentiality.** Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.

- G. **Compliance with Law.** Trustees will abide by all laws relevant to their role at the College. Nothing in this policy will in any way restrict the application or take precedence over misfeasance or nonfeasance in office.

1.26 Education and Development (Reaffirmed ~~6/19/18~~)

It is the philosophy of the Board to encourage and fund continuing education and staff development for elected Board members. This should be accomplished by Board participation in regional, State and national workshops and meetings.

1.27 Bookstore-Purchase by Current Board Members (Reaffirmed ~~6/19/18~~)

Current Board members may purchase textbooks for use by themselves, their spouse or Civil Union partner, or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).

Current Board members may purchase clothing and gift items at a 20 percent discount. The discount on technology and software products will be determined by the bookstore on an item by item basis. There will be no discounts on the following items: meal cards, computer math software licenses, magazine subscriptions, and transit passes.

No discounts will be applied to sale items unless specified by the bookstore manager.

The Board member eligible for the discount must be present when the discounted purchase is made.

**AGENDA ITEM #X-B-2
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTOR SALARY RATES

RECOMMENDATION OF THE PRESIDENT: That the Board approves part-time instructor salary rates for the 2021-22 (FY22) and 2022-23 (FY23) academic years, effective with the 2021 Fall semester.

Current rates (FY21) per credit hour

<u>Less than MA</u>	<u>MA (or more)</u>
\$473.69	\$531.33

FY22: Proposed new rates: per credit hour

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	\$490	\$548
Part Time Instructor II:	\$495	\$553
Part Time Instructor III:	\$500	\$558

FY22: Proposed new rates (% increase):

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	3.4%	3.1%
Part Time Instructor II:	4.4%	4%
Part Time Instructor III:	5.5%	5%

FY23: Proposed new rates: per credit hour

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	\$510	\$565
Part Time Instructor II:	\$517	\$575
Part Time Instructor III:	\$525	\$587

FY23: Proposed new rates (% increase):

	<u>Less than MA</u>	<u>MA (or more)</u>
Part Time Instructor I:	4%	3.1%
Part Time Instructor II:	4.2%	3.9%
Part Time Instructor III:	5%	5.2%

BACKGROUND: Part time instructor salary rates were last raised for the 2018/19 academic year. This recommendation is for each of the next two years (FY22 and FY23), and will be revisited after FY23.

BOARD ACTION: _____

Initial Placement: Any part-time faculty member employed by the Board after the effective date of this proposal shall be placed initially into Tier 1 with the rank of Part-time Instructor I. Any part-time instructor employed by the Board prior to the effective date of this proposal shall be placed initially into their appropriate Tier.

Subsequent placement: "Semesters taught" need not be consecutive.

Semesters of experience: used for determining placement on the above pay schedule will include classes taught during fall, summer, or spring semesters and do not have to be consecutive.

Part-time instructors who have earned the **one-time merit increment** of \$15 per contact hour will still be eligible for placement into the appropriate tier.

For the purposes of **promotion eligibility**, "a semester" shall be defined as a summer, fall, or spring semester. To be eligible for promotion to a new tier, part-time instructors shall meet the following minimum requirements:

Part Time Instructor I:	0-8 semesters taught
Part Time Instructor II:	9-16 semesters taught
Part Time Instructor III:	17+ semester taught
Recommendation of Dean.	
A satisfactory evaluation is on file.	

**AGENDA ITEM #X-C-1
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
PRESIDENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for President. This is a full-time, exempt administrative position.

BACKGROUND: In 2019, job descriptions for positions that were part of the classification and compensation study were updated to include Highland’s core values and employee characteristics. Language regarding expectations with communication and utilizing data to make informed decisions was also added. In addition, changes are being made to reflect revisions to positions that report to the President, references to job titles that have been modified, and degree requirements. The President’s position was not part of the study, so those modifications are now being made to the job description.

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: President*

GENERAL STATEMENT OF RESPONSIBILITIES: The President is responsible for the College's adherence to its mission and achievement of its goals. The President fulfills this responsibility by establishing appropriate organizational structure and procedures and by recommending policies, which promote the maximum participation of all Highland Community College constituents in fostering the core values of integrity, compassion and respect.

PRINCIPAL DUTIES: (essential functions)

- Acts as chief executive officer of Highland Community College under the Board of Trustees and is charged with putting into effect Board policies and regulations.
- Makes recommendations to the Board on all matters pertaining to the salaries, promotion, demotion, and dismissal of members of the teaching and administrative and professional staff.
- Has final authority for salaries, hiring, promotion, demotion and dismissal of all classified employees of the college.
- Bears responsibility to the Board of Trustees for the satisfactory governance and administration of the college. The President may delegate authority for specified management functions.
- Works closely with HCC Foundation board and staff to strengthen partnership and collaboration with the College to maximize existing resources and cultivate new opportunities.
- Promotes the College mission and its vision in ways that strengthen existing external partnerships, while identifying and cultivating new channels of support.
- Directs the selection of a competent and harmonious teaching and administrative and professional staff, and recommends their employment to the Board of Trustees.
- Serves on state and national committees to the extent that the President's primary responsibility to the College is not impaired.
- Oversees the preparation of an annual balanced budget for the operation of the College.
- Makes periodic reports to the Board of Trustees, to recognized accrediting and standardizing agencies, to the College constituency, and to State coordinating agencies.
- Maintains amity and unity of purpose among all members of the teaching, administrative, professional, and classified staffs, the Board of Trustees, the College's alumni, and all other College constituencies.
- Provides input, coordination, and leadership as required for institutional planning and effectiveness.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- In concert with the ~~Executive Vice President~~ Vice President/CAO of Academic Services, Vice President/CSSO of Student Development and Support Services, academic deans and

faculty, works with internal and external stakeholders to continually scan changes in academic services programs and standards and ensures optimal planning and effective strategic decisions.

- Supervises and evaluates the ~~Executive~~-Vice Presidents, [Director of Human Resources](#), and Executive Assistant (Board).
- Performs all other duties and responsibilities as may be assigned by the Board of Trustees.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of higher education policies and practices.

Knowledge and in-depth understanding of higher educational programs and services, and development of a learning-focused environment.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of Servant Leadership philosophy and practices.

Knowledge of budgetary preparation, revenue sources and the financial management of an educational institution.

Knowledge of interpersonal skills using tact and diplomacy.

Knowledge of working in a union environment.

Knowledge of Illinois Community College Board rules and regulations and the Illinois Public Community College Act.

Knowledge of utilizing data to make informed decisions.

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

Skill in strategic, service-oriented thinking.

Skill in leading, supervising and team building.

Skill in conducting feasibility and cost benefit analysis studies of programs and services.

Skill in creating and presenting effective written and oral communication pieces.

Skill in developing, implementing and evaluating policies and procedures.

Skill in selecting, organizing and evaluating staff performance.

Skill in establishing effective community partnerships and effective relationships with external stakeholders.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: ~~Master's degree required, Doctorate preferred in educational administration, business administration, Juris Doctor or related field~~, combined with experience demonstrating successful and increasing leadership responsibilities. Five years (5) experience in educational administration with two (2) years in community college administration desired. Prior management and leadership experience required, as well as an understanding of governmental and political processes. Must be student success and enrollment management oriented, and have an understanding of finance, preferably educational finance. Must be able to effectively communicate with students, employees, the community, including the outlying communities, and have the ability to develop and maintain partnerships. A strategic, service-oriented thinker is required. Must be fair and equitable and believe in a climate which appreciates the differences of each individual and encourages multicultural perspectives. Must have the ability to promote the opportunity for new ideas and to critically determine feasibility. Must believe in and follow Servant-Leadership and Core Values of the institution.

REQUIRED LICENSE/CERTIFICATION: None

SECURITY SENSITIVE POSITION: May require a criminal and financial background checks.

REPORTS TO: Board of Trustees

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6350

JOB SERIES/FAMILY: Administrative Series/Executive Group

REVISED: ~~11/17/15~~ 07/27/21 *[Pending Board Approval]

**AGENDA ITEM #X-C-2
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
MARKETING COORDINATOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Marketing Coordinator with placement at range 25 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY22 budget.

BACKGROUND: As part of the Position Request and Staff Justification Review and Approval Process, it was recommended that this position be funded for FY22. This position will report to the Director, Marketing & Community Relations, to help execute targeted marketing campaigns designed to increase enrollment and retention. The position builds and oversees multi-media campaigns that align with the College's strategic goals, including purchase advertising, works with partners to create promotions (digital advertising, direct mail, outdoor advertising, collateral pieces, etc.), publishes the advertisements, and reports the campaign results. Additionally, the position will research current student communication demands and adjust messaging as needed. The coordinator should be very organized, detailed orientated, and an excellent collaborator with internal/external partners.

The Community Relations department has had four full-time and one part-time position at its peak staffing level. Due to department leadership changes, funding and budgeting concerns, the College has operated on two full-time employees and one part-time employee since 2015. Illinois community colleges, in similar size to Highland, have on average four employees in the community relations/marketing/communication department. This position will bring the department to the average staffing levels to increase the pace for completing projects.

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 and Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Marketing Coordinator*

GENERAL STATEMENT OF RESPONSIBILITIES: To assist in executing targeted marketing campaigns to increase enrollment and retention. Works as a brand ambassador to oversee and develop campaign messaging to align vision with strategic goals.

PRINCIPAL DUTIES: (essential functions)

- Builds and oversees multi-media campaigns, determines target audience and monitors messaging.
- Manages media buying. Builds rapport with media sales to negotiate fair pricing and placement.
- Provides coordination for marketing projects, including building production schedule, maintaining/requesting mailings lists and monitoring postage account.
- Creates project objectives to meet marketing plan goals.
- Communicates creative direction for campaigns to graphic designers. Makes recommendations for changes and approves final promotion.
- Acts as the brand ambassador to engage potential and current students. Ensures that all collateral materials follow brand guidelines.
- Collects data on campaign results and correlation to enrollment numbers and Strategic Enrollment Management goals.
- Responds timely to internal requests for marketing projects.
- Provides proposed annual advertising budget to Director, Marketing and Community Relations.
- Represents Marketing and Community Relations in work teams as assigned.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of negotiations for purchasing.

Knowledge of ADA compliance and web site accessibility.

Knowledge of multiple advertising tools to reach an audience.

Knowledge of multiple print promotions for recruitment.

Knowledge of utilizing data to make informed decisions.

Skill in project management, organization, prioritizing multiple projects and meeting deadlines.

Skill in attention to detail and accuracy.

Skill in working independently and as a member of the marketing team.

Skill in writing, proofing, and design.

Skill in using brand standards for image consistency.

Skill in building and executing marketing campaigns.

Skill in reporting campaign results or ROI.

Skill in contributing to and assisting in the implementation of marketing, public relations and related strategies.

Skill in operating computer equipment and software applications.

Skill in communicating effectively verbally and in writing.

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

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

MINIMUM QUALIFICATIONS: Bachelor's degree in marketing, advertising, communications or business and two to three (2-3) years related work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

REPORTS TO: Director, Marketing and Community Relations

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2415

JOB SERIES/FAMILY: General Administrative Series/Marketing & Community Relations Group

ADOPTED: 07/27/21 *[Pending Board Approval]

**AGENDA ITEM #X-D-1
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – VARIABLE TUITION
NURSING PROGRAM COURSES**

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for second 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-2
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND
TO THE AUXILIARY ENTERPRISES FUND TO
SUPPORT EXPENSES IN EXCESS OF REVENUES**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$65,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund.

BACKGROUND: The Auxiliary Enterprises Fund includes as a revenue source the J. Rosemary Shockey Bookstore, the per credit hour student activity fee, the cafeteria, ticket sales for athletic and certain Fine Arts events, as well as miscellaneous revenue collected by student organizations or activities. Expenses in the Auxiliary Enterprises Fund include costs to operate the bookstore and cafeteria, as well as costs of athletic teams, certain Fine Arts events and clubs, student government and clubs, academic teams, and student activities. For FY21, if federal relief funds had not been available, the revenues in the Auxiliary Enterprises Fund would have exceeded the expenses by \$30,000. For FY22, it is anticipated that the fund balance will be utilized to offset deficits in the Auxiliary Enterprise Fund. This transaction will be included in the College's fiscal year 2021 financial records.

BOARD ACTION: _____

**AGENDA ITEM #X-D-3
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

INTERFUND TRANSFER FROM THE EDUCATIONAL FUND TO THE RESTRICTED PURPOSES FUND TO SUPPORT THE ADULT EDUCATION PROGRAM

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$38,424 to support the Adult Education program.

BACKGROUND: Each fiscal year, the College supports the Adult Education programs in the amount of \$40,000, mainly through accounting for a portion of the salary and benefits of the Director of Adult Education in the College's Educational Fund. Due to a position vacancy for a majority of the year and lower overall expenses for the program due to COVID-19, the Educational Fund support was not fully utilized in fiscal year 2021. It is anticipated that the funds will be used in future years to support the program and a transfer to the Restricted Purposes funds will allow the Adult Education program to access the funds. This transaction will be included in the College's fiscal year 2021 financial records.

BOARD ACTION: _____

**AGENDA ITEM #X-D-4
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND TO THE
EDUCATIONAL FUND TO SUPPORT THE
HIGH SCHOOL SERVANT LEADERSHP PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$25,000 to support the High School Servant Leadership program.

BACKGROUND: A Foundation gift in fiscal year 2020 included funds to support the High School Servant Leadership Program. Upon receipt, the gift was accounted for in the Restricted Purposes Fund. The gift was utilized to offset fiscal year 2021 costs for the program, which are accounted for in the College's Educational Fund. This transaction will be included in the College's fiscal year 2021 financial records.

BOARD ACTION: _____

**AGENDA ITEM #X-D-5
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE FUND TO
OPERATIONS AND MAINTENANCE, RESTRICTED FUND TO SUPPORT
CAMPUS DEFERRED MAINTENANCE, REPAIRS, OR IMPROVEMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$40,000 to support future campus deferred maintenance, repairs, or improvements.

BACKGROUND: The Operations and Maintenance, Restricted Fund accounts for deferred maintenance, unplanned repairs and/or improvements, and bond and Protection, Health and Safety projects. The fund balance in this fund has been utilized in recent fiscal years to support operations. The recommended transfer of \$40,000 will restore a portion of the fund balance and provide for future needs. This transaction will be included in the College's fiscal year 2021 financial records.

BOARD ACTION: _____

**AGENDA ITEM #X-D-6
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST FROM
WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$37,885.53 for FY21, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate resolution directing the treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION: _____

**BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST
FROM WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the “District”) is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$37,885.53, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

Section 1: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$37,885.53 from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of July, 2021, by the following roll call vote upon the motion of

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

**AGENDA ITEM #X-D-7
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**WAIVER OF MENTAL HEALTH FEE FOR STUDENTS TAKING ONLY
DUAL CREDIT COURSES**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees waive the \$5.00 per semester mental health fee for students taking only dual credit courses.

BACKGROUND: The Mental Health Early Action on Campus Act (Public Act 101-0251) requires that public colleges and universities address gaps in the provision of mental health services through training, peer support, and community-campus partnerships. The Act, which was effective on July 1, 2020, has not received appropriations, and the Illinois Community College Board (ICCB) has advised that implementation of specific strategies is not mandated without appropriations. At the same time, colleges were encouraged to continue strengthening mental health resources on campus.

Dual credit students, the majority of whom are served in off-campus locations, have less opportunity to receive services or educational offerings through Highland Community College. Additionally, the rates of tuition and fees vary for dual credit offerings ranging from no tuition and fees to full tuition and fees depending upon the model and expense related to course delivery. Consistent implementation of this fee for dual credit students is difficult with the current tuition and fee payment structure, which has resulted in the recommendation to waive the fee for students taking dual credit courses only.

BOARD ACTION: _____

**AGENDA ITEM #X-D-8
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**SOLUTIONS PROPOSAL WITH CONCENSUS TECHNOLOGY, LLC
FOR RENEWAL OF CONCENSUS CARE PRIMARY ENGINEER SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached software solutions proposal from Concensus Technologies, LLC, for renewal of Concensus Care Primary Engineer services, at a cost not to exceed \$34,080.

BACKGROUND: Concensus Technologies has become a trusted IT partner, providing services and technical support for the operating systems of 44 Highland servers and 10 of the user services that use those servers. Concensus provides dedicated engineers who, in collaboration with ITS staff, ensure these systems are current, well maintained, and secure. This is accomplished by performing periodic system monitoring; installing product updates and upgrades; providing product support with access to manufacturer support channels if needed; installing security patches at least quarterly, and providing bi-weekly documentation on the health of our systems. In addition, they have also provided support and assistance for other Highland servers on request at no additional cost.

BOARD ACTION: _____



SOLUTIONS PROPOSAL

Highland Community College - 2021 Primary Engineer Renewal

Quote # CW-000442 v2

Prepared for:
Highland Community College

Prepared by:
Jaime Lowther

Concensus Care

Description	Recurring	Qty	Ext. Recurring
Concensus Care - Primary Engineer - (monthly) - Term 1 year Term 7/1/21 - 6/30/22	\$2,840.00	1	\$2,840.00
Subtotal:			\$2,840.00

Highland Community College - 2021 Primary Engineer Renewal



Prepared by:
Concensus Technologies
 Jaime Lowther
 724-898-1888 x125
 Jaime.Lowther@concensus.com

Prepared for:
Highland Community College
 2998 W. Pearl City Rd
 Freeport, IL 61032
 Pete Fink
 (815) 599-3480
 pete.fink@highland.edu

Quote Information:
Quote #: CW-000442
 Version: 2
 Delivery Date: 07/06/2021
 Expiration Date: 06/01/2021

Recurring

Description	Amount
Concensus Care	\$2,840.00
Total:	\$2,840.00

All quotes are in U.S Dollars Only. Prices quoted do not include taxes. hardware/software and support retainers are final and no refunds. Unless agreed upon in writing the Concensus Purchasing Policies are applied to this quote and order. The policy may be reviewed at: <https://www.concensus.com/purchasing>. This quote is subject to the terms and conditions in the Concensus Master Services Agreement and any accompanying Addendum. Execution of this Quote by Customer will convert this quote into a contract between Concensus and Customer. We reserve the right to cancel orders arising from pricing or other errors.

Concensus Technologies

Highland Community College

Signature: _____
 Name: Jaime Lowther
 Title: Chief Operating Officer
 Date: 07/06/2021

Signature: _____
 Name: Pete Fink
 Initials: _____
 Date: 1/1/0001 12:00:00 AM
 IP Address: _____
 Email Address: _____
 PO Number: Signed Quote

**AGENDA ITEM #X-D-9
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**SOFTWARE SUPPORT SERVICES RENEWAL
WITH ELLUCIAN COMPANY, L.P.**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a software support services renewal with Ellucian Company, L.P., extending the agreement for seven additional years at a cost not to exceed \$276,383 in year one, and a maintenance escalation of 3%.

BACKGROUND: Ellucian sells and supports their ERP product 'Banner', which provides the backbone of Highland's operations. Banner provides us a way to manage and store nearly all of the critical college functions: student and employee data; student course, grade history, enrollments and withdrawals; all fiscal operations including accounting, budgeting, check writing, and student payments; student financial aid and placement test scores are uploaded into Banner; and it is the data source for connected systems as Touchnet, WebFocus, student transcripts, and our prospect student system (CRM). Renewing the agreement with a 7-year term offered us the lowest maintenance escalation rate of 3%, which keeps the cost of the software and maintenance at the lowest rate.

Highland's investment in an ERP system is a standard operational practice in higher education and Ellucian is a provider to many colleges and universities. Highland has utilized Ellucian systems since 1993 and has been happy with the functionality, support, and connectivity with other systems.

BOARD ACTION: _____



Ellucian Company L.P

2003 Edmund Halley Drive, Suite 500, Reston, VA 20191 USA

Client Details

Account Name	Highland Community College-IL	Account Number	H0015
Created Date	6/16/2021	Close Date	6/30/2021
Quote Number	00108127	Opportunity Number	233996
Maintenance Start Date	7/1/2021	Maintenance End Date	6/30/2028 * - see note below
Maintenance Escalation %	3.00%		

Software Support Services Renewal Order Form (Paid In Advance)

This Software Support Services Renewal Order Form ("Order Form") amends the most recent underlying agreement between the parties related to providing Software Support Services or Maintenance, as previously amended ("Agreement"). Pursuant to this Order Form, for the fees payable under this Order Form as further detailed in the Payment Terms below, Ellucian will, during a Software Support Services Term consisting of the period from the Maintenance Start Date ("Start Date") through the Maintenance End Date ("End Date"), as those dates are identified above, provide Client with Software Support Services for the Baseline Software identified in the Renewal Quote (hereafter, the "Quote") that is attached to this Order Form and/or may be viewed by using the following URL:

<https://na11.scribroom.com/efiles/Link/Document/22174/b9de80ce-94cf-eb11-9c3d-d89d6716196d/726f58d4-94cf-eb11-9c3d-d89d6716196d>

For the Baseline Software identified in the Quote, Ellucian's obligation to provide Software Support Services and Client's obligation to make payment for such Software Support Services shall each commence on the Start Date and continue through the Software Support Services Term. In performing services under this Order Form, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide. Software Support Services means, collectively, maintenance, improvements, and new releases as those terms are defined in the Agreement. The term "Contract Year" shall mean each period of twelve (12) months beginning on the Start Date and each anniversary thereof during the Software Support Services Term.

Services Limitations: All Software Support Services will be part of the applicable Baseline Software and will be subject to all of the terms and conditions of the Agreement. Ellucian's obligation to provide Client with Software Support Services for Baseline Software owned by parties other than Ellucian is limited to providing Client with the Software Support Services that the applicable third party owner provides to Ellucian for that Baseline Software. In this regard, to the extent that an agreement authorizing Ellucian to resell or sublicense a third party's Baseline Software is terminated or expires prior to the End Date, or prior to the expiration of any renewal term, for that Baseline Software, then Ellucian's obligation to provide Software Support Services to Client for that Baseline Software, and Client's obligation to pay Ellucian for same, shall automatically terminate simultaneously with the termination or expiration of the relevant agreement. Client must provide Ellucian with such facilities, equipment, and support as are reasonably necessary for Ellucian to perform its obligations under the Agreement, including remote access to the Equipment.

Payment Terms (In Advance): The Quote Total stated herein is the total fee that will be due from Client for Software Support Services fees for the initial full twelve (12) month period only. Ellucian will invoice Client for such fees in full, in advance, and Client's payment thereof will be due on the latter of (i) the Start Date or (ii) thirty (30) days from the date of Ellucian's Invoice for payment. For each subsequent Contract Year through the End Date, Software Support Services fees may increase by not more than the Escalation % (Identified above) over the amount payable for Software Support Services for the immediately preceding Contract Year and will be specified by Ellucian in an annual invoice issued in full, in advance, on or before the start of the applicable Contract Year for which such Software Support Services fees are being remitted, and Client's payments will be due on the first day of the applicable Contract Year.

* - By agreement of the parties following the Execution Date of this Order Form, the Software Support Services for Colleague Mobile Software will be dropped as of June 30, 2023. Accordingly, the Software Support Services Term shall mean, with respect to Colleague Mobile Software, the period of time from the Start Date through June 30, 2023 only, and neither party shall owe the other any prospective obligations with respect to such Software Support Services, such that Client's obligation to pay Ellucian for Software Support Services fees for Colleague Mobile Software is terminated, as of June 30, 2023.

Prices quoted are valid through the Close Date identified above

If printed, please sign and date this document, then scan and return to csagreementoperations@ellucian.com.

Renewal: The terms of this Order Form will automatically renew for consecutive Contract Years on a year-to-year basis, extending the Software Support Services Term by a year each time, unless either party notifies the other in writing of its intent not to effect such renewal at least ninety (90) days prior to the then-current Expiration Date. In the absence of an effective notice from either party to the other as provided in the preceding sentence, Ellucian shall continue to provide (and Client shall continue to pay for) Software Support Services on the Baseline Software until cancelled or terminated as provided herein. During any such Contract Year beyond the Software Support Services Term identified herein, Software Support Services fees may increase by not more than 7% over the amount payable for Software Support Services for the immediately preceding Contract Year, and Ellucian will invoice Client for the Software Support Services fees for the Baseline Software in an annual invoice in full, in advance, prior to the commencement of each such renewal Contract Year for which such fees are due; Client's payments will be due on the first day of the applicable renewal Contract Year.

Maintenance Standards: The Maintenance Standard applicable to the Baseline Software is identified in the Quote. To the extent that a different Maintenance Standard applies to certain Baseline Software than that which applies to others, the Maintenance Standard applicable to the Baseline Software will be described in that Quote. The hours during which Software Support Services will be provided for the Baseline Software, the targeted response times for certain defined categories of Software Support Services calls for the Baseline Software, and other details and procedures (collectively, the "Maintenance Standards") relating to the provision of Software Support Services for the Baseline Software are specified in further detail in the Resource Library Section at www.ellucian.com/contracts-and-documentation.

Total Fee

Quote Total USD 276,383.00

The Quote Total identified above is the total fee that will be due from Client for Software Support Services fees for the initial full twelve (12) month period only; annual fees will continue, as escalated, as provided herein, throughout the Software Support Services Term.

By the execution of this Order Form, each party represents and warrants that it is bound by the signature of its respective signatory. The Agreement, as amended by this non-cancelable Order Form, remains unchanged and in full force and effect. In executing this Order Form, Client has not relied on the availability of either any future version of any software or any future software product or service.

Ellucian

Client

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

**The last date of signature is the "Execution Date" of this Order Form.
Client's Billing Contact Information appears below.**

Client Billing Contact Information

Name: _____

Address: _____

City, State ZIP: _____

Email Address: _____

PO# (if applicable): _____

Ellucian Confidential and Proprietary Information
Renewal Quote as of 06/17/21 -- Highland Community College-IL

	July 1, 2021 - June 30, 2022	Maintenance Level
	7 Years @ 3%	
Maintenance Paid In Advance		
Ellucian		
Mobile Platform Edition *	\$14,748	Advantage
Oracle		
Internet App Server Enterprise Edition	\$21,692	Advantage
Relational Database System	\$55,373	Advantage
Subtotal Advance	\$91,812	
Maintenance Paid In Arrears		
Banner		
Faculty and Advisor Self-Service	\$7,131	Advantage
Finance	\$53,018	Advantage
Financial Aid	\$19,976	Advantage
Financial Aid Self-Service	\$0	Advantage
Operational Data Store Oracle	\$17,003	Advantage
Student	\$56,138	Advantage
Student Self-Service	\$8,924	Advantage
Workflow	\$0	Advantage
Oracle		
Developer 2000	\$5,114	Advantage
Pro C	\$619	Advantage
Pro Cobol	\$619	Advantage
Relational Database System	\$13,917	Advantage
SQL Plus	\$595	Advantage
Financial Aid FM Need Analysis	\$1,516	Subscription Advantage
Subtotal Arrears	\$184,571	
Grand Total	\$276,383	

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**AGENDA ITEM #X-D-10
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

TENTATIVE BUDGET FOR FISCAL YEAR 2022

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2021-2022 and setting the public hearing date thereon for September 28, 2021.

RESOLUTION: Be it resolved that the attached Tentative Budget for the fiscal year 2021-2022 be conveniently made available for public inspection after this date through September 28, 2021, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

BACKGROUND: The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 28, 2021, Board meeting. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY22 Operating Funds budget includes revenues and expenses amounting to \$13,892,243. At this time, it is estimated that ending Operating Funds fund balance at the end of FY22 will be \$5,764,250 or 41% of budgeted expenditures, which is in line with ICCB guidelines. As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Fall semester enrollment levels, FY21 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

TENTATIVE BUDGET

JULY 1, 2021 - JUNE 30, 2022

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2021-2022
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,696,604	\$ 722,305	\$ 3,418,909	24.6%
Back Taxes	2,643,729	708,142	3,351,871	24.1%
Corporate Personal Prop. Replacement Tax	500,000	-	500,000	3.6%
Total Local Government	\$ 5,840,333	\$ 1,430,447	\$ 7,270,780	52.3%
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	1,047,647	184,879	1,232,526	9.0%
ICCB Equalization Grant	50,000	-	50,000	0.4%
ICCB Performance Based Grant	15,000	-	15,000	0.1%
ICCB Career/Tech Education	128,361	-	128,361	0.9%
Total State Government	\$ 1,241,008	\$ 184,879	\$ 1,425,887	10.3%
FEDERAL GOVERNMENT SOURCES				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	46,700	-	46,700	0.3%
Total Federal Government	\$ 55,000	\$ -	\$ 55,000	0.4%
STUDENT TUITION AND FEES				
Tuition	4,020,555	-	4,020,555	28.9%
Fees	629,945	-	629,945	4.5%
Total Tuition and Fees	\$ 4,650,500	\$ -	\$ 4,650,500	33.5%
OTHER SOURCES				
Facilities Rental	21,000	90,550	111,550	0.8%
Interest on Investments	7,000	-	7,000	0.1%
Other Revenue	351,226	20,300	371,526	2.7%
Total Other Sources	\$ 379,226	\$ 110,850	\$ 490,076	3.5%
Total 2021-2022 Budgeted Revenue	\$ 12,166,067	\$ 1,726,176	\$ 13,892,243	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2021-2022
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,492,509	-	\$7,492,509	53.9%
Academic Support	959,032	-	959,032	6.9%
Student Services	1,243,665	-	1,243,665	9.0%
Public Services	547,063	-	547,063	3.9%
Oper./Maint. of Plant	-	1,439,580	1,439,580	10.4%
General Administration	1,490,794	-	1,490,794	10.7%
Institutional Support	1,275,260	-	1,275,260	9.2%
Federal relief lost revenue	(832,922)	-	(832,922)	-6.0%
Transfers	(90,238)	-	(90,238)	-0.7%
Scholarships, Grants, Waivers	367,500	-	367,500	2.7%
Total 2021-2022 Budgeted Expenditures	12,452,663	1,439,580	13,892,243	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 12,452,663	\$ 1,439,580	\$ 13,892,243	
 BY OBJECT:				
Salaries	\$9,009,218	\$596,215	\$9,605,433	69.1%
Employee Benefits	2,147,531	170,989	2,318,520	16.7%
Contractual Services	729,853	129,372	859,225	6.2%
General Materials and Supplies	680,978	180,807	861,785	6.2%
Conferences and Meetings	258,197	-	258,197	1.9%
Fixed Charges	59,700	-	59,700	0.4%
Utilities	19,374	639,951	659,325	4.8%
Capital Outlay	50,424	-	50,424	0.4%
Other	420,548	(277,754)	142,794	1.0%
Federal relief lost revenue	(832,922)	-	(832,922)	-6.0%
Transfers	(90,238)	-	(90,238)	-0.6%
Total 2021-2022 Budgeted Expenditures	12,452,663	1,439,580	13,892,243	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 12,452,663	\$ 1,439,580	\$ 13,892,243	

HIGHLAND COMMUNITY COLLEGE
2021-2022 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 6,004,602	
Employee Benefits	1,127,363	
Contractual Services	92,608	
General Materials and Supplies	201,158	
Conference and Meetings	16,638	
Fixed Charges	7,000	
Utilities	774	
Capital Outlay	40,682	
Other	1,684	
 Total Instruction		 \$ 7,492,509
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 589,980	
Employee Benefits	145,931	
Contractual Services	29,761	
General Materials and Supplies	98,605	
Conferences and Meetings	92,708	
Capital Outlay	2,047	
Other		
 Total Academic Support		 959,032
<u>STUDENT SERVICES</u>		
Salaries	\$ 893,637	
Employee Benefits	288,030	
Contractual Services	30,748	
General Materials and Supplies	26,076	
Fixed Charges	4,550	
Capital Outlay	360	
Other	264	
 Total Student Services		 1,243,665

**Estimated Expenditures 2021-2022
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$	240,692
Employee Benefits		36,897
Contractual Services		183,993
General Materials and Supplies		24,811
Conferences and Meetings		40,100
Fixed Charges		14,270
Utilities		1,200
Other		<u>5,100</u>

Total Public Services \$ 547,063

GENERAL ADMINISTRATION

Salaries	\$	872,043
Employee Benefits		260,136
Contractual Services		101,920
General Materials and Supplies		226,160
Conferences and Meetings		23,479
Fixed Charges		460
Capital Outlay		2,335
Other		<u>4,261</u>

Total General Administration 1,490,794

INSTITUTIONAL SUPPORT

Salaries	\$	408,264
Employee Benefits		289,174
Contractual Services		290,823
General Materials and Supplies		104,168
Conference and Meetings		85,272
Fixed Charges		33,420
Utilities		17,400
Capital Outlay		5,000
Other		41,739
Federal relief lost revenue		<u>(832,922)</u>

Total Institutional Support 442,338

**Estimated Expenditures 2021-2022
Educational Fund (Cont.)**

<u>SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS</u>	367,500
<u>TRANSFERS</u>	<u>(90,238)</u>
Total Educational Fund	\$ <u>12,452,663</u>

Salaries	9,009,218	9,605,433
Employee Benefits	2,147,531	2,318,520
Contractual Services	729,853	859,225
Materials & Supplies	680,978	861,785
Conference & Meeting	258,197	258,197
Fixed Charges	59,700	59,700
Utilities	18,174	658,125
Capital Outlay	50,424	#REF!
Other	(821,613)	(1,099,367)
Transfers	(90,238)	(242,159)
Waivers	367,500	
	12,409,724	#REF!

*****CALCULATION ONLY***DO NOT INCLUDE*****

2021-2022 Estimated Expenditures

Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	\$ 596,215	
Employee Benefits	170,989	
Contractual Services	129,372	
General Materials and Supplies	180,807	
Conferences and Meetings	-	
Utilities	639,951	
Other	<u>(277,754)</u>	
Total Operations and Maintenance of Plant		1,439,580

2021-2022 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 463,500	
Back Taxes	457,500	
Total Local Governmental Sources		\$ <u>921,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ 182,800	
Capital Outlay	<u>4,889,871</u>	
Total Expenditures		\$ <u>5,072,671</u>

2021-2022 Auxilliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 478,000	
Bookstore Sales	450,000	
Athletics	41,040	
Other	<u>123,166</u>	
Total Revenue		\$ <u>1,092,206</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 322,217	
Employee Benefits	33,313	
Contractual Services	92,984	
General Materials and Supplies	611,419	
Conferences and Meetings	311,963	
Fixed Charges	14,109	
Capital Outlay	32,265	
Utilities	600	
Other	25,738	
Federal relief lost revenue	(419,859)	
Transfer	<u>(65,000)</u>	
Total Expenditures		\$ <u>959,749</u>

2021-2022 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 630,000	
Back Taxes	<u>595,000</u>	
		<u>\$ 1,225,000</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	\$ 330,801	
Employee Benefits	312,950	
Contractual Services	387,425	
Materials & Supplies	9,100	
Conferences & Meetings	15,974	
Fixed Charges	207,374	
Utilities	<u>4,000</u>	
Total Expenditures		<u>\$ 1,267,624</u>

2021-2022 Audit Fund
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 26,000	
Back Taxes	<u>23,000</u>	
 Total Local Governmental Sources		 \$ <u>49,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ <u>49,000</u>	
 Total Expenditures		 \$ <u>49,000</u>

2021-2022 Bond and Interest Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 908,025	
Back Taxes	<u>895,525</u>	
Total Local Governmental Sources		<u>\$ 1,803,550</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal & Interest	<u>1,753,550</u>	
Total Institutional Support		<u>\$ 1,753,550</u>

2021-2022 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 140,056	
ICCB-Adult Education	229,950	
Other Ill. Governmental Sources	<u>136,405</u>	
		\$ 506,411
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 7,991,942	
Other Federal Sources	<u>49,684</u>	
		8,041,626
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 592,000	
Sales & Service Fees	20,000	
Investment Revenue	19,346	
Nongovernmental Gifts, Grants	652,319	
Other Revenue	<u>295,226</u>	
		<u>1,578,891</u>
Grand Total		<u>\$ 10,126,928</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 336,867	
Employee Benefits	92,605	
Contractual Services	41,965	
General Materials & Supplies	68,625	
Conference & Meeting	45,590	
Capital Outlay	89,405	
Other	<u>93,656</u>	
Total Instruction		\$ 768,713

**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

ACADEMIC SUPPORT

Contractual Services	\$	47,892	
General Materials & Supplies		6,220	
Conference & Meeting		2,500	
Total Academic Support		<hr/>	\$ 56,612

STUDENT SERVICES

Salaries	\$	335,532	
Employee Benefits		104,816	
Contractual Services		6,816	
General Materials & Supplies		86,116	
Conference & Meeting		34,054	
Capital Outlay		2,500	
Other		51,690	
Total Student Services		<hr/>	\$ 621,524

PUBLIC SERVICES

Salaries	\$	66,189	
Employee Benefits		3,550	
Contractual Services		15,500	
General Materials & Supplies		25,736	
Conference & Meeting		12,930	
Fixed Charges		25,546	
Utilities		4,152	
Capital Outlay		3,610	
Other		9,290	
Total Public Services		<hr/>	166,503

GENERAL ADMINISTRATION

Salaries	\$	220,434	
Employee Benefits		31,723	
Contractual Services		43,986	
General Materials & Supplies		59,805	
Conference & Meeting		29,981	
Fixed Charges		650	
Capital Outlay		917,562	
Other		700	
Federal relief lost revenue		1,370,752	
Transfers		115,438	
Total General Administration		<hr/>	2,791,031

**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

INSTITUTIONAL SUPPORT

Salaries	\$ 82,534	
Employee Benefits	28,799	
Contractual Services	548,134	
General Materials & Supplies	1,950	
Conference & Meeting	250	
Federal relief lost revenue	<u>(117,971)</u>	
Total Institutional Support		543,696

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	79,947	
Financial Aid	<u>4,952,395</u>	
Total Scholarships, Grants & Waivers		<u>5,032,342</u>

GRAND TOTAL		<u>\$ 9,980,421</u>
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HIGHLAND COMMUNITY COLLEGE
Operating Funds (Education and Oper. & Maint. Funds Combined)
Comparison of Budget with End-of-Year
FY2021 & FY2022

	FY20 Actual	FY21 Adopted Budget	FY21 End-of-Yr. Projection	FY22 Tentative Budget
Local Taxes	\$6,366,738	\$6,520,321	\$6,588,341	\$6,770,780
Credit Hour Grants	1,249,988	1,251,848	1,251,848	1,232,526
Equalization	50,000	50,000	50,000	50,000
ICCB Career/Tech Education	127,930	131,003	131,003	128,361
ICCB Performance	17,665	15,000	0	15,000
CPP Replacement Tax	431,060	400,000	600,593	500,000
Federal Sources	69,948	55,000	46,640	55,000
Tuition & Fees	4,936,689	4,918,500	4,660,684	4,650,500
Sales & Services	24,654	29,300	20,861	27,150
Facilities Revenue	87,407	100,714	94,544	111,550
Interest on Investments	72,641	97,000	3,732	7,000
Gifts	343,259	480,000	488,454	300,000
Miscellaneous	73,737	42,126	90,299	44,376
Total Revenue	\$13,851,716	\$14,090,812	\$14,026,999	\$13,892,243
<u>EXPENDITURES:</u>				
Salaries	\$9,333,055	\$9,503,314	\$9,129,741	\$9,605,433
Employee Benefits	2,123,663	2,334,662	2,230,027	2,318,520
Contractual Services	692,172	841,053	780,441	859,225
Materials & Supplies	682,218	878,686	686,553	861,785
Conference & Meeting	145,132	201,583	54,466	258,197
Fixed Charges	53,050	61,740	49,048	59,700
Utilities	612,611	655,851	621,461	659,325
Capital Outlay	49,512	40,375	42,302	50,424
Other Expenditures	194,990	169,500	139,821	142,794
Federal relief lost revenue	0	0	(1,359,389)	(832,922)
Transfers Out	118,325	65,000	143,424	92,600
Transfers In	(141,665)	(660,952)	(62,886)	(182,838)
Total Expenditures	\$13,863,063	\$14,090,812	\$12,455,009	\$13,892,243
Excess of Revenues				
Over Expenditures	(\$11,347)	\$0	\$1,571,990	\$0
Beginning Fund Balance	3,850,186	4,192,260	4,192,260	5,764,250
Ending Fund Balance	\$3,838,839	\$4,192,260	\$5,764,250	\$5,764,250

Schedule II

**HIGHLAND COMMUNITY COLLEGE
BUDGETED REVENUE COMPARISON**

	Adopted Budget 2020-2021		Tentative Budget 2021-2022	
	Total Operating Funds	Percent	Total Operating Funds	Percent
LOCAL GOVT.				
Current taxes	\$3,284,430	23.3%	\$3,418,909	24.6%
Back taxes	3,235,891	23.0%	3,351,871	24.1%
Corp PP tax	400,000	2.8%	500,000	3.6%
Total Local Govt.	\$6,920,321	49.1%	\$7,270,780	52.3%
STATE GOVT.				
ICCB	\$1,251,848	8.9%	\$1,232,526	8.9%
Equalization	50,000	0.4%	50,000	0.4%
Performance	15,000	0.0%	15,000	0.1%
ICCB Career/Tech Ed	131,003	0.9%	128,361	0.9%
Total State Govt.	\$1,447,851	10.3%	\$1,425,887	10.2%
FEDERAL GOVT.				
Dept of Ed	\$0	0.0%	\$8,300	0.1%
Other Federal sources	\$55,000	0.4%	\$46,700	0.3%
Total Fed. Govt.	\$55,000	0.4%	\$55,000	0.4%
TUITION & FEES				
Tuition	\$4,307,575	30.6%	\$4,020,555	28.9%
Fees	610,925	4.3%	629,945	4.5%
Total Tuition & Fees	\$4,918,500	34.9%	\$4,650,500	33.5%
OTHER				
Facilities	\$100,714	0.7%	\$111,550	0.8%
Interest	97,000	0.7%	7,000	0.1%
Other	551,426	3.9%	371,526	2.7%
Total Other	\$749,140	5.3%	\$490,076	3.5%
TOTAL BUDGETED REVENUE	\$14,090,812	99.9%	\$13,892,243	100.0%

Schedule III

HIGHLAND COMMUNITY COLLEGE
Comparison of Operating Funds Budgets
2020-2021 vs. 2020-2022

	Adopted Budget 2020-2021		Tentative Budget 2021-2022	
	Amount	% to Total	Amount	% to Total
BY PROGRAM:				
Instruction	\$7,625,220	54.1%	\$7,492,509	53.9%
Academic Support	943,060	6.7%	959,032	6.9%
Student Services	1,126,590	8.0%	1,243,665	9.0%
Public Services	486,695	3.5%	547,063	3.9%
Oper./Maint. of Plant	1,399,503	9.9%	1,439,580	10.4%
General Administration	1,403,736	10.0%	1,490,794	10.7%
Institutional Support	1,259,699	8.9%	1,275,260	9.2%
Federal relief lost revenue	-	0.0%	(832,922)	-6.0%
Transfers	(521,191)	-3.7%	(90,238)	-0.7%
Scholarships, Grants, Waivers	367,500	2.6%	367,500	2.7%
Total Budgeted Expenditures	\$14,090,812	100.0%	\$13,892,243	100.0%
BY OBJECT:				
Salaries	\$9,503,314	67.4%	\$9,605,433	69.1%
Employee Benefits	2,334,662	16.6%	2,318,520	16.7%
Contractual Services	841,053	6.0%	859,225	6.2%
General Materials and Supplies	878,686	6.2%	861,785	6.2%
Conferences and Meetings	201,583	1.4%	258,197	1.9%
Fixed Charges	61,740	0.4%	59,700	0.4%
Utilities	655,851	4.7%	659,325	4.7%
Capital Outlay	40,375	0.3%	50,424	0.4%
Other	169,500	1.2%	142,794	1.0%
Federal relief lost revenue	-	0.0%	(832,922)	-6.0%
Transfers	(595,952)	-4.2%	(90,238)	-0.6%
Total Budgeted Expenditures	\$14,090,812	100.0%	\$13,892,243	100.0%

Schedule IV

HIGHLAND COMMUNITY COLLEGE
Equalized Assessed Valuation
2021-2022 Projection

	Year	EAV	Year to Year % Increase (Decrease)	
Actual:	1990-91	663,144,420	11.0%	Galena added
	1991-92	688,974,542	3.9%	
	1992-93	730,931,344	6.1%	
	1993-94	781,717,951	6.9%	
	1994-95	840,383,689	7.5%	
	1995-96	923,327,827	9.9%	
	1996-97	995,518,257	7.8%	
	1997-98	1,068,756,929	7.4%	
	1998-99	1,143,125,502	7.0%	
	1999-2000	1,205,197,717	5.4%	
	2000-2001	1,255,623,585	4.2%	
	2001-2002	1,298,774,630	3.4%	
	2002-2003	1,347,623,431	3.8%	
	2003-2004	1,401,819,720	4.0%	
	2004-2005	1,417,065,616	1.1%	
	2005-2006	1,489,291,126	5.1%	
	2006-2007	1,595,858,829	7.2%	
	2007-2008	1,726,413,030	8.2%	
	2008-2009	1,852,555,264	7.3%	
	2009-2010	1,874,499,116	1.2%	
	2010-2011	1,846,385,233	-1.5%	
	2011-2012	1,783,112,157	-3.4%	
	2012-2013	1,723,242,610	-3.4%	
	2013-2014	1,653,203,596	-4.1%	
	2014-2015	1,651,976,422	-0.1%	
	2015-2016	1,660,234,440	0.5%	
	2016-2017	1,687,148,342	1.6%	
	2017-2018	1,721,936,668	2.1%	
	2018-2019	1,769,991,166	2.8%	
	2019-2020	1,823,037,288	3.0%	
	2020-2021	1,888,378,143	3.6%	
Est	2021-2022	1,926,145,706	2.0%	

Summary of EAV

By County	Actual 2019-2020	Actual 2020-2021	% Increase	Estimated 2021-2022	% Increase (Decrease)
Stephenson	661,195,625	685,056,505	3.6%		
Ogle	139,172,852	147,749,242	6.2%		
Carroll	283,619,951	297,034,632	4.7%		
Jo Daviess	739,048,860	758,537,764	2.6%		
Total EAV	\$1,823,037,288	\$1,888,378,143	3.6%	\$1,926,145,706	2.0%

Schedule V

HIGHLAND COMMUNITY COLLEGE
Levy
2021-2022 Projection

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2020 EAV/100 x \$.28 x .5	\$2,643,729		\$2,643,729
2021 est EAV/100 x \$.28 x .5		\$2,696,604	2,696,604
Total Taxes	\$2,643,729	\$2,696,604	\$5,340,333

BUILDING FUND

2020 EAV/100 x \$.075 x .5	\$708,142		\$708,142
2021 est EAV/100 x \$.075 x .5		\$722,305	722,305
Total Taxes	\$708,142	\$722,305	\$1,430,447

TAX RATE PER \$100 EAV

Levy Year	EAV	Operating Fund	Special Levy	Bond and Interest Fund					Bonds Total	Protection Health, or Safety Levy	Total Rate
				Bldg. Bonds	Working Cash Fund Bonds	Protection, Health, or Safety Bonds	Eqpt. Bonds	Funding Bonds			
2011	1,783,112,157	0.3550	0.0616	0.01081	0.01833	0.02251	0.0517	0.0252	0.4935		
2012	1,723,242,610	0.3550	0.0629	0.03846	0.01848	0.0569	0.4778	0.0029	0.4778		
2013	1,653,203,593	0.3550	0.0600	0.0227	0.03764	0.0603	0.4845	0.0091	0.4845		
2014	1,651,976,422	0.3550	0.0601	0.04199	0.02013	0.0621	0.4833	0.0061	0.4833		
2015	1,660,234,440	0.3550	0.0599	0.09938	0.0039	0.1033	0.5664	0.0482	0.5664		
2016	1,687,148,342	0.3550	0.0589	0.06011	0.03937	0.0985	0.5608	0.0474	0.5608		
2017	1,721,936,668	0.3550	0.0611	0.03807	0.06092	0.0990	0.5546	0.03954	0.5546		
2018	1,747,765,718	0.3550	0.061	0.0374	0.0614	0.0988	0.5563	0.0415	0.5563		
2019	1,823,037,288	0.3550	0.0677		0.0322	0.0647	0.5696	0.05	0.5696		
2020	1,888,378,143	0.3550	0.0653		0.09485	0.0949	0.5636	0.0484	0.5636		
2021 est	1,926,145,706	0.3550	0.0681		0.0943	0.0943	0.5652	0.0478	0.5652		

HIGHLAND COMMUNITY COLLEGE

Summary of Fiscal Year 2022 Budget by Fund

	General		Capital Projects	Proprietary Fund
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund
Est. Beginning Balance	\$3,761,464	\$2,002,786	\$4,725,092	\$1,129,481
Budgeted Revenues	12,166,067	1,726,176	921,000	1,092,206
Budgeted Expend.	12,542,901	1,439,580	5,072,671	1,024,749
Budgeted Transfers to Other Funds	92,600			
Budgeted Transfers from Other Funds	182,838			65,000
Budgeted Ending Bal.	\$3,474,868	\$2,289,382	\$573,421	\$1,261,938

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$862,481	\$861	\$363,135	\$10,338,286	\$816,153
Budgeted Revenue	10,126,928	49,000	1,225,000	45,000	1,803,550
Budgeted Expend.	9,864,983	49,000	1,267,624	5,200	1,753,550
Budgeted Transfers to Other Funds	115,438			39,800	
Budgeted Transfers from Other Funds					
Budgeted Ending Bal.	\$1,008,988	\$861	\$320,511	\$10,338,286	\$866,153

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 27, 2021.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #X-D-11
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the June 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 347474 through 347844 amounting to \$1,471,368.41, Automated Clearing House (ACH) debits W0000619 through W0000620 amounting to \$57,509.56, Other Debits D0000109 amounting to \$35.68, and Electronic Refunds of \$2,899.64, with 4 adjustments of \$1,222.48, such warrants amounting to \$1,530,590.81. Transfers of funds for payroll amounted to \$565,848.57.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$27,052.67 and Fifth Third Bank in the amount of \$30,456.89. Other Debits consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, June 30, 2021**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$293,880.44	\$16,666.66	\$416.66	\$310,130.44
FIFTH THIRD	23,743.23	0.00	0.00	23,743.23
UNION LOAN AND SAVINGS	175,386.32	631.45	0.00	176,017.77
TOTAL ASSETS	\$493,009.99	\$17,298.11	\$416.66	\$509,891.44
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	15,000.00		110,381.70
1018 YMCA ROAD AND LOT	95,381.07		416.66	94,964.41
1019 YMCA BLDG/MAINT	35,827.12	1,666.66		37,493.78
1020 HCC BLDG/MAINT	58,972.13			58,972.13
1021 YMCA/HCC INTEREST	99,619.10	631.45		100,250.55
1022 HCC SECTION 125 PLAN	23,743.23			23,743.23
1023 Ic3SP CAREER SERVICES	11,280.89			11,280.89
TOTAL	\$493,009.99	\$17,298.11	\$416.66	\$509,891.44

AGENDA ITEM #XI-A
JULY 27, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

TREASURER'S REPORT
COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY21 results in the Operating Funds.
- Actual Tuition & Fees revenue is estimated to be about 5.2% less than budgeted. An estimated 9.6% decrease in unrestricted certified credit hours from FY20 is the main cause of this variance. A 5% decrease had been included in the FY21 budget.
- Corporate Personal Property Replacement Tax (CPPRT) is estimated to be about 50% more than budgeted. CPPRT includes replacement tax imposed on the net Illinois income of C-Corporations, Partnerships, Trusts, and S-Corporations, invested capital tax, electricity distribution tax, and telecommunications infrastructure maintenance fees. The tax is collected at the state level and distributed to taxing bodies. The revenue for FY21 was higher than expected at the state level, and all community colleges experienced higher than expected levels.
- Non-governmental Gifts and Grants include the Foundation's programmatic gifts and the drawdown of \$301,000 from the Matching Grant. Additional restricted gifts were received from the Foundation and are accounted for in the College's Restricted Purposes Funds.
- It is projected that actual total revenue will be about .5% or \$64,000 less than the amount budgeted.
- The Salaries and Benefits expenditure line items are expected to be under budget due to employee turnover and vacancies. In addition, COVID-related sick or closure time and some faculty overload (for extra sections due to social distancing needs) were allocated to federal relief funds, as appropriate.
- Several line items are under budget due to the impact of the COVID-19 response. Materials and Supplies and Conference and Meeting were reduced due to the continued remote teaching/working and cancelation of travel.
- Federal relief lost revenue is the allocation of institutional Federal Higher Education Emergency Relief Funds (HEERF) to offset lost revenue due to the pandemic. The difference between the College's average credit hours for the past five years as compared to the current year was multiplied by the current tuition and fee rates to calculate this

amount. We have closely followed federal guidance in computing the amount, however it is possible the auditors may make adjustments upon their review.

- The Capital Outlay line item is expected to be higher than anticipated due to the purchase of instructional equipment and improvements made in several instructional areas prior to COVID-19. Other line items within various budget centers offset these overages.
- The Transfers In/Out line item includes transfers of net investment income from the Working Cash fund and transfers to the Restricted Fund for Adult Education and to the Operations and Maintenance, Restricted Fund, and Auxiliary Fund to supplement those operations.
- It is projected that total expenditures without taking into account federal relief will be about 1.9% lower than budgeted. After including federal relief, total expenditures are expected to be about 11.6% lower than budgeted. The net result for the fiscal year without taking into account federal relief is expected to be an operating surplus of about \$276,414 and with federal relief, about \$1,571,990. This amount will likely change as year-end adjustments are made and as the financial results are audited.

AGENDA ITEM #XI-A
 JULY 27, 2021
 HIGHLAND COMMUNITY COLLEGE
 FY21

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Comparison of Budget with End-of-Year Projections
 July 1, 2020 - June 30, 2021

REVENUE:	FY21 Adopted Budget	FY21 End-of-Year Projection	Difference	Percent
Local Taxes	\$6,520,321	\$6,588,341	\$68,020	101.0%
Credit Hour Grants	1,251,848	1,251,848	-	100.0%
Equalization	50,000	50,000	-	100.0%
ICCB Career/Tech Education	131,003	131,003	-	100.0%
ICCB Performance	15,000	-	(15,000)	0.0%
CPP Replacement Tax	400,000	600,593	200,593	150.1%
Dept. of Educ.	8,300	16,260	7,960	195.9%
Other Federal Sources	46,700	30,380	(16,320)	65.1%
Tuition & Fees	4,918,500	4,660,684	(257,816)	94.8%
Sales & Services	30,450	20,861	(9,589)	68.5%
Facilities Revenue	100,714	94,544	(6,170)	93.9%
Interest on Investments	97,000	3,732	(93,268)	3.8%
Non-Govt. Gifts, Grants	480,000	488,454	8,454	101.8%
Miscellaneous	40,976	90,299	49,323	220.4%
Total Revenue	\$14,090,812	\$14,026,999	(\$63,813)	99.5%
EXPENDITURES:				
Salaries	\$9,503,314	\$9,129,741	(\$373,573)	96.1%
Employee Benefits	2,334,662	2,230,027	(104,635)	95.5%
Contractual Services	841,053	780,441	(60,612)	92.8%
Materials & Supplies	878,686	686,553	(192,133)	78.1%
Conference & Meeting	201,583	54,466	(147,117)	27.0%
Fixed Charges	61,740	49,048	(12,692)	79.4%
Utilities	655,851	621,461	(34,390)	94.8%
Capital Outlay	40,375	42,302	1,927	104.8%
Other Expenditures	169,500	139,821	(29,679)	82.5%
Federal relief lost revenue	-	(1,359,389)	(1,359,389)	100.0%
Transfers (In) Out	(595,952)	80,538	676,490	-13.5%
Total Expenditures	\$14,090,812	\$12,455,009	(\$1,635,803)	88.4%
Excess of Revenues Over Expenditures	\$0	\$1,571,990	\$1,571,990	
Beginning Fund Balance	4,192,260	4,192,260		
Ending Fund Balance	\$4,192,260	\$5,764,250		