

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

August 17, 2021

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/82196743133?pwd=eGlrNER6UndTUGZyczRIU3h4UWFsZz09>

or by phone at 312-626-6799 and Password 123567

3:15 p.m. Optional Tour of Sports Center

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: July 20, 2021 Audit & Finance Committee
 July 27, 2021 Budget Work Session
 July 27, 2021 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Recognition of Emergency Operations Team Members
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. Articulation Agreement Between Columbia College and Highland Community College (Page 1)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Policy Manual Chapter I: Board of Trustees (Page 8)
 - 2. Part-time Instructor Salary Rates (Page 44)

3. Approval of Service Agreement Between Highland Community College and Illinois Network of Childcare Resources and Referral Agencies for the Provision of Building Prior Learning Assessment for Early Childhood Education (Page 46)

C. Personnel

1. Appointment: Coordinator, Upward Bound (Handout)

D. Financial

1. Payment of Bills and Agency Fund Report – July 2021 (Page 52)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 54)
- 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

- A. Reports at Board Meetings

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – September 8, 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 – September 28, 2021 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) (Budget work session begins at 3:00 p.m.)

XVII. Adjournment

**AGENDA ITEM #IX-A-1
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**ARTICULATION AGREEMENT BETWEEN
COLUMBIA COLLEGE AND HIGHLAND COMMUNITY COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached articulation agreement between Highland Community College and Columbia College.

BACKGROUND: The original agreement with Columbia College was first approved in December 1997 and was updated in August 2015. In August 2020, the trustees approved updates to the agreement, which were later not approved by Columbia College due to additional changes that needed to be made. While there are no major changes to articulation, the attached agreement outlines changes to Columbia College's Gen Eds.

BOARD ACTION: _____

COLUMBIA COLLEGE AND HIGHLAND COMMUNITY COLLEGE ARTICULATION AGREEMENT

This Articulation Agreement (the "Agreement") is entered into by and between Columbia College, with its principal place of business located at 1001 Rogers Street, Columbia, Missouri 65216 ("Columbia College") and Highland Community College, 2998 W. Pearl City Road, Freeport, Illinois 61032 ("Highland Community College") (Columbia College and Highland Community College to as the "Parties") as of the date set forth below and reflects the terms, conditions and understanding of the Parties related to the subject matter set forth herein. This Agreement supersedes all previous articulation agreements between the Parties.

I. COLUMBIA COLLEGE

Columbia College is a private, non-profit, coeducational institution of higher education that offers associate, bachelor's, and master's degrees and certificates. Columbia College is regionally accredited by the Higher Learning Commission. Columbia College students may enroll in day, evening, or online education classes at the main campus in Columbia, Missouri, or at one of the many Columbia College Global Division locations.

II. HIGHLAND COMMUNITY COLLEGE

Highland Community College is a two-year community college established in 1962 in Freeport, Illinois serving Community College District 519. The college is home to about 6,000 students and 190 faculty members, of which only 49 are full-time. Highland is technologically advanced, and it is one of the pioneers in Distance Learning Programming. Highland Community College is committed to shaping the future of their 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. The institution is regionally accredited by the Higher Learning Commission and maintains specialized accreditation in the areas of automotive repair, nursing, medical assistance and emergency medical response.

III. PURPOSE OF AGREEMENT

Columbia College and Highland Community College desire to enter into this Agreement for the purpose of establishing the guidelines to facilitate the transfer of academic credit earned by students at Highland Community College for application towards a baccalaureate degree at Columbia College.

IV. TRANSFER OF CREDIT

A. Credit Hours

At least 39 course credit hours must be taken in upper level courses to earn a bachelor's degree from Columbia College. The remaining course credit hours required for a bachelor's may be completed at Columbia College, Highland Community College, or with other transfer credit hours approved by Columbia College. Highland Community College students must also complete a minimum of 30 course credit hours in Columbia College courses to satisfy the Columbia College residency requirement.

B. General Education

As of the date of this Agreement, and subject to any curriculum changes by either party, Columbia College will accept the Highland Community College Associate of Arts, Associate of Science, or Associate of Engineering Science degrees as satisfying all of the Columbia College general education requirements.

As of the date of this Agreement, and subject to any curriculum changes by either party, Columbia College will accept the Highland Community College Associate of General Studies, Associate of Applied Science, or any other associate degree not specifically mentioned in this Agreement as satisfying all of the Columbia College general education requirements if the student completes the following coursework:

- ENGL 122 Rhetoric and Composition II with a grade of “C” or higher.
- Complete an additional 30 semester hours with at least three hours from each of the following groups of course codes:
 - o Group 1: Anthropology, Geography, Psychology, Sociology
 - o Group 2: Arts, Communications, English, History, Music, Political Science, Religion
 - o Group 3: Biology, Chemistry, Environmental Science, Geology, Natural Science, Physics
 - o Group 4: MATH 066 Beginning Algebra or higher (Please Note: MAT 066 and 067 are developmental level and will count towards meeting the group requirement but not the 30 hour total)

C. Individual Courses

Credits earned at Highland Community College and/or other accredited institutions of higher education will be evaluated individually by the Columbia College Office of the Registrar. Columbia College will periodically provide a Course Equivalency Guide to Highland Community College academic advisors and administrators for reference. If approved and accepted by Columbia College, credits earned at Highland Community College in courses above developmental level, for which the student earned a grade of “C” or better, will be accepted for transfer credit to Columbia College, and will be granted the Columbia College equivalency listed on the Course Equivalency Guide.

D. Concurrent Enrollment

As of the date of this Agreement, and subject to any curriculum changes by either party, i) students who complete an approved associate degree with Highland Community College at any time during their pursuit of a bachelor’s degree with Columbia College, are eligible for the general education waiver, ii) students who complete any other associate degree with Highland Community College, during their pursuit of a bachelor’s degree with Columbia College, may complete additional coursework to fulfill the general education requirements, outlined in Section B, once all the general education waiver requirements are met and the associate degree is awarded, the student will be eligible for the general education waiver. Coursework may be completed with Columbia College, Highland Community College, or any other accredited institution from whom transfer credit is accepted by the Columbia College Office of the Registrar.

V. COLUMBIA COLLEGE ADMISSION

Students who complete an associate degree from Highland Community College will be considered as having met Columbia College's academic admissions requirements.

VI. DURATION OF AGREEMENT

The Agreement will remain in effect until either Party sends a letter of intent to terminate the Agreement to the non-terminating Party at least thirty (30) days prior to the termination date. The Parties agree that any student applications submitted and in progress at the termination date will be completed under this Agreement.

VII. REVISION OF AGREEMENT

- A. Items not specifically mentioned within this Agreement will be governed by the then-current Columbia College Catalog.
- B. Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of the Parties and set forth in the form of an addendum to this Agreement. Both Parties shall work cooperatively to review and to update regularly specific items or operational procedures included in this Agreement.
- C. Revisions to this Agreement based solely upon updates to curriculum or degree requirements, which do not fundamentally alter the nature of this Agreement, may be made by agreement of the parties. A history of such revisions will be amended to this Agreement for records purposes.

VIII. PUBLICITY

Other than as specifically permitted in this Agreement, neither Party shall use the name, trade name, trademark or any other designation of the other, or any contraction, abbreviation, adaptation or simulation of any of the foregoing, in any advertisement or for any commercial or promotional purpose without the other Party's prior written consent in each case.

This Agreement may be publicized by either Party as a cooperative degree completion program for students of Highland Community College. Through joint informational meetings and individual counseling by both institutions, both Parties to this Agreement will be responsible for publicizing the terms of this Agreement to their students. Non-degree-seeking students will be subject to the policies and procedures of both institutions. All questions regarding policies and procedures of either institution will be answered by the designated representative of that institution and by reference to the current published Catalog or Bulletin of that institution.

IX. RIGHTS & RESPONSIBILITIES

- A. Both Parties are accredited institutions of higher education and hold the applicable accreditations for the degree programs covered by this Agreement. The Parties agree to notify the other in writing if any material change to their accreditation status.
- B. The Parties acknowledge that Columbia College has the unilateral right, in its sole discretion, to amend its policies and procedures or to adopt new policies and procedures, and that all students will be subject to such amended or new policies and procedures.
- C. Separate academic records will be maintained at each Party. The Parties acknowledge that all student records arising pursuant to this Agreement are confidential that confidentiality shall be maintained by the Parties. Each party further acknowledges that all information received,

including but not limited to, student progress in a program, financial aid awards, academic records, and participation in party-sponsored programs, if any, is protected under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, ("FERPA"), and each party agrees that disclosure of such information will be made only in compliance with FERPA.

- D. The Parties will comply with all applicable federal, state, and local laws, rules, and regulations.
- E. Each Party to this Agreement agrees to be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, omission, or other conduct of any of its officers, agents, or employees.

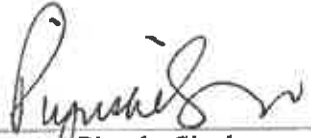
X. GENERAL TERMS

- A. This Agreement is governed by and constructed in accordance with the laws of the State of Missouri, without regard to any conflict of laws provision.
- B. If any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

This Agreement is entered on this ____ day of _____, 20____ and goes into effect at the beginning of Columbia College's Fall Session 2021-22 (August 30, 2021).

COLUMBIA COLLEGE

HIGHLAND COMMUNITY COLLEGE



 By: D Piyusha Singh
 Provost, Senior VP Academic Affairs

 By: Chris Kuberski
 President

**AGENDA ITEM #IX-C-1
AUGUST 17, 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
Mark	Rasmussen			MAC Coordinator		5	\$1,294.53	\$6,472.65
Chelsea	Martinez			HLC Assurance Argument		3	\$1,294.53	\$3,883.59
Ellen	McGinnis			MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis			MAC Lab		2	\$488.69	\$816.12*
Pete	Norman	1046	PHYD227Y	Sports Officiating		3	\$647.27	\$194.18*
Kathy	Heid	1278	PERS036HCC	Walk & Stretch	30		\$18.00	\$540.00
Roger	Hicks	1302	WFD048C	Intro to Welding Customized				\$1,215.00

*Pro rated based on enrollment

**AGENDA ITEM #X-B-1
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – POLICY MANUAL CHAPTER I
BOARD OF TRUSTEES**

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

No additions or revisions have been made since Trustees approved the first reading at their July 27, 2021, regular meeting.

BOARD ACTION: _____

CHAPTER I

BOARD OF TRUSTEES

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1.24	Public Information
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1.26	Education and Development
1.27	Bookstore-Purchase by Current Board Members

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 ~~vised 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
AUGUST 17, 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. The merit increment of \$15 per contact hour over part-time rate was approved by the Board of Trustees on August 15, 2018, and would remain intact.

Current rates (FY21) per contact hour

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

FY22: Proposed new rates: per contact 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 contact 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 taught" equates to the number of semesters completed for Highland.

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.

Hourly instructors: Formulas for calculating rates for hourly instructors (i.e., lab instructors, clinical instructors, etc.) will remain the same.

One-time merit increment: 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. The one-time merit increment will still be available to eligible instructors in addition to their tier placement rate.

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-B-3
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE**

**APPROVAL OF SERVICE AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND ILLINOIS NETWORK OF CHILDCARE
RESOURCES AND REFERRAL AGENCIES FOR THE PROVISION OF BUILDING
PRIOR LEARNING ASSESSMENT FOR EARLY CHILDHOOD EDUCATION**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves the attached agreement between Highland Community College and Illinois Network of Childcare Resources and Referral Agencies (INCCRRA) for participation in building a statewide Prior Learning Assessment system under the direction of INCCRRA and the Governor’s Office of Early Childhood Development, Illinois Community College Board, Illinois Board of Higher Education, and Illinois State Board of Education. The College will receive a \$4,000 stipend from INCCRRA for participating.

BACKGROUND: Under this agreement, Highland Community College’s Early Childhood Education Coordinator Melissa Johnson, using her expertise, will create virtual simulation scenarios for early childhood workplace experiences.

BOARD ACTION: _____

**AGREEMENT FOR SERVICES BETWEEN
ILLINOIS NETWORK OF CHILD CARE RESOURCE AND REFERRAL AGENCIES**

AND

Highland Community College

This agreement ("Agreement") is made this 14th day of July 2021 between Illinois Network of Child Care Resource and Referral Agencies ("INCCRRA") of 1226 Towanda Plaza, Bloomington, Illinois 61701 and Highland Community College 2998 W Pearl City Rd, Freeport, IL 61032.

1. Terms of Agreement

This Agreement will become effective when signed by both parties, and will terminate on the earlier of 1) the date Highland Community College completes the services to be performed (Exhibit A), or 2) the date of termination as provided in Paragraph 12 (Termination).

2. Services to be Performed and Deliverables

Highland Community College agrees to perform services for INCCRRA as outlined in Exhibit A.

3. Standard of Performance and Warranties

(A) Highland Community College warrants that it shall use established, sound, and professional principles in accordance with the highest professional and industry standards in the performance of its services it performs hereunder and that performance of its personnel shall reflect their best professional knowledge, skill, and judgment.

(B) Highland Community College shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all reports, designs, drawings, plans, information, specifications, and other items and services provided to INCCRRA under this Agreement.

(C) Highland Community College shall comply with all applicable laws, ordinances, codes, and regulations in performing its services.

(D) If Highland Community College fails to meet applicable professional standards in performance of its services under this Agreement, Highland Community College shall, without additional compensation, correct or revise any errors or deficiencies in its reports, designs, drawings, plans, specifications, and other items and services provided under this Agreement.

(E) No payment made by INCCRRA shall be considered to be acceptance of satisfactory performance of Highland Community College's obligations under the Agreement or construed as acceptance of substandard or careless services or as relieving Highland Community College from its full responsibility under this agreement.

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4. Compensation

In consideration for the services to be performed by Highland Community College and related expenses as outlined in Exhibit A, INCCRRA agrees to pay the Highland Community College \$4,000 upon satisfactory completion of the Services to be performed. Payment shall be made only upon submittal of a proper invoice and only to the extent that Highland Community College, to INCCRRA's satisfaction, performs services pursuant to this Agreement. If Highland Community College fails to substantiate any invoice for services, INCCRRA shall have no obligation to compensate Highland Community College for such claimed services.

5. Expenses

INCCRRA shall reimburse Highland Community College for all reasonable and necessary business expenses (travel) at State of Illinois reimbursement rates for travel incurred by Highland Community College in connection with the rendering of services, provided that INCCRRA approves all such expenses in advance. Claims for expenses shall be included in the invoice for services.

6. Payment for Services

Payment shall be made to the Highland Community College within thirty days following submission of a properly documented and completed invoice as approved by INCCRRA.

7. Confidentiality of Proprietary Data and Information

(A) Highland Community College shall treat as confidential all information, reports, designs, drawings, specifications, and documents (hereinafter referred to as "Data"), regardless of form, that Highland Community College receives from INCCRRA. Highland Community College shall take all precautions necessary to prevent disclosure of such Data to others, except upon the express written approval of INCCRRA. Without prior written approval of INCCRRA, Highland Community College shall not use data for any purpose other than the performance of services contemplated by the Agreement. Upon the request of INCCRRA, Highland Community College shall return to INCCRRA all copies of Data.

(B) Highland Community College shall agree that all work produced, and the product of all services rendered by Highland Community College shall be the property of INCCRRA. Highland Community College shall agree that final products will be copyrighted to INCCRRA.

8. Advertising and Promotion

Highland Community College shall not refer to or use INCCRRA's name in advertising, promotions, or otherwise orally or in written materials except with INCCRRA's prior written consent.

9. Non-Assignability

Highland Community College shall not assign or transfer, in whole or in part, any of its rights, obligations, or interests under this Agreement without the express written consent of INCCRRA.

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10. Indemnification

Highland Community College agrees to indemnify, defend, and hold INCCRRA, its successors and assigns, directors, agents and employees harmless from and against any and all damages, claims, suits, losses, penalties, judgments, costs, fines, liabilities or expenses of whatever nature, relating in any way to this Agreement, including, but not limited to, its performance and/or non-performance hereunder or any misrepresentation in any document delivered in conjunction with this Agreement, arising from any actual or alleged personal injury, death, economic loss or property damage, whatsoever, including any consequential loss or damages, without regard to the acts or omissions or negligence of any party or the cause or causes of the occurrence.

11. Independent Contractor

(A) INCCRRA and Highland Community College intend that an independent contractor relationship be created by this Agreement, and nothing herein shall be construed as creating an employer/employee relationship, partnership, joint venture, or other business group or concerted action. Highland Community College is not authorized by this Agreement to incur any obligations on behalf of INCCRRA or to bind INCCRRA in any respect.

(B) The Highland Community College's personnel performing services under this Agreement shall at all times be under Highland Community College's exclusive direction and control and shall not be employees of INCCRRA. Highland Community College shall pay all wages, salaries, and other amounts due its employees in connection with services performed under this Agreement and shall be responsible for all reports and obligations respecting their relationship without limitation

12. Termination

After consultation with the other party, either party may terminate this Agreement, with or without cause, upon 30 days written notice to the other party.

13. Survival of Agreement Provisions

The provisions of Paragraphs 7 (Confidentiality of Propriety Data and Information), 8 (Advertising and Promotion), 10 (Indemnification), and 15 (Governing Law/Disputes) shall survive the termination of this Agreement.

14. Modifications

This Agreement constitutes the entire understanding of the parties regarding its subject matter. This Agreement can only be modified by a writing duly executed by authorized persons for both parties.

15. Governing Law/Disputes

Notwithstanding any other provision of this Agreement, any disputes concerning any question of fact or law arising under this Agreement that is not disposed of by agreement between Highland Community College and INCCRRA shall be decided by a court of competent jurisdiction of the State of Illinois, in accordance with the laws of the State of Illinois. The parties agree that the venue for litigation under this agreement shall be McLean County, Illinois.

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16. Time of Essence

Time is of the essence of Highland Community College's performance under this Agreement. However, Highland Community College shall not be liable for any loss or damage for delay or nonperformance due to causes not reasonably within its control and the time for performance and payment hereunder shall be extended for a period of time reasonably necessary to overcome the effects of such delays. In the event of any delay or nonperformance caused under such circumstances, Highland Community College shall promptly notify INCCRRA in writing of the nature, cause, date or commencement thereof, and the anticipated extent of such delay, and shall indicate whether it is anticipated that the completion dates would be affected thereby.

17. Exhibits

The Exhibit A attached to this Agreement are incorporated into this Agreement and made fully a part thereof by reference. Such Exhibits may be amended from time to time by the mutual written agreement of the parties.

18. Notices

All notices to either party must be in writing, signed by the party giving it, and shall be served either personally or by certified mail to the addressed as follows:

INCCRRA
1226 Towanda Plaza
Bloomington, IL 61701

Highland Community College
2998 W Pearl City Rd.
Freeport, IL 61032

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be entered into and executed as set forth above.

Illinois Network of Child Care
Resource and Referral Agencies

Highland Community College

By:
Signature _____

By:
Signature _____

Printed Name: Joni Scritchlow

Printed Name _____

Title Senior Director

Title _____

Date _____

Date _____

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Exhibit A

- Highland Community College will provide release time or stipend/payment to Melissa Johnson to participate in building a statewide Prior Learning Assessment system under the direction of INCCRRA and the Governor's Office of Early Childhood Development, Illinois Community College Board, Illinois Board of Higher Education, and Illinois State Board of Education. Prior Learning Assessment tool(s) will be developed that utilize cutting edge technology allowing the early childhood workforce to demonstrate competency achievement.

INCCRRA agrees to:

- Provide a stipend to Highland Community College in the amount of \$4,000.

Highland Community College agrees to have their appointed faculty:

- Attend at least 80% of scheduled Prior Learning Assessment project meetings and participate in work group assignments between meetings
 - Six to eight large-group meetings at times to be determined based upon faculty availability will be scheduled between July 12 and December 17, 2021
- Participate in providing descriptive early childhood workplace scenarios to develop virtual simulations
- Provide examples and guidance to inform the simulations' environment and avatars
- Review draft exercises and provide feed-back
- Work with state and national consultants to review and calibrate simulations and to assist in development of assessment scoring tools for validity
- Participate in assessor training(s) on behavioral assessment methodology, scoring processes, and establishing reliability
 - Faculty will receive a direct payment/stipend of between \$450 and \$750 to attend this 8 to 10 hour training (series)
- Participate in statewide showcase meeting to share results of project in late November/early December

**AGENDA ITEM #X-D-1
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the July 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 347845 through 348071 amounting to \$741,516.17, and Electronic Refunds of \$24,773.37, with 9 adjustments of \$6,774.10, such warrants amounting to \$759,515.44. Transfers of funds for payroll amounted to \$888,629.35.

Electronic Refunds are issued to students. Financial Aid disbursed Pell in July. July had three payrolls.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$310,130.44	\$0.00	\$0.00	\$310,130.44
FIFTH THIRD	31,612.25	0.00	0.00	31,612.25
UNION LOAN AND SAVINGS	176,020.49	0.00	0.00	176,020.49
TOTAL ASSETS	\$517,763.18	\$0.00	\$0.00	\$517,763.18
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	100,381.70			100,381.70
1018 YMCA ROAD AND LOT	94,964.41			94,964.41
1019 YMCA BLDG/MAINT	37,493.78			37,493.78
1020 HCC BLDG/MAINT	68,972.13			68,972.13
1021 YMCA/HCC INTEREST	100,253.27			100,253.27
1022 HCC SECTION 125 PLAN	31,612.25			31,612.25
1023 Ie3SP CAREER SERVICES	11,280.89			11,280.89
TOTAL	\$517,763.18	\$0.00	\$0.00	\$517,763.18

**AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21 AND FY22**

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

FY21 Operating Funds as of June 30, 2021

- The FY21 reports include unaudited year-to-date figures as of June 30, 2021. It is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's EAV increased from tax year 2019 to 2020 by 3.6%. The budget included a 1.5% increase. Local tax revenue for FY21 is about \$65,000 more than budgeted.
- State funding amounted to a total of \$1,432,851, which is \$15,000 less than budgeted. The State is current on monthly payments.
- Tuition & Fees Revenue is about 5.2% less than budgeted. The budgeted revenue was based on a tuition rate of \$146 and 29,000 unrestricted certified credit hours. Actual unrestricted certified credit hours appear to be 27,795.
- Non-governmental Gifts and Grants include Foundation programmatic gifts in the amount of \$187,345 and a \$301,109 draw down from the Matching Fund. Other gifts from the Foundation are accounted for in the Restricted Purposes Fund.
- Overall, total Operating Funds revenue was about .4% (\$52,578) less than the amount budgeted.
- The Salaries and Employee Benefits line items are lower than budgeted due to employee turnover and federal support for certain appropriate costs, such as COVID related leave. The Materials & Supplies line item, Contractual Services line item, and the Conference & Meeting line item are lower than budgeted. These lines continued to be impacted by the COVID situation and the need to cancel activities and move to remote learning and working.
- Federal relief lost revenue is a comparison of tuition revenue now as compared to the average of the previous five years. In FY21, we are able to take the full year of FY21 and from March to June of FY20. This calculation and the data used are being reviewed by the auditors and may change. This is shown as a negative expense in order to avoid duplication of revenue/expense when combined with the Restricted Purposes Funds, where the grants are accounted for.

- The Transfer In (Out) line item includes a transfer into the Operating Funds from the Working Cash fund (of net investment revenue). This line also includes a transfer out of the Operating Funds to the Auxiliary Funds and Restricted Purposes Funds to support the activities accounted for in those sets of funds and a transfer to the Operations and Maintenance, Restricted Fund for future deferred maintenance or unplanned campus repairs.
- Total expenditures were about 11.4% (\$1,605,706) lower than budgeted. Without the federal lost revenue relief, expenses are \$13,844,495, which is 1.7% (\$246,317) lower than budget.
- The net result for the fiscal year is an Operating Funds excess of revenues over expenses in the amount of \$1,553,128.

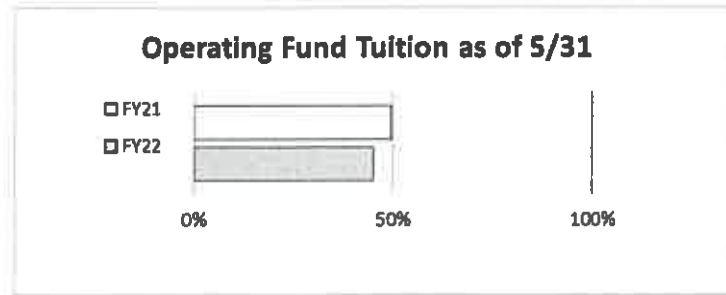
FY21 Other Funds as of June 30, 2021

- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for Protection, Health, and Safety Projects: main gym floor/bleacher replacement, auxiliary gym floor replacement, and the theatre rigging, lighting, and sound project. This fund also includes expenditures for bond projects from the 2019 bond issuance.
- The Bond and Interest Fund reflects payments made on the 2014, 2019, and 2020 funding bonds.
- The Auxiliary Enterprise Fund includes bookstore and cafeteria sales, as well as the costs of operating such. In addition, this fund includes the costs of athletics, theater, and all student activities. This fund recorded lost revenue due to the impact of enrollment declines on the technology and activity fees, as well as bookstore and cafeteria sales.
- The Restricted Purpose Fund includes all restricted grants and Foundation gifts received by the College during the fiscal year. In addition, the health insurance fund is included here.
- The expenses in the Liability, Protection, and Settlement fund include liability insurance, workman's compensation insurance, and safety related services such as the contract for Sheriff's deputies housed on campus. These costs are in accordance with our Risk Management Program

FY22 All Funds as of July 31, 2021

- The budget column reflects amounts included in the tentative budget and may change prior to the adoption of the permanent budget in September.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.

- Current Results as of Month End:** The following chart shows the comparison of the FY21 Operating Funds tuition revenue results to FY22 results as of July 31st. The FY21 bar is the year-to-date results as of July 31, 2020, divided by the actual year end results for FY21. The FY22 bar is the year-to-date results for July 31, 2021, divided by the annual budgeted amount for FY22.



The amount of tuition and fee revenue budgeted in the Operating Funds for FY22 appears to be higher than current results are reflecting. An adjustment to tuition revenue will likely be made in the FY22 permanent budget.

**June 2021
Financials
(FY21)**

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE
FY21

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,520,321	\$6,588,343	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	-	0.0%
CPP Replacement Tax	400,000	600,593	150.1%
Dept. of Educ.	8,300	8,609	103.7%
Other Federal Sources	46,700	43,735	93.7%
Tuition & Fees	4,918,500	4,660,683	94.8%
Sales & Services	30,450	20,928	68.7%
Facilities Revenue	100,714	96,243	95.6%
Interest on Investments	97,000	3,732	3.8%
Non-Govt. Gifts, Grants	480,000	488,454	101.8%
Miscellaneous	40,976	94,063	229.6%
	-----	-----	-----
Total Revenue	\$14,090,812	\$14,038,234	99.6%
<u>EXPENDITURES:</u>			
Salaries	\$9,503,314	\$9,128,741	96.1%
Employee Benefits	2,334,662	2,230,027	95.5%
Contractual Services	841,053	795,405	94.6%
Materials & Supplies	878,686	686,596	78.1%
Conference & Meeting	201,583	54,651	27.1%
Fixed Charges	61,740	49,018	79.4%
Utilities	655,851	621,461	94.8%
Capital Outlay	40,375	42,307	100.0%
Federal Relief Lost Revenue	-	(1,359,389)	100.0%
Other Expenditures	169,500	155,751	91.9%
Transfers (In) Out	(595,952)	80,538	-13.5%
	-----	-----	-----
Total Expenditures	\$14,090,812	\$12,485,106	88.6%
Excess of Revenues Over Expenditures	\$0	\$1,553,128	
Fund Balance 7/1/20	4,181,208	4,181,208	
	-----	-----	
Fund Balance 6/30/21	\$4,181,208	\$5,734,336	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$911,500	\$912,356	100.1%
Interest	-	29,194	100.0%
Other	-	96,155	100.0%

Total Revenue	\$911,500	\$1,037,705	100.0%
EXPENDITURES:			

Contractual Services	233,000	62,186	26.7%
Materials and Supplies	-	529	100.0%
Capital Outlay	5,782,734	2,408,973	41.7%
Transfers Out	74,761	(40,000)	0.0%

Total Expenditures	\$6,090,495	\$2,431,688	39.9%
Excess of Revenues Over Expenditures	(\$5,178,995)	(\$1,393,983)	
Fund Balance 7/1/20	\$6,119,076	\$6,119,076	

Fund Balance 6/30/21	\$940,081	\$4,725,093	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$495,000	\$477,546	96.5%
Bookstore Sales	455,200	450,070	98.9%
Athletics	41,040	9,515	23.2%
Other	131,000	158,856	121.3%
-----	-----	-----	-----
Total Revenue	\$1,122,240	\$1,095,987	97.7%
EXPENDITURES:			

Salaries	\$350,958	\$244,256	69.6%
Employee Benefits	46,869	37,955	81.0%
Contractual Services	86,066	58,423	67.9%
Materials & Supplies	558,226	557,421	99.9%
Conference & Meeting	260,363	75,729	29.1%
Fixed Charges	10,409	5,635	54.1%
Utilities	600	616	102.7%
Capital Outlay	7,406	8,104	109.4%
Federal Relief Lost Revenue	-	(693,934)	
Other Expenditures	22,978	21,546	93.8%
Transfers	(65,000)	(65,000)	100.0%
-----	-----	-----	-----
Total Expenditures	\$1,278,875	\$250,751	19.6%
Excess of Revenues Over Expenditures	(\$156,635)	\$845,236	
Fund Balance 7/1/20	\$284,299	\$284,299	
-----	-----	-----	
Fund Balance 6/30/21	\$127,664	\$1,129,535	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$156,421	\$149,846	95.8%
Adult Education	229,950	226,648	98.6%
Other Illinois Sources	136,405	159,232	116.7%
Department of Education	5,214,192	6,019,498	115.4%
Other Federal Sources	54,456	55,340	101.6%
Tuition & Fees	605,000	591,177	97.7%
Interest	19,346	19,457	100.6%
Non-govt. Gifts, Grants	284,203	263,638	92.8%
Other	295,226	453,964	153.8%
	-----	-----	-----
Total Revenue	\$6,995,199	7,938,800	113.5%
<u>EXPENDITURES:</u>			
Salaries	\$1,215,302	\$1,281,081	105.4%
Employee Benefits	285,199	301,749	105.8%
Contractual Services	767,807	760,619	99.1%
Materials & Supplies	242,250	176,105	72.7%
Conference & Meeting	136,509	47,001	34.4%
Fixed Charges	24,196	23,546	97.3%
Utilities	4,152	4,152	100.0%
Capital Outlay	499,982	192,758	38.6%
Federal Relief Lost Revenue	-	2,027,423	
Other Expenditures	295,111	122,428	41.5%
Financial Aid	3,767,164	3,295,370	87.5%
Transfers out (in)	448,692	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,686,364	\$8,232,232	107.1%
Excess of Expenditures Over Revenue	(\$691,165)	(\$293,432)	
Fund Balance 7/1/20	1,157,898	1,157,898	
	-----	-----	
Fund Balance 6/30/21	\$466,733	\$864,466	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$45,000	\$45,098	100.2%
-----	-----	-----	-----
Total Revenue	\$45,000	\$45,098	100.2%
EXPENDITURES:			

Contractual Services	\$47,900	\$49,075	102.5%
-----	-----	-----	-----
Total Expenditures	\$47,900	\$49,075	102.5%
Excess of Revenues Over Expenditures	(\$2,900)	(\$3,977)	
Fund Balance 7/1/20	\$4,838	\$4,838	
-----	-----	-----	
Fund Balance 6/30/21	\$1,938	\$861	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,777,961	\$1,778,617	100.0%
Other	-	251	100.0%
-----	-----	-----	-----
Total Revenue	\$1,777,961	\$1,778,868	100.1%
EXPENDITURES:			

Fixed Charges	\$1,848,950	\$1,755,875	95.0%
Other	-	950	100.0%
-----	-----	-----	-----
Total Expenditures	\$1,848,950	\$1,756,825	95.0%
Excess of Revenues Over Expenditures	(\$70,989)	\$22,043	
Fund Balance 7/1/20	\$794,110	\$794,110	
-----	-----	-----	
Fund Balance 6/30/21	\$723,121	\$816,153	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY21

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,187,500	\$1,189,126	100.1%
Other	-	8,138	100.0%
-----	-----	-----	-----
Total Revenue	\$1,187,500	\$1,197,264	100.8%
EXPENDITURES:			

Salaries	\$307,024	\$297,235	96.8%
Employee Benefits	326,430	280,123	85.8%
Contractual Services	386,625	366,579	94.8%
Materials & Supplies	9,100	6,216	68.3%
Conference & Meetings	15,555	845	5.4%
Fixed Charges	186,917	187,697	100.4%
Utilities	2,745	3,998	145.6%
-----	-----	-----	-----
Total Expenditures	\$1,234,396	\$1,142,693	92.6%
Excess of Revenues Over Expenditures	(\$46,896)	\$54,571	
Fund Balance 7/1/20	\$308,564	\$308,564	
-----	-----	-----	
Fund Balance 6/30/21	\$261,668	\$363,135	

July 2021
Financials
(FY22)

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE
FY22

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

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,770,780	\$67,524	1.0%
Credit Hour Grants	1,232,526	-	0.0%
Equalization	50,000	-	0.0%
ICCB Career/Tech Education	128,361	-	0.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	500,000	-	0.0%
Federal Sources	55,000	1,191	2.2%
Tuition & Fees	4,650,500	2,099,068	45.1%
Sales & Services	27,150	802	3.0%
Facilities Revenue	111,550	1,780	1.6%
Interest on Investments	7,000	67	1.0%
Non-Govt. Gifts, Grants	300,000	-	0.0%
Miscellaneous	44,376	864	1.9%
	-----	-----	-----
Total Revenue	\$13,892,243	\$2,171,296	15.6%
<u>EXPENDITURES:</u>			
Salaries	\$9,605,433	\$611,825	6.4%
Employee Benefits	2,318,520	299,498	12.9%
Contractual Services	859,225	173,241	20.2%
Materials & Supplies	861,785	171,745	19.9%
Conference & Meeting	258,197	2,856	1.1%
Fixed Charges	59,700	33,360	55.9%
Utilities	659,325	642,203	97.4%
Capital Outlay	50,424	6,485	100.0%
Other Expenditures	142,794	67,451	47.2%
Federal Relief Lost Revenue	(832,922)	-	0.0%
Transfers (In) Out	(90,238)	-	0.0%
	-----	-----	-----
Total Expenditures	\$13,892,243	\$2,008,664	14.5%
Excess of Revenues Over Expenditures	\$0	\$162,632	
Fund Balance-7/1/21	5,734,336	5,734,336	
	-----	-----	
Fund Balance 7/31/21	\$5,734,336	\$5,896,968	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
----- Local Taxes	\$921,000	\$9,197	1.0%

Total Revenue	\$921,000	\$9,197	100.0%
EXPENDITURES:			
----- Contractual Services	182,800	-	100.0%
Capital Outlay	4,889,871	628,214	12.8%
Transfers Out	-	-	0.0%

Total Expenditures	\$5,072,671	\$628,214	12.4%
Excess of Revenues Over Expenditures	(\$4,151,671)	(\$619,017)	
Fund Balance 7/1/21	\$4,725,093	\$4,725,093	

Fund Balance 7/31/21	\$573,422	\$4,106,076	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$478,000	\$229,050	47.9%
Bookstore Sales	450,000	18,366	4.1%
Athletics	41,040	325	0.8%
Other	123,166	1,778	1.4%
-----	-----	-----	-----
Total Revenue	\$1,092,206	\$249,519	22.8%
EXPENDITURES:			

Salaries	\$322,217	\$16,123	5.0%
Employee Benefits	33,313	-	0.0%
Contractual Services	92,984	4,625	5.0%
Materials & Supplies	611,419	12,168	2.0%
Conference & Meeting	311,963	1,655	0.5%
Fixed Charges	14,109	-	0.0%
Utilities	600	57	9.5%
Capital Outlay	32,265	38,928	120.7%
Other Expenditures	25,738	850	3.3%
Federal Relief Lost Revenue	(419,859)	0	0.0%
Transfers	(65,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$959,749	\$74,406	7.8%
Excess of Revenues Over Expenditures	\$132,457	\$175,113	
Fund Balance 7/1/21	\$1,129,533	\$1,129,533	
-----	-----	-----	
Fund Balance 7/31/21	\$1,261,990	\$1,304,646	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
Vocational Education	\$140,056	\$0	0.0%
Adult Education	229,950	9,125	4.0%
Other Illinois Sources	136,405	-	0.0%
Department of Education	7,991,942	-	0.0%
Other Federal Sources	49,684	-	0.0%
Tuition & Fees	592,000	279,950	47.3%
Sales & Service Fees	20,000	-	0.0%
Interest	19,346	-	0.0%
Non-govt. Gifts, Grants	652,319	-	0.0%
Other	295,226	8	0.0%
	-----	-----	-----
Total Revenue	\$10,126,928	289,083	2.9%
 <u>EXPENDITURES:</u>			
Salaries	\$1,121,503	\$138,471	12.3%
Employee Benefits	261,493	4,669	1.8%
Contractual Services	704,293	43,746	6.2%
Materials & Supplies	248,452	74,074	29.8%
Conference & Meeting	125,305	1,560	1.2%
Fixed Charges	26,196	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	1,013,077	377,971	37.3%
Other Expenditures	155,336	253,304	163.1%
Federal Relief Lost Revenue	1,252,781	-	0.0%
Financial Aid	4,952,395	-	0.0%
Transfers out (in)	115,438	-	0.0%
	-----	-----	-----
Total Expenditures	\$9,980,421	\$893,795	9.0%
Excess of Expenditures Over Revenue	\$146,507	(\$604,712)	
Fund Balance 7/1/21	877,889	877,889	
	-----	-----	
Fund Balance 7/31/21	\$1,024,396	\$273,177	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22
AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$49,000	\$462	0.9%
-----	-----	-----	-----
Total Revenue	\$49,000	\$462	0.9%
EXPENDITURES:			

Contractual Services	\$49,000	\$52,750	107.7%
-----	-----	-----	-----
Total Expenditures	\$49,000	\$52,750	107.7%
Excess of Revenues Over Expenditures	\$0	(\$52,288)	
Fund Balance 7/1/21	\$861	\$861	
-----	-----	-----	
Fund Balance 7/31/21	\$861	(\$51,427)	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,803,550	\$18,042	1.0%
	-----	-----	-----
Total Revenue	\$1,803,550	\$18,042	1.0%
EXPENDITURES:			

Fixed Charges	\$1,753,550	\$0	0.0%
Other	-	-	100.0%
	-----	-----	-----
Total Expenditures	\$1,753,550	\$0	0.0%
Excess of Revenues Over Expenditures	\$50,000	\$18,042	
Fund Balance 7/1/21	\$816,153	\$816,153	
	-----	-----	
Fund Balance 7/31/21	\$866,153	\$834,195	

AGENDA ITEM #XI-A
AUGUST 17, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,225,000	\$11,960	1.0%
	-----	-----	-----
Total Revenue	\$1,225,000	\$11,960	1.0%
EXPENDITURES:			

Salaries	\$330,801	\$28,662	8.7%
Employee Benefits	312,950	60,024	19.2%
Contractual Services	387,425	25,964	6.7%
Materials & Supplies	9,100	-	0.0%
Conference & Meetings	15,974	-	0.0%
Fixed Charges	207,374	181,702	87.6%
Utilities	4,000	1,353	33.8%
	-----	-----	-----
Total Expenditures	\$1,267,624	\$297,705	23.5%
Excess of Revenues Over Expenditures	(\$42,624)	(\$285,745)	
Fund Balance 7/1/21	\$363,135	\$363,135	
	-----	-----	
Fund Balance 7/31/21	\$320,511	\$77,390	