

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA
Board of Trustees Meeting
September 28, 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/87878349423?pwd=MDc0d1NmSXZzbTlCTUhvRkl0QkpqUT09>
or by phone at 312-626-6799 and Password 08642

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. **PUBLIC HEARING CONCERNING THE 2021 – 2022 BUDGET**
- IV. Approval of Minutes: August 17, 2021 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Appointment of Voting Delegate to the Association of Community College Trustees 2021 Leadership Congress (Page 1)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial
 - 1. Course Fee Changes for Spring 2022 (Page 9)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Hybrid Telework Procedures and Guidelines Pilot Program (Page 10)
 - 2. Letter of Support to the Village of Warren for the IL Route 78 & Downtown Warren TIF Termination Date Extension Request (Page 13)
 - 3. Letter of Support to the Village of Stockton for the IL Route 20/ Downtown Stockton TIF Termination Date Extension Request (Page 16)

C. Personnel

1. New Job Description: Student Accounts Specialist, Technical Support
Revised Job Description/Job Title: Coordinator, Student Accounts
(Page 19)

D. Financial

1. 2021-2022 Budget (Page 24)
2. Lease Agreement Between Highland Community College and the
Family YMCA of Northwest Illinois for Occupancy of the Child Care and
Training Center (Page 58)
3. Payment of Bills and Agency Fund Report – August 2021 (Page 67)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund
Balance (Page 69)
- 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 administrative 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
 1. Appointment of Tenure (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or
Their Representatives, or Deliberations Concerning Salary Schedules for One or
More Classes of Employees

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – December 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 – October 26, 2021 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVII. Adjournment

**AGENDA ITEM #IX-B-1
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF VOTING DELEGATE TO THE
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2021 LEADERSHIP CONGRESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Trustee Pennie Groezinger to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2021 Leadership Congress in San Diego, California, October 13 – 16, 2021. It is further recommended that Trustee Shawn Boldt serve as the alternate delegate, if Ms. Groezinger is unable to fulfill her responsibilities at the meeting.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual Leadership Congress each year.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-1
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the attached list of part-time instructors, overload and other assignments be approved.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Fall 2020			COURSE	CLOCK	CREDIT	TOTAL		
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Alicia	Kepner	3503	NURS125HBX	Fund of Electronic Health Rec		2.28	\$647.27	\$1,475.78
Alicia	Kepner	3502	NURS125HBX	Fund of Electronic Health Rec		1	\$647.27	\$647.27
Summer 2021								
Cliff	Klenke	1299	WFD048B	Solder Requalification				\$323.64
Aaron	Sargent			Thomson Cohort Supervision		4*	\$10.00	\$40.00
Todd	Vacek			Thomson Cohort Supervision		27*	\$10.00	\$270.00
* \$10.00 per 1/2 hour session								
Fall 2021								
Kirk	Pearson	3149	SPCH295JXX	Leadership Forum - Jo Davless		3	\$510.00	\$1,530.00
Kirk	Pearson			Curriculum Development				\$600.00
Kirk	Pearson	3150	SPCH295SXX	Leadership Institute - Stephenson		3	\$510.00	\$1,530.00
Kirk	Pearson			Curriculum Development				\$600.00
Michael	Skwara			Coordinator, Learning Mgmt Services				\$1,760.57
Laura	Watson			Chair, Library Services				\$1,760.57
Jeremy	Monigold	3748	PERS011MCC	Smartphone Basics		2	\$25.00	\$50.00
Athletics								
Joe	Kulligoski			Assistant Men's Basketball Coach				\$4,500.00
Luke	Norman			Men's Basketball Coach				\$7,500.00
Pete	Norman			Golf Coach				\$3,750.00
Lindsay	Stodden			Volleyball Coach				\$7,500.00
Luke	Norman	3308	PHYD124VM	Theory of Football Coaching		2	\$563.00	\$1,126.00
Luke	Norman	3316	PHYD221VM	Physical Fitness II		2	\$563.00	\$1,126.00
Luke	Norman	3314	PHYD220CXX	Team Sport Basketball		1.4	\$563.00	\$788.20
Luke	Norman	3306	PHYD121VM	Physical Fitness I		1.8	\$563.00	\$1,013.40
Luke	Norman	3307	PHYD121DC	Physical Fitness I		1.8	\$563.00	\$1,013.40
Pete	Norman	3319	PHYD227VM	Sports Officiating		2	\$660.22	\$1,320.44
Pete	Norman	3302	PHYD111VM	Intro to Physical Education		2	\$660.22	\$1,320.44
Pete	Norman	3318	PHYD226VM	Theory of Basketball Coaching		2	\$660.22	\$1,320.44
Jennifer	Smith-Norman	3320	PHYD239N	Body Mechanics/Yoga		1.8	\$573.00	\$1,031.40
Danielle	Walker	3656	HLTH112Y1A	Health		1	\$660.22	\$660.22
Danielle	Walker	3658	HLTH212DC	First Aid		2	\$660.22	\$1,320.44
Blake	Becke			Women's Basketball Coach				\$7,500.00
Joshua	Bost			Esports Coach				\$2,000.00
Roger	Fegan			Baseball Coach				\$7,500.00
Beth	Groshans			Assistant Volleyball Coach				\$4,500.00
Nathaniel	Hegge			Assistant Cross Country Coach				\$4,500.00
Kyle	Marcum			Esports Coach				\$2,000.00
Brittany	Petrelli			Cross Country Coach				\$7,500.00
Tyler	Spinnato			Esports Coach				\$2,000.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
HSS/FA								
Dagny	Brandt			Youth Choir Director				\$1,750.00
Brandon	Lamm			Orchestra Director				\$1,750.00
Bill	Petersen			Big Band Director				\$1,750.00
Heidi	Spotts-Manthey			Chorale Director				\$1,750.00
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$750.00
Heidi	Spotts-Manthey			Chamber Singers Accompanist				\$1,500.00
Heidi	Spotts-Manthey			Royal Scots Accompanist				\$1,500.00
Scott	Stitch			Concert Band Director				\$1,750.00
Kevyn-Ann	Sutter			Part-Time Forensics Coach				\$2,250.00
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00
Lenie	Adolphson	3418	HIST143Y1	US History I		3	\$568.00	\$1,704.00
Lenie	Adolphson	3419	HIST144Y1	US History II		3	\$568.00	\$1,704.00
Lenie	Adolphson			Curriculum Development for HIST143				\$400.00
Lenie	Adolphson			Curriculum Development for HIST144				\$400.00
Colette	Binger	3110	PSY262HB	Human Growth/Development		3	\$573.00	\$1,719.00
Thompson	Brandt	3095	HUMA104N	Intro to Humanities		3	\$660.22	\$1,980.66
Thompson	Brandt	3501	MUS268Y1A	Music of the USA		3	\$660.22	\$1,980.66
Thompson	Brandt	3502	MUS268Y1B	Music of the USA		3	\$660.22	\$1,980.66
Dana	Dillard	3611	PSY161DC	Intro to Psychology		3	\$563.00	\$1,689.00
Dana	Dillard	3612	PSY161DCB	Intro to Psychology		3	\$563.00	\$1,689.00
Alex	Jansen	3610	ART118HB	Graphic Design I		3	\$660.22	\$1,980.66
Adam	Moderow	3160	RDG083A	College Rdg Foundations		3	\$573.00	\$1,719.00
Adam	Moderow	3161	RDG120A	College Rdg Strategies		3	\$573.00	\$1,719.00
Elizabeth	Niesman	3135	COMM084VMA	Basic Written Communication		3	\$573.00	\$1,719.00
Heidi	Spotts-Manthey	3093	MUS267Y1A	Intro to Music		3	\$573.00	\$1,719.00
Scott	Stitch	3277	MUS154VM	Aural Skills I		1	\$573.00	\$573.00
Scott	Stitch	3276	MUS161VM	Theory I		3	\$573.00	\$1,719.00
Loretta	Swanson	3146	ART110Y1	Intro to Art		3	\$573.00	\$1,719.00
Loretta	Swanson	3148	ART219HBN	Modern Art		3	\$573.00	\$1,719.00
Loretta	Swanson	3147	HUMA104Y1	Intro to Humanities		3	\$573.00	\$1,719.00
Laura	Early	3114	HUMA104Y1B	Intro to Humanities		3	\$1,320.43	\$3,961.29
Sam	Fiorenza			Writing Center		2	\$1,320.43	\$2,640.86
Julie	Hartman-Linck			Assessment Mentor		3	\$1,320.43	\$3,961.29
Chelsea	Martinez	3128	PSY162Y1	Child Psychology		1	\$1,320.43	\$1,320.43
Chelsea	Martinez			HLC Assurance Argument		2	\$1,320.43	\$2,640.86
Kathrine	Perkins			Coordinator of Transitional Communication		3	\$1,320.43	\$3,961.29
Kathrine	Perkins			Writing Center		2	\$1,452.47	\$2,904.94
Paul	Rabideau	3275	PSY272A	Human Growth/Dev		3	\$1,320.43	\$3,961.29
Jami	Spencer	3381	LTRE097Y1A	Rdg, Writing, Reasoning		1	\$1,320.43	\$1,320.43
Jami	Spencer			Writing Center		2	\$1,320.43	\$2,640.86
James	Yeager	3285	SPCH191VMD	Fund of Speech Comm		3	\$1,320.43	\$3,961.29
James	Yeager			Coordinator of Mass Comm		3	\$1,452.47	\$4,357.41

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Applied Music								
Dagny	Brandt			Applied Music Major - Voice				\$1,200.00
Jody	Brubaker			Applied Music Major - Voice				\$800.00
John	Hartman			Applied Music Major - Guitar				\$800.00
Brandon	Lamm			Applied Music Major - Strings				\$200.00
Bill	Petersen			Applied Music Minor - Winds				\$200.00
Bill	Petersen			Applied Music Major - Winds				\$400.00
Scott	Stitch			Applied Music Major - Percussion				\$400.00
Renee	Schultz			Applied Music Major - Winds				\$400.00
Nadia	Wirchnianski			Applied Music Minor - Piano				\$2,000.00
MAC Lab								
Roberta	Andrews		MATHY6	MAC Lab		2	\$510.00	\$1,020.00
Roberta	Andrews		MATHY2	MAC Lab		2	\$510.00	\$1,020.00
Roberta	Andrews		MATH058A	MAC Lab		2	\$510.00	\$1,020.00
Kristi	Fransen		MATHM1	MAC Lab		2.5	\$505.00	\$1,262.50
Nancy	Luepke		MATHD1	MAC Lab		2	\$515.00	\$690.10*
Nancy	Luepke		MATHF1	MAC Lab		2	\$515.00	\$865.20*
Nancy	Luepke		MATH066A	Basic Algebra		2	\$515.00	\$515.00*
Ellen	McGinnis		MATHA1	MAC Lab		2	\$515.00	\$1,030.00
Ellen	McGinnis		MATHE1	MAC Lab		2	\$515.00	\$865.20*
Ellen	McGinnis		MATHD1	MAC Lab		2	\$515.00	\$865.20*
Ellen	McGinnis		MATHC1	MAC Lab		2	\$515.00	\$1,030.00
Mark	Miller		MATHC1	MAC Lab		2	\$568.00	\$1,136.00
Mark	Miller		MATHY4	MAC Lab		2	\$568.00	\$1,136.00
Chad	Pals	3641	MATH166DC	College Algebra		4	\$563.00	\$2,252.00
Kathy	Sleezer		MATHG1	MAC Lab		2	\$568.00	\$761.12*
Don	Tresemmer		MATH055A	Basic Math		2	\$515.00	\$1,030.00
Natural Science/Math								
Steve	Curran	3167	GEOL132A	Portion of Natural Hazards		0.8	\$1,320.43	\$1,056.35
David	Esch	3409	PHYS143VM	Portion of Gen Physics I		1.88	\$1,320.43	\$2,482.41
Karla	Giuffre	3463	BIOL117Y2	Nutrition		3	\$1,320.43	\$3,961.29
Karla	Giuffre	3459	BIOL213A	Portion of A&P I		2.55	\$1,452.47	\$3,703.80
Tony	Grahame	3481	BIOL213N	Portion of A&P I		0.65	\$1,320.43	\$858.28
Martin	Hilberg	3598	MATH134VMB	Portion of Statistics		1.62	\$1,320.43	\$2,112.69
Steve	Mihina	3395	MATH250VM	Portion of Analytic Geom/Calc		0.8	\$1,320.43	\$1,056.35
Juliet	Moderow	3466	BIOL116Y2	Portion of Intro to Ecology		0.65	\$1,320.43	\$858.28
Mark	Rasmussen	3546	MATH166B	Portion of College Algebra		2	\$1,320.43	\$2,640.86
John	Sullivan	3309	CHEM120Y1	Portion of Elem Gen Chem		1.355	\$1,320.43	\$1,789.19
Jim	Dole	3170/ 3172	NSCI133N134N	Intro to Astronomy w/Lab		3	\$573.00	\$1,719.00
Jim	Dole	3171	NSCI133NX	Intro to Astronomy w/Lab		1.9	\$573.00	\$1,088.70
John	Giuffre	3402	BIOL120N	Foundations of A&P		4	\$563.00	\$2,252.00
John	Giuffre	3452	BIOL120NX	Foundations of A&P Lab		1.9	\$563.00	\$1,069.70

*Pro rated based on enrollment

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Success Center								
Wes	Bertram	3085	LIBS199VMG	FYES		2	\$660.22	\$1,320.44
Stephanie	Eymann	3086	LIBS199VMH	FYES		2	\$660.22	\$1,320.44
Caroline	Gluffre		Success Center			TBD	\$22.87	TBD
Leanne	Grahame		Success Center			TBD	\$24.03	TBD
Anthony	Musso	3079	LIBS199HBC	FYES		2	\$660.22	\$1,320.44
Liz	Niesman	3081	LIBS199VMC	FYES		2	\$573.00	\$1,146.00
Liz	Niesman	3084	LIBS199VMF	FYES		2	\$573.00	\$1,146.00
Liz	Niesman	3091	LIBS199Y1B	FYES		2	\$573.00	\$1,146.00
Liz	Niesman		Success Center			TBD	\$26.75	TBD
Monica	Pierce	3088	LIBS199VMP	FYES		1	\$1,452.47	\$1,452.47
Sam	Schaible	3090	LIBS199Y1A	FYES		2	\$660.22	\$1,320.44
Vicki	Schulz	3082	LIBS199VMD	FYES		2	\$660.22	\$1,320.44
Kathy	Sleezer		Success Center			TBD	\$26.51	TBD
Michael	Thrumann		Success Center			TBD	\$22.87	TBD
Amanda	Venhuizen	3083	LIBS199HBA	FYES		2	\$660.22	\$1,320.44
Shawn	Vlad	3089	LIBS199HBB	FYES		2	\$660.22	\$1,320.44
Danielle	Walker	3080	LIBS199VMG	FYES		2	\$660.22	\$1,320.44
Upward Bound								
Constance	Taylor	3074	MATH066AXX	Basic Algebra I		2	\$510.00	\$1,020.00
Constance	Taylor	3075	MATH067AXX	Basic Algebra II		2	\$510.00	\$1,020.00
Don	Tresemer	3643	MATH090AXX	Int. Algebra I		2	\$515.00	\$1,030.00
Don	Tresemer	3644	MATH091AXX	Int. Algebra II		2	\$515.00	\$1,030.00
Leanne	Grahame			Trio-Project Succeed Tutor		TBD	\$23.80	TBD
Constance	Taylor			Trio-Project Succeed Tutor		TBD	\$23.80	TBD
Don	Tresemer			Trio-Project Succeed Tutor		TBD	\$23.80	TBD
Business/Technology								
Kayla	Clark			COSMETOLOGY LAB - P/T Instructor		TBD	\$26.78	TBD
Carol	Engelkens			OFFICE TECHNOLOGY LAB - P/T Instructor		TBD	\$27.04	TBD
Nina	Harn			COSMETOLOGY LAB - P/T Instructor		TBD	\$26.51	TBD
Denise	Johnson			OFFICE TECHNOLOGY LAB - P/T Instructor		TBD	\$30.08	TBD
Christine	McDermet			COSMETOLOGY LAB - P/T Instructor		TBD	\$25.73	TBD
Dorie	Oloff			OFFICE TECHNOLOGY LAB - P/T Instructor		TBD	\$27.04	TBD
Lindsay	Vinnedge			COSMETOLOGY LAB - P/T Instructor		TBD	\$26.51	TBD
		3435/3		A+ Certification / Security+				
Jeffrey	Cowman	437	INFT282/286	Certification		3.9	\$510.00	\$1,989.00
Joseph	DeParasis	3235	EQUI117HBN	Equine Physiology		3	\$573.00	\$1,719.00
Joseph	DeParasis	3236	EQUI145HB	Stable Management I		2	\$573.00	\$1,146.00
				Observation/Guldance Yng				
Ashley	Harms	3343	ECE126Y1	Child		3	\$563.00	\$1,689.00
Thomas	Harrison	3185	BUSN125HB	Math Of Business		3	\$515.00	\$1,545.00
Thomas	Harrison	3186	BUSN125Y2	Math Of Business		3	\$515.00	\$1,545.00
Thomas	Harrison	3188	MATH111C	Technical Math		3	\$515.00	\$1,545.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Marissa	Hurlbert	3243	111HBN	Equine Massage I		2.9	\$505.00	\$1,464.00
Kristin	Piper	3543	ITHC201HBN	Medical Coding		4	\$490.00	\$1,960.00
Kristin	Piper			Curriculum Development		1	\$490.00	\$490.00
Cynthia	Runte	3344	ECE205HBN	Intro to Infant/Toddler Care		3.95	\$515.00	\$2,034.25
Peggy	Tell	3339	ECE124A	Literature for Young Children		3	\$568.00	\$1,704.00
Donald	Tresemmer	3483	MATH111A	Technical Math		3	\$515.00	\$1,545.00
Brandi	Widmer	3251	EQUI107HB	Equine Health Care I		2.9	\$515.00	\$1,493.50
Brandi	Widmer	3252	EQUI131HB	Horse Shoeing		1.45	\$515.00	\$746.75
Brandi	Widmer	3253	EQUI137HB	Riding I		2.9	\$515.00	\$1,493.50
Amy	Chamberlin			Part-time Instruction Supervision				\$396.15
Amy	Chamberlin			Part-time Instruction Supervision				\$264.09
Jeremy	Monigold			Part-time Instruction Supervision				\$132.09
Jennifer	Alderman	3739	ACCT213Y2	Financial Accounting		1.6	\$1,320.43	\$2,112.69
Jennifer	Alderman	3195	ACCT214Y2	Managerial Accounting		1.4	\$1,320.43	\$1,848.60
						1.4	\$1,452.47	\$2,033.46
Jennifer	Alderman	3196	ACCT220Y1	Quickbooks Accounting		1.6	\$1,452.47	\$2,323.95
						0.4	\$1,584.51	\$633.80
Jennifer	Alderman			Curriculum Development		1.2	\$1,584.51	\$1,901.41
Amy	Chamberlin			Cosmetology Classes		3	\$1,320.43	\$3,961.29
						3	\$1,452.47	\$4,357.41
						1.03	\$1,584.51	\$1,632.05
Justin	Ebert	3331	AGOC140HB	Ag Equip Maint		1.7	\$1,320.43	\$2,244.73
Justin	Ebert	3728	AGOC299Y2	Ag Capstone Experience		0.1	\$1,320.43	\$132.04
Justin	Ebert	3338	OCED290B	Work Pl Exp-AG		0.4	\$1,320.43	\$528.17
Justin	Ebert	3332	AGOC143HB	Eval of Lg Animals		0.8	\$1,320.43	\$1,056.34
						0.36	\$1,452.47	\$522.89
Justin	Ebert	3330	AGOC127HB	Forage Production		1	\$1,452.47	\$1,452.47
Justin	Ebert	3337	AGOC287HB	Precision Farming Tech		1.64	\$1,452.47	\$2,382.05
						2.26	\$1,584.51	\$3,580.99
Joseph	Grove	3743	BUSN121Y2	Intro To Business		3	\$1,320.43	\$3,961.29
Jeremy	Monigold	3487	INFT180DC	Intro to Info Systems		2.7	\$1,320.43	\$3,565.16
Jeremy	Monigold	3439	INFT145Y1	Beginning Access		0.3	\$1,320.43	\$396.13
						0.1	\$1,452.47	\$145.25
Jeremy	Monigold	3437	INFT140Y1	Beginning Excel		0.4	\$1,452.47	\$580.99
James	Palmer	3268	AUTM242VM	Autm Body Electronics		2.35	\$1,320.43	\$3,103.01
Monica	Pierce	3323	AGRI184HB	Intro to Ag Economics		0.81	\$1,320.43	\$1,069.55
Monica	Pierce	3321	AGRI160Y1	Intro to Food Science		0.6	\$1,320.43	\$792.26
Monica	Pierce	3322	AGRI184Y1	Intro to Ag Economics		0.8	\$1,320.43	\$1,056.34
Monica	Pierce	3326	AGRI188HB	Intro to Hort Science		0.79	\$1,320.43	\$1,043.14
						1.94	\$1,452.47	\$2,817.79
Aaron	Sargent	3450	MTEC151A	Intro to CNC Machining		1.5	\$1,320.43	\$1,980.65
		3451/3						
Aaron	Sargent	452	MTEC270/280	CNC Mill I/CNC Lathe I		1.5	\$1,320.43	\$1,980.65
						0.84	\$1,452.47	\$1,220.07

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Aaron	Sargent	3454/3 455/34 56	MTEC270/280/ 285	CNC Mill I, CNC Lathe I, Adv. CNC Machining		2.16 0.18	\$1,452.47 \$1,584.51	\$3,137.33 \$285.21
Aaron	Sargent	3736/3 737/37 38	MTEC270/280/ 285	CNC Mill I, CNC Lathe I, Adv. CNC Machining		1.17	\$1,548.51	\$1,853.88
Aaron	Sargent	3457	OCED290C	Work PI Exp-MTEC		0.4	\$1,548.51	\$633.80
Kristin	Stinnett	3258	AUTM124A	Fund of Electricity & Lab		0.4	\$1,320.43	\$528.17
Kristin	Stinnett	3260	AUTM138A	Autm Servicing & Lab		2.6	\$1,320.34	\$3,432.88
Todd	Vacek	3445	WELD233N	Adv. Welding Processes		1.82	\$1,320.43	\$2,403.18
Patti	Jackson	3551	NURS108AX	Phlebotomy Techniques Lab	72		\$30.00	\$2,160.00
Connie	O'Brien	3564	NURS289HB	Legal/Ethical Issues in Hlthcare	32		\$38.00	\$1,216.00
Amanda	Paulsen			Curriculum Development				\$900.00
Alicia	Kepner	3560	NURS125HB	Fund of Electronic Hlth Rec		1	\$660.22	\$660.22
Alicia	Kepner	3561	NURS125HBX	Fund of Electronic Hlth Rec Lab		2.28	\$660.22	\$1,505.31
Cassie	Mekeel	3569	NURS103BX	Portion of Pharmacology		1.34	\$1,320.43	\$1,769.38
Shelly	Morgan	3570	NURS191VMA	Portion of Fund of Nursing		3	\$1,320.43	\$3,961.21
						0.26	\$1,452.47	\$377.65
Brittany	Petrelli	3583	NURS292AX	Portion of Health/Illness II Lab		3	\$1,320.43	\$3,961.29
						0.24	\$1,452.47	\$348.60
Jessica	Schneiderman	3586	NURS292VMN	Portion of Health/Illness II		2.12	\$1,320.43	\$2,799.32
Chrissy	Senneff	3589	NURS293VMA	Portion of Psychiatric Nursing		2.68	\$1,320.43	\$3,538.76
Kay	Sperry	3584	NURS292AXX	Portion of Health/Illness II Lab		3	\$1,320.43	\$3,961.29
						1.25	\$1,452.47	\$1,815.59
Other Assignments								
Rhonda	Arends			Business Institute instructor				\$ 2,039.76

**AGENDA ITEM #IX-D-1
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

COURSE FEE CHANGES FOR SPRING 2022

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

Course	Current Fee	Proposed Fee
NURS 191	\$230	\$270
NURS 109	\$175	\$215
NURS 121	\$85	\$125

BACKGROUND: The purpose of course and miscellaneous fees is to recover the cost of instructional supplies and technology or for providing services.

The changes proposed are to include a fee for CPR training that is required for students to attend clinical. We would like to incorporate this training into the lab/class as it has been observed students are finding training difficult to find and are not getting this needed training done on time, which can affect their ability to attend clinical.

BOARD ACTION: _____

**AGENDA ITEM #X-B-1
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**HYBRID TELEWORK PROCEDURES AND GUIDELINES
PILOT PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the Hybrid Telework Procedures and Guidelines as a pilot program for the 2021-2022 academic year.

BACKGROUND: During the COVID-19 pandemic, Highland employees successfully fulfilled the responsibilities and expectations of their positions while teleworking. As employee expectations are changing about working from home, Highland is considering an ongoing option for hybrid work. A review of research conducted of the American workforce found that most employees want to work at home two to three days a week after the pandemic. In response, many organizations, including colleges and universities, are developing a telework policy to address the increasing expectations by employees to perform remote work for at least a portion of their work week. To allow for more flexibility, increase morale, and to remain competitive with other employers, a Highland work group, with input from supervisors, developed a hybrid pilot program for the 2021-2022 academic year.

The program, which applies to full-time and part-time non-union employees, provides guidelines to enforce consistent standards and expectations. A list of positions that are eligible for telework has been created with the assistance of supervisors. Eligible employees are able to telework for up to two days per week during the pilot program and will need to complete a Hybrid Telework Agreement Form with the appropriate approvals before beginning a hybrid telework arrangement. The pilot program will be evaluated prior to the end of the Spring 2022 semester to ensure that employee and organizational needs are being met.

BOARD ACTION: _____

HYBRID TELEWORK PROCEDURES AND GUIDELINES – PILOT PROGRAM FOR FALL 2021/SPRING 2022

HYBRID TELEWORK PROCEDURES AND GUIDELINES – PILOT PROGRAM FOR FALL 2021/SPRING 2022:

Highland Community College supports teleworking for non-union full-time and part-time employees (faculty are covered under the collective bargaining agreement) as a work alternative for those requesting telework under certain conditions. A Hybrid Telework arrangement is one where the employee has both an ongoing, regular telework arrangement and also works onsite. Intermittent Telework may be available for certain positions and will need to meet these same expectations. The College worksite remains the employee's official work location. In defining a telework arrangement, the employee and their supervisor evaluate the benefits and concerns of telework, identify work expectations, and clearly communicate how expectations will be met.

Intermittent Telework

Different than an ongoing schedule of Hybrid Telework, on occasion, an employee may request short-term Intermittent Telework. This may be to take care of home repair, light child care supervision, etc. Following the general guidelines below and with the approval of the supervisor, this may be permitted. Intermittent Telework is generally less than a week and often would be a single day.

Hybrid Telework

The Hybrid Telework Policy, Procedure or Agreement is not intended to alter the at-will nature of the teleworker's employment with the College. The procedure to request telework is different from the procedure to request reasonable accommodations under any applicable law, including but not limited to the Americans with Disabilities Act. If you are requesting to work from home as an ADA accommodation, please contact Human Resources. If the request is pandemic-related, other provisions may apply. Human Resources should be consulted in these instances.

Procedures

- 1) **Eligibility.** Full-time and part-time non-union employees are eligible for telework as a voluntary work alternative. The supervisor, with the assistance of Human Resources, needs to evaluate the suitability of a position prior to completing a telework arrangement. A list of positions and eligibility for telework is maintained in Human Resources. To apply for Hybrid Telework, a signed Hybrid Telework Procedure and Guideline Agreement Form must be completed, approved and on file with Human Resources prior to an employee beginning a hybrid telework schedule.

To be eligible:

- The employee has been employed by the College for at least six months*
- The nature of the job does not require the employee's physical presence (e.g. requires face-to-face contact to provide effective customer service), or when efficiency is not compromised when the employee is not present on campus.
- Supervisors may have a telework arrangement if their position is noted on the list and they go through the approval process. There may be periods where telework cannot be granted to supervisors, for example during the start of the semester.

HYBRID TELEWORK PROCEDURES AND GUIDELINES – PILOT PROGRAM FOR FALL 2021/SPRING 2022

- The change in work location does not impact productivity, customer service, operational efficiency, team duties and/or collaboration.
- The employee's performance feedback review indicates performance meets expectations and/or the employee has not received disciplinary action, is not currently on a performance improvement plan or has not demonstrated an attendance problem.
- The employee's current assignment does not require frequent supervision, direction or input from others who are on campus.
- The employee has adequate internet and phone service at their remote work site.
- Some or most of the job responsibilities can be performed away from the regular work location.

* Unless otherwise approved by the respective Vice President.

2) Work Schedule. Employees are to follow supervisor-approved work schedules. The employee and supervisor will agree on the number of days per week (maximum of two days remote), the work schedule the employee will customarily maintain, and the manner and frequency of communication. The required number of work hours will not change, and employees are responsible for reporting time worked, leave used, and for adhering to College attendance policies. Final decisions on work schedules are determined by supervisor/VP.

- Remote/Telework is not to be used in place of sick or other paid time off. The employee agrees to use available paid time off/leave time (i.e., personal, vacation, comp, sick, FMLA) when unable to fulfill their remote work assignment during working hours and agrees to notify their supervisor prior to leave time usage in accordance with College policies and procedures. Employees cannot work from an alternate work location during medical leave without their physician's written authorization.
- The employee agrees to be accessible by phone, video, or other agreed upon method within a reasonable time period during their work schedule and agrees to attend on campus or other in-person meetings, events, trainings, or conferences as instructed by their supervisor, including but not limited to department/division meetings, special events and College-wide events. Supervisors will provide a reasonable advance notice of any change to the remote work assignment.
- Work hours should typically fall within the normal work day hours. There may be exceptions when an employee needs to attend after hours work events. Exceptions should be approved by the supervisor.

3) Equipment. The College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telework arrangement on a case-by-case basis. Human Resources and the IT department will serve as resources in this matter.

- The College reserves the right to make determinations as to appropriate equipment, subject to change at any time.
- Equipment supplied by the College will be used only for business-related work and all tools and resources provided by the College shall remain the property of the College at all times. The employee agrees to protect College tools and resources and to report theft or damage immediately to their supervisor.

**AGENDA ITEM #X-B-2
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**LETTER OF SUPPORT TO THE VILLAGE OF WARREN
FOR THE IL ROUTE 78 & DOWNTOWN WARREN TIF
TERMINATION DATE EXTENSION REQUEST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves Jim Endress, Board Chairman, to provide the Village of Warren with the attached requested letter of support for the extension of the termination date of the IL Route 78 & Downtown Warren TIF for an additional 12 years.

BACKGROUND: The Village of Warren has requested the attached letter of support to Representative Andrew Chesney for their request for the extension of the termination date for the IL Route 78 & Downtown Warren TIF. According to the request from the Village of Warren, the extension would have minimal financial impact on the residents of the Village, while providing a financial tool to local businesses who are looking to make improvements to their property but may not have the means to do so. The TIF termination date extension would provide for an additional 12 years, extending the expiration from 2034 to 2046.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

September 28, 2021

Representative Andrew Chesney
Illinois State Representative 89th District
50 W Douglas St
Stewart Centre, Suite 1001
Freeport, IL 61032

RE: Letter of Support for Village of Warren Termination Date Extension Request

Dear Representative Chesney,

In 2011, the Village of Warren, Illinois adopted the necessary ordinances to establish the IL Route 78 & Downtown Warren Tax Increment Financing Redevelopment Project and Plan pursuant to the Illinois Tax Increment Allocation Redevelopment Act (the "TIF Act"), 65 ILCS 5/11-74.4-1, *et seq.* In accordance with the TIF Act, the IL Route 78 & Downtown Warren TIF District is set to expire in 2034.

Although the IL Route 78 & Warren Downtown TIF has already facilitated the completion of numerous public and private redevelopment projects, an extension of its termination date would allow for the completion of critically important projects and foster the continued success and implementation of the original goals and objectives of the redevelopment plan.

Two primary objectives of the IL Route 78 and Downtown Warren TIF redevelopment plan are to provide for 1) new investment and redevelopment that will preserve or enhance the value of properties within and adjacent to the Project Area, improving the real estate and sales tax base of the Village and other taxing districts; and 2) a strong, vital downtown achieved through retaining businesses and adding new businesses, destination locations, anchor components, developments, and improvements.

The Village of Warren has utilized the TIF revenue generated to assist existing local businesses, attract new businesses, and to fill empty storefronts. To date, the Village has reimbursed over \$210,000 in TIF revenues to local businesses, which has resulted in private investment of over \$2.5 million, along with the rehabilitation of buildings with new businesses.

It is for the above reasons the Village seeks to extend the life of the IL Route 78 & Downtown Warren TIF District for an additional 12 years beyond its current termination date, for a total of 35 years, resulting in a final termination date of December 31, 2046.

Representative Andrew Chesney
September 28, 2021
Page 2

Highland Community College and the Village share a common interest in providing the community and the continued success of the IL Route 78 & Downtown Warren TIF redevelopment plan. We fully support the Village's request for a 12-year extension of the IL Route 78 & Downtown Warren TIF and join in its request for your help in seeking approval of such an extension in the State Legislature. Please do not hesitate to contact me with any questions.

Sincerely,

James G. Endress, Chair
Board of Trustees

**AGENDA ITEM #X-B-3
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**LETTER OF SUPPORT TO THE VILLAGE OF STOCKTON
FOR THE IL ROUTE 20/DOWNTOWN STOCKTON TIF
TERMINATION DATE EXTENSION REQUEST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves Jim Endress, Board Chairman, to provide the Village of Stockton with the attached requested letter of support for the extension of the termination date of the IL Route 20/Downtown Stockton TIF for an additional 12 years.

BACKGROUND: The Village of Stockton has requested the attached letter of support to Representative Andrew Chesney for their request for the extension of the termination date for the IL Route 20/Downtown Stockton TIF. According to the request from the Village of Stockton, the extension would have minimal financial impact on the residents of the Village, while providing a financial tool to local businesses who are looking to make improvements to their property but may not have the means to do so. The TIF termination date extension would provide for an additional 12 years, extending the expiration from 2029 to December 31, 2041.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

September 28, 2021

Representative Andrew Chesney
 Illinois State Representative 89th District
 50 W Douglas St
 Stewart Centre, Suite 1001
 Freeport, IL 61032

RE: Letter of Support for Village of Stockton Route 20/Downtown Stockton TIF
 Termination Date Extension Request

Dear Representative Chesney,

In 2005, the Village of Stockton, Illinois created and adopted the necessary ordinances to establish the IL Route 20/Downtown Stockton TIF District pursuant to the Illinois Tax Increment Allocation Redevelopment Act (the "TIF Act"), 65 ILCS 5/11-74.4-1, *et seq.* In accordance with the TIF Act, the IL Route 20/Downtown Stockton TIF District is set to expire on December 31, 2029.

Although the IL Route 20/Downtown Stockton TIF has already facilitated the completion of numerous public and private redevelopment projects, an extension of its termination date would allow for the completion of critically important projects and foster the continued success and implementation of the original goals and objectives of the redevelopment plan.

Two primary objectives of the IL Route 20/Downtown Stockton TIF redevelopment plan are to provide for 1) new investment and redevelopment that will preserve or enhance the value of properties within and adjacent to the Project Area, improving the real estate and sales tax base of the Village and other taxing districts; and 2) a strong, vital downtown achieved through retaining businesses and adding new businesses, destination locations, anchor components, developments, and improvements.

The Village of Stockton has utilized the TIF revenue generated to assist existing local businesses, attract new businesses, and to fill empty storefronts. To date, the Village has reimbursed TIF revenues to local businesses, which has resulted in private investment of \$3,641,226, along with the rehabilitation of buildings with new businesses.

It is for the above reasons the Village seeks to extend the life of the IL Route 20/Downtown Stockton TIF District for an additional 12 years beyond its current termination date, for a total of 35 years, resulting in a final termination date of December 31, 2041.

Representative Andrew Chesney
September 28, 2021
Page 2

Highland Community College and the Village share a common interest in providing the community and the continued success of the IL Route 20/Downtown Stockton TIF redevelopment plan. We fully support the Village's request for a 12-year extension of the IL Route 20/Downtown Stockton TIF and join in its request for your help in seeking approval of such an extension in the State Legislature. Please do not hesitate to contact me with any questions.

Sincerely,

James G. Endress, Chair
Board of Trustees

**AGENDA ITEM #X-C-1
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
STUDENT ACCOUNTS SPECIALIST, TECHNICAL SUPPORT
REVISED JOB DESCRIPTION/JOB TITLE
COORDINATOR, STUDENT ACCOUNTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Student Accounts Specialist, Technical Support and the revised job description/job title for the Coordinator, Student Accounts, both with placement at range 22 on the Highland Salary Range Table. These are full-time, non-exempt classified positions and are included in the FY22 budget.

BACKGROUND: The incumbent in the Student Accounts Specialist I position resigned in June 2021. The position was a part-time position working 25-28 hours per week. The Accounting department, which includes Student Accounts, was previously staffed at 4.70 full-time equivalent (FTE). As a result of budget reductions in FY16, staffing was reduced to 3.70 FTE. In order to maintain adequate coverage in the Cashier's Office, segregate duties in relation to accounting functions, and properly maintain the billing and payment applications software module, TouchNet, the part-time Student Accounts Specialist I position is being archived and replaced with the full-time Student Accounts Specialist, Technical Support position. The main focus of the position will be to serve as the point person for TouchNet by maintaining the platform, researching upgrades and new functionality, testing, maintaining production data, and recommending implementation of applications. In addition to assisting with student accounts, this position will also handle the purchasing process and the procurement card process.

The job title for the Student Accounts Specialist II is being revised to Coordinator, Student Accounts to signify the responsibilities that the position holds in overseeing the workflow for the Cashier's Office. Revisions to the job description reflect the transfer of most of its current duties relating to TouchNet to the Student Accounts Specialist, Technical Support position. It is also being updated to reflect a change to the education requirement.

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: Student Accounts Specialist, Technical Support*

GENERAL STATEMENT OF RESPONSIBILITIES: Provides technical support for the billing and payment applications software module, TouchNet, along with assistance in a wide range of financial services, including collecting and tracking of outstanding balances for student accounts, maintaining the College's purchasing procedures, and scholarship processing. Delivers outstanding customer service and support to students, parents, internal stakeholders, external vendors and Accounting department.

PRINCIPAL DUTIES: (essential functions)

- Maintains the TouchNet platform by researching upgrades and new functionality, testing, and maintaining production data. In conjunction with ITS and key users, recommends implementation of applications.
- Acts as point person for TouchNet applications. This involves maintaining user accounts, troubleshooting, communicating changes, training, documenting processes and procedures, reporting incidents/concerns to appropriate individuals, and providing advanced support for resolving issues.
- Edits and processes incoming purchase orders.
- Ensures that proper procedures and applicable purchasing laws are followed in purchasing materials and services.
- Maintains the College's Procurement Card Program. Reconciles and prepares monthly payment.
- Enters waivers, exemptions, and third party billing vouchers.
- Processes scholarships including posting, maintaining database, and reconciliation.
- Processes student refunds for financial aid disbursements. Prepares financial aid billings.
- Assists with and testing and processing of 1098-T Tuition Statements.
- Aids with student receivable accounts in the State of Illinois Local Debt Recovery Program.
- Assists with the College's unclaimed property process by contacting individuals and maintaining records.
- Balances, records and posts daily receipts, including credit card transactions.
- Maintains cash on hand, petty cash, and prepares bank deposits.
- Answers questions and resolves issues for students, employees and others in person, via telephone or email, providing excellent customer service support.
- Provides support services such as cashing personal checks, providing cash boxes, selling stamps and special events tickets.
- Works with credit card machine vendor and IT to ensure machines are functioning.
- Operates a credit card swipe terminal.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
Knowledge of computer operations and software applications.

Knowledge of installation, testing and evaluation processes in relation to new and upgraded applications.
Knowledge of customer and personal service principles.
Knowledge of accounts payable and purchasing practices.
Knowledge of College policies and procedures and external regulations pertaining to student and non-student accounts receivable.
Knowledge, understanding and compliance with Federal and state privacy laws related to students.
Knowledge of major administrative or educational computer systems, preferably TouchNet and Banner.
Knowledge of utilizing data to make informed decisions.

Skill in operating computers and software applications.
Skill in effectively identifying, prioritizing, resolving, documenting and communicating operational issues.
Skill in handling cash and in maintaining systems with past due accounts.
Skill in thinking creatively and incorporating best practices into action.
Skill in planning, organizing, coordinating and performing work where numerous and diverse demands are involved.
Skill in responding professionally, effectively and efficiently to customer service requests.
Skill in communicating effectively, both orally 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 sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Associate's degree in Accounting, Business, IT and two (2) years office or accounts receivable/payable experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Manager, Accounting

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3202

JOB SERIES/FAMILY: Financial and Accounting Series/Accounting Group

ADOPTED: 09/28/21 *[Pending Board Approval]

Highland Community College Position Description

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

TITLE: ~~Coordinator, Student Accounts Specialist-II*~~

GENERAL STATEMENT OF RESPONSIBILITIES: ~~To coordinate Handles activities related to the current and past due student accounts receivables and supports the College's application software, TouchNet Online Bill Pay.~~ For internal purposes, this position will be responsible for non-student accounts receivable, petty cash, and other billings.

PRINCIPAL DUTIES: (essential functions)

- Answers questions and resolves issues for students and others related to student account balances, ~~both~~ in person, via telephone, or email, providing excellent customer service support.
- ~~Acts as point person for TouchNet Online Bill Pay. This involves testing, troubleshooting, training, documenting processes and procedures, reporting incidents/concerns to appropriate individuals, and providing advanced support for resolving issues.~~
- Oversees workflow of the Cashier's Office ~~through training, delegation and review of assignments and constructive feedback of the Student Accounts Specialist while working in collaboration with Student Accounts Specialist, Technical Support.~~
- Processes student refunds for financial aid disbursements.
- Completes fiscal, calendar year, and monthly processes such as reconciling third party vendor accounts, unreturned bookstore rentals, financial aid accounts billed through the Cashier's Office, and Illinois Local Debt Recovery and collection accounts to ensure compliance. Assists with processing 1098-T Tuition Statements.
- Enters waivers, exemptions, and third party billing vouchers. Builds new exemptions/waivers in Banner as necessary.
- In collaboration with appropriate departments, facilitates tuition due dates and attends drop meetings. Communicates deadline dates on schedules/statements and creates and maintains payment plans in the system.
- Generates electronic monthly E-bills and manually bills third party vendors, applies late fees and financial holds on past due accounts and manages past due accounts through the Illinois Local Debt Program or the collection agency.
- Works with third party vendors to setup contracts for payment of tuition/books, completes third party book vouchers for use in bookstore, and bills third party vendors each semester.
- Receipts money for both student and non-student accounts receivable.
- Maintains cash on hand, petty cash, and prepares bank deposits.
- Provides support services such as cashing personal checks, providing cash boxes, selling stamps and special events tickets.
- Operates a credit card swipe terminal.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of computer operations and software applications.
Knowledge of customer and personal service principles.
Knowledge of bookkeeping practices and principles.
Knowledge of College policies and procedures pertaining to student and non-student accounts receivable.
Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in operating computers and software applications.
Skill in effectively identifying, prioritizing, resolving, documenting and communicating operational issues.
Skill in organizing, coordinating, assigning and monitoring work flow and project activities.
Skill in efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.
Skill in responding professionally, effectively and efficiently to customer service requests.
Skill in communicating effectively.
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 sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: ~~High school diploma, with~~ Associate's degree in Accounting or Business ~~preferred~~ and two (2) years office or accounts receivable experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Manager, Accounting

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3205

JOB SERIES/FAMILY: Financial and Accounting Series/Accounting Group

LAST REVISED: [02/19/1909/28/21](#) *[Pending Board Approval]

**AGENDA ITEM #X-D-1
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

2021-2022 BUDGET

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the adoption of the 2021-2022 budget.

BACKGROUND: On September 28, 2021, a public hearing on the 2021-2022 Budget was declared and held in accordance with State law. The attached budget, as compared to the FY22 Tentative Budget, includes changes in the Operating Funds, Operations and Maintenance, Restricted Fund, Auxiliary Enterprises Funds, Restricted Funds, and Liability, Protection, and Settlement Funds for changes in state and federal grant funding, changes in tuition revenue, changes in local revenue, and known and estimated changes in operating costs.

BOARD ACTION: _____

The Board of Trustees of Highland Community College formally adopted the Fiscal Year 2022 budget with the following Resolution:

RESOLUTION PROVIDING FOR ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022 BY BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND THE STATE OF ILLINOIS.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board, and

WHEREAS, said budget in tentative form has been made conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, on September 28, 2021, a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District as required by law, and all other legal requirements have been complied with,

WHEREAS, the State of Illinois, in 110 ILCS 805/3-20.3, provides for the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes,

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board as follows:

That the following Annual Budget, which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes of each item and amount needed for each object or purpose, be and the same hereby is adopted as the Budget of said College District for said fiscal year beginning July 1, 2021, and ending June 30, 2022, and that the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes.

Page 2

(A true, complete and correct copy of such budget is attached to and made a part of the minutes of this meeting.)

Board action: _____

A copy of the adopted budget is enclosed.

Secretary, Board of Trustees

Chair, Board of Trustees

**2021-2022 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATING FUNDS**

	Educational Fund			Operations and Maintenance Fund			Operating Funds
	Final Budget	Tentative Budget	Increase (Decrease)	Final Budget	Tentative Budget	Increase (Decrease)	Net Inc/Dec
REVENUE							
Local							
Resources	\$5,965,333	\$5,840,333	\$125,000	\$1,430,447	\$1,430,447	\$0	\$125,000
State	1,226,008	1,241,008	(15,000)	184,879	184,879	0	(15,000)
Federal	55,000	55,000	0	0	0	0	0
Tuition	4,410,000	4,650,500	(240,500)	0	0	0	(240,500)
Other	379,176	379,226	(50)	111,150	110,850	300	250
Totals	\$12,035,517	\$12,166,067	(\$130,550)	\$1,726,476	\$1,726,176	\$300	(\$130,250)
EXPENSES BY OBJECT							
Salaries	\$9,103,519	\$9,009,218	\$94,301	\$596,215	\$596,215	\$0	\$94,301
Employee							
Benefits	2,141,296	2,147,531	(6,235)	170,989	170,989	0	(6,235)
Contractual	736,211	729,853	6,358	129,372	129,372	0	6,358
Materials	685,550	680,978	4,572	180,807	180,807	0	4,572
Conference	252,197	258,197	(6,000)	0	0	0	(6,000)
Fixed Charges	59,700	59,700	0	0	0	0	0
Utilities	19,374	19,374	0	639,951	639,951	0	0
Capital Outlay	49,225	50,424	(1,199)	0	0	0	(1,199)
Other	420,110	420,548	(438)	(277,754)	(277,754)	0	(438)
Federal relief, lost revenue	(988,531)	(832,922)	(155,609)	0	0	0	(155,609)
Transfer	(156,238)	(90,238)	(66,000)	0	0	0	(66,000)
TOTALS	\$12,322,413	\$12,452,663	(\$130,250)	\$1,439,580	\$1,439,580	\$0	(\$130,250)

**2021-2022 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATIONS AND MAINTENANCE,
RESTRICTED FUND**

**Operations & Maintenance, Restricted
Fund**

	<u>Final Budget</u>	<u>Tentative Budget</u>	<u>Net Inc/Dec</u>
<u>REVENUE</u>			
Local Govt Sources	<u>\$921,000</u>	<u>\$921,000</u>	<u>\$0</u>
Totals	<u>\$921,000</u>	<u>\$921,000</u>	<u>\$0</u>

EXPENSES BY OBJECT

Contractual Service:	\$182,800	\$182,800	\$0
Capital Outlay	<u>4,798,078</u>	<u>4,889,871</u>	<u>(91,793)</u>
TOTALS	<u>4,980,878</u>	<u>5,072,671</u>	<u>(\$91,793)</u>

**2021-2022 BUDGET
CHANGES FROM TENTATIVE BUDGET
AUXILIARY ENTERPRISES FUND**

Auxiliary Enterprises Fund			
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Activity Fee	\$478,000	\$478,000	\$0
Bookstore			
Sales	450,000	450,000	-
Athletics	41,040	41,040	-
Other	123,166	123,166	-
Totals	<u>\$1,092,206</u>	<u>\$1,092,206</u>	<u>\$0</u>
<u>EXPENSES BY OBJECT</u>			
Salaries	\$322,617	\$322,217	\$400
Employee			
Benefits	33,313	33,313	-
Contractual	92,984	92,984	-
Materials	611,419	611,419	-
Fixed Costs	14,109	14,109	-
Utilities	600	600	-
Conference and Meeting	311,963	311,963	-
Capital	32,265	32,265	-
Other	25,738	25,738	-
Federal relief, lost revenue	(413,108)	(419,859)	6,751
Transfers	(64,000)	(65,000)	1,000
TOTALS	<u>967,900</u>	<u>959,749</u>	<u>8,151</u>

**2021-2022 BUDGET
CHANGES FROM TENTATIVE BUDGET
RESTRICTED PURPOSE FUNDS**

	Restricted Purpose Funds		
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
State	\$501,871	\$506,411	(\$4,540)
Federal	7,889,942	8,041,626	(151,684)
Other	<u>1,821,391</u>	<u>1,578,891</u>	<u>242,500</u>
Totals	<u>\$10,213,204</u>	<u>\$10,126,928</u>	<u>\$86,276</u>
<u>EXPENSES BY OBJECT</u>			
Salaries	\$1,180,551	\$1,121,503	\$59,048
Employee			
Benefits	270,047	261,493	\$8,554
Contractual	755,993	704,293	51,700
Materials	255,853	248,452	7,401
Conference	121,038	125,305	(4,267)
Fixed Charges	26,758	26,196	562
Utilities	4,152	4,152	-
Capital	815,170	1,013,077	(197,907)
Financial Aid	4,711,745	4,952,395	(240,650)
Other	1,811,103	1,526,088	285,015
Federal relief, lost revenue	(137,651)	(117,971)	(19,680)
Transfers	<u>180,438</u>	<u>115,438</u>	<u>65,000</u>
TOTALS	<u>\$9,995,197</u>	<u>\$9,980,421</u>	<u>\$14,776</u>

**2021-2022 BUDGET
CHANGES FROM TENTATIVE BUDGET
LIABILITY, PROTECTION, SETTLEMENT FUND**

Liability, Protection, Settlement Fund			
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Local Govt Sources	<u>\$1,225,000</u>	<u>\$1,225,000</u>	<u>\$0</u>
Totals	<u>\$1,225,000</u>	<u>\$1,225,000</u>	<u>\$0</u>
 <u>EXPENSES BY OBJECT</u>			
Salaries	\$330,801	\$330,801	\$0
Employee Benefits	312,950	312,950	0
Contractual	387,425	387,425	0
Materials & Supplies	9,100	9,100	0
Conference	15,974	15,974	0
Utilities	4,000	4,000	0
Fixed Charges	<u>218,063</u>	<u>207,374</u>	<u>10,689</u>
	<u>\$1,278,313</u>	<u>\$1,267,624</u>	<u>\$10,689</u>



**HIGHLAND
COMMUNITY
COLLEGE**

**BUDGET
2021-2022**

**HIGHLAND COMMUNITY COLLEGE
OPERATING FUND BUDGET**

REVENUE	Adopted Budget 2020-2021	Proposed Budget 2021-2022		Increase (Decrease)
		Amount	Percent	
Local Governmental Sources	\$6,920,321	\$7,395,780	53.7%	\$475,459
State Governmental Sources	1,447,851	1,410,887	10.3%	(36,964)
Federal Governmental Sources	55,000	55,000	0.4%	-
Student Tuition and Fees	4,918,500	4,410,000	32.0%	(508,500)
Other Sources	<u>749,140</u>	<u>490,326</u>	<u>3.6%</u>	<u>(258,814)</u>
Total Revenue	<u>\$14,090,812</u>	<u>\$13,761,993</u>	<u>100.0%</u>	<u>(\$328,819)</u>
Revenue Percentage Increase				-2.3%
<u>EXPENDITURES</u>				
Salaries	9,503,314	9,699,734	70.5%	\$196,420
Fringe Benefits	2,334,662	2,312,285	16.8%	(22,377)
Contractual Services	841,053	865,583	6.3%	24,530
General Materials & Supplies	878,686	866,357	6.3%	(12,329)
Conference & Meeting Expense	201,583	252,197	1.8%	50,614
Fixed Charges	61,740	59,700	0.4%	(2,040)
Utilities	655,851	659,325	4.8%	3,474
Capital Outlay	40,375	49,225	0.4%	8,850.00
Other	169,500	142,356	1.0%	(27,144)
Federal relief lost revenue	-	(988,531)	-7.2%	(988,531)
Transfers	<u>(595,952)</u>	<u>(156,238)</u>	<u>-1.1%</u>	<u>439,714</u>
Total Expenditures	<u>\$14,090,812</u>	<u>\$13,761,993</u>	<u>100.0%</u>	<u>(\$328,819)</u>
Expenditure Percentage Increase				-2.3%
FY2022 Revenues in Excess of Expenses		<u>\$0</u>		

**HIGHLAND COMMUNITY COLLEGE
INSTRUCTION**

The narrative on pages 2 through 10 includes comparisons of the 2020-2021 budget to the 2021-2022 budget. It should be noted that 2020-2021 actual results for particular line items may vary from the amount budgeted. Actual 2020-2021 results are reported in the annual financial report. The impact of COVID-19 on the 2021-2022 budget has been estimated and incorporated to the best of our ability.

The 2021-2022 budget includes actual salaries and benefits of new employees and estimates for those positions for which searches were or will be underway during the year. Contractual salaries and benefits are included, as well. For 2021-2022, the College's cost for employee medical insurance premiums increased by about 2.3%.

To more efficiently budget for conference & meeting expense, one centralized budget center is being used in the 2021-2022 budget. In prior years, using a decentralized system, the amount budgeted for conference & meeting expense has been under utilized by at least 25% per year. The new budget center is classified under academic support. All college departments can access the funds per this budget process.

Total instruction costs are budgeted to decrease \$60,615. Salaries include full-time, part-time, and summer instruction, as well as overload.

INSTRUCTION: PROGRAM TOTAL	Adopted Budget 2020-2021	Proposed Budget 2021-2022	Proposed Increase (Decrease)
Salaries	\$6,081,762	\$ 6,066,458	(\$15,304)
Employee Benefits	1,162,020	1,123,769	(38,251)
Contractual Services	91,195	100,966	9,771
General Materials & Supplies	226,360	205,730	(20,630)
Conference & Meeting Expense	16,678	16,992	314
Fixed Charges	11,000	7,000	(4,000)
Capital Outlay	33,022	40,682	7,660
Utilities	700	774	74
Other	<u>2,483</u>	<u>2,234</u>	<u>(249)</u>
Total Instruction	<u>\$7,625,220</u>	<u>\$ 7,564,605</u>	<u>(\$60,615)</u>

HUMANITIES DIVISION

Salaries	\$1,453,791	\$1,514,928	\$61,137
Employee Benefits	231,769	226,386	(5,383)
Contractual Services	18,320	28,912	10,592
General Materials & Supplies	31,853	37,053	5,200
Conference & Meeting Expense	5,446	5,664	218
Capital Outlay	21,175	27,872	6,697
Other	1,685	<u>2,086</u>	<u>401</u>
Total Humanities Division	<u>\$1,764,039</u>	<u>\$1,842,901</u>	<u>\$78,862</u>

Instruction Continued

	Adopted Budget 2020-2021	Proposed Budget 2021-2022	Proposed Increase (Decrease)
<u>SOCIAL SCIENCE DIVISION</u>			
Salaries	\$482,755	\$516,022	\$33,267
Employee Benefits	84,119	86,868	2,749
General Materials & Supplies	<u>800</u>	<u>800</u>	<u>0</u>
Total Social Science Division	<u>\$567,674</u>	<u>\$603,690</u>	<u>\$36,016</u>

NATURAL SCIENCE AND HEALTH DIVISION

Salaries	\$2,017,680	\$2,151,216	\$133,536
Employee Benefits	405,085	430,917	25,852
Contractual Services	6,745	2,730	(4,015)
General Materials & Supplies	84,372	88,982	4,610
Conference & Meeting Expense	6,467	6,726	259
Utilities	700	774	74
Capital Outlay	11,581	11,581	0
Other	<u>33</u>	<u>63</u>	<u>30</u>
Total Natural Science and Health Division	<u>\$2,532,643</u>	<u>\$2,692,989</u>	<u>\$160,346</u>

BUSINESS AND TECHNOLOGY DIVISION

Salaries	\$1,731,733	\$1,529,730	(\$202,003)
Employee Benefits	356,903	305,618	(51,285)
Contractual Services	22,630	5,824	(16,806)
General Materials & Supplies	106,321	74,127	(32,194)
Conference & Meeting Expense	4,765	4,248	(517)
Fixed Charges	11,000	7,000	(4,000)
Capital Outlay	169	729	560
Other	<u>855</u>	<u>75</u>	<u>(780)</u>
Total Business and Tech Division	<u>\$2,234,376</u>	<u>\$1,927,351</u>	<u>(\$306,805)</u>

Instruction Continued

	Adopted Budget <u>2020-2021</u>	Proposed Budget <u>2021-2022</u>	Proposed Increase <u>(Decrease)</u>
<u>TRANSITIONAL MATH</u>			
Salaries	\$207,668	\$202,567	(\$5,101)
Employee Benefits	22,425	24,888	2,263
General Materials & Supplies	532	532	0
Conference & Meeting Expense	<u>0</u>	<u>0</u>	<u>0</u>
Total Transitional Math	<u>\$230,625</u>	<u>\$227,787</u>	<u>(\$2,838)</u>
<u>INSTRUCTIONAL ADMINISTRATION</u>			
Salaries	\$188,135	\$151,995	(\$36,140)
Employee Benefits	61,739	49,292	(12,447)
Contractual Services	43,500	63,500	20,000
General Materials & Supplies	2,482	4,236	1,754
Conference & Meeting Expense	0	354	354
Capital Outlay	97	500	403
Other	<u>0</u>	<u>10</u>	<u>10</u>
Total Instructional Administration	<u>\$295,953</u>	<u>\$269,887</u>	<u>(\$26,066)</u>

**HIGHLAND COMMUNITY COLLEGE
ACADEMIC SUPPORT**

Total academic support costs are budgeted to increase \$3,180. At the time the budget was being prepared, travel was anticipated to resume to more normal levels, creating an increase in the conference and meeting line item.

	Adopted Budget 2020-2021	Proposed Budget 2021-2022	Proposed Increase (Decrease)
<u>AUDIO VISUAL SERVICES</u>			
Salaries	\$42,496	\$43,347	\$851
Employee Benefits	8,285	8,414	129
Contractual Services	10,521	9,021	(1,500)
General Materials & Supplies	6,210	9,910	3,700
Capital Outlay	<u>134</u>	<u>134</u>	<u>0</u>
Total Audio Visual Services	<u>\$67,646</u>	<u>\$70,826</u>	<u>\$3,180</u>
<u>LIBRARY SERVICES</u>			
Salaries	\$262,670	\$250,268	(\$12,402)
Employee Benefits	87,187	76,091	(11,096)
Contractual Services	940	940	0
General Materials & Supplies	77,969	81,409	3,440
Conference & Meeting Expense	681	708	27
Capital Outlay	<u>1,000</u>	<u>1,900</u>	<u>900</u>
Total Library Services	<u>\$430,447</u>	<u>\$411,316</u>	<u>(\$19,131)</u>
<u>LEARNING ASSISTANCE CENTER</u>			
Salaries	\$289,006	\$294,283	\$5,277
Employee Benefits	67,757	72,743	4,986
Contractual Services	19,000	19,800	800
General Materials & Supplies	12,204	7,286	(4,918)
Capital Outlay	<u>0</u>	<u>13</u>	<u>13</u>
Total Learning Assistance Center	<u>\$387,967</u>	<u>\$394,125</u>	<u>\$6,158</u>
<u>ACADEMIC SUPPORT ADMINISTRATION</u>			
Conference & Meeting Expense	<u>\$57,000</u>	<u>\$82,000</u>	<u>25,000</u>
TOTAL ACADEMIC SUPPORT	<u>\$943,060</u>	<u>\$958,267</u>	<u>\$15,207</u>

**HIGHLAND COMMUNITY COLLEGE
STUDENT DEVELOPMENT**

Student development includes admissions and records, financial aid, recruitment and retention, academic advising, student activities, and counseling and career information. Student development costs are budgeted to increase a total of \$115,075. In 2021, salaries from this area were allocated to federal relief funding, which is no longer available for this purpose.

<u>STUDENT DEVELOPMENT</u>	Adopted Budget 2020-2021	Proposed Budget 2021-2022	Proposed Increase (Decrease)
Salaries	\$783,731	\$893,637	\$109,906
Employee Benefits	282,549	288,030	5,481
Contractual Services	29,359	28,748	(611)
General Materials & Supplies	23,166	26,076	2,910
Fixed Charges	7,100	4,550	(2,550)
Capital Outlay	360	360	0
Other	<u>325</u>	<u>264</u>	<u>(61)</u>
TOTAL STUDENT DEVELOPMENT	<u>\$1,126,590</u>	<u>\$1,241,665</u>	<u>\$115,075</u>

**HIGHLAND COMMUNITY COLLEGE
PUBLIC SERVICES**

The public services budget includes off-campus credit offerings as well as non-credit courses and seminars, and the Business Institute. Public services costs are budgeted to decrease by \$3,780. The transfer in is from the Restricted Purposes fund.

<u>PUBLIC SERVICES</u>	<u>Adopted Budget 2020-2021</u>	<u>Proposed Budget 2021-2022</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$206,764	\$252,544	\$45,780
Employee Benefits	25,567	36,897	11,330
Contractual Services	169,793	183,993	14,200
General Materials & Supplies	29,611	24,811	(4,800)
Conference & Meeting Expense	40,100	44,100	4,000
Fixed Charges	9,760	14,270	4,510
Utilities	-	1,200	1,200
Other	5,100.00	5,100	0
Transfers	-	<u>(80,000)</u>	<u>(80,000)</u>
TOTAL PUBLIC SERVICES	<u>\$486,695</u>	<u>\$482,915</u>	<u>(\$3,780)</u>

**HIGHLAND COMMUNITY COLLEGE
GENERAL ADMINISTRATION**

General administration includes the office of the President, the business office, community relations, human resources, payroll, and the board secretary. Total general administration costs are budgeted to increase \$110,505.

<u>GENERAL ADMINISTRATION</u>	Adopted Budget 2020-2021	Proposed Budget 2021-2022	Proposed Increase (Decrease)
Salaries	\$836,049	\$872,043	\$35,994
Employee Benefits	220,238	260,136	39,898
Contractual Services	106,079	101,920	(4,159)
General Materials & Supplies	219,900	226,160	6,260
Conference & Meeting Expense	16,640	23,125	6,485
Fixed Charges	460	460	0
Capital Outlay	859	1,136	277
Other	3,511	4,261	750
Transfer	<u>(25,000)</u>	<u>0</u>	<u>25,000</u>
TOTAL GENERAL ADMINISTRATION	<u>\$1,378,736</u>	<u>\$1,489,241</u>	<u>\$110,505</u>

**HIGHLAND COMMUNITY COLLEGE
INSTITUTIONAL SUPPORT**

Institutional support includes general college-wide activities and services such as legal services, telephone, postage, fleet vehicles, printing, data processing, facilities usage and special promotions. The institutional support costs are budgeted to decrease by \$545,288. The decrease is due primarily to the federal relief lost revenue funds in the amount of \$988,531.

Scholarships, grants, and waivers includes athletics waivers, student memberships to the YMCA, discounted dual credit and the College's portion of the Top Scholar award.

<u>INSTITUTIONAL SUPPORT</u>	Adopted Budget <u>2020-2021</u>	Proposed Budget <u>2021-2022</u>	Proposed Increase <u>(Decrease)</u>
Salaries	\$396,878	\$430,939	\$34,061
Employee Benefits	276,716	275,216	(1,500)
Contractual Services	284,590	290,823	6,233
General Materials & Supplies	102,661	104,168	1,507
Conference & Meeting Expense	70,484	85,272	14,788
Fixed Charges	33,420	33,420	0
Utilities	17,400	17,400	0
Capital Outlay	5,000	5,000	0
Other	72,550	40,751	(31,799)
Federal relief lost revenue	-	(988,531)	(988,531)
Transfer	<u>(496,191)</u>	<u>(76,238)</u>	<u>419,953</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$763,508</u>	<u>\$218,220</u>	<u>(\$545,288)</u>
 <u>SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS</u>			
Other	<u>\$450,000</u>	<u>\$367,500</u>	<u>(\$82,500)</u>

**HIGHLAND COMMUNITY COLLEGE
OPERATION AND MAINTENANCE OF PLANT**

The increase of \$40,077 for the operations and maintenance of plant is primarily due to the reduction in transfers in from other funds.

<u>OPER. & MAINT. OF PLANT</u>	Adopted Budget <u>2020-2021</u>	Proposed Budget <u>2021-2022</u>	Proposed Increase <u>(Decrease)</u>
Salaries	\$603,958	596,215	(\$7,743)
Employee Benefits	204,343	170,989	(33,354)
Contractual Services	129,576	129,372	(204)
General Materials & Supplies	180,605	180,807	202
Conference & Meeting Expense	-	-	-
Utilities	637,751	639,951	2,200
Other	(281,969)	(277,754)	4,215
Transfers	<u>(74,761)</u>	<u>0</u>	<u>74,761</u>
TOTAL OPER. AND MAINT. OF PLANT	<u>\$1,399,503</u>	<u>\$1,439,580</u>	<u>\$40,077</u>



**OFFICIAL
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	24.8%
Back Taxes	2,643,729	708,142	3,351,871	24.4%
Corporate Personal Property Replacement Tax	<u>625,000</u>	-	625,000	<u>4.5%</u>
Total Local Government	<u>\$ 5,965,333</u>	<u>\$ 1,430,447</u>	<u>\$ 7,395,780</u>	<u>53.7%</u>
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 Career/Tech Education	128,361	-	128,361	0.9%
ICCB Other	-	-	-	0.0%
Total State Government	<u>\$ 1,226,008</u>	<u>\$ 184,879</u>	<u>\$ 1,410,887</u>	<u>10.3%</u>
FEDERAL GOVERNMENT SOURCES				
Financial aid	55,000	-	55,000	0.4%
Indirect Costs	-	-	-	0.0%
Total Federal Government	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>	<u>0.4%</u>
STUDENT TUITION AND FEES				
Tuition	3,780,055	-	3,780,055	27.5%
Fees	629,945	-	629,945	4.6%
Total Tuition and Fees	<u>\$ 4,410,000</u>	<u>\$ -</u>	<u>\$ 4,410,000</u>	<u>32.0%</u>
OTHER SOURCES				
Facilities Rental	21,000	90,850	111,850	0.9%
Interest on Investments	7,000	-	7,000	0.1%
Other Revenue	351,176	20,300	371,476	2.7%
Total Other Sources	<u>\$ 379,176</u>	<u>\$ 111,150</u>	<u>\$ 490,326</u>	<u>3.6%</u>
Total 2021-2022 Budgeted Revenue	<u>\$ 12,035,517</u>	<u>\$ 1,726,476</u>	<u>\$ 13,761,993</u>	<u>100.0%</u>

HIGHLAND COMMUNITY COLLEGE
Summary of 2021-2022
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	\$7,564,605	-	\$7,564,605	55.0%
Academic Support	958,267	-	958,267	7.0%
Student Services	1,241,665	-	1,241,665	9.0%
Public Services	562,915	-	562,915	4.1%
Oper./Maint. of Plant	-	1,439,580	1,439,580	10.5%
General Administration	1,489,241	-	1,489,241	10.8%
Institutional Support	1,282,989	-	1,282,989	9.3%
Transfers	(156,238)	-	(156,238)	-1.1%
Federal relief, lost revenue	(988,531)	-	(988,531)	-7.2%
Scholarships, Grants, Waivers	367,500	-	367,500	2.7%
Total 2021-2022 Budgeted Expenditures	\$ 12,322,413	\$ 1,439,580	\$ 13,761,993	100.0%
BY OBJECT:				
Salaries	\$9,103,519	596,215	\$9,699,734	70.5%
Employee Benefits	2,141,296	170,989	2,312,285	16.8%
Contractual Services	736,211	129,372	865,583	6.3%
General Materials and Supplies	685,550	180,807	866,357	6.3%
Conferences and Meetings	252,197	-	252,197	1.8%
Fixed Charges	59,700	-	59,700	0.4%
Utilities	19,374	639,951	659,325	4.8%
Capital Outlay	49,225	-	49,225	0.4%
Other	420,110	(277,754)	142,356	1.0%
Federal relief, lost revenue	(988,531)	-	(988,531)	-7.2%
Transfers	(156,238)	-	(156,238)	-1.1%
Total 2021-2022 Budgeted Expenditures	\$ 12,322,413	\$ 1,439,580	\$ 13,761,993	100.0%

HIGHLAND COMMUNITY COLLEGE
2021-2022 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 6,066,458	
Employee Benefits	1,123,769	
Contractual Services	100,966	
General Materials and Supplies	205,730	
Conference and Meetings	16,992	
Fixed Charges	7,000	
Capital Outlay	40,682	
Utilities	774	
Other	<u>2,234</u>	
Total Instruction		\$7,564,605
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 587,898	
Employee Benefits	157,248	
Contractual Services	29,761	
General Materials and Supplies	98,605	
Conferences and Meetings	82,708	
Capital Outlay	<u>2,047</u>	
Total Academic Support		958,267
<u>STUDENT SERVICES</u>		
Salaries	\$ 893,637	
Employee Benefits	288,030	
Contractual Services	28,748	
General Materials and Supplies	26,076	
Fixed Charges	4,550	
Capital Outlay	360	
Other	<u>264</u>	
Total Student Services		1,241,665

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

PUBLIC SERVICES

Salaries	\$	252,544
Employee Benefits		36,897
Contractual Services		183,993
General Materials and Supplies		24,811
Conferences and Meetings		44,100
Fixed Charges		14,270
Utilities		1,200
Other		<u>5,100</u>

Total Public Services \$ 562,915

GENERAL ADMINISTRATION

Salaries	\$	872,043
Employee Benefits		260,136
Contractual Services		101,920
General Materials and Supplies		226,160
Conferences and Meetings		23,125
Fixed Charges		460
Capital Outlay		1,135
Other		<u>4,262</u>

Total General Administration 1,489,241

INSTITUTIONAL SUPPORT

Salaries	\$	430,939
Employee Benefits		275,216
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		40,751
Federal relief, lost revenue		<u>(988,531)</u>

Total Institutional Support 294,458

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Other	\$	<u>367,500</u>
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Total Scholarships, Grants, & Waivers \$ 367,500

Transfers (156,238)

Total Educational Fund \$12,322,413

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 Operation & Maintenance of Plant		 1,439,580
 Transfers		 -
 Total Operations and Maintenance Fund		 <u>\$ 1,439,580</u>

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 Revenue		<u>\$ 921,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	182,800	
Capital Outlay	<u>4,798,078</u>	
Total Institutional Support		4,980,878
Transfers		-
Total Operations and Maintenance, Restricted Fund		<u>\$ 4,980,878</u>

2021-2022 Auxillary 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	\$ 322,617	
Employee Benefits	33,313	
Contractual Services	92,984	
General Materials and Supplies	611,419	
Conferences & Meetings	311,963	
Fixed Charges	14,109	
Utilities	600	
Capital Outlay	32,265	
Other	25,738	
Federal relief, lost revenue	<u>(413,108)</u>	
Total Student Services		1,031,900
Transfers		<u>(64,000)</u>
Total Auxiliary Enterprises Fund		<u>\$ 967,900</u>

2021-2022 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 330,801	
Employee Benefits	312,950	
Contractual Services	387,425	
General Materials and Supplies	9,100	
Conferences & Meetings	15,974	
Fixed Charges	218,063	
Utilities	4,000	
	<hr/>	
Total Expenditures		<u>\$ 1,278,313</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 Revenue		<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 Revenue		<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 Expenditures		<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>131,865</u>	
		\$ 501,871
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 7,840,258	
Other Federal Sources	<u>49,684</u>	
		7,889,942
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 592,000	
Investment Revenue	19,346	
Nongovernmental Gifts, Grants	891,319	
Other Revenue	<u>318,726</u>	
		<u>1,821,391</u>
Grand Total		<u>\$ 10,213,204</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 and Supplies	68,625	
Conference and Meetings	40,305	
Capital Outlay	89,405	
Other	<u>93,455</u>	
		\$ 763,227

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

ACADEMIC SUPPORT

Contractual Services	47,892
General Materials and Supplies	6,220
Conferences and Meetings	<u>2,500</u>

Total Academic Support

56,612

STUDENT SERVICES

Salaries	\$ 335,532
Employee Benefits	104,816
Contractual Services	6,816
General Materials and Supplies	86,116
Conference and Meetings	34,054
Capital Outlay	2,500
Other	<u>85,136</u>

Total Student Services

\$ 654,970

PUBLIC SERVICES

Salaries	\$ 64,405
Employee Benefits	4,545
Contractual Services	15,500
General Materials and Supplies	25,740
Conference and Meetings	13,898
Fixed Charges	26,108
Utilities	4,152
Capital Outlay	3,610
Other	<u>9,290</u>

Total Public Services

167,248

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

GENERAL ADMINISTRATION

Salaries	\$	281,266
Employee Benefits		39,282
Contractual Services		93,986
General Materials and Supplies		66,102
Conference and Meetings		29,981
Fixed Charges		650
Capital Outlay		719,655
Other		<u>1,622,572</u>

Total General Administration

\$ 2,853,494

INSTITUTIONAL SUPPORT

Salaries	\$	82,534
Employee Benefits		28,799
Contractual Services		549,834
General Materials and Supplies		3,050
Conference and Meetings		300
Other		650
Federal relief, lost revenue		<u>(137,651)</u>

Total Institutional Support

527,516

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	\$	79,947
Financial Aid		<u>4,711,745</u>

Total Scholarships, Grants & Waivers

4,791,692

Transfers

180,438

Total Restricted Purposes Fund

\$ 9,995,197

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	3,731,551	2,002,786	4,725,092	1,129,535
Budgeted Revenues	12,035,517	1,726,476	921,000	1,092,206
Budgeted Expend.	12,478,651	1,439,580	4,980,878	1,031,900
Budgeted Transfers to Other Funds	56,600			
Budgeted Transfers from Other Funds	212,838			64,000
Budgeted Ending Bal.	\$3,444,655	\$2,289,682	\$665,214	\$1,253,841

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$877,588	\$861	\$363,135	\$10,338,286	\$816,153
Budgeted Revenue	10,213,204	49,000	1,225,000	45,000	1,803,550
Budgeted Expend.	9,814,759	49,000	1,278,313	5,200	1,753,550
Budgeted Transfers to Other Funds	208,038			39,800	
Budgeted Transfers from Other Funds	27,600				
Budgeted Ending Bal.	\$1,095,595	\$861	\$309,822	\$10,338,286	\$866,153

The Official Budget, which is accurately summarized in this document, was approved by the Board on September 28, 2021.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #X-D-2
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

**LEASE AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
THE FAMILY YMCA OF NORTHWEST ILLINOIS FOR OCCUPANCY OF THE
CHILD CARE AND TRAINING CENTER**

RECOMMENDATION OF THE PRESIDENT: It is the recommendation of the President that the Board of Trustees approves the attached lease agreement with the Family YMCA of Northwest Illinois for occupancy of the Child Care and Training Center at the following monthly rates:

Time Period	Amount per Month
July 1, 2021 – June 30, 2022 (FY22)	\$908
July 1, 2022 – June 30, 2023 (FY23)	\$925
July 1, 2023 – June 30, 2024 (FY24)	\$945

BACKGROUND: The recommendation provides for the renewal of the lease agreement with the YMCA for a three-year period. The lease includes maintenance of the structural parts of the building, the parking lots, driveways, and sidewalks, plumbing infrastructure, and electrical and HVAC systems. The YMCA is responsible for 90% and HCC 10% of certain utilities and maintenance. The YMCA is responsible for 100% of utilities, custodial supplies and services, and telephone and computer services and equipment.

BOARD ACTION: _____

***Highland Community College and YMCA
Child Care and Training Center Agreement***

This Lease Agreement (this "Lease") is effective July 1, 2021, by and between Highland Community College ("HCC"), and Family YMCA of Northwest Illinois ("YMCA"). The parties agree as follows:

WHEREAS, HCC and the YMCA initially entered into a lease/use agreement for the building located at 2998 W. Pearl City Road, Freeport, Illinois 61032 on May 2, 2001; and,

WHEREAS, HCC and the YMCA have amended the lease on four prior occasions and the parties have been satisfied with the working relationship between the parties; and,

WHEREAS, HCC has requested execution of a new lease agreement reflecting the nature of the relationship on a going-forward basis. Now therefore it is herein agreed as follows:

PREMISES. HCC, in consideration of the lease payments provided in this Lease and of the covenants and agreements to be performed by YMCA as set forth herein, leases to YMCA Child Care and Training Center located on the Campus of Highland Community College (the "Premises") located at 2998 W. Pearl City Road, Freeport, Illinois 61032.

LEGAL DESCRIPTION. A depiction of the Premises is attached as *Exhibit A* hereto. Either party, as its option, may at its own expense cause a legal description of the Premises to be prepared, and such legal description shall be incorporated into this Lease, subject to reasonable objection of the other party.

TERM. The lease term will begin on July 1, 2021 and will terminate on June 30, 2024.

LEASE PAYMENTS. YMCA shall pay to HCC lease payments as indicated in the following table, payable on the first day of each month to HCC at 2998 W. Pearl City Road, Freeport, IL 61032, which address may be changed from time to time by the HCC.

Time Period	Amount per Month
July 1, 2021 – June 30, 2022	\$908
July 1, 2022 – June 30, 2023	\$925
July 1 2023- June 30, 2024	\$945

POSSESSION. YMCA shall be entitled to continue possession on the first day of the term of this Lease, and shall yield possession to HCC on the last day of the term of this Lease, unless otherwise agreed by both parties in writing or in the event of earlier termination as provided herein. At the expiration of the term, YMCA shall remove its goods and effects and peaceably yield up the Premises to HCC in as good a condition as when delivered to YMCA, ordinary wear and tear excepted.

USE OF PREMISES. YMCA may use the Premises only for the provision of child care and related services. The Premises may be used for any other purpose only with the prior written consent of HCC, which shall not be unreasonably withheld. YMCA shall notify HCC of any anticipated extended absence from the Premises not later than the first day of the extended absence.

HCC will have preferred use of all observation areas (rooms 18, 23, 29, and 24 on Exhibit A), and one drop off/classroom (room 33 on Exhibit A). HCC will have shared use of the staff lounge (room 5 on Exhibit A) corridors, and restrooms.

Use of shared areas and specific areas will be outlined in attachment and be reviewed on an annual basis. See *Exhibit A*.

PARKING. YMCA shall be entitled to parking privileges as consistent with HCC Campus parking regulations.

PROPERTY INSURANCE. HCC shall obtain and maintain a comprehensive fire and extended coverage and casualty insurance policy on the premises with a reputable insurance company, insuring the premises against any damage by fire or other casualty in an amount and on terms which are acceptable to HCC. HCC shall be the named insured on the policy and shall receive all payments in the event of a loss and YMCA shall have no interest therein.

HCC and YMCA shall each procure and maintain at their own expense insurance on the contents and tangible personal property owned by each party which are in the subject premises.

LIABILITY INSURANCE. YMCA shall maintain comprehensive general liability insurance on the Premises in an amount not less than \$1,000,000.00, combined single limit per occurrence. On an annual basis, YMCA shall deliver certificates of insurance, or at HCC's option, copies of insurance policies to HCC as proof that adequate insurance is in force issued by companies reasonably satisfactory to HCC. HCC shall receive sixty (60) days advance written notice from the insurer prior to any termination of such insurance policies. HCC shall be named as an additional insured on all such policies.

RENEWAL TERMS. This Lease may be renewed by YMCA for an additional one (1) year period by providing written evidence to HCC no later than 120 days prior to the expiration of the current term. In the event of such renewal, all terms hereof shall remain in full force and effect.

TERMINATION. YMCA may terminate this lease upon 180 days prior notice in the event that YMCA determines, in good faith and in its reasonable judgment, that YMCA's continued operations upon the Premises are not economically feasible. It is understood that this right to termination shall *not* constitute a right to termination for convenience, and that such right shall accrue only in the event that YMCA can clearly demonstrate the economic unfeasibility of its continuing operations on the Premises. In the event of Termination under this section, YMCA shall be liable for rental payments pro-rated through the date of termination, in addition to any other costs or charges incurred through

the date of termination.

OBLIGATIONS. HCC's obligations for maintenance shall include:

- the roof, outside walls, and other structural parts of the building
- the parking lot, driveways, and sidewalks
- snow and ice removal up to 20 feet away from the entrances to the building
- the sewer, water pipes, and other matters related to plumbing
- the electrical wiring and systems
- the HVAC system
- all other items of maintenance not specifically delegated to YMCA under this Lease.

YMCA's obligations for maintenance shall include:

- reasonable and customary cleanliness
- all custodial supplies, services, and equipment
- snow and ice removal within 20 feet from the entrances to the building

COST SHARING. YMCA shall be responsible for 90% and HCC shall be responsible for 10% of charges for the following utilities and services. HCC shall arrange and pay for the following utilities and services in connection with the Premises subject to the YMCA's obligation to reimburse it for 90% of the costs for said services:

- electricity
- water and sewer
- maintenance services performed by a contractor
- refuse disposal
- maintenance supplies
- Campus computer system wiring

YMCA shall be responsible for 100% of charges for the following utilities and services. YMCA shall arrange and make payment for the following utilities and services in connection with the Premises:

- custodial services
- custodial supplies
- telephone service
- administrative computers and equipment for child care

Any changes to above in this section must be agreed to in writing by YMCA and HCC.

DESTRUCTION OR CONDEMNATION OF PREMISES. If, other than through the acts or omissions of the YMCA's employees and/or agents, the Premises are partially destroyed by fire or other casualty to an extent that prevents the conducting of YMCA's use of the Premises in a normal manner, and if the damage is reasonably repairable within sixty days after the occurrence of the destruction, HCC shall repair the Premises and a just proportion of the lease payments shall abate during the period of the repair according to the extent to which the Premises have been rendered untenable. However, if the damage is (a) not repairable within sixty days; (b) if HCC is prevented from repairing the damage by forces beyond HCC's control; or (c) if the property is condemned, this Lease shall terminate upon twenty days' written notice of such event or condition by either party and any unearned rent paid in advance by YMCA shall be apportioned and refunded to it.

YMCA shall give HCC immediate notice of any damage to the Premises, but in no event longer than 24 hours from the date of damage or incident. If the premises are damaged due to the negligent acts or omissions of the YMCA's employees and/or agents, the lease payments shall not abate during any period of repair or as a result of condemnation.

DEFAULTS. YMCA shall be in default of this Lease if YMCA fails to fulfill any lease obligation or term by which YMCA is bound. Subject to any governing provisions of law to the contrary, if YMCA fails to cure any financial obligation within 30 days after written notice of such default is provided by HCC to YMCA, HCC may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing HCC's rights to damages. In the alternative, HCC may elect to cure any default and the cost of such action shall be added to YMCA's financial obligations under this Lease. YMCA shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by HCC by reason of YMCA's defaults. All sums of money or charges required to be paid by YMCA under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

In the event of a default by HCC, YMCA shall give HCC thirty (30) days' written notice of the default and if HCC fails to cure the default within said time period, YMCA shall have all remedies available under the terms of this Lease or Illinois law. In the event of such default by HCC, HCC shall pay all costs, damages and expenses (including reasonable attorney's fees and costs) suffered by YMCA by reason of the HCC default.

CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

REMODELING OR STRUCTURAL IMPROVEMENTS. YMCA shall have the obligation to conduct any construction or remodeling (at YMCA's expense) that may be required to use the Premises as specified above. YMCA may also construct such fixtures on the Premises (at YMCA's expense) that appropriately facilitate its use for such purposes. Such construction shall be undertaken and such fixtures may be erected only with the prior written consent of the HCC which shall not be unreasonably withheld. YMCA shall not install awnings or advertisements on any part of the Premises without HCC's prior written consent. At the end of the lease term, YMCA shall be entitled to remove (or at the request of HCC shall remove) such fixtures, and shall restore the Premises to substantially the same condition of the Premises at the commencement of this Lease. Costs associated with approved remodeling or constructions will be the obligation of the YMCA unless otherwise negotiated with HCC. YMCA shall submit plans and specifications for HCC's approval prior to carrying out any remodeling or construction on the Premises, and shall conform with HCC's reasonable requirements for such construction, including code compliance, contractor insurance, and production of required lien waivers.

ACCESS BY HCC TO PREMISES. Subject to YMCA's consent (which shall not be unreasonably withheld), HCC shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, YMCAs or workers. However, HCC does not assume any liability for the

care or supervision of the Premises. As provided by law, in the case of an emergency, HCC may enter the Premises without YMCA's consent.

INDEMNITY REGARDING USE OF PREMISES. To the extent permitted by law, YMCA agrees to indemnify, hold harmless, and defend HCC from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which HCC may suffer or incur in connection with YMCA's possession, use or misuse of the Premises, except HCC's act or negligence.

DANGEROUS MATERIALS. YMCA shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of HCC is obtained and proof of adequate insurance protection is provided by YMCA to HCC.

COMPLIANCE WITH REGULATIONS. YMCA shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, and the fire insurance underwriters. However, YMCA shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

EMERGENCY COMMUNICATION COORDINATION. HCC and the YMCA shall coordinate communication in case of HCC and/or YMCA emergencies.

MECHANICS LIENS. Neither the YMCA nor anyone claiming through the YMCA shall have the right to file mechanics liens or any other kind of lien on the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, YMCA agrees to (1) give actual advance notice to any contractors, subcontractors or suppliers of goods, labor, or services that such liens will not be valid, and (2) take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the YMCA.

SUBORDINATION OF LEASE. This Lease is subordinate to any mortgage that now exists, or may be given later by HCC, with respect to the Premises.

ASSIGNABILITY/SUBLETTING. YMCA may not assign or sublease any interest in the Premises, nor effect a change in the majority ownership of the YMCA (from the ownership existing at the inception of this lease), nor assign, mortgage or pledge this Lease, without the prior written consent of HCC.

NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

HCC:

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

YMCA:

YMCA of Northwest Illinois
2998 W. Pearl City Road
Freeport, IL 61032

Such addresses may be changed from time to time by either party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the third day after posting.

GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Illinois.

ENTIRE AGREEMENT/AMENDMENT. This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment. During the year prior to the end of this Lease, representatives from HCC and YMCA will develop and implement continuing options for sharing the cost of operation of the premises beyond term of this lease. This agreement shall reflect and be consistent with other such agreements currently in effect between HCC and YMCA.

SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

BINDING EFFECT. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

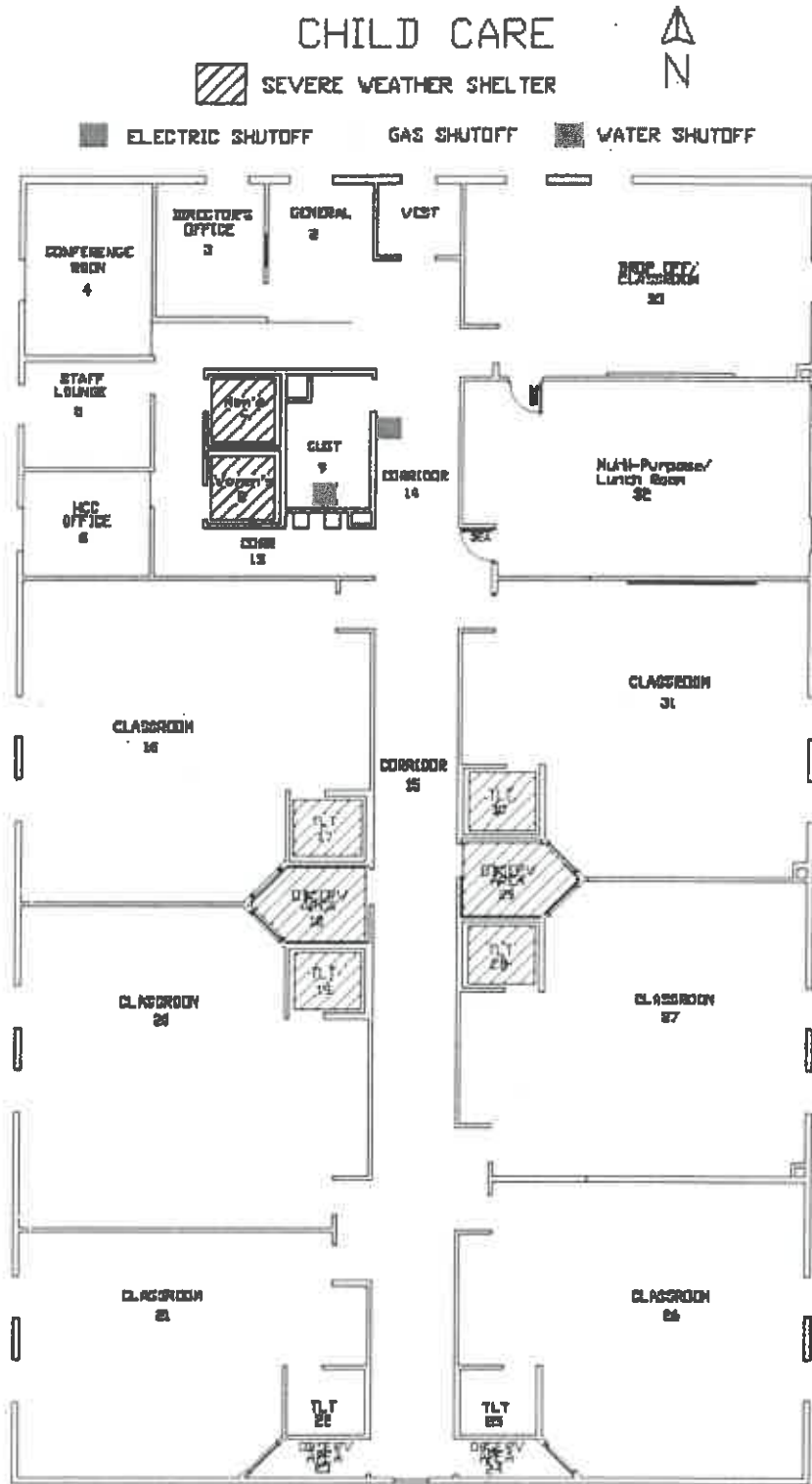
HCC:
Highland Community College

By: _____ Date: _____
Chris Kuberski
President

YMCA:
YMCA of Northwest Illinois

By: _____ Date: _____
Rich Haight
Executive Director

Exhibit A



**AGENDA ITEM #X-D-3
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the August 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 348072 through 348404 amounting to \$1,461,635.54, Automated Clearing House (ACH) debits W0000621 amounting to \$18,574.11, and Electronic Refunds of \$7,537.17, with 3 adjustments of \$3,424.57, such warrants amounting to \$1,484,322.25. Transfers of funds for payroll amounted to \$549,015.96.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$18,574.11.
Electronic Refunds are issued to students.

BOARD ACTION: _____

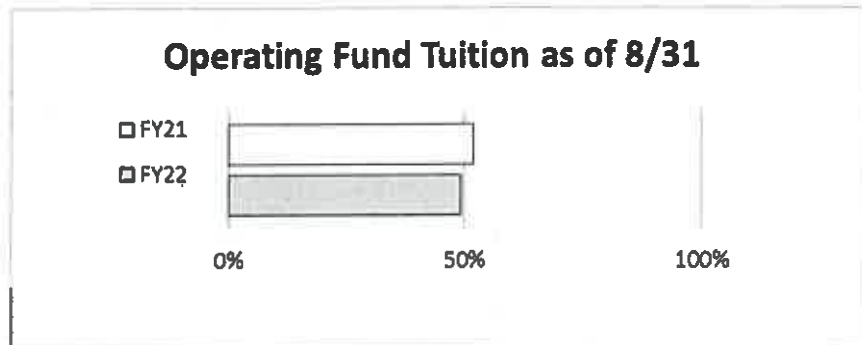
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, August 31, 2021**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$310,130.44	\$5,416.67	\$17,486.08	\$298,061.03
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	\$5,416.67	\$17,486.08	\$505,693.77
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		5,828.69	66,976.06
1017 HCC ROAD AND LOT	100,381.70	5,000.00	5,828.69	99,553.01
1018 YMCA ROAD AND LOT	94,964.41	416.67	5,828.70	89,552.38
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	\$5,416.67	\$17,486.08	\$505,693.77

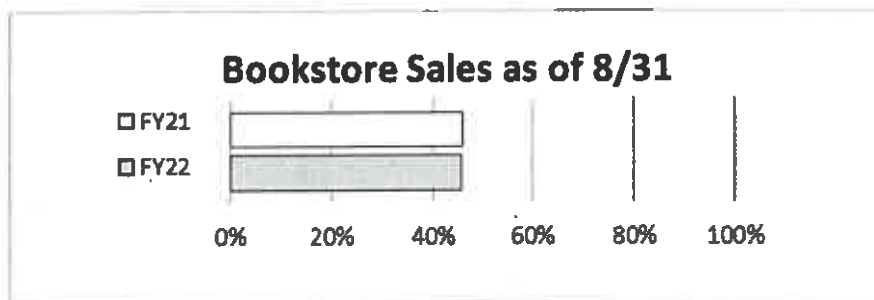
**AGENDA ITEM #XI-A
SEPTEMBER 28, 2021
HIGHLAND COMMUNITY COLLEGE BOARD
FY22**

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

- As of August 31st, we are 16.6% of the way into FY22.
- The August 31st reports include amounts from the tentative budget. The permanent budget amounts will be included in the September 30th reports.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY21 results to FY22 results as of August 31st. The FY21 bar is the year-to-date results as of August 31, 2020, divided by the actual year end results for FY21. The FY22 bar is the year-to-date results for August 31, 2021, divided by the annual budgeted amount for FY22.



The permanent budget includes a reduction in tuition revenue from the tentative budget in the amount of \$241,000 to reflect enrollment levels. Using the permanent budget amount, tuition levels would be about 52% of the amount budgeted, which is consistent with FY20.



Bookstore sales are about level at August 31, 2021, with sales as of August 31, 2020.

- **The Liability, Protection, and Settlement Fund includes costs that support the College's Risk Management Plan. This fund accounts for property, liability insurance and worker's compensation policies. Purchase orders for the annual premium amounts are included in the year-to-date expenses.**

AGENDA ITEM #XI-A
 SEPTEMBER 28, 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 August 31, 2021

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,770,780	\$834,369	12.3%
Credit Hour Grants	1,232,526	268,879	21.8%
Equalization	50,000	8,333	16.7%
ICCB Career/Tech Education	128,361	-	0.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	500,000	14,289	2.9%
Federal Sources	55,000	7,210	13.1%
Tuition & Fees	4,650,500	2,292,024	49.3%
Sales & Services	27,150	4,162	15.3%
Facilities Revenue	111,550	10,048	9.0%
Interest on Investments	7,000	135	1.9%
Non-Govt. Gifts, Grants	300,000	-	0.0%
Miscellaneous	44,376	8,463	19.1%
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Total Revenue	\$13,892,243	\$3,447,912	24.8%
<u>EXPENDITURES:</u>			
Salaries	\$9,605,433	\$1,306,819	13.6%
Employee Benefits	2,318,520	647,178	27.9%
Contractual Services	859,225	257,466	30.0%
Materials & Supplies	861,785	225,521	26.2%
Conference & Meeting	258,197	10,199	4.0%
Fixed Charges	59,700	34,029	57.0%
Utilities	659,325	639,046	96.9%
Capital Outlay	50,424	25,178	100.0%
Other Expenditures	142,794	131,703	92.2%
Federal Relief Lost Revenue	(832,922)	-	0.0%
Transfers (In) Out	(90,238)	-	0.0%
	-----	-----	-----
Total Expenditures	\$13,892,243	\$3,277,139	23.6%
Excess of Revenues Over Expenditures	\$0	\$170,773	
Fund Balance 7/1/21	5,734,337	5,734,337	
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Fund Balance 8/31/21	\$5,734,337	\$5,905,110	

AGENDA ITEM #XI-A
 SEPTEMBER 28, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent

Local Taxes	\$921,000	\$115,001	12.5%
Interest		9	100.0%
Total Revenue	\$921,000	\$115,010	100.0%
EXPENDITURES:			

Contractual Services	182,800	-	0.0%
Materials & Supplies	-	128	100.0%
Capital Outlay	4,889,871	643,837	13.2%
Total Expenditures	\$5,072,671	\$643,965	12.7%
Excess of Revenues Over Expenditures	(\$4,151,671)	(\$528,955)	
Fund Balance 7/1/21	\$4,725,092	\$4,725,092	
Fund Balance 8/31/21	\$573,421	\$4,196,137	

AGENDA ITEM #XI-A
 SEPTEMBER 28, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
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Tuition and Fees	\$478,000	\$250,605	52.4%
Bookstore Sales	450,000	206,042	45.8%
Athletics	41,040	3,272	8.0%
Other	123,166	8,158	6.6%
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Total Revenue	\$1,092,206	\$468,077	42.9%
EXPENDITURES:			

Salaries	\$322,217	\$33,435	10.4%
Employee Benefits	33,313	5,541	16.6%
Contractual Services	92,984	11,365	12.2%
Materials & Supplies	611,419	226,653	37.1%
Conference & Meeting	311,963	32,900	10.5%
Fixed Charges	14,109	-	0.0%
Utilities	600	600	100.0%
Capital Outlay	32,265	39,544	122.6%
Other Expenditures	25,738	5,666	22.0%
Federal Relief Lost Revenue	(419,859)	0	0.0%
Transfers	(65,000)	-	0.0%
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Total Expenditures	\$959,749	\$355,704	37.1%
Excess of Revenues Over Expenditures	\$132,457	\$112,373	
Fund Balance 7/1/21	\$1,129,535	\$1,129,535	
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Fund Balance 8/31/21	\$1,261,992	\$1,241,908	

AGENDA ITEM #XI-A
 SEPTEMBER 28, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
Vocational Education	\$140,056	\$0	0.0%
Adult Education	229,950	-	0.0%
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	306,295	51.7%
Sales & Service Fees	20,000	-	0.0%
Interest	19,346	-	0.0%
Non-govt. Gifts, Grants	652,319	-	0.0%
Other	295,226	71	0.0%
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Total Revenue	\$10,126,928	306,366	3.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,121,503	\$219,569	19.6%
Employee Benefits	261,493	48,207	18.4%
Contractual Services	704,293	137,526	19.5%
Materials & Supplies	248,452	92,713	37.3%
Conference & Meeting	125,305	14,235	11.4%
Fixed Charges	26,196	425	1.6%
Utilities	4,152		0.0%
Capital Outlay	1,013,077	385,075	38.0%
Other Expenditures	155,336	84,712	54.5%
Federal Relief Lost Revenue	1,252,781	-	0.0%
Financial Aid	4,952,395	175,571	3.5%
Transfers out (in)	115,438	-	0.0%
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Total Expenditures	\$9,980,421	\$1,158,033	11.6%
Excess of Expenditures Over Revenue	\$146,507	(\$851,667)	
Fund Balance 7/1/21	877,588	877,588	
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Fund Balance 8/31/21	\$1,024,095	\$25,921	

AGENDA ITEM #XI-A
 SEPTEMBER 28, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22
 AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$49,000	\$5,780	11.8%
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Total Revenue	\$49,000	\$5,780	11.8%
EXPENDITURES:			

Contractual Services	\$49,000	\$27,000	55.1%
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Total Expenditures	\$49,000	\$27,000	55.1%
Excess of Revenues Over Expenditures	\$0	(\$21,220)	
Fund Balance 7/1/21	\$861	\$861	
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Fund Balance 8/31/21	\$861	(\$20,359)	

AGENDA ITEM #XI-A
 SEPTEMBER 28, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$1,803,550	\$225,602	12.5%
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Total Revenue	\$1,803,550	\$225,602	12.5%
EXPENDITURES:			

Fixed Charges	\$1,753,550	\$0	0.0%
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Total Expenditures	\$1,753,550	\$0	0.0%
Excess of Revenues Over Expenditures	\$50,000	\$225,602	
Fund Balance 7/1/21	\$816,153	\$816,153	
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Fund Balance 8/31/21	\$866,153	\$1,041,755	

AGENDA ITEM #XI-A
 SEPTEMBER 28, 2021
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$1,225,000	\$149,560	12.2%
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Total Revenue	\$1,225,000	\$149,560	12.2%
EXPENDITURES:			

Salaries	\$330,801	\$50,710	15.3%
Employee Benefits	312,950	84,193	26.9%
Contractual Services	387,425	27,719	7.2%
Materials & Supplies	9,100	0	0.0%
Conference & Meetings	15,974	0	0.0%
Fixed Charges	207,374	218,063	105.2%
Utilities	4,000	1,507	37.7%
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Total Expenditures	\$1,267,624	\$382,192	30.2%
Excess of Revenues Over Expenditures	(\$42,624)	(\$232,632)	
Fund Balance 7/1/21	\$363,135	\$363,135	
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Fund Balance 8/31/21	\$320,511	\$130,503	