

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

April 26, 2022 – 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/88320472535?pwd=SmdzVjE3cDRVenFlaFBYRm5sV2VIQT09>

or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

REVISED AGENDA

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: March 9, 2022 Board Retreat
 March 22, 2022 Audit & Finance Committee Meeting
 March 22, 2022 Regular Meeting
- IV. Presentation of Trustee Service Awards
- V. Comments from Outgoing Student Trustee
- VI. Seating of Newly Elected Student Trustee
- VII. Public Comments
- VIII. Introductions
- IX. Budget Report
- X. Foundation Report
- XI. Consent Items
 - A. Academic
 1. Eagle Ridge Vocational Delivery System Education for Employment (EFE) #160 Organizational Intergovernmental Agreement, Addendum, and 0Resolution (Page 1)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 16)
 - D. Financial (None)
- XII. Main Motions
 - A. Academic
 1. New Program: Cannabis Studies Certificate Program (Page 19)

Mission

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

B. Administration

1. First Reading – Policy Manual Chapter V: Finance and Facilities (Page 27)
2. Second Reading – New Policy 4.036: Sexual Harassment and Discrimination-Related Harassment Reporting Process (Page 106)
3. First Reading and Waive Second Reading – Revised Policy 5.25: Web Page Accessibility (Page 118)

C. Personnel

1. New Job Description: Coordinator, Student Support Services (Grant Funded) (Page 120)
2. New Job Description: Early Childhood Mentor/Coach (Grant Funded) (Page 123)
3. Revised Job Descriptions: Groundsperson and Groundsperson Assistant (Page 126)

D. Financial

1. Acceptance of Proposal: Purchase of 2022 Chevrolet One-ton Cab and Chassis (Page 131)
2. Acceptance of Proposal: Athletics, Learning, and Event Center Feasibility Study (Page 133)
3. Health Insurance Rates (Page 134)
4. Agreement for Audit Services for Web Accessibility (Handout)
5. Payment of Bills and Agency Fund Report – March 2022 (Page 136)

XIII. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 138)
- 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. Illinois Community College Trustees Association (ICCTA) Representative
- G. Association of Community College Trustees (ACCT)
- H. Board Chair
- I. Administration (*included in administrative reports*)
- J. Strategic Plan (*included in Strategic Planning report*)

XIV. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters
- C. Probable, Pending, or Imminent Litigation

XV. 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
- B. Collective Negotiating Matters
- C. Probable, Pending, or Imminent Litigation

XVI. Old Business

- A. Vice President/Chief Academic Officer (CAO), Academic Services Search

XVII. New Business

XVIII. Dates of Importance

- A. Next Regular Board Meeting – May 24, 2022, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – June 8, 2022, at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- C. ICCTA Northwest Region Meeting – June 8, 2022, time to be determined

XIX. Adjournment

**AGENDA ITEM #XI-A-1
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**EAGLE RIDGE VOCATIONAL DELIVERY SYSTEM
EDUCATION FOR EMPLOYMENT (EFE) #160
ORGANIZATIONAL INTERGOVERNMENTAL AGREEMENT,
ADDENDUM, AND RESOLUTION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Eagle Ridge Vocational Delivery System Education for Employment (EFE) #160 Organizational Intergovernmental Agreement, Addendum, and Resolution between Highland Community College and Eagle Ridge Vocational System Education for Employment (EFE) #160.

BACKGROUND: The College currently has a representative serving on the Eagle Ridge Vocational Systems Board of Control. As an active participant and partner to this regional system, they have requested Board approval of this updated agreement and Resolution.

BOARD ACTION: _____

Eagle Ridge Vocational Delivery SYSTEM Education for Employment (EFE) 160

Organizational Intergovernmental Agreement

This Intergovernmental Agreement is executed pursuant to the provisions of the Intergovernmental Cooperation Clause of the Illinois Constitution (Ill.Const.1970, Act VII, Sec.10) as well as the provisions of the Intergovernmental Cooperation Act of 1977 (Ill. Rev. Stat. 1985, Ch.217, Par. 741, et seq).

Article 1 General

Section 1:1 Name: This Intergovernmental Agreement shall be known as "The Eagle Ridge Regional Vocation **SYSTEM** Intergovernmental Agreement" hereafter referred to as "**SYSTEM**."

Section 1:2 Purpose: The purpose of the **SYSTEM** is to provide quality vocational programs in an efficient manner to students who are enrolled in a participating school district and which are approved by the Board of Control; to assure that all students, whether youth or adult, attain a satisfactory level of achievement appropriate for either immediate employment or advanced education or preparation for later employment; **SYSTEM** programs and services will include a **SYSTEMatic** program of curriculum renewal, staff development, and equipment modernization, each developed in conjunction with employers in the geographical area; to provide equal access to **SYSTEM** programs in an equitable manner; to employ a director and other professional staff for programs as be required, and to provide the coordination and financing of such programs.

Section 1:3 Membership: Charter Membership in the **SYSTEM** includes: East Dubuque, Galena, Scales Mound, Warren, Stockton, Lena-Winslow, and River Ridge in Jo Daviess County.

In Carroll County; West Carroll CUSD #314.

Section 1:4 New Members: New members desiring to join the **SYSTEM** after initial enrollment can be admitted only by a majority vote of all voting members of the Board of Control. New members shall satisfy the conditions established by the Board of Control for membership at the time of application for membership.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

**Article II
Organization and Operation**

Section 2:1: Board of Control

- A. Membership on the Board of Control shall be composed of representatives from each member school district and the administering Regional Superintendent. Each member school district and the Regional Superintendent, as long as he/she is the Administrative Agent, shall have one vote on the Board of Control. Cooperating Community Colleges may also be entitled to one ex-officio membership on the Board of Control.
- B. Officers of the Board of Control
1. The Board of Control will annually elect a President and Vice President who will serve for a term of one year. The Administrative Agent shall serve as Secretary/Treasurer. The Board of Control shall reorganize at the December meeting. The Presidency and Vice-Presidency shall rotate among the member schools. If an officer resigns during his/her term, the Board of control shall replace that officer at the next regular meeting of the Board of Control.
- C. Meetings
1. The Board of Control will meet quarterly. Special meetings of the Board of Control shall be called by the president or by any four (4) members who request the Secretary to notify the members of the Board of Control at least 48 hours in advance of any special meeting by written notification. The time, location, and purpose of the meeting shall be included in the Notification. Notice of all meetings will be held in accordance with the Open Meetings Act (Illinois Revised Statutes 1985, Ch. 102, Par. 42 et seq).
 2. Quorum: A quorum of the Board of Control will consist of a majority of its members with voting rights.
- D. The Board will develop and approve general policies and conduct planning which are necessary for the efficient operation of the Regional Vocational Deliver SYSTEM.

The Board will be responsible for the adoption of an annual budget approving financial obligations, and providing the necessary funds to meet the incurred obligations. The Board will approve the employment of all staff at the **SYSTEM** level, who are not employees of the local school district.

The Board will develop By-Laws not addressed in this document which will be adopted as part of the operational policy and procedures for the **SYSTEM**.

The Board will consider the recommendations of the Director relative to the operation of the **SYSTEM**. The Board will operate its meetings in accordance with the requirements of the Illinois Open Meetings Act and The School Code of Illinois.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

Section 2:2 Administrative Agent:

- A. The initial Administrative Agent shall be the Carroll-Jo Daviess Educational Service Region of Carroll and Jo Daviess Counties, Illinois. The agent is not subject to the shared financial responsibilities of this agreement.
- B. The Administrative Agent will perform as the legal and fiscal agent for the **SYSTEM**.
- C. The Administrative Agent may be changed by the request of the Administrative Agent or by a majority vote of all voting members of the Board of Control. A vote to change the designation of the Administrative Agent must occur prior to March 31 in order to be effective for the upcoming fiscal year.

Section 2:3 Administrative Structure

- A. Director: Upon a majority vote of all voting members of the Board of Control, a Director shall be selected and/or dismissed by the Administrative Agent.
- B. Director Responsibilities: Using the policies and By-Laws of the Board of Control, the Director will be responsible for the supervision, administration, and operation of the **SYSTEM** agreement. The Director shall prepare an annual budget and will make such other reports and perform such other duties as may be required by law or the Board of Control.
- C. Instructors and Staff: Upon recommendation of the Director and a majority vote of the Board of Control, all certified and non-certified employees of the **SYSTEM**, not employed by the individual school districts, shall be employed or dismissed by the Administrative Agent.

Section 2:4 Advisory Committees

- A. Two types of advisory committees will be utilized:
 - 1. SYSTEM Advisory Committee
 - 2. Occupational Program Advisory Committee
- B. The SYSTEM Advisory Committee Will be composed of a representative from each of the five program advisory committees and other members as determined by the Board of Control and recommended by the Director.
- C. The Occupational Program Advisory Committee will be composed of citizens who represent particular occupational areas. The purpose of these committees will be to advise the Board and Director on planning for the operation of the occupational areas. Membership shall be determined by the Board of Control upon recommendation of the Director, from each of the following areas: agriculture, homemaking, business marketing, health-medicine, and industrial occupations.
- D. Each local Board of Education may appoint five noneducators to the Occupational Program Advisory Committees; one from each of the following areas: agriculture, homemaking, business-marketing, health-medicine, and industrial occupations.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

- E. Advisory Committee member terms will be for a period of three (3) years. Original, equal numbered terms of one, two, and three years shall be determined by lottery.
- F. Vocational instructors will be members of their representative committees.
- G. The committee will operate according to policies and procedures adopted by the Board. The composition and performance of the advisory committees will also adhere to all State and Federal Statutes, rules, regulations, and guidelines.

**Article III
Programs**

Section 3:1 Programs and Services

- A. The program and services offered will be determined by the Board of Control upon recommendation of the Director.
- B. Instructional programs under the **SYSTEM** will be delivered to students via regional programs which will be operated by local districts and/or other contracted agencies. If a program is not offered within the **SYSTEM** then a school district will have the option of sending students outside of the **SYSTEM**. Reimbursement for such students will be made in accordance with State and Federal laws, rules, regulations, and guidelines. Reimbursement will flow to the site offering the program. The charge shall reflect a reduction of reimbursement received. Purchased services can not go outside the **SYSTEM** if the program is offered within the **SYSTEM**. If distance within the **SYSTEM** is a problem, then the Board of Control can be requested to make a special exception.
- C. Each **SYSTEM** program will be established to meet the needs of the students within the Region. Selection of **SYSTEM** programs will be based upon sound planning including local needs, student interest, employment data, and appropriate governmental agency information.

Programs included in the **SYSTEM** should include the following:

1. An outcome-oriented curriculum based upon identified Competencies in the Occupational areas.
 2. A well-defined sequence of offerings leads to the accomplishment of one or more vocational education goals.
 3. Specific courses, their sequence, and related skill courses where appropriate.
 4. Quality instruction, equipment, and facilities.
 5. Efficiency is a major consideration.
- D. Each member district may determine through annual Board of Education action which **SYSTEM** programs/courses are offered to district students.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

Section 3:2 Approved Local and Shared Programs/Courses

- A. All SYSTEM programs will be recommended by the Director or Board members to the Board of Control for SYSTEM approval. Each District will determine its level of student participation in each approved program. Courses approved to serve students from two or more member districts shall be referred to as shared courses. Courses approved to serve students from only one member district shall be referred to as a local course.
- B. Each District offering an approved program shall be responsible for incorporating SYSTEM employer validated job tasks into curricular offerings.

Section 3:3 Independent Programs

- A. Nothing in this agreement shall prohibit or restrict the right of a member school district or combination of districts to provide any vocational education course or program independently with approval or coordination by the Board. Such programs shall not be eligible for State Board vocational education financial assistance.

Section 3:4 Eligibility of Students for Programs

- A. Each District shall determine the eligibility of its own resident students for programs provided, coordinated, or approved by the Board as well as for independent or non-approved programs. The SYSTEM will be notified prior to March 15 as to how many students will participate from each district in the programs provided.
- B. Students from private or parochial schools may enroll on a part-time basis under the provision of section 10-20.24 of The School Code of Illinois, so long as they comply with that statute.

Section 3:5 Program Management

- A. The Director shall coordinate, direct, and assist in making arrangements for establishing, scheduling, conducting, and evaluating SYSTEM programs and services.

Section 3:6 Staffing

- A. The SYSTEM will be staffed under two major provisions:
 1. SYSTEM central staff.
 2. Program and services staff members who are employees of member districts performing SYSTEM functions.

**Article IV
Housing**

Section 4:1 Program Sites

- A. The Board will determine sites for the SYSTEM programs keeping maximum accessibility and efficiency as major determinants in the selection process.
- B. Member districts may elect to utilize applicable provisions of The School Code to acquire, establish, remodel, and/or maintain equipment and buildings for SYSTEM programs.

Eagle Ridge Vocational Delivery SYSTEM Education for Employment (EFE) 160

Organizational Intergovernmental Agreement

- C. Recommendations concerning the location of **SYSTEM** courses that are to be offered in each member school district will be made to the Board by the Director and/or chief administrator of each member district. Such recommendations will be based on criteria previously agreed on by the Board.
- D. In the event of termination of this agreement, any sites, facilities, or equipment purchased by a member district will remain the property of that district. Any **SYSTEM** sites, facilities or equipment acquired through the administrative agent for the **SYSTEM** or any assets derived therefrom will be distributed proportionately among member districts as recommended by the Board and approved by a majority of member Boards.

Section 4:2 Official Office

- A. The official office for the **SYSTEM** shall be the office where the Administrative Agent is located.

Article V Finance

Section 5:1 Administrative Costs

- A. Administrative costs will be part of the working budget.

Section 5:2 General Finance

- A. The **SYSTEM** will be financed through cooperative efforts of member school districts, State and Federal governmental agencies, and gifts.
- B. The Administrative agent will make claim to the State Board of Education for operating expenses, equipment, and other allowable claims. Ownership of equipment purchased under this section will remain the property of the **SYSTEM** and inventory will be maintained.
- C. All costs of operating and maintaining the **SYSTEM**, its approved programs, personnel, equipment, and administration, not covered by other sources of funding or funding plans, are the responsibility of the member schools to be paid by tuition calculated on a per capita basis of students enrolled in Vocational courses. Unless otherwise agreed, member schools will be billed for their share of the working budget based upon the adopted funding plan starting in August and spread out over twelve (12) months. Special assessments shall be made if the need arises to cover shortfalls in the approved expenses based on the working budget. Schools will be billed for each block of time students attend, in all areas of curriculum, based on that year's tuition charge.

Reimbursement to participating districts will be distributed on a per-student basis of credits generated. Reimbursement will be made on a quarterly basis or as soon thereafter as the funds become available.

A chargeback to districts for students who quit or drop out of the program will be made on the following basis:

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

0 - 21 days	No Charge
21 - end of term	Full Tuition

An exception to the above will be made as follows: At the end of each semester, a tuition refund will be made for students that move out of the district or are placed in special education classes. The district will be charged tuition for the actual number of days these students are enrolled.

Schools will pay for 90% of their first-semester enrollment second semester, except for students who move out of the district or students withdrawing from the **SYSTEM** because their program was dropped due to the lack of a qualified instructor. Students added to the program will be billed from the day they enter a program based on 180 days.

An annual audit of the **SYSTEM** finances shall be made and an annual financial report shall be made to member districts by the Board of Control.

Section 5:3 Physical Facilities Finance

- A. The physical facilities of the **SYSTEM** will be financed through **SYSTEM** efforts by Federal and State Governments, and local participating districts. The cooperative will encourage and solicit contributions from individuals and industries.
- B. To cover the cost of building maintenance and operations, within the **SYSTEM**, the Board of Control, by $\frac{2}{3}$ vote, can establish a fund based on the assessed valuation of member schools up to 4 cents per hundred dollars of assessed valuation. Any increase in the building maintenance and operation fund above 4 cents per hundred of assessed valuation will require $\frac{2}{3}$ vote of the Board of Control. Building maintenance and operation costs above what is rendered by 4 cents will be covered by tuition.

Section 5:4 Charges to Non-Members

- A. Charges made to non-member school districts, individuals, or other governmental bodies for educational and training services provided by the agreement will be established by the Board but in no case less than charges made to member districts.
- B. Charges to non-members for separate programs designed to meet a need of the non-member shall be determined on a case-by-case basis by the districts involved.

**Article VI
Transportation**

Section 6:1 Transportation

- A. Transportation of individual students will be the responsibility of each member district and not the responsibility of this agreement.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

- B. Where desirable, member districts may wish to enter into separate agreements to facilitating the economical and efficient transportation of students. However, the administration of those transportation arrangements will be separate from the administrative component of the **SYSTEM**.

Article VII

Procedures for Termination, Withdrawal, and Removal

Section 7:1 Termination

- A. This agreement may be terminated in the event that 100% of the members so agree. In such instances, the vote to terminate must occur twelve (12) months prior to the July 1 termination date and notice shall be given to the Illinois State Board of Education. **SYSTEM** assets shall be distributed in accordance with the interests vested in each asset.

Section 7:2 Withdrawal

- A. Member districts may withdraw from participation in the **SYSTEM** provided; they give written notice twelve (12) months preceding the beginning of the fiscal year (July) in which they plan to withdraw. Notification of intent to withdraw shall be provided to the Illinois State Board of Education as well as final action by the Board of Control.
- B. If a member district gives written notice of withdrawal, that district is to continue participation and financial obligations until the withdrawal date of July 1.
- C. If a district withdraws, all of the equipment purchased by the **SYSTEM** remains with the **SYSTEM**.

Section 7:3 Removal

- A. A district, failing to abide by the provisions of this document, is subject to action by the remaining members of the **SYSTEM**. Such action shall begin at least twelve (12) months prior to the proposed July 1 removal date and the Illinois State Board of Education shall be notified. By two-thirds ($\frac{2}{3}$) yes vote of participating boards of education, the members may be removed.

Article VIII

Provisions for Amendments

Section 8:1 Policies of the **SYSTEM** shall be reviewed annually by the Board of Control.

Section 8:2 Changes or amendments to policies shall be submitted to the Board of Control at one meeting (First reading) with possible adoption at the next regular meeting (Second reading) unless waived by the Board of Control.

Section 8:3 The Amendment will take effect upon ratification unless it provides otherwise.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

**Article IX
Ratification of the SYSTEM Joint Agreement**

Section 9:1 Ratification

- A. Ratification will take place by the vote of the individual participating Boards of Education.
- B. Each district whose Board of Education adopts said resolution shall become a participating member of the **SYSTEM** effective July 1, 1986, or upon the date of direct approval whichever occurs last.

**Article X
Discipline**

Section 10:1 By adoption of this Joint Agreement, the Boards of Education of member districts grant:

- A. The Director authority to refuse the right to attend a regional vocational program to a student guilty of gross misconduct for a period not to exceed 10 school days.
- B. The Board of Control is granted the power to refuse the right of attendance in any regional vocational program to a student guilty of gross misconduct for a period not to exceed one school year.
- C. Students shall have the right to due process.

Section 10:2 Whenever a student is refused the right to attend a regional vocational program due to gross misconduct, the responsibility of providing for that student's education during the time for which he/she cannot attend a regional vocational program is transferred to the member school.

Article XI

It is the intent of this Joint Agreement to cooperate with other Vocational Delivery **SYSTEMS** in order to provide the best vocational education for all students and trainees involved.

**Article XII
Vocational Youth Organization**

The **SYSTEM** will support officially recognized Vocational Youth Organizations.

**Eagle Ridge Vocational Delivery SYSTEM
Education for Employment (EFE) 160**

Organizational Intergovernmental Agreement

Whereas, Present statutes allow school districts to jointly offer programs for better educational advantages; and,

Whereas, The constitution of Illinois authorizes Intergovernmental agreements between several school districts, through their school boards, to establish such programs:

Now, therefore, let it be resolved that _____
Name of School District

No. _____, _____, Counties of _____,
Town

Illinois is authorized to enter into Intergovernmental Vocational Agreement with other qualified and participating school districts: and,

Be it further resolved that the President and Secretary of this Board are hereby authorized to direct and execute said working agreement, copy of which is attached hereto, and made part thereof.

Certification

I, _____, Secretary of the Board of Education of _____
_____, No. _____, _____, Counties, Illinois, do hereby certify that the above
and foregoing is a true and correct copy of a certain resolution which was duly passed by said Board at its
regular meeting held on the _____ day of _____ A.D., 2022.

ATTEST:

President of Board

Secretary of Board

District Number Counties

District Number Counties

City State

City State

Addendum to the Eagle Ridge Vocational Delivery System EFE #160 Joint Agreement to meet the requirements of Title 23: Educational and Cultural Resources, Subtitle A: Education, Chapter 1, State Board of Education Subchapter g: Special Courses of Study, Part 256 Career and Technical Education (and the Strengthening of Career and Technical Education for the 21st Century Act-Perkins V):

1. Board of Control, Comprehensive List of Members

Article I, Section 1:3 identifies the charter members of this intergovernmental agreement, except where changes have been made due to historical consolidations (West Carroll CUSD #314; Thomson, Savanna, Mount Carroll and River Ridge CUSD #210; Hanover & Elizabeth). Article I, Section 1:3 will now identify and include the ex-officio members and liaisons to the Board of Control. This addendum amends the ex-officio members to include:

Highland Community College

*At this time there are no Elementary Districts or private schools operating inside of the service region of EFE #160 to include as ex-officio members.

2. Roles and Responsibilities

Article II, Section 2.2 authorizes the Board of Control to designate and Administrative Agent, Regional Office of Education Service Region #8, to perform as the administrative, legal, and fiscal agent. The Board of Control retains informational and policy responsibilities. The agent is not subject to the shared financial responsibilities of this agreement.

Article II, Section 2.3 authorizes the Board of Control to appoint a Director who becomes an employee of the Administrative Agent. The Director has dual responsibility to report to the Board of Control and the Regional Office of Education as they execute their duties as the CTEA Director and EFE #160 Director.

2-A) Grant Responsibility: The Director is responsible for fulfillment of grant responsibilities, including submission of grant applications, GATA accountability and reporting, submission of grant budget amendments, and submission of grant performance reports through IWAS or other ISBE approved grant management systems.

2-B) CTE Programming, Implementation, and Oversight: The Director, in cooperation with the district's academic counselors, is responsible for implementation, reporting, and oversight of the CTE programming and grant activities.

2-C) Assessment and Evaluation of the System-The Director is responsible for the assessment and evaluation of the System based on the current Perkins secondary Performance Indicators, as required by the existing Federal Perkins legislation. The Director may include input from additional stakeholders and will report the assessment and evaluation in the format designated and approved by ISBE.

**3. Organizational and Administrative Structure
Organizational Structure (Graphic)**

Eagle Ridge Vocational Delivery System

Board of Control

President (1 year term)

Vice President (1 year term)

Secretary (CTEA Admin Assistant)

Member Districts

East Dubuque 119

Galena 120

Lena-Winslow 202

River Ridge 210

Scales Mound 211

Stockton 206

Warren 205

West Carroll 314

Jo Daviess Carroll CTE Academy

Board of Control

Chairperson

(Superintendent/Admin Agent)

Participating Districts

Galena 120

River Ridge 210

Scales Mound 211

Stockton 206

Warren 205

West Carroll 314

System Director

3-B) Administrative Structure Narrative-The EFE #160 consists of eight (8) districts within the boundaries of Jo Daviess and Carroll counties; all located within Regional Office of Education #8. The CTE Academy consists of six (6) of the districts that send students to the Academy for vocational offerings not available within the district. Both organizations are governed by a Board of Control consisting of Superintendents, or their designee, of the member districts. Per Article II, Section 2.2 the Regional Office of Education #8 serves as the administrative, legal, and fiscal agent and ex-officio voting member for the organization.

The two Boards, EFE #160 and CTEA, govern and function in connection to each other but are not operating as a Joint Board of Control.

Organizational administration is the responsibility of the System Director and CTEA Director employed by the Board of Control and the fiscal agent. The Director reports to the EFE #160 Board of Control and the CTEA Board of Control individually.

- 4. Needs Assessment Plan of Action-The System Director is responsible for directing the completion of the applicable needs assessment as determined by ISBE. The System Director will assist all of the Districts in the Local Needs Assessment (LNA). The System Director will coordinate with Highland Community College and NWILED (North West Illinois Economic Development) to combine information and data from the Local Needs Assessment to complete the Comprehensive Local Needs Assessment (CLNA). The System Director is responsible for entering the CLNA into IWAS using the format/form designated and approved by ISBE.**

5. **Fiscal Responsibilities-The System Director is responsible for preparing the EFE #160 and CTEA annual budgets. The System Director will submit a preliminary budget to the respective Boards of Control for approval, using the approved ISBE Joint Agreement budget form. Once the Joint Agreement budget is formally approved, the System Director is responsible for preparing and submitting regular expenditure reports as required by ISBE and preparing and submitting any Joint Agreement budget amendments as needed. At the conclusion of the fiscal year, the System Director is responsible for submitting financial information and reports to the auditors for completion of the annual audit, annual financial report, and annual statement of affairs.**
6. **As a home serving school, each member district is responsible for initiatives for CTE recruitment, retention, and equitable access for all students within their District. These initiatives and actions are described and reported within the Local Needs Assessment (LNA). The EFE #160 is responsible for initiatives and activities that support the district's efforts in CTE recruitment, retention, and equitable access for all students. The CTEA's regional initiatives and activities will target specific populations of students with identified disparities and/or gaps in performance as evaluated by disaggregated data supplied by local surveys, regional reports and State assessments.**
7. **Article V., Section 5.2C requires reimbursements and allocations calculated by the Illinois State Board of Education (ISBE) to be distributed to the member districts. In addition to CTE Course Funding credits, the ERVDS EFE #160 will provide a financial allocation to all districts that can be used for CTE supplies, materials, CTE equipment, professional development, or activities to support CTE programs of study. Total allocations are dependent on the Program of Study allotment and basic grant allocations. (Perkins)**
8. **Assurances-The Eagle Ridge Vocational Delivery System, EFE #160, hereby certifies and assures the Illinois State Board of Education that upon adoption of this amendment to the Intergovernmental Joint Agreement that includes this addendum, all local educational agencies (LEA's) within the region and named in this cooperative agreement are afforded the opportunity to participate in this cooperative agreement.**

Approved: _____

Intergovernmental Agreement Resolution

Whereas, the Intergovernmental Agreement between participating districts of the Jo Daviess Carroll Career Technical Education Academy & EFE #160 provides for amending the agreement under Article VIII, Section 8.2; and

Whereas, the Illinois State Board of Education has issued rule changes to Title 23; Education and Cultural Resources Subtitle A: Education Chapter 1, State Board of Education Subchapter g: Special Courses of Study Part 254 Career and Technical Education, replacing Part 254 with Part 256 Career and Technical Education; and

Whereas, the Board of Control by a majority of the vote cast at the regular meeting on _____ approved an amendment to; add an Addendum to meet the requirements outlined in Section 256.210 Cooperative Agreements, Submission, and Criteria for Approval contained in Part 256 Career and Technical Education (a copy of which is attached to this resolution)

Be it hereby resolved that the _____ School District

Ratifies the action of the Board of Control and authorizes that the Intergovernmental Agreement between Participating Districts of the Jo Daviess Carroll Career Technical Education Academy be amended as follows:

The addition of an Addendum to meet the requirements of Part 256 Career and Technical Education- Section 256.210 Cooperative Agreements, Submission, and Criteria for Approval.

Certification

I, _____, Secretary of the Board of Education for _____ School District #__ of _____ County, Illinois, do hereby certify that the above and foregoing is a true and correct copy of a certain resolution which was duly passed by said Board at its regular meeting held on _____ day of _____, 2022.

Secretary of the Board

District #

County

City

State

**AGENDA ITEM #XI-C-1
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

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

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

BOARD ACTION: _____

Spring 2022				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Roger	Hicks	6685	PERS036LCC	Intro to Mig Welding				\$85.00
Todd	Vacek			Weld Assessment-Business Institute				\$20.00
Jessica	Larson	6997	NURS109ISX	CNA Lab - IS		5	\$30.00	\$150.00
Cassie	Mekeel	6635	NURS109HBB	BNA		1.66	\$1,320.43	\$2,191.91
						3	\$1,452.47	\$4,357.41
						0.84	\$1,584.51	\$1,330.99
Kay	Sperry	6570	NURS101HB	Intro to Healthcare Delivery		0.4	\$1,452.47	\$58.09
						\$1.56	\$1,584.51	\$2,471.84
Connie	O'Brien	6539	NURS122HB	MA Seminar		40	\$38.00	\$1,520.00
Shelly	Morgan	6635	NURS109HBB	Portion of BNA		0.6875	\$1,452.47	\$998.57
Brittany	Petrelli	6629	NURS191AXX	Portion of Fund of Nursing Lab		0.43	\$1,452.47	\$624.57
Amy	Goldberg	6677	PERS036ICC	Learn to Play MahJongg				\$200.00
Drew	Groezinger	6689	PERS032KCC	Tropical Houseplant Dish Garden				\$135.00
Drew	Groezinger	6694	PERS032NCC	Spring Silk Floral Wreaths				\$135.00
Gordon	Dammann	6674	PERS037HCC	IL Fights for the Union				\$150.00
Mark	Peterson	6695	PERS037LCC	World War II in Europe and North Africa				\$31.50
Vicki	Schulz	6918	LIBS199HBA	FYES		2	\$660.22	\$1,320.44
Mike	Thruman		CNC Lab Assistant		TBD		\$20.00	TBD
Jennifer	Alderman	6338	ACCT105HB	Elements of Accounting		2.5	\$1,452.47	\$3,631.18
						0.2	\$1,584.51	\$316.90
Jeremy	Monigold	6040	INFT140Y1B	Beginning Excel		0.4	\$1,320.43	\$528.17
Jeremy	Monigold	6042	INFT142Y1	Advanced Excel		0.5	\$1,320.43	\$660.22
James	Palmer	6081	AUTM240A	Automatic Trans & Lab		0.2	\$1,320.43	\$264.09
James	Palmer	6083	AUTM248A	Auto Htg/AC & Lab		2.43	\$1,320.43	\$3,208.64
Kristin	Stinnett	6071	AUTM111A	Suspension/Alignment & Lab		3	\$1,320.43	\$3,961.29
						1.88	\$1,452.47	\$2,730.64
Todd	Vacek	6068	WELD232N	Int. Welding/Fabrication		0.6	\$1,320.43	\$792.26
Roberta	Andrews		MATHY3	MAC Lab		2	\$510.00	\$1,020.00
Nancy	Luepke		MATHD2	MAC Lab		2	\$515.00	\$515.00*
Nancy	Luepke		MATHY7	MAC Lab		2	\$515.00	\$1,030.00
Ellen	McGinnis		MATHA2	MAC Lab		2	\$515.00	\$1,030.00
Ellen	McGinnis		MATHC2	MAC Lab		2	\$515.00	\$345.05*
Ellen	McGinnis		MATHD2	MAC Lab		2	\$515.00	\$690.10*
Ellen	McGinnis		MATHE2	MAC Lab		2	\$515.00	\$1,030.00
Mark	Miller		MATHC2	MAC Lab		2	\$573.00	\$767.82*
Mark	Miller		MATHY5	MAC Lab		2	\$573.00	\$573.00*
Mark	Rasmussen		MATHM2	MAC Lab		2	\$1,320.43	\$462.15*
Jeremy	Monigold	6199	CIS103DC	Intro to Cyber Security		1.5	\$1,320.43	\$1,980.65
Jennifer	Roser			Part time Instruction Supervision				\$528.18

*Pro rated based on enrollment

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
James	Blair			Worked table for 7 basketball games in February				\$ 280.00
Robert Dean	Buckwalter			Worked table for 7 basketball games in February				\$ 280.00
Eric	Katzenberger			Worked table for 7 basketball games in February				\$ 210.00
Bill	Pospischil			Worked table for 6 basketball games in February				\$ 240.00
Jeff	Slattengren			Worked table for 2 basketball games in February				\$ 100.00
John	Hartman			Piano tuning and repair				\$ 360.00
Cody	Pitts			Careers to Consider presentation assistant				\$ 100.00

**AGENDA ITEM #XII-A-2
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
CANNABIS STUDIES CERTIFICATE PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Cannabis Studies Certificate program.

BACKGROUND: The purpose of this certificate is to provide students the opportunity to explore various careers within the cannabis production, processing, and distribution while gaining skills necessary to begin working in the cannabis industry upon completion of this certificate.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

Form 21: Application for Reasonable and Moderate Extension

**Illinois Community College Board
Application for Reasonable and Moderate Extension
Submit one hard copy**

College Name:	Highland Community College	5-Digit College #:	51901
Contact Person:	Monica Pierce	Phone:	815-599-3637
Email:	Monica.pierce@highland.edu	Fax:	815-599-3625
Proposed Reasonable and Moderate Extension Title:	Cannabis Studies		
Credit Hours:	30		
Existing /Parent Program Title:	Horticulture		
Parent Prefix		Parent Number	

Please Attach the Following Items:

- Employment Objectives/Program Purpose:** Provide for both the parent and the proposed extension.
- Catalog Description:** Provide a description of the program as it will appear in the college's catalog.
- Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
- Educational Alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.
- Approval/Accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- Labor Market Need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via ICCIS once the proposed extension receives approval.

Verification		
Signed		
	<i>Required- Chief Administrative Officer Signature</i>	<i>Date</i>

ICCB Use Only		
Reviewed By:		Date:
Approved By:		Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

1. Employment Objectives/Program Purpose: Provide for both the parent and the proposed extension.

PARENT PROGRAM – Horticulture Certificate

Program Purpose

The Horticulture Certificate Program provides students the opportunity to explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

Program Objectives

- *Explore careers in horticulture.*
- *Identify, classify, and describe soils, plants, and crops.*
- *Determine the growth and reproduction requirements for plants.*
- *Identify disorders in plants and consider integrated pest management strategies for treatment.*
- *Secure an Illinois Pesticide Operator License.*

PROPOSED EXTENSION – Cannabis Studies Certificate

Program Purpose

The Cannabis Studies Certificate Program provides students the opportunity to explore various careers within cannabis production, processing, and distribution while gaining skills necessary to begin working in the cannabis industry upon completion of the certificate.

Program Objectives

- *Explore careers in the cannabis and horticulture industry.*
- *Identify, classify, and describe soils, plants, and crops.*
- *Differentiate among industry terms including cannabis, marijuana, hemp, CBD, and more.*
- *Determine plant growth and reproduction requirements of the cannabis plant.*
- *Identify disorders in plants and consider integrated pest management strategies for treatment.*
- *Describe processing procedures for various products and uses of cannabis.*
- *Study state and federal laws related to cannabis.*
- *Secure an Illinois Pesticide Operator License.*

2. Catalog Description & 3. Curriculum – PARENT PROGRAM

Horticulture – Proposed Revision Certificate

ABOUT OUR PROGRAM

The Horticulture Certificate Program provides students the opportunity to explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

PROGRAM OUTCOMES

- Explore careers in horticulture.
- Identify, classify, and describe soils, plants, and crops.
- Determine the growth and reproduction requirements for plants.
- Identify disorders in plants and consider integrated pest management strategies for treatment.
- Secure an Illinois Pesticide Operator License.

NATURE OF WORK AND EMPLOYMENT

Career pathways within horticulture include production of ornamental plants or edible crops, floral retail, greenhouse management, and landscaping. Potential careers include the following:

- | | |
|-----------------------|----------------------|
| Landscaper | Pesticide Applicator |
| Florist | Vegetable Producer |
| Lawn Care Specialist | Fruit Tree Grower |
| Equipment Salesperson | Greenhouse Manager |

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

<i>Scott Anderson, Vice President, Business, Technology and Community Programs</i>	
815-599-3604	scott.anderson@highland.edu
<i>Justin Ebert, Agriculture Instructor</i>	
815-599-9507	justin.ebert@highland.edu
<i>Monica Pierce, Agriculture Instructor</i>	
815-599-3637	monica.pierce@highland.edu
<i>Vicki Schulz, Student Advisor/Transfer Coordinator</i>	
815-599-3664	vicki.schulz@highland.edu

RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER		
LIBS 199	First Year Experience- AG	2
AGRI 188	Introductory Horticultural Science OR	3
AGOC 118	Basic Horticultural Science	
AGRI 284	Soil Science	4
AGOC 132	Landscape Design	3
	Elective	3
SEMESTER TOTAL		15

SECOND SEMESTER		
AGRI 285	Crop Science OR	4
AGOC 114	Principles of Plant Science	4
AGOC 130	Vegetable Crop Production	3
AGOC 109	Pesticide License Training	2
OCED 290	Workplace Experience	3
	Elective	3
SEMESTER TOTAL		15

PROGRAM TOTAL		30
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Electives may be selected from courses with prefixes AGOC, AGRI, BIOL, CHEM, NSCI, ACCT, BUSN, and INFT

2. Catalog Description & 3. Curriculum – PROPOSED EXTENSION

Cannabis Studies

Certificate

ABOUT OUR PROGRAM

The Cannabis Studies Certificate Program provides students the opportunity to explore various careers within cannabis production, processing, and distribution while gaining skills necessary to begin working in the cannabis industry upon completion of the certificate.

PROGRAM OUTCOMES

- Explore careers in the cannabis and horticulture industry.
- Identify, classify, and describe soils, plants, and crops.
- Differentiate among industry terms including cannabis, marijuana, hemp, CBD, and more.
- Determine plant growth and reproduction requirements of the cannabis plant.
- Identify disorders in plants and consider integrated pest management strategies for treatment.
- Describe processing procedures for various products and uses of cannabis.
- Study state and federal laws related to cannabis.
- Secure an Illinois Pesticide Operator License.

NATURE OF WORK AND EMPLOYMENT

Career opportunities within the cannabis industry include a variety of positions in the production, processing, extraction, and sales divisions of the industry. Potential careers include the following:

- | | |
|-------------------------|------------------------|
| Cultivation Technician | Processing Technician |
| Quality Control Manager | Concentrates Processor |
| Budtender | Dispensary Manager |

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, workplace experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

Scott Anderson, Vice President, Business, Technology and Community Programs	
815-599-3604	scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor	
815-599-3507	justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor	
815-599-3637	monica.pierce@highland.edu
Vicki Schulz, Student Advisor/Transfer Coordinator	
815-599-3664	vicki.schulz@highland.edu

RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER		
LIBS 199	First Year Experience- AG	2
AGRI 188	Introductory Horticultural Science OR	3
AGOC 118	Basic Horticultural Science	
AGRI 284	Soil Science	4
AGOC 134	Introduction to Cannabis	3
	Elective	3
		SEMESTER TOTAL 15

SECOND SEMESTER		
AGRI 286	Crop Science OR	4
AGOC 114	Principles of Plant Science	
AGOC 135	Cannabis Production and Processing	3
AGOC 130	Vegetable Crop Production	3
AGOC 109	Pesticide License Training	2
OCED 290	Workplace Experience	3
		SEMESTER TOTAL 15

PROGRAM TOTAL 30		
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Elective may be selected from courses with prefixes AGOC, AGRI, BIOL, CHEM, NSCI, ACCT, BUSN, and INFT

4. Educational Alignment: Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.

The Horticulture Certificate (Parent Program) and the Cannabis Studies Certificate (Proposed Extension) both fall within the Agriculture, Food, and Natural Resources Career Cluster. The Cannabis Studies Certificate illustrates a Program of Study as it meets defining characteristics of a Program of Study as listed on ICCB's Programs of Study website (<http://www2.iccb.org/cte/dual-credit/>). The certificate addresses both academic and technical knowledge and skills, including employability skills. Academic knowledge will be gained in the lecture courses associated with this degree including AGOC 134: Introduction to Cannabis, AGOC 135: Cannabis Production & Processing, AGOC 109: Pesticide License Training. Both academic skills and technical skills will be gained in the lecture/lab courses associated with this certificate including AGRI 188/AGOC 118: Introduction to Horticultural Science/Principles of Horticultural Science, AGRI 284: Soil Science, AGOC 130: Vegetable Production, AGRI 286/AGOC114: Crop Science/Principles of Plant Science. Additional technical skills will be gained in this course through an internship with the OCED 290: Workplace Experience course. Employability skills will be taught in the LIBS 199: First Year Experience course through resume writing, interviewing preparation, and more. The certificate is aligned with needs of industries in the economy as shown in the labor market data provided in the next section. The program progresses in specificity beginning with general knowledge of plants and growing media in introductory plant science, soil science, and horticultural science classes and progresses to specific information about the cannabis plant through specialty courses. Students have multiple entry points as they can enter into this degree beginning as a dual credit student while still in high school by taking AGOC 118: Basic Horticultural Science and/or AGOC 114: Principles of Plant Science at one of many regional high schools that offer these dual credit courses, or students can enter this certificate as college student. Students can stack this 30-credit hour certificate degree with our 65-credit hour Agricultural Management Degree as all 30 credit hours seamlessly transfer to the applied science degree.

5. Approval/Accreditation: Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.

There are no accreditation requirements/procedures for this extension

6. Labor Market Need: Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.

Because Cannabis Education programs in Illinois are new within the last year or two, there is no completer data available through ICCB. Labor Market Data for jobs within the Cannabis Industry in Illinois can be found through the Leafy Jobs Report at this link: <https://leafy-cms-production.imgix.net/wp-content/uploads/2022/02/22132544/LeafyJobsReport2022.pdf>. This data highlights the statistics shown below.

- *Illinois has experienced surges in job growth after the legalization and opening of adult-use cannabis retail stores.*
- *Illinois ranks 4th in the US. for America's top cannabis job markets with 28,992 total cannabis jobs in the state.*
- *Illinois is expected to triple the number of retail cannabis stores operating in the state in 2022.*
- *Local employment opportunities in production, processing and sales include Acreage Holdings (InGrown Farms) in Freeport, IL; Sulcanna in Hanover, IL; Sunnyside Cannabis Dispensary in Rockford, IL; Botanicanna in Galena, IL; Verilife Cannabis Dispensary in Galena, IL; and RiverBluff Cannabis in East Dubuque, IL.*

Illinois

The Illinois marijuana industry sold \$1.78 billion in products in 2021, supporting 28,992 legal cannabis jobs. Sales were up 73% over 2020. That's astonishing, because the state continues to lag in true revenue and job-creation potential due to a dramatically constricted number of retail stores.

With 103 adult-use stores and 55 medical dispensaries, Illinois currently licenses only 12 stores per million residents. Compare that to states like Oregon (181 stores per million residents), Massachusetts (54 per million), or Michigan (51 per million), and Illinois' access problem becomes clear.

The good news: 185 more retail licenses—most of them issued to social-equity applicants—are in the pipeline. The bad news: They're being held up by lawsuits that threaten to put them on ice indefinitely, draining capital from startup companies and leaving thousands of new jobs uncreated.

Illinois job comparisons

Data: US Bureau of Labor Statistics

Leafly/Whitney Economics

Illinois cannabis growth in 2021

28,992 full-time cannabis jobs

12,155 jobs added

\$1.78 billion in cannabis sales

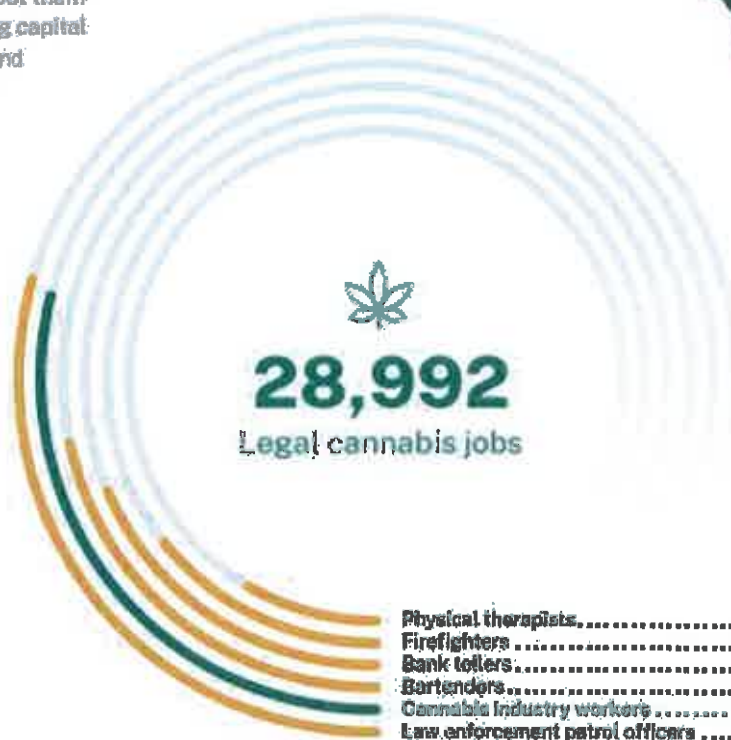
73% cannabis sales growth



Medical



Adult-use




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[BUSINESS RESOURCES](#)
[QUALITY OF LIFE](#)
[PLAN YOUR VISIT](#)
[ABOUT THE PARTNERSHIP](#)
[JOB RESOURCES](#)

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IN GROWN FARMS JOB OPENINGS

Ingrown Farms Cannabis Cultivation Center Now Hiring for 60+ Open Positions.

Name: Ingrown Farms LLC2

Address: 3587 E Colby Rd, Freeport, IL 61032

Phone: (563) 204-6372

Website: <https://www.ingrownfarms.com/>

Acreege Holding dba -Ingrown Farms LLC2, located in Freeport IL has 50+ immediate open positions that we're looking for energetic, motivated people who share our vision to join the Ingrown Farms team. If you're interested in working in a fast-paced work environment and ever-changing Cannabis industry, we want to hear from you.

All positions are now full-time employment with benefits that include Health Care, Dental, Vision, 401k.

Entry level wage now starts at **\$16 per hour** for our hourly workforce. Several Positions are eligible for same-day job offers or immediate start.

Below is a list of some open positions with a direct website link to apply:

[Business Manager/Multi Department Manufacturing Leader](#)

[Cultivation Grow Department Supervisor](#)

[Cultivation technician](#)

[Delivery Drivers](#)

[Production Supervisor - 1](#)

[Production supervisor - 2](#)

[Production technician 1](#)

[Production technician 2](#)

[General laborer](#)

[Marketing and outreach Specialist](#)

[Marketing and outreach coordinator](#)

[Warehouse Supervisor/Manager](#)

**AGENDA ITEM #XII-B-1
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – POLICY MANUAL CHAPTER V
FINANCE AND FACILITIES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policies in Chapter V of the Policy Manual and affirms for first reading the unchanged policies in Chapter V of the Policy Manual.

BACKGROUND: The list of attached policies incorporates updates to position titles and language clarification. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
5.03	Position title updated.
5.083	Position title updated.
5.11	Position title updated.
5.18	Language updated.
5.24	Position title updated and language updated.

It should also be noted that the Policy Review Committee recognized inconsistencies in formatting throughout the Policy Manual and has developed standards that will be updated as policies are revised and reaffirmed. The formatting updates will be shown with track changes.

BOARD ACTION: _____

CHAPTER V
FINANCE AND FACILITIES

TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
5.00	Financial Reports
5.01	Investment of Current Operating Funds
5.02	Paying Bills
5.03	Bids
5.031	Use of Businesses Owned by Minorities, Females, and Persons with Disabilities
5.04	Contract and Bond—Method of Awarding Contracts
5.05	Payments to Contractors
5.06	Purchases of Supplies and Services
5.07	Salespersons and Agents
5.071	Advertising and Soliciting—Outside Groups
5.08	Gifts, Contributions, Bequests to Highland Community College
5.081	Ethics
5.082	Financial Aid Department Code of Conduct
5.083	Fraudulent Conduct
5.09	Travel, Meal, and Lodging Expenses
5.10	Variable Tuition
5.11	Waiving of Tuition
5.12	Refunding of Fees
5.13	Use of Facilities
5.131	Smoking and Tobacco
5.132	Food and Beverages
5.133	Use of Skate Equipment and Recreational Vehicles
5.14	Inventory
5.15	Trespassing
5.151	Demonstration
5.16	Keys Requisition and Turn In
5.17	Traffic Control
5.171	Special Use and Disabled Parking Permits
5.18	Prohibition of Pets and Domestic Animals in Buildings
5.19	Phones, Media, and Sound-Related Electronic Devices
5.20	Solicitation by the College
5.21	Energy
5.211	Waste Reduction Procurement
5.22	Computer Software
5.23	Technology Use
5.24	Cardholder Information Security
5.25	Web Page Accessibility

CHAPTER V

FINANCE AND FACILITIES

TABLE OF CONTENTS (Continued)

<u>Page & Policy No.</u>	<u>Description</u>
5.30	Information Security
5.40	Risk Management
5.41	Security Cameras
5.50	Tax Abatement
5.51	Forms and Documents Requesting Social Security Numbers
5.60	Concealed Carry and Weapons
5.70	Record Keeping
5.80	Preparing and Updating Disclosures

5.00 Financial Reports (Reaffirmed 6/25/19)

The Board Treasurer shall present to the Board a monthly summary report of the revenues, expenditures, and encumbrances, by fund, with a comparison to budgeted amounts.

5.01 Investment of Current Operating Funds (Reaffirmed 6/25/19)

A. Scope

1. This investment policy applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule". Investment of funds under this policy shall be in accordance with the requirements of 30 ILCS 235 (Public Funds Investment Act).

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal. Insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The investments of the District shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - Non-liquid investments shall be made with the institution or institutions offering the highest rate for a specified length of time.
4. Maintaining the Public's Trust - The Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the District Treasurer.

C. Investment Management

1. The District Treasurer is authorized to purchase and redeem investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this policy including, but not limited to: wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The District Treasurer shall further establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or impudent actions by employees of the District.

D. Qualified Depository Institutions

1. It shall be the duty and responsibility of the District Treasurer to invest funds only with the following institutions:

- a. Banks and savings and loan associations located within District #519 that are insured by the Federal Deposit Insurance Corporation (FDIC).
- b. The Illinois Funds (formerly the Illinois Public Treasurer's Investment Pool).
- c. The Illinois School District Liquid Asset Fund.

E. Allowable Investment Instruments

- 1. While the District may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois, the Board of Trustees has chosen to limit allowable investment instruments to the following:
 - a. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by, or which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
 - b. Interest-bearing savings accounts, interest bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
 - c. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) of this subsection and to agreements to repurchase such obligations. Examples would include the Illinois Funds and the Illinois School District Liquid Asset Fund.
- 2. District investments with those entities identified at Section D.2 and D.3 above shall be permitted notwithstanding the limitations set forth in this Section, provided that those entities invest District funds solely as permitted under the Public Funds Investment Act.

F. Allocation

- 1. Since it is the policy of the Board to limit investments to only those listed in E.1, E.2, and E.3, up to 100% of investments may be placed in any one of the three listed investment instruments, however investments may not be made solely in one institution.

G. Limits on Deposits

- 1. The aggregate sum on deposit with any bank, whether a demand deposit or time deposit, shall not exceed 40 percent of such bank's capital and surplus.

H. FDIC Insurance

- 1. The District will not invest funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing required private insurance in excess of FDIC insurable limits.**

I. Collateralization

- 1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default. Collateralization must be in the College's name. Acceptable collateralization includes letters of credit issued by a Federal Home Loan bank, U.S. Treasury Securities, Federal National Mortgage Securities, or other securities issued by the United States Government. Such collateralization must be:**
 - a. in writing.**
 - b. approved by the board of directors of the depository institution or its loan committee with such approval reflected in the minutes of said board or committee.**
 - c. an official record of the depository institution from the time of its execution.**
 - d. be received by the College no later than 14 days after the investment is placed with the bank.**
 - e. held for safekeeping by a third-party bank such as:**
 - 1. a Federal Reserve Bank or its branch office.**
 - 2. at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.**
 - 3. by an escrow agent of the pledging institution.**
 - 4. by the trust department of the issuing bank.**

J. Performance

1. The Treasurer will strive to earn an average rate of return on certificates equal to or greater than the U.S. Treasury Bill rate for a given period of time.

K. Ethics and Conflict of Interest

1. Officers and employees involved in the investment process shall refrain from personal business that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act the Treasurer shall not have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

L. Indemnification

1. Investment officers and employees of the District acting in accordance with this Investment Policy and written operation procedures as have or may be established and exercising due diligence shall be relieved of personal liability for an individual investment's risk.

M. Reporting

1. The Treasurer shall submit to the Board of Trustees and President a quarterly investment report which shall include information regarding funds invested.

N. Review

1. The investment portfolio will be reviewed at least annually by the District Treasurer. The effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance will be evaluated.

5.02 Paying Bills (Reaffirmed 6/25/19)

A Warrant Register shall be submitted monthly to the Board for its approval. The Register shall contain the payee, the budget account, the amount, and a brief description of each item in the Register. The approval for payment of the warrants by the Board, clearly stated in the minutes of the meeting, shall serve as full authority to the Treasurer to make the payments as thus approved.

5.03 Bids (Reaffirmed 6/25/19)

Where savings may be secured and competitive vendors exist, bids will be solicited in conformance with the laws of the State of Illinois governing purchases.

Requisitions in excess of \$25,000 by reason of item cost or quantity, will go through the College bidding process unless exceptions are provided by law.

All purchases made through joint purchasing with the State of Illinois will be considered equivalent to bidding as described above.

If, in the opinion of the President and the ~~Vice President of Administrative Services~~ Vice President/CFO, Administrative Services, the lowest bid does not meet the specifications or quality desired, the lowest bid may not be accepted. All bid results will be presented to the Board for approval.

5.031 Use of Businesses Owned by Minorities, Females, and Persons with Disabilities (Reaffirmed 6/25/19)

In accordance with 30/ILCS 575/1, Highland Community College will develop, implement, and maintain a plan for contracting with businesses owned by minorities, females, and persons with disabilities. Highland Community College will establish a liaison officer, establish annual aspirational goals, and to the greatest extent feasible within the bounds of financial and fiduciary prudence, develop, implement, and maintain procedures to support the utilization of businesses owned by minorities, females, and persons with disabilities.

5.04 Contract and Bond—Method of Awarding Contracts (Reaffirmed 6/25/19)

Contracts shall be awarded to the lowest most responsible bidders (standard quality and responsibility of bidder considered) upon the recommendation of the President.

When the bids of the lowest responsible bidders are equal (standard of quality and responsibility of bidders considered) and one such bidder is located in District #519, the bid shall be awarded to that bidder. If both bidders are located in District #519, then the successful bidder shall be determined by the toss of a coin or by the drawing of lots between them, and each shall be invited to be present at the time of the determination of the successful bidder in such manner.

5.05 Payments to Contractors (Reaffirmed 6/25/19)

All applications by contractors for payment of work performed must be approved by the appropriate signatory level according to policy prior to payment. Before final payments are made, the signatory shall obtain from the contractors all necessary statements, affidavits and waivers showing that the claims of all subcontractors have been satisfied and all supplies and materials used in the work have been paid for. Prior approval of an architect or engineering firm, when such is employed, is necessary for payment of bills. When a superintendent of construction is employed, the prior approval of the superintendent of construction is necessary for the payment of bills.

5.06 Purchases of Supplies and Services (Revised 2/11/21)

Purchases by faculty and staff for supplies and services in the amount of \$1,000 or less must have written approval from the respective originator and budget manager. Those requisitions between \$1,000 and \$3,000 also require the written approval of the appropriate Vice President or President. In addition, all requisitions in the amount of \$3,000 or more require the written approval of the President. Any other written agreements involved in the purchasing of supplies and services, such as service agreements, statements of work, and proposal acceptance documents require written approval as outlined above.

All required forms (see G:General\Accounting) are to be forwarded to the Manager of Accounting following completion. Required forms for purchases of supplies and services that do not include appropriate written approvals or supporting documents will be the responsibility of the individual and not the obligation of the College. Purchases that are not appropriate College expenses will be the responsibility of the individual and not the obligation of the College.

5.07 Salespersons and Agents (Revised 6/25/19)

Salespersons making unsolicited calls to the campus should be directed to the Manager, Accounting.

The Manager, Accounting will contact other interested personnel, such as deans or administrative supervisors, to determine if they wish to see or talk with a visiting salesperson. If possible, these personnel should be advised ahead of time when the salesperson is coming.

5.071 Advertising and Soliciting—Outside Groups (Reaffirmed 6/25/19)

Any advertising or soliciting on campus must be approved by the Director of Marketing and Community Relations or designee. Soliciting may only occur in designated locations and, once approved, coordinated through the appropriate department. The number of times any one organization may solicit on campus in a given semester may be limited by the Director of Marketing and Community Relations or designee.

5.08 Gifts, Contributions, Bequests to Highland Community College (Reaffirmed 6/25/19)

The Board of Trustees or the College President, acting on behalf of the College, may accept any gift, contribution, or bequest that is consistent with the goals, objectives, and strategic plan of the College. Gifts, contributions or bequests may be made through the Highland Community College Foundation depending on the wishes of the donor.

The College President will work closely with the Foundation in fund raising efforts to ensure that donor requests are adhered to and gifts, bequests, and contributions are used to the betterment of the College as designated.

Individual College departments which seek operational or special use donations must coordinate those requests through the College President.

5.081 *Ethics* (Revised 6/25/19)

A. Definitions and General Provisions

For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

1. "Board" means the Board of Trustees of the College.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any Federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities
 - a. relating to the support or opposition of any executive, legislative, or administrative action,
 - b. relating to collective bargaining, or
 - c. that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in the Election Code (10 ILCS 5/1-3, section 1-3).
4. "Collective bargaining" has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).
5. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the College and any other time when the officer or employee is executing his or her official duties, regardless of location.
6. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

7. "Contribution" has the same meaning as that term is defined in the Election Code (10 ILCS 5/9-1.4), section 9-1.4.
8. "Employee" means a person employed by the College whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.
9. "Employer" means the College.
10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
11. "Leave of absence" means any period during which an employee does not receive
 - a. compensation for employment,
 - b. service credit towards pension benefits, and
 - c. health insurance benefits paid for by the employer.
12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term "officer" includes all members of the Board of Trustees.
13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities
 - a. relating to the support or opposition of any executive, legislative, or administrative action,
 - b. relating to collective bargaining, or
 - c. that are otherwise in furtherance of the person's official duties.
14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under the Election Code (10 ILCS 5/9-3) section 9-3, as the case may be, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

15. "Prohibited political activity" means:

- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- j. Preparing or reviewing responses to candidate questionnaires.
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for or against any referendum question.

- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election.

16. "Prohibited source" means any person or entity who:

- a. is seeking official action (a) by an officer or (b) by an employee, or by the officer or another employee directing that employee;
- b. does business or seeks to do business (a) with the officer or (b) with an employee, or with the officer or another employee directing that employee;
- c. conducts activities regulated (a) by the officer or (b) by an employee, or by the officer or another employee directing that employee; or
- d. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

17. This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

B. Prohibited Political Activities

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity
 - a. as part of that officer or employee's duties,
 - b. as a condition of employment, or
 - c. during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

4. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.
5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

C. Gift Ban

1. Except as permitted by this Article, no officer or employee, and no spouse or Civil Union partner or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.
2. The Gift Ban has the following exceptions:
 - a. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - b. Anything for which the officer or employee, or his or her spouse or Civil Union partner or immediate family member, pays the fair market value.
 - c. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
 - d. Educational materials and missions.
 - e. Travel expenses for a meeting to discuss business.
 - f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse or Civil Union partner

and the individual's fiancé.

- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or Civil Union partner or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - 1. the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - 2. whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - 3. whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or Civil Union partners or immediate family members.
- h. Food or refreshments provided as a "contribution" under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are
 - 1. consumed on the premises from which they were purchased or prepared or
 - 2. catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- j. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

- k. Bequests, inheritances, and other transfers at death.
 - l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.
 - m. Any item or items provided by the College in support of the employee's, officer's or member's discharge of official duties.
3. Disposition of gifts: An officer or employee, his or her spouse or Civil Union partner or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under the Internal Revenue Code of 1986, Section 501 (C)(3), as now or hereafter amended, renumbered, or succeeded.

D. Ethics Advisor

- 1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College. If no other designation is made, the regularly retained attorney of the College will serve as the Ethics Advisor.
- 2. The Ethics Advisor shall provide guidance to the officers and employees of the College concerning the interpretation of and compliance with the provisions of this Policy and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board.

E. Ethics Commission

- 1. An Ethics Commission may be appointed by the Board to review opinions issued by the Ethics Advisor, to consider ethics complaints, and to undertake other responsibilities deemed appropriate. If appointed, the Ethics Commission shall consist of three (3) members. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage/legal union up to the degree of first cousin, to any member of the Board of Trustees. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis.
- 2. Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine the initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action

- by the commission shall require the affirmative vote of two members.
3. The Board may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.
 4. The Commission shall have the following powers and duties:
 - a. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
 - b. Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Policy and not upon its own prerogative.
 - c. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Policy.
 - d. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the College to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
 - e. The powers and duties of the Commission are limited to matters clearly within the purview of this Policy.
 5. Complaints alleging a violation of this Policy shall be filed with the Ethics Commission.
 6. The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.
 7. Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a

violation of this Policy, to determine whether there is cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within ten business days after such meeting. If the complaint is deemed sufficient to allege a violation of Article 10 of this Policy and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter.

8. On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
9. Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either
 - a. dismiss the complaint or
 - b. issue a recommendation for discipline or reprimand to the alleged violator and to the Board of Trustees, the particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
10. A complaint alleging the violation of this Policy must be filed within one year after the alleged violation.

F. Board Action on Recommendation of Commission

1. Upon receipt of a recommendation from the Ethics Commission, the Board may issue a reprimand to a board member or officer who intentionally violates any provision of this Policy.
2. Upon receipt of a recommendation from the Ethics Commission, the Board may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of Section E of this Policy in accordance with the applicable procedures.

G. Internal Ethics

1. In support of the best interests of the College, and in support of the mission of the College, all employees shall adhere to reasonable ethical standards, including the following principles:
 - a. **Conduct.** Employees will demonstrate personal integrity and ethical behavior in word and action; act responsibly and accept accountability rather than placing

blame; act consistently with the College's Core Values of Integrity, Compassion, and Respect; act consistently with the principles of Servant-Leadership; and the College's Employee Characteristics and Service Standards. Employees will treat co-workers, students, and visitors with civility and decency in the workplace and use appropriate methods to resolve conflicts. Cooperation will be sought despite personal differences that may exist. Diversity and differences will be respected.

- b. **Decision-making.** When placed in a decision-making role, or in a decision-making position, employees in a decision-making role will become informed to the extent necessary to be an effective decision-maker; welcome and encourage input from other employees; take responsibility and follow established internal processes.
 - c. **Conflict of Interest.** Employees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Employees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District. Employees will not use their positions to coerce, intimidate, or influence another regarding their personal use of funds, property, and/or time.
 - d. **Confidentiality.** Employees will maintain confidentiality of privileged and private information. Employees will not use their position to influence hiring decisions or other personnel decisions.
2. **Internal reports may be made to the Ethics Advisor online using the Incident Report form in the faculty/staff portal. Reports must be sufficiently supported by credible and specific facts to warrant the initiation of an informal or formal complaint resolution. Allegations filed anonymously will not be investigated. These reports are routed to the Affirmative Action Officer for assignment and are security protected so that access is limited to the investigating officers only. If the Affirmative Action Officer determines the report does not fall under policies mentioned above, the Affirmative Action Officer may re-direct the matter to the appropriate supervisor for resolution.**

5.082 Financial Aid Department Code of Conduct (Revised 6/25/19)

Highland Community College Financial Aid Department employees are expected to maintain the highest standards of conduct in all aspects of the administration of their duties, specifically including all duties conducted in dealing with any entity involved in any way with financial assistance. This pertains regardless of whether said entities are involved in a government sponsored, subsidized or regulated activity.

Any Highland Community College employee who is either directly involved with financial assistance or indirectly involved with financial assistance should:

- Never take any action for his or her personal gain or benefit.
- Never take any action that he or she believes is or might be contrary to law, regulation or the best interests of the students and parents we serve.
- In every circumstance ensure that the information given to students and parents is accurate and unbiased and does not reflect any preference arising from actual or potential personal or institutional gain.
- In every instance, be objective in making decisions and advising the college regarding any institution involved in any aspect of student financial assistance.
- Never solicit or accept anything from an entity involved in the making, holding, consolidating or processing of any student loans, including anything of value, including reimbursement of expenses for serving on an advisory board or as part of a training activity of or sponsored by any such entity.
- Always disclose to the university any involvement with or interest in any entity involved in any aspect of financial aid.

A. Statement of Ethical Principles

1. Highland Community College adheres to the National Association of Student Financial Aid Administrators (NASFAA) Statement of Ethical Principles which is denoted below:
2. The Statement provides that financial aid professionals shall:
 - a. Advocate for students.
 1. Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
 2. Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

- b. Manifest the highest level of integrity.**
 - 1. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.**
 - 2. Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.**
 - 3. Protect the privacy of individual student financial records.**
 - 4. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.**
- c. Support student access and success.**
 - 1. Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.**
 - 2. Without charge, assist students in applying for financial aid funds.**
 - 3. Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.**
 - 4. Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.**
- d. Comply with federal and state laws.**
 - 1. Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.**
 - 2. Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.**
 - 3. Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.**
- e. Strive for transparency and clarity.**
 - 1. Provide our students and parents with the information they need to make good decisions about attending and paying for college.**

2. Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on award notices.
 3. Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
 4. Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
 5. Strive to ensure that cost of attendance components are developed using resources that represent realistic expenses.
- f. Protect the privacy of financial aid applicants.
1. Ensure that student and parent private information provided to the financial aid offices by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
 2. Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

B. Student Loan Code of Conduct

1. Prohibition against remuneration to Highland Community College

- a. HCC will not solicit, accept or agree to accept anything of value from any Lending Institution, Guarantee Agency or Servicer in exchange for any advantage or consideration provided by the Lending Institution related to its student loan activity. This prohibition covers, but is not limited to:
 - Revenue Sharing Agreements
 - Any computer hardware for which HCC pays below market prices
 - Any computer software used to manage loans unless the software can manage disbursements from all lenders
 - Any printing costs, postage or services
- b. This does not prevent HCC from soliciting, accepting or agreeing to favorable terms and conditions where the benefit is made directly to student borrowers.

2. Prohibition against remuneration to Highland Community College employees

- a. HCC will require and enforce that no trustee or employee of the college will accept anything more than a nominal value on his or her own behalf or on behalf of another during any 12-month period from, or on behalf of any Lending Institution, Guarantee Agency or Servicer.
- b. This prohibition will include, but not be limited to a ban on any payment or reimbursement from any Lending Institution, Guarantee Agency or Servicer to college employees for lodging, meals or travel to conferences or training seminars.
- c. This does not preclude any trustee or employee of the college from receiving compensation for conducting non-university business with a Lending Institution, Guarantee Agency or Servicer or from accepting compensation that is offered to the general public.
- d. This prohibition does not prevent the college from holding membership in any non-profit professional associations.

3. Ban on gifts

- a. No HCC employee or agent involved in the affairs of the College's financial aid office or who otherwise has responsibility with respect to education loans for students shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.
- b. "Gifts" are defined as but not limited to:
 - 1. Any type of gratuity, favor, discount, entertainment, hospitality, loan, or other item having more than a token monetary value. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.
 - 2. The following items would not be considered to be "gifts":
 - i. Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.
 - ii. Food, refreshments, training, or informational material furnished to any officer, trustee, director or college employee, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer,

trustee, director or employee.

- iii. Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.
- iv. Entrance and exit counseling services provided to borrowers to meet the institution's responsibilities for entrance and exit counseling as required... "as long as":
 - the institution's staff are in control of the counseling (and)
 - such counseling does not promote the products or services of any specific lender.
- v. Philanthropic contributions that are unrelated to education loans or any contribution not made in exchange for any advantage related to education loans.
- vi. State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

4. Ban on gifts to family members

- a. Gifts to family members of any college officer, college employee, or any college agent involved in student loans or to any other individual based on that individual's relationship with a college officer, employee or agent will be considered a gift to the officer, employee, or agent if:
 - 1. the gift is given with the knowledge and acquiescence of the officer, employee, or agent (and)
 - 2. the officer, employee, or agent has reason to believe the gift was given because of the official position of said officer, employee, or agent.

5. Limits of college employees participating on lender advisory boards

- a. Any employee who is employed in the financial aid office of the College, or who otherwise has responsibilities with respect to education loans or other student financial aid through the College, and who serves on an advisory board, commission or group established by a lender, guarantor, or group of lenders or guarantors involved with student loans at the College is prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

6. Contracting arrangements prohibited

- a. Any employee is prohibited from accepting any payments of any kind from a lender in exchange for any type of consulting services related to educational loans.
 - 1. This does not prevent anyone else in the institution that has nothing to do with student loans from entering into these agreements.
 - 2. This does not prevent anybody from serving on a Board of Directors or trustee of an institution if the individual recuses him or herself from any decision regarding educational loans.

7. Revenue sharing agreements prohibited

- a. HCC will not enter any revenue sharing agreement where:
 - 1. a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
 - 2. the institution recommends the lender and in exchange the lender pays a fee or provides other material benefits

8. Prohibition on offers of funds for private loans

- a. HCC will not request or accept any agreement or offer of funds for student education loans in exchange for concessions or promises of:
 - 1. a specified number of loans made, insured or guaranteed
 - 2. a specified loan volume
 - 3. a preferred lender arrangement

9. Ban on staffing assistance

- a. HCC will not request or accept from any student loan lender any assistance with call center staffing or financial aid office staffing.
- b. This does not include:
 - 1. Professional development training for financial aid administrators.
 - 2. Educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to

borrowers the identification of any lender that assisted in preparing or providing such materials.

3. Staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters.

10. Interaction with borrowers

- a. HCC participates in the William D. Ford Federal Direct Loan Program and all student and parent borrowers are packaged under that program.

C. Private loans/preferred lender lists

1. Regarding Private/Alternative loans Highland Community College:

- a. Does not require the use of particular lenders or in any way limit the choice of lenders.
- b. Does not recommend external lenders to students or their parents, and does not maintain a preferred lender list.
- c. Does not assign for any borrower, through award packaging or other methods, a loan to a particular lender, and does not refuse to certify or delay certification of any private loan based on the borrower's selection of a particular lender or guaranty agency.

5.083 Fraudulent Conduct (Reaffirmed 6/25/19)

Highland Community College is committed to maintaining the highest standards of conduct and ethics. Toward that end, the College will investigate possible fraudulent use of College resources or property by Board members, administrators, staff, faculty or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.

For purposes of this policy, fraud may include but is not limited to:

- Crimes or violations of the law or governmental regulations,
- Financial irregularity,
- Improper use of College funds, property or assets,
- Corruption, malfeasance, bribery, theft, coercion or blackmail, and
- Other unethical conduct.

Fraud is considered the willful or deliberate act or failure to act with the intention to deceive or obtain an unauthorized benefit.

There are situations in which Board members, administrators, staff, faculty, or volunteers may use College resources or property that are not generally considered fraudulent, such as transporting and using College equipment for College purposes. Examples include but are not limited to: use of a College laptop to complete College work off campus and/or transport and/or use of instructional, audio-visual, sports, or other equipment and supplies off campus for College purposes.

All members of the College community are encouraged to report possible fraudulent conduct pursuant to the procedures set forth herein. Members of the College community should refrain from independently investigating concerns, referring all such concerns to the appropriate review team. A review team comprising the ~~Vice President of Administrative Services~~ Vice President/CFO, Administrative Services, Director of Human Resources, and an Academic Dean/Associate Dean will conduct and oversee investigations of alleged fraud. If the possible fraudulent conduct involves an individual(s) on the review team, the President will be notified and will designate a replacement.

The College recommends that reports of suspected improper activity be made via the Incident Reporting Form, available at www.highland.edu. Such reports may also be made directly to the College ~~Vice President of Administrative Services~~ Vice President/CFO, Administrative Services. If concerns involve the ~~Vice President of Administrative Services~~ Vice President/CFO, Administrative Services, the Director of Human Resources may be notified.

A. Anonymous Submissions

1. The College encourages those submitting concerns to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Because investigators are unable to

interview anonymous individuals, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause an investigation to be initiated.

B. Confidentiality

1. Complaints of possible fraudulent conduct will be handled with discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that such complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation and, in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of such a complaint, such persons may also have the right to know the identity of the individual reporting concerns.)

C. Protection

1. Neither the Board nor individual employees of the College may retaliate against an individual reporting concerns for informing management about an activity which that person believes to be fraudulent. In addition, neither the Board nor individual employees of the College may retaliate against an individual who in good faith cooperates with an investigation. Retaliation is the intent or effect of adversely affecting the terms or conditions of the individual's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Individuals reporting concerns who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

D. Malicious Allegations

1. Malicious allegations, frivolous claims, individuals who fail to cooperate in good faith (which includes but is not limited to withholding information or providing false information) with an investigation by the review team, and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.
2. Individuals who believe that they have been a victim of or are being wrongly accused of making malicious allegations, frivolous claims, failing to cooperate with an investigation (which includes but is not limited to withholding information or providing false information) by the review team, and/or attempts to treat a personal grievance or dispute as an allegation of wrongdoing may file a written complaint with the President or the Chair of the Board of Trustees. Any such complaint will be

promptly investigated and appropriate corrective measures taken if allegations are substantiated.

5.09 Travel, Meal, and Lodging Expenses (Revised 6/25/19)

Travel, meal, and lodging expenses incurred by College employees and members of the Board of Trustees traveling on official college business will be made in accordance with state law. Official college business includes travel and meetings that are necessary, reasonable, and appropriate expenses incurred for the primary benefit of college business. Expenses for entertainment, which include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event, will not be allowed.

A. Employee travel, meal, and lodging:

1. Travel, meal, and lodging expenses incurred by College employees must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved.
2. Expenses that do not exceed maximum allowable amounts, below, must be reviewed and approved by an employee authorized to approve such expenses, in accordance with policy 5.06. Expenses that do exceed maximum allowable amounts must be approved by roll call vote at an open meeting of the Board of Trustees.

B. Elected Board member travel, meal, and lodging:

1. Travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved. All travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be approved by roll call vote at an open meeting of the Board of Trustees.

C. Expenses:

1. Approved expenses may include transportation costs, registration fees, meals, lodging, baggage fee (one personal bag per traveler on College business), and incidental expenses, which include parking fees, tolls, taxi fares, tips and similar expenses. Specific criteria for the categories of transportation, lodging, and meals must be met, as outlined in the following paragraphs.

D. Transportation:

1. All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. All travel shall be done by the most direct route. Expenses due to deviations for convenience will not be approved for payment by the College. Arrangements for transportation shall be the least costly reasonable available alternative.
2. A college vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see [myHCC-the Staff portal](#).) If less than the cost of mileage reimbursement, the purchase of gasoline for a personal vehicle for the purpose of the approved travel may be approved if an original detailed receipt supporting the expenditure accompanies the request.

E. Lodging:

1. Approved expenses for lodging include each day for which lodging is required for business purposes at the standard room rate not to exceed \$300 per night (see exception). An exception to the maximum rates is that the standard room rate in a hotel where a meeting, convention, or conference is being held may be approved. Expenses incurred due to room upgrades, use of amenities, or nights stayed in addition to those in which business purposes exist will not be approved for payment by the College.

F. Meals:

1. Approved expenses for meals (which includes breakfast, lunch, and dinner) will be for the actual cost of the meal (not a per diem rate) provided that itemized approval requests accompany by the original detailed receipts are submitted. The cost of alcoholic beverages will not be approved. The total daily amount approved will not exceed the maximum total daily amount of Meals and Incidental Expenses rates published by the U.S. General Services Administration (see exception). Rates can be verified at <https://www.gsa.gov/portal/category/26429> (Meals & IE tab). Exceptions to the maximum amount include: the total amount of meals in a hotel where a meeting, convention, or conference is being held may be approved and meals included as part of the conference package may be approved. Meals under these exclusions are not included in the total maximum daily rate.

G. Reimbursement:

1. Itemized reimbursement requests for all travel expenses must be accompanied by original detailed receipts. Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by original detailed receipts for all items.

2. All settlement of travel advances must take place within 10 working days of the completion of the trip.

5.10 Variable Tuition (Reaffirmed 6/25/19)

The College is authorized to charge variable tuition in accordance with the Illinois Public Community College Act.

When a student enrolls in a course approved for State funding in a manner which precludes ICCB financial support (i.e., for repeat after successful completion), a surcharge equaling the amount normally contributed by the State will be added to the regular tuition and fees.

Enrollments for which the State of Illinois does not provide financial support includes, but is not limited to, enrollment in a course(s) for which a successful grade has been earned previously. (ICCB has approved selected courses as eligible to be repeated, and financially supported, a specified number of times.)

5.11 Waiving of Tuition (Revised 6/25/19)

The College Board authorizes the President to waive the tuition and/or fees for selected courses which enable the College to better fulfill its mission in relation to promoting student success and retention; accelerated entry into college or the workforce; public service and community leadership; cultural enrichment; and general wellness. The request to waive the tuition and/or fees for specific course offerings would come from the Vice President/CAO, of Academic Services/CAO and would be reviewed by the Board on an annual basis at the December Board retreat (when tuition for the upcoming fall semester is initially discussed). Some examples of courses that may qualify for this waiver are: First Year Experience, Articulated to Dual Credit Offerings, Servant Leadership, HCC Chorale, Community Band and Orchestra.

5.12 Refunding of Fees (Reaffirmed 6/25/19)

Tuition and fees, excluding the payment plan fee, if applicable, shall be refunded only for those courses dropped during the no record drop period.

5.13 Use of Facilities (Reaffirmed 6/25/19)

The College campus facilities are primarily for, but not limited to, the use of the College students and College sponsored organizations. The College may grant temporary use of facilities under the College's regulations for activities of an educational, cultural, civic, social, recreational, governmental, and general political nature, which are to be sponsored by responsible persons, organizations, agencies or institutions.

The Administration is responsible for the formulation of charges and procedures for use of College facilities. Any person or group using facilities of the College is subject to local, State and Federal laws, and the policies and procedures of the College.

If the College holds an event at the College on November 11, Veteran's Day, a moment of silence must be observed at the event to recognize Veteran's Day.

The buildings of the College will be available for use for emergency purposes upon the request of the Illinois Emergency Management Agency or other State-accredited emergency management agencies with jurisdiction. The College will cooperate with the Illinois Emergency Management Agency, local emergency management agencies, State-certified, local public health departments, the American Red Cross, and federal agencies concerned with emergency preparedness and response.

5.131 Smoking and Tobacco (Revised 6/25/19)

Smoking is prohibited in or on Highland Community College owned, operated or leased property which includes grounds, facilities and College owned vehicles in accordance with the Illinois Smoke-Free Campus Act. This includes the burning of any type of cigar, cigarette, pipe, or other smoking equipment. Research, educational, ceremonial, and/or artistic purposes that involve smoking, the use of tobacco products or e-cigarettes may be requested in writing for approval by the President or his/her designee.

In addition, use of tobacco products is prohibited in or on Highland Community College owned, operated or leased property which includes grounds, facilities and College owned vehicles. This includes smokeless/chewing tobacco.

Use of e-cigarettes or vapor cigarettes is subject to the same restrictions as smoking.

Use of FDA approved smoking cessation products is permitted in or on Highland Community College owned, operated or leased property. Smoking and tobacco use inside private vehicles is permitted.

Fines for students, visitors, and employees are included in the Code of Conduct. Disciplinary actions and an appeal process for students and visitors are included in the Code of Conduct. Disciplinary actions and appeal processes for employees will follow the appropriate union contracts and College policies.

5.132 Food and Beverages (Reaffirmed 6/25/19)

Food and beverages should be consumed only in designated areas.

5.133 Use of Skate Equipment and Recreational Vehicles (Reaffirmed 6/25/19)

Use of skate equipment such as, but not limited to, skateboards, roller blades, and/or ice skates on campus is prohibited. Use of personal recreational vehicles such as, but not limited to snowmobiles, dirt bikes, and/or all-terrain vehicles on College property is also prohibited, with the exception of motorcycle training programs, and other College approved activities.

5.14 Inventory (Revised 6/25/19)

A periodic inventory will be taken of Highland Community College property with a purchase price over \$2,500. A system of inventory control that is compliance with state and federal regulations shall be established and maintained by the Accounting Department.

5.15 Trespassing (Revised 6/25/19)

In order to maintain the security of the College community and its property, unoccupied or unused College facilities will be locked. The campus will be closed from 11:00 p.m. to 5:00 a.m. 7 days per week. Any employee or student organization accessing campus during off hours (including weekends and holidays) must contact security at 599-3451.

College organizations must complete a facility request for utilizing campus facilities.

If an authorized College official declares that any or all facilities of Highland Community College are closed, any unauthorized person on the premises will be considered a trespasser. There may be emergency situations where certain employee positions are required to stay or come onto campus when the facilities are closed. The President, Vice Presidents, and the Director, Facilities and Safety will make this determination as well as have the authority to issue an order to an individual(s) and/or group(s) that they will be considered as trespassers.

5.151 Demonstration (Reaffirmed 6/25/19)

- A. Highland Community College respects the rights of an individual to self-expression and to demonstrate peacefully on either side of issues.
- B. To prevent interference with the educational activities of the College, assembly, dissent and demonstrations (the Activities) on the Highland Community College campus must:
 - 1. register with the Office of the President. By registering the College does not intend to infringe on any individual or group's right to assembly, but rather to ensure that appropriate levels of crowd management are available.
 - 2. not interfere with the right of students, faculty, staff or administration to pursue their educational roles;
 - 3. not block roads, sidewalks, doorways or in any manner interfere with the free movement of people on campus;
 - 4. not be disruptive to the educational process by reason of excessive noise, threats, intimidation of non-participants or violence;
 - 5. not detain anyone who wishes to pass in order to coerce them to join the Activity, to listen or for any other purpose;
 - 6. not damage or deface College buildings or grounds. Littering and posting of signs on campus in other than approved locations and in an approved manner shall be deemed damage (see Policy 5.071);
 - 7. not violate any federal, state, or county law or ordinance during the conduct of the Activity;
- C. Persons found to be in violation of this policy will be subject to applicable College, civil, and/or criminal sanctions. In addition, student violators shall be subject to disciplinary action in accordance with the Highland Community College Student Code of Conduct.

5.16 Keys Requisition and Turn In (Revised 6/25/19)

Keys will be requisitioned from the Facilities and Safety Department on approval of the appropriate supervisor. Duplication of keys by unauthorized sources is forbidden.

All keys will be turned in to the office of the Director, Facilities and Safety or the Director of Human Resources at the time of termination of employment. For other situations, retention of keys will be determined by the appropriate supervisor. Lending of keys is generally prohibited.

5.17 Traffic Control (Reaffirmed 6/25/19)

The responsibility for parking facilities and traffic control is assigned to the Director, Facilities and Safety. All persons operating motor vehicles on Highland Community College property are subject to Highland Community College traffic regulations and the standard traffic regulations and definitions as enacted into motor vehicle laws of the State of Illinois and Stephenson County.

5.171 Special Use and Disabled Parking Permits (Reaffirmed 6/25/19)

The College recognizes the need to provide parking for the disabled.

Individuals are responsible for obtaining the proper registration for their vehicle with the State of Illinois for parking in designated disabled spots.

5.18 Prohibition of Pets and Domestic Animals in Buildings on Campus (Revised 6/25/19)

~~Bringing or enticing animals or pets into College buildings without authorization is prohibited. Animals or pets (except for service animals) are not allowed on campus or in campus buildings without the approval of the President or designee.~~

5.19 Phones, Media, and Sound-Related Electronic Devices (Reaffirmed 6/25/19)

The use of phones, media, and sound-related devices is allowable in the Highland Community College facilities only when used in a manner and an acceptable volume level that does not interfere with classes, employee's office work and any other business of the College.

5.20 Solicitation by the College (Reaffirmed 6/25/19)

The College President or the President's designee will coordinate solicitation of funds, services, and/or materials from district and non-district individuals and organizations. College staff members and students will follow the solicitation procedures developed.

5.21 Energy (Revised 6/25/19)

- A. Highland Community College aggressively pursues energy efficiency in the operation of its facilities.
- B. Administration will consider energy impact when making decisions.
- C. Faculty and staff shall practice energy conservation.
- D. Building temperatures shall be sustained at a comfortable level (68-74 degrees).
- E. Future building design or remodeling will utilize energy efficient designs and materials wherever economically justified and practical.

5.211 Waste Reduction Procurement (Reaffirmed 6/25/19)

Highland Community College will procure recycled-content products that are reasonably cost effective, whenever applicable, per the guidelines of the College's Waste Reduction Plan.

5.22 Computer Software (Reaffirmed 6/25/19)

Highland Community College employees that are provided with a personal computer by the College will not install software on that computer unless the College possesses a license for that software. Under no circumstances can a user install any software to the network server without prior authorization of the Director, ITS.

5.23 Technology Use (Reaffirmed 6/25/19)

The College will provide relevant access to and use of its technology resources, including computers, communication devices, software, and information technology, in form and function suitable and appropriate for the College environment. All technology resources provided by the College are to be used in accordance with the College's Acceptable Use Guidelines. All utilization of technology resources shall be in compliance with all applicable law and regulations, and shall be in compliance with College policy, College guidelines and College procedures. The College shall take reasonable measures to protect technological resources, and to assure the technology resources are used only for their intended purposes. The College retains control and supervision of all technology resources and reserves the right to monitor the use of technology resource activity by any user. No user shall have an expectation of privacy in his or her use of technology resources, including email messages and stored files.

The College shall develop and implement Acceptable Use Guidelines and procedures to ensure responsible use of the technology resources, to assure the security, reliability, integrity and availability of information, and to protect technology resources against accidental or unauthorized disclosure, and against unauthorized modification or destruction. Such guidelines and procedures shall be consistent with the academic freedom rights and responsibilities of faculty members, and shall make appropriate provisions for the protection of authorized proprietary research work product produced by faculty members. The Administration and Policy Review Committee shall review the Acceptable Use Guidelines and procedures annually and shall promptly inform the Board of Trustees and the users of the technology in the event of any significant changes to the guidelines not mandated by State or Federal law.

Student and visitor use of computer-based technology is outlined in the Student Code of Conduct. Faculty and staff use of computer-based technology is outlined by applicable Board Policy and/or contractual language.

5.24 Cardholder Information Security (Adopted 11/24/20)

The College handles sensitive cardholder information regularly. Sensitive Information must have adequate safeguards in place to protect cardholder data, cardholder privacy, and to ensure compliance with various regulations. The following Payment Card Industry Compliance (PCI) factors will be in place:

- A. PCI Self-Assessment Questionnaire number 3.3: The PAN (Personal Account Number) is masked when displayed and the last four digits are the maximum number of digits to be displayed.
- B. PCI Self-Assessment Questionnaire number 4.2: All PAN's (Personal Account Numbers [credit card numbers]) are not to be sent via end-user messaging technologies, such as texting, instant messengers, email, etc.
- C. PCI Self-Assessment Questionnaire number 9.9 (a): The College must maintain a list of devices that are capable of capturing payment card data via direct physical interaction with the card.
- D. PCI Self-Assessment Questionnaire number 9.9 (b): College employees authorized to operate equipment related to capturing payment card data via direct physical interaction with the card must perform realtime inspections of the equipment to look for any tampering (such as card skimmers) or substitution. Examples of signs that a device might have been tampered with or substituted include unexpected attachments or cables plugged into the device, missing or changed security labels, broken or differently colored casing, or changes to the serial number or other external markings. Report any suspicious tampering or substitution to the Vice President, Administrative Services immediately.
- E. PCI Self-Assessment Questionnaire number 9.9 (c): The College must train employees during PCI security training to look for suspicious behavior, device tampering, and substitution. No College employee may purchase any device or service relating to the processing of credit card information without approval from the Vice President, Administrative Services.
- F. PCI Self-Assessment Questionnaire number 12.3.1: Explicit approval by authorized parties to use the technologies: Staff who are responsible for handling credit card transactions as a part of their job duties need to be authorized in writing (or email) to operate a credit card swipe terminal or to have an account set up for use in an online payment system.
- G. PCI Self-Assessment Questionnaire number 12.3.2: Authentication to systems is required by staff to access critical technologies.

- H. PCI Self-Assessment Questionnaire number 12.3.3: The College maintains a list of all such devices and personnel with access, considered to need access to critical technologies.
- I. PCI Self-Assessment Questionnaire number 12.3.5: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office, the Bookstore, the Cosmetology salon, the Cafeteria, and the Fine Arts Box Offices. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, and IT offices. Use of ~~SeatAdvisor-VBO Tickets~~ is limited to the Box Offices. Use of ~~Vanity-Worldpay Omniflex~~ and Paymetric is limited to the Bookstore.
- J. PCI Self- Assessment Questionnaire number 12.3.6: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office, the Bookstore, the Cosmetology salon, the Cafeteria, and the Fine Arts Box Offices. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, and IT offices. Use of ~~SeatAdvisor-VBO Tickets~~ is limited to the Box Offices. Use of ~~Vanity-Worldpay Omniflex~~ and Paymetric is limited to the Bookstore. The network locations of these technologies are maintained.
- K. PCI Self-Assessment Questionnaire number 12.3.8: The College maintains an automatic disconnect timeout for remote access technologies after a period of inactivity lasting 15 minutes.
- L. PCI Self-Assessment Questionnaire number 12.3.9: Activation of remote-access technologies for vendors and business partners only when needed by vendors and business partners, with immediate deactivation after use.
- M. PCI Self-Assessment Questionnaire number 12.5.3: The ~~Vice President of Administrative Services~~~~Vice President/CFO, Administrative Services~~ is responsible for establishing, documenting, and distributing security incidents, response, and escalation procedures to ensure timely and effective handling of all situations.
- N. PCI Self-Assessment Questionnaire number 12.8.3: The College performs due diligence in evaluating the reputation of a vendor to ensure they have a good and clean record and reputation with PCI security.
- O. PCI Self-Assessment Questionnaire number 12.8.4: The College performs an annual inspection on all service providers to validate their PCI compliance using the PCI council's lookup tool. These checks are performed at least annually.

5.25 Web Page Accessibility (Reaffirmed 6/25/19)

Official Highland Community College Web pages and the information contained within will be made accessible to the widest range of users, including those with the more common sensory, motor and cognitive disabilities. The College is committed to increased accessibility and usability of Highland Web pages including, but not restricted to, those within the highland.edu domain, those paid for with College funds, and/or those residing on College servers, to meet or exceed applicable state and federal laws including, but not limited to, the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and the most recent Web Content Accessibility Guidelines (WCAG).

5.30 Information Security (Reaffirmed 6/25/19)

- A. Highland Community College will develop, implement and maintain a comprehensive information security program, which contains administrative, technical and physical safeguards to protect non-public personal information related to students, employees, and members of the Board of Trustees.**

- B. This Program will:**
 - 1. ensure the security and confidentiality of protected student, employee, or Board member information covered under Acts such as Gramm-Leach-Bliley, HIPAA, and FERPA,**

 - 2. protect against any anticipated threats to the security or integrity of protected information, and**

 - 3. guard against the unauthorized access to or use of protected information that could result in substantial harm or inconvenience to any student, employee, or Board member.**

- C. In addition, Highland Community College will develop, implement and maintain an Identity Theft Prevention program to reduce the risk of data loss and identity theft to the College, to students, employees, volunteers, and applicants. This Program will follow the requirements outlined in the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA). The Board of Trustees will designate a Compliance Officer to oversee the Identity Theft Prevention program.**

5.40 Risk Management (Reaffirmed 6/25/19)

- A. Highland Community College will develop, implement and maintain a comprehensive Risk Management Program which shall reduce or prevent the College's exposure to liability, to ensure that statutory and common law, health and safety rights are extended to all visitors, employees and students; to make certain that the College's buildings and grounds are maintained in a safe condition; and to provide careful supervision and protection of all the College's real and personal property, including vehicles.
- B. The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) provides for a community college district to levy a tax which when collected will pay the cost of risk management (Section 9-107). In addition, this Section provides for funds raised pursuant to this Section to be used to pay the cost of insurance, including all operating and administrative costs and expenses directly associate therewith, claim services and risk management directly attributable to loss prevention and loss reduction, educational, inspectional and supervisory services directly relating to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management programs.
- C. This Program will ensure:
 - 1. identification of the various components of the Risk Management Program including the identification and analysis of loss exposures;
 - 2. the selection and implementation of techniques to be used to handle or address each exposure;
 - 3. clearly delineated personnel responsibilities;
 - 4. adequate insurance against liability exposure; and
 - 5. identified and allowable costs for the maintenance of the Risk Management Program.

5.41 Security Cameras (Reaffirmed 6/25/19)

- A. Security cameras are utilized on campus to enhance personal safety, meet national testing requirements, protect property and resources, and investigate criminal activity. Security cameras will be placed in public areas such as hallways, stairwells, campus and building entrances, parking lots and common areas and in areas containing high value inventory such as laboratories and the Bookstore. Security cameras will also be placed in the Testing Center. Information obtained from the security cameras shall be used for law, policy, and/or Code of Conduct enforcement, including, where appropriate, College judicial functions.**
- B. College and security service provider personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for official College and law enforcement purposes.**
- C. All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and State and Federal laws and monitoring of individuals or groups based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected characteristics is prohibited. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner.**
- D. The College shall develop and implement Acceptable Use Guidelines and procedures to ensure responsible use of the security cameras. The Administration and Policy Review Committee shall review the Acceptable Use Guidelines and procedures annually and shall promptly inform the Board of Trustees in the event of any significant changes to the guidelines not mandated by State or Federal law.**
- E. From time to time, an individual security camera and/or the entire security camera system may be out of service due to planned or unplanned system availability.**
- F. Breaches of this policy and misuse of video information contained within the security camera system may result in disciplinary action, up to and including termination.**

5.50 Tax Abatement (Reaffirmed 6/25/19)

- A. The Board views the economic health of the District as a matter of great importance to the College. The Board will look favorably toward tax abatements when by virtue of a tax abatement a significant benefit to the District in economic terms can be realized. Abatement must be appropriate whether the need arises by virtue of expansion of an existing business, or for attraction of new business. The Board will be concerned with the net benefit in comparison with any short-term detriment which the College may suffer as a result of the abatement as compared to non-abatement, and will be concerned also with other benefits which the College district may enjoy as a result of the expansion of new business.
- B. Tax abatement requests must be submitted in writing to the Board of Trustees of Highland Community College District #519. All such requests will be considered on an individual basis. Abatement may be granted at the discretion of the Board. Tax abatements will not be granted for a period of time in excess of ten years.
- C. Applications for tax abatement shall be verified (notarized statement certifying that statements made in the application are true) and shall include the following information:
1. Name, address, and telephone number of the applicant.
 2. Name, title, address, and telephone number of representative making application (if different from applicant).
 3. Name and address of owner of site (if different from applicant).
 4. Description of applicant's business generally and at the location where abatement is requested.
 5. Description (legal description and/or street address) of site.
 6. Real estate tax code(s) for site.
 7. Current equalized assessed valuation for site, and current taxes paid to Highland Community College.
 8. Description of current business operations conducted on site (if any), including number of employees working full-time and part-time.
 9. Description of projected future business operations to be conducted on site as a result of the project, including number of employees working full-time and part-time, and total estimated change in payroll from current operations.

10. Detailed description of any business operations in the College district operated by or reasonably related to the petitioner which will be eliminated or reduced as a result of the proposed improvement. If there will be no such elimination or reduction, so state.
11. Total estimated cost of the project.
12. Terms of abatement requested.
13. Estimated dollar amount of abatement being requested from Highland Community College.
14. Statement of why abatement is being requested.
15. At the College's discretion, other additional information as may be required by and provided to the county, municipality and/or redevelopment agency where the property proposed for abatement is located.
16. Appropriate substantiation that the relevant requirements of the county, municipality and/or redevelopment agency where the property proposed for abatement is located have been or are being met.
17. Other information as may be requested by the College.

5.51 Forms and Documents Requesting Social Security Numbers (Reaffirmed 6/25/19)

A. All college forms and documents that collect Social Security Numbers will use a disclosure statement patterned on the one listed below. Whenever possible, such a disclosure statement should be on the form itself, and every form or document-whether electronic or paper-will indicate whether the Social Security Number submission is voluntary or mandatory.

B. Template:

1. *The (dept/unit) requires your social security number for the purpose(s) of (fill in reason). We are required by law to provide (fill in type of information) reports to (fill in organization). Failure to provide your Social Security Number may result in (fill in repercussions). The college will not disclose Social Security Numbers without the consent of the individual to anyone outside the college except as required by law.*

5.60 Concealed Carry and Weapons (Reaffirmed 6/25/19)

Highland Community College is committed to providing a safe and secure environment for its faculty, staff, and students. Consequently, the use and possession of weapons is strictly prohibited on all property owned or operated by Highland Community College. Moreover, pursuant to Illinois Public Act 98-0063, all community colleges, colleges and universities in the state of Illinois are designated as prohibited areas for concealed carry. This policy applies to all Highland Community College faculty, staff, students, contracted employees, and campus visitors.

A. Definitions:

1. Firearms are defined as any gun, shotgun, rifle, pistol, or handgun designed to fire bullets, BB's, pellets, shot or any projectile regardless of the propellant used.
2. Other weapons are defined as any instrument that can be utilized to inflict or threaten bodily injury. These include, but are not limited to, knives with fixed blades, pocketknives with blades longer than four inches, swords, metal knuckles, blackjacks, hatchets, bows and arrows, crossbows, nun chucks, or any explosive or incendiary device.

B. Exceptions:

1. Possession of a valid concealed weapons permit authorized by the State of Illinois or a county within is not an exemption under this policy.
2. This policy does not apply to the following:
 - a. Law enforcement officials duly authorized to carry such weapons.
 - b. Military drills, honor guards, and color guards utilizing facsimile weapons.
 - c. Equipment, utensils and/or supplies used for legitimate educational or job-related purposes.
 - d. Personal protective devices deemed as nonlethal such as mace or pepper spray.

C. Sanctions:

1. Any employee violating this policy will be subject to discipline up to and including termination. Any student violating this policy will be subject to discipline up to and including suspension or dismissal as outlined in the Code of Conduct. Any visitor violating this policy will be subject to being barred from campus. All may be subject to criminal or civil prosecution.

5.70 Record Keeping (Reaffirmed 6/25/19)

A. Compliance Officer Is Responsible for Records:

1. The Treasurer of the District (the "Compliance Officer") is hereby designated as the keeper of all records of the District with respect to each issue of the Tax Advantaged Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

B. Closing Transcripts:

1. For each issue of Tax Advantaged Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Tax Advantaged Obligations, including without limitation
 - a. the proceedings of the District authorizing the Tax Advantaged Obligations,
 - b. any offering document with respect to the offer and sale of the Tax Advantaged Obligations,
 - c. any legal opinions with respect to the Tax Advantaged Obligations delivered by any lawyers, and
 - d. all written representations of any person delivered in connection with the issuance and initial sale of the Tax Advantaged Obligations.

C. Arbitrage Rebate Liability:

1. The Compliance Officer shall review the agreements of the District with respect to each issue of Tax Advantaged Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the United States Treasury, and setting forth any applicable exemptions that each issue of Tax Advantaged Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board.

D. Recommended Records:

1. The Compliance Officer shall review the records related to each issue of Tax Advantaged Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on its Tax Advantaged Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on its Tax Advantaged Obligations, and applicable tax credits or other tax benefits arising from its Tax Advantaged Obligations. The Compliance Officer shall then prepare a list of

the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax Advantaged Obligations is entitled to be excluded from “gross income” for federal income tax purposes, that the District is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on its Tax Advantaged Obligations, and the entitlement of holders of any Tax Advantaged Obligations to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the District, such retained records shall be kept for as long as the Tax Advantaged Obligations relating to such records (and any obligations issued to refund the Tax Advantaged Obligations) are outstanding, plus three years, and shall at least include:

- a. complete copies of the transcripts delivered when any issue of Tax Advantaged Obligations is initially issued and sold;
- b. copies of account statements showing the disbursements of all Tax Advantaged Obligation proceeds for their intended purposes, and records showing the assets and other property financed by such disbursements;
- c. copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Tax Advantaged Obligations has been held or in which funds to be used for the payment of principal of or interest on any Tax Advantaged Obligations has been held, or which has provided security to the holders or credit enhancers of any Tax Advantaged Obligations;
- d. copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any issue of Tax Advantaged Obligations, including any swaps, swaptions, or other financial derivatives entered into in order to establish that such instruments were purchased at fair market value;
- e. copies of any subscriptions to the United States Treasury for the purchase of State and Local Government Series (SLGS) obligations;
- f. any calculations of liability for arbitrage rebate that is or may become due with respect to any issue of Tax Advantaged Obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the United States Treasury together with any applicable IRS Form 8038-T; and
- g. copies of all contracts and agreements of the District, including any leases (the “Contracts”), with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations effective at any time when such Tax Advantaged Obligations are, will or have been outstanding. Copies of contracts covering no

more than 50 days of use and contracts related to District employees need not be retained.

E. IRS Examinations or Inquiries:

1. In the event the IRS commences an examination of any issue of Tax Advantaged Obligations or requests a response to a compliance check, questionnaire or other inquiry, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination or inquiry.

F. Annual Review:

1. The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Tax Advantaged Obligations then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans. The Compliance Officer is expressly authorized, without further official action of the Board, to hire outside, independent professional counsel to assist in such review. To the extent that any violations or potential violations of federal tax requirements are discovered incidental to such review, the Compliance Officer may make recommendations or take such actions as the Compliance Officer shall reasonably deem necessary to assure the timely correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations, or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or similar program instituted by the IRS.

G. Training:

1. The Compliance Officer shall undertake to maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds (and build America bonds and tax credit bonds to the extent the District has outstanding build America bonds or tax-credit bonds) so that such officer may fulfill the duties described in this Section. The Compliance Officer may consult with counsel, attend conferences and presentations of trade groups, read materials posted on various web sites, including the web site of the Tax-Exempt Bond function of the IRS, and use other means to maintain such knowledge. Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with outside counsel, consultants and experts to assist him or her in exercising his or her duties hereunder. The Compliance Officer will endeavor to make sure that the District's staff is aware of the need for continuing compliance. The Compliance Officer will provide copies of this Resolution and the Tax Exemption Certificate and Agreement or other applicable tax documents for each series of Tax Advantaged Obligations then currently outstanding (the "*Tax Agreements*") to staff members who may be responsible for taking actions described in such documents. The Compliance Officer should assist in the education of any new Compliance Officer and the transition of the

duties under these procedures. The Compliance Officer will review this Resolution and each of the Tax Agreements periodically to determine if there are portions that need further explanation and, if so, will attempt to obtain such explanation from counsel or from other experts, consultants or staff.

H. Amendment and Waiver:

1. The procedures described in this Section are only for the benefit of the District. No other person (including an owner of a Tax Advantaged Obligation) may rely on the procedures included in this Section. The District may amend this Section and any provision of this Section may be waived, without the consent of the holders of any Tax Advantaged Obligations and as authorized by passage of a resolution by the Board. Additional procedures may be required for Tax Advantaged Obligations the proceeds of which are used for purposes other than capital governmentally owned projects or refundings of such, including tax increment financing bonds, bonds financing output facilities, bonds financing working capital, or private activity bonds. The District also recognizes that these procedures may need to be revised in the event the District enters into any derivative products with respect to its Tax Advantaged Obligations.

5.80. Preparing and Updating Disclosures (Adopted 6/23/20)

- A. Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's
- a. Preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations,
 - b. Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and
 - c. Notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws.
 - d. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its
 - a. Official Statements,
 - b. Annual Financial Information, and
 - c. EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."
- B. In response to these interests, the District hereby adopts the following policies and procedures (the "*Disclosure Policy*"):
- C. Disclosure Officer:
1. The ~~Vice President of Administrative Services~~ Vice President/CFO, Administrative Services/Treasurer of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").
- D. Disclosure Procedures: Official Statements

1. Whenever an Official Statement will be disseminated in connection with the issuance

of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

- a. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "Working Group") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
- b. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.
- c. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.
- d. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.
- e. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; provided, however, that the use of the Official Statement must be ratified, approved and authorized by the Board of Trustees of the District (the "Board").

E. Disclosure Procedures: Annual Financial Information.

1. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:
 - a. By December 15 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the “Financial Statements”). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.
 - b. If, in the Disclosure Officer’s reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

F. Disclosure Procedures: Reportable Events.

1. The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such

term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

G. Disclosure Procedures: EMMA Notices.

1. Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:
 - a. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
 - b. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.
 - c. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

H. Additional Responsibilities of the Disclosure Officer.

1. The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:
 - a. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
 - b. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
 - c. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

I. General Principles.

- a. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
- b. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.
- c. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
- d. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
- e. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

**AGENDA ITEM #XII-B-2
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – NEW POLICY 4.036
SEXUAL HARASSMENT AND DISCRIMINATION-RELATED
HARASSMENT REPORTING PROCESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading new policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting Process, which is recommended for inclusion in Chapter IV, Personnel, of the policy manual.

BACKGROUND: New Policy 4.036 was developed by a workgroup of individuals from across the organization who began meeting in May 2021. Its purpose was to ensure policies support a culture of trust, accountability, respect, and demonstrate HCC’s cultural beliefs, Core Values, Mission.

The workgroup researched best practices and policies in other organizations, particularly higher education. For clarification and ease of understanding, the workgroup recommends Policy 4.034 Sexual Harassment be reformatted into three separate policies (Sexual Harassment, Discrimination-Related Harassment, and Sexual Harassment and Discrimination-Related Harassment Reporting Process).

The workgroup members consisted of Beth Groshans, Advisor; Christie Lewis, HR Generalist/HRIS Administrator; Steve Mihina, Faculty; David Naze, VP/CAO; Rhonda Perry, Executive Assistant; Jim Phillips, Dean; and Karen Brown, Director HR.

It should also be noted that the Policy Review Committee recognized inconsistencies in formatting throughout the Policy Manual and has developed standards that will be updated as policies are revised and reaffirmed. The formatting updates will be shown with track changes.

No additions or revisions have been made since Trustees approved the first reading at their February 23, 2022, regular meeting.

BOARD ACTION: _____

4.036 Sexual Harassment and Discrimination-Related Harassment Reporting Process (Adopted)

General Provisions:

- A. All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.
- B. The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.
- C. The College will:
 - 1. Respond to every complaint of harassment reported;
 - 2. Implement temporary resolutions, where appropriate, through the course of the investigation;
 - 3. Take action to provide remedies when harassment is discovered;
 - 4. Impose appropriate sanctions on offenders in a case-by-case manner; and
 - 5. Protect the privacy of all those involved in harassment complaints to the extent it is possible.
- D. The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

Confidentiality:

- A. A reasonable effort will be made to keep allegations of sexual or other harassment confidential to the greatest extent possible. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.

~~A.~~

Responsibilities:

- A. The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.
- B. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:
1. Monitoring the workplace environment for signs of sexual or other harassment;
 2. ~~Immediately~~ Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, -or the HRIS Administrator/HR Generalist at (815) 599-3602.
 3. ~~Immediately~~ Promptly stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
 4. ~~Immediately~~ Promptly reporting any complaint of harassment or discrimination to one of the College investigators.
- C. Each employee is responsible for assisting in the prevention of discrimination and harassment by:
1. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
 2. Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
 3. Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.
- D: In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

- E. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.
- F. The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

Bringing a Report of Harassment or Suspected Harassment:

- A. Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.
- B. Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:
 1. Students may report incidents to the Title IX Coordinator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator or the HRIS Administrator/HR Generalist (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.
 2. Employees, volunteers, Board of Trustees and third parties, may report incidents to the Director of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to the Title IX Coordinator (investigator), or the HRIS Administrator/HR Generalist (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees or the President of the College.

~~C.~~

D.C. Incidents can be reported in the following ways:

1. Leave a private voice message, send a private email, or visit the appropriate investigator (although it is best to make an appointment first to ensure availability) either for the Title IX Coordinator, (815) 599-353, liz.gerber@highland.edu, Marvin-Burt Liberal Arts Center room 101, -at (815)-599-3531, for the EE/AA Officer, or at (815) 599-3402, karen.brown@highland.edu, Student/Conference Center room 232, or the HRIS Administrator/HR Generalist, -at (815) 599-3609,

christie.lewis@highland.edu, Student/Conference Center room 243.

- ~~2. Send a private email to the Title IX Coordinator at liz.gerber@highland.edu, the EE/AA Officer at karen.brown@highland.edu, or the HRIS Administrator/HR Generalist christie.lewis@highland.edu;~~
- ~~3.2. Mail a letter to the Title IX Coordinator's office or the EE/AAO's office-office at 2998 West Pearl City Road, Freeport, IL 61032; Visit the appropriate investigator (although it is best to make an appointment first to ensure availability) at: Marvin Burt Liberal Arts Center room 101 for Title IX Coordinator, Student/Conference Center room 232 for the EE/AA Officer, or the Student/Conference Center room 243 for the HRIS Administrator/HR Generalist;~~
3. Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
4. File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

Informal Complaint Process:

- A. Individuals who feel they have been harassed may desire to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true). Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.
- B. Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.
- C. The investigator may, *if circumstances warrant*, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the

investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.

D. The informal process will include:

1. Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
2. Review and determination of the legal basis of the issues being raised in the complaint;
3. Seeking resolution of the matter;
4. Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;
5. Preparing a report on the informal process.

E. The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

Formal Complaint Process:

- A. Formal complaints must be filed within 45 days of the date of the alleged event or incident or within 15 days after attempts to resolve the situation informally have been unsuccessful.
- B. While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint:
 1. identify the alleged offender(s);
 2. identify the details concerning the incident or conduct giving rise to the complaint;
 3. describe the actions or practices deemed harassment and/or discriminatory
 4. provide the dates, times, and locations of the conduct;
 5. include names of any witnesses to the alleged incident(s) or conduct;
 6. whether conduct of a similar nature and has occurred on prior occasions;

7. whether there are any documents which would support the allegations;
 8. what impact the conduct had on the person filing the report; and
 9. action requested to resolve the complaint and prevent future violations of the policy.
- C. The College will investigate formal complaints when complaints are submitted orally or in writing. The College will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complaining party, as well as the alleged harasser, of the appeal process.
- D. **Process for Investigation of Formal Complaints:** The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written statement if desired or needed. Typically, after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.
- E. If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).
- F. **Right to Dismiss:** The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:
1. The complaining party fails to state a claim;
 2. The claim is moot or under adjudication elsewhere;
 3. The complaining party failed to file the complaint within the time frame allotted;
 4. The complaining party provides a written request to withdraw their formal complaint;

5. The complaining party cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
 6. The complaint is part of a clear pattern of misuse of the process.
- G. The College President or designee shall be informed of every written reported incident of harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

Written Report:

- A. Within ten (10) school days or “a reasonable time” from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College’s Board of Trustees if the College President is the alleged harasser, which will include at a minimum the following:
 1. The date the complaint was received;
 2. The complaining party’s name;
 3. The name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
 4. A statement detailing the alleged offender’s response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);
 5. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.
- B. Within five (5) business days or “a reasonable time” after the investigator’s written report is received, the College President or designee, or the Chair of the Board of Trustees if the College President is the alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.
- C. The President or designee, the supervisor (if the accused is an employee), or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or

designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

Disciplinary Action:

- A. If a complaint is found to be valid, appropriate disciplinary action or other appropriate action will be taken. Any College employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College's Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes.
- B. This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

Knowingly Filing False or Malicious Complaints Prohibited:

- A. Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

Retaliation:

- A. The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this policy, or because ~~he or she has~~ the person testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the "Disciplinary Action" Section, paragraphs #1 and #2 of this policy will not be considered retaliation.
- B. Retaliation is illegal under State and Federal Law and includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the "Disciplinary Action" section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.
- C. Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct

complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Appeal of Formal Complaint Resolution:

- A. The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.

- B.** An employee may appeal the decision of the President or designee by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President or designee. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:
 1. If the appeal alleges:
 - a. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis;
 - b. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation;
 - c. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or d. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.
 2. If the appeal is for the decision of the designee, the President will have 10 days to make a decision. Following the President's determination, the employee may further appeal by making a written request to advance the appeal within five (5) days of receiving the written notification of the decision from the President.
 3. In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act,

Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

4. If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.
5. No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

Dissemination of Policy/Procedures:

- A. Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.
- B. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus.
- C. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained ~~bi-annually via on-line training~~ to recognize and take action against harassment of any kind.
- D. The sexual misconduct and violence policy 3.27, prohibition of sexual misconduct policy 3.28, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also

apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.

Identification of Reporting Officers:

- A. If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

Resolution Outside the College:

- A. It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission as follows:

1. Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr
2. U.S. Equal Employment Opportunity Commission
230 South Dearborn, Suite 1866
Chicago, IL 60604
Telephone (800) 669-4000; or (800) 669-6820 (TTY)
www.eeoc.gov
3. Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**AGENDA ITEM #XII-B-3
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING AND WAIVE SECOND READING – REVISED POLICY 5.25
WEB PAGE ACCESSIBILITY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 5.25, Web Page Accessibility, which is included in Chapter V, Finance and Facilities, of the policy manual. It is further recommended that the Board of Trustees waive the second reading of this policy due to external requirements.

BACKGROUND: The revisions to Policy 5.25 were developed in response to recommendations from the Office of Civil Rights upon their review of the College’s web site accessibility. The Office of Civil Rights expects that higher education institutions utilize Web Content Accessibility Guidelines (WCAG) 2.1 AA or an equivalent standard for web accessibility.

It should also be noted that the Policy Review Committee recognized inconsistencies in formatting throughout the Policy Manual and has developed standards that will be updated as policies are revised and reaffirmed. The formatting updates will be shown with track changes.

BOARD ACTION: _____

5.25 Web Page Accessibility (*Reaffirmed 6/25/19*)

Official Highland Community College Web pages and the information contained within will be made accessible to the widest range of users, including those with the more common sensory, motor and cognitive disabilities. The College is committed to increased accessibility and usability of Highland Web pages including, but not restricted to, those within the highland.edu domain, those paid for with College funds, and/or those residing on College servers, to meet ~~or exceed applicable~~ state and federal laws including, ~~but not limited to,~~ the requirements of [Section 504 of the Rehabilitation Act of 1973 \(Section 504\)](#), and [Title II of the Americans with Disabilities Act \(Title II\)](#), ~~Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991~~ and the ~~most recent~~ Web Content Accessibility Guidelines (WCAG), [version 2.1, level AA](#).

**AGENDA ITEM #XII-C-1
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
COORDINATOR, STUDENT SUPPORT SERVICES (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Coordinator, Student Support Services with placement at range 24 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY22 grant year budget. This position is dependent upon continued grant funding.

BACKGROUND: The Adult Education grant will support the addition of a new full-time position. The Coordinator, Student Support Services position previously existed, but was archived in 2014 with the resignation of the incumbent in the position. Since it has been five years since archival, it is now considered a new position. The Coordinator, Student Support Services position will report to the Director, Adult Education Programs, and will recruit and retain students within the Adult Education department. Responsibilities include developing and implementing retention and attainment goals for GED and ESL students and collaborating with Marketing and Community Relations to create and execute marketing plans and public awareness campaigns to recruit students. In addition, this position will refer students to community services and work with students to transition toward college or employment.

BOARD ACTION: _____

Highland Community College Position Description

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

**TITLE: Coordinator, Student Support Services (Adult Education Programs)*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.**

GENERAL STATEMENT OF RESPONSIBILITIES: To recruit and retain students within the Adult Education department.

PRINCIPAL DUTIES: (essential functions)

- Develops and implements retention and attainment goals for GED and ESL students.
- Creates and delivers student orientation and intake.
- Works with students to transition to higher education or employment.
- Connects with community services to refer and assist students.
- Collaborates with Marketing and Community Relations to develop and implement marketing plans and public awareness campaigns to recruit students.
- Creates and implements student workshops on digital learning skills and study skills.
- Works with WIOA partners to design and implement workforce preparation courses and activities.
- Responds to grant goals and teacher requests.
- Assists in defining and implementing the department's strategic goals.
- In partnership with Career Services, delivers workforce preparation curricula to Adult Education students.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of adult education curriculum, programs and processes.

Knowledge of assessment tools and techniques.

Knowledge of grants guidelines and parameters.

Knowledge of principles, practices and techniques of counseling and advising.

Knowledge of community resources.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer hardware and software applications.

Skill in counseling and advising students.

Skill in analyzing data and evaluating trends.

Skill in interpreting assessment scores and results.

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

Skill in operating computer hardware and software applications.

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

PHYSICAL REQUIREMENTS: 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. Travel primarily within the district.

MINIMUM QUALIFICATIONS: Associate's degree in education, counseling, social services or a related field, bachelor's degree preferred, and three (3) years experience in educational assessment and/or programming, social work or a related field OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

REPORTS TO: Director, Adult Education Programs

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 5116

JOB SERIES/FAMILY: Community and Partnership Series/Adult Education Group

ADOPTED: 04/26/22 *[Pending Board Approval]

**AGENDA ITEM #XII-C-2
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
EARLY CHILDHOOD MENTOR/COACH (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Early Childhood Mentor/Coach with placement at range 28 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY22 grant year. This position is dependent upon continued grant funding.

BACKGROUND: The Early Childhood Education program received a grant from the Early Childhood Access Consortium for Equity (ECACE) that will support the addition of a new full-time position. The Early Childhood Mentor/Coach position will report to the Vice President, Business, Technology, and Community Programs and will promote student success in the Early Childhood Education program by providing guidance, communication, and navigation through the institutional and consortium systems. The position coordinates services and student needs with Admissions, Student Advising, Financial Aid, Career Services, and other College departments as necessary. In addition, it performs on and off campus recruitment activities and follows up on student interest inquiries. The position will also collect relevant student data for the grant and prepare and submit requested grant reports internally and externally in a timely manner.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Early Childhood Mentor/Coach (Grant Funded)*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To play a key role in promoting student success in the Early Childhood Education program by providing guidance, communication, and navigation through the institutional and consortium systems.

PRINCIPAL DUTIES: (essential functions)

- Coordinates services and student needs with Admissions, Student Advising, Financial Aid, Career Services and other College departments as necessary.
- Provides necessary information to students such as enrollment/registration dates and reminders, drop/add deadline dates, Early Childhood Access Consortium for Equity (ECACE) scholarship process, academic integrity, and grade policies and processes.
- Proactively monitors student progress, meets regularly with students, reviews students' academic plans to determine if adequate progress is being made, and provides outreach to struggling students with supports.
- Assists students in accessing academic and other supports that will help them persist and complete. If services are not readily available, recommends or helps acquire them.
- Connects students to the Disability Services Coordinator when requesting accommodation.
- Ensures students have the information they need to maximize credits, enroll, and complete certificate or degree expediently.
- Connects students to information about the AAS transfers to a four-year institution; if appropriate, works with the appropriate offices and Early Childhood program faculty to ensure a smooth AAS transfer.
- Assists students through the institutional process to obtain credit and/or refers to resources around the Child Development Associate (CDA).
- Networks and builds relationships with institutional faculty/staff, with navigators and agency professionals, and mentors at other institutions in order to best support students and to make appropriate referrals and seamless connections.
- Serves as a first point of contact for students interested in credentials in Early Childhood.
- Connects prospective students to the appropriate faculty/staff regarding program specific questions.
- Collaborates with the office of Marketing and Community Relations or an external consultant to develop program promotional materials.
- Performs on and off campus recruitment activities such as, but not limited to, presentations to potential students and following up on student interest inquiries.
- Collects and shares data related to Mentor work internally and with funder as requested in a timely manner.
- Performs other duties as assigned.

Adopted 04/26/22*
 Early Childhood Education Mentor/Coach

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of early childhood education.

Knowledge of the College's Early Childhood Education program, transfer requirements and professional standards.

Knowledge of IL Gateways Credentials, Illinois Early Learning Standards, IL DCFS Licensing Standards.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer hardware and software applications

Knowledge of academic resources.

Skill in database establishment and maintenance, primarily spreadsheet for program accounting and reporting.

Skill in analysis and complex reporting.

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

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

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

Skill in project management and independent work.

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. Travel primarily within the district, occasionally in the State of Illinois.

MINIMUM QUALIFICATIONS: Bachelor's degree in early childhood education required, Master's degree preferred; 3-5 years of experience in an early childhood education program with specific knowledge of early childhood education OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

REPORTS TO: Vice President, Business, Technology, and Community Programs

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4820

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

ADOPTED: 04/26/22 *[Pending Board Approval]

**AGENDA ITEM #XII-C-3
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTIONS
GROUNDSPERSON
GROUNDSPERSON ASSISTANT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job descriptions for the Groundsperson and Groundsperson Assistant. The Groundsperson position placement will remain at range 23 on the Highland Salary Range Table, with the Groundsperson Assistant placement at range 19 on the Highland Salary Range Table. These are full-time, non-exempt classified positions and are included in the FY22 budget.

BACKGROUND: With the incumbent in the Groundsperson Assistant position recently resigning, the job description was reviewed to ensure that its essential functions and requirements were up-to-date prior to posting. The Groundsperson job description was reviewed at the same time. The noted changes were made as a result. After review of the Groundsperson Assistant position, the Classification and Compensation Review Team is recommending a change in range placement from 17 to 19 on the salary range table.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Groundsperson*

GENERAL STATEMENT OF RESPONSIBILITIES: Performs a variety of landscaping and grounds maintenance duties on the college campus.

PRINCIPAL DUTIES: (essential functions)

- Plans seasonal work schedules.
- Plants and maintains shrubs, trees, and flowers.
- ~~Mows and trims lawns, lays sod, mulches plantings, fertilizes turf, and sprays weeds. Prunes trees, grades, sprays weeds, cuts grass and fertilizes.~~
- Keeps nursery and campus planting records and orders new plantings to maintain inventory, in compliance with the master plan.
- Keeps grounds in top condition, repairs or writes work orders for repair on items that require other crafts.
- Removes debris, leaves, and trash from campus lawns, sidewalks, roads, and parking lots.
- Repairs college roads, sidewalks, and parking lots.
- Assists in set-ups of various outdoor campus functions.
- Follows safe work practices and procedures at all times, including safe lifting and completion and clean-up of all projects.
- In accordance with the Risk Management Policy and Program:
 - Operates snow removal equipment and salts roads and parking lots in winter as assigned.
 - Identifies and reports unsafe or emergency conditions to appropriate staff.
 - Responds to security calls as needed.
- Performs other duties ~~and~~ as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of equipment tools and procedures used in grounds maintenance work.

Knowledge of plant identification, care and propagation.

Knowledge of plant and turf disease.

Knowledge of safe fertilizer and pesticide application procedures.

Knowledge of OSHA regulations, safe work practices and proper handling of chemicals.

Skill in performing general grounds maintenance.

Skill in operating a variety of grounds maintenance equipment, power and hand tools in a safe and effective manner.

Skill in operating snow removal equipment.

Skill in pesticide application.

Skill in repairing grounds equipment including but not limited to tune-up, trouble shooting and regular maintenance.

Skill in following oral and written instructions.

Skill in reading schematics, drawings and blue prints.

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

PHYSICAL REQUIREMENTS: Work is routinely performed outside and occasionally subjected to adverse conditions. Subject to standing, walking, sitting, bending, reaching above head, kneeling, pushing and pulling, climbing, stooping, and lifting, pushing, pulling or carrying

large or bulky objects weighing up to 50 pounds on a regular basis. Occasionally exposed to hazardous chemicals, heavy equipment and machinery.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and three (3) years experience in grounds keeping or landscaping OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSURE/CERTIFICATION: Valid Driver's License. Possess or have the ability to obtain, at a minimum, an Illinois Department of Agriculture General Standards, Turfgrass, Ornamental, and Rights of Way Commercial Private Pesticide Applicator's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Facilities and Safety

APPOINTED BY: President.

FLSA Classification: Non-exempt

JOB CODE: 705

LAST REVISED: 04/15/14, 05/21/19 (reports to) 04/26/22 *[Pending Board Approval]

Highland Community College Position Description

TITLE: Groundsperson Assistant*

GENERAL STATEMENT OF RESPONSIBILITIES: Assists in performing a variety of landscaping and grounds maintenance duties on the college campus.

PRINCIPAL DUTIES: (essential functions)

- ~~Plants and maintains shrubs, trees, and flowers. Assists in care, planting, and trimming of trees and shrubs.~~
- Mows and trims lawns, grass, lays sod, mulches plantings, cuts and fertilizes turf, and sprays weeds, and maintains planting of trees.
- Removes debris, campus of paper, leaves and trash from campus lawns, sidewalks, roads, and parking lots.
- Repairs college roads, sidewalks, and parking lots.
- Assists in set-ups of various outdoor campus functions.
- Follows safe work practices and procedures at all times, including safe lifting and completion and cleanup of all projects.
- In accordance with the Risk Management Policy and Program:
 - Operates snow removal equipment and salts roads and parking lots in winter as assigned.
 - Identifies and reports unsafe or emergency conditions to appropriate staff.
 - Performs other duties as assignedResponds to security calls as needed.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of equipment tools and procedures used in grounds maintenance work.

Knowledge of plant identification, care and propagation.

Knowledge of safe fertilizer and pesticide application procedures.

Knowledge of OSHA regulations, safe work practices and proper handling of chemicals.

Skill in performing general grounds maintenance.

Skill in operating a variety of grounds maintenance equipment, power and hand tools in a safe and effective manner.

~~Skill in observing health and safety regulations.~~

Skill in pesticide application.

Skill in operating snow removal equipment.

Skill in repairing grounds equipment including but not limited to tune-up, trouble shooting and regular maintenance.

Skill in following oral and written instructions.

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

PHYSICAL REQUIREMENTS: Work is routinely performed outside and occasionally subjected to adverse conditions. Subject to standing, walking, sitting, bending, reaching above head, kneeling, pushing and pulling, climbing, stooping, and lifting, pushing, pulling or carrying large or bulky objects weighing up to 50 pounds on a regular basis. Occasionally exposed to hazardous chemicals, heavy equipment and machinery.

MINIMUM QUALIFICATIONS: High school diploma, ~~with Associate's degree preferred and one (1) year experience in with prior experience in~~ groundskeeping or landscaping OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSURE/CERTIFICATION: Valid Driver's License. Possess or have the ability to

Adopted 11/20/90
Groundsperson Assistant

obtain, at a minimum, an Illinois Department of Agriculture General Standards Commercial/Private Pesticide Applicator's-Operator's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Facilities and Safety

APPOINTED BY: President.

FLSA Classification: Non-exempt

JOB CODE: 710

LAST REVISED: ~~04/15/14~~ 04/26/22 *[Pending Board Approval]

**AGENDA ITEM #XII-D-1
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
PURCHASE OF 2022 CHEVROLET ONE-TON CAB AND CHASSIS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from The Bocker Group of Freeport, IL in the amount of \$32,831.27 for the purchase of a 2022 Chevrolet Silverado WT one-ton cab and chassis. This purchase is included in the FY22 budget.

BACKGROUND: The current one-ton dump truck is a 1999 Dodge that is beyond its useful life and is unsafe for practical use. This vehicle will be heavily used by the Grounds department on campus for hauling felled trees, brush, and compost material from fall, plowing snow, and picking up steel and hauling scrap steel for the welding program up to an hour from campus. The cab and chassis will be fitted for a new dump box and snow plow by another provider. This purchase has been included in the budgets for the last two fiscal years but there have been no vehicles meeting specifications available for purchase until now.

The request for proposals was advertised and one proposal was submitted.

Proposals were opened at 2:00 p.m. on March 30, 2022.

BOARD ACTION: _____

THE BOCKER GROUP

801 EAST SOUTH STREET
 FREEPORT, ILLINOIS 61032
 815-235-2121

NEW VEHICLE
 USED VEHICLE

PHONE 815-599-3501
 DATE: TBD

PURCHASER Highland College FED TAX ID: # _____
 ADDRESS 2998 W. Pearl City Rd. Freeport, Il 61032

YEAR	MAKE	SERIAL NUMBER	DESCRIPTION	MILEAGE	STOCK#
2022	Chevrolet	1GB3YSE7XNF241919	Silverado WT	5	22065

I HEREBY OFFER TO PURCHASE THE AUTOMOBILE STATED HEREIN EQUIPPED AS SPECIFIED FOR WHICH I AGREE TO PAY AS STATED HEREON:

FACTORY INSTALLED OPTIONS		SETTLEMENT DATA	
\$ 38,732.03	Invoice	ORIGINAL VALUE BEFORE DISCOUNT	\$ 32,332.03
\$ -		SPECIAL ADDED VALUE DISCOUNT	
\$ -		VALUE TRADE	
\$ -		W	
\$ -		CASH DIFFERENCE	\$ 32,332.03
\$ -		DOCUMENTARY FEE	\$ 324.24
(-6400.00)	Bid Assistance	ACCESSORIES	
\$ -		SECRETARY OF STATE FILE FEE	
\$ -		O.E. TAX	
\$ -		MUNICIPALITY	\$ -
\$ 32,332.03	TOTAL	LIC. & PLATES	\$ 175.00
		TOTAL	\$ 32,831.27
		Rebate	
Delivery Information		BALANCE	
Delivery Type:		ADDITIONAL PAYMENT	
End User Form#		BALANCE	
		LIEN PAY OFF	
		BALANCE DUE	
Lienholder		TRADE IN	
		PAYOFF TO:	
		ADDRESS:	
		DELIVERY DATE:	3/4/2022
		BUYERS SIGNATURE:	
		SALESMAN	Jason Bardell
		ACCEPTED BY:	

USED VEHICLES ONLY:

THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON WINDOW FORM OVERRIDES ANY CONTRARY

PROVISIONS IN THE CONTRACT OF SALE.*

ALL WARRANTIES, IF ANY, BY MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, (A) ON ALL GOODS AND SERVICES SOLD BY DEALER, AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED." NO PUBLIC LIABILITY, PROPERTY OR PHYSICAL DAMAGE INSURANCE ISSUED.

**AGENDA ITEM #XII-D-2
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
ATHLETICS, LEARNING, AND EVENT CENTER FEASIBILITY STUDY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Sports Facilities Companies of Clearwater, Florida in the amount of \$60,000, including travel and expenses, to conduct a feasibility study for an athletics, learning, and event center.

BACKGROUND: A request for proposals (RFP) process was used to invite potential vendors to submit a proposal for a feasibility study for an athletics, learning, and event center. The Feasibility Study committee reviewed the three proposals that were submitted and narrowed the vendors down to two. Representatives from each company were invited to present to the committee. Following presentations to the committee, it was recommended that both vendors present to the Board of Trustees at their March 9, 2022, quarterly retreat. At that meeting, trustees requested that the President go back to the committee, with the goal to make a recommendation at the March regular meeting of the Board. The Feasibility Study committee reconvened and agreed to ask each vendor for a copy of a completed feasibility study they had conducted. The study conducted and reported on by Sports Facilities Companies included several key components that will be critical to Highland's study, including potential funding options, the economic impact of the facility, the projected financial performance of the facility, and a 20-year financial forecast. This research will provide in-depth data on which to base a financial investment decision.

BOARD ACTION: _____

**AGENDA ITEM #XII-D-3
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

HEALTH INSURANCE RATES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees establish the following monthly rates for medical, dental, and vision insurance during FY23 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 857.68	Retiree Only	\$ 857.68
Family Plan	\$2,144.20	Retiree with Family Plan	\$2,144.20

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 754.76	Retiree Only	\$ 754.76
Family Plan	\$1,886.90	Retiree with Family Plan	\$1,886.90

Medical (Blue Cross Blue Shield PPO Co-Pay Plan):

Employee Only	\$ 744.55	Retiree Only	\$ 744.55
Family Plan	\$1,861.37	Retiree with Family Plan	\$1,861.37

Dental (Blue Cross Blue Shield):

Employee Only	\$ 27.34	Retiree Only	\$ 27.34
Employee + Spouse	\$ 55.62	Retiree + Spouse	\$ 55.62
Employee + Child(ren)	\$ 57.42	Retiree + Child(ren)	\$ 57.42
Family Plan	\$ 102.54	Retiree with Family Plan	\$ 102.54

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

BACKGROUND: The goals of the College health plan are to provide participants protection from catastrophic financial loss, provide participants with choices in health care options, and help the College remain sustainable and competitive.

The College will continue to offer three medical plan options: a Blue Cross Blue Shield PPO plan, a Blue Cross Blue Shield HDHP, and a Blue Cross Blue Shield PPO Co-Pay plan. This year, the College will contribute \$500 to each employee's flexible spending plan if they opt for the co-pay plan and an additional \$100 based on a dollar for dollar match of the employee's

BOARD ACTION: _____

contribution, capped at \$600. The College will contribute \$500 to each employee's Health Savings Account if they opt for the HDHP. New this year, individuals who have been on a family plan option for the past 12 months will be offered the Family Advantage Plan. By taking coverage with a spouse's group coverage, the College will cover a portion of premiums and medical expenses.

The medical premiums for each plan have increased from FY22 by .5%. Dental premiums decreased by 5.1%. Vision premiums remained the same.

The College will contribute 78% toward the cost of medical and dental premiums for current employees in FY23 and does not contribute toward the cost of retiree premiums. The voluntary vision plan premium is paid 100% by employees.

**AGENDA ITEM #XII-D-5
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
MARCH 2022**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the March 2022 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 352762 through 353281 amounting to \$957,050.30, Automated Clearing House (ACH) debits W0000628 amounting to \$44,624.02, and International Wire Transfer debits I0000002 of \$602.93, Electronic Refunds of \$1,262.34, with 7 adjustments of \$2,623.08, such warrants amounting to \$1,000,916.51. Transfers of funds for payroll amounted to \$566,463.73.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$44,624.02. International Wire Transfers in USD to Joubel AS Norway. Electronic Refunds are issued to students. Financial Aid disbursed Pell and MAP.

BOARD ACTION: _____

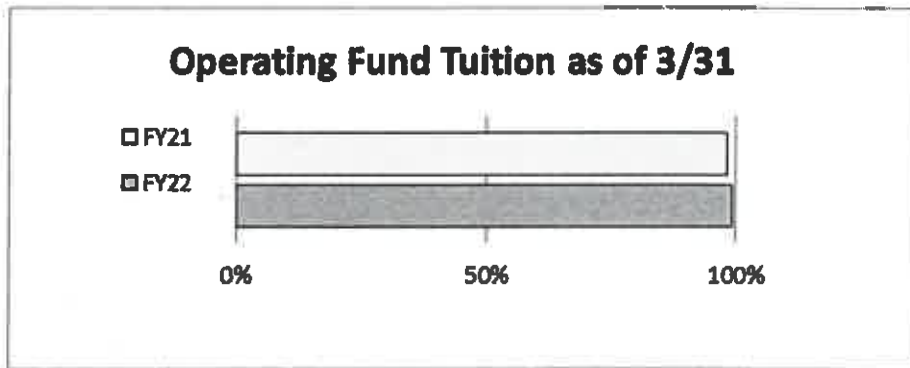
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2022**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$286,966.62	\$1,833.36	\$0.00	\$288,799.98
FIFTH THIRD	31,612.25	0.00	0.00	31,612.25
UNION LOAN AND SAVINGS	176,116.89	0.00	0.00	176,116.89
TOTAL ASSETS	\$494,695.76	\$1,833.36	\$0.00	\$496,529.12
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	65,204.86			65,204.86
1017 HCC ROAD AND LOT	97,781.81			97,781.81
1018 YMCA ROAD AND LOT	93,281.26	1,833.36		95,114.62
1019 YMCA BLDG/MAINT	37,493.78			37,493.78
1020 HCC BLDG/MAINT	68,972.13			68,972.13
1021 YMCA/HCC INTEREST	100,349.67			100,349.67
1022 HCC SECTION 125 PLAN	31,612.25			31,612.25
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$494,695.76	\$1,833.36	\$0.00	\$496,529.12

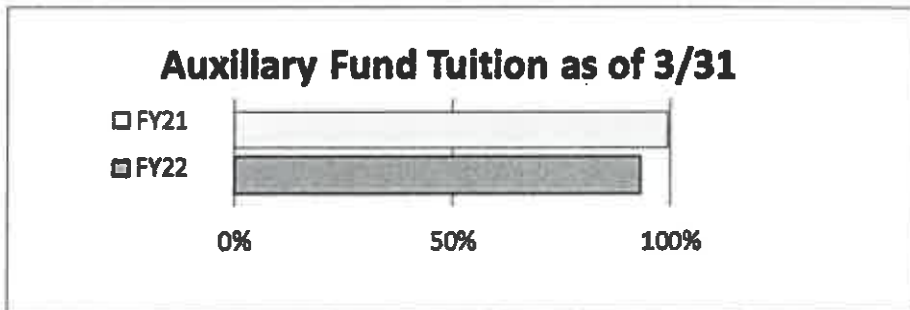
**AGENDA ITEM #XIII-A
 APRIL 26, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22**

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

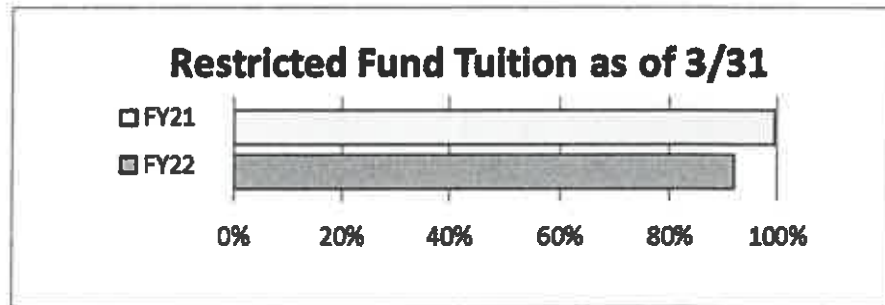
- As of March 31st, we are 75% of the way into FY22.
- **Current Results as of Month End:** The following charts shows the comparison of the FY22 financial results for various items, as labeled, to FY21 results as of March 31st. The FY21 bar is the year-to-date results as of March 31, 2021, divided by the actual year end results for FY21. The FY22 bar is the year-to-date results for March 31, 2022, divided by the annual budgeted amount for FY22.



Operating Fund tuition revenue appears to be about 1% higher than anticipated at this point in time. If Operating Fund tuition revenue is 1% more than budgeted for the fiscal year, that amounts to about \$44,000.



Auxiliary Fund tuition revenue appears to be about 6% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 6% less than budgeted for the fiscal year, that amounts to about \$29,000.



Restricted Fund tuition revenue appears to be about 7% lower than anticipated at this point in time. If Restricted Fund tuition revenue is 7% less than budgeted for the fiscal year, that amounts to about \$41,000.

AGENDA ITEM #XIII-A
 APRIL 26, 2022
 HIGHLAND COMMUNITY COLLEGE
 FY22

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2022

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,770,780	\$3,352,485	49.5%
Credit Hour Grants	1,232,526	1,108,321	89.9%
Equalization	50,000	41,667	83.3%
ICCB Career/Tech Education	128,361	128,361	100.0%
ICCB Performance	-	14,820	0.0%
CPP Replacement Tax	625,000	790,322	126.5%
Federal Sources	55,000	38,153	69.4%
Tuition & Fees	4,410,000	4,375,135	99.2%
Sales & Services	27,150	29,572	108.9%
Facilities Revenue	111,550	68,015	61.0%
Interest on Investments	7,000	2,552	36.5%
Non-Govt. Gifts, Grants	300,000	351,104	117.0%
Miscellaneous	44,626	82,495	184.9%
Total Revenue	\$13,761,993	\$10,383,002	75.4%
<u>EXPENDITURES:</u>			
Salaries	\$9,699,734	\$6,815,986	70.3%
Employee Benefits	2,312,285	1,952,755	84.5%
Contractual Services	865,583	792,147	91.5%
Materials & Supplies	866,357	547,745	63.2%
Conference & Meeting	252,197	110,609	43.9%
Fixed Charges	59,700	44,852	75.1%
Utilities	659,325	646,938	98.1%
Capital Outlay	49,225	39,125	79.5%
Other Expenditures	142,356	138,664	97.4%
Federal Relief Lost Revenue	(988,531)	(955,854)	96.7%
Transfers (In) Out	(156,238)	-	0.0%
Total Expenditures	\$13,761,993	\$10,132,967	73.6%
Excess of Revenues Over Expenditures	\$0	\$250,035	
Fund Balance 7/1/21	5,734,337	5,734,337	
Fund Balance 3/31/22	\$5,734,337	\$5,984,372	

AGENDA ITEM #XIII-A
 APRIL 26, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2022

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$921,000	\$456,600	49.6%
Interest	-	32,676	100.0%
Total Revenue	\$921,000	\$489,276	100.0%
EXPENDITURES:			
Contractual Services	182,800	101,691	0.0%
Materials & Supplies	-	148	100.0%
Capital Outlay	4,798,078	2,794,912	58.3%
Total Expenditures	\$4,980,878	\$2,896,751	58.2%
Excess of Revenues Over Expenditures	(\$4,059,878)	(\$2,407,475)	
Fund Balance 7/1/21	\$4,725,092	\$4,725,092	
Fund Balance 3/31/22	\$665,214	\$2,317,617	

AGENDA ITEM #XIII-A
 APRIL 26, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$478,000	\$445,081	93.1%
Bookstore Sales	450,000	400,625	89.0%
Athletics	41,040	17,152	41.8%
Other	123,166	99,190	80.5%
-----	-----	-----	-----
Total Revenue	\$1,092,206	\$962,048	88.1%
EXPENDITURES:			

Salaries	\$322,217	\$204,946	63.6%
Employee Benefits	33,313	24,928	74.8%
Contractual Services	92,984	65,702	70.7%
Materials & Supplies	611,419	458,002	74.9%
Conference & Meeting	311,963	185,701	59.5%
Fixed Charges	14,109	9,690	68.7%
Utilities	600	600	100.0%
Capital Outlay	32,265	45,305	140.4%
Other Expenditures	25,738	17,994	69.9%
Federal Relief Lost Revenue	(413,108)	(91,663)	22.2%
Transfers	(64,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$967,500	\$921,205	95.2%
Excess of Revenues Over Expenditures	\$124,706	\$40,843	
Fund Balance 7/1/21	\$1,129,535	\$1,129,535	
-----	-----	-----	
Fund Balance 3/31/22	\$1,254,241	\$1,170,378	

AGENDA ITEM #XIII-A
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2022

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$140,056	\$10,277	7.3%
Adult Education	229,950	95,867	41.7%
Other Illinois Sources	131,865	113,164	85.8%
Department of Education	7,840,258	5,632,945	71.8%
Other Federal Sources	49,684	35,391	71.2%
Tuition & Fees	592,000	543,927	91.9%
Sales & Service Fees	20,000	306	1.5%
Interest	19,346	19,743	102.1%
Non-govt. Gifts, Grants	891,319	4,435	0.5%
Other	298,726	219,438	73.5%
Total Revenue	\$10,213,204	6,675,493	65.4%
<u>EXPENDITURES:</u>			
Salaries	\$1,180,551	\$982,184	83.2%
Employee Benefits	270,047	216,664	80.2%
Contractual Services	755,993	296,220	39.2%
Materials & Supplies	255,853	124,253	48.6%
Conference & Meeting	121,038	84,595	69.9%
Fixed Charges	26,758	1,294	4.8%
Utilities	4,152		0.0%
Capital Outlay	815,170	455,968	55.9%
Other Expenditures	1,811,103	1,229,486	67.9%
Federal Relief Lost Revenue	(137,651)		0.0%
Financial Aid	4,711,745	3,828,201	81.2%
Transfers out (in)	180,438	-	0.0%
Total Expenditures	\$9,995,197	\$7,218,865	72.2%
Excess of Expenditures Over Revenue	\$218,007	(\$543,372)	
Fund Balance 7/1/21	877,588	877,588	
Fund Balance 3/31/22	\$1,095,595	\$334,216	

AGENDA ITEM #XIII-A
 APRIL 26, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$49,000	\$22,948	46.8%
-----	-----	-----	-----
Total Revenue	\$49,000	\$22,948	46.8%
EXPENDITURES:			

Contractual Services	\$49,000	\$52,750	107.7%
-----	-----	-----	-----
Total Expenditures	\$49,000	\$52,750	107.7%
Excess of Revenues Over Expenditures	\$0	(\$29,802)	
Fund Balance 7/1/21	\$861	\$861	
-----	-----	-----	
Fund Balance 3/31/22	\$861	(\$28,941)	

AGENDA ITEM #XIII-A
 APRIL 26, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,803,550	\$895,729	49.7%
-----	-----	-----	-----
Total Revenue	\$1,803,550	\$895,729	49.7%
EXPENDITURES:			

Fixed Charges	\$1,753,550	\$1,646,475	93.9%
-----	-----	-----	-----
Total Expenditures	\$1,753,550	\$1,646,475	93.9%
Excess of Revenues Over Expenditures	\$50,000	(\$750,746)	
Fund Balance 7/1/21	\$816,153	\$816,153	
-----	-----	-----	
Fund Balance 3/31/22	\$866,153	\$65,407	

AGENDA ITEM #XIII-A
APRIL 26, 2022
HIGHLAND COMMUNITY COLLEGE BOARD
FY22

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,225,000	\$593,815	48.5%
-----	-----	-----	-----
Total Revenue	\$1,225,000	\$593,815	48.5%
EXPENDITURES:			

Salaries	\$330,801	\$225,534	68.2%
Employee Benefits	312,950	219,787	70.2%
Contractual Services	387,425	359,857	92.9%
Materials & Supplies	9,100	9,992	109.8%
Conference & Meetings	15,974	10,212	63.9%
Fixed Charges	207,374	218,187	105.2%
Utilities	4,000	2,700	67.5%
-----	-----	-----	-----
Total Expenditures	\$1,267,624	\$1,046,269	82.5%
Excess of Revenues Over Expenditures	(\$42,624)	(\$452,454)	
Fund Balance 7/1/21	\$363,135	\$363,135	
-----	-----	-----	
Fund Balance 3/31/22	\$320,511	(\$89,319)	