

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
June 28, 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=SmdzVjE3cDRVenFiaFBYRm5sV2VlOT09>
or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: May 24, 2022 Audit & Finance Committee Meeting
May 24, 2022 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Presentation of the Joe and Jennifer Kanosky Student Trustee Scholarship
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreement Between Highland Community College and Durand CUSD #322 for the 2022 – 2023 Academic Year (FY23) (Page 1)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 4)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 - 1. Master Program Articulation Agreement Between Highland Community College (HCC) and Southern Illinois University Carbondale (SIUC) (Page 7)
 - B. Administration
 - 1. Planned Retirement Program for Full-time Administrative, Professional, and Classified Nonunion Employees (Page 13)
 - 2. Continuation of Hybrid Telework Program and Updated Hybrid Telework Program Procedures and Guidelines (Page 15)

C. Personnel

1. Appointment: Early Childhood Education Mentor/Coach (Grant Funded) (Page 22)

D. Financial

1. Contract for Search Firm Services for Recruitment and Placement of a Vice President/Chief Academic Officer (Page 23)
2. Approval of Salary Increases for Administrative, Professional, and Classified Nonunion Staff (Page 27)
3. Interfund Transfer from the Restricted Purposes Fund to the Auxiliary Fund to Support the Madrigal Event (Page 28)
4. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the High School Servant Leadership Program (Page 29)
5. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the Leadership Forum (Page 30)
6. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the Leadership Institute (Page 31)
7. Interfund Transfer from the Restricted Purposes Fund to the Operating Fund (Page 32)
8. Software Solutions Proposal with Concensus Technology, LLC, for Concensus Care Primary Engineer Services (Page 33)
9. Intercollegiate Athletic Insurance (Page 36)
10. Property and Liability Insurance (Page 37)
11. Intergovernmental Cooperation Agreement for Police Services (Page 38)
12. Payment of Bills and Agency Fund Report – May 2022 (Page 49)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 51)
- 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*)

XII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters
- C. Semiannual Review of All Closed Session Minutes and Tapes

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters
 - 1. Memorandum of Understanding (MOU) Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 Regarding Extension of Academic Technology Resources Vacancy Interim Plan (Handout)
- C. Semiannual Review of All Closed Session Minutes and Tapes

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – September 14, 2022 at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Regular Board Meeting – July 26, 2022 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVII. Adjournment

**AGENDA ITEM #IX-A-1
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DURAND CUSD #322 FOR THE 2022 – 2023 ACADEMIC YEAR (FY23)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreement for the 2022 – 2023 (FY23) academic year for qualified students attending Durand CUSD #322.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate’s degree. The program has grown from two participating high schools in the Fall Semester of 2012 to an anticipated 13 participating high schools in the Fall Semester of 2022.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2022 – 2023 Academic Year (FY'23)
Durand CUSD 322 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course in the Summer Semester.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW for the 2022 Fall and 2023 Spring Semesters.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Durand High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2022, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay a percentage of the tuition and fees. The student will present this letter to the College cashier's office upon registration.

- Durand will not pay any portion of CollegeNOW for the incoming Juniors.
- Durand will continue to pay 25% for the seniors who are in their 2nd year of CollegeNOW.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Durand CUSD 322 by September 15th and February 15th a request for payment that equals the appropriate percentage of the tuition and fees as detailed in the agreement. Durand High School will receive a list of all participating students on a bill following HCC 10th day. The CollegeNOW students and their parent or guardian from Durand High School will pay all remaining charges over and above the percentage for senior/second-year student per semester and above the percentage per junior/first-year student per semester including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor. Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- Durand High School students enrolled in CollegeNOW may also enroll in summer courses at the in-district tuition rate. Tuition, fees and other expenses incurred for summer enrollment will be at the student's expense.

For Highland Community College

For Durand CUSD 322

Chris Kuberski, President Date

 6/13/2022
Superintendent Date

Jim Endress, Chair
Board of Trustees Date

 6-13-22
President Date
Board of Education

**AGENDA ITEM #IX-C-1
JUNE 28, 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
Rich	Jacobs			Dual Credit Observation Visits				\$150.00
Monica	Pierce			Dual Credit Observation Visits				\$1,125.00
Todd	Vacek			Dual Credit Observation Visits				\$150.00
Jeremy	Monigold			Fy2022 Program Reviews				\$1,320.43
Summer 2022								
Robert	Apolloni	1040	ART110HB	Intro to Art		3	\$1,320.43	\$3,961.29
Thompson	Brandt	1006	MUS267VM	Intro to Music		3	\$660.22	\$1,980.66
Sam	Fiorenza	1161	ENGL227VM	British Lit I		3	\$1,320.43	\$3,961.29
Kirk	Pearson	1001	SPCH295JXX	Leadership Forum				\$1,530.00
Kirk	Pearson			Curriculum Development for Ldrship Forum				\$600.00
Alicia	Kepner	1142	NURS123AX	Portion of MA Externship Lab		5.7	\$660.22	\$3,763.26
Alicia	Kepner	1140	NURS123VM	MA Externship		1	\$660.22	\$660.22
Shelly	Morgan	1155	NURS109HBB	BNA		5.5	\$1,320.43	\$7,262.37
Cassie	Mekeel			Basic Nursing Assistant Coordinator		3	\$1,320.43	\$3,961.29
Cassie	Mekeel	1142	NURS123AX	Portion of MA Externship Lab		5.7	\$1,320.43	\$7,526.46
Cassie	Mekeel	1150	NURS109HB	BNA		5.5	\$1,320.43	\$7,262.37
Kay	Sperry	1134	NURS107A	Intro to Phlebotomy		2	\$1,320.43	\$2,640.86
Andrea	Anderson	1146	NURS293HB	Psychiatric Nursing	32		\$38.00	\$1,216.00
Erica	Fischer	1149	NURS293BXH	Psychiatric Nursing Lab	32		\$38.00	\$1,216.00
Erica	Fischer	1148	NURS293HXB	Psychiatric Nursing Lab	32		\$38.00	\$1,216.00
Juliet	Moderow	1195	NURS188HB	Pathophysiology		2	\$1,320.43	\$2,640.86
Shelly	Morgan	1145	NURS103AXX	Pharmacology Lab		2.28	\$1,320.43	\$3,010.58
Connie	O'Brien	1198	NURS117HB	Medical Terminology	16		\$32.00	\$608.00
Chrislyn	Senneff	1206	NURS293HBX	Psychiatric Nursing Lab		2.28	\$1,320.43	\$3,010.58
Kay	Sperry	1136	NURS108A	Phlebotomy Techniques		2	\$1,320.43	\$2,640.86
Kay	Sperry	1138	NURS108AX	Phlebotomy Techniques Lab		4.56	\$1,320.43	\$6,021.16
Kay	Sperry	1143	NURS103HB	Pharmacology		1	\$1,320.43	\$1,320.43
Kay	Sperry	1144	NURS103AXX	Pharmacology Lab		2.28	\$1,320.43	\$3,010.58
Carol	Engelkens			Office Technology Lab - P/T Instructor	TBD		\$27.04	TBD
Denise	Johnson			Office Technology Lab - P/T Instructor	TBD		\$30.08	TBD
Dorie	Oloff			Office Technology Lab - P/T Instructor	TBD		\$27.04	TBD
Chane	Oosthuizen			Cosmetology Lab - P/T Instructor	TBD		\$25.73	TBD
Sarah	Pratt			Project Succeed Student Tutor	TBD		\$13.50	TBD
Teila	Thommen			Project Succeed Student Tutor	TBD		\$13.50	TBD
Kennedy	Schroeder			Project Succeed Math Paraprofessional	TBD		\$14.50	TBD
Julia	Wells			Project Succeed Math Paraprofessional	TBD		\$14.50	TBD
Don	Tresemmer			Project Succeed Math Tutor	TBD		\$24.00	TBD
Don	Tresemmer			MATH058/059/066/067/158/159		4	\$515.00	\$2,060.00
Danielle	Walker	1016	HLTH112Y	Health		1	\$660.22	\$660.22

Other Assignments							
Ella	Caswell		Instrumentalist for Chorale in Spring Concert				\$ 150.00
Hannah	Caswell		Instrumentalist for Chorale in Spring Concert				\$ 150.00
Laura	Caswell		Instrumentalist for Chorale in Spring Concert				\$ 150.00
Grace	Cifonie		Instrumentalist for Chorale in Spring Concert				\$ 150.00
Brooke	Parkinson		Instrumentalist for Youth Choir in Spring Choral Concert				\$ 75.00
David	Helbling		Tenor Sax for Royal Scots performance				\$ 75.00
John	Hartman		Piano tuning				\$ 130.00
John	Garvens		Trombone for Royal Scots performance				\$ 250.00
Rhonda	Arends		Business Institute instructor				\$ 1,975.00
Robert Dean	Buckwalter		Helped with the Softball Region tournament				\$ 50.00
Kylie	Fransen		Worked 2 games at the Softball Region tournament				\$ 50.00
Kassandra	Ilgen		Worked 6 games at the Softball Region tournament				\$ 150.00
Karen	Kolthoff		Worked 2 games at the Softball Region tournament				\$ 50.00
Thomas	Kramer		Worked 2 days at the Softball Region tournament				\$ 200.00
Kendra	Melville		Worked 3 games at the Softball Region tournament				\$ 75.00
Ryan	Schoonhoven		Worked 15 hours x \$12 at the Softball Region tournament				\$ 180.00
La'Tayshia	Taylor		Worked 3 games at the Softball Region tournament				\$ 75.00

**AGENDA ITEM #X-A-1
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**MASTER PROGRAM ARTICULATION AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE (HCC) AND
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE (SIUC)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Master Program Articulation Agreement between Highland Community College (HCC) and Southern Illinois University Carbondale (SIUC).

BACKGROUND: This agreement provides a pathway for transfer between HCC and SIUC. The agreement was reviewed by Highland's Transfer Coordinator and Interim Chief Academic Officer and is similar to previous agreements with SIUC and mirrors agreements with other four-year colleges and universities.

BOARD ACTION: _____

MASTER PROGRAM ARTICULATION AGREEMENT

In an effort to provide a continued, articulated higher education baccalaureate degree program that will build on community college and university learning experiences, and also eliminate duplication of instruction, this Master Program Articulation Agreement (“Agreement”) is entered into this 28th day of June, 2022 (“Effective Date”) by and between Highland Community College and the Board of Trustees of Southern Illinois University, a body politic and corporate of the State of Illinois, by and on behalf of Southern Illinois University Carbondale (“SIUC” or “University”). Highland Community College and University may hereafter be referred to individually as a “Party” and collectively as the “Parties.”

I. TERM AND TERMINATION

- A. **Term.** This Agreement shall commence as of the Effective Date (or if no Effective Date is indicated upon the date the Agreement is fully executed by the Parties) and shall remain in effect for a period of five (5) years thereafter. The Parties may renew or extend this Agreement only by written instrument signed by the authorized representatives of each Party.

Termination. This Agreement or an individual Degree Plan (as defined in Section II here) may be terminated by either Party, with or without cause, upon 60 days advance written notice. The Parties agree that no additional students shall be accepted pursuant to this Agreement or into the relevant Degree Plan (as applicable) after a Party’s receipt of any written notice of termination. No qualified student then enrolled in a degree program pursuant to this Agreement shall be deprived the opportunity to complete the program requirements solely due to termination of this Agreement or the relevant Degree Plan, as applicable.

II. ADMISSION AND MATRICULATION

- A. This Agreement does not guarantee admission to SIUC or to any specific academic program at SIUC. All Highland Community College students wishing to transfer to SIUC pursuant to this Agreement shall be subject to all SIUC admission requirements and those of the academic program.

- B. Subject to SIUC admission requirements and the relevant SIUC academic department's enrollment criteria and space availability, all graduates of Highland Community College will be considered for admission to SIUC pursuant to and in accordance with a degree plan agreed to by the Parties pursuant to this Agreement ("Degree Plan"). Each such Degree Plan shall be considered part of this Agreement as fully set forth herein; provided however, that to the extent of any conflict between a Degree Plan and this Agreement, this Agreement shall govern.
- C. Subject to SIUC policies, including without limitation the Undergraduate Catalog, upon successful completion of all degree requirements, Highland Community College students will be eligible to receive the SIUC Bachelor degree as set forth in the relevant Degree Plan.

III. COLLEGE OBLIGATIONS

- A. Designate in writing a person or persons as point of contact between Highland Community College and SIUC on all matters related to this Agreement.
- B. Reserve the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.

IV. UNIVERSITY OBLIGATIONS

- A. Designate in writing a person or persons as point of contact between SIUC and Highland Community College on all matters related to this Agreement.
- B. Reserve the right to approve and edit all news releases, advertising and other public announcements and information pieces relating to the performance of this Agreement.

V. MUTUAL OBLIGATIONS

- A. Pursuant to each Degree Plan entered into pursuant hereto, each Party will appoint a representative from the relevant degree program to communicate for general advisement and degree planning purposes.
- B. Program Promotion – Each Party shall promote the relationship created by this Agreement so that it is disseminated to prospective and existing students by reasonable means, which may include but is not limited to the Internet, student catalogs, view books, program brochures, and other advertising. Advertising copy created pursuant to this Section shall be reviewed and approved in writing by each Party prior to publication. Each Party shall have a limited, non-exclusive right to use the name, trademarks, and logos of the other Party in the promotion for the relationship created by this Agreement.
- C. Should changes occur in the content or requirements of a course or program that is part of a Degree Plan entered into pursuant hereto, the Party making the change will notify the other Party in writing no less than 60 days prior to the beginning of the academic semester in which the change will first be implemented. Within 15 days of the receipt of such notice the Parties will commence a discussion to reevaluate the subject Degree Plan and make any changes deemed necessary to the subject Degree Plan. If the Parties are unable to reach agreement pursuant to those negotiations within 15 days of their commencement, either Party may terminate that Degree Plan by providing further written notice to the other Party.
- D. The Parties acknowledge and agree that the terms of this Agreement may result in the disclosure of personally identifiable information from education records protected from disclosure and re-disclosure by the Family Educational Rights and Privacy Act of 1974 (“FERPA”). Accordingly, the Parties agree that all disclosures or redisclosures of such personally identifiable information shall be in accordance with FERPA. As used in this section, the terms “personally identifiable information” and “education records” shall have the meanings ascribed to them in 34 C.F.R. § 99.3.
- E. Reasonable efforts will be made to resolve problems with student(s) through discussions with the student’s program instructor, supervisor, and SIU Carbondale’s faculty members; however, SIUC reserves the

right to remove any student from enrollment at SIUC in accordance with its policies, including without limitation the Student Conduct Code and its policies governing academic performance.

VI. GENERAL TERMS AND CONDITIONS

- A. Neither party will discriminate against any applicant or student in the nomination, selection, or training because of religion, race, sex, sexual orientation, creed, handicap, national origin, or age.
- B. Notices should be mailed to the following addresses by first class mail in order to fulfill any notice or revision of requirements under this Agreement:

For SIUC: Dr. Meera Komarraju, Provost
Vice Chancellor for Academic Affairs
Southern Illinois University Carbondale
Mail code 4305
1265 Lincoln Dr
Carbondale, IL 62901
P: 618-453-5744
E: provost@siu.edu

For Highland Community College: Mr. Jim Phillips, Interim Vice President of Academic Services/Chief Academic Officer
Highland Community College
2998 W. Pearl City Road
Freeport, IL 61032
Phone: 815-599-3469
Email: jim.phillips@highland.edu

- C. The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.
- D. Headings appear solely for convenience of reference. Such headings are not part of this Agreement and shall not be used to construe it.

- E. All the provisions of this Agreement are severable. If any provision of this Agreement is deemed to be invalid or unenforceable for any reason, then the remainder of the Agreement shall remain in full force and effect to the extent permitted by law.
- F. Each Party to this Agreement shall have exclusive control of its respective organization unless and except as otherwise expressly provided herein. The relationship created by this Agreement is exclusively that of independent contractors.
- G. This instrument sets forth the entire agreement between the Parties with regard to the subject matter hereof and supersedes all prior agreements, oral or written, regarding same. No alteration or modification to this Agreement will be valid unless made in writing and signed by the authorized representative of each Party.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized, respective officers, and by doing so, hereby affirm that the Agreement is enforceable on behalf of and against each party as of the date written herein.

**BOARD OF TRUSTEES OF
SOUTHERN ILLINOIS UNIVERSITY**

**HIGHLAND COMMUNITY
COLLEGE**

Meera Komarraju, Provost and Vice
Chancellor for Academic Affairs
for Austin A. Lane, Chancellor
Southern Illinois University Carbondale

Signature

Printed Name

Title

Date

**AGENDA ITEM #X-B-1
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**PLANNED RETIREMENT PROGRAM FOR FULL-TIME ADMINISTRATIVE,
PROFESSIONAL, AND CLASSIFIED NONUNION EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2023.

BACKGROUND: All full-time faculty union employees may currently participate in a Planned Retirement Program through the end of the contract year, June 30, 2023. The approval of this recommendation will allow the Administrative, Professional, and Classified nonunion employees a comparable option.

All eligible full-time, nonunion Administrative, Professional, and Classified employees may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of the retirement by the Board of Trustees, qualified employees will receive a raise up to 3.25% on their base salary for each of the last years of service. This salary increase will default to an annual 3.25% if the employee's annual earnings are equal to or less than the previous year's earnings. If the employee's annual earnings otherwise increase in a given year due to circumstances other than this planned retirement program, the retirement program raise will be reduced so that the annual increase equals 3.25%. Earnings for the purpose of this provision are defined as any earnings used to calculate the Final Rate of Earnings (FRE) as defined by SURS.

An employee may participate in the Planned Retirement Program for less than three years, but may not exceed three years.

At the discretion of the Board of Trustees, the number of planned resignations may be limited to five individuals per year. Should the Board exercise this option, resignations will be accepted on a seniority basis.

To be eligible for the Planned Retirement Program, employees must submit an irrevocable written notice of retirement to the Human Resources Director up to two years in advance of their retirement date and meet one of the following criteria at the time of the notice of retirement is presented:

- a. At least 62 years old and 15 years of SURS or any reciprocal pension system service credit; or

BOARD ACTION: _____

- b. At least 55 years old and 20 years of SURS or any reciprocal pension system service credit; or
- c. Any age with 30 years of SURS or any reciprocal pension system service credit.

Participation in the Planned Retirement Program will have no effect on the accumulation of accrued unused sick days or the conversion of sick days toward years of service for retirement.

Beginning July 1, 2022, an eligible employee desiring to enroll in the Planned Retirement Program will submit an irrevocable written notice of retirement at least 60 days prior to the beginning of the next quarter. The program end date will be June 30, 2023.

AGENDA ITEM #X-B-2
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD

CONTINUATION OF HYBRID TELEWORK PROGRAM AND
UPDATED HYBRID TELEWORK PROGRAM PROCEDURES AND GUIDELINES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the continuation of the Hybrid Telework Program. It is further recommended that the Board approves the attached updated Hybrid Telework Procedures and Guidelines.

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

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

Based on a recent survey of staff, the pilot demonstrated support for the program to be continued. Of the 44 respondents, there were 10 who had a hybrid schedule, 25 who teleworked intermittently, and 12 who indicated that they did not telework. There were 70% who were satisfied/highly satisfied. There were minor barriers noted. These barriers generally related to internet connection, ability to get into electronic folders, etc. All indicated the procedures and guidelines were clear.

Due to the overall satisfaction with the program, the continued labor challenges, and the adoption of telework opportunities in many organizations, it is the recommendation of the President to continue the program.

BOARD ACTION: _____

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

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

Intermittent Telework

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

Hybrid Telework

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

Procedures

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

To be eligible:

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

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

* Unless otherwise approved by the respective Vice President.

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

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

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

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

The employee agrees to protect College tools and resources and to report theft or damage immediately to their supervisor.

- Equipment supplied by the employee will be maintained by the employee. The College accepts no responsibility for damage or repairs to employee-owned equipment.
 - The employee acknowledges this is a voluntary situation and they are responsible for any expenses regarding connectivity, internet, etc. This is different from an off-campus remote work experience, such as a conference or outside meeting.
- 4) **Work Environment.** The employee will establish an appropriate environment for work purposes. The College will not be responsible for costs associated with initial setup of the employee's telework space such as remodeling, furniture or lighting, nor for repairs or modifications to the telework space or any other additional costs associated directly with the telework assignment.
- 5) **Security and Confidentiality.** An employee will be expected to ensure the protection of proprietary college, customer, employee and student information accessible from their alternate work site. The employee agrees to follow the College's policies, including but not limited to Information Technology Services Acceptable Use Guidelines. Employees should be aware of any FOIA expectations regarding devices used in the production of work. As a reminder, all documents are considered property of the College. In addition to taking necessary precautions to keep information secure and confidential, any work product used remotely must be returned to the College.
- 6) **Injuries.** Injuries sustained by the employee while at their telework location and in conjunction with their regular work duties may be covered by the College's workers' compensation program. As such, the employee is required to report any work-related illness or injury to their supervisor immediately and to fill out an accident report as a record of the incident within 24 hours of the event or claim.
- 7) **Liability.** The College assumes no liability for injuries occurring in the employee's alternate work location workspace outside of work hours. Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home and the employee is responsible for any liability. The College accepts no responsibility whatsoever for the safety, security or suitability of any alternative work site. The College also accepts no responsibility for the personal property of any employee.
- Tax and other legal implications for the business use of the employee's alternate location are according to IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- 8) **Communication and Evaluation.** An appropriate level of communication is expected between the employee and supervisor and at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved. Employees should forward phones and have appropriate voice mail regarding off campus presence. For example, a voice mail reply would state, "I am working remotely. I will respond to your message by email or phone as soon as possible." The supervisor and employee are encouraged to outline a communication plan. Evaluation of telework performance may include daily interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. Evaluation of telework performance will

be consistent with that received by employees working at the office in both content and frequency. An employee’s failure to fulfill work requirements, will result in the termination of the telework agreement and/or possible disciplinary action. If the employee experiences technology issues, they should notify their supervisor, designated co-workers, and contact IT if appropriate.

- 9) **Overtime.** An employee who is not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked via an electronic timesheet. Overtime worked during remote/telework schedules will be treated no differently than when on campus. Supervisors and respective Vice President must approve any overtime. Failure to do so may result in termination of the telework arrangement and/or disciplinary action.
- 10) **Life Demands.** While the Hybrid Telework arrangement allows for employees to work from home/remotely, employees are encouraged to limit distractions that might normally arise while at home. Work should not be overly in conflict with other full-time life demands such as child care, pets or other home activities. The focus of the arrangement must remain on job performance and fulfilling position responsibilities.
- 11) **Authorized Closings.** Authorized closings will apply to the teleworker as he/she will be unable to remain in contact with supervisor and co-workers. Essential employees are the exception and will be notified of their essential assignment.
- 12) **Additional Compensation.** Salary and benefits will not be affected by telework/remote work. There shall be no additional pay for telework. Nor shall mileage be paid for transportation between and employee’s location and the College campuses. If an employee voluntarily requests to telework there will be no reimbursement for internet or other telework related expenses.
- 13) **Termination of Agreement.** The availability of the telework arrangement as a flexible work arrangement for employees of the College can be discontinued at any time at the discretion of the employee or employer. The College’s continued offering of a Hybrid Telework arrangement is neither expressed nor implied for any period beyond Spring semester 2022.

I agree that I have read and understand the requirements of the Highland Community College Hybrid Telework arrangement and agree to follow all policies and procedures as identified above:

Employee Signature		Date:	
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Hybrid Telework Agreement Form

This agreement specifies the details of an eligible (non-union full-time or part-time) employee’s Telework arrangement with Highland Community College. Individuals are required to read and agree to comply with the Highland Community College Hybrid Telework Procedures and Guidelines.

Employee Telework Information

Employee Name:					
Job Title:					
Department:					
Supervisor:					
Telework arrangement. for Fall 2021/Spring 2022 Only (select one):	<input type="checkbox"/> 1 day per week <input type="checkbox"/> 2 days per week				
Address where telework will be performed:					
Telework arrangement effective dates. Approval will be for a maximum period of Fall 2021/Spring 2022.	<table border="1"> <thead> <tr> <th>Start date</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Start date	End date		
Start date	End date				
Personal phone number for work phone to be forwarded to: (Employees have the option of setting their desk phone to forward calls to another number or using Softphone software provided by IT to have their desk phone appear on their College laptop).					

Work Schedule and Location

Hybrid Telework Schedule – Maximum of two days remote per week for employees scheduled to work 5-day work weeks.

Day of Week	Work Hours	Work Location
Monday		
Tuesday		
Wednesday		

Thursday		
Friday		

Summarize Specific telework expectations in the table below, additional rows may be added, if necessary.

Expectations	Supervisor's comments and expectations
Communication with clients/ students/stakeholders, other college faculty or staff, and supervisor. (i.e., employee will meet weekly with supervisor, employee will submit a weekly report on status of assignments, etc.)	
Events or activities which require in-person attendance. (If applicable such as dept. meetings, college-wide events, Board meetings, etc.).	

Policies and Procedure Acknowledgement

I agree that the sole purpose of this agreement is to provide a hybrid telework arrangement and it constitutes neither an employment contract nor an amendment to any existing contract. By signing this agreement, I accept and understand that during the Telework period, I agree to each of the Telework Expectations as listed in the Highland Community College Telework Procedures and Guidelines and agree to abide by these policies, procedures and agreement:

Employee Signature:		Date:	
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APPROVALS:			
Supervisor Signature:		Date:	
VP Signature:		Date:	

HUMAN RESOURCE USE ONLY:			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
Director Human Resources Signature:		Date:	

**AGENDA ITEM #X-C-1
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
EARLY CHILDHOOD MENTOR/COACH (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Rachel Stewart as full-time Early Childhood Mentor/Coach, beginning June 16, 2022, at an annual salary of \$60,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the Early Childhood grant FY22/FY23 budget. This grant-funded position is dependent on continued adequate grant funding

BACKGROUND: Ms. Stewart comes to us from Tri-County Opportunities Council Head Start (TCOC) in Rock Falls, Illinois, where she has served as the Lead Teacher and Onsite Director for the past seven years. Ms. Stewart also held the role of the Lead Teacher and Family Service Worker at Northwestern Illinois Community Action Agency Head Start (NICAA) in Freeport, Illinois, for 14 years.

Ms. Stewart was awarded a Bachelor of Science degree in Early Childhood Education Leadership from Rasmussen University, Rockford, Illinois, and an Associate of Applied Science degree in Early Childhood Education from Highland Community College.

Ms. Stewart's 20+ years of experience working within the Early Childhood Education realm, along with her own personal connection to the Freeport area and Highland Community College, make her an ideal candidate for the Early Childhood Mentor/Coach position.

Due to the urgency of the grant requirements, the start date will be retroactive to June 16, 2022.

BOARD ACTION: _____

**AGENDA ITEM #X-D-1
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**CONTRACT FOR SEARCH FIRM SERVICES FOR RECRUITMENT AND
PLACEMENT OF A VICE PRESIDENT/CHIEF ACADEMIC OFFICER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached contract with Higher Education Leadership Search to provide services to support the recruitment and successful placement of a Vice President/Chief Academic Officer (VP/CAO) at a cost of 20% of first year salary with a \$5,000 one-time administrative fee and travel/ advertising costs.

BACKGROUND: The search to fill the vacant VP/CAO position began in March 2022, and there have been very few applications submitted. After considering the lack of candidates, the Search Committee recommended using the resources of a search firm.

A review of search firms was conducted by the President and Director of Human Resources, which included five firms specializing in the recruitment of higher education administrative positions. Information regarding fees was obtained from each firm. The firms reviewed were Association of Community College Trustees (ACCT), Higher Education Leadership Search, Pauley Group, Spelman Johnson, and Witt Kieffer. Two firms were selected for phone interviews and were evaluated primarily based on placement success, recruitment process time line, applicant sourcing methods, and fees. Higher Education Leadership Search comes with excellent references and the lowest proposed cost, which includes a 12-month guarantee.

BOARD ACTION: _____



HIGHER EDUCATION LEADERSHIP SEARCH

Engagement Agreement

June 14, 2022

Mr. James Endress
Chair, Board of Trustees
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032

Mr. Endress:

This Engagement Agreement confirms that Highland Community College (“College”) employs the services of Higher Education Leadership Search (“Firm”) to conduct the search for the **Vice President / Chief Academic Officer** at the College. The professional search services provided by the Firm to assist the College are as follows:

- 1. Develop Position Profile** – The Firm will prepare a position profile that will feature information regarding the overall College, the job description, qualifications, community and region where the College is located. The position profile will be distributed via email to appropriate individuals within the Firm’s database, Firm website and advertisement sites as recommended by the Firm and selected by the College. The position profile and all advertising must be approved by President Kuberski and/or her designee/s.
- 2. Candidate Recruitment** – The Firm identifies individuals within our database, who may be qualified or have expressed interest in specific or similar positions, salary range, type of institutions or state or regions and meet the minimum position qualifications to make personal contact regarding the position. In addition, the Firm will also contact individuals in our database regarding nominations and recommendations for the position.
- 3. Search Committee** – The College will select an appropriate group of individuals to serve on the Search Committee that will work with the Firm to evaluate and make recommendations of highly qualified candidates for on-campus visits and ultimately for the hiring agent/s to an offer of employment to the most qualified candidate. The Search Committee will utilize the Firm’s database management platform to assist them in the review and evaluation of the candidates.
- 4. Candidates Due Diligence Vetting Report** – The Firm conducts and provides a complete vetting report of all candidates selected for a campus visit to the hiring agent, human resources and/or other appropriate college personnel. The report includes reference checks (on-list and off-list), online

P.O. Box 2425 - Anniston, AL 36202 - 256.239.2305 - highereducationleadershipsearch.com

database research, corporate and limited partnership filings, verification of educational degrees, professional licenses and regulatory filings, civil litigation, lien and judgement filings, criminal records, motor vehicle violations, credit history, local and national news media and Internet and social media platforms.

5. **Search Consultants** – Drs. Alan Medders & Martha Lavender will be the consultants providing leadership for the Firm on this search. Other consultants from the Firm may be asked to assist the lead consultants with various aspects of the search.

6. **Search Fees**

- **Administrative Service Fee - \$5,000.** These fixed cost services provided by the Firm or third-party providers including the position profile development, email marketing of position profile, licenses for search committee to access candidate data, and vetting report.
- **Professional Service Fee – 20% of the final contracted position salary package based on the projected salary of no less than \$121,000 (Median of salary range \$96,548 – 144,822). Initial Professional Service Fee is based on estimate of \$121,000 salary of \$24,200.**

Please Note: International Applicants who are finalist and/or invited for a campus visit receive the full vetting service for an additional \$500 per candidate.

HELS will work as an independent contractor with the Firm. The Professional and Administrative Service Fees will be invoiced in two installments; 1.) \$16,600 (\$2,500 – Administrative and \$12,100 – Professional) will be invoiced upon receipt of a signed copy of Engagement Agreement; and 2.) the remaining administrative fee of \$2,500 and the remaining 20% professional fee (based on contracted salary package) will be invoiced following the appointment of the selected candidate.

7. **Search Expenses** – The College agrees to pay search expenses; to include advertising, travel and lodging for consultants and candidates.
8. **Position Guarantee** – If the selected candidate leaves the position in less than 12 months from the hiring day, the Firm will conduct a new search. The only expenses the College would incur would be those in Item 7.
9. **Search Cancellation** – The College may cancel this agreement at any time. The College would be responsible for reimbursement of any fees and expenses incurred prior to the cancellation date.
10. **Indemnification** – The firm shall indemnify and hold the College, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the College.
11. **Candidate Confidentiality** – The College, including employees and volunteers representing the College related to this search, will hold all candidate information in the strictest of confidence allowed by law and governing documents. All search committee members will be notified verbally and in writing of the importance of the confidentiality of candidate information.
12. **Engagement Terms** – The Firm and College agree this agreement shall be as an independent contractor and does not constitute any type of employment, partnership or joint venture between either party. In

addition, the proposed process, protocol and duration of the agreement is outlined in the below timeline:

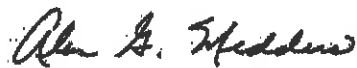
Timeline

- August 8: Position Profile Information and material ready to present for Position Profile design/Select advertising venues
- August 15: Position Profile presented for review/Advertising approved
- August 19: Position Profile completed
- August 22: Search Announcement Distributed by email, advertising initiated, and candidate recruitment (32-Day Recruitment Period)
- September 1: Initial Meeting with Search Committee (If there is a Search Committee) to review search process and training on how to access candidate material and ranking procedure. We can finalize Resume Review, Web Interview and Campus Visit dates at this meeting. (Individuals can attend the hour-long meeting via Zoom if cannot join in person.)
- Sept 23: Candidate Application Best Consideration
- Sept 26: Search Committee submits Candidate Ranking Form for HELS tabulation
- September 28: Resume Review – Full Search Committee (One of the days during this week and the meeting should take about two hours and can be attended via Zoom if cannot join in person.)
- October 5, 6 or 7: Search Committee conducts Initial Zoom Interview of Candidates and selects Finalist for Consideration
- October 12-15: Finalist Candidates On-Campus Interviews and Receipt of Reference and Background Check Report
- October 18: New Positions Selected/Announced/Start on or before beginning of Spring Semester

13. Agreement Amendments – This agreement may be amended only by written instruction and agreed to by the College and the Firm.

Higher Education Leadership Search looks forward to the opportunity to work with you and assist the College on this search.

Sincerely,



Alan G. Medders, Principal

The College and Firm hereby agree to the terms of this engagement agreement.

James Endress
Chair, Board of Trustees
Highland Community College

Date



Alan G. Medders
Principal
Higher Education Leadership Search

6/14/22
Date

A signed copy of this agreement should be sent to: denisemedders@highereducationleadershipsearch.com

**AGENDA ITEM #X-D-2
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board of Trustees approves an FY23 salary increase for eligible administrative, professional, and classified nonunion staff in an amount of 3% of an individual's FY22 pay rate effective with the start of FY23 (July 1, 2022).

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

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

BOARD ACTION: _____

**AGENDA ITEM #X-D-3
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND TO THE
AUXILIARY FUND TO SUPPORT THE MADRIGAL EVENT**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Purposes Fund to the Auxiliary Fund in the amount of \$10,000 to support the Madrigal event.

BACKGROUND: A Foundation gift in fiscal year 2022 includes funds to support the Madrigal event. Upon receipt, the gift will be accounted for in the Restricted Purposes Fund. The gift was utilized to offset fiscal year 2022 costs for the program, which are accounted for in the College's Auxiliary Fund. This transfer is included in the FY22 permanent budget.

BOARD ACTION: _____

**AGENDA ITEM #X-D-4
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

BACKGROUND: A Foundation gift in fiscal year 2022 includes funds to support the High School Servant Leadership program. Upon receipt, the gift will be accounted for in the Restricted Purposes Fund. The gift was utilized to offset fiscal year 2022 costs for the program, which are accounted for in the College's Educational Fund. This transfer is included in the FY22 permanent budget.

BOARD ACTION: _____

**AGENDA ITEM #X-D-5
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND TO THE
EDUCATIONAL FUND TO SUPPORT THE LEADERSHIP FORUM**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$5,000 to support the Leadership Forum.

BACKGROUND: A Foundation gift in fiscal year 2022 includes funds to support the Leadership Forum. Upon receipt, the gift will be accounted for in the Restricted Purposes Fund. The gift was utilized to offset fiscal year 2022 costs for the program, which are accounted for in the College's Educational Fund. This transfer is included in the FY22 permanent budget.

BOARD ACTION: _____

**AGENDA ITEM #X-D-6
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND TO THE
EDUCATIONAL FUND TO SUPPORT THE LEADERSHIP INSTITUTE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$50,000 to support the Leadership Institute.

BACKGROUND: A Foundation gift in fiscal year 2022 includes funds to support the Leadership Institute. Upon receipt, the gift will be accounted for in the Restricted Purposes Fund. The gift was utilized to offset fiscal year 2022 costs for the program, which are accounted for in the College's Educational Fund. This transfer is included in the FY22 permanent budget.

BOARD ACTION: _____

**AGENDA ITEM #X-D-7
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND
TO THE OPERATING FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$58,038 from the Restricted Purposes Fund to the Operating Fund.

BACKGROUND: The recommended transfer is to support music-related budget centers in accordance with the Lois Mannon Music Chair funds received by the College. This transfer is included in the FY22 permanent budget.

BOARD ACTION: _____

**AGENDA ITEM #X-D-8
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

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

BOARD ACTION: _____

Concensus Technologies

Highland Community College - 2022 Primary Engineer Renewal



Prepared for Highland Community College

By Jaime Lowther | Jaime.Lowther@concensus.com
Valid until Thursday, June 30, 2022

Concensus Care - Managed Services - Term 7/1/22 - 6/30/23

\$2,480.00

Product	Quantity	Price	Subtotal
☞ Concensus Care - Primary Engineer - (monthly)	Monthly 1	\$2,480.00	\$2,480.00

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

One Off	\$0.00
Monthly ☞	\$2,480.00
Shipping	\$0.00
<hr/>	
Tax	\$0.00
<hr/>	
Total	\$2,480.00

**AGENDA ITEM #X-D-9
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

INTERCOLLEGIATE ATHLETIC INSURANCE

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board authorizes President Chris Kuberski to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$30,700.

BACKGROUND: With the College's insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products outlined above. The College has partnered with First Agency for over 20 years for intercollegiate insurance coverage and has been pleased with their services. The proposed premium for the annual coverages is \$3,661 lower than for the previous fiscal year due to the College's claims experience.

BOARD ACTION: _____

**AGENDA ITEM #X-D-10
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

PROPERTY AND LIABILITY INSURANCE

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board authorizes President Chris Kuberski to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator’s Legal Liability, and Umbrella at an annual premium not to exceed \$174,691.

BACKGROUND: With the College’s insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products outlined above and reviewed options with various carriers. Due to cost and coverages available, the recommendation is to remain with the ICRMT. The College joined the ICRMT in 2016 and has been satisfied with the services. The proposed premium for the annual coverages is \$33,030 more than for the previous fiscal year due to the increase in the College’s property and replacement values and the claims experience of the College and the participants in the ICRMT pool.

BOARD ACTION: _____

**AGENDA ITEM #X-D-11
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERGOVERNMENTAL COOPERATION AGREEMENT
FOR POLICE SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached intergovernmental cooperation agreement for police services with Stephenson County for the period July 1, 2022, through June 30, 2025, in an amount not to exceed \$236,766 in year one and based on the Policemen’s Benevolent Labor Committee/Stephenson County contract (current contract expires 12/31/23) in years two and three and a per hour, per person cost of additional personnel of \$30.

BACKGROUND: The intergovernmental agreement for police services between the College and Stephenson County has been in place since 1997. The Sheriff’s Sergeant and Deputies have a visible presence on campus, participate on the College’s emergency response team and behavioral intervention team, lead and participate in emergency training and drills, and develop relationships with students and staff. Campus safety is greatly enhanced by this agreement and the work of the Sergeant and Deputies assigned to the College. The College will continue to provide funding for one Sergeant and one Deputy for the three-year period of the agreement, amounting to 80 hours of coverage weekly.

BOARD ACTION: _____

**INTERGOVERNMENTAL COOPERATION AGREEMENT
FOR POLICE SERVICES**

THIS AGREEMENT, made this 1st day of July, 2022, by and between the County of Stephenson, a body politic and corporate, hereinafter referred to as the “County”, and Highland Community College, hereinafter referred to as the “College”, WITNESSETH:

WHEREAS, the College is desirous of contracting with the County concerning the furnishing of police protection and law enforcement services within the boundaries and properties of the College.

WHEREAS, the College is within the jurisdiction of the County and its Sheriff, and the Sheriff’s Office is agreeable to provide the services requested by the College.

WHEREAS, intergovernmental cooperation agreements of this nature are authorized pursuant to Section 10, Article VII of the 1970 Illinois Constitution and the authority granted by the Intergovernmental Cooperation Act, Illinois Compiled Statutes 5, ILCS 220/1 (1992).

NOW, THEREFORE, in consideration of the mutual promises and covenants provided herein, IT IS HEREBY AGREED by the County and the College as follows:

I. The County acting through the Sheriff and Sheriff’s Office of the County of Stephenson shall furnish, supply and provide the College with general police protection and law enforcement services under the following guidelines:

A. The general police protection and law enforcement services provided herein to the College shall, unless specifically provided otherwise, consist of only that type of police protection law enforcement services within the jurisdiction of and customarily afforded by said Sheriff’s Office as authorized by prevailing law.

B. The County shall furnish, supply and provide for the College all police personnel, supervision, equipment, communications and supplies necessary to effectively maintain the level of police protection and law enforcement services to be rendered herein, all of which shall be from personnel, services, and facilities available to and customarily used by said Sheriff and Office in their general police employment.

C. The County shall provide the necessary supportive police services and equipment required herein, but only from sources and facilities available to and customarily used by said Sheriff and Office in their general police employment.

D. The Sheriff shall prepare and present to the College quarterly reports of all police activities occurring on the College campus. Upon request a summary of case reports taken shall be forwarded to Highland Community College President or his/her designee on a periodic basis.

E. The services provided herein shall include but shall not be limited to: Criminal law enforcement, integration with the Behavioral Intervention Team, collaboration with College staff on sexual misconduct and violence prevention issues where such issues may violate state or local criminal laws, notification to college officials regarding incidents of misconduct, participation in emergency preparedness and response and personal safety training of students and College employees, performance of regular maintenance reviews of the College's security camera system and reporting any issues to the College's technology service desk, where applicable traffic law enforcement and control, security, and crime prevention.

F. All Sheriff's deputies assigned to provide the police protection and law enforcement services herein shall, where applicable, issue traffic citations and otherwise

enforce all other criminal statutes and county ordinances, provided that said personnel shall enforce all said laws in a manner consistent with the customary practices and procedures adopted by said Sheriff. Further provided all said violations of law, if appropriate, shall be processed in that court having jurisdiction and all revenue from court actions arising out of such prosecutions shall be the property of Stephenson County. Law enforcement investigations and any prosecution arising out of such investigation shall not prevent the college from carrying out its responsibility to investigate and process violations of College policy independent of law enforcement or from notifying complainants of their rights and College grievance procedures. Where required by law or if specifically requested by the Sheriff's Office, the College may temporarily suspend its investigation.

II. All Sheriff's deputies assigned to provide the police protection and law enforcement services herein shall be members of the Stephenson County Sheriff's Office and shall operate under the general supervision of the Stephenson County Sheriff under the following guidelines.

A. No Sheriff's deputy shall have, by reason of their assignment to the College, any pension, civil service, or other employment status, rights or benefits from the College.

B. It is required that all deputies have been certified as a law enforcement officer by the Illinois Law Enforcement Training and Standards Board.

III. Notwithstanding anything herein to the contrary, the County, acting through the Sheriff, shall retain control over all matters incident to the performance of police protection and law enforcement services herein, including, but not limited to, the personnel assigned, the methods of rendering such services, and the level of and the standards of such

performance, the discipline of any personnel, and the general control of all assigned personnel, equipment, and all supplies relevant herein. Provided, however that there shall be a minimum of two (2) deputies assigned to the College pursuant to the terms of this agreement. The College shall report any performance concerns regarding deputies assigned to the College to the Sheriff or his/her designee in a timely manner and will be informed of the Sheriff and his/her designee's subsequent actions in relation to such. The College will be notified in a timely manner if any other performance issues related to a deputy assigned to the College are being acted upon by the Sheriff or his/her designee.

IV. The Sheriff of Stephenson County shall have control over the manner of police protection and management of the deputies within the College and shall determine the methods and manners of the performance of the deputies assigned to the College, after careful consideration of input of College President or his/her designee. The College will also allow Deputies to attend training during normal duty hours, if such training directly benefits the College; equitable coverage is obtained at no additional cost to the College and is deemed necessary by Sheriff. If training or other professional opportunities arise that do not directly benefit the College, the Sheriff may seek approval from the College President or his/her designee for deputies assigned to the College to attend such training during normal duty hours. Salary and benefit costs for the time spent by deputies assigned to the College in such training or other professional opportunities which do not directly benefit the College will not be paid by the College.

V. The Sheriff will provide police services. Exact hours and coverage of police service to be determined after consultation with Highland Community College Staff, Sheriff's Staff and shall require the approval of the Highland Community College President or

his/her designee. Additional coverage may be arranged and billed separately for special events. Variance from deputies' normal coverage hours such as for vacation or sick time and the arrangements made to ensure alternative coverage will be communicated to the College President or his/her designee(s) by the Sheriff or his/her designee. To the extent permitted by law, the College agrees to hold the County harmless against persons not parties to this Agreement and reimburse the County for any and all such damages, suits, claims, judgments or monies, including but not limited to attorney fees and costs of litigation, arising out of the performance or non-performance of the College personnel working under this Agreement against such persons not parties to this Agreement. The College shall not be required to provide worker's compensation insurance or worker's compensation benefits to the deputies assigned to the college nor shall the College be required to provide general liability or police liability insurance.

VI. To the extent permitted by law, the County agrees to hold the College harmless against persons not parties to this Agreement and reimburse the College for any and all such damages, suits, claims, judgments or monies, including but not limited to attorney fees and costs of litigation, arising out of the performance or non-performance of the County personnel working under this Agreement against such persons not parties to this Agreement.

VII. The College shall cooperate in providing space for a substation to the Stephenson County Sheriff's Office on the Highland Community College campus, 2998 W. Pearl City Road, Freeport, Stephenson County, Illinois. The vehicle assigned to the Highland Community College will be the property of and bear the Stephenson County Sheriff's insignia and markings.

IX. The County and the Sheriff, their deputies and employees, shall not be deemed to assume any liability for the contractual or tortious acts of the College, its officers, agents or employees.

X. The College shall compensate the County for the services rendered in quarterly payments according to the budget on page 8.

XI. Willful neglect, failure, or refusal by either party to perform any material provision of this Agreement shall give the other party the power to terminate this Agreement and seek compensation for damages suffered by reason of such breach.

XII. This Agreement may be terminated by either party upon written notice of a termination date provided to the other party at least one (1) year prior to such termination.

XIII. This Agreement shall become effective on the 1st day of July, 2022, upon its approval by the County Board, the Sheriff of Stephenson County, Illinois, and the Board of Trustees of Highland Community College District, and shall remain effective until June 30, 2025.

IN WITNESS WHEREOF, the County of Stephenson, by Resolution duly adopted by the Stephenson County Board caused this Agreement to be originally signed by its Chairman and attested by its Clerk on this _____ day of _____, 2022, and renewed by the Sheriff on _____, 2022.

IN WITNESS WHEREOF, the Highland Community College, by Resolution adopted by the College Board of Trustees, caused this Agreement to be signed by its Chairman and attested by its Secretary on this _____ day of _____, 2022.

STEPHENSON COUNTY SHERIFF'S OFFICE

By _____
David A. Snyders, Sheriff of the
County of Stephenson, Illinois

HIGHLAND COMMUNITY COLLEGE

By: _____
Chairman
Board of Trustees Highland Community College

ATTEST:

Secretary
Board of Trustees Highland Community College

BUDGET
July 1, 2022 – June 30, 2025

Following are proposed staffing and budget needs to provide the outlined services. This plan would provide coverage throughout the year. Coverage hours would be the equivalent of 80 service hours per week, over a minimum of five days per week. Exact hours and coverage will be determined after consultation with Highland Community College President or designee.

July 1, 2022 Security services as described for the annual total amount in Year 1 of \$236,766.00.

Security services as described for the annual total amount in Year 2 are subject to increase based on the Policemen's Benevolent Labor Committee / County Labor contract (current contract expires 12/31/23).

Security services as described for the annual total amount in Year 3 are subject to increase based on the Policemen's Benevolent Labor Committee / County Labor contract (current contract expires 12/31/23).

Per hour, per person cost of additional armed or unarmed personnel \$30.00.

Per person cost of background check, including fingerprinting is provided at no additional cost.

ADDITIONAL EQUIPMENT TO BE FURNISHED
By Highland Community College
For Each Year of Contract

EQUIPMENT

Office space needed for storage of forms and a location if necessary for interviews.	Provided by College
Access to a F.A.X. machine.	Provided by College
Internet access	Provided by College
Telephone for deputy or deputies' use. (For official use only.)	Provided by College
Desktop Computer and computer monitor, access to a printer.	Provided by College
Desk, chairs, lockable 4-drawer filing cabinet.	Provided by College
CD/DVD burner for Sheriff's office computer	Provided by College

**HIGHLAND COMMUNITY COLLEGE
HOLIDAY AGREEMENT ON DEPUTY OR DEPUTIES' DAY OFF**

The Stephenson County Sheriff's Office Deputies that are assigned to Highland Community College will observe the following holidays which match the HCC calendar of holidays with the addition of one day each year (December 31) when the College is closed. Highland Community College, will adopt the program that deputy or deputies will be off on the following holidays (July 2022-June 2025):

College FY23

July 4, 2022	Fourth of July	Monday
September 5, 2022	Labor Day	Monday
October 10, 2022	Columbus Day	Monday
November 24, 2022	Thanksgiving	Thursday
November 25, 2022	Day after Thanksgiving	Friday
December 26, 2022	Christmas	Monday
December 30, 2022	New Year's Eve	Friday
January 2, 2023	New Year's Day	Monday
January 16, 2023	Martin Luther King Jr. Birthday	Monday
February 13, 2023	Lincoln's Birthday	Monday
May 29, 2023	Memorial Day	Monday

College FY24

July 4, 2023	Fourth of July (observed)	Tuesday
September 4, 2023	Labor Day	Monday
October 9, 2023	Columbus Day	Monday
November 23, 2023	Thanksgiving	Thursday
November 24, 2023	Day after Thanksgiving	Friday

December 25, 2023	Christmas	Monday
December 31, 2023	New Year's Eve	TBD
January 1, 2024	New Year's Day	Monday
January 15, 2024	Martin Luther King Jr. Birthday	Monday
February 12, 2024	Lincoln's Birthday	Monday
May 27, 2024	Memorial Day	Monday

College FY25

Dates/day of week to be determined upon publication of the College's Academic Calendar.

July, 2024	Fourth of July (observed)
September, 2024	Labor Day
October, 2024	Columbus Day
November 25, 2024	Thanksgiving
November 26, 2024	Day after Thanksgiving
December, 2024	Christmas (observed)
December, 2024	New Year's Eve
January, 2025	New Year's Day (observed)
January, 2025	Martin Luther King Jr. Birthday
February, 2025	Lincoln's Birthday
May, 2025	Memorial Day

**AGENDA ITEM #X-D-12
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the May 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 353792 through 354124 amounting to \$962,621.87, Automated Clearing House (ACH) debits W0000630 amounting to \$29,709.25, Other Debits D0000113 to D0000114 amounting to \$20,099.96, and Electronic Refunds of \$3,587.00, with 3 adjustments of \$3,526.00, such warrants amounting to \$1,012,492.08. Transfers of funds for payroll amounted to \$574,636.49.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$29,709.25. Other Debits consist of replenishing petty cash in the cashier's office, which was \$99.96, and bookstore buyback \$20,000.00. Electronic Refunds are issued to students.

BOARD ACTION: _____

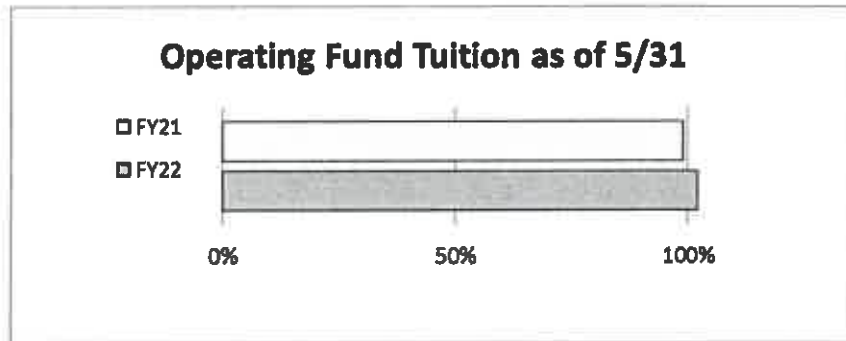
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, May 31, 2022**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$288,799.98	\$23,666.79	\$2,750.11	\$309,716.66
FIFTH THIRD	31,612.25	0.00	0.00	31,612.25
UNION LOAN AND SAVINGS	176,116.89	94.87	0.00	176,211.76
TOTAL ASSETS	\$496,529.12	\$23,761.66	\$2,750.11	\$517,540.67
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	95,114.62	416.68	2,750.11	92,781.19
1019 YMCA BLDG/MAINT	37,493.78	23,250.11		60,743.89
1020 HCC BLDG/MAINT	68,972.13			68,972.13
1021 YMCA/HCC INTEREST	100,349.67	94.87		100,444.54
1022 HCC SECTION 125 PLAN	31,612.25			31,612.25
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$496,529.12	\$23,761.66	\$2,750.11	\$517,540.67

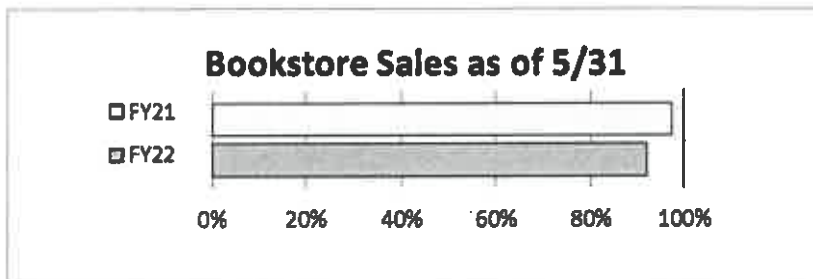
**AGENDA ITEM #XI-A
JUNE 28, 2022
HIGHLAND COMMUNITY COLLEGE BOARD
FY22**

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

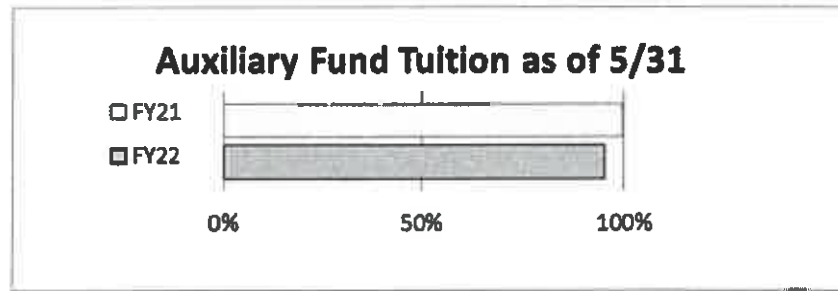
- As of May 31st, the College has received the majority of FY22 monthly payments of FY22 allocations of unrestricted funding from the State, along with the additional allocation made in April. Grant funds have been paid according to schedule and/or reimbursement requests. MAP grant funds have been received and distributed for the 2021-2022 academic year.
- Current Results as of Month End:** The following charts show the comparison of certain revenue types’ FY21 results to FY22 results as of May 31st. The FY21 bar is the year-to-date results as of May 31, 2021, divided by the actual year-end results for FY21. The FY22 bar is the year-to-date results for May 31, 2022, divided by the annual budgeted amount for FY22.



FY22 Operating Fund tuition appears to be about 2.5% more than the amount budgeted. If FY22 actual tuition and fee revenue is 2.5% more than budgeted, that amounts to about \$100,000.



FY22 sales may be \$35,000 less than budgeted. Final results will be available after year-end adjustments and inventory counts are completed. If a deficit in the fund occurs, a transfer from the Operating Funds may be required. Sales have declined due to enrollment declines, increased competition, and COVID-19. In addition, many efforts have been made to reduce the cost of textbooks and classroom materials for students. This impacts the profit margin.



FY22 appears to be about 4% lower than budgeted. If FY22 actual Auxiliary Fund tuition is 4% lower than budgeted, that amounts to about \$23,000.

AGENDA ITEM #XI-A
JUNE 28, 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 May 31, 2022

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,770,780	\$3,352,835	49.5%
Credit Hour Grants	1,232,526	1,291,881	104.8%
Equalization	50,000	45,833	91.7%
ICCB Career/Tech Education	128,361	128,361	100.0%
ICCB Performance	-	14,820	0.0%
CPP Replacement Tax	625,000	1,085,831	173.7%
Federal Sources	55,000	49,367	89.8%
Tuition & Fees	4,410,000	4,507,151	102.2%
Sales & Services	27,150	32,085	118.2%
Facilities Revenue	111,550	83,345	74.7%
Interest on Investments	7,000	8,369	119.6%
Non-Govt. Gifts, Grants	300,000	351,104	117.0%
Miscellaneous	44,626	92,105	206.4%
Total Revenue	\$13,761,993	\$11,043,087	80.2%
 <u>EXPENDITURES:</u>			
Salaries	\$9,699,734	\$8,231,574	84.9%
Employee Benefits	2,312,285	2,084,468	90.1%
Contractual Services	865,583	1,010,578	116.8%
Materials & Supplies	866,357	634,788	73.3%
Conference & Meeting	252,197	137,724	54.6%
Fixed Charges	59,700	54,654	91.5%
Utilities	659,325	664,254	100.7%
Capital Outlay	49,225	52,674	107.0%
Other Expenditures	142,356	142,980	100.4%
Federal Relief Lost Revenue	(988,531)	(955,854)	96.7%
Transfers (In) Out	(156,238)	-	0.0%
Total Expenditures	\$13,761,993	\$12,057,840	87.6%
Excess of Revenues Over Expenditures	\$0	(\$1,014,753)	
Fund Balance 7/1/21	5,734,337	5,734,337	
Fund Balance 5/31/22	\$5,734,337	\$4,719,584	

AGENDA ITEM #XI-A
 JUNE 28, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$921,000	\$456,645	49.6%
Interest	-	33,463	100.0%
	-----	-----	-----
Total Revenue	\$921,000	\$490,108	100.0%
EXPENDITURES:			

Contractual Services	182,800	101,691	0.0%
Materials & Supplies	-	148	100.0%
Capital Outlay	4,798,078	3,323,631	69.3%
	-----	-----	-----
Total Expenditures	\$4,980,878	\$3,425,470	68.8%
Excess of Revenues Over Expenditures	(\$4,059,878)	(\$2,935,362)	
Fund Balance 7/1/21	\$4,725,092	\$4,725,092	
	-----	-----	
Fund Balance 5/31/22	\$665,214	\$1,789,730	

AGENDA ITEM #XI-A
 JUNE 28, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$478,000	\$454,630	95.1%
Bookstore Sales	450,000	414,667	92.1%
Athletics	41,040	19,782	48.2%
Other	123,166	112,620	91.4%
-----	-----	-----	-----
Total Revenue	\$1,092,206	\$1,001,699	91.7%
EXPENDITURES:			

Salaries	\$322,217	\$248,604	77.2%
Employee Benefits	33,313	30,467	91.5%
Contractual Services	92,984	74,674	80.3%
Materials & Supplies	611,419	512,575	83.8%
Conference & Meeting	311,963	207,090	66.4%
Fixed Charges	14,109	10,090	71.5%
Utilities	600	713	118.8%
Capital Outlay	32,265	52,499	162.7%
Other Expenditures	25,738	19,282	74.9%
Federal Relief Lost Revenue	(413,108)	(91,663)	22.2%
Transfers	(64,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$967,500	\$1,064,331	110.0%
Excess of Revenues			
Over Expenditures	\$124,706	(\$62,632)	
Fund Balance 7/1/21	\$1,129,535	\$1,129,535	
-----	-----	-----	
Fund Balance 5/31/22	\$1,254,241	\$1,066,903	

AGENDA ITEM #XI-A
 JUNE 28, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$140,056	\$17,169	12.3%
Adult Education	229,950	181,924	79.1%
Other Illinois Sources	131,865	113,164	85.8%
Department of Education	7,840,258	6,598,390	84.2%
Other Federal Sources	49,684	40,810	82.1%
Tuition & Fees	592,000	555,595	93.9%
Sales & Service Fees	20,000	306	1.5%
Interest	19,346	20,567	106.3%
Non-govt. Gifts, Grants	891,319	4,435	0.5%
Other	298,726	319,977	107.1%
	-----	-----	-----
Total Revenue	\$10,213,204	7,852,337	76.9%
<u>EXPENDITURES:</u>			
Salaries	\$1,180,551	\$1,202,378	101.8%
Employee Benefits	270,047	267,628	99.1%
Contractual Services	755,993	606,895	80.3%
Materials & Supplies	255,853	148,474	58.0%
Conference & Meeting	121,038	101,669	84.0%
Fixed Charges	26,758	1,294	4.8%
Utilities	4,152		0.0%
Capital Outlay	815,170	493,736	60.6%
Other Expenditures	1,811,103	1,253,067	69.2%
Federal Relief Lost Revenue	(137,651)		0.0%
Financial Aid	4,711,745	5,333,472	113.2%
Transfers out (in)	180,438	-	0.0%
	-----	-----	-----
Total Expenditures	\$9,995,197	\$9,408,613	94.1%
Excess of Expenditures Over Revenue	\$218,007	(\$1,556,276)	
Fund Balance 7/1/21	877,588	877,588	
	-----	-----	
Fund Balance 5/31/22	\$1,095,595	(\$678,688)	

AGENDA ITEM #XI-A
 JUNE 28, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$49,000	\$22,951	46.8%
-----	-----	-----	-----
Total Revenue	\$49,000	\$22,951	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	(\$29,799)	
Fund Balance 7/1/21	\$861	\$861	
-----	-----	-----	
Fund Balance 5/31/22	\$861	(\$28,938)	

AGENDA ITEM #XI-A
 JUNE 28, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,803,550	\$895,819	49.7%
Total Revenue	\$1,803,550	\$895,819	49.7%
EXPENDITURES:			
Fixed Charges	\$1,753,550	\$1,754,500	100.1%
Total Expenditures	\$1,753,550	\$1,754,500	100.1%
Excess of Revenues Over Expenditures	\$50,000	(\$858,681)	
Fund Balance 7/1/21	\$816,153	\$816,153	
Fund Balance 5/31/22	\$866,153	(\$42,528)	

AGENDA ITEM #XI-A
 JUNE 28, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,225,000	\$593,877	48.5%
-----	-----	-----	-----
Total Revenue	\$1,225,000	\$593,877	48.5%
EXPENDITURES:			

Salaries	\$330,801	\$266,792	80.7%
Employee Benefits	312,950	254,296	81.3%
Contractual Services	387,425	369,280	95.3%
Materials & Supplies	9,100	13,755	151.2%
Conference & Meetings	15,974	10,212	63.9%
Fixed Charges	207,374	218,187	105.2%
Utilities	4,000	2,981	74.5%
-----	-----	-----	-----
Total Expenditures	\$1,267,624	\$1,135,503	89.6%
Excess of Revenues Over Expenditures	(\$42,624)	(\$541,626)	
Fund Balance 7/1/21	\$363,135	\$363,135	
-----	-----	-----	
Fund Balance 5/31/22	\$320,511	(\$178,491)	