

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
September 27, 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=SmdzVjE3cDRVenFJaFBYRm5sV2VlOT09>
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. **PUBLIC HEARING CONCERNING THE 2022 – 2023 BUDGET**
- IV. Approval of Minutes: August 16, 2022 Budget Work Session
August 16, 2022 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Mill Race Crossing TIF
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Appointment: Voting Delegate to the Association of Community College Trustees 2022 Leadership Congress (Page 1)
 - 2. Appointment: Assistant Local Election Official (Page 2)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 3)
 - D. Financial (None)
- XI. Main Motions
 - A. Academic (None)
 - 1. Saluki Step Ahead Online Program for Accounting, Business Administration, Criminology & Criminal Justice, Health Care Management, Psychology, and Radiologic Sciences (Page 9)

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 – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student (Page 16)
2. First Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses (Page 69)

C. Personnel

1. New Job Description: Coordinator, Project Succeed Program (Grant Funded) (Page 72)
2. Appointment: Coordinator, Project Succeed Program (Grant Funded) (Page 76)
3. Revised Job Description and Compensation Adjustment: Coordinator, Upward Bound (Grant Funded) (Page 77)
4. Compensation Adjustment: Director, TRIO Services (Grant Funded) (Page 80)
5. Revised Job Description: Library Specialist, Circulation and Technical Services (Page 81)
6. Revised Job Description: Office Coordinator, Athletics and Physical Education (Page 84)
7. Revised Job Description: Coordinator, Women's Athletics (Page 87)
8. New Job Description: Head Coach/Coordinator, Sports Information and Intramurals (Page 90)
9. Appointment: Student Advisor (Grant Funded) (Page 93)
10. Revised Salary Range Placement: Coordinator, Literacy and ESL Programs (Grant Funded) (Page 94)
11. Appointment: Student Success Coach (Grant Funded) (Page 95)

D. Financial

1. 2022–2023 Budget (Page 96)
2. Acceptance of Mail Machine Lease (Page 130)
3. Consulting Agreement with Third Coast Higher Education for Interim Financial Aid Staffing and Support Services (Page 132)
4. Memorandum of Understanding Regarding Support and Commitment of Funds for a Grant Application to the Illinois Department of Transportation's Transportation Enhancement Program (ITEP) for Pedestrian/Bicycle Facilities (Handout)
5. Payment of Bills and Agency Fund Report – August 2022 (Page 139)

XII. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 141)
- 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)*

XIII. 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

XIV. 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

XV. Old Business

XVI. New Business

XVII. Dates of Importance

- A. Next Quarterly Board Retreat – December 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 – October 18, 2022 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVIII. Adjournment

**AGENDA ITEM #X-B-1
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
VOTING DELEGATE TO THE
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2022 LEADERSHIP CONGRESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Trustee Pennie Groezinger to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2022 Leadership Congress in New York City, New York, October 26 – 29, 2022. It is further recommended that Trustee Shawn Boldt serve as the alternate delegate, if Ms. Groezinger is unable to fulfill her responsibilities at the meeting.

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

BOARD ACTION: _____

**AGENDA ITEM #X-B-2
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
ASSISTANT LOCAL ELECTION OFFICIAL**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board of Trustees approves the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoints Ms. Christie Lewis as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Ms. Terri Grimes, Local Election Official, is not available during the filing period. The filing period will be December 12 – 19, 2022, from 8:00 a.m. to 5:00 p.m.

BACKGROUND: The above Resolution is proposed under the recommendation of the State Board of Elections.

BOARD ACTION: _____

**AGENDA ITEM #X-C-1
SEPTEMBER 27, 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: _____

Summer 2022				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Mark	Kloeping			Substitution for Vacek				\$150.00
Stacy	Green			Cross Country Coach				\$7,500.00
Aaron	Heim			Volleyball Coach				\$6,000.00
Pete	Norman			Golf Coach				\$3,750.00
Carol	Engelkens			Office Technology P/T Instructor	TBD		\$28.35	TBD
Chane	Graf			Cosmetology P/T Instructor	TBD		\$26.78	TBD
Denise	Johnson			Office Technology P/T Instructor	TBD		\$31.61	TBD
Tasha	Marini			Cosmetology P/T Instructor	TBD		\$26.78	TBD
Dorie	Oloff			Office Technology P/T Instructor	TBD		\$28.35	TBD
Angela	Pierson			Cosmetology P/T Instructor	TBD		\$26.78	TBD
Crystal	Schwartz			Cosmetology P/T Instructor	TBD		\$26.78	TBD
Lindsay	Vlnnedge			Cosmetology P/T Instructor	TBD		\$27.56	TBD
Laura	Early			Director for Working				\$4,719.00
Randy	Haldeman			Music Director for Working				\$4,719.00
Leanne	Grahame			Success Center	TBD		\$25.20	TBD
Randy	Halderman	1314	THEA283CXX	Theatre Practicum		4	\$1,320.43	\$5,281.72
Laura	Early	1160	THEA283AXX	Theatre Practicum		3	\$1,320.43	\$3,961.29
Laura	Early	1313	THEA283BXX	Theatre Practicum		1	\$1,320.43	\$1,320.43
Fall 2022								
Michael	Skwara			Coordinator, Learning Mgmt System				\$1,808.97
Laura	Watson			Chair, Library Services				\$1,808.97
Kirk	Pearson	3091	SPCH295JXX	Jo Davless Ldrship Forum		3	\$510.00	\$1,530.00
Kirk	Pearson			Curriculum Development SPCH295JXX				\$600.00
Kirk	Pearson	3092	SPCH295SXX	Leadership Institute - Stephenson		3	\$510.00	\$1,530.00
Kirk	Pearson			Curriculum Development SPCH295SXX				\$600.00
Athletics								
Blake	Becke			Women's Basketball Coach				\$7,500.00
Joshua	Bost			Esports Coach				\$4,000.00
Kyle	Marcum			Esports Coach				\$4,000.00
Curt	McIntyre			Asst Cross Country Coach				\$4,500.00
Luke	Norman			Men's Basketball Coach				\$7,500.00
Tyler	Spinnato			Esports Coach				\$4,000.00
Lindsay	Stodden			Volleyball Coach				\$6,000.00
Eric	Walton			Asst Men's Basketball Coach				\$4,500.00
Danielle	Walker	3337	HLTS212DC	First Aid		2	\$678.37	\$1,356.74
Danielle	Walker	3334	HLTH112 Y1A	Health		1	\$678.37	\$678.37
Luke	Norman	3341	PHYD121VM	Physical Fitness I		1.8	\$580.00	\$1,044.00
Luke	Norman	3343	PHYD121DC	Physical Fitness I		1.8	\$580.00	\$1,044.00
Luke	Norman	3345	PHYD124VM	Theory of Football Coaching		2	\$580.00	\$1,160.00
Luke	Norman	3354	PHYD221VM	Physical Fitness II		2	\$580.00	\$1,160.00
Luke	Norman	3352	PHYD220CXX	Team Sport Basketball		1.4	\$580.00	\$812.00
Pete	Norman	3338	PHYD111VM	Intro to Physical Education		2	\$678.37	\$1,356.74
Pete	Norman	3355	PHYD222VM	Weight Training		1.4	\$678.37	\$949.72
Pete	Norman	3357	PHYD227VM	Sports Officiating		2	\$678.37	\$1,356.74
Pete	Norman	3356	PHYD226VM	Theory of Basketball Coaching		2	\$678.37	\$1,356.74
Jennifer	Smith-Norman	3358	PHYD239N	Body Mechanics/Yoga		1.8	\$602.00	\$1,083.60
Science/Math/Allied Health								
Steve	Curran	3247	NSCI132HF	Physical Geography		3	\$1,356.73	\$4,070.19
Steve	Curran	3248	NSCI132AX	Portion of Physical Geog Lab		0.8	\$1,492.40	\$1,193.92

Ghaneshwar	Gautam	3188	PHYS120A	Portion of Intro to Engineering		0.56	\$1,356.73	\$759.77
John	Giuffre	3255	BIOL120N	Found of A&P		4	\$590.00	\$2,360.00
John	Giuffre	3256	BIOL120NX	Found of A&P Lab		1.9	\$590.00	\$1,121.00
Tony	Grahame	3282	BIOL214A	Portion of A&PII		0.96	\$1,356.73	\$1,302.46
Steve	Mihina			Dual Credit Observation				\$75.00
Juliet	Moderow	3266	BIOL110B	Portion of Princ of Biology		0.65	\$1,356.73	\$881.87
Alan	Nowicki	3283	BIOL213HF	Portion of A&PI		1.2	\$1,356.73	\$1,628.08
Mark	Rasmussen	3139	MATH166B	Portion of Statistics		1	\$1,356.73	\$1,356.73
John	Sullivan	3204	CHEM120Y1	Portion of Elem Gen Chem		2.4	\$1,356.73	\$3,256.15
Jessica	Larson	3535	NURS292BXX	Portion of Health & Illness Lab		2.11	\$1,356.73	\$2,862.70
Cassie	Mekeel	3500	NURS120AX	Portion of MA Clinical Proc Lab		1.34	\$1,356.73	\$1,818.02
Shelly	Morgan	3527	NURS191A	Portion of Fund of Nursing		2.12	\$1,356.73	\$2,876.27
Connie	O'Brien	3503	NURS289HB	Legal/Ethical Issues in Hlthcare	32		\$38.00	\$1,216.00
Jessica	Schneiderman	3533	NURS292BXX	Portion of Health & Illness II		3	\$1,356.73	\$4,070.19
						0.4	\$1,452.47	\$580.99
Chrislyn	Senneff	3540	NURS293A	Portion of Health & Illness Lab		2.68	\$1,356.73	\$3,636.04
Kay	Sperry	3538	NURS192NX	Portion of Health & Illness Lab		3	\$1,356.73	\$4,070.19
						3	\$1,452.47	\$4,357.41
						0.53	\$1,628.07	\$862.88
Kelley	Hartman	3530	NURS292AXX	Portion of Health & Illness Lab	80		\$38.00	\$3,040.00
Chad	Pals	3505	MATH166DC	College Algebra		4	\$565.00	\$2,260.00
Donna	Strauch	3531	NURS292AXX	Portion of Health & Illness Lab	104		\$38.00	\$3,952.00
Project Succeed								
Constance	Taylor			Project Succeed Tutor		TBD	\$25.20	TBD
Don	Tresemmer			Project Succeed Tutor		TBD	\$25.20	TBD
Leanne	Grahame			Project Succeed Tutor		TBD	\$25.20	TBD
Constance	Taylor	3001	MATH066AXX	Basic Algebra I		2	\$540.00	\$1,080.00
Constance	Taylor	3002	MATH067AXX	Basic Algebra II		2	\$540.00	\$1,080.00
Don	Tresemmer	3003	MATH090AXX	Int Algebra I		2	\$540.00	\$1,080.00
Don	Tresemmer	3004	MATH091AXX	Int Algebra II		2	\$540.00	\$1,080.00
HSS/FA								
Bob	Apolloni			Part-time Supervision				\$271.35
Melissa	Johnson			Part-time Supervision				\$271.35
Dagny	Brandt			Youth Choir Director				\$1,750.00
Norah	Flaherty			Part-time Forensics Assltant				\$1,500.00
Brandon	Lamm			Orchestra Director				\$1,750.00
Bill	Petersen			Big Band Director				\$1,750.00
Heidi	Spotts-Manthy			Royal Scots Accompanist				\$1,500.00
Heidi	Spotts-Manthy			Chamber Singers Accompanist				\$1,500.00
Heidi	Spotts-Manthy			Chorale Director				\$1,750.00
Heidi	Spotts-Manthy			Youth Choir Accompanist				\$750.00
Scott	Stich			Concert Band Director				\$1,750.00
Kevyn-Ann	Sutter			Part-time Forensics Coach				\$2,250.00
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00
Lenie	Adolphson	3553	HIST143A	US History I		3	\$575.00	\$1,725.00
Lenie	Adolphson	3554	HIST144A	US History II		3	\$575.00	\$1,725.00
Lenie	Adolphson	3555	HIST145A	US History III		3	\$575.00	\$1,725.00
Lenie	Adolphson			Curriculum Development HIST144				\$400.00
Lenie	Adolphson			Curriculum Development HIST143				\$400.00
Colette	Binger	3156	PSY262HB	Human Growth/Dev		3	\$602.00	\$1,806.00
Harry	Bodell	3079	SPCH191Y1A	Fund of Speech Comm		3	\$1,356.73	\$4,070.19
Thompson	Brandt	3164	HUMA104N	Intro to Humanities		3	\$678.37	\$2,035.11

Thompson	Brandt	3165	MUS268Y1A	Music of the USA		3	\$678.37	\$2,035.11
Dana	Dillard	3562	PSY161DC	Intro to Psychology		3	\$580.00	\$1,740.00
Dana	Dillard	3563	PSY161DC2	Intro to Psychology		3	\$580.00	\$1,740.00
Laura	Early	3072	HUMA104Y1B	Intro to Humanities		3	\$1,356.73	\$4,070.19
Sam	Florenza		Writing Center			3	\$1,356.73	\$4,070.19
Ashley	Harms	3269	ECE124Y1	Lit for Young Children		3	\$590.00	\$1,770.00
Ashley	Harms	3275	ECE125Y1	Assessment in EC Settings		3	\$590.00	\$1,770.00
Ashley	Harms	3697	ECE211Y2	ECE Staff Mgmt Practicum		3	\$590.00	\$295.00*
Ashley	Harms		Curriculum Development ECE					\$300.00
Julle	Hartman-Linck		Assessment Mentor			3	\$1,356.73	\$4,070.19
Alex	Jansen	3066	ART118HB	Graphic Design I		3	\$678.37	\$2,036.11
Alex	Jansen	3588	ARTR228HB	Graphic Design III		3	\$678.37	\$2,035.11
Chelsea	Martinez	3150	PSY161Y1A	Intro to Psychology		3	\$1,356.73	\$4,070.19
Chelsea	Martinez	3147	EDUC100V	Education Observation I		1	\$1,492.40	\$1,492.40
Adam	Moderow	3466	RDG083A	College Rdg Foundations		3	\$602.00	\$1,806.00
Adam	Moderow	3740	RDG120Y1	College Rdg Strategies		3	\$602.00	\$1,806.00
Jeremy	Monigold	3102	CJS103A	Intro to Cyber Security		0.9	\$1,492.40	\$1,343.16
Anthony	Musso	3595	SOCI200HB	Intro to Social Work		3	\$678.37	\$2,035.11
Elizabeth	Niesman	3464	COMM084A	Basic Written Comm		3	\$602.00	\$1,806.00
Elizabeth	Niesman	3465	RDG082A	Basic College Rdg		2	\$602.00	\$1,204.00
Dana	Russell-Brown	3584	ART117A	Pottery I		3	\$960.50	\$2,881.50
Jami	Spencer	3488	ENGL099VA	Accelerated Basic Comp ALP		1	\$1,356.73	\$1,356.73
Jami	Spencer		Writing Center			2	\$1,356.73	\$2,713.46
Heidi	Spotts-Manthey	3575	MUS177A	Class Piano I		2	\$602.00	\$1,204.00
Heidi	Spotts-Manthey	3173	MUS267Y1A	Intro to Music		3	\$602.00	\$1,806.00
Scott	Stich	3175	MUS154A	Aural Skills I		1	\$602.00	\$602.00
Scott	Stich	3176	MUS161A	Theory I		3	\$602.00	\$1,806.00
Loretta	Swanson	3063	ART110Y1	Intro to Art		3	\$602.00	\$1,806.00
Loretta	Swanson	3064	ART219HBN	Modern Art		3	\$602.00	\$1,806.00
Loretta	Swanson	3065	HUMA104Y1A	Intro to Humanities		3	\$602.00	\$1,806.00
James	Yeager		Coordinator of	Mass Communication		3	\$1,356.73	\$4,070.19
James	Yeager	3090	SPCH191HB	Fund of Speech Comm		2	\$1,492.40	\$2,984.80
Dagny	Brandt	3508	MUS110A	Applied Music - Voice				\$400.00
Dagny	Brandt	3514	MUS210A	Applied Music Major - Voice				\$800.00
Nadla	Wirchnianski	3509	MUS111A	Applied Music - Piano				\$400.00
Bill	Petersen	3518	MUS214A	Applied Music Major - Winds				\$400.00
Success Center								
Caroline	Gluffre		Success Center		TBD		\$23.80	TBD
Elizabeth	Niesman		Success Center		TBD		\$28.09	TBD
Michael	Thrumman		Success Center		TBD		\$23.80	TBD
Wes	Bertram	3014	LIBS199HBB	FYES		2	\$678.37	\$1,356.74
Stephanie	Eymann	3012	LIBS199HBH	FYES		2	\$678.37	\$1,356.74
Anthony	Musso	3006	LIBS199HBC	FYES		2	\$678.37	\$1,356.74
Elizabeth	Niesman	3091	LIBS199Y1B	FYES		2	\$602.00	\$1,204.00
Elizabeth	Niesman	3011	LIBS199FXX	FYES		2	\$602.00	\$1,204.00
Monica	Pierce	3559	LIBS199HBF	FYES		1	\$1,492.40	\$1,492.40
Monica	Pierce	3013	LIBS199HBE	FYES		1	\$1,492.40	\$1,492.40
Anthony	Sago	3582	LIBS199MXX	FYES		2	\$678.37	\$1,356.74
Sam	Schaible	3015	LIBS199Y1A	FYES		2	\$678.37	\$1,356.74
Vicki	Schulz	3009	LIBS199DXX	FYES		2	\$678.37	\$1,356.74
Danielle	Walker	3007	LIBS199HBD	FYES		2	\$678.37	\$1,356.74
MAC Lab								

Roberta	Andrews		MATHY2A	MAC Lab		2	\$532.00	\$1,064.00	
Nancy	Luepke		MATHY2C	MAC Lab		2	\$540.00	\$1,080.00	
Nancy	Luepke		MATHD1	MAC Lab		2	\$540.00	\$1,080.00	
Nancy	Luepke		MATHE1	MAC Lab		2	\$540.00	\$1,080.00	
Ellen	McGinnis		MATHE1	MAC Lab		2	\$540.00	\$1,080.00	
Ellen	McGinnis		MATHC1	MAC Lab		2	\$540.00	\$1,080.00	
Ellen	McGinnis		MATHA1	MAC Lab		2	\$540.00	\$1,080.00	
Mark	Miller		MATHY2E	MAC Lab		2	\$602.00	\$602.00*	
Business/Technology									
Jeffrey	Cowman	3239	INFT282HBN	A+ Certification		3.9	\$532.00	\$2,074.80	
Jeffrey	Cowman	3242	INFT284HBN	Networking + Certification		2.6	\$532.00	\$1,383.20*	
Joseph	DeParasls	3215	EQUI117HBN	Equine Physiology		3	\$602.00	\$1,806.00	
Kristi	Dinderman	3427	AGOC144A	Evaluation of Dairy		2.9	\$525.00	\$1,522.50	
Thomas	Harrison	3224	MATH111TC	Technical Math		3	\$540.00	\$1,620.00	
Thomas	Harrison	3205	BUSN125HB	Math of Business		3	\$540.00	\$1,620.00	
Thomas	Harrison	3507	MATH111B	Technical Math		3	\$540.00	\$1,620.00	
Marlissa	Hurlbert	3407	EQUI121HBN	Equine Stress Points II		2.9	\$525.00	\$1,522.50	
Lance	Keltner	3716	DRAF110HBN	Print Rdg & Inspection		2.9	\$510.00	\$1,479.00	
Mark	Kloeping		Substitution for Vacek						\$120.00
Kristin	Piper	3380	ITHC201HBN	Medical Coding		4	\$510.00	\$2,040.00	
Ashley	Polizzi	3212	ACCT211Y1	Individual Income Tax Acct		3	\$565.00	\$1,695.00	
Ashley	Polizzi		Curriculum Development						\$565.00
Crimson	Pulver	3408	EQUI127HB	Horse Handling I		0.97	\$540.00	\$523.80*	
Crimson	Pulver	3409	EQUI135HB	Horse Training I		2.9	\$540.00	\$1,566.00	
Crimson	Pulver	3410	EQUI141HB	Riding Instruction I		2.9	\$540.00	\$1,566.00	
Brandi	Widmer	3411	EQUI107HB	Equine Health Care I		2.9	\$540.00	\$1,566.00	
Brandi	Widmer	3412	EQUI131HB	Horse Shoeing		0.97	\$540.00	\$523.80*	
Brandi	Widmer	3413	EQUI137HB	Riding I		0.97	\$540.00	\$523.80*	
Jennifer	Alderman	3214	ACCT220Y1	Quickbooks Accounting		1	\$1,356.73	\$1,356.73	
Jennifer	Alderman	3635	ACCT115Y1	Computer App in Acct		1.6	\$1,356.73	\$2,170.77	
Amy	Chamberlin		Cosmetology Classes				3	\$1,356.73	\$4,070.19
						3	\$1,492.40	\$4,477.20	
						1.03	\$1,628.07	\$1,676.91	
Justin	Ebert	3431	AGOC287HB	Precision Farming Tech		2.59	\$1,356.73	\$3,513.93	
Justin	Ebert	3430	AGOC242HB	Beef Management		0.41	\$1,356.73	\$556.26	
						1.54	\$1,492.40	\$2,298.30	
Justin	Ebert	3426	AGOC140HB	Ag Equipment Maint		1.46	\$1,492.40	\$2,178.90	
						0.49	\$1,628.07	\$797.76	
Justin	Ebert	3432	OCED290D	Work Pl exp - Ag		0.4	\$1,628.07	\$651.23	
Joe	Grove	3311	ECON112Y1	Principles of Econ		3	\$1,356.73	\$4,070.19	
Jeremy	Monigold	3237	INFT180Y1	Intro to Information Ssystems		3	\$1,356.73	\$4,070.19	
Jeremy	Monigold	3250	INFT140Y1	Beg Excel		0.6	\$1,492.40	\$895.44	
Jeremy	Monigold	3252	INFT145Y1	Beg Access		0.5	\$1,492.40	\$746.20	
Monica	Pierce	3428	AGRI188HB	Intro to Hort Science		1.08	\$1,356.73	\$1,465.27	
Aaron	Sargent	3297	MTEC151A	Intro to CNC Machining		1.2	\$1,356.73	\$1,628.08	
Aaron	Sargent	3765	DRAF105DC1	Computer Aided Drafting I		1.8	\$1,356.73	\$2,442.11	
						0.93	\$1,492.40	\$1,387.93	
Aaron	Sargent		MTEC270A/280	CNC Mill/CNC Lathe/Adv CNC		2.07	\$1,492.40	\$3,089.27	
						0.66	\$1,628.07	\$1,074.53	
Aaron	Sargent		MTEC270B/280	CNC Mill/CNC Lathe/Adv CNC		2.73	\$1,628.07	\$4,444.63	
Aaron	Sargent	3316	OCED290B	Work Pl Exp - MTEC		0.2	\$1,628.07	\$325.61	
Aaron	Sargent	3317	OCED290C	Work Pl Exp - MTEC		0.4	\$1,628.07	\$651.23	

Todd	Vacek	3459	WELD130DC	Intro to Welding			1.82	\$1,356.73	\$2,469.25
Jennifer	Alderman			Part-time Instruction Supervision					\$271.35
Amy	Chamberlin			Part-time Instruction Supervision					\$135.68
Amy	Chamberlin			Part-time Instruction Supervision					\$1,085.40
Justin	Ebert			Part-time Instruction Supervision					\$135.68
Jeremy	Monigold			Part-time Instruction Supervision					\$135.68
Aaron	Sargent			Part-time Instruction Supervision					\$271.35
*pro rated based on enrollment									
Other Assignments									
Grace	Cifonie			Rehearsal and plt pianist for Working					\$1,500.00
Brian	Nissen			Sound engineer for Working					\$1,000.00
Blake	Ross			Billboard ad design for Working					\$100.00
John	Hartman			Piano tuning					\$130.00
Rajat	Dawar			Financial reports consulting for Adult Ed					\$720.00
Annette	Hartman			Design Working table tents					\$45.00
Ashley	Ahrens			Projections for Working					\$400.00
Lisa	Bressler			Cello for Working					\$1,155.00
Ryan	Earl			Trombone for Working					\$940.48
David	Helbling			Tenor Sax for Working					\$540.00
Hannah	Lamm			Viola for Working					\$600.00
Matthew	Milam			Trumpet for Working					\$750.00
Emily	Nunemaker-Bressler			Reed 1 for Working					\$850.88
Zack	Parkinson			Percussion for Working					\$725.00
Gerald	Reed			Bass for Working					\$545.00
Linda	Foat			Labor for Working					\$3,995.00

**AGENDA ITEM #XI-A-1
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**SALUKI STEP AHEAD ONLINE PROGRAM FOR ACCOUNTING, BUSINESS
ADMINISTRATION, CRIMINOLOGY & CRIMINAL JUSTICE, HEALTH CARE
MANAGEMENT, PSYCHOLOGY, AND RADIOLOGIC SCIENCES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Saluki Step Ahead online program subagreement for Accounting, Business Administration, Criminology & Criminal Justice, Health Care Management, Psychology, and Radiologic Sciences between Highland Community College (HCC) and Southern Illinois University Carbondale (SIUC).

BACKGROUND: Southern Illinois University Carbondale and the Illinois Community College Board have entered into an Intergovernmental Agreement regarding SIUC's Saluki Step Ahead Online Program and access to that program by Illinois community colleges. This provides a subagreement with specific details spelled out 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.

BOARD ACTION: _____

SALUKI STEP AHEAD ONLINE PROGRAM

For Accounting, Business Administration, Criminology & Criminal Justice, Psychology, Health Care Management, and Radiologic Sciences

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement ("IA" or "Agreement") is entered into this 1st day of October, 2021 ("Effective Date") by and between Illinois Community College Board (ICCB), on behalf of the Illinois Community College System (ICCS), 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). SIUC and ICCB may hereafter be referred to individually as a "Party" and collectively as the "Parties."

Whereas, the ICCB and SIUC desire to provide ICCS students and graduates increased access to, and success in educational programs; and

Whereas SIUC is ready, willing and able to provide educational courses, programs, and degrees for eligible students and graduates of the ICCB to meet their academic needs;

Now therefore, the Parties agree as follows:

1. Subject to SIUC general admission requirements and the terms and conditions of this Agreement, ICCS students and graduates from any of the 48 ICCS community colleges within the state of Illinois will receive automatic admission to SIUC's online Accounting, Business and Administration, Criminology and Criminal Justice, Psychology, Health Care Management, and Radiologic Sciences programs pursuant to the Saluki Step Ahead Online program ("SSAO Program") provided that the college in question has agreed by separate written agreement to be bound by the terms and conditions of this Agreement (each such separate written agreement will hereafter be referred to as a "Subagreement"). Additional academic programs may be added to this Agreement by amendment in accordance with Section 14 herein.
2. The term of this IA shall commence on the Effective Date of this instrument and continue through June 30, 2024 unless earlier terminated as provided herein. This Agreement may be renewed or extended only by further written instrument signed by the authorized representative(s) of each Party. The term of any Subagreement entered hereunder shall commence on the Effective Date of that instrument and continue through the termination or expiration of this Agreement.

Either Party may terminate this Agreement, with or without cause, upon sixty (60) days prior written notice to the other Party. The termination or expiration of this Agreement shall automatically terminate any Subagreements entered hereunder. Notwithstanding the foregoing, no otherwise eligible student then-enrolled in a course or program pursuant to this Agreement shall be deprived the opportunity to complete the relevant course or program requirements solely due to termination of this Agreement.

The ICCB and SIUC agree to meet no less than 90 days prior to the expiration of the current term of this Agreement to discuss Agreement status, renewal, termination, expansion of the

Agreement's scope and other matters pertinent to the Agreement and its implementation.

3. The Parties and any ICCS college entering into a Subagreement agree that the courses and programs subject to this Agreement will be delivered via an online/virtual/internet-based method.
4. Each and every participating ICCS college will, free of charge, provide adequate space for SIUC to host two one-day transfer meetings/sessions per semester on that college's campus. In addition, in cooperation with SIUC, participating ICCS colleges will promote, market and advertise those transfer meetings/sessions, including without limitation promotion of the meetings/sessions on each ICCS college's website. These meetings/sessions will be to deliver transfer services, resources, and information with prospective transfer students, as identified by the respective community college's admission applications, advisors, and self-selected students.
5. Within 60 days of the Effective Date of the relevant Subagreement the ICCS college will implement procedures by which it can track, collect and share contact information of their respective students who have indicated they are transfer bound and the contact information of all their respective students who are scheduled to graduate. Subject to the foregoing, upon SIUC's request, which shall be made no more often than once per SIUC academic semester, ICCS colleges agree to supply SIUC Undergraduate Admissions Office with the contact information of all their respective students who indicate they are transfer-bound and the contact information of all their respective students who are scheduled to graduate that semester. As used herein, the term "contact information" means, at a minimum, name, full permanent address, and electronic mail address.
6. Within 60 days of the Effective Date of the relevant Subagreement, SIUC and the applicable ICCS college will agree upon a pre-determined transfer pathway for each of the academic programs identified in Section 1 of this Agreement. The transfer pathways will set forth a 2+2 model for coursework, whereby the respective ICCS community college students who meet SIUC's admission criteria will matriculate to SIUC after two years at the respective community college. SIUC and the ICCS colleges will meet on an annual basis and no less than 90 days prior to the start of the next SIU Fall Academic semester to review the transfer pathways referred to this Section.
7. Both Parties and any ICCS college entering into a Subagreement agree to co-market and co-brand the SSAO Program and the SIUC online Accounting, Business Administration, Criminology & Criminal Justice, Psychology, Health Care Management, and Radiologic Sciences programs.
8. SIUC will award students from participating ICCS colleges who enter SIUC through its SSAO Program a monetary award valued at \$4,000 for the student's first year at SIUC. SIUC will award students from participating ICCS colleges who remain enrolled at SIUC and qualified for the SSAO Program a second monetary award valued at \$4,000 to cover the student's second year at SIUC. The monetary awards will, in SIUC's sole and absolute discretion, take the form of scholarships, tuition waivers, fee waivers or some combination thereof. ICCS students from participating ICCS colleges who transfer to SIUC pursuant to this Agreement must possess and maintain a GPA of 2.0 to enter and remain eligible for the SSAO Program. Students will be eligible for the monetary award only if they are enrolled full time during their years at SIU.
9. SIUC will dedicate transfer admission coordinators specific to each participating ICCS college to address the needs of its students and graduates.

10. The Parties and each participating ICCS college agree to cooperate with one another in the implementation of this Agreement and the accomplishment of its goals, including but not limited to maximizing the opportunities for ICCS students to earn SIUC transferable credit while at the ICCS college; the successful transfer of ICCS college students to SIUC as full juniors; and the completion of a four-year degree at SIUC. SIUC and participating ICCS colleges will cross-train admissions and academic advisors to support these efforts.
11. As permitted and in accordance with the requirements of the Family Educational Rights and Privacy Act ("FERPA") ICCS colleges and SIUC agree to share student educational information to help SIUC recruit bachelor degree seeking students for transfer in the SSAO Program. Education information includes, but is not limited to, admissions, advising, academic, financial aid, student accounts, grades, academic progress, and program completion/graduation information/documentation. Information will be shared on a semester basis.
12. SIUC and each ICCS college shall enter into a Reverse Transfer Agreement (in accordance with state mandate) within 60 days of the Effective Date of a Subagreement between SIUC and that college. As used herein the term "reverse transfer agreement" means "an agreement under which a student who has transferred from said community college to SIUC may transfer academic credit earned at SIUC back to the community college and the college will apply such credit toward an associate degree." This initiative will ensure that qualifying students will have the credential of an associate degree to leverage for employment while they pursue further education. Notwithstanding the foregoing, the Parties anticipate that ICCS students will complete the first two years of study at the ICCS community college prior to transferring to SIUC's Saluki Step Ahead program.
13. The relationship created by this IA and any Subagreement entered hereunder is exclusively one of independent contractors.
14. This IA represents the entire agreement of the Parties regarding the subject matter hereof and supersedes all prior agreements or understandings, oral or written, regarding same. Except as otherwise expressly stated herein, this IA may be amended only by further written instrument signed by the authorized representative(s) of each Party.
15. For purposes of administration and implementation of this Agreement, including without limitation written notices required by this Agreement, the Parties primary contacts are as follows:

SIUC Contact:

Josi Rawls
 Assistant Director for Transfer Relations
 Undergraduate Admissions
 Student Services Building – MC 4710

ICCB Contact:

Dr. Marcus Brown
 Deputy Director for Academic Affairs and
 Student Success
 Illinois Community College Board

Southern Illinois University
1263 Lincoln Drive
Carbondale, IL 62901
Phone: 618/453-2992
Fax: 618/453- 4609
josi.rawls@siu.edu

401 East Capitol Avenue
Springfield, IL 62701
Phone: 217/524-5503
Fax: 217/785-0090
marcus.brown@illinois.gov

The contact information provided in this section may be updated by either Party by providing written notice to the other to the address provided herein. Any notice sent via mail shall be considered given upon the date of receipt reflected in the return mail receipt or ten (10) days after mailing, whichever occurs first. Notice sent via email shall be considered received on the date the recipient acknowledges receipt in writing.

16. Neither Party nor any participating ICCS college will unlawfully discriminate on the basis of religion, race, sex, sexual orientation, creed, handicap, national origin, or age.

IN WITNESS WHEREOF, the each of the Parties has signed this Agreement by its duly authorized representative.


The Illinois Community College Board



Brian Durham, Ed.D
Executive Director
Illinois Community College Board

Date 9/14/21

The Board of Trustees of Southern Illinois University



Dr. Austin A. Lane
Chancellor
Southern Illinois University Carbondale

Date 9/14/21

SIU Approved as to Legal Form

Douglas J Mc : :
Carty : : 08/09/21 : 1:00

SALUKI STEP AHEAD ONLINE PROGRAM

For Accounting, Business Administration, Criminology & Criminal Justice, Health Care Management, Psychology, and Radiologic Sciences

SUBAGREEMENT

This Subagreement is entered into this 27th day of September, 2022 by and between Highland Community College, a member of the Illinois Community College System ("ICCS"), 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). SIUC and College may hereafter be referred to individually as a "Party" and collectively as the "Parties.

WHEREAS, SIUC and the Illinois Community College Board have entered into an Intergovernmental Agreement ("Agreement") regarding SIUC's Saluki Step Ahead Online Program and access to that program by ICCS colleges;

WHEREAS, the Agreement provides in relevant part that students and graduates of ICCS colleges that have entered into a subagreement with SIUC in which the college agrees to be bound by the terms and conditions of the Agreement will receive automatic admission to SIUC's online Accounting, Business and Administration, Criminology and Criminal Justice, Psychology, Health Care Management, and Radiologic Sciences programs pursuant to the Saluki Step Ahead Online program ("SSAO Program");

WHEREAS, College is a member of ICCS, desires that its students have access to the SSAO Program, and is ready, willing and able to comply with the terms of the Agreement;

NOW THEREFORE, the Parties agree as follows:

1. College covenants and agrees to comply with the terms and conditions of the Agreement, which to the extent they are applicable to College or this Subagreement are incorporated by reference as though fully stated herein.
2. The term of this Subagreement shall commence on the Effective Date and continue through the expiration or termination of the Agreement. In the event the Agreement is renewed or extended, this Subagreement shall be renewed or extended, as applicable, for the same amount of time. This Subagreement may be terminated by either Party, without or without cause, upon sixty days prior written notice.
3. For purposes of administration and implementation of this and for purposes of notice, the Parties primary contacts are as follows:

SIUC Contact:

Josi Rawls
Assistant Director for Transfer Relations
Undergraduate Admissions
Student Services Building – MC 4710
Southern Illinois University
1263 Lincoln Drive
Carbondale, IL 62901
Phone: 618/453-2992
Fax: 618/453-4609
josi.rawls@siu.edu

HCC Contact:

Jim Phillips
Interim Vice President, Academic
Services/Chief Academic Officer
2998 W. Pearl City Road
Freeport, IL 61032
Phone: 815/599-3417
jim.phillips@highland.edu

4. This Subagreement represents the entire agreement of the Parties regarding the subject matter hereof and supersedes all prior agreements or understandings, oral or written, regarding same. Except as otherwise expressly stated herein, this Subagreement may be amended only by further written instrument signed by the authorized representative(s) of each Party.

IN WITNESS WHEREOF, the each of the Parties has signed this Agreement by its duly authorized representative.

Highland Community College

James G. Endress
Board Chair

Date

The Board of Trustees of Southern Illinois University

Dr. Austin A. Lane
Chancellor
Southern Illinois University Carbondale

Date

**AGENDA ITEM #XI-B-1
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER III, STUDENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policies in Chapter III of the Policy Manual, affirms for first reading the unchanged policies in Chapter III of the Policy Manual, and approves for first reading new policy 3.29 Withdrawal for Students Called to Active Duty.

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>
3.053	Language updated.
3.06	Language updated.
3.081	Language updated.
3.21	Language updated.
3.22	Language updated.
3.23	Language updated.
3.27	Names, position titles updated.
3.29	New policy.

New policy 3.29 is a requirement of Illinois law and is a practice the College currently has in place. 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 III

STUDENT

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3.01	Waiver of Requirements
3.02	Graduation Requirements
3.021	Student Responsibility for Graduation
3.03	Attendance
3.035	Attendance—Volunteer Emergency Worker
3.04	Scholastic Requirements
3.041	Evaluation
3.05	Final Course Grades
3.051	Academic Grievance
3.052	Grade Reports
3.053	Grade Point System
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3.08	Transfer of Credits
3.081	College Credit for Military Training/Experience
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3.10	Financial Aid "Standards of Satisfactory Academic Progress"
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3.15	Political Activity
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3.20	Food—Use of in Highland Community College Facilities
3.21	Intoxicants—Use of in Highland Community College Facilities
3.22	Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
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3.29	<u>Withdrawal for Students Called to Active Duty</u>

3.00 Admissions Requirement (Reaffirmed ~~11/26/19~~)

The Board of Trustees shall adopt regulations for the admission of students. If space is not available for all students applying, the College shall give preference to students residing in District 519.

3.001 Student Responsibility for Admission and Registration (Reaffirmed ~~11/26/19~~)

The responsibility for proper registration each semester rests entirely with the student. All students are expected to register for each semester on the dates established on the College calendar and are not admitted to class until they are properly registered. Responsibility for payment of tuition, fees, and other financial obligations rests entirely with the student. All students are expected to make payments for each semester by the established due dates to secure enrollment.

| 3.01 Waiver of Requirements (Reaffirmed ~~11/26/19~~)

| A student may request waiver of admission, academic, or graduation requirements as found in the current College catalog.

| 3.02 Graduation Requirements (Reaffirmed ~~11/26/19~~)

| Highland Community College shall establish graduation requirements for Certificates and Associate Degree Programs.

3.021 Student Responsibility for Graduation (Reaffirmed 11/26/19)

All students are responsible for satisfying graduation and/or program requirements within their individual curricula at Highland Community College. A student will be allowed to graduate if the student meets the College and program requirements as outlined in the College catalog under which the student matriculated or any Highland Community College catalog in effect during enrollment.

3.03 Attendance (~~Reaffirmed Revised 11/26/19~~)

Attendance is the responsibility of the student. Attendance requirements are set by each instructor for each course and are included in the syllabus. See Student Code of Conduct located in the College catalog for attendance information.

3.035 Attendance—Volunteer Emergency Worker (Reaffirmed ~~11/26/19~~)

The Volunteer Emergency Worker Job Protection Act and the Volunteer Fire Protection Association Act as amended provides that no public university or community college's attendance policy or the attendance policy of a faculty member thereof may in any way penalize a student who is a volunteer emergency worker or volunteer fire protection association member for absence from class caused by the performance of his or her duties as a volunteer.

“Volunteer Emergency Worker” means a volunteer emergency worker as defined in the Volunteer Emergency Worker Job Protection Act. Highland Community College shall have the right to initiate disciplinary action against a student as described in the College Catalog for misuse of this policy.

3.04 Scholastic Requirements (Reaffirmed 11/26/19)

Minimum scholastic requirements are established by the College and are listed in the College catalog. Failure of the student to meet these requirements as listed in the College catalog, may result in academic probation or academic suspension.

| **3.041 Evaluation (Reaffirmed ~~11/26/19~~)**

| Evaluation is considered part of the total requirement for each college credit course according to course syllabi.

3.05 Final Course Grades (Reaffirmed 11/26/19)

The determination of grades for student class progress and achievement is the sole responsibility of the individual instructor. Except through the grade appeals process, no person, other than the instructor, shall be allowed to give or change a grade. The grade appeals process is found under “Other Student Academic Complaints” in the College Catalog.

When a request is made for a review of a grade originally given by an instructor no longer employed by the College, the Vice President of Academic Services/CAO and Dean shall determine if any change is merited.

| **3.051 Academic Grievance** (Reaffirmed ~~11/26/19~~)

| In the event of a student academic grievance, excluding disciplinary cases, the student has the right to request a formal hearing according to established procedure as outlined in the College Catalog under “Other Student Academic Complaints.”

| **3.052 Grade Reports (Reaffirmed ~~11/26/19~~)**

| Verified grade reports of students' progress, attested to by the instructor, shall be made twice each semester, at midterm and the semester conclusion. The midterm report shall be based on the record of scholarship to that date, and will not be a permanent grade of record.

3.053 Grade Point System (Revised ~~11/26/19~~)

A Excellent	4 grade points
B Good	3 grade points
C Average	2 grade points
D Minimum Passing	1 grade points
F Failure	0 grade points
<u>AU</u> Audit	<u>0 grade points</u>
S Satisfactory	0 grade points
P Passing	0 grade points
R Needs to be Repeated	0 grade points
U Unsatisfactory	0 grade points
I Incomplete	0 grade points
W Withdrew	0 grade points
XF Failure due to academic misconduct	0 grade points
NCC No Credit Covid (used Spring 2020)	<u>0 grade points</u>
PR Proficiency Credit	<u>0 grade points</u>

AU, S, U, I, P, R, PR, NCC, and W grades will not be used in computing grade point averages. W (withdraw) is a grade after no record/drop period.

3.06 Repeating Courses (~~Revised~~Reaffirmed 11/26/19)

A student is permitted to repeat a course for which a grade of A, B, C or S previously has been earned only with formal permission of the Director of Enrollment and Records. However, the College reserves the right to delay or deny a student's repetition of courses or programs which have limited enrollment.

If the repeat value of a course is 0 in the college catalog, the student will be charged the ICCB fiscal year reimbursement value based on the type of course in how it is coded (health, occupational, remedial, etc.).

When a student repeats a course, the last grade becomes the grade of record, and any preceding grades will be disregarded in computation of the cumulative grade point average at Highland Community College.

3.07 Withdrawals (~~Reaffirmed Revised 11/26/19~~)

Students shall be able to withdraw from a course according to procedures in the College catalog. Instructors may withdraw a student following the No Record/Drop period according to the procedures in the catalog.

3.071 No Show/Drop (~~Reaffirmed~~Adopted 11/26/19)

Students shall be able to No Record/Drop a course during the No Record/Drop period according to procedures in the College catalog. Students may be No Record/Drop or “No show” when they do not attend a face-to-face course during the drop period. Logging in without active participation in an online or hybrid course during the No Record/Drop period does not constitute attendance. A student may be No Record/Drop by the instructor ~~from~~ an online or hybrid class if they have not demonstrated active participation. Active participation may include but is not limited to:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

When there is a dispute regarding whether or not a student should have been no show/dropped from a class, the student should follow the grade appeals process.

3.08 Transfer of Credits (Reaffirmed 11/26/19)

A student enrolled in curricula designed to transfer bears the responsibility to be aware of the requirements of the institution to which the student intends to transfer.

3.081 College Credit for Military Training/Experience *(Revised/Reaffirmed 11/26/19)*

Based on a student's desired HCC degree or certificate. College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to the Evaluation of Educational Experiences in the Armed Services or evaluation of the student's Joint Services official Transcript (JST/SMART). If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose Certificate of Release or Discharge from Active Duty (DD214) verifies at least one year of "active duty" or more upon request.

3.09 Student Records (Reaffirmed ~~11/26/19~~)

The Gramm-Leach-Bliley (GLB) Act (effective 2003) requires colleges to ensure the security and confidentiality of student records. Highland Community College complies with this law by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and subsequent regulations thereto.

The College considers the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended to be directory information and therefore available for dissemination, unless the College is instructed otherwise in writing at the time of registration. The address and phone contact number provided by the student is considered the address and telephone listing information available for dissemination.

3.10 Financial Aid “Standards of Satisfactory Academic Progress” (Reaffirmed 11/26/19)

Any individual who has been admitted to Highland Community College or who is currently enrolled at Highland Community College in an eligible degree or certificate program is eligible to apply for student financial assistance. Students not demonstrating satisfactory progress toward their degree or certificate fail to continue eligibility.

“Standards of Satisfactory Academic Progress” Effective fall 2011

As it pertains to students receiving financial aid at Highland Community College, this policy is to ensure that all students meet the Federal, State, and local financial aid program requirements for eligibility (Title 34, Section 668.16, 668.32 and 668.34 U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of:

- A maximum time frame requirement
- A completion requirement
- A minimum grade point average (GPA) requirement

The grade point average, cumulative completion rate and maximum time frame requirements are evaluated at the end of each academic semester – fall, spring and summer. This policy affects any student that has, or will apply for financial aid regardless of enrollment status or educational program. Students on Termination and Warning Status are notified via their HCC email after each evaluation.

A. Grade Point Average Requirement:

1. In order to receive Federal, State, and/or Highland Community College Foundation financial aid funds, a student must remain in good academic standing. The Highland College minimum standards are:

- 1.75~~1.75~~ after attempting 12 credit hours
- 2.00 after attempting 24 credit hours

2. Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student’s entire academic career at HCC. A student placed on academic probation will also be placed on Financial Aid Warning status. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

B. Definitions:

1. Financial Aid Warning: –

- a.** When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is placed on Financial Aid Warning. A student may stay on Financial Aid Warning for one semester.

2. Financial Aid Termination:

- a.** – A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid Termination status upon two successive semesters of Financial Aid Warning or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid until the student meets satisfactory academic progress.

3. Financial Aid Probation:–

- a.** -A student is on probation if he or she fails to make satisfactory academic progress and who has appealed and has had eligibility reinstated. It is the responsibility of the student to follow their academic plan while on probation.

4. Grades: –

- a.** Successful completion includes only grades of A, B, C, D, P, R or S.
- b.** Withdrawals after the no-record drop date count as enrolled hours but do not count as successfully completed credit hours.
- c.** Repetition of a course, which has been successfully completed, only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.
- d.** Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.
- e.e.** Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours. Incomplete grades are not included in the GPA calculation.

C. Maximum Time Frame Requirement (150% Rule):

- 1.** The maximum time frame students have to complete a degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC and hours transferred from other institutions that are accepted by HCC will be considered, even if financial aid was not received during a particular semester. Students who change their major or choose to pursue a 2nd degree will have all credits previously attempted under their old major/degree counted against their new major/degree's time frame. (Example: A degree requiring 62 credit hours would have a maximum of 93

attempted credit hours of available financial aid.) Financial aid is limited to 30 credits of remedial level courses, but all remedial credits attempted are counted toward attempted hours. Credits from which the student has withdrawn are counted toward the maximum time frame. Students that have exceeded the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

2. Completion Requirement:

a. Semester requirement:

If a student does not successfully complete any classes in a semester, he or she is immediately placed on Financial Aid Termination.

b. Cumulative requirement:

Students must complete at least 67% of all courses taken. This includes all courses taken at HCC and transfer courses accepted by HCC.

D. Appeal Procedure:

1. If a student feels that extenuating circumstances (such as a student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may submit an appeal to the Director of Financial Aid. The appeal must be accompanied by the documentation necessary to support the student's claim and a completed academic plan. The Financial Aid Appeals Committee (including representatives from Admissions, Business Office, Financial Aid, Advising and a member at-large) will determine if the student will have financial aid reinstated. The decision of the Financial Aid Appeals Committee will be final. Students will be notified of the final decision through their HCC email. Only if the student does not have a current HCC email account will the notification be made by US mail.
2. If the student's appeal is denied, eligibility for financial aid is reestablished by meeting the Standards of Satisfactory Academic Progress outlined in this policy.

3.101 Financial Aid “Unusual Enrollment History” (*Reaffirmed/Revised 11/24/20*)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment history. These students will be identified by the U.S. Department of Education and reported to the College.

“Unusual Enrollment History”

Adopted October 22, 2013

Students may be identified by the U.S. Department of Education as having:

- An unusual enrollment history (UEH) or
- A questionable enrollment pattern.

A. Unusual Enrollment History:

1. If the student is identified by the U.S. Department of Education as having an unusual enrollment history, the College must collect additional information regarding the student’s prior enrollment. If during the appropriate 4 year review period the student has received Pell at the College, no additional action is required unless the College has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case the College will review as if the student had received an indicator of a questionable enrollment pattern. If the student did not receive Pell from the College during the appropriate 4 year review period, he or she will be reviewed as having a questionable enrollment pattern.

B. Questionable Enrollment Pattern:

1. If the student is identified by the U.S. Department of Education as having a questionable enrollment pattern, the student’s academic records will be reviewed to determine if the student received academic credit during the appropriate 4 year award year period. Students will be required to complete the UEH form and submit academic transcripts for review by the financial aid office (these transcripts do not need to be official). Upon receipt of the UEH form and transcripts, the financial aid office will confirm the schools attended through National Student Loan Data System (NSLDS) and review the academic transcripts to determine credit earned. Based on the review of the documents received, the financial aid office will either approve or deny the student’s continued eligibility for federal financial aid.
2. If approved the student must meet with an academic advisor and submit an academic plan to the financial aid office before aid will be processed. If denied the student will have the opportunity to appeal the decision by submitting the UEH Appeal Form.

C. Appeal Procedure:

1. Students whose aid eligibility is denied as a result of their UEH may be reconsidered for federal student aid after meeting with an academic advisor, creating an academic plan that specifically lists courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's Standards of Satisfactory Academic Progress (SAP). It is the student's responsibility to pay for the classes on this plan.
2. Students will be notified of all decisions via their HCC email account. If a HCC email account has not been established, the student will be notified by either the email address provided on the FAFSA or by U.S. mail.

| **3.11 Student Activities (Reaffirmed ~~11/26/19~~)**

| A comprehensive program of student activities to complement the academic program will be offered in which all students are eligible to participate unless otherwise restricted by College regulations.

3.115 Student Code of Conduct (Reaffirmed ~~11/26/19~~)

The activities of students both on campus and at College sponsored events, or on College owned property, are governed by Federal and State laws, College policy, and the Student Code of Conduct. Violations of the Student Code of Conduct are processed as outlined in the Code (see College catalog). Violations of Federal and/or State laws or College policy are under the jurisdiction of the Student Code of Conduct or the “Student Judicial Review Board” and are processed accordingly.

3.12 Campus Speakers (Reaffirmed 11/26/19)

Any student or employee may recommend to the President or his or her designee any speaker to appear on campus. The speaker must be assured the right to express a point of view; however, the expression of any point of view must be in compliance with local, State and Federal statutes, must respect the rights of others, and must not disrupt the regular essential operation of the College.

It is the responsibility of the College to take such precautions as deemed appropriate to protect its students, employees, guests, facilities and the community from potential harm arising from speaking events at the College. The cost of the precautions will be borne by the originator of the event if it is not sponsored by the College.

3.13 Student Assembly and Dissent (Reaffirmed ~~11/26/19~~)

The right to examine critically, dissent, and support causes in a responsible manner should be fostered at Highland Community College. The exercise of such dissent, however, must be in compliance with College regulations, local, State and Federal laws, must respect the rights of others, and must not disrupt the regular and essential operations of the College.

| 3.14 Student Government (Reaffirmed ~~11/26/19~~)

| Students have the right to organize a student governing body.

3.15 Political Activity (Reaffirmed ~~11/26/19~~)

The College, in order to carry forward its programs of acquainting students with their responsibilities as citizens of a community, will encourage interest and appropriate participation of students, both on and off campus, in political activities. These activities will be governed by College policies and applicable local, State and Federal laws.

3.16 Student Organizations (Reaffirmed 11/26/19)

Students at Highland Community College shall be free to organize and join associations to promote their common interests and to petition for the recognition of these organizations according to the College procedure obtained from the Vice President of Student Development and Support Services.

3.17 Official Student Publications (Reaffirmed ~~11/26/19~~)

Students at Highland Community College have the right to publish and disseminate information in official student publications. At the same time, the institution must provide editorial freedom and financial autonomy to maintain the integrity of purpose of such official student publications as a vehicle for free inquiry and free expression.

| **3.18 Student Disciplinary Regulations (Reaffirmed ~~11/26/19~~)**

| Highland Community College shall have the right to initiate disciplinary action (disciplinary probation, disciplinary suspension, or expulsion) against a student as described in the College catalog.

3.20 Food—Use of in Highland Community College Facilities (Reaffirmed ~~11/26/19~~)

Food and beverage may be consumed only in designated areas such as cafeteria, kitchens, break rooms, offices and commons areas. Food or beverage shall not be consumed in classrooms, computer areas or library, except as allowed by college staff.

**3.21 *Intoxicants—Use of in Highland Community College Facilities* (Revised
Reaffirmed 11/26/19)**

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the [Admissions-consumer information](#) section.

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (Revised Reaffirmed 11/26/19)

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the illegal sale, illegal exchange, or illegal sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the [Admissions-consumer information](#) section.

3.23 *Substance Abuse Assistance—Information* (~~Revised~~Reaffirmed 11/26/19)

The College shall provide a list of resources for students who desire information concerning their substance abuse problem and where to obtain assistance. The list of resources is in the Student's Right to Know publication located on the Highland Community College website in the [Admissions-consumer information](#) section or may be obtained from the Director of Enrollment and Records.

3.24 Sexual and Other Harassment (Reaffirmed ~~11/26/19~~)

See Policy 4.034.

3.25 Non-Violence (Reaffirmed ~~11/26/19~~)

See Policy 4.39.

3.26 *Student Optional Disclosure of Private Mental Health Information* (Reaffirmed 11/26/19)

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Highland Community College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

3.27 Sexual Misconduct and Violence (Revised 11/26/19)

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

A. Highland Community College definitions for the purposes of enacting this policy include:

1. Sexual Misconduct includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.
2. Consent is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.
3. Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.
4. Domestic Violence is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).
 - a. Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.

- 5. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.**
- 6. Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.**

B. Reporting Procedures:

- 1. It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on College property, any incident of sexual misconduct should be reported as follows:**

1.2. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:

- a. When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to Karen Brown, the Director of Human Resources (investigator), [Anthony Musso, Career Services Coordinator \(investigator\)](#), or Christie Lewis, the HRIS Administrator/HR Generalist (investigator), who will investigate the complaint. Incidents can be reported in the following ways:**

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu;
- Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;
- Reporting to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.

- File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

3.2. Anonymous Reporting:

- Anonymous reporting may be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>
- The College will investigate anonymous reports, to the extent possible, in an effort to end disruptions of the learning environment and attempt prevent future sexual misconduct.

3.4. Confidential Reporting:

- Individuals who desire to confidentially discuss an occurrence of sexual misconduct, harassment, sexual violence, or stalking, may confidentially report such occurrences to certain individuals. These individuals, unless otherwise required by law to report such matters (e.g. Mandatory Reporters for Abuse/Neglect under state law) can provide confidential advice and assistance.
- Confidential reporting is available through the HCC Counseling Center (~~Christa Smith~~ Ashlee Casado, VOICES counselor) during regularly posted hours of operation, ~~by leaving a message at (815) 599-3654~~ or by email at counseling@highland.edu. Confidential reporting may also be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>
- These individuals will listen and identify resources or explain options available to those persons who make a confidential report. They can also supply the individual with information regarding medical care and the range of options available to them for reporting or seeking help from law enforcement. **DISCUSSING OPTIONS WITH THESE INDIVIDUALS DOES NOT CONSTITUTE AN OFFICIAL COLLEGE REPORT AND WILL NOT, ABSENT FURTHER CONSENT AND REPORTING, RESULT IN INVESTIGATION BY THE COLLEGE.**

4.5. Reporting to law enforcement:

- Victims are strongly encouraged to report incidents of sexual misconduct or violence to law enforcement. If requested the College will provide assistance in making reports to law enforcement. Students may also report to a Stephenson County Sheriff's Sargent or Deputy assigned to the campus. Reports will also be made to the Title IX Coordinator by law enforcement assigned to campus. The Stephenson County Sheriff's Sargent/Deputy may be contacted at (815) 599-3652.

5.6. Reporting to a Community Based Sexual Assault Crisis Center:

- a. In Stephenson County, the crisis hotline is available 24 hours a day, 7 days a week, at
 Sexual Assault Crisis Line: 815-232-7200
 Domestic Violence Crisis Line: 815-235-1641
 1401 Crestwood Dr. Freeport, IL 61032
<http://voicesofsc.org/>
- b. In Jo Daviess County the crisis hotline is available 24 hours a day, 7 days a week, at
 Galena Sexual Assault
 1-888-707-8155
 Galena Domestic Violence
 1-815-777-3680
<http://www.riverviewcenter.org/>
- c. In Carroll County the crisis hotline is available 24 hours a day, 7 days a week, at
 Mt. Carroll Sexual Assault
 1-877-273-7772
 Mt. Carroll Domestic Violence
 1-815-244-1320
<http://www.riverviewcenter.org/>
- d. The National Domestic Violence Hotline
 1-800-799-SAFE (7233)
<http://www.thehotline.org/>

C. Confidentiality of Complaints and Reports

1. The College recognizes that victims, witnesses and those accused have reasonable expectations of confidentiality and sensitivity in the investigation of sexual misconduct allegations. The College will endeavor to honor and respect such privacy/confidentiality within the parameters of the law. For ~~exampleexample~~, the Title IX Coordinator or investigator is required to disclose certain information to the alleged victim, complainant, accused or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the College's compliance with federal law. The written investigation report for formal complaints and written ~~decision~~ decision will be disclosed within seven days of the decision to the alleged victim, complainant, respondent, Title IX Coordinator, and Chris Kuberski, College President, and Liz Gerber, Vice President for Student Development and Support Services. It will be distributed to other College officials as necessary to prepare for subsequent proceedings (e.g., legal counsel or due process hearings).

D. Immediate Care, College Response and Interim Measures

1. Victims of sexual misconduct may obtain a forensic medical examination at no cost pursuant to the Sexual Assault Survivors Emergency Treatment Act. The nearest facility to campus with this service is FHN Hospital at 1045 West Stephenson Street, Freeport, IL. The hospital's telephone number is 815-599-6000.
2. The College will provide victims and complainants with written information about the survivor's rights and options. To the extent necessary the College may take interim measures to assist or protect the parties during the inquiry or investigation process, as deemed necessary and when appropriate with the alleged victim's consent. Such interim measures may include arranging for changes in class schedules, issuing a campus no-contact order, arranging counseling, and modifying test schedules or other class requirements on a temporary basis.

E. Retaliation

1. Highland prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

F. Complaint Response and Investigation

1. The College will have a sufficient number of individuals trained to resolve complaints so that a substitution can occur in the case of a conflict of interest or recusal and an individual or individuals with no prior involvement in the initial determination or finding hear any appeal brought by a party.
2. The College will provide assistance in reporting to law enforcement (if requested) and will investigate complaints made regarding violations of this policy in a timely manner using the process outlined below:
3. A person who has experienced, witnessed, or otherwise knows of sexual misconduct in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator. A formal complaint may be made either orally or in writing.

4. Consistent with obligations of due process a copy of the Formal Complaint will be shared with the accused (Respondent) within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.
5. The Respondent will be given an opportunity to provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.
6. The Title IX Coordinator and investigators will:
 - a. Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees, students, and witnesses. The Title IX Coordinator may serve as investigator;
 - b. Determine the identity and contact information of the Complainant;
 - c. Identify the correct policies allegedly violated;
 - d. Conduct a thorough, reliable, and impartial investigation including attempts to interview the respondent and witnesses;
 - e. Provide opportunities for a complainant, victim and respondent to present evidence and witnesses;
 - f. Allow the complainant, victim and respondent to have an advisor present. Advisors may not speak for the individual or act as an advocate during the process, but are permitted solely for the purpose of ~~providing guidance~~ providing guidance to the individual;
 - g. Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
 - h. Present findings based on the preponderance of evidence; and
 - i. Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within (10) working days, to the President or designee.
7. —The President shall accept, reject, or modify the recommendation using a preponderance of the evidence standard and provide a written notification of the decision, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator. Any student of the College who is determined, after an investigation, to have engaged in sexual misconduct or violence in violation of this policy is subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the College's Student Code of Conduct, and where appropriate or requested by a complaining party, referral to law enforcement.

- 8.** —The respondent, complainant and victim have a right to timely appeal if the 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. If a student wishes to appeal the decision of the President, 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 board within seven 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.
- 9.** —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).

G. —Amnesty Clause

- 1.** It is the express policy of the College that individuals who report incidents in good faith will receive immunity from disciplinary procedures for student code of conduct violations committed by them that become known as a result of investigation by the College, except in the case of egregious misconduct. Any person who knowingly makes a false accusation regarding sexual misconduct or violence will be subject to disciplinary action up to and including expulsion or termination of employment. This is not a legal proceeding, so the College will not award any compensation to a victim.

3.28 Prohibition of Sex-Based Misconduct (Reaffirmed/Adopted 9/22/20)

A. Policy Statement:

1. Highland Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Sexual and Other Harassment policy 4.034.
2. It is the policy of Highland Community College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.
3. Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

B. Title IX Compliance:

1. As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.
2. The College has designated the Vice President of Student Development and Support Services as the Title IX Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

C. Retaliation Prohibited:

1. Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct

(including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

D. Implementing Procedures:

1. The College will establish, maintain, and publish procedures implementing this policy, which set forth:

- a.** The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- b.** Definitions of prohibited conduct;
- c.** Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- d.** Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- e.** Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- f.** The College's response to reports of alleged sex-based misconduct;
- g.** The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- h.** Prevention and education programming provided to College students; and
- i.** Training and education provided to the Title IX Coordinator(s), campus law enforcement, campus security authorities, investigators, adjudicators, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

3.29 Withdrawal for Students Called to Active Duty (Adopted)

Students who are called to serve in active military duty for seven or more consecutive days while enrolled in classes at HCC will be provided services to assist with enrollment status, class withdrawal, final grade, and financial aid concerns. Where eligible and applicable, a refund of paid tuition and fees may be authorized. For more information, contact the Director of Enrollment and Records, H251 (815-599-3500).

**AGENDA ITEM #XI-B-2
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 5.09
TRAVEL, MEAL, AND LODGING EXPENSES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 5.09, Travel, Meal, and Lodging Expenses, which is included in Chapter V, Finance and Facilities, of the policy manual.

BACKGROUND: The recommended revision provides clarification for meal expenses incurred on the first and last day of travel.

BOARD ACTION: _____

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.

Employee travel, meal, and lodging:

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.

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.

Elected Board member travel, meal, and lodging:

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.

Expenses:

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.

Transportation:

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.

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 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.

Lodging:

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.

Meals:

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 and on first and last day of travel, the maximum daily rate may not be prorated if travel and meetings exceed 12 hours. Meals under these exclusions are not included in the total maximum daily rate.

Reimbursement:

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.

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

**AGENDA ITEM #XI-C-1
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
COORDINATOR, PROJECT SUCCEED PROGRAM (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Coordinator, Project Succeed Program with placement at range 29 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY23 budget. This position is dependent upon continued grant funding.

BACKGROUND: An additional Upward Bound grant was awarded to the College. TRIO Services now encompasses a Student Support Services grant and two Upward Bound grants. The U.S. Department of Education has guidelines in place to distribute additional decision-making ability to more than one position when more than two federal TRIO grants reside with a College. As a result, further responsibility and accountability will need to be assigned to a position within each of the three grants. The Coordinator, Project Succeed Program position has been created to establish that within the Project Succeed Program. This position will combine student advising responsibilities with oversight of Project Succeed's day-to-day operations and staffing and defined involvement in the development and implementation of program goals and objectives.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Project Succeed Program (Grant Funded)*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To promote success to students under the Project Succeed Program by coordinating the program and resources and assisting students in retention and transfer efforts in persistence to graduation and other goal attainment.

PRINCIPAL DUTIES: (essential functions)

- Provides overall program coordination and direction of the day-to-day program operations of the TRIO Student Support Services program.
- Collaborates with the Director, TRIO Services in the development and implementation of program goals and objectives.
- Advises students and prospective students related to classes, degrees, transfers, careers, etc.
- Assists prospective and current students in setting and achieving personal, educational and career goals.
- Assists students in the development of an academic plan, which reflects their academic background, goals, interests and limitations.
- Assists students in selecting courses which will them meet their personal and academic goals.
- Assists with compilation of assessment and eligibility information for project participants; assists with the intake process.
- Recruits, trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- May verify and approve transcripts and provide degree compliance checks.
- Works with students with diverse developmental academic needs and assists students in transitioning between educational levels such as GED or developmental students to college level courses.
- Working with other Student Advisor(s), coordinates course and program articulation functions and/or procedures with faculty and staff for students in the transfer process. Arranges and facilitates college visits for students.
- May be required to lead the transfer initiatives.
- Develops effective communication processes with students regarding transfer options and opportunities.
- Provides oversight for the development and maintenance of the Program's services, webpages and links.
- Monitors the placement and progress of project participants in relation to basic reading, writing and math skills.
- Provides instruction or referral for students needing basic skill improvement; designs and teaches skills development courses for program participants; develops

workshops/seminars for project participants focusing on development, transfer and application of academic skills.

- Consults and confers with all project staff to develop prescriptive plans for all students identified as high risk.
- Serves as liaison between participating students and faculty.
- May develop and coordinate the tutor/mentor program for the project. Facilitates monthly mentorship training program for mentors and protégés within the program.
- Acts as an advocate for students, answers questions or refers to campus community resources.
- Writes or assists with writing reports, new proposals and other communications concerning all aspects of the grant.
- Contributes to a collegial and supportive environment that advances the goals and objectives of Student Support Services, including curriculum development, assessment and other program activities.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of college courses, degree and certificate programs and transfer requirements.

Knowledge of advising practices, principles and processes, and college policies and procedures.

Knowledge of articulation policies and procedures.

Knowledge of academic, community and student support resources.

Knowledge of documenting information accurately.

Knowledge of basic crisis intervention.

Knowledge of budget management, grant administration, revenue sources and the financial management of a public program.

Knowledge of principles and practices in working with a diverse student population and barriers encountered by students who are first generation, low income, have disabilities and/or are underserved.

Knowledge of computer operations and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in reviewing student history, assessing interests, skills and abilities, and advising students.

Skill in providing tutoring and special instruction to diverse student populations.

Skill in assisting others to set and reach goals.

Skill in selecting, organizing and evaluating staff performance.

Skill in responding professionally, effectively, and efficiently to customer service requests.

Skill in communicating effectively orally and in writing.

Skill in researching and analyzing information.

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

Skill in operating computers and software applications.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally, and/or a negligible amount of

force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Bachelor's degree in education, counseling, student personnel or a related field, Master's degree preferred; and three (3) years student advising and programming for youth or students experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, TRIO Services

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4107

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

ADOPTED: 09/27/22 *[Pending Board Approval]

**AGENDA ITEM #XI-C-2
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, PROJECT SUCCEED PROGRAM (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Brian Moore as full-time Coordinator, Project Succeed Program beginning September 1, 2022, at a FY23 salary of \$55,287, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY23 budget. This position is dependent on continued grant funding.

BACKGROUND: Mr. Moore has served as a Student Advisor in Project Succeed for the last two years. In this position, he advises students and prospective students related to classes, degrees, transfers, and careers, assisting with retention and transfer efforts to promote persistence to graduation and other goal attainment. Prior to this position, he was the Coordinator, Learning Services for over seven years. In this role, he promoted student success and increased student retention by coordinating tutoring programs and resources to support students through a variety of means such as managing Early Alert referrals, proctoring tests, and delivering First-Year Experience Seminar (FYES) courses and workshops. In addition, he was previously the Coordinator, Student Programming in Upward Bound, where he provided tutoring services. With the creation of the new position of Coordinator, Project Succeed Program, Mr. Moore will retain his student advising responsibilities while also providing oversight of Project Succeed's day-to-day operations and staffing, along with defined involvement in the development and implementation of program goals and objectives.

Mr. Moore is a graduate of Highland Community College and received his Bachelor of Arts degree in English with a minor in history from Northern Illinois University, and a Master of Arts in English with a concentration in British and American Literature, also from NIU.

Mr. Moore's knowledge of Project Succeed's services and operations, as well as his professional commitment to student success and retention, make him ideal for this position.

This appointment is retroactive to September 1, 2022, due to the extenuating circumstances of the grant year beginning September 1, 2022.

BOARD ACTION: _____

**AGENDA ITEM #XI-C-3
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND
COMPENSATION ADJUSTMENT
COORDINATOR, UPWARD BOUND (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Coordinator, Upward Bound, with placement at range 27 on the Highland Salary Range Table. In addition, a compensation adjustment of \$2,886 is being recommended for the incumbent in the position, Ryan Shirley, effective September 1, 2022. This is a full-time, exempt professional, grant-funded position and is included in the FY23 budget. This position is dependent upon continued grant funding.

BACKGROUND: An additional Upward Bound grant was awarded to the College. TRIO Services now encompasses a Student Support Services grant and two Upward Bound grants. The U.S. Department of Education has guidelines in place to distribute additional decision-making ability to more than one position when more than two federal TRIO grants reside with a College. As a result, further responsibility and accountability will need to be assigned to a position within each of the three grants. The Coordinator, Upward Bound job description already reflects these expectations, however, the recruitment and supervisory responsibilities previously rested with the Director, TRIO Services. Another Coordinator, Upward Bound position will be advertised for the second grant. After review by the Classification and Compensation Review Team, the salary range placement is being raised from range 25 to 27. A salary adjustment of \$2,886 is being provided to reflect the change in salary range placement and the incumbent's years of experience. The salary adjustment is being retroactively applied to September 1, 2022, due to the extenuating circumstances of the grant year beginning September 1, 2022.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Upward Bound (Grant Funded)

THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To promote student success in development toward college preparation by coordinating the College's Upward Bound program and resources through a variety of means such as delivering courses, facilitating workshops, providing information and resources, managing staff, assessing success, and grant reporting.

PRINCIPAL DUTIES: (essential functions)

- Provides overall program coordination and direction of the day-to-day program operations of the Upward Bound program.
- Assists-Collaborates with the Director, TRIO Services in the development and implementation of program goals and objectives.
- Plans and implements all project programs.
- Identifies and recruits program participants; aids in identifying and meeting academic needs of participants.
- Advises, teaches, tests and motivates program participants.
- Assists with college preparation including ACT/SAT preparation, college and scholarship application assistance, and financial aid applications.
- Recruits, trains, supervises and evaluates the work performance of assigned staff and attends evening tutoring (requires some evenings). Recommends an employee for promotion, reassignment, discipline and termination.
- Communicates with school personnel regarding program visits and student concerns.
- Teaches Summer Program courses and co-plans and participates in summer program activities (requires some overnight responsibilities).
- Facilitates workshops regarding test preparation, student skill development and the college-going process at monthly Saturday Back-to-Campus events (requires monthly weekends).
- Administers grade level appropriate self-assessments in areas of personal/social development and career exploration.
- Plans and leads college visits each semester (requires some overnight and weekend responsibilities).
- Assists with program communication and presence to include website maintenance, social media presence, and mailings.
- Contributes to a collegial and supportive environment that advances the goals and objectives of Upward Bound, including curriculum development, assessment and other program activities.
- Writes or Assists-assists with writing reports, new proposals and other communications concerning all aspects of the grant.

Adopted 11/21/17

Coordinator Upward Bound.docx~~Coordinator Upward Bound~~

- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
Knowledge of programs, practices and performance measures of the Upward Bound project.
Knowledge of principles, practices and techniques of motivating and coaching program participants.
Knowledge of principles, practices and processes of learning and teaching.
Knowledge of instructional techniques and processes.
Knowledge of principles and practices in working with high risk student population.
Knowledge of computer hardware and software applications.
Knowledge of budget management, grant administration, revenue sources and the financial management of a public program.
Knowledge of strategic planning and research and analysis strategies.
Knowledge of utilizing data to make informed decisions.
Knowledge of personnel management and supervisory principles and practices.

Skill in assessing and reporting the program's goals and objectives.
Skill in advising and coaching high risk students.
Skill in identifying problems, evaluating alternatives and implementing effective solutions.
Skill in developing, implementing and evaluating policies and procedures.
Skill in selecting, organizing and evaluating staff performance.
Skill in operating computer hardware and software applications.
Skill in establishing and maintaining effective relationships with co-workers and others.
Skill in developing and presenting program opportunities to students and school personnel.

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

MINIMUM QUALIFICATIONS: Bachelor's degree in education or closely related field with a Master's preferred and two (2) years working in an educational setting, preferably high school OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, TRIO Services

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4930

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

LAST REVISED: ~~02/19/1909/27/22~~ *[Pending Board Approval]

Adopted 11/21/17

[Coordinator Upward Bound.docx](#)Coordinator Upward Bound

**AGENDA ITEM #XI-C-4
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**COMPENSATION ADJUSTMENT
DIRECTOR, TRIO SERVICES (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the Director, TRIO Services, with placement at range 34 on the Highland Salary Range Table, along with a compensation adjustment in the amount of \$6,281 for the incumbent in the position, Anthony Sago, effective September 1, 2022. This increase for the FY23 grant year is supported by the Upward Bound and Student Support Services grants.

BACKGROUND: Mr. Sago applied for and was awarded a second Upward Bound grant. With the addition of administering another Upward Bound grant to Mr. Sago's current responsibilities, a salary adjustment is being recommended at this time. Typically, the federal grant requires a full-time director be hired to oversee the grant, but a request for waiver was submitted to allow the current Director, TRIO Services to serve in that capacity. By centralizing the administrative responsibilities with Mr. Sago, the program will have the ability to target more of the grant funds into working directly with students. The Classification and Compensation Review Team conducted a review of the Director, TRIO Services position and raised the range placement on the Highland Salary Range Table from 33 to 34 due to the expanded scope, budgetary responsibility, and impact of the position's role. A salary adjustment of \$6,281 is being provided to reflect the change in salary range placement and the incumbent's years of experience. The salary adjustment is being retroactively applied to September 1, 2022, due to the extenuating circumstances of the grant year beginning September 1, 2022.

BOARD ACTION: _____

**AGENDA ITEM #XI-C-5
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

REVISED JOB DESCRIPTION
LIBRARY SPECIALIST, CIRCULATION AND TECHNICAL SERVICES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for the Library Specialist, Circulation and Technical Services, with placement at range 23 on the Highland Salary Range Table. This is a full-time, non-exempt classified position and is included in the FY23 budget.

BACKGROUND: An updated position analysis questionnaire (PAQ) was submitted as part of the Request for Reclassification Process for review of position placement on the Highland Salary Range Table and job title. The position is currently vacant due to a retirement. The job title is being changed from Library Specialist to Library Specialist, Circulation and Technical Services to better describe the overall focus of the position. The job description has been revised to update the position responsibilities. The position will oversee all circulation functions and periodical collection. In addition, the position will be expected to assist patrons with more complex research, necessitating that the individual holds a bachelor's degree. The salary range level is being raised from range level 19 to 23 to reflect the updated expectations and education level of the position.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Library Specialist, Circulation and Technical Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To oversee circulation functions ensuring that library materials are charged, discharged, shelved effectively, and readily accessible. Provides excellent customer service in conducting specialized tasks in addition to the day-to-day operations of the library.

PRINCIPAL DUTIES: (essential functions)

- Serves as primary point of service for library customer service; supervises circulation duties and desk, answers the telephone and routes calls, answers questions, performs routine clerical tasks, resets student account network passwords, enters data, and maintains library records and files and patron accounts.
- Provides basic and advanced reference and research assistance in the use of and retrieval from print and electronic resources as well as computer and software support.
- Catalogs new materials and coordinates processing of new acquisitions. Removes outdated or damaged library materials.
- Oversees and assigns work of student workers.
- Maintains periodical holdings and records.
- ~~Selects books for the leasing program and maintains that collection.~~
- Places interlibrary loan orders and maintains library/faculty reserves.
- Collects, tabulates and accounts for library fine and printing revenue.
- Places administrative holds on student accounts and follows up on overdue notices.
- Provides oversight of the library in the absence of the Reference Librarian and User Services Librarian.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of general library operations.

Knowledge of information and reference resources.

Knowledge of research methods and information technology as it relates to libraries.

Knowledge of computer equipment and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating computer equipment and software applications.

Skill in responding professionally, effectively and efficiently to customers.

Skill in evaluating information and its sources critically.

Skill in scheduling and assigning work to others.

Skill in prioritizing multiple tasks.

Skill in participating in a collaborative and inclusive work environment.

Adopted 6/18/1985

Library Specialist, Circulation and Technical Services

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

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

MINIMUM QUALIFICATIONS: ~~Associate's~~ Bachelor's degree and two to three (2-3) years library experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Successfully pass the barcode certification test within 3 months of hire.

REPORTS TO: Vice President/CAO, Academic Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 2511

JOB SERIES/FAMILY: General Administrative Series/Library and Learning Media Group

LAST REVISED: ~~08/06/2020 (reports to updated)~~ 09/27/22 *[Pending Board Approval]

**AGENDA ITEM #XI-C-6
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
OFFICE COORDINATOR, ATHLETICS AND PHYSICAL EDUCATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Office Coordinator, Athletics and Physical Education. The position will remain at range 21 on the Highland Salary Range Table. This is a full-time, non-exempt classified position and is included in the FY23 budget.

BACKGROUND: The job description is being revised to reflect that the position may assist with maintaining the athletic web pages as needed. The main responsibility of maintaining the department web pages is assigned to the Coordinator, Women's Athletics.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Office Coordinator, Athletics and Physical Education*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide complex administrative support and coordinate the office operations within the Athletics and Physical Education division.

PRINCIPAL DUTIES: (essential functions)

- Prepares deposits for numerous budgets throughout the year for games, concessions, tournaments, fundraisers, campus, Cougar Backer Fan Club and banquets. Maintains cash box and concession money during volleyball/basketball seasons.
- Gathers and enters information into the computer for reports and other documents, generates necessary forms, documents and reports, and maintains records, files, and schedules/rosters.
- Provides administrative support such as answering the telephone, responds to inquiries and complaints and determines appropriate resolutions to situations; preparing and distributing memos, correspondence, meeting minutes and other documents; opening and processes incoming mail, ordering office supplies and other materials; processing financial documents, depositing money into accounts, maintaining calendars, scheduling meetings, monitoring budget accounts and assists with maintaining athletic web pages as necessary.
- Creates promotional materials for Athletics.
- May provide support to the Leadership Institute Program.
- Oversees and assigns work of student workers.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of accounting and bookkeeping principles and practices.

Knowledge of report preparation and formatting.

Knowledge of office equipment, and computer operations and software applications.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge of principles and practices of office administration.

Skill in composing memos, letters, reports and other documents.

Skill in handling confidential and sensitive information.

Skill in communicating effectively orally and in writing.

Skill in performing accounting and record keeping tasks and monitoring budgets.

Skill in operating office equipment, computers and software applications.

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

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

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

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Athletics and Physical Education

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 1110

JOB SERIES/FAMILY: Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: ~~02/19/1909~~/27/22 *[Pending Board Approval]

**AGENDA ITEM #XI-C-7
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COORDINATOR, WOMEN'S ATHLETICS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Coordinator, Women's Athletics. The position will remain at range 25 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY23 budget.

BACKGROUND: A new position, Head Coach/Coordinator, Sports Information and Intramurals, has been created within the Athletic Department. That position will manage and regularly update social media platforms for Athletics. The Coordinator, Women's Athletics job description is being updated to reflect that it may assist with social media. In addition, the job description has been revised to indicate that the position is responsible for maintaining the Athletic department web pages, which was previously assigned to the Office Coordinator, Athletics and Physical Education.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Women's Athletics*

GENERAL STATEMENT OF RESPONSIBILITIES: To coordinate the women's intercollegiate athletics programs, providing direction and supervision of the women's volleyball, bowling, basketball and softball teams; assists the Athletic Director and supports the college's Physical Education program offerings.

PRINCIPAL DUTIES: (essential functions)

- Coordinates and organizes women's athletics programs. Supervises and schedules games, monitors eligibility, maintains equipment and coordinates public relations activities.
- Serves as coach of one sport and assistant coach of another, scheduling practices, coordinating travel, compiling and entering statistics, and organizing and participating in fundraisers.
- As part of coaching responsibilities, recruits student athletes, coordinates campus visits, and promotes athletic programs.
- Instructs up to three credit hours of physical education courses fall, spring and summer semesters.
- Supports and advises in regards to academic and athletic goals.
- Acts as backup to the Automated External Defibrillator Coordinator for the MERP Program.
- Oversees home basketball games for both men's and women's teams as well as tournaments; coordinates and trains personnel at contests.
- Oversees the preparation of softball fields.
- ~~Maintains Athletic Department web site and Helps maintain~~ assists with social media presence ~~for Athletic Department.~~
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of intercollegiate athletic programs, rules and regulations.

Knowledge of principles, practices and techniques of coaching.

Knowledge of principles and practices of teaching and learning.

Knowledge of physical education and related concepts, with particular expertise in a specific field.

Knowledge of safety and first aid techniques.

Knowledge of strength and fitness conditioning.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer operations and software applications.

Skill in coaching individuals and teams.

Skill in coordinating events and activities.

Skill in communicating effectively both orally and in writing.

Skill in teaching and assessing student abilities and skills.

Skill in performing basic first aid.

Skill in operating a computer and software applications.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Exposure to extreme temperatures. Potential exposure to hazardous materials (bloodborne pathogens).

MINIMUM QUALIFICATIONS: Bachelor's degree in education, athletic training, coaching or a related field, Master's in related field preferred, and three (3) years coaching experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. First Aid certification and Automated External Defibrillator certification preferred within one year of hire.

REPORTS TO: Director Athletics & Physical Education

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4310

JOB SERIES/FAMILY: Student Support Services Series/Athletics and Arts Group

LAST REVISED: ~~01/26/21~~-09/27/22 *[Pending Board Approval]

**AGENDA ITEM #XI-C-8
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
HEAD COACH/COORDINATOR, SPORTS INFORMATION AND INTRAMURALS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Head Coach/Coordinator, Sports Information and Intramurals, with placement at range 26 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY23 budget.

BACKGROUND: Highland athletic programs are a vital recruitment and retention component of the College (estimated 120 full-time students per year) and bring diversity to our campus and student body. As Athletics move forward with the Athletic Strategic Plan, it is anticipated that the College will double the number of full-time student-athletes as new athletic programs are added. By adding a full-time position that includes head coach responsibilities, the goal of developing positions that promote stability with the coaching staff and improve program continuity, sustainability, and growth will be addressed. In addition to the coaching responsibilities, this position will also teach up to nine contact hours in the Fall and Spring semesters and three contact hours during the Summer semester, stabilizing and addressing instructor qualification and hiring challenges, and potentially increasing credit hour generation in Physical Education. The position will also manage athletic social media platforms and assist with promotions in Athletics, as well as coordinate intramurals.

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: Head Coach/Coordinator, Sports Information and Intramurals*

GENERAL STATEMENT OF RESPONSIBILITIES: Supports Athletics and Physical Education through coaching, instruction, and student and community engagement.

PRINCIPAL DUTIES: (essential functions)

- Serves as an athletic head coach, with sport to be determined, scheduling practices, coordinating travel, and compiling and entering statistics.
- Actively recruits and selects, organizes, and prepares a competitive sports program composed of Highland Community College students to compete with other institutions of similar size and athletic philosophies.
- Works in close cooperation with the Director of Athletics and Physical Education relating to all matters pertinent to coaching, including but not limited to, recruiting, practicing, scheduling, equipment, supervision, eligibility, and contest and tournament management.
- Instructs up to nine contact hours of physical education courses fall and spring semesters, and up to three contact hours summer semester.
- In collaboration with Marketing and Community Relations, assists in the promotion of Athletics Programs.
- Manages and regularly updates social media platforms for Athletics.
- Organizes and supervises the College intramural schedule and offerings.
- Participates in the assessment of student development outcomes, program review and development of goals and objectives with the department.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of intercollegiate athletic programs, rules and regulations.

Knowledge of principles, practices and techniques of coaching.

Knowledge of principles and practices of teaching and learning.

Knowledge of physical education and related concepts, with particular expertise in a specific field.

Knowledge of safety and first aid techniques.

Knowledge of strength and fitness conditioning.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer operations and software applications.

Skill in coaching individuals and teams.

Skill in coordinating events and activities.

Skill in communicating professionally and effectively both orally and in writing.

Skill in teaching and assessing student abilities and skills.

Skill in performing basic first aid.
Skill in operating a computer and software applications.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. May be exposed to extreme temperatures. Potential exposure to hazardous materials (bloodborne pathogens). Must be able to work a variety of hours including early mornings, evenings, and weekends. Must have the ability to travel to off campus sites.

MINIMUM QUALIFICATIONS: Master's degree in education, athletic training, coaching or a related field, and three (3) years coaching experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: First Aid certification and Automated External Defibrillator certification preferred within one year of hire.

REPORTS TO: Director, Athletics and Physical Education

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4315

JOB SERIES/FAMILY: Student Support Services Series/ Athletic and Arts Group

ADOPTED: 09/27/22 *[Pending Board Approval]

**AGENDA ITEM #XI-C-9
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
STUDENT ADVISOR (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Kay Oppold as full-time Student Advisor for the Project Succeed Program beginning September 28, 2022, at a FY23 salary of \$53,180, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY23 budget. This grant-funded position is dependent on continued adequate grant funding.

BACKGROUND: Ms. Oppold comes to us from Columbia College where she has served as an Academic Advisor for the past 23 years. In this role, Ms. Oppold was able to advise and assist students with career and degree planning needs while also contributing to various advising committees and projects. Currently, Ms. Oppold has taken over the responsibilities of advising for Columbia College's Online Campus. Prior to her time at Columbia College, Ms. Oppold had held a role as Secretary in the Career Services department at Highland Community College in 1998.

Ms. Oppold was awarded a Bachelor of Science degree in Elementary Education from the University of Wisconsin-Platteville. In addition, she was awarded her Associate of Science degree from Highland Community College.

Ms. Oppold's professional commitment to student success, prior knowledge of the transfer and student retention processes, and longstanding dedication to the success of students attending Columbia College and Highland Community College make her the ideal candidate for this position.

BOARD ACTION: _____

**AGENDA ITEM #XI-C-10
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED SALARY RANGE PLACEMENT
COORDINATOR, LITERACY AND ESL PROGRAMS (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the Coordinator, Literacy and ESL Programs, with placement at range 24 on the Highland Salary Range Table. This is a full-time, non-exempt classified position and is included in the FY23 budget. This position is dependent upon continued grant funding.

BACKGROUND: The incumbent in this position retired at the end of June. As a result of the vacancy, this position was reviewed by the Classification and Compensation Review Team. Based on internal comparison of positions with a similar level of responsibilities, student impact, and education, the salary range level is being raised from range level 22 to 24 on the salary range table.

BOARD ACTION: _____

**AGENDA ITEM #XI-C-11
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
STUDENT SUCCESS COACH (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Chance Sharp as full-time Student Success Coach beginning October 11, 2022, at a FY23 salary of \$44,575, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY23 budget. This position is dependent on continued grant funding.

BACKGROUND: Mr. Sharp most recently served as the Associate Head Baseball Coach at Benedictine University in Mesa, Arizona, after being promoted from Pitching Coach. In his position he developed the pitching staff, managed and facilitated fundraising efforts, recruited high school and junior college baseball players, ran the junior varsity team on game days, assisted in team travel arrangements, and handled game day operations for home games. While attending Carolina University in Winston-Salem, North Carolina, where he was awarded his master's degree in educational leadership, Mr. Sharp was the Assistant Baseball Coach/Pitching Coach. In addition to managing the pitching staff, conducting field maintenance, organizing fundraising opportunities, and helping prepare and implement practice plans and strategies, he also developed and implemented the strength and conditioning program and connected the team with community service projects at a local food bank. Mr. Sharp also held roles as Head Coach for the California Grizzly, Palm Springs Collegiate League, Assistant Varsity Baseball Coach for Kofa High School, and Manager for the High Desert Yardbirds, Pecos League of Professional Baseball. Mr. Sharp has served as a high school teacher for several years, including positions at the Tempe Union High School District and Yuma Union High School District in Arizona.

In addition to his master's degree, Mr. Sharp was awarded his Bachelor of Arts degree in secondary education, with a minor in coaching, from New Mexico Highlands University in Las Vegas, New Mexico.

Mr. Sharp's combined coaching and teaching experience, along with his demonstrated ability to help students transition to college through mentoring, makes him an excellent addition to the Success Center team.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-1
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

2022–2023 BUDGET

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the adoption of the 2022–2023 budget.

BACKGROUND: On September 27, 2022, a public hearing on the 2022–2023 Budget was declared and held in accordance with State law. The attached budget, as compared to the FY23 Tentative Budget, includes changes in the Operating Funds, Operations and Maintenance, Restricted Fund, Auxiliary Enterprises Funds, Restricted Funds, and Liability, Protection, and Settlement Funds for changes in state and federal grant funding, changes in tuition revenue, changes in local revenue, and known and estimated changes in operating costs.

BOARD ACTION: _____

The Board of Trustees of Highland Community College formally adopted the Fiscal Year 2023 budget with the following resolution:

RESOLUTION PROVIDING FOR ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 BY BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND THE STATE OF ILLINOIS.

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

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

WHEREAS, on September 27, 2022, a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District as required by law, and all other legal requirements have been complied with,

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

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

That the following Annual Budget, which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes of each item and amount needed for each object or purpose, be and the same hereby is adopted as the Budget of said College District for said fiscal year beginning July 1, 2022, and ending June 30, 2023, and that the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes.

Page 2

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

Board action: _____

A copy of the adopted budget is enclosed.

Secretary, Board of Trustees

Chair, Board of Trustees

**2022-2023 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATING FUNDS**

	Educational Fund			Operations and Maintenance Fund			Operating Funds
	Final Budget	Tentative Budget	Increase (Decrease)	Final Budget	Tentative Budget	Increase (Decrease)	Net Inc/Dec
<u>REVENUE</u>							
Local							
Resources	\$6,993,569	\$6,333,569	\$660,000	\$1,529,081	\$1,529,081	\$0	\$660,000
State	1,476,584	1,476,584	0	0	0	0	0
Federal	72,000	72,000	0	0	0	0	0
Tuition	4,378,900	4,936,900	(558,000)	0	0	0	(558,000)
Other	501,787	436,787	65,000	111,150	111,150	0	65,000
Totals	<u>\$13,422,840</u>	<u>\$13,255,840</u>	<u>\$167,000</u>	<u>\$1,640,231</u>	<u>\$1,640,231</u>	<u>\$0</u>	<u>\$167,000</u>
 <u>EXPENSES BY OBJECT</u>							
Salaries	\$9,259,685	\$9,274,409	(\$14,724)	\$665,422	\$600,422	\$65,000	\$65,000
Employee							
Benefits	2,129,981	2,124,295	5,686	200,689	205,876	(5,187)	499
Contractual	1,149,916	1,051,316	98,600	129,372	129,372	0	98,600
Materials	752,803	753,803	(1,000)	181,607	181,607	0	(1,000)
Conference	269,788	269,788	0	0	0	0	0
Fixed Charge	62,390	62,390	0	0	0	0	0
Utilities	19,425	19,425	0	562,291	562,291	0	0
Capital Outl	38,745	38,745	0	0	0	0	0
Other	415,711	442,644	(26,933)	(277,754)	(277,754)	0	(26,933)
Transfer	(497,000)	(437,000)	(60,000)	0	0	0	(60,000)
TOTALS	<u>\$13,601,444</u>	<u>\$13,599,815</u>	<u>\$1,629</u>	<u>\$1,461,627</u>	<u>\$1,401,814</u>	<u>\$59,813</u>	<u>\$61,442</u>

**2022-2023 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATIONS AND MAINTENANCE,
RESTRICTED FUND**

**Operations & Maintenance, Restricted
Fund**

	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Local Govt Sources	<u>\$8,202,500</u>	<u>\$8,202,500</u>	<u>\$0</u>
Totals	<u>\$8,202,500</u>	<u>\$8,202,500</u>	<u>\$0</u>

EXPENSES BY OBJECT

Contractual Service:	\$120,800	\$120,800	\$0
Capital Outlay	<u>10,692,319</u>	<u>11,078,484</u>	<u>(386,165)</u>
TOTALS	<u>10,813,119</u>	<u>11,199,284</u>	<u>(\$386,165)</u>

**2022-2023 BUDGET
CHANGES FROM TENTATIVE BUDGET
AUXILIARY ENTERPRISES FUND**

	Auxiliary Enterprises Fund		
	<u>Final Budget</u>	<u>Tentative Budget</u>	<u>Net Inc/Dec</u>
<u>REVENUE</u>			
Activity Fee	\$425,000	\$450,000	(\$25,000)
Bookstore			
Sales	425,000	425,000	-
Athletics	41,040	41,040	-
Other	<u>70,350</u>	<u>74,175</u>	<u>(3,825)</u>
Totals	<u>\$961,390</u>	<u>\$990,215</u>	<u>(\$28,825)</u>
<u>EXPENSES BY OBJECT</u>			
Salaries	\$323,600	\$331,100	(\$7,500)
Employee			
Benefits	33,433	33,433	-
Contractual	120,330	115,830	4,500
Materials	539,635	542,860	(3,225)
Fixed Costs	13,459	13,459	-
Utilities	650	650	-
Conference and Meeting	322,063	332,463	(10,400)
Capital	17,295	17,295	-
Other	<u>25,773</u>	<u>26,373</u>	<u>(600)</u>
TOTALS	<u>1,396,238</u>	<u>1,413,463</u>	<u>(17,225)</u>

**2022-2023 BUDGET
CHANGES FROM TENTATIVE BUDGET
RESTRICTED PURPOSE FUNDS**

	Restricted Purpose Funds		
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
State	\$538,822	\$538,822	\$0
Federal	4,189,306	3,725,649	463,657
Other	<u>1,240,065</u>	<u>1,271,065</u>	<u>(31,000)</u>
Totals	<u>\$5,968,193</u>	<u>\$5,535,536</u>	<u>\$432,657</u>
<u>EXPENSES BY OBJECT</u>			
Salaries	\$1,363,927	\$1,356,672	\$7,255
Employee			
Benefits	358,188	345,676	\$12,512
Contractual	836,554	825,094	11,460
Materials	281,409	279,913	1,496
Conference	140,706	142,696	(1,990)
Fixed Charges	26,758	26,758	-
Utilities	4,872	4,872	-
Capital	1,036,653	1,069,430	(32,777)
Financial Aid	2,588,010	2,588,010	-
Other	430,040	236,583	193,457
Transfers	<u>427,000</u>	<u>427,000</u>	<u>0</u>
TOTALS	<u>\$7,494,117</u>	<u>\$7,302,704</u>	<u>\$191,413</u>

**2022-2023 BUDGET
CHANGES FROM TENTATIVE BUDGET
LIABILITY, PROTECTION, SETTLEMENT FUND**

	Liability, Protection, Settlement Fund		
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Local Govt Sources	<u>\$1,327,500</u>	<u>\$1,327,500</u>	<u>\$0</u>
Totals	<u>\$1,327,500</u>	<u>\$1,327,500</u>	<u>\$0</u>
 <u>EXPENSES BY OBJECT</u>			
Salaries	\$310,613	\$325,557	(\$14,944)
Employee Benefits	309,017	308,274	743
Contractual	389,425	389,425	0
Materials & Supplies	16,300	16,300	0
Conference	23,220	23,220	0
Utilities	36,400	36,400	0
Fixed Charges	<u>251,122</u>	<u>251,122</u>	<u>0</u>
	<u>\$1,336,097</u>	<u>\$1,350,298</u>	<u>(\$14,201)</u>



**BUDGET
2022-2023**

OPERATING FUND BUDGET

<u>REVENUE</u>	<u>Adopted Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>		<u>Increase (Decrease)</u>
		<u>Amount</u>	<u>Percent</u>	
Local Governmental Sources	\$7,395,780	\$8,522,650	56.6%	\$1,126,870
State Governmental Sources	1,410,887	1,476,584	9.7%	65,697
Federal Governmental Sources	55,000	72,000	0.5%	17,000
Student Tuition and Fees	4,410,000	4,378,900	29.1%	(31,100)
Other Sources	<u>490,326</u>	<u>612,937</u>	4.1%	<u>122,611</u>
Total Revenue	<u>\$13,761,993</u>	<u>\$15,063,071</u>	<u>100.0%</u>	<u>\$1,301,078</u>
Revenue Percentage Increase				9.5%
 <u>EXPENDITURES</u>				
Salaries	9,699,734	9,925,107	65.9%	\$225,373
Fringe Benefits	2,312,285	2,330,670	15.5%	18,385
Contractual Services	865,583	1,279,288	8.5%	413,705
General Materials & Supplies	866,357	934,410	6.2%	68,053
Conference & Meeting Expense	252,197	269,788	1.8%	17,591
Fixed Charges	59,700	62,390	0.4%	2,690
Utilities	659,325	581,716	3.9%	(77,609)
Capital Outlay	49,225	38,745	0.3%	(10,480)
Other	142,356	137,957	0.9%	(4,399)
Federal relief lost revenue	(988,531)	-	0.0%	988,531
Transfers	<u>(158,238)</u>	<u>(497,000)</u>	<u>-3.3%</u>	<u>(340,762)</u>
Total Expenditures	<u>\$13,761,993</u>	<u>\$15,063,071</u>	<u>100.0%</u>	<u>\$1,301,078</u>
Expenditure Percentage Increase				9.5%
FY2023 Revenues in Excess of Expenses		<u>\$0</u>		

HIGHLAND COMMUNITY COLLEGE INSTRUCTION

The narrative on pages 2 through 10 includes comparisons of the 2021-2022 budget to the 2022-2023 budget. It should be noted that 2021-2022 actual results for particular line items may vary from the amount budgeted. Actual 2021-2022 results are reported in the annual financial report.

The 2022-2023 budget includes actual salaries and benefits of new employees and estimates for those positions for which searches were or will be underway during the year. Contractual salaries and benefits are included, as well. For 2022-2023, the College's cost for employee medical insurance premiums increased by about .5%.

Total instruction costs are budgeted to decrease \$89,824. Salaries include full-time, part-time, and summer instruction, as well as overload.

INSTRUCTION: PROGRAM TOTAL	Adopted Budget 2021-2022	Proposed Budget 2022-2023	Proposed Increase (Decrease)
Salaries	\$ 6,066,458	\$ 5,979,154	(\$87,304)
Employee Benefits	1,123,769	1,114,812	(8,957)
Contractual Services	100,966	112,144	11,178
General Materials & Supplies	205,730	211,017	5,287
Conference & Meeting Expense	16,992	16,967	(25)
Fixed Charges	7,000	7,000	0
Capital Outlay	40,682	30,024	(10,658)
Utilities	774	825	51
Other	<u>2,234</u>	<u>2,838</u>	<u>604</u>
Total Instruction	<u>\$7,564,605</u>	<u>\$ 7,474,781</u>	<u>(\$89,824)</u>

HUMANITIES DIVISION

Salaries	\$1,514,928	\$1,394,454	(\$120,474)
Employee Benefits	226,386	230,830	4,444
Contractual Services	28,912	22,370	(6,542)
General Materials & Supplies	37,053	39,340	2,287
Conference & Meeting Expense	5,664	5,054	(610)
Capital Outlay	27,872	22,935	(4,937)
Other	<u>2,086</u>	<u>2,690</u>	<u>604</u>
Total Humanities Division	<u>\$1,842,901</u>	<u>\$1,717,673</u>	<u>(\$125,228)</u>

Instruction Continued

	Adopted Budget 2021-2022	Proposed Budget 2022-2023	Proposed Increase (Decrease)
<u>SOCIAL SCIENCE DIVISION</u>			
Salaries	\$516,022	\$531,244	\$15,222
Employee Benefits	86,868	87,901	1,033
General Materials & Supplies	<u>800</u>	<u>800</u>	<u>0</u>
Total Social Science Division	<u>\$603,690</u>	<u>\$619,945</u>	<u>\$16,255</u>

NATURAL SCIENCE AND HEALTH DIVISION

Salaries	\$2,151,216	\$2,091,711	(\$59,505)
Employee Benefits	430,917	395,869	(35,048)
Contractual Services	2,730	2,430	(300)
General Materials & Supplies	88,982	82,983	(5,999)
Conference & Meeting Expense	8,726	8,859	133
Utilities	774	825	51
Capital Outlay	11,581	6,000	(5,581)
Other	<u>63</u>	<u>63</u>	<u>0</u>
Total Natural Science and Health Division	<u>\$2,692,989</u>	<u>\$2,586,740</u>	<u>(\$106,249)</u>

BUSINESS AND TECHNOLOGY DIVISION

Salaries	\$1,529,730	\$1,576,128	\$46,398
Employee Benefits	305,618	319,156	13,538
Contractual Services	5,824	4,244	(1,580)
General Materials & Supplies	74,127	81,921	7,794
Conference & Meeting Expense	4,248	4,693	445
Fixed Charges	7,000	7,000	0
Capital Outlay	729	729	0
Other	<u>75</u>	<u>75</u>	<u>0</u>
Total Business and Tech Division	<u>\$1,927,351</u>	<u>\$1,993,946</u>	<u>\$66,595</u>

Instruction Continued

	Adopted Budget <u>2021-2022</u>	Proposed Budget <u>2022-2023</u>	Proposed Increase <u>(Decrease)</u>
<u>TRANSITIONAL MATH</u>			
Salaries	\$202,567	\$182,634	(\$19,933)
Employee Benefits	24,688	12,152	(12,536)
General Materials & Supplies	532	532	0
Conference & Meeting Expense	0	0	0
Total Transitional Math	<u>\$227,787</u>	<u>\$195,318</u>	<u>(\$32,469)</u>
<u>INSTRUCTIONAL ADMINISTRATION</u>			
Salaries	\$151,995	\$202,983	\$50,988
Employee Benefits	49,292	66,904	19,612
Contractual Services	63,500	83,100	19,600
General Materials & Supplies	4,236	5,441	1,205
Conference & Meeting Expense	354	361	7
Capital Outlay	500	360	(140)
Other	10	10	0
Total Instructional Administration	<u>\$269,887</u>	<u>\$361,159</u>	<u>\$91,272</u>

**HIGHLAND COMMUNITY COLLEGE
ACADEMIC SUPPORT**

Total academic support costs are budgeted to increase \$8,164. At the time the budget was being prepared, travel was anticipated to resume to more normal levels, creating an increase in the conference and meeting line item.

	Adopted Budget <u>2021-2022</u>	Proposed Budget <u>2022-2023</u>	Proposed Increase <u>(Decrease)</u>
<u>AUDIO VISUAL SERVICES</u>			
Salaries	\$43,347	\$46,726	\$3,379
Employee Benefits	8,414	8,450	36
Contractual Services	9,021	13,770	4,749
General Materials & Supplies	9,910	9,910	0
Capital Outlay	<u>134</u>	<u>134</u>	<u>0</u>
Total Audio Visual Services	<u>\$70,826</u>	<u>\$78,990</u>	<u>\$8,164</u>
 <u>LIBRARY SERVICES</u>			
Salaries	\$250,268	\$242,357	(\$7,911)
Employee Benefits	76,091	76,268	177
Contractual Services	940	940	0
General Materials & Supplies	81,409	82,159	750
Conference & Meeting Expense	708	722	14
Capital Outlay	<u>1,900</u>	<u>1,079</u>	<u>(821)</u>
Total Library Services	<u>\$411,316</u>	<u>\$403,525</u>	<u>(\$7,791)</u>
 <u>LEARNING ASSISTANCE CENTER</u>			
Salaries	\$294,283	\$307,361	\$13,078
Employee Benefits	72,743	72,885	142
Contractual Services	19,800	10,000	(9,800)
General Materials & Supplies	7,286	11,335	4,049
Capital Outlay	<u>13</u>	<u>13</u>	<u>0</u>
Total Learning Assistance Center	<u>\$394,125</u>	<u>\$401,594</u>	<u>\$7,469</u>
 <u>ACADEMIC SUPPORT ADMINISTRATION</u>			
Conference & Meeting Expense	<u>\$82,000</u>	<u>\$94,000</u>	<u>12,000</u>
TOTAL ACADEMIC SUPPORT	<u>\$958,267</u>	<u>\$978,109</u>	<u>\$19,842</u>

**HIGHLAND COMMUNITY COLLEGE
STUDENT DEVELOPMENT**

Student development includes admissions and records, financial aid, recruitment and retention, academic advising, student activities, and counseling and career information. Student development costs are budgeted to increase a total of \$244,403. This is due primarily to the addition of two new full-time positions and the adjustment of a part-time position to full-time.

<u>STUDENT DEVELOPMENT</u>	Adopted Budget <u>2021-2022</u>	Proposed Budget <u>2022-2023</u>	Proposed Increase (Decrease)
Salaries	\$893,637	\$1,017,042	\$123,405
Employee Benefits	288,030	309,448	21,418
Contractual Services	28,748	125,748	97,000
General Materials & Supplies	26,076	26,895	819
Fixed Charges	4,550	6,250	1,700
Capital Outlay	360	360	0
Other	<u>264</u>	<u>325</u>	<u>61</u>
TOTAL STUDENT DEVELOPMENT	<u>\$1,241,665</u>	<u>\$1,486,068</u>	<u>\$244,403</u>

**HIGHLAND COMMUNITY COLLEGE
PUBLIC SERVICES**

The public services budget includes off-campus credit offerings as well as non-credit courses and seminars, and the Business Institute. Public services costs are budgeted to increase by \$314,127 due to enrollment levels in truck driver training. The transfer in is from the Restricted Purposes fund.

<u>PUBLIC SERVICES</u>	Adopted Budget 2021-2022	Proposed Budget 2022-2023	Proposed Increase (Decrease)
Salaries	\$252,544	\$287,447	\$34,903
Employee Benefits	36,897	21,545	(15,352)
Contractual Services	183,993	420,775	236,782
General Materials & Supplies	24,811	26,065	1,254
Conference & Meeting Expense	44,100	44,750	650
Fixed Charges	14,270	15,260	990
Utilities	1,200	1,200	0
Other	5,100	5,000	(100)
Transfers	<u>(80,000)</u>	<u>(25,000)</u>	<u>55,000</u>
TOTAL PUBLIC SERVICES	<u>\$482,915</u>	<u>\$797,042</u>	<u>\$314,127</u>

**HIGHLAND COMMUNITY COLLEGE
GENERAL ADMINISTRATION**

General administration includes the office of the President, the business office, community relations, human resources, payroll, and the board secretary. Total general administration costs are budgeted to increase \$138,759.

<u>GENERAL ADMINISTRATION</u>	<u>Adopted Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$872,043	\$887,826	\$15,583
Employee Benefits	260,136	238,536	(21,600)
Contractual Services	101,920	190,166	88,246
General Materials & Supplies	226,160	284,524	58,364
Conference & Meeting Expense	23,125	22,042	(1,083)
Fixed Charges	460	460	0
Capital Outlay	1,136	1,135	(1)
Other	4,261	3,511	(750)
Transfer	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL GENERAL ADMINISTRATION	<u>\$1,489,241</u>	<u>\$1,628,000</u>	<u>\$138,759</u>

**HIGHLAND COMMUNITY COLLEGE
INSTITUTIONAL SUPPORT**

Institutional support includes general college-wide activities and services such as legal services, telephone, postage, fleet vehicles, printing, data processing, facilities usage and special promotions. The Institutional support costs are budgeted to increase by \$678,724. The increase is due primarily to the cessation of federal relief lost revenue funds.

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

<u>INSTITUTIONAL SUPPORT</u>	Adopted Budget <u>2021-2022</u>	Proposed Budget <u>2022-2023</u>	Proposed Increase <u>(Decrease)</u>
Salaries	\$430,939	\$491,972	\$61,033
Employee Benefits	275,216	288,037	12,821
Contractual Services	290,823	276,373	(14,450)
General Materials & Supplies	104,168	100,898	(3,270)
Conference & Meeting Expense	85,272	91,307	6,035
Fixed Charges	33,420	33,420	0
Utilities	17,400	17,400	0
Capital Outlay	5,000	6,000	1,000
Other	40,751	63,537	22,786
Federal relief lost revenue	(988,531)	-	988,531
Transfer	<u>(76,238)</u>	<u>(472,000)</u>	<u>(395,762)</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$218,220</u>	<u>\$896,944</u>	<u>\$678,724</u>
 <u>SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS</u>			
Other	<u>\$367,500</u>	<u>\$340,500</u>	<u>(\$27,000)</u>

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

<u>OPER. & MAINT. OF PLANT</u>	<u>Adopted Budget 2021-2022</u>	<u>Proposed Budget 2022-2023</u>	<u>Proposed Increase (Decrease)</u>
Salaries	596,215	665,422	\$69,207
Employee Benefits	170,989	200,689	29,700
Contractual Services	129,372	129,372	0
General Materials & Supplies	180,807	181,607	800
Conference & Meeting Expense	-	-	-
Utilities	639,951	562,291	(77,660)
Other	<u>(277,754)</u>	<u>(277,754)</u>	<u>0</u>
TOTAL OPER. AND MAINT. OF PLANT	<u>\$1,439,580</u>	<u>\$1,461,627</u>	<u>\$22,047</u>



**OFFICIAL
BUDGET**

July 1, 2022- June 30, 2023

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2022-2023
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,923,901	\$ 783,188	\$ 3,707,089	24.6%
Back Taxes	2,784,868	745,893	3,530,561	23.4%
Corporate Personal Property Replacement Tax	<u>1,285,000</u>	-	<u>1,285,000</u>	<u>8.5%</u>
Total Local Government	\$ 6,993,569	\$ 1,529,081	\$ 8,522,650	<u>56.6%</u>
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	1,274,865	-	1,274,865	8.5%
ICCB Equalization Grant	50,000	-	50,000	0.3%
ICCB Career/Tech Education	136,719	-	136,719	0.9%
ICCB Other	15,000	-	15,000	0.1%
Total State Government	\$ 1,476,584	\$ -	\$ 1,476,584	<u>9.8%</u>
FEDERAL GOVERNMENT SOURCES				
Financial aid	72,000	-	72,000	0.5%
Indirect Costs	-	-	-	0.0%
Total Federal Government	\$ 72,000	\$ -	\$ 72,000	<u>0.5%</u>
STUDENT TUITION AND FEES				
Tuition	3,504,500	-	3,504,500	23.3%
Fees	<u>874,400</u>	-	<u>874,400</u>	<u>5.8%</u>
Total Tuition and Fees	\$ 4,378,900	\$ -	\$ 4,378,900	<u>29.1%</u>
OTHER SOURCES				
Facilities Rental	21,000	90,850	111,850	0.8%
Interest on Investments	72,000	-	72,000	0.5%
Other Revenue	<u>408,787</u>	<u>20,300</u>	<u>429,087</u>	<u>2.8%</u>
Total Other Sources	\$ 501,787	\$ 111,150	\$ 612,937	<u>4.1%</u>
Total 2022-2023 Budgeted Revenue	\$ 13,422,840	\$ 1,640,231	\$ 15,063,071	<u>100.0%</u>

HIGHLAND COMMUNITY COLLEGE
Summary of 2022-2023
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	\$7,474,781	-	\$7,474,781	49.6%
Academic Support	978,109	-	978,109	6.5%
Student Services	1,486,068	-	1,486,068	9.9%
Public Services	822,042	-	822,042	5.5%
Oper./Maint. of Plant	-	1,461,627	1,461,627	9.7%
General Administration	1,628,000	-	1,628,000	10.8%
Institutional Support	1,368,944	-	1,368,944	9.1%
Transfers	(497,000)	-	(497,000)	-3.3%
Scholarships, Grants, Waivers	340,500	-	340,500	2.3%
Total 2022-2023 Budgeted Expenditures	\$ 13,601,444	\$ 1,461,627	\$ 15,063,071	100.0%
BY OBJECT:				
Salaries	\$9,259,685	665,422	\$9,925,107	65.9%
Employee Benefits	2,129,981	200,689	2,330,670	15.5%
Contractual Services	1,149,916	129,372	1,279,288	8.5%
General Materials and Supplies	752,803	181,607	934,410	6.2%
Conferences and Meetings	269,788	-	269,788	1.8%
Fixed Charges	62,390	-	62,390	0.4%
Utilities	19,425	562,291	581,716	3.9%
Capital Outlay	38,745	-	38,745	0.3%
Other	415,711	(277,754)	137,957	0.9%
Transfers	(497,000)	-	(497,000)	-3.3%
Total 2022-2023 Budgeted Expenditures	\$ 13,601,444	\$ 1,461,627	\$ 15,063,071	100.0%

HIGHLAND COMMUNITY COLLEGE
2022-2023 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 5,979,154	
Employee Benefits	1,114,812	
Contractual Services	112,144	
General Materials and Supplies	211,017	
Conference and Meetings	16,967	
Fixed Charges	7,000	
Capital Outlay	30,024	
Utilities	825	
Other	<u>2,838</u>	
Total Instruction		\$7,474,781
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 596,444	
Employee Benefits	157,603	
Contractual Services	24,710	
General Materials and Supplies	103,404	
Conferences and Meetings	94,722	
Capital Outlay	<u>1,226</u>	
Total Academic Support		978,109
<u>STUDENT SERVICES</u>		
Salaries	\$ 1,017,042	
Employee Benefits	309,448	
Contractual Services	125,748	
General Materials and Supplies	26,895	
Fixed Charges	6,250	
Capital Outlay	360	
Other	<u>325</u>	
Total Student Services		1,486,068

**Estimated Expenditures 2022-2023
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$	287,447
Employee Benefits		21,545
Contractual Services		420,775
General Materials and Supplies		26,065
Conferences and Meetings		44,750
Fixed Charges		15,260
Utilities		1,200
Other		<u>5,000</u>

Total Public Services \$ 822,042

GENERAL ADMINISTRATION

Salaries	\$	887,626
Employee Benefits		238,536
Contractual Services		190,166
General Materials and Supplies		284,524
Conferences and Meetings		22,042
Fixed Charges		460
Capital Outlay		1,135
Other		<u>3,511</u>

Total General Administration 1,628,000

INSTITUTIONAL SUPPORT

Salaries	\$	491,972
Employee Benefits		288,037
Contractual Services		276,373
General Materials and Supplies		100,898
Conference and Meetings		91,307
Fixed Charges		33,420
Utilities		17,400
Capital Outlay		6,000
Other		<u>63,537</u>

Total Institutional Support 1,368,944

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Other	\$	<u>340,500</u>
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Total Scholarships, Grants, & Waivers \$ 340,500

Transfers (497,000)

Total Educational Fund \$13,601,444

2022-2023 Estimated Expenditures

Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	665,422	
Employee Benefits	200,689	
Contractual Services	129,372	
General Materials and Supplies	181,807	
Conferences and Meetings	-	
Utilities	562,291	
Other	<u>(277,754)</u>	
Total Operation & Maintenance of Plant		1,481,627
Total Operations and Maintenance Fund		<u>\$ 1,481,627</u>

2022-2023 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 500,000	
Back Taxes	457,500	
Bond Proceeds	7,245,000	
Total Revenue		<u>\$ 8,202,500</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	120,800	
Capital Outlay	<u>10,692,319</u>	
Total Institutional Support		<u>\$ 10,813,119</u>
Total Operations and Maintenance, Restricted Fund		<u>\$ 10,813,119</u>

2022-2023 Auxillary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 425,000	
Bookstore Sales	425,000	
Athletics	41,040	
Other	<u>70,350</u>	
Total Revenue		\$ <u>961,390</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 323,600	
Employee Benefits	33,433	
Contractual Services	120,330	
General Materials and Supplies	539,635	
Conferences & Meetings	322,063	
Fixed Charges	13,459	
Utilities	650	
Capital Outlay	17,295	
Other	<u>25,773</u>	
Total Student Services		1,396,238
Total Auxillary Enterprises Fund		\$ <u>1,396,238</u>

2022-2023 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 697,500	
Back Taxes	<u>630,000</u>	
Total Revenue		<u>\$ 1,327,500</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 310,613	
Employee Benefits	309,017	
Contractual Services	389,425	
General Materials and Supplies	16,300	
Conferences & Meetings	23,220	
Fixed Charges	251,122	
Utilities	<u>36,400</u>	
Total Expenditures		<u>\$ 1,336,097</u>

**2022-2023 Audit Fund
(SPECIAL LEVY TAX FUND)**

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 34,000	
Back Taxes	<u>26,000</u>	
Total Revenue		<u>\$ 60,000</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Contractual Services	<u>\$ 57,000</u>	
Total Expenditures		<u>\$ 57,000</u>

2022-2023 Bond and Interest Fund

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 923,025	
Back Taxes	<u>908,025</u>	
Total Revenue		<u>\$ 1,831,050</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Bond Principal & Interest	<u>\$ 1,776,050</u>	
Total Expenditures		<u>\$ 1,776,050</u>

2022-2023 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 153,441	
ICCB-Adult Education	253,516	
Other Ill. Governmental Sources	<u>131,865</u>	
		\$ 538,822
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 3,624,293	
Other Federal Sources	<u>565,013</u>	
		4,189,306
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 520,000	
Investment Revenue	20,000	
Nongovernmental Gifts, Grants	376,814	
Other Revenue	<u>323,451</u>	
		<u>1,240,065</u>
Grand Total		<u>\$ 5,968,193</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 389,315	
Employee Benefits	147,482	
Contractual Services	84,125	
General Materials and Supplies	69,682	
Conference and Meetings	44,785	
Utilities	720	
Capital Outlay	107,426	
Other	<u>294,501</u>	
		\$ 1,138,036

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

ACADEMIC SUPPORT

Contractual Services	21,280
General Materials and Supplies	6,220
Conferences and Meetings	<u>2,500</u>

Total Academic Support 30,000

STUDENT SERVICES

Salaries	\$ 335,532
Employee Benefits	104,816
Contractual Services	6,816
General Materials and Supplies	86,116
Conference and Meetings	34,054
Capital Outlay	2,500
Other	<u>85,097</u>

Total Student Services \$ 654,931

PUBLIC SERVICES

Salaries	\$ 65,102
Employee Benefits	9,841
Contractual Services	28,309
General Materials and Supplies	28,266
Conference and Meetings	13,431
Fixed Charges	26,108
Utilities	4,152
Capital Outlay	3,610
Other	<u>10,250</u>

Total Public Services 189,069

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

GENERAL ADMINISTRATION

Salaries	\$	404,328
Employee Benefits		87,115
Contractual Services		149,090
General Materials and Supplies		88,075
Conference and Meetings		45,636
Fixed Charges		650
Capital Outlay		923,117
Other		<u>39,542</u>

Total General Administration

\$ 1,717,553

INSTITUTIONAL SUPPORT

Salaries	\$	89,703
Employee Benefits		28,934
Contractual Services		546,934
General Materials and Supplies		3,050
Conference and Meetings		300
Other		<u>650</u>

Total Institutional Support

669,571

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	\$	79,947
Financial Aid		<u>2,588,010</u>

Total Scholarships, Grants & Waivers

2,667,957

Transfers

427,000

Total Restricted Purposes Fund

\$ 7,494,117

HIGHLAND COMMUNITY COLLEGE
Summary of Fiscal Year 2023 Budget by Fund

	General		Capital Projects	Proprietary Fund
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund
Est. Beginning Balance	4,685,005	2,086,611	3,640,802	1,471,701
Budgeted Revenues	13,422,840	1,640,231	8,202,500	961,390
Budgeted Expend.	14,098,444	1,461,627	10,813,119	1,396,238
Budgeted Transfers to Other Funds				
Budgeted Transfers from Other Funds	497,000			
Budgeted Ending Bal.	\$4,506,401	\$2,265,215	\$1,030,183	\$1,036,853

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$2,235,248	(\$2,765)	\$414,929	\$10,338,286	\$870,056
Budgeted Revenue	5,968,193	60,000	1,327,500	75,200	1,831,050
Budgeted Expend.	9,814,759	57,000	1,336,097	5,200	1,776,050
Budgeted Transfers to Other Funds	467,000			70,000	
Budgeted Transfers from Other Funds	40,000				
Budgeted Ending Bal.	(\$2,038,318)	\$215	\$406,332	\$10,338,286	\$925,056

The Official Budget, which is accurately summarized in this document, was approved by the Board on September 27, 2022.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #XI-D-2
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF MAIL MACHINE LEASE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the attached lease contract with Quadient Leasing, a Neopost USA Company, through Brent's Mailing Equipment of Rockford, IL, for the use of a postage and mailing machine at a monthly cost of \$288.29 for 63 months.

BACKGROUND: The College is approximately one year from the end of the current 63-month lease with Quadient for the use of a mail machine. We are told that the lease cost for mail machines will be drastically increasing over the next year so if we renew now, we will have a very minimal increase. The new 63-month lease includes a new mail machine and set payments of \$288.29 monthly, paid quarterly, which represents only a little over a 1% increase over the current lease.

BOARD ACTION: _____



**Product Lease Agreement
with Postage Meter Rental Agreement**

Section (A) Office Information

Office Number 661	Office Name BRENT'S MAILING EQUIPMENT	Phone # (815) 226-8111	Date 08/23/2022
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Section (B) Billing Information

Company Name	HIGHLAND COMMUNITY COLLEGE		
DBA			
Billing Address	2998 W. PEARL CITY RD.		
City State Zip+4	FREEPORT	IL	61032
Contact Name	Kurt Simpson	Phone	
Contact Title		Fax	
Email Address		PO #	

Section (C) Installation Information (If different from billing information)

Company Name	HIGHLAND COMMUNITY COLLEGE		
Installation Address	2998 W. PEARL CITY RD.		
City State Zip+4	FREEPORT	IL	61032
Contact Name	Kurt Simpson	Phone	
Contact Title		Fax	
Email Address			
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IX7WP10	IX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge & IXWP10

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i>	Number of Months		Monthly Payment (Plus applicable taxes)
	First	63	\$288.28
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Current Lease Number:		
Billing Method: <input checked="" type="checkbox"/> Standard	<input type="checkbox"/> ACH (Customer to submit authorization form)		

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX7AI	Machine Model	IX7WP10
Postage Funding Method:		Postage Funding Account:	
<input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Submit customer authorization form)		<input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Existing Account Number: 4468077	

Service Products (Check all that apply)

- Online Postal Rates iMeter™ App (SP10)
- Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
- Online E-Services iMeter™ App (SP30)
- NeoShip PLUS (EP70PLUS)
- NeoShip Install & User Guide (EP70GUIDES)
- 3G/4G Cell Service
- Maintenance
- Installation/Training Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless Initial here _____.

This document consists of a Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and an Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Commercial-Equipment-Lease-Terms-USPS-Dealer-V9-2020), which are also available at www.quadient.com/Commercial-Equipment-Lease-Terms-USPS-Dealer-V9-2020, and that you are authorized to sign the agreements on behalf of the customer identified above. The agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature	Print Name and Title	Date Accepted
Accepted by Quadient Inc. and its Affiliates		Date Accepted

**AGENDA ITEM #XI-D-3
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**CONSULTING AGREEMENT WITH THIRD COAST HIGHER EDUCATION
FOR INTERIM FINANCIAL AID STAFFING AND SUPPORT SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the consulting agreement with Third Coast Higher Education for interim Financial Aid staffing and support services at a cost not to exceed \$50,000.

BACKGROUND: The College has an immediate need for an interim Director of Financial Aid due to a leave of absence. At this time, a consulting agreement with a firm with the expertise and knowledge to maintain the operations of the Financial Aid department best suits the College's needs. After obtaining proposals and meeting with multiple firms, the Financial Aid staff and VP/CFO of Administrative Services feel that Third Coast Higher Education will provide the needed services and will work well with us. Mr. Eric Weems, the consultant assigned to the College, has Illinois community college experience, has served as a Director of Financial Aid, and has worked for the Illinois Student Assistance Commission. This is a six-month engagement for about 20 hours per week, with some in-person/travel time.

BOARD ACTION: _____



CONSULTING AGREEMENT

This Consulting Agreement (this "Agreement"), effective as of September 16, 2022 (the "Effective Date"), is by and between the Highland Community College, with an address at 2998 W Pearl City Road, Freeport, IL 61032 (the "College"), and Third Coast Higher Education LLC, with an address at 3850 N. Southport Avenue, #2, Chicago, IL, 60613 ("Consultant").

WHEREAS, the College is interested in engaging Consultant to provide certain services as set forth in the Statement of Work attached as Appendix A to this Agreement; and

WHEREAS, Consultant has the expertise to provide such services.

NOW, WHEREFORE, in consideration of the mutual premises, covenants and agreements herein contained, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **SERVICES.** The College shall engage Consultant, and Consultant shall serve the College as an independent consultant, to provide the services as more particularly described in Appendix A or as otherwise designated by the College. Consultant shall report to Jill Janssen, Vice President for Administrative Services, in providing the services.
2. **TERM.** This Agreement shall commence on the Effective Date and continue for two years, unless earlier terminated pursuant to Section 7 of this Agreement (the "Term"). The Term of this Agreement may be extended only upon mutual agreement of the parties in writing.
3. **CONSIDERATION.** The College shall pay Consultant for the services and reimburse Consultant for pre-approved out-of-pocket expenses according the terms set forth in Appendix A. Consultant is solely responsible for any other expenses, costs, charges and business taxes of any kind incurred by the consultant in connection with this Agreement. Consultant shall be responsible for the payment of all federal state and local withholding taxes and any other taxes that may be required or payable in respect of all amounts payable to the Consultant under this Agreement. The College shall not be liable in any way for the aforementioned expenses, and the Consultant shall indemnify and hold the College and its directors, officers, trustees and employees harmless from and against any claims, debts, obligations or liabilities arising out of this Section.
4. **CONFIDENTIALITY.** Consultant acknowledges that in connection with providing consulting services to the College, Consultant will be exposed and have access to certain proprietary and confidential information of and with respect to the College and its affiliates, including, but not limited to, information regarding academic planning initiatives, strategic planning initiatives, policy initiatives, and operating information (the "Confidential Information"). Consultant acknowledges that some or all of the Confidential Information may constitute "Educational Records" as defined in the Family Educational Rights and Privacy Act ("FERPA") and federal regulations promulgated under FERPA. Consultant will take reasonable measures to comply with FERPA and its regulations with respect to such Educational Records. The parties also agree that any work product arising out of Consultant's services under this Agreement shall be treated as Confidential Information of the College. Consultant covenants and agrees that Consultant will not at any time during or after the Term, directly or indirectly, use for Consultant's own benefit, or disclose, permit, suffer or allow others to use the Confidential Information without the express written consent of the College, which consent may be withheld for any reason. The obligation of confidentiality set forth herein shall not apply to any information: (i) required to be disclosed by law or by judicial process provided, if legally possible, the College is first afforded notice of and the opportunity to prevent such disclosure if the College so desires; (ii) which shall be shown to have been generally known by others engaged in the trade or business of the College prior to disclosure by the College to the Consultant; (iii) which is a part of the public domain prior to disclosure by the College to the Consultant; or (iv) which becomes available to Consultant after the termination of this Agreement from a third party not under a duty of non-disclosure.
5. **RELATIONSHIP OF PARTIES.** This Agreement is not intended as and shall not be construed as creating any employer/employee relationship between the parties. To the contrary, the parties intend that Consultant's relationship with the College be that of an independent contractor. Consultant understands and agrees that



Consultant shall not be entitled to participate in any fringe benefits or other privileges given by the College to its employees. Consultant shall be solely responsible for and shall pay any and all taxes of any kind or nature resulting from consideration paid hereunder. In no event shall Consultant be entitled to bind the College in any manner without the College's express written consent.

6. **NOTICES.** Unless otherwise provided in this Agreement, any notice or other communication required or permitted to be given under this Agreement shall be given in writing and delivered personally, by national overnight delivery service, or by certified or registered mail, return receipt requested, to the party to whom it is intended at the address set forth in the introductory paragraph of this Agent (or such other address with respect to which a party has given proper written notice as herein provided). A copy of any such notice by Consultant shall also be delivered to the College's General Counsel at the same address. Notice shall be deemed given on the date of its actual receipt, if personally served on the day following delivery to the national overnight delivery service, if so delivered, and on the date of its mailing, if given by registered or certified mail. Each party may change its address to which correspondence and notices relating to this Agreement are to be sent by written notice to the other party, such change to become effective upon receipt of such notice.
7. **TERMINATION.** Either party may terminate this Agreement without cause upon fourteen (14) business days' prior written notice to the other party. If the College elects to terminate this Agreement, it will pay Consultant for all services rendered, and reimburse Consultant for all pre-approved out-of-pocket expenses incurred, in accordance with this Agreement through the effective date of termination.
8. **OWNERSHIP OF WORK PRODUCT.** Consultant acknowledges that all deliverables and other work product created or contributed to by Consultant for the College in connection with this Agreement ("Work Product") shall be the property of the College as either specially commissioned works made for hire under U.S. copyright law or otherwise, and the College is and shall be the sole and exclusive owner of all right, title and interest in and to the Work Product and all physical copies of the Work Product in all media, including all digital files containing the Work Product. To the extent that any Work Product is deemed not to be "work made for hire" or otherwise owned by the College, Consultants hereby irrevocably assign to the College all of its worldwide right, title, and interest in and to all Work Product, together with all related benefits, privileges, rights of action, remedies and intellectual property rights (whether before or later accrued), without the need for further consideration or agreement. Consultant shall execute, cause to be executed and/or deliver such other instruments or documents as are required or reasonably requested by the College to further effect or evidence the College's ownership of the Work Product.
9. **GOVERNING LAW.** This Agreement shall be deemed executed and delivered in Illinois and shall be construed and governed in accordance with the laws of said State (exclusive of any conflicts of law provisions). Each of the parties hereby agrees that the federal and state courts located within Stephenson County, Illinois shall have the sole and exclusive jurisdiction to determine any and all disputes arising out of or in connection with this Agreement and hereby consents to the personal and subject matter jurisdiction of such courts with respect thereto.
10. **ENTIRE AGREEMENT; AMENDMENT.** This Agreement, including Appendix A, sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, whether oral or written, with respect to such subject matter. In the event of a conflict or inconsistency between the terms or conditions of this Agreement (or any portion thereof) and any terms or conditions set forth in Appendix A, the terms and conditions of this Agreement shall prevail. This Agreement cannot be changed, extended or modified except by a writing signed by both of the parties hereto.
11. **LEGAL EFFECT; INDEMNITY.** This Agreement, and the rights and obligations of the parties set forth herein, shall be binding upon and shall inure to the benefit of the successors and assigns of the College but shall not be assignable by Consultant. The Parties agree to indemnify, defend, and hold each other harmless for all claims and liabilities arising out of this Agreement, unless due to negligence or willful misconduct.



- 12. **THIRD PARTY SERVICER.** Consultant agrees to comply with all applicable statutory, regulatory, and other Title IV requirements. Consultant agrees to refer any suspicion of fraudulent or criminal conduct in relation to the institution’s Title IV program administration to the Department’s Office of the Inspector General. The consultant will confirm student eligibility and return Title IV funds (if required) when a student withdraws, and return all records related to the servicer’s administration of the institution’s participation in the Title IV programs to the College if the contract with the College is terminated, or Consultant ceases to perform any functions prescribed under the contract. Consultant agrees to be jointly and severally liable with the College for any violation of Title IV requirements resulting from the functions performed by the servicer.

- 13. **CONSTRUCTION.** It is the intention of the parties that every covenant, term and provision of this agreement shall be construed simply according to its fair meaning and not strictly for or against any party (notwithstanding any rule of law requiring an agreement to be for or against the drafting party), it being understood that the parties to this Agreement are sophisticated and have had adequate opportunity and means to retain counsel to represent their respective interests and to otherwise negotiate the provisions of this agreement.

- 14. **WAIVER.** The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach by such party.

- 15. **SEVERABILITY.** If any provision of this Agreement or the application thereof to any person or circumstance for any reason and any extent shall be held invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, but rather is to be enforced to the greatest extent permitted by law.

- 16. **COUNTERPARTS, SIGNATURES.** This Agreement may be executed in any number of counterparts with the same effect as if all of the parties hereto had signed the same document. All counterparts with the same counterparts shall be construed together facsimile or by electronic mail shall be deemed original signatures for all purposes of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first above written.

* * * *

Third Coast Higher Education LLC

By: _____
Eric Weems, M.Ed.
President

Highland Community College

By: _____
Designated Official

Name: _____
Title: _____



APPENDIX A

This is a Statement of Work (SOW) and Consultancy Agreement between Highland Community College (HCC) and Third Coast Higher Education LLC, dated September 16, 2022. This SOW sets the activities associated with the Financial Aid Support Services Project.

1. Name of Project

Interim Staffing and Financial Aid Support Services

2. Project Description

This engagement seeks to assist Highland Community College by providing transition staffing and system support, to improve financial aid policy delivery and business process, over a six-month period, to enable the college to transition until the current Financial Aid Director returns from leave. This engagement both working to improvement the operations of the financial aid office will ensuring the day-to-day activities are executed as required/needed. The project is a combination of remote staffing and Banner support. A continued focus of the transitional staffing activities is the Financial Aid Office's utilization of the Banner student information system. At each point in the financial aid lifecycle, consultants will identify present and missing controls within the Banner financial aid system. The goal of this activity is to institute a control environment to more effectively manage the operations and ensure compliance with federal, state and institutional financial aid regulations and policies.

3. Activities/Deliverables

During this engagement, TCHE will engage with financial aid staff and may following activities, as needed:

- Meetings/Conference calls/video conference and emails with financial aid staff
 - Discuss special cases and review/render decisions for appeals
 - Resolve student/parent questions needing director input
 - Provide guidance to staff for regulatory and processing questions
- Review College email, including emails directed at former financial aid leadership, as directed
- Execute processes in Banner to perform the operations and required financial aid activities on a timely basis
- Re-implement and initiate unused or underused Banner processes, such as automated packaging
- Write and review quality control reports to ensure accuracy and completeness of financial aid awards
- Participate with third party vendors, such as auditors, as needed
- Meet with constituent groups (e.g., Admission, Bursar) to address financial aid related topics or issues
- Meet with key members of upper administration to determine tactical or strategic actions or changes needed within financial aid process
- Monitor and receive updates on financial aid awarding, document reviews and processing
- Monitor processing and certification of Veteran Administration (VA) benefits
- Monitor processing and reconciliation of State of Illinois programs, including the Monetary Award Program (MAP)
- Monitor system and service projects in progress or not yet underway
- Monitor federal reconciliation and fund utilization, including underutilization of federal
- Develop and monitor workflows
- Provided continued training to financial aid support staff
- Research regulatory and processing questions
- Perform system and service projects



- Prepare/review any needed Banner configuration updates or system changes during the current or upcoming financial aid years
- Other duties as assigned

4. Staffing

Eric Weems will be actively engaged in the project deliverable, serving as the Project Director and Lead Consultant.

Third Coast Higher Education LLC shall maintain at its sole expense commercial general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and workers compensation coverage (statutory limits). The above policies shall be primary and non-contributory insurance ahead of any insurance carried by the College with respect to this agreement.

TCHE consultants will be primarily remote for the activities within this engagement, with on-site activities arranged in collaboration with the College staff.

Throughout the engagement, TCHE will be in contact with the institution's Project Manager, to determine tactical or strategic actions or changes needed within the project.

5. Schedule and Project Timing

This Agreement shall commence on the effective date of the executed statement of work and payment of retainer and shall remain in effect until the completion of the Services or the earlier termination of this Agreement, as agreed by both parties.

This Agreement shall commence on the Effective Date and shall remain in effect until the completion of the Services or the earlier termination of this Agreement. The term of this Agreement may be extended by mutual agreement between the parties. The College may terminate this agreement with 14 days' written notice. College will pay for services performed up to the date of termination.

6. Special Conditions

Necessary adjustments to the scope of activities in this SOW will be documented and amended as necessary, as will the estimated price for completion of the activities of the phase upon written pre-approval of the Parties. Third Coast Higher Education LLC will identify and communicate any roadblocks or unforeseen issues, so that resolution of issues can be implemented or amendments to the SOW be made.

7. Conditions and Assumptions

The prices quoted assume:

- a. Key College personnel will be available for the project, particularly from Information Technology.
- b. If required, institutional Zoom or Teams access will be provided, if possible.
- c. All of the terms, covenants and conditions set forth in the Agreement are incorporated herein by reference as if the same had been set forth herein in full.

8. Consulting Fees, Expenses and Billing

Third Coast Higher Education LLC will complete the tasks in this SOW as a combination of on-site and remote, with TCHE providing resource guidance and support until the financial aid director position is staffed. The TCHE consultant will be engaged for a period of 24 weeks, planned from September 16, 2022 to March 3, 2023. This period is expected to encompass the estimated time for conclusion of the current Director's leave of absence.

TCHE provides support for directorial activities while assisting remotely. Remote support will be provided through a combination of email, conference calls and webinars sessions.



TCHE will be engaged for 12 hours per week for interim staffing, Banner system and processing support, for a period of 24 weeks. Each week will be billed at \$1,200, representing 12 hours of effort at \$100 per consulting hour.

If additional efforts are needed to complete the transition period, TCHE and Highland Community College can discuss the extension of the transitional staffing period. This would represent an addendum to the existing Statement of Work, planned for additional weeks to begin March 3, 2023.

Throughout the engagement, TCHE will meet with project manager at the institution to determine tactical or strategic actions or changes needed within financial aid process. Any projects agreed upon to be performed over the 12 hour per week threshold or beyond the end of this agreement will be billed at \$100 per consulting hour, and be agreed upon by Third Coast Higher Education and Highland Community College.

Billing: TCHE shall submit written invoice for all Services, itemizing in reasonable detail a brief description of the services rendered. Invoices will be categorized to account for time spent processing.

Payment Terms

All fees and expenses are payable net 30 days from receipt of a detailed invoice. Invoices must be accompanied by reasonably detailed time sheets for the applicable billing period and itemized receipts for any expenses for which Consultant seeks reimbursement.

Payments shall be sent to TCHE via ACH to Third Coast Higher Education LLC's bank account, with details to be provided separately. If electronic payment is not possible, a check can be sent to: Third Coast Higher Education LLC, 55 East Monroe Street, Chicago, IL 60603.

The fees above are not intended to be incentive payments. However, Third Coast Higher Education LLC represents, warrants and covenants that the compensation of its employees, subcontractors or other persons who perform any services for College under this SOW is and will be in material compliance with Section 487(a)(20) of the HEA (20 U.S.C. §1094(a)(20)), or any successor provision, and the regulations promulgated thereunder by the U.S. Department of Education.

**AGENDA ITEM #XI-D-5
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the August 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 354740 through 355072 amounting to \$808,406.49, Automated Clearing House (ACH) debits W0000633 amounting to \$23,051.61, and Electronic Refunds of \$5,658.00, with 12 adjustments of \$1,099.20, such warrants amounting to \$836,016.90. Transfers of funds for payroll amounted to \$543,641.29

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$23,051.61. Electronic Refunds are issued to students.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$325,133.34	\$10,472.60	\$0.00	\$335,605.94
FIFTH THIRD	11,091.67	0.00	0.00	11,091.67
UNION LOAN AND SAVINGS	176,216.88	0.00	0.00	176,216.88
TOTAL ASSETS	\$512,441.89	\$10,472.60	\$0.00	\$522,914.49
1016 DIST #145 ROAD AND LOT	65,204.86			65,204.86
1017 HCC ROAD AND LOT	102,781.81			102,781.81
1018 YMCA ROAD AND LOT	93,197.87	833.32		94,031.19
1019 YMCA BLDG/MAINT	60,743.89	9,639.28		70,383.17
1020 HCC BLDG/MAINT	78,972.13			78,972.13
1021 YMCA/HCC INTEREST	100,449.66			100,449.66
1022 HCC SECTION 125 PLAN	11,091.67			11,091.67
TOTAL	\$512,441.89	\$10,472.60	\$0.00	\$522,914.49

**AGENDA ITEM #XII-A
SEPTEMBER 27, 2022
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

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

FY22 Operating Funds as of June 30, 2022

- The FY22 reports include unaudited year-to-date figures as of June 30, 2022. It is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's EAV increased from tax year 2020 to 2021 by 5.3%. The budget included a 2% increase. Local tax revenue for FY22 is about \$119,000 more than budgeted.
- Corporate Personal Property Replacement Tax was 100%, or about \$674,000 more than budgeted. As mentioned frequently in the Treasurer's reports throughout the year, this is a tax collected at the State level and is based on economic conditions and State interfund transfers.
- State funding amounted to a total of \$1,470,242, which is \$59,000 more than budgeted. The state provided an additional allocation for the Credit Hour Grant towards the end of FY22.
- Tuition & Fees Revenue is about 2.2% more than budgeted. The budgeted revenue was based on a tuition rate of \$146 and 26,300 unrestricted certified credit hours. Actual unrestricted certified credit hours appear to be 27,392. Additionally, enrollment in truck driver training was higher than anticipated.
- Non-governmental Gifts and Grants include a \$325,00 draw down from the Matching Fund. Other gifts from the Foundation are accounted for in the Restricted Purposes Fund.
- Overall, total Operating Funds revenue was about 7.5% (\$1,034,412) more than the amount budgeted.
- The Salaries and Employee Benefits line items are lower than budgeted due to employee turnover and federal support for certain appropriate costs, such as COVID-related leave. The Contractual Services line item is over budget due to instructional costs for truck driver training, which had higher enrollment than anticipated and also impacted revenues.

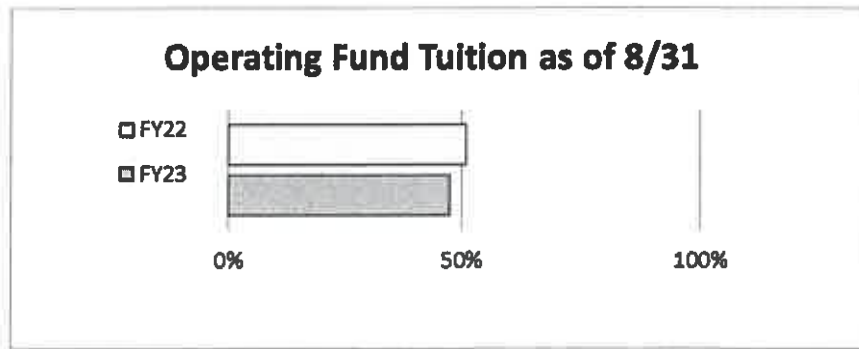
- The Materials & Supplies line item and the Conference & Meeting line item are lower than budgeted. These lines continued to be impacted by the COVID situation and the gradual return to activities and in-person learning and working.
- Federal Relief Lost Revenue is a comparison of tuition revenue now as compared to the average of the previous five years. In FY22, we are able to take the full year of FY22. This calculation and the data used are being reviewed by the auditors and may change. This is shown as a negative expense in order to avoid duplication of revenue/expense when combined with the Restricted Purposes Funds, where the grants are accounted for.
- The Transfer In (Out) line item includes a transfer into the Operating Funds from the Working Cash fund (of net investment revenue). This line also includes a transfer out of the Operating Funds to the Auxiliary Funds and Restricted Purposes Funds to support the activities accounted for in those sets of funds and a transfer to the Operations and Maintenance, Restricted Fund for future deferred maintenance or unplanned campus repairs.
- Total expenditures were level with the amount budgeted.
- The net result for the fiscal year is an Operating Funds excess of revenues over expenses in the amount of \$1,037,279.

FY22 Other Funds as of June 30, 2022

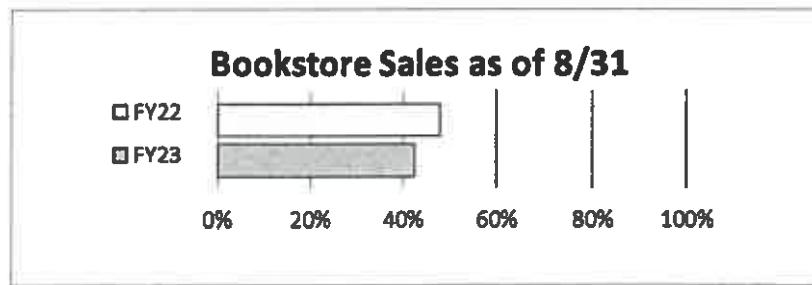
- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for Protection, Health, and Safety Projects: the theater rigging, lighting, and sound project; microbiology lab; and barn roof. This fund also includes expenditures for bond projects from the 2019 bond issuance.
- The Bond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

FY23 All Funds as of July and August 31, 2022

- As of August 31st, we are 16.6% of the way into FY23.
- The August 31st reports include amounts from the tentative budget. The permanent budget amounts will be included in the September 30th reports.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY22 results to FY23 results as of August 31st. The FY22 bar is the year-to-date results as of August 31, 2021, divided by the actual year end results for FY22. The FY23 bar is the year-to-date results for August 31, 2022, divided by the annual budgeted amount for FY23.



The permanent budget includes a reduction in tuition revenue from the tentative budget in the amount of \$558,000 to reflect enrollment levels. Using the permanent budget amount, tuition levels would be about 53% of the amount budgeted, which is consistent with FY22.



Bookstore sales appear to be lower than anticipated by about 5% at August 31, 2022.

June 2022
Financials
(FY22)

AGENDA ITEM #XII-A
 SEPTEMBER 27, 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 June 30, 2022

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,770,780	\$6,883,049	101.7%
Credit Hour Grants	1,232,526	1,291,881	104.8%
Equalization	50,000	50,000	100.0%
ICCB Career/Tech Education	128,361	128,361	100.0%
ICCB Performance	-	14,820	0.0%
CPP Replacement Tax	625,000	1,298,591	207.8%
Federal Sources	55,000	65,531	119.1%
Tuition & Fees	4,410,000	4,508,354	102.2%
Sales & Services	27,150	49,522	182.4%
Facilities Revenue	111,550	95,253	85.4%
Interest on Investments	7,000	12,537	179.1%
Non-Govt. Gifts, Grants	300,000	323,672	107.9%
Miscellaneous	44,626	74,834	167.7%
Total Revenue	\$13,761,993	\$14,796,405	107.5%
 <u>EXPENDITURES:</u>			
Salaries	\$9,699,734	\$9,279,765	95.7%
Employee Benefits	2,312,285	2,232,388	96.5%
Contractual Services	865,583	1,080,297	124.8%
Materials & Supplies	866,357	695,530	80.3%
Conference & Meeting	252,197	150,412	59.6%
Fixed Charges	59,700	55,054	92.2%
Utilities	659,325	695,942	105.6%
Capital Outlay	49,225	53,009	107.7%
Other Expenditures	142,356	150,172	105.5%
Federal Relief Lost Revenue	(988,531)	(905,072)	91.6%
Transfers (In) Out	(156,238)	271,629	-173.9%
Total Expenditures	\$13,761,993	\$13,759,126	100.0%
 Excess of Revenues Over Expenditures	 \$0	 \$1,037,279	
 Fund Balance 7/1/21	 5,734,337	 5,734,337	
 Fund Balance 6/30/22	 \$5,734,337	 \$6,771,616	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended June 30, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$921,000	\$915,276	99.4%
Interest	-	25,505	100.0%
	-----	-----	-----
Total Revenue	\$921,000	\$940,781	100.0%
EXPENDITURES:			

Contractual Services	182,800	90,482	0.0%
Materials & Supplies	-	148	100.0%
Capital Outlay	4,798,078	1,821,226	38.0%
Transfers	-	(300,000)	100.0%
	-----	-----	-----
Total Expenditures	4,980,878	1,611,856	32.4%
Excess of Revenues Over Expenditures	(\$4,059,878)	(\$671,075)	
Fund Balance 7/1/21	\$4,725,092	\$4,725,092	
	-----	-----	
Fund Balance 6/30/22	\$665,214	\$4,054,017	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended June 30, 2022

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$478,000	\$446,578	93.4%
Bookstore Sales	450,000	429,424	95.4%
Athletics	41,040	21,512	52.4%
Other	123,166	131,976	107.2%
Total Revenue	\$1,092,206	\$1,029,490	94.3%
EXPENDITURES:			
Salaries	\$322,217	\$265,618	82.4%
Employee Benefits	33,313	33,237	99.8%
Contractual Services	92,984	77,541	83.4%
Materials & Supplies	611,419	516,050	84.4%
Conference & Meeting	311,963	211,971	67.9%
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	21,094	82.0%
Federal Relief Lost Revenue	(413,108)	(427,818)	103.6%
Transfers	(64,000)	(64,000)	100.0%
Total Expenditures	\$967,500	\$696,995	72.0%
Excess of Revenues Over Expenditures	\$124,706	\$332,495	
Fund Balance 7/1/21	\$1,129,535	\$1,129,535	
Fund Balance Adjustment		\$9,672	
Fund Balance 6/30/22	\$1,254,241	\$1,471,702	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended June 30, 2022

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$140,056	\$116,681	83.3%
Adult Education	229,950	219,355	95.4%
Other Illinois Sources	131,865	130,238	98.8%
Department of Education	7,840,258	7,311,380	93.3%
Other Federal Sources	49,684	49,790	100.2%
Tuition & Fees	592,000	545,830	92.2%
Sales & Service Fees	20,000	272	1.4%
Interest	19,346	25,045	129.5%
Non-govt. Gifts, Grants	891,319	1,255,923	140.9%
Other	298,726	472,673	158.2%
	-----	-----	-----
Total Revenue	\$10,213,204	10,127,187	99.2%
<u>EXPENDITURES:</u>			
Salaries	\$1,180,551	\$1,308,444	110.8%
Employee Benefits	270,047	287,598	106.5%
Contractual Services	755,993	615,040	81.4%
Materials & Supplies	255,853	137,622	53.8%
Conference & Meeting	121,038	120,266	99.4%
Fixed Charges	26,758	23,290	87.0%
Utilities	4,152	4,577	110.2%
Capital Outlay	815,170	279,215	34.3%
Other Expenditures	1,811,103	1,557,802	86.0%
Federal Relief Lost Revenue	(137,651)	(117,783)	85.6%
Financial Aid	4,711,745	4,380,651	93.0%
Transfers out (in)	180,438	88,038	0.0%
	-----	-----	-----
Total Expenditures	\$9,995,197	\$8,684,760	86.9%
Excess of Expenditures Over Revenue	\$218,007	\$1,442,427	
Fund Balance 7/1/21	874,995	874,995	
Fund Balance Adjustment		(9,672)	
	-----	-----	
Fund Balance 6/30/22	\$1,093,002	\$2,307,750	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

AUDIT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended June 30, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$49,000	\$49,104	100.2%
-----	-----	-----	-----
Total Revenue	\$49,000	\$49,104	100.2%
EXPENDITURES:			

Contractual Services	\$49,000	\$52,750	107.7%
-----	-----	-----	-----
Total Expenditures	\$49,000	\$52,750	107.7%
Excess of Revenues Over Expenditures	\$0	(\$3,646)	
Fund Balance 7/1/21	\$861	\$861	
-----	-----	-----	
Fund Balance 6/30/22	\$861	(\$2,785)	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended June 30, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,803,550	\$1,808,403	100.3%
	-----	-----	-----
Total Revenue	\$1,803,550	\$1,808,403	100.3%
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	\$53,903	
Fund Balance 7/1/21	\$816,153	\$816,153	
	-----	-----	
Fund Balance 6/30/22	\$866,153	\$870,056	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY22

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended June 30, 2022

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,225,000	\$1,225,437	100.0%
-----	-----	-----	-----
Total Revenue	\$1,225,000	\$1,225,437	100.0%
EXPENDITURES:			

Salaries	\$330,801	\$287,579	86.9%
Employee Benefits	312,950	273,473	87.4%
Contractual Services	387,425	372,605	96.2%
Materials & Supplies	9,100	13,755	151.2%
Conference & Meetings	15,974	4,512	28.2%
Fixed Charges	207,374	218,187	105.2%
Utilities	4,000	3,532	88.3%
-----	-----	-----	-----
Total Expenditures	\$1,267,624	\$1,173,643	92.6%
Excess of Revenues Over Expenditures	(\$42,624)	\$51,794	
Fund Balance 7/1/21	\$363,135	\$363,135	
-----	-----	-----	
Fund Balance 6/30/22	\$320,511	\$414,929	

July 2022
Financials
(FY23)

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE
 FY23

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

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$7,237,650	-	0.0%
Credit Hour Grants	1,274,865	174,255	13.7%
Equalization	50,000	4,167	8.3%
ICCB Career/Tech Education	136,719	-	0.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	625,000	-	0.0%
Federal Sources	72,000	589	0.8%
Tuition & Fees	4,936,900	1,989,193	40.3%
Sales & Services	29,550	1,172	4.0%
Facilities Revenue	111,850	10,264	9.2%
Interest on Investments	7,000	6,407	91.5%
Non-Govt. Gifts, Grants	355,161	-	0.0%
Miscellaneous	44,376	3,621	8.2%
Total Revenue	\$14,896,071	\$2,189,668	14.7%
 <u>EXPENDITURES:</u>			
Salaries	\$9,874,831	\$365,042	3.7%
Employee Benefits	2,330,171	536,324	23.0%
Contractual Services	1,180,688	261,440	22.1%
Materials & Supplies	935,410	193,188	20.7%
Conference & Meeting	269,788	6,923	2.6%
Fixed Charges	62,390	33,625	53.9%
Utilities	581,716	561,288	96.5%
Capital Outlay	38,745	4,020	10.4%
Other Expenditures	164,890	47,915	29.1%
Transfers (In) Out	(437,000)	-	0.0%
Total Expenditures	\$15,001,629	\$2,009,765	13.4%
 Excess of Revenues Over Expenditures	 (\$105,558)	 \$179,903	
 Fund Balance 7/1/22	 6,771,616	 6,771,616	
 Fund Balance 7/31/22	 \$6,666,058	 \$6,951,519	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$957,500	-	0.0%
Bond Proceeds	7,245,000	-	100.0%
	-----	-----	-----
Total Revenue	\$8,202,500	\$0	100.0%
EXPENDITURES:			

Contractual Services	120,800	11,209	0.0%
Capital Outlay	11,078,484	1,523,426	13.8%
	-----	-----	-----
Total Expenditures	11,199,284	1,534,635	13.7%
Excess of Revenues Over Expenditures	(\$2,996,784)	(\$1,534,635)	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
	-----	-----	
Fund Balance 7/31/22	\$1,057,233	\$2,519,382	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$450,000	\$198,837	44.2%
Bookstore Sales	425,000	14,446	3.4%
Athletics	41,040	-	0.0%
Other	74,175	5,402	7.3%
-----	-----	-----	-----
Total Revenue	\$990,215	\$218,685	22.1%
EXPENDITURES:			

Salaries	\$331,100	\$12,176	3.7%
Employee Benefits	33,433	-	0.0%
Contractual Services	115,830	4,830	4.2%
Materials & Supplies	542,860	171,176	31.5%
Conference & Meeting	332,463	4,198	1.3%
Fixed Charges	13,459	-	0.0%
Utilities	17,295	765	4.4%
Capital Outlay	650	189	29.1%
Other Expenditures	26,373	643	2.4%
-----	-----	-----	-----
Total Expenditures	\$1,413,463	\$193,977	13.7%
Excess of Revenues Over Expenditures	(\$423,248)	\$24,708	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	
-----	-----	-----	
Fund Balance 7/31/22	\$1,048,454	\$1,496,410	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
Vocational Education	\$153,441	-	0.0%
Adult Education	253,516	-	0.0%
Other Illinois Sources	131,865	-	0.0%
Department of Education	3,671,193	-	0.0%
Other Federal Sources	54,456	-	0.0%
Tuition & Fees	551,000	243,023	44.1%
Sales & Service Fees	24,500	657	2.7%
Interest	20,000	-	0.0%
Non-govt. Gifts, Grants	376,614	43,726	11.6%
Other	298,951	5,067	1.7%
	-----	-----	-----
Total Revenue	\$5,535,536	292,473	5.3%
 <u>EXPENDITURES:</u>			
Salaries	\$1,356,672	\$94,100	6.9%
Employee Benefits	345,676	7,444	2.2%
Contractual Services	825,094	137,306	16.6%
Materials & Supplies	279,913	98,052	35.0%
Conference & Meeting	142,696	20,162	14.1%
Fixed Charges	26,758	-	0.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,069,430	214,740	20.1%
Other Expenditures	236,583	3,334	1.4%
Financial Aid	2,588,010	-	0.0%
Transfers out (in)	427,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,302,704	\$575,138	7.9%
 Excess of Expenditures Over Revenue	 (\$1,767,168)	 (\$282,665)	
 Fund Balance 7/1/22	 2,297,807	 2,297,807	
	-----	-----	
Fund Balance 7/31/22	\$530,639	\$2,015,142	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$60,000	-	0.0%
	-----	-----	-----
Total Revenue	\$60,000	\$0	0.0%
EXPENDITURES:			

Contractual Services	\$57,000	\$1,400	2.5%
	-----	-----	-----
Total Expenditures	\$57,000	\$1,400	2.5%
Excess of Revenues Over Expenditures	\$3,000	(\$1,400)	
Fund Balance 7/1/22	(\$2,785)	(\$2,785)	
	-----	-----	
Fund Balance 7/31/22	\$215	(\$4,185)	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
Local Taxes	\$1,831,050	-	0.0%
Total Revenue	\$1,831,050	\$0	0.0%
EXPENDITURES:			
Fixed Charges	\$1,776,050	-	0.0%
Total Expenditures	\$1,776,050	\$0	0.0%
Excess of Revenues Over Expenditures	\$55,000	\$0	
Fund Balance 7/1/22	\$870,056	\$870,056	
Fund Balance 7/31/22	\$925,056	\$870,056	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
Local Taxes	\$1,327,500	-	0.0%
Total Revenue	\$1,327,500	\$0	0.0%
EXPENDITURES:			
Salaries	\$325,557	\$22,273	6.8%
Employee Benefits	308,274	53,252	17.3%
Contractual Services	389,425	46,913	12.0%
Materials & Supplies	16,300	-	0.0%
Conference & Meetings	23,220	7,595	32.7%
Fixed Charges	251,122	222,072	88.4%
Utilities	36,400	228	0.6%
Total Expenditures	\$1,350,298	\$352,333	26.1%
Excess of Revenues Over Expenditures	(\$22,798)	(\$352,333)	
Fund Balance 7/1/22	\$414,929	\$414,929	
Fund Balance 7/31/22	\$392,131	\$62,596	

August 2022
Financials
(FY23)

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE
 FY23

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

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$7,237,650	747,234	10.3%
Credit Hour Grants	1,274,865	270,478	21.2%
Equalization	50,000	8,333	16.7%
ICCB Career/Tech Education	136,719	68,360	50.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	625,000	24,291	3.9%
Federal Sources	72,000	10,213	14.2%
Tuition & Fees	4,936,900	2,348,967	47.6%
Sales & Services	29,550	2,672	9.0%
Facilities Revenue	111,850	16,997	15.2%
Interest on Investments	7,000	15,748	225.0%
Non-Govt. Gifts, Grants	355,161	-	0.0%
Miscellaneous	44,376	12,798	28.8%
	-----	-----	-----
Total Revenue	\$14,896,071	\$3,526,091	23.7%
<u>EXPENDITURES:</u>			
Salaries	\$9,874,831	\$1,044,788	10.6%
Employee Benefits	2,330,171	631,554	27.1%
Contractual Services	1,180,688	329,159	27.9%
Materials & Supplies	935,410	264,358	28.3%
Conference & Meeting	269,788	28,714	10.6%
Fixed Charges	62,390	34,475	55.3%
Utilities	581,716	509,800	87.6%
Capital Outlay	38,745	6,008	15.5%
Other Expenditures	164,890	134,334	81.5%
Transfers (In) Out	(437,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$15,001,629	\$2,983,190	19.9%
Excess of Revenues Over Expenditures	(\$105,558)	\$542,901	
Fund Balance 7/1/22	6,771,616	6,771,616	
	-----	-----	
Fund Balance 8/31/22	\$6,666,058	\$7,314,517	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$957,500	164,373	17.2%
Bond Proceeds	7,245,000	-	100.0%
	-----	-----	-----
Total Revenue	\$8,202,500	\$164,373	100.0%
EXPENDITURES:			

Contractual Services	120,800	30,709	0.0%
Capital Outlay	11,078,484	1,103,319	10.0%
	-----	-----	-----
Total Expenditures	11,199,284	1,134,028	10.1%
Excess of Revenues Over Expenditures	(\$2,996,784)	(\$969,655)	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
	-----	-----	
Fund Balance 8/31/22	\$1,057,233	\$3,084,362	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
Tuition and Fees	\$450,000	\$232,902	51.8%
Bookstore Sales	425,000	180,969	42.6%
Athletics	41,040	4,500.00	11.0%
Other	74,175	19,512	26.3%
Total Revenue	\$990,215	\$437,883	44.2%
EXPENDITURES:			
Salaries	\$331,100	\$30,100	9.1%
Employee Benefits	33,433	6,593	19.7%
Contractual Services	115,830	13,215	11.4%
Materials & Supplies	542,860	216,469	39.9%
Conference & Meeting	332,463	18,533	5.6%
Fixed Charges	13,459	1,050	7.8%
Utilities	17,295	765	4.4%
Capital Outlay	650	610	93.8%
Other Expenditures	26,373	1,679	6.4%
Total Expenditures	\$1,413,463	\$289,014	20.4%
Excess of Revenues Over Expenditures	(\$423,248)	\$148,869	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	
Fund Balance 8/31/22	\$1,048,454	\$1,620,571	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
Vocational Education	\$153,441	-	0.0%
Adult Education	253,516	-	0.0%
Other Illinois Sources	131,865	-	0.0%
Department of Education	3,671,193	291,191	7.9%
Other Federal Sources	54,456	-	0.0%
Tuition & Fees	551,000	284,658	51.7%
Sales & Service Fees	24,500	2,427	9.9%
Interest	20,000	-	0.0%
Non-govt. Gifts, Grants	376,614	43,726	11.6%
Other	298,951	27,432	9.2%
	-----	-----	-----
Total Revenue	\$5,535,536	649,434	11.7%
 <u>EXPENDITURES:</u>			
Salaries	\$1,356,672	\$184,439	13.6%
Employee Benefits	345,676	46,234	13.4%
Contractual Services	825,094	156,198	18.9%
Materials & Supplies	279,913	110,121	39.3%
Conference & Meeting	142,696	33,696	23.6%
Fixed Charges	26,758	-	0.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,069,430	194,332	18.2%
Other Expenditures	236,583	198,133	83.7%
Financial Aid	2,588,010	-	0.0%
Transfers out (in)	427,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,302,704	\$923,153	12.6%
Excess of Expenditures Over Revenue	(\$1,767,168)	(\$273,719)	
Fund Balance 7/1/22	2,297,807	2,297,807	
	-----	-----	
Fund Balance 8/31/22	\$530,639	\$2,024,088	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
Local Taxes	\$60,000	4,795.00	8.0%
Total Revenue	\$60,000	\$4,795	8.0%
EXPENDITURES:			
Contractual Services	\$57,000	\$58,000	101.8%
Total Expenditures	\$57,000	\$58,000	101.8%
 Excess of Revenues Over Expenditures	 \$3,000	 (\$53,205)	
 Fund Balance 7/1/22	 (\$2,785)	 (\$2,785)	
Fund Balance 8/31/22	\$215	(\$55,990)	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,831,050	-	0.0%
	-----	-----	-----
Total Revenue	\$1,831,050	\$0	0.0%
EXPENDITURES:			

Fixed Charges	\$1,776,050	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,776,050	\$0	0.0%
Excess of Revenues Over Expenditures	\$55,000	\$0	
Fund Balance 7/1/22	\$870,056	\$870,056	
	-----	-----	
Fund Balance 8/31/22	\$925,056	\$870,056	

AGENDA ITEM #XII-A
 SEPTEMBER 27, 2022
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,327,500	\$115,792	8.7%
-----	-----	-----	-----
Total Revenue	\$1,327,500	\$115,792	8.7%
EXPENDITURES:			

Salaries	\$325,557	\$44,634	13.7%
Employee Benefits	308,274	77,302	25.1%
Contractual Services	389,425	57,944	14.9%
Materials & Supplies	16,300		0.0%
Conference & Meetings	23,220	11,225	48.3%
Fixed Charges	251,122	252,787	100.7%
Utilities	36,400	1,428	3.9%
-----	-----	-----	-----
Total Expenditures	\$1,350,298	\$445,320	33.0%
Excess of Revenues Over Expenditures	(\$22,798)	(\$329,528)	
Fund Balance 7/1/22	\$414,929	\$414,929	
-----	-----	-----	
Fund Balance 8/31/22	\$392,131	\$85,401	