

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
January 24, 2023 – 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. Moment of Silence in Memory of Former Trustee Sally Sharelis
- III. Approval of Agenda
- IV. Approval of Minutes: November 22, 2022 Audit & Finance Committee Meeting
 November 22, 2022 Regular Meeting
 December 20, 2022 Board Retreat
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreements Between Highland Community College and Forrestville Valley School District #221, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, and Stockton CUSD #206 for the 2023 – 2024 Academic Year (FY24) (Page 1)
 - B. Administration
 - 1. Board Meeting Schedule (Page 12)
 - C. Personnel
 - 1. Seniority Lists (Page 13)
 - 2. Part-time Instructors, Overload, and Other Assignments (Page 21)
 - D. Financial (None)

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.

X. Main Motions

A. Academic

1. **2023-2026 Academic Calendar (Page 24)**

B. Administration

1. **Declare Property Surplus and Authorize Disposal (Page 29)**
2. **First Reading: Policy Manual Chapter II: Instruction (Page 30)**

C. Personnel

1. **Revised Job Description: Coordinator, Disability Services (Page 56)**
2. **Appointment: Director, Trio Educational Opportunity Centers (EOC) (Grant Funded) (Page 59)**

D. Financial

1. **Acceptance of Proposal: Building "T" (Dorothy and R.C. Clock Technology Center) Welding Lab Updates (Page 60)**
2. **First Reading – Tuition (Page 67)**
3. **Acceptance of Proposal: Building "H" (Student/Conference Center) Chilled Water Air Conditioning (Chiller) Replacement Project (Page 68)**
4. **Resolution Providing for the Issue of Not to Exceed \$8,150,000 General Obligation Community College Bonds, Series 2023, of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and the State of Illinois, for the Purpose of Paying Claims Against Said Community College District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof (Page 70)**
5. **Payment of Bills and Agency Fund Report – November 2022 (Page 97)**
6. **Payment of Bills and Agency Fund Report – December 2022 (Page 99)**

XI. Reports

- A. **Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 101)**
- B. **Student Trustee**
- C. **Audit and Finance Committee**
- D. **ICCTA Representative**
- E. **Board Chair**
- F. **President**

XII. CLOSED SESSION

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

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
 - 1. College Access Specialist, TRIO Educational Opportunity Centers (EOC) (Handout)
- B. Collective Negotiating Matters
 - 1. Memorandum of Understanding (MOU) for Spring 2023 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic (Page 120)

XIV. Old Business

XV. New Business

- A. Appoint Trustees to Review Closed Session Minutes for Calendar Year 2023

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – March 8, 2023, at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Regular Board Meeting – February 28, 2023, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVII. Adjournment

**AGENDA ITEM #IX-A-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND FORRESTVILLE VALLEY SCHOOL DISTRICT #221,
FREEPORT SCHOOL DISTRICT #145, LENA-WINSLOW SCHOOL DISTRICT #202,
ORANGEVILLE CUSD #203, AND STOCKTON CUSD #206 FOR THE
2023 – 2024 ACADEMIC YEAR (FY24)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached *CollegeNOW* agreements for the 2023 – 2024 (FY24) academic year for qualified students attending Forrestville Valley School District #221, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, or Stockton CUSD #206.

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

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
Forrestville Valley School District 221 and Highland Community College

General Provisions


- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2023-2024 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2023, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College


For Forrestville Valley School District 221

Chris Kuberski, President Date

 12/14/2022

Superintendent Date

Jim Endress, Chair
Board of Trustees Date

 12/14/2022

President
Board of Education Date

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
Freeport School District 145 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2023-2024 year, the CollegeNOW cost of \$6,200 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Freeport High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.


- Following fall 2023, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will present this letter to the College cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Freeport School District by September 15th and February 15th in two payments of \$2,850 per student to occur by fall and spring deadlines.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College


Chris Kuberski, President Date

Jim Endress, Chair
Board of Trustees Date

For Freeport School District 145

 12/13/22

Superintendent Date

 12/13/2022

President
Board of Education Date

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
Lena-Winslow School District 202 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2023-2024 year, the CollegeNOW students and their parent or guardian from Lena-Winslow High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Lena-Winslow High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
Orangeville CUSD 203 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2023-2024 year, the CollegeNOW students and their parent or guardian from Orangeville High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Orangeville High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
Stockton CUSD 206 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2023-2024 year, the CollegeNOW students and their parent or guardian from Stockton High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Stockton High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

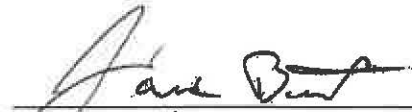
- Following fall 2023, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Stockton CUSD 206

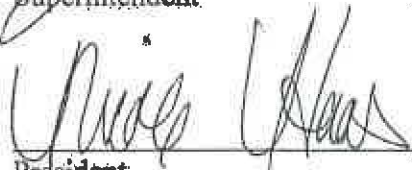


President Date



Superintendent Date

Chair Date
Board of Trustees



President Date
Board of Education

**AGENDA ITEM #IX-B-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE**

BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2023:

January 24, 2023
February 28, 2023
March 28, 2023
April 25, 2023

BACKGROUND: The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

SENIORITY LISTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that show the services each faculty member is competent to render.

BACKGROUND: An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

BOARD ACTION: _____

**Business and Technology FT Faculty
(Updated at the end of May, 2022)**

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jennifer Alderman	2	Accounting	
Amy Chamberlin	8	Cosmetology	
Justin Ebert	8	Agriculture	
Joe Grove	13	Economics	BUSN 121
Rich Jacobs	12	Business	
Jeremy Monigold	17	Information Technology	BUSN 141
Jim Palmer	21	Automotive	
Monica Pierce	5	Agriculture	
Aaron Sargent	8	Industrial Manufacturing	MATH 111
Kristin Stinnett	4	Automotive	
Evan Talbert	7	Business	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Interim Vice President/CAO, Academic Services by November 14. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**Business and Technology FT Faculty
(Updated at the end of May, 2022)**

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Todd Vacek	8	Welding	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Interim Vice President/CAO, Academic Services by November 14. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2022)**

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Sammy Ahmed	3.5	World Civilization/Political Science	
Robert Apolloni	20	Art	
Harry Bodell	3	Speech Communications	
Laura Early	6.5	Theatre	HUMA 104
Sam Fiorenza	24	English	
Randy Haldeman	2	Vocal Music	
Julie Hartman-Linck	5	Sociology	
Melissa Johnson	.5	Early Childhood Education	
Chelsea Martinez	10	Psychology/Education	
Tracy Mays	20	English/German	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2022)**

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Kathrine Perkins	9	English	
Paul Rabideau	19.5	Psychology	
Jennifer Roser	7	Criminal Justice	
Jami Spencer	3	Integrated Reading and Writing/Co-Requisite Writing	
Donna Tufariello	19.5	English	
James Yeager	17	Speech	HUMA 110/MCOM 110, 130, 131, 150, 205

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Library FT Faculty
(Updated at the end of May, 2022)

<u>Name</u>	<u>Position Title</u>	<u>Date of Position Hire</u>
Michael Skwara	User Services Librarian	01/24/2005
Laura Watson	Reference Librarian	03/25/1998

Natural Science and Mathematics FT Faculty
(Updated at the end of May, 2022)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Steven Curran	4	Earth Sciences/Geography	
Karla Giuffre	13	Biology	
Tony Grahame	26	Biology	
Martin Hilberg	3	Mathematics	
Steve Mihina	26	Mathematics	
Juliet Moderow	16	Biology	
Alan Nowicki	29	Biology	
Jenna Rancingay	10	Mathematics	
Mark Rasmussen	2	Mathematics	
John Sullivan	23	Chemistry	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Nursing and Allied Health FT Faculty
(Updated at the end of May, 2022)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jessica Larson	11.5	Nursing	
Amanda Lessman	2	Nursing	
Cassie Mekeel	7	Nursing	
Shelly Morgan	7.5	Nursing	
Jessica Schneiderman	2	Nursing	
Chrislyn Senneff	13	Nursing	
Kay Sperry	13.5	Nursing	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Interim Vice President/CAO, Academic Services by November 14. The Interim Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**AGENDA ITEM #IX-C-2
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

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

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

BOARD ACTION: _____

Fall 2022				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Lifelong Learning								
Mark	Peterson	3630	PERS037MCC	Church In Hitler's Germany				\$41.25
Mark	Peterson	3631	PERS037NCC	Korean War				\$41.25
Gordon	Dammann	3634	PERS037OCC	Civil War Departments				\$150.00
Art	Dawson	3683	PERS036ZCC	Wire Wrap Pendant				\$75.00
Amy	Goldberg	3670	PERS036UCC	Basics of Bridge				\$200.00
Kathy	Heid	3632	PERS036GCC	Walk and Stretch				\$540.00
Roger	Hicks	3906	WFD048A	Intro to Welding Custom				\$930.00
Roger	Hicks	3658	PERS036JCC	Intro to Shield Metal Arc Welding				\$85.00
Roger	Hicks	3659	PERS036KCC	Intro to Mig Welding				\$85.00
Debbie	Miller	3592	PERS036BCC	Card Making				\$204.00
Debbie	Miller	3593	PERS036CCC	Card Making				\$184.80
Thompson	Brandt	3646	PERS037RCC	Write a Novel in a Month				\$150.00
Cindy	Bielefeldt			Lifelong Learning Team Building				\$100.00
Kate	Perkins	3732	LTRE097HBD	Rdg, Writing, Reasoning		3	\$1,356.73	\$4,070.19
Jessica	Larson	3921	NURS109ISX	BNA Lab (IS)		2.75	\$30.00	\$82.50
Amanda	Lessman	3452	NURS109BHX	BNA Clinical		1.76	\$1,356.73	\$2,387.85
Aaron	Sargent			Manufacturing Day Presenter				\$100.00
Todd	Vacek			Manufacturing Day Presenter				\$100.00
Kristin	Stinnett			Manufacturing Day Presenter				\$100.00
Marlah	Studer			Assistant Women's Basketball Coach				\$4,500.00
Michael	Skwara			ATR Vacancy Interim Plan				\$8,547.39
Scott	Anderson	3878	OCED290E	Work Pl Exp - Equine		0.2	\$678.37	\$135.67
Christine	McDermet			Cosmetology Lab - P/T Instructor	TBD		\$26.78	TBD
Spring 2023								
Kirk	Pearson	6297	SPCH295SXX	Ldrshp Institute		3	\$540.00	\$1,620.00
Kirk	Pearson			Curriculum Development SPCH295SXX				\$600.00
Kirk	Pearson	6296	SPCH295JXX	JoDavless Ldrshp Forum		3	\$540.00	\$1,620.00
Kirk	Pearson			Curriculum Development SPCH295JXX				\$600.00
Carol	Engelkens			Office Technology - P/T Instructor	TBD		\$28.35	TBD
Denise	Johnson			Office Technology - P/T Instructor	TBD		\$31.61	TBD
Tasha	Marini			Cosmetology - P/T Instructor	TBD		\$26.78	TBD
Christine	McDermet			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
Other Assignments								
John	Hartman			Piano tunings, replaced Yamaha pedal				\$ 285.00
Kim	McIver			Diversity Committee program speaker 11/14/22				\$ 200.00
Joshua	King-Slowinski			LifeLong Learning instructor 11/2/22 and 11/9/22				\$ 468.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Catherine	Urban			LifeLong Learning Instructor 11/12/22				\$ 385.00
James	Blair			Worked table for 2 Men's and 2 Women's Basketball games				\$ 200.00
Robert	Buckwalter			Worked table for 2 Men's and 3 Women's Basketball games				\$ 250.00
Eric	Katzenberger			Worked table for 2 Men's and 1 Women's Basketball games				\$ 90.00
Joshua	King-Slowinski			LifeLong Learning Instructor 11/16/22				\$ 104.00
Bill	Pospischil			Worked table for 2 Men's and 2 Women's Basketball games				\$ 200.00
Jeff	Slattengren			Worked table for 2 Men's Basketball games				\$ 100.00
John	Hartman			Piano tunings 11/14, 11/18				\$ 130.00
Kathryn	Rotz			Business Institute instructor				\$ 600.00
John	Hartman			Harpichord and piano tuning				\$ 145.00
Mason	Dietmeier			Trumpet player for Madrigal Dinner				\$ 100.00
Annette	Hackbarth			Four rehearsals, recruited players, taught/arranged music/repared instruments				\$ 125.00
Irene	Moore			Helped sew together Dragons Love Tacos costumes				\$ 500.00
Dawson	Stache			Trumpet player for Madrigal Dinner				\$ 100.00
Ethan	Bradley			Played the Jester for Madrigal Dinner				\$ 300.00
Takesha	Brooks			Conflict Resolution guest speaker for December Saturday Academy				\$ 200.00
Dominique	Downing			Soundboard operator for Choral concert, helped with Madrigal Dinner				\$ 200.00
Stuart	Roddy			LifeLong Learning Instructor 11/10/22				\$ 330.00
Joshua	King-Slowinski			LifeLong Learning Instructor 12/6/22, 12/7/22 and 12/14/22				\$ 381.00
James	Blair			Worked scorer's table in December				\$ 700.00
Robert	Buckwalter			Worked scorer's table in December				\$ 700.00
Eric	Katzenberger			Worked scorer's table in December				\$ 700.00
Bill	Pospischil			Worked scorer's table in December				\$ 700.00
Jeff	Slattengren			Worked scorer's table for 12 tournament basketball games				\$ 600.00
Erin	Korte			Deputy for William Bear tournament - 7.5 hours at \$30 per hour rate				\$ 225.00
Alegra	Koser			Deputy for William Bear tournament - 15 hours at \$30 per hour rate				\$ 450.00

**AGENDA ITEM #X-A-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

2023-2026 ACADEMIC CALENDAR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached 2023-2026 Academic Calendar, including adding Juneteenth as an additional holiday starting Summer 2023.

BACKGROUND: The proposed calendar has been reviewed and discussed by the Calendar Committee and was communicated to the president of the Faculty Senate for input. This calendar will be included in the 2023-2026 catalog.

The Calendar Committee, made up of various campus representatives, also recommended adding Juneteenth as an additional holiday to the academic calendar starting Summer 2023. The committee discussed and received input from faculty, staff, and the Diversity Committee. Previously, the Board approved a revision to Policy 4.20 – Holidays Observed to include Juneteenth as a recognized holiday option. The current recommendation would add Juneteenth as a holiday observed by the College; thus, it would be an additional day that the campus would be closed.

BOARD ACTION: _____



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Academic Calendar 2023-2026

Fall 2023

April 17, 2023 – August 18, 2023	Registration for Fall 2023
August 17	Faculty return to campus
August 21	Classes begin
August 21 – 25	Class changes permitted
August 25	Last day to drop for first 8-week classes, no record/refund
September 1	Last day to drop for 16-week classes, no record/refund
September 4	Holiday • Labor Day
October 6	Last day to withdraw "W" for first 8-week classes
October 9	Holiday • Columbus Day
October 13	Midterm
October 16	Second 8-week classes begin
October 20	Last day to drop for second 8-week classes, no record/refund
October 23, 2023 – January 12, 2024	Registration for Spring 2024
November 23 – 24	Holiday • Thanksgiving
November 27	Last day to withdraw "W" for 16-week and second 8-week classes
December 11 – 15	Final exams
December 15	End of Fall term
December 22 & 25	Holiday • Christmas Eve Observed & Christmas Day
December 22, 2023 – January 1, 2024	Campus closed

Spring 2024

October 23, 2023– January 12, 2024	Registration for Spring 2024
January 1	Holiday • New Year's Day
January 11	Faculty return to campus
January 15	Holiday • Martin Luther King Jr. Day
January 16	Classes begin
January 16 – 22	Class changes permitted
January 22	Last day to drop for first 8-week classes, no record/refund
January 29	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 21 – June 6	Registration for Summer 2024
March 1	Last day to withdraw "W" for first 8-week classes
March 8	Midterm
March 11	Second 8-week classes begin
March 15	Last day to drop for second 8-week classes, no record/refund
March 18 – 22	Academic Holidays • Spring Break
April 15 – August 16	Registration for Fall 2024
April 25	Last day to withdraw "W" for 16-week and second 8-week classes
May 9, 10, 13, 14, 15	Final exams
May 15	End of Spring term
May 18	Commencement
May 18	Final day instructors

Pre-Summer Session 2024

May 20	Classes begin
May 21	Last day to drop, no record/refund
May 27	Holiday • Memorial Day
June 6	End of session

Summer 2024

February 21, 2024 – June 6, 2024	Registration for Summer 2024
June 10	Classes begin
June 10 – 13	Class changes permitted
June 17	Last day to drop for 8-week classes, no record/refund
June 19	Holiday • Juneteenth
July 4	Holiday • Fourth of July
July 4	Midterm
July 25	Last day to withdraw "W"
August 1	End of Summer session

Fall 2024

April 15, 2024 – August 16, 2024	Registration for Fall 2024
August 15	Faculty return to campus
August 19	Classes begin
August 19 – 23	Class changes permitted
August 23	Last day to drop for first 8-week classes, no record/refund
August 30	Last day to drop for 16-week classes, no record/refund
September 2	Holiday • Labor Day
October 4	Last day to withdraw "W" for first 8-week classes
October 11	Midterm
October 14	Holiday • Columbus Day
October 15	Second 8-week classes begin
October 21	Last day to drop for second 8-week classes, no record/refund
October 21, 2024 – January 10, 2025	Registration for Spring 2025
November 21	Last day to withdraw "W" for 16-week and second 8-week classes
November 28-29	Holiday • Thanksgiving
December 9 - 13	Final exams
December 13	End of Fall term
December 24 – 25	Holiday • Christmas Eve & Christmas Day
December 23, 2024 – January 1, 2025	Campus closed

Spring 2025

October 21, 2024– January 10, 2025	Registration for Spring 2025
January 1	Holiday • New Year's Day
January 9	Faculty return to campus
January 13	Classes begin
January 13 - 17	Class changes permitted
January 17	Last day to drop for first 8-week classes, no record/refund
January 20	Holiday • Martin Luther King Jr. Day
January 27	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 19 – June 5, 2025	Registration for Summer 2025
February 28	Last day to withdraw "W" for first 8-week classes
March 7	Midterm
March 10	Second 8-week classes begin
March 14	Last day to drop for second 8-week classes, no record/refund
March 17-21	Academic Holidays • Spring Break
April 14 – August 15, 2025	Registration for Fall 2025
April 24	Last day to withdraw "W" for 16-week and second 8-week classes
May 8, 9, 12, 13, 14	Final exams
May 14	End of Spring term
May 17	Commencement
May 17	Final day instructors

Pre-Summer Session 2025

May 19	Classes begin
May 20	Last day to drop, no record/refund
May 26	Holiday • Memorial Day
June 5	End of session

Summer 2025

February 19, 2025 - June 5, 2025	Registration for Summer 2025
June 9	Classes begin
June 9 - 12	Class changes permitted
June 16	Last day to drop for 8-week classes, no record/refund
June 19	Holiday • Juneteenth
July 3	Midterm
July 3	Holiday • Fourth of July Observed
July 24	Last day to withdraw "W"
July 31	End of Summer session

Fall 2025

April 14, 2025 - August 15, 2025	Registration for Fall 2025
August 14	Faculty return to campus
August 18	Classes begin
August 18 - 22	Class changes permitted
August 22	Last day to drop for first 8-week classes, no record/refund
August 29	Last day to drop for 16-week classes, no record/refund
September 1	Holiday • Labor Day
October 3	Last day to withdraw "W" for first 8-week classes
October 10	Midterm
October 13	Holiday • Columbus Day
October 14	Second 8-week classes begin
October 20	Last day to drop for second 8-week classes, no record/refund
October 20, 2025 - January 9, 2026	Registration for Spring 2026
November 20	Last day to withdraw "W" for 16-week and second 8-week classes
November 27-28	Holiday • Thanksgiving
December 8 - 12	Final exams
December 12	End of Fall term
December 24 - 25	Holiday • Christmas Eve & Christmas Day
December 24, 2025 - January 2, 2026	Campus closed

Spring 2026

October 20, 2025- January 9, 2026	Registration for Spring 2026
January 1	Holiday • New Year's Day
January 8	Faculty return to campus
January 12	Classes begin
January 12-16	Class changes permitted
January 16	Last day to drop for first 8-week classes, no record/refund
January 19	Holiday • Martin Luther King Jr. Day
January 26	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 18 - June 4, 2026	Registration for Summer 2026
February 27	Last day to withdraw "W" for first 8-week classes
March 6	Midterm
March 9	Second 8-week classes begin
March 13	Last day to drop for second 8-week classes, no record/refund
March 16 - 20	Academic Holidays • Spring Break
April 13 - August 14, 2026	Registration for Fall 2026
April 23	Last day to withdraw "W" for 16-week and second 8-week classes
May 7, 8, 11, 12, 13	Final exams
May 13	End of Spring term
May 16	Commencement
May 16	Final day instructors

Pre-Summer Session 2026

May 18 Classes begin
May 19 Last day to drop, no record/refund
May 25 Holiday • Memorial Day
June 4 End of session

Summer 2026

February 18, 2026 – June 4, 2026 Registration for Summer 2026
June 8 Classes begin
June 8– 11 Class changes permitted
June 15 Last day to drop for 8-week classes, no record/refund
June 18 Holiday • Juneteenth Observed
July 2 Midterm
July 2 Holiday • Fourth of July Observed
July 23 Last day to withdraw "W"
July 30 End of Summer session

**AGENDA ITEM #X-B-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE**

DECLARE PROPERTY SURPLUS AND AUTHORIZE DISPOSAL

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees declares property surplus, namely 33 tables, and authorizes Jill Janssen, Vice President/CFO, Administrative Services, to dispose of the same in such manner as deemed by her to be in the best interest(s) of the College.

BACKGROUND: New furniture has been installed in the dining area of the Cafeteria to make it more comfortable and inviting. The tables that were previously in use are no longer needed in that area. Availability of the tables was emailed to all campus employees in case other departments could use them. A few were taken, but most remain. The next steps will include posting the surplus items to the College website stating they are available with the removal the responsibility of the interested party. We will give preference to nonprofit organizations for the first seven days. If tables remain after that, we will look into donating or disposing of them.

BOARD ACTION: _____

**AGENDA ITEM #X-B-2
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – POLICY MANUAL CHAPTER II
INSTRUCTION**

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

BACKGROUND: The list of attached policies incorporates name updates and language clarification. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the 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>
2.051	Language updated.
2.06	Language updated.
2.07	Name updated.
2.17	Language updated.

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

BOARD ACTION: _____

CHAPTER II
INSTRUCTION
TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
2.00	Curricular Offerings
2.001	Dual Credit Course Offerings
2.01	Statement on General Education
2.02	Cooperation with District and Area Institutions, Agencies and Persons
2.03	Oral English Language Proficiency
2.04	Curriculum Development
2.05	Academic Program Evaluation
2.051	Occupational Course Guarantees
2.052	Transfer Course Guarantees
2.06	Course Syllabi
2.07	Instructional Materials
2.08	Class Size
2.09	Text Selection
2.10	Academic Freedom
2.11	Advisory Committees
2.12	Articulation
2.13	Semester Schedules
2.14	Transfer Program Preparedness
2.15	Academic Integrity
2.16	Assignment of Schedules
2.17	Office Hours for Instructional Staff
2.18	Dual Credit Substitute Instructors
2.19	Course Credit Hours

2.00 Curricular Offerings (Reaffirmed 8/27/19)

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet the educational needs of the citizens of the College District.
- E. Community education and cultural activities in the district.

2.001 Dual Credit Course Offerings (Reaffirmed 8/27/19)

The College recognizes that dual credit credit-bearing courses are college courses, regardless of where they are being offered. Therefore, dual credit courses must meet the same academic standards as those courses offered on campus.

The established criteria must be met for a dual credit course to be offered:

- Proficiencies and standards of the course are met.
- The learner outcomes of the dual credit course are the same as the established and previously approved HCC course.
- Comparable college-level materials are being used in the course (i.e., reading material, writing assignments, etc.).
- Students enrolled in the course have met the appropriate prerequisites and/or placement exam standards.

Additional items that will be considered in the review process include, but are not limited to, the following:

- Where and how the course will be offered.
- If/how the course will impact program enrollment.

All new dual credit course offerings taught by a high school instructor at the high school will be evaluated by the full-time faculty in the content area and the appropriate division dean. Dual credit courses will be evaluated following policy 4.35, Evaluation of Instruction. College faculty devoting significant time and effort in hiring, supervising, and evaluating part-time dual credit instructors will be compensated as stated in the Board-Faculty contract.

Dual credit shall follow State Laws and Regulations and meet Accreditation Standards. College policies, instructional procedures, and academic standards will also apply to these courses and the students, faculty, and staff associated with them.

A. Employment of dual credit instructors:

1. In keeping with laws and policies enacted by the State of Illinois and the Illinois Board of Higher Education, all dual credit instructors teaching courses for credit at Highland Community College are employees of Highland Community College. As such, all dual credit instructors teaching courses for credit at Highland Community College will be treated equitably with other part time instructors at Highland Community College.
2. Instructors teaching credit bearing college level courses for dual credit must meet the same academic criteria as faculty teaching on campus, and possess the same credentials and teaching competencies appropriate to field of instruction.

3. In accordance with the Dual Credit Quality Act, dual credit instructors will be offered an opportunity to participate in all activities available to other part time faculty, including professional development.
4. In accordance with the ICCB regulation pertaining to dual credit courses, dual credit instructors that are not full-time HCC faculty, will be selected, employed, and annually evaluated by the College.

2.01 Statement on General Education (Reaffirmed 8/27/19)

Highland Community College recognizes the importance of educating its students in a wide range of course curricula (programs of study) to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons
(Revised 8/27/19)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement alternative delivery opportunities as well.

The College recognizes the use of institutions, agencies and persons as educational resources.

2.03 Oral English Language Proficiency (Reaffirmed 8/27/19)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

2.04 Curriculum Development (Reaffirmed 8/27/19)

In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and State offices.

2.05 Academic Program Evaluation (Revised 8/27/19)

All academic programs should be relevant, high quality, effective, cost effective and should support the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the process explained in the ICCB program review manual procedures found in the Faculty Handbook.

2.051 Occupational Course Guarantees (Revised 8/27/19)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his or her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology. The guarantee is void if the program is no longer offered by the College.

The sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

2.052 Transfer Course Guarantees (Revised 8/27/19)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

2.06 Course Syllabi (Reaffirmed 8/27/19)

Course Syllabi shall be available for inspection in the appropriate division office, ~~or~~ on the College network group drive, or within a College supported curriculum management software solution.

2.07 Instructional Materials (Reaffirmed 8/27/19)

The resources of the ~~Learning Resource Center~~ H.C. Mitchell Library are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in 1980 and reaffirmed in 1996.

2.08 Class Size (Revised 8/27/19)

Class size limits shall be determined by the Deans in consultation with the Vice President of Academic Services/CAO and the instructor involved.

2.09 Text Selection (Reaffirmed 8/27/19)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean.

2.10 Academic Freedom (Reaffirmed 8/27/19)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

2.11 Advisory Committees (Reaffirmed 8/27/19)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.

2.12 Articulation (Reaffirmed 8/27/19)

The Office of the Vice President of Academic Services/CAO shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.

2.13 Semester Schedules (Reaffirmed 8/27/19)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

2.14 Transfer Program Preparedness (Reaffirmed 8/27/19)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.

2.15 Academic Integrity (Reaffirmed 8/27/19)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Reaffirmed 8/27/19)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans after consultation with the Vice President of Academic Services/CAO. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.

- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

2.17 Office Hours for Instructional Staff (Revised 8/27/19)

It is required that faculty members establish and maintain ~~5~~ a minimum of 250 minutes of posted office hours each week in increments of 30 minutes or more. Faculty are expected to fulfill their scheduled office hours each week and if circumstances prevent a faculty member from meeting this responsibility, the faculty member should, if possible, provide advance notice to their students and the division office. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.

2.18 Dual Credit Substitute Instructors (Revised 8/27/19)

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

- A. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; and
- B. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and
- C. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the content area if no qualified high school or Highland instructor could be secured; and
- D. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
- E. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and
- F. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.

2.19 Course Credit Hours (Revised 11/26/19)

The HCC definition of a credit hour complies with federal, state, and accreditation expectation and applies to credit-bearing courses within degree and certificate programs. It is to be practiced by all faculty: full-time, adjunct, and part-time. With the exception of attendance, all definitions and standards apply equally to courses offered both on-campus and off-campus, and in face-to-face, online, hybrid, distance, and correspondence environments where some or all course content and faculty-student interactions may occur through one or more forms of distance or correspondence education.

The following definitions for lecture, lab, practicum, and independent study credit hours apply to fall and spring courses. Credit hours may also be earned in compressed formats proportionately to those earned for the same course in the fall or spring, at no more than one credit per week (7-day period) of full-time study. These courses require the same amount of contact time and outside work per credit hour as is required of fall and spring courses.

- **Lecture: 1 Credit Hour = 50 minutes contact + 120 minutes outside work weekly**
- **Lab: 1 Credit Hour = 100-150 minutes contact + 60-90 minutes outside work weekly**
- **Practicum: 1 Credit Hour = 100-200 minutes contact + 60-120 minutes outside work weekly**
- **Independent Study: 1 Credit Hour = 180 minutes outside work weekly**
- **Experiential Learning: 1 Credit Hour = 45 hours outside work total**
- **Internship: 1 Credit Hour = 75-149 hours on-the-job work total**
- **Credit-by-Examination: Credit hours may be awarded for mastery demonstrated through credit-by-examination. Where allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining credit hours required for a degree.**

**AGENDA ITEM #X-C-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COORDINATOR, DISABILITY SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Coordinator, Disability Services, with placement remaining at range 27 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY23 budget.

BACKGROUND: With the incumbent in the position retiring at the end of January, the job description was reviewed prior to posting. The job description was updated to more accurately reflect the principal duties of the position. The Adult Education and Family Literacy ADA Coordinator Certificate was added under the required license/certification section.

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, Disability Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To ensure students with disabilities receive the necessary accommodations for equal access to the College's programs and services. Acts as the liaison with faculty, staff and students to make sure the campus is accessible to all and maintains compliance with Sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

PRINCIPAL DUTIES: (essential functions)

- Performs intake for new students, to include reviewing disability documentation, performing student interviews, creating accommodation letters, explaining student rights and responsibilities, and educating students on campus support services, and ensuring access and services for Adult Education students and family education programs.
- Acts as a liaison and provides services as appropriate for unforeseen or long term medical-related occurrences.
- Acts as a student advocate as necessary, processes disability related complaints, and answers inquiries from prospective/current students and parents regarding disability services.
- Evaluates program services, maintains accurate and confidential student records, creates and updates department materials, compiles reports, tracks student data and creates financial documents as necessary.
- Provides and facilitates reasonable accommodative services for individual students with appropriate documentation, using a case management system, in consultation with faculty members, advisors and administrators. Coordinates and documents testing accommodations, provides test readers or usage of software text-to-speech reading, schedules and hires sign language interpreters and facilitates the use of adaptive equipment and software.
- Develops, implements and assesses programs, policies, procedures and new services.
- Acts as a liaison with various campus offices, area high schools, state, and community agencies in providing services to students with disabilities.
- Educates faculty and staff on disability related topics and provides outreach and matriculation services to community.
- Maintains and updates current knowledge of adaptive equipment and software, pertinent laws and regulations, as well as their applicability to the college.
- Represents the College at various meetings on and off campus, including, but not limited to, the Northern Illinois Transition Planning Committee.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
Knowledge of principles, practices and procedures related to students with disabilities.
Knowledge of various disabilities and medical conditions.
Knowledge of higher education policies and the Americans with Disabilities Act and Rehabilitation Act of 1973 and how they relate to educational institutions.
Knowledge of adaptive equipment and software for people with disabilities.
Knowledge of utilizing data to make informed decisions.
Knowledge of computer operations and software applications.

Skill in providing case management and counseling to students with various disabilities.
Skill in assessing eligibility for accommodation, adaptive equipment and materials.
Skill in interpreting ADA laws and regulations.
Skill in operating computers and software applications.
Skill in communicating one-on-one and in small groups.
Skill in analyzing complex situations and adopting effective courses of action.
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 special education, learning disabilities, psychology, social services, rehabilitation counseling or a related field, Master's degree preferred and two (2) years experience working with adult or post-secondary students with disabilities OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None~~ Adult Education and Family Literacy ADA Coordinator Certificate after hire.

REPORTS TO: Director, Retention and Learning Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4814

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

LAST REVISED: ~~11/24/2020~~ 01/24/23 *[Pending Board Approval]

**AGENDA ITEM #X-C-2
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
DIRECTOR, TRIO EDUCATIONAL OPPORTUNITY CENTERS (EOC)
(GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Samantha Zumdahl as full-time Director, TRIO Educational Opportunity Centers (EOC) beginning February 20, 2023, at an FY23 salary of \$52,420, 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: Ms. Zumdahl comes to us from FHN where she has been serving as the Team Lead Non-Government and FCC Billing for the FHN Central Business Office. Her responsibilities include leading a team of 10 staff, creating comprehensive reports to monitor progress towards strategic goals, and establishing clear processes to ensure consistency in billing practices among staff. Prior to this role, she was the Compliance and EMR Specialist at the FHN Family Counseling Center. In this position, she ensured agency compliance with all regulatory bodies including The Joint Commission, the State of Illinois, the Department of Child and Family Services, and several grants, wrote and updated agency policies and procedures, monitored key objectives, led staff training, and completed grant applications for new and existing grants. Ms. Zumdahl has also held positions in the fitness and wellness area, including as a Wellness Coordinator at New Glarus Home, as well as RehabCare, and as Senior Fitness Coordinator/Program Manager for Personal Training at the YMCA of the Greater Twin Cities.

Ms. Zumdahl earned her Bachelor of Arts degree from Luther College in Decorah, Iowa, and was awarded her Master of Science degree from A.T. Still University in Kirksville, Missouri.

Ms. Zumdahl's experience in budgeting, management, compliance, and evaluation and process improvement make her an excellent choice for the director position.

BOARD ACTION: _____

**AGENDA ITEM #X-D-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
BUILDING “T” (DOROTHY AND R.C. CLOCK TECHNOLOGY CENTER)
WELDING LAB UPDATES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Helm Service of Freeport, IL of \$299,573.00 for Building “T” (Dorothy and R.C. Clock Technology Center) Welding lab updates.

BACKGROUND: The previous Auto Body lab in building “T” is set to be converted to the new Welding lab. The proposal from Helm Service is for the purchase and installation of the collection system unit, the ductwork and exhaust system arms, and the electrical work needed for the units and electrical power to all 16 workstations. While the dollar amount of the proposal exceeds bidding requirements, our membership with Equalis Group – Cooperative Purchasing Organization satisfies the State of Illinois’ bidding requirements and allows us to forego the usual architect/engineer design costs and bidding process and contract directly with Helm Service, with whom we have had a satisfactory, long-term relationship.

This project will be funded through the College’s Legacy Campaign efforts.

Lead time on new equipment is currently 12-13 weeks from order submittal.

BOARD ACTION: _____

December 15th 2022

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

Re: Welding Lab –Project (Equalis #8091967).

Dear Kurt,

Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service for this work will ensure you are receiving the highest technical expertise in our industry. Our mechanical service procedures promote the highest safety and environmentally conscious practices available. Below is our scope of work broken out for the parts of this Welding Lab project

►Proposed Project #1 Donaldson Torrit Collection System Furnish and Install

Furnish for Installation this new Collection System onto the new poured pad (In Proposed Project #2)

Features of this system are as follows :

DFE 4-16 Model

- FINISH COAT: STANDARD FINISH- BLUE
 - HOPPER: STD HOPPER W/O ACCESS COVER
 - LEGS: STANDARD LEGS (48/25)
 - ELEMENTS: ULTRA-WEB (GALV LINER)
 - INLETS / OUTLETS: STANDARD Size: 24"
 - TYPE: EASY DUCT ROLLED EDGE
 - SOLENOID ENCLOSURE: NEMA 4 110 VAC
 - CONTROL BOX: CONTROL BOX W/ 110 VAC TIMER
 - HOPPER OUTLET PACK: DRUM COVER W/O GATE W/LATCHES
 - POWER PACK: ADDER FOR TOP MOUNT FLANGE FOR TBI 40

TBI 40 60 CYCLE FAN

- 60 CYCLE OPTIONS: ADDER FOR SPOOL PIECE
- TBI ACCESSORIES: 80 dBA SILENCER
- FINISH COAT OPTIONS: FAN - STANDARD BLUE

Extraction Arms

- 6"x10' IAP extraction arms

Specifics:

- Tube, 26-gauge, galvanized, powder coated blue
- Hood, aluminum, powder coated yellow
- Wall bracket, steel, powder coated black (included)
- Duct connection collar, galvanized (included)
- External aluminum joints, powder coated black
- Spring shock assembly
- Shut off damper, built into lower tube
- Grab handle around the hood, powder coated black
- Black hose, rated to 195F (intermittent 260F)

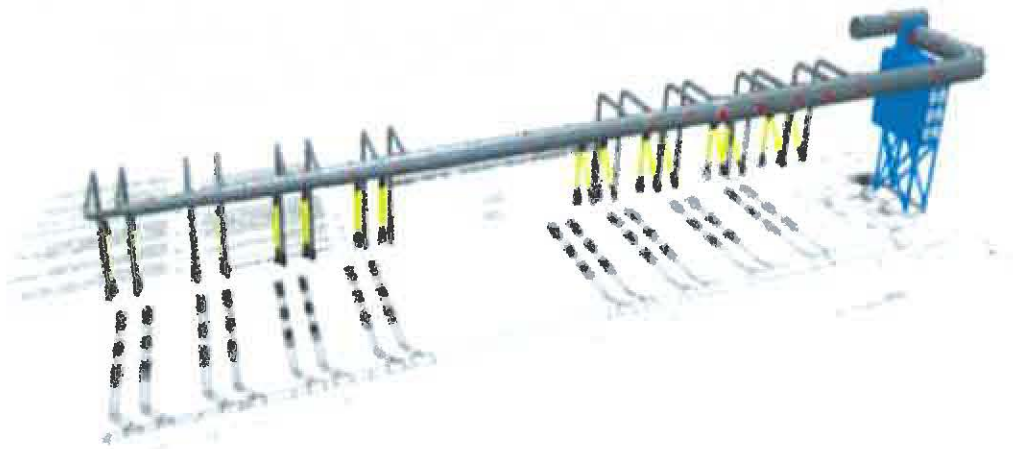
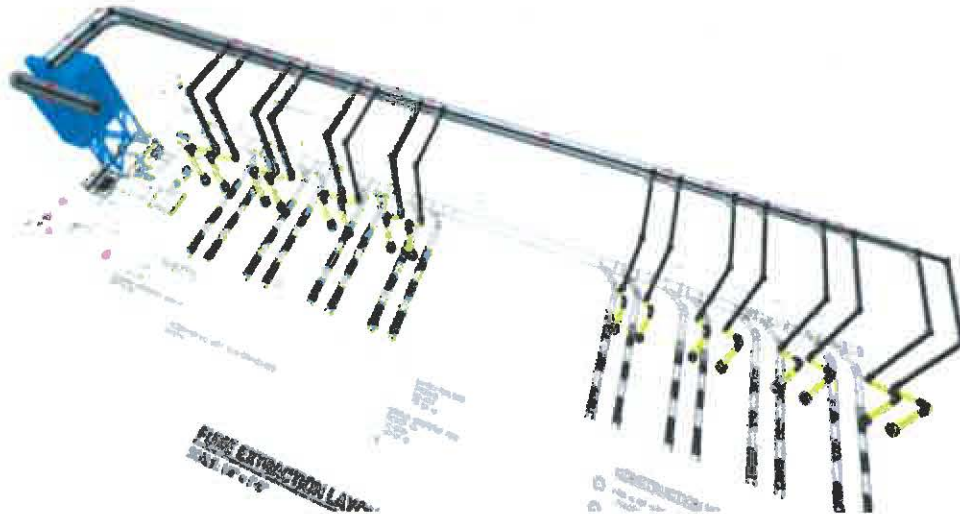




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Duct package

- Quick clamp ducting package to accommodate (16) 6" extraction arm duct drops



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- Furnish and install an isolated air line with specialties for the air maintenance and clean cycle
- Air line to have new regulator and will need to provide 90 PSI for the designated function

CONTROL PANEL

Base Unit	Description
Horsepower:	40 HP
Voltage:	480 VAC (480V)
Certification:	UL LABELED INDUSTRIAL CONTROL PANEL
Standard Specs:	IEC COMPONENTS CONTROL PANEL DISCONNECT CONTROL POWER TRANSFORMER W/ 100VA EXTRA CAPACITY MAIN BLOWER START STOP W/ RUNNING PILOT LIGHT W/ CUE POWER (WHEN PULSE CLEAN CONTROLS ARE PROVIDED)
Starter Type:	VFD W/VIEW WINDOW NO AFC (SEE VFD NOTE BELOW)
Environmental Rating:	NEMA 12
Timerobors Type:	10 PIN
Cleaner Sensor Type:	DELTA P 4-20mA

Shipping Included

Lead Time currently 12-13 Weeks

Explosion or Fire Protection option items not included

Owners Training included

O&M Manual turnover upon completion

Exhaust grille included

► Proposed Project #2 Exhaust Collector System Installation

- Note: Main unit and ducting to be purchased by the College
- We will receive the collector system delivered onsite at the college
- Prior to delivery we will pour a new 14'X17' equipment pad , this pad will be utilized with the collector system
- Utilize a rental crane to stand and set the unit onsite
- Bolt down unit and provide connectors and isolators as per the manufactures recommendation
- Provide a concrete cutting subcontractor to cut into the outside wall a 26" hole to route ducting through
- The ducting will traverse the wall and extend the length of the weld shop South wall
- We will install a uni-strut structure to support aspects of the collector ducting and other utilities needed
- At each weld station a retractable arm inlet nozzle will be installed and secured to the wall and Strut Structure
- All components of the system including retractable arms and dampers with piping provided by others
- Miscellaneous Items including hangers straps and hardware supplied by Helm for installation of the system
- Labor and Materials are included in project price
- Start up completed by Helm and the manufactures rep for warranty purposes
- Owners Training Included In price --O&M Manual turnover included

NOTE: We would need to pour the pad first and foremost if this project is approved

Continued



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Project Proposal #3 Electrical Feeds and Wiring for Weld Stations

- A Site visit was conducted to determine the current suppl panels and wiring present
We will install (12) 480 volt and (7) 250 volt welding outlets
Also included will be the installation of (20) 120 volt outlets.
Installation will include a disconnect with 480 volt outlets.
We will provide and install wiring for the exhaust system (600 volt 60 Amp 3 phase)
We will mount the fume collection control panel (furnished by others)
Owner supplied bus plug to be utilized
We will re-use as much of the existing equipment as possible
Wiring drops will be routed to the strut structure assembled for the exhaust duct and argon lines
Note: Extra lighting fixtures are not included in this proposal
Special plugs or non standard plugs are not included in this proposal
Shift over for existing wiring and boxes to be re-used need to be scheduled with college
Stamped drawings if required will be an extra charge and not included in the project pricing

Total for Proposed Projects #1,#2,# 3 as per outlined above(less Tax).....\$299,573.00

Clarifications:

- Please note -We are not responsible for delays in equipment/material deliveries due to COVID-19. With current environment, pricing is subject to change pending any equipment cost increases.
Work to be performed during normal working hours of 7:00am thru 3:30pm, Monday thru Friday.
This proposal, scope, and price is the proprietary property of Helm Service and is for our Client's use only, as it is to be utilized for the agreement evaluation. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Helm Service, which is not expressed herein. No party shall alter this agreement. This proposal will become a binding Agreement only after acceptance by Client and approval by an officer of Helm Service as evidenced by their signatures below. All rights to any designs presented are retained by Helm Service.
Proposal valid for 30 days.

Exclusions:

- The scope of this proposal does not include the replacement of any other components of the mechanical or controls systems that are not specifically listed in this proposal.
Temporary HVAC equipment or rental equipment.
Electrical wiring of any kind unless otherwise noted above
Isolation valves, strainers, check valves, etc. unless specifically noted.
Roofing, cutting, patching, flashing, painting.
Permits, Bonds , Inspection fees unless otherwise stated above
All work associated with Fire/Life Safety, including interfaces and interlocks to the Fire Alarm System, smoke detectors, fire dampers, smoke control dampers, and smoke/fire dampers.
Structural building/walls; cutting, patching, and coring.
Payment and performance bonds.
All responsibility for Lead and asbestos identification, abatement, removal, and disposal prior o start of job.



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Thank you for the opportunity. We look forward to working with you.

Pattie Krippendorf
Vice President
HELM –Mechanical
Cell 815-297-6110
e: pattie@helmgroup.com

Aaron Spray
Project Sales Engineer
HELM – Mechanical
815-238-1030
e: Aspray@helmgroup.com

Date

Signature of Authorization to proceed with selected scope above

CONTRACT AGREEMENT - TERMS AND CONDITIONS

- 1. TERMS: IF THIS CONTRACT INVOLVES THE PURCHASE OF MATERIALS AND EQUIPMENT ONLY, THE PURCHASE PRICE SHALL BE PAYABLE AT THE TIME OF DELIVERY OF THE MATERIALS AND/OR EQUIPMENT; IF THIS CONTRACT INVOLVES LABOR OR LABOR AND MATERIALS AND EQUIPMENT, PROGRESS BILLINGS WILL BE SUBMITTED COVERING MATERIALS AND EQUIPMENT DELIVERED TO THE JOB SITE OR STORED IN ACCEPTABLE STORAGE FOR DELIVERY TO THE JOB SITE. THIS PROGRESS BILLING WILL ALSO INCLUDE LABOR WHICH HAS BEEN EXPENDED ON THE JOB OR DIRECTLY CONCERNED WITH THE JOB. THIS PROGRESS BILLING AMOUNT WILL BE DUE TEN DAYS AFTER BILLING DATE. FOR JOBS WHICH REQUIRE RETENTION, A RETENTION AMOUNT OF FIVE PERCENT WILL BE WITHHELD. IT WILL BECOME DUE AND PAYABLE AT THE COMPLETION OF HELM SERVICE'S PORTION OF THE PROJECT.
2. Title to the materials and equipment shall remain with Helm Service. until the customer has paid the total price in full, and if the customer should fail to make any payment to Helm Service. as the same becomes due or the customer fails to perform any other obligation under this contract, Helm Service may take possession of the materials and equipment and take whatever other action it deems appropriate.
3. Helm Service warrants that its labor and installation shall be done in a good and workmanlike manner and shall be free from defects for a period of one year after completion of the installation. Helm Service warrants that all equipment and materials furnished will be new unless otherwise specified in this contract, and that Helm Service has good title thereto. Helm Service does not warrant the quality of the equipment and materials furnished in any respect and the customer's remedy for defects in the equipment and materials shall be against Helm Service's suppliers or the manufacturers of the materials and equipment. Helm Service will deliver all manufacturers' written warranties to the customer upon completion of installation. UNDER NO CIRCUMSTANCES WILL HELM SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFITS, INCREASED OPERATING OR MAINTENANCE EXPENSE, CLAIMS OF CUSTOMER'S, TENANTS, OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
4. Once the equipment and materials have been delivered to the job site, the Customer assumes all risk of damage to same, by any cause, except that brought about by the negligence of Helm Service and its employees. The customer shall carry all Risk, Property Insurance to the full value of the materials and equipment and name Helm Service as an Additional Insured to the extent of its interest. The Customer shall be responsible for purchasing and maintaining such liability insurance as will protect him against claims which may arise from operations under the contract. The Customer must provide Helm Service a Certificate of Insurance providing General Comprehensive and Independent Contractors Liability with minimum limits of 500,000.00 per occurrence for Bodily Injury and Property Damage.
5. Helm Service will obtain Liability and Workers' Compensation Insurance protecting it against claims which may arise from operations under the contract.
6. Helm Service will make delivery or installation, when provided herein, within a reasonable time after this contract is entered into, but it will not be responsible for delays caused by unavailability of machinery, equipment, materials or parts, shipper's delays, strikes, lockouts, restrictions imposed by civil or military authority, priority regulation of some governmental body, insurrection or riot, or any other cause beyond Helm Service's control. If a time for performance is stated in this agreement, it shall be deemed to be an estimate only. If Helm Service is required to make some installation under this contract, the customer shall be responsible for putting the premises in a satisfactory condition including furnishing electric power, light, heat, and water so that installation can start promptly and be completed efficiently.
7. If Helm Service shall fail to perform any of its obligations under this contract and fails to perform after the customer gives Helm Service ten (10) days' written notice of the specific deficiencies, the customer may have someone else complete the performance, but Helm Service's liability shall be limited to what it reasonably costs the customer to obtain completion of Helm Service's obligations under this contract. If Helm Service fails to perform any of its obligations under this contract, the customer, at customer's option, and without being required to do so, may cancel this contract by giving Helm Service ten (10) days written notice.
8. If the Project is stopped for a period of thirty (30) days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of Helm Service or if the Project should be stopped for a period of thirty (30) days by Helm Service for the customer's failure to make payment thereon as provided in Paragraph 1, then Helm Service may upon seven (7) days written notice to the customer terminate this agreement and immediately recover from the customer payment for all work to date and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.
9. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting or defending the claim as the case might be.



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- 10. The Customer shall not leave any of the equipment or systems furnished or installed by Helm Service. In operation until the customer has approved and accepted same and paid Helm Service the price in full.
- 11. Any written notice required under this contract may be delivered personally to the other party or mailed as certified mail, return receipt requested, to the other party's address as it appears in this agreement or as given to the other party by written notice during the terms of this contract.
- 12. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Helm Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Helm Service.

Initials _____

Date _____

*** Please Return Initialed Document with Proposal To Helm Service**



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**AGENDA ITEM #X-D-2
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – TUITION

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees considers for first reading an increase in the in-district tuition rate from \$151.00 per credit hour to \$154.00 per credit hour effective Fall semester of 2023. In addition, it is recommended that the Board of Trustees considers for first reading an increase in the senior citizen rate from \$113.00 to \$116.00 per credit hour effective Fall semester 2023. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2023 tuition rates at community colleges contiguous to Highland have been determined.

BACKGROUND: For the past three fiscal years, State funding has represented only about 10% of the College’s operating budget. Despite this, the College has strived to maintain affordable tuition and a flat overall tax rate.

A \$154 tuition rate effective Fall semester of 2023 coupled with our technology fee (\$25) and activity fee (\$18) may be higher than the overall State average in-district tuition and fee rate in FY23, however, many colleges have not yet determined tuition and many are discussing increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include the prior five-year trend in the College’s actual results point to the need to utilize the fund balance to offset a deficit budget. Items of significant budget impact are not yet known at this time, such as property tax values, State funding, and medical insurance costs that may require adjustments to current budget projections.

If (as originally planned when Illinois Community Colleges were established) State funding was one-third of the College’s revenue sources, then we would only be looking at a per credit hour tuition rate of about \$140.

BOARD ACTION: _____

**AGENDA ITEM #X-D-3
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
BUILDING “H” (STUDENT/CONFERENCE CENTER) CHILLED WATER
AIR CONDITIONING (CHILLER) REPLACEMENT PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Helm Service of Freeport, IL of \$597,703.00 for Building “H” (Student/Conference Center) Chilled Water Air Conditioning (Chiller) replacement.

BACKGROUND: The current chiller is original to the construction of building H, currently 33 years old and near end of life. The proposal from Helm Service is for the complete removal of the current chilled water air conditioning system and installation of a new mechanical cooling system like the rest of campus. The new mechanical system will allow for staging of cooling for energy efficiency, as well as eliminating a single point of failure as we currently have. We will also save the expense of water softening equipment/supplies and chemical water treatment required for a chilled water system. While the dollar amount of the proposal exceeds bidding requirements, our membership with Equalis Group – Cooperative Purchasing Organization satisfies the State of Illinois bidding requirements and allows us to forego the usual architect/engineer design costs and bidding process and contract directly with Helm Service, with whom we have had a satisfactory, long-term relationship.

This project will be funded by the Protection, Health, and Safety levy, as approved at the November 22, 2022, Board of Trustees meeting.

Lead time on new equipment is unknown at this time.

BOARD ACTION: _____



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January 11, 2023

Kurt Simpson - Highland Community College
2998 West Pearl City Road | Freeport, IL 61032

RE: Chiller Replacement - Bldg "H"

PQN # is 3816881

Good Afternoon Kurt,

Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service for this work will ensure you are receiving the highest technical expertise in our industry. Our mechanical service procedures promote the highest safety and environmentally conscious practices available.

Scope of Work:

- Demo old chiller
- Demo chilled water piping
- Demo condenser water piping
- Demo cooling tower
- Demo chilled water coils
- Demo electrical feeding chiller and pumps
- Install new chillers (qty 2) and coils (qty 4)
- Install new refrigerant piping
- Install new electrical. Which includes (1) new breaker.
- Includes structural steel, fabrication and installation to accommodate the equipment detailed above.
- Includes structural engineering
- Includes crane/rigging rentals
- Includes insulation
 - Proposal based on straight time labor rate
 - Proposal does not sales tax, ROE submission documentation or applicable fees.
 - Please note: Proposal pricing can only be held for 30 days with escalation costs of equipment.

Price for above _____ \$ 597,703

Thanks so much for the opportunity. We look forward to working with you.

Respectfully,
Brooke VenHuizen, Account Representative
Office # 800-747-1955 Ext. 6116
Email: bvenhuizen@mechinc.com

Approval to Proceed...

Name _____

Date _____



Mechanical Inc, along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.



Helm

**AGENDA ITEM #X-D-4
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$8,150,000
GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 2023, OF
COMMUNITY COLLEGE DISTRICT #519, COUNTIES OF STEPHENSON, OGLE,
JO DAVIESS AND CARROLL AND THE STATE OF ILLINOIS, FOR THE PURPOSE
OF PAYING CLAIMS AGAINST SAID COMMUNITY COLLEGE DISTRICT,
PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY
THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE
PROPOSED SALE OF SAID BONDS TO THE PURCHASER THEROF**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the following Resolution authorizing the issue of General Obligation bonds in the amount not to exceed \$8,150,000.

RESOLUTION providing for the issue of not to exceed \$8,150,000 General Obligation Community College Bonds, Series 2023, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

BACKGROUND: The College has a need to renovate, improve, and equip College buildings through the purchase of equipment and completion of projects that are currently not in the budget. Beginning with the August 16, 2022, Board of Trustees regular meeting, the College has taken the appropriate steps, which have included various public notifications, public hearings, and Board actions up to and including this recommendation to complete the statutorily required processes. This bond issuance has been structured so as to have minimal impact on the College's current overall tax rate.

BOARD ACTION: _____

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), issue funding bonds of the District in the aggregate principal amount of \$8,150,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District (the "*Claims*"); and

WHEREAS, pursuant to and in accordance with the provisions of said Article of the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), notice of intention to issue said bonds was published in the *Journal Standard*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board (the "*Secretary*") requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are not more than the aggregate amount of \$8,150,000 and consist of the District's outstanding Taxable General Obligation Debt Certificates (Limited Tax), Series 2022, dated October 18, 2022 (the "*Certificates*"), all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

WHEREAS, the Certificates are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, there are insufficient funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount not exceeding \$8,150,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds to the aggregate amount of \$8,150,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$8,150,000 of said bonds be issued; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 18th day of October 2022, adopted a resolution calling a public hearing (the "*Hearing*") for the 22nd day of November, 2022, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Journal Standard* and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 22nd day of November, 2022, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 22nd day of November, 2022; and

WHEREAS, it is necessary and in the best interests of the District that the Certificates be called for redemption prior to their maturity, and it is necessary and desirable to make such call for the redemption of the Certificates on their earliest possible and practicable call date, and provide for the giving of proper notice to the registered owners of the Certificates:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow an amount not to exceed \$8,150,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued not to exceed \$8,150,000 of said bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$8,150,000 for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued to said amount and shall be designated "General Obligation Community College Bonds, Series 2023," with such alternative series designation and additional description set forth in the Bond Notification (as hereinafter defined). The Bonds, if issued, shall be dated such date as set forth in the Bond Notification, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise provided in the Bond Notification) (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (without option of prior redemption) on January 1 of each of the years (not later than 2029), in the amounts (not exceeding \$2,100,000 per year) and bearing interest at the rates (not exceeding 5.50% per annum) as set forth in the Bond Notification. The Bonds shall bear

interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on January 1 and July 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of Amalgamated Bank of Chicago, Chicago, Illinois (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chairman of the Board (the "*Chairman*") and the Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any

Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. (a) General. The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District for the Bonds. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest

payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. If so requested by the Purchaser, the following provisions shall apply: Upon initial issuance, the ownership of each such Bond may be registered in the Bond Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("*DTC*"). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chairman, Secretary, and Vice Chairman of the Board, the Vice President of Administrative Services of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or

agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the "*Representation Letter*"), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a "*DTC Participant*") or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the

principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of

and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Redemption. (a) Mandatory Redemption. The Bonds maturing on the date or dates, if any, indicated in the Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on January 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(b) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraph [6] and the paragraphs thereafter as may be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
No. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL

COMMUNITY COLLEGE DISTRICT NO. 519

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2023

See Reverse Side for
Additional Provisions

Interest Maturity Dated
Rate: ____% Date: January 1, 20__ Date: _____, 2023 [CUSIP: 859103 __]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "District"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on January 1 and July 1 of each year, commencing _____ 1, 20__, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of Amalgamated Bank of Chicago, Chicago, Illinois, as bond registrar and paying agent (the "Bond Registrar"). Payment of the installments of interest shall be made to the Registered Owner hereof

as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chairman and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN
Chairman, Board of Trustees

SPECIMEN
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN
Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:
Amalgamated Bank of Chicago
Chicago, Illinois

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 2023, of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

AMALGAMATED BANK OF CHICAGO,
as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 519

COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL AND STATE OF ILLINOIS

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2023

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, as applicable, will be inserted here].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in Chicago, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$ _____ each or authorized integral multiples thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds. Either the Chairman or the Vice Chairman of the Board and either the President or the Vice President of Administrative Services of the District (the “*Designated Representatives*”) are hereby authorized to proceed not later than the reorganizational meeting of the Board following the April 4, 2023, consolidated election (if changes in Board membership occur) or the 24th day of July, 2023 (if no changes in Board membership occur), without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered the purchaser thereof (the “*Purchaser*”) upon receipt of the purchase price therefor, the same being not less than 97.00% of the principal amount of the Bonds (exclusive of any original issue discount), plus any accrued interest to date of delivery.

The Purchaser of the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer’s Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the

Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chairman and Vice Chairman of the Board and the Vice President of Administrative Services of the District are each hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chairman, Secretary, Treasurer, Vice Chairman of the Board, and Vice President of Administrative Services of the District and any other

officers of the District, as shall be appropriate, each shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") and the use by the District of any Term Sheet relating to the Bonds (the "*Term Sheet*") are hereby ratified, approved and authorized; the execution and delivery of the Official Statement and the Term Sheet are hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement, the Term Sheet and the Bonds.

Section 9. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the

District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2022	\$2,150,000	for interest and principal up to and including January 1, 2024
2023	\$2,150,000	for interest and principal
2024	\$2,150,000	for interest and principal
2025	\$2,150,000	for interest and principal
2026	\$2,150,000	for interest and principal
2027	\$2,150,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chairman, Secretary and Treasurer who are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of

Stephenson, Ogle, Jo Daviess and Carroll, Illinois (the "*County Clerks*"), in a timely manner to effect such abatement.

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2022 to 2027, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general community college purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Bond and Interest Fund of 2023" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

Section 11. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Any accrued interest received on the delivery of the Bonds and principal proceeds of the Bonds in an amount not to exceed \$400,000 are hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The balance of the principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be deposited with the holders of the Claims, and used solely and only to pay and cancel the Claims. At the time of the issuance

of the Bonds, the costs of issuance of the Bonds may be distributed by PMA, the Purchaser or the Bond Registrar on behalf of the District from the proceeds of the Bonds.

Section 12. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "*IRS*") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chairman, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make

such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 13. Designation of Issue. The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 14. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 15. Duties of Bond Registrar. If requested by the Bond Registrar, the Chairman and Secretary are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided for herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 16. Call of the Certificates. In accordance with the redemption provisions of the resolution authorizing the issuance of the Certificates, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) the Certificates for redemption on the earliest possible and practicable call date as set forth in the Bond Notification, said call date being not more than 90 days after the date of issue of the Bonds. The District is hereby authorized and directed to give timely notice of the call for redemption of the Certificates. The form and time of the giving of such notice regarding the redemption of the Certificates shall be as specified in the resolution authorizing the issuance of the Certificates.

Section 17. Continuing Disclosure Undertaking. The Chairman is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). If the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 18. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond*

Insurance Policy") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chairman on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 19. Record-Keeping Policy and Post-Issuance Compliance Matters. On October 21, 2014, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 20. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 21. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 24, 2023.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #X-D-5
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 355833 through 356361 amounting to \$1,036,102.02, Automated Clearing House (ACH) debits W0000636 amounting to \$30,309.03, and Electronic Refunds of \$208,763.75, with 12 adjustments of \$646.73, such warrants amounting to \$1,274,528.07. Transfers of funds for payroll amounted to \$620,449.64.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$30,309.03. Electronic Refunds are issued to students. Financial Aid disbursed Pell and MAP.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, November 30, 2022**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$337,716.04	\$0.00	\$0.00	\$337,716.04
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	\$525,024.59	\$0.00	\$0.00	\$525,024.59
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	65,074.89			65,074.89
1017 HCC ROAD AND LOT	102,651.85			102,651.85
1018 YMCA ROAD AND LOT	94,734.54			94,734.54
1019 YMCA BLDG/MAINT	72,049.85			72,049.85
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
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$525,024.59	\$0.00	\$0.00	\$525,024.59

**AGENDA ITEM #X-D-6
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 356362 through 356634 amounting to \$541,755.79, Automated Clearing House (ACH) debits W0000637 amounting to \$49,522.29, Other Debits D0000118 amounting to \$19,300.00, and Electronic Refunds of \$12,042.42, with 1 adjustment of \$795.00, such warrants amounting to \$621,825.50. Transfers of funds for payroll amounted to \$927,963.21.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$49,522.29. Other Debits consist of bookstore buyback. Electronic Refunds are issued to students. December had three payrolls.

BOARD ACTION: _____

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

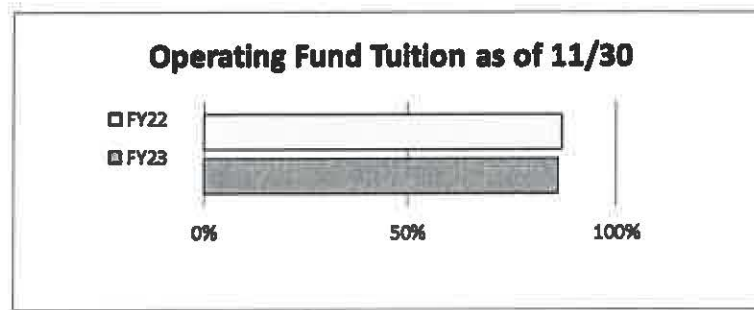
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$337,716.04	\$1,250.00	\$0.00	\$338,966.04
FIFTH THIRD	11,091.67	0.00	0.00	11,091.67
UNION LOAN AND SAVINGS	176,216.88	122.04	0.00	176,338.92
TOTAL ASSETS	\$525,024.59	\$1,372.04	\$0.00	\$526,396.63
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	65,074.89			65,074.89
1017 HCC ROAD AND LOT	102,651.85			102,651.85
1018 YMCA ROAD AND LOT	94,734.54	416.66		95,151.20
1019 YMCA BLDG/MAINT	72,049.85	833.34		72,883.19
1020 HCC BLDG/MAINT	78,972.13			78,972.13
1021 YMCA/HCC INTEREST	100,449.66	122.04		100,571.70
1022 HCC SECTION 125 PLAN	11,091.67			11,091.67
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$525,024.59	\$1,372.04	\$0.00	\$526,396.63

**AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23**

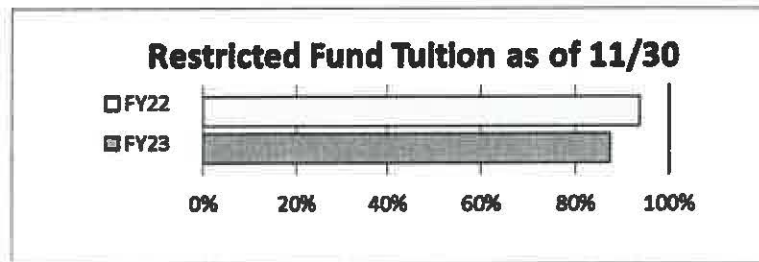
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

Results as of November 30, 2022

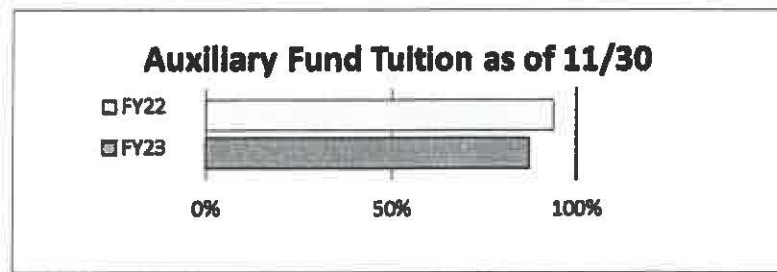
The following charts show the comparison of the FY23 financial results for various items, as labeled, to FY22 results as of November 30. The FY22 bar is the year-to-date results as of November 30, 2021, divided by the actual year-end results for FY22. The FY23 bar is the year-to-date results for November 30, 2022, divided by the annual budgeted amount for FY23.



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



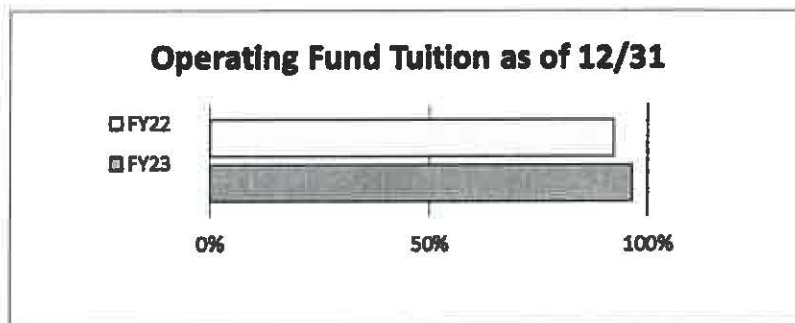
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 6% less than anticipated at this point in time. If Restricted Fund tuition revenue is 6% less than budgeted for the fiscal year, that amounts to about \$30,000.



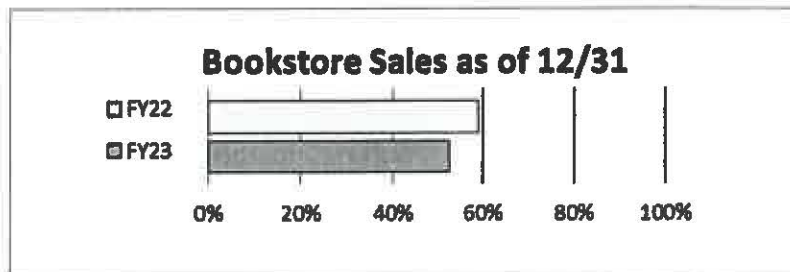
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 6% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 6% less than budgeted for the fiscal year, that amounts to about \$26,000.

Results as of December 31, 2022

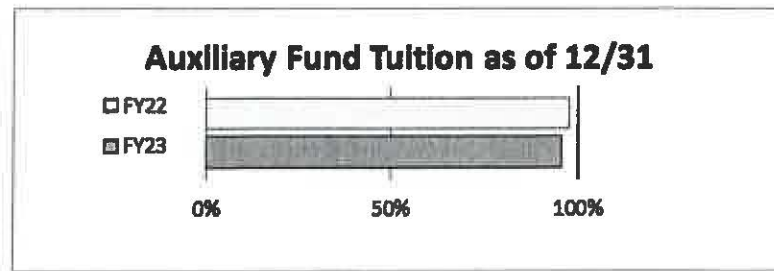
The following charts show the comparison of the FY23 financial results for various items, as labeled, to FY22 results as of December 31. The FY22 bar is the year-to-date results as of December 31, 2021, divided by the actual year-end results for FY22. The FY23 bar is the year-to-date results for December 31, 2022, divided by the annual budgeted amount for FY22.



Operating Fund tuition revenue appears to be about 4% higher than anticipated at this point in time. If Operating Fund tuition revenue is 4% more than budgeted for the fiscal year, that amounts to about \$176,000.



Bookstore sales appear to be about 6% lower than anticipated at this point in time. If sales are 6% less than budgeted for the fiscal year, that amounts to about \$26,000.



Auxiliary Fund tuition revenue appears to be about 2% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 2% less than budgeted for the fiscal year, that amounts to about \$9,000.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2023 semester, variances from budget will be analyzed.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

November 2022

Financials

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE
 FY23

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended November 30, 2022

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$7,237,650	3,513,617	48.5%
Credit Hour Grants	1,274,865	582,339	45.7%
Equalization	50,000	20,833	41.7%
ICCB Career/Tech Education	136,719	68,360	50.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	1,285,000	310,865	24.2%
Federal Sources	72,000	39,331	54.6%
Tuition & Fees	4,378,900	3,770,662	86.1%
Sales & Services	29,550	10,920	37.0%
Facilities Revenue	111,850	33,993	30.4%
Interest on Investments	72,000	60,711	84.3%
Non-Govt. Gifts, Grants	355,161	-	0.0%
Miscellaneous	44,376	26,650	60.1%
	-----	-----	-----
Total Revenue	\$15,063,071	\$8,438,281	56.0%
<u>EXPENDITURES:</u>			
Salaries	\$9,925,107	\$3,196,332	32.2%
Employee Benefits	2,330,670	970,687	41.6%
Contractual Services	1,279,288	781,645	61.1%
Materials & Supplies	934,410	443,345	47.4%
Conference & Meeting	269,788	79,648	29.5%
Fixed Charges	62,390	42,103	67.5%
Utilities	581,716	510,668	87.8%
Capital Outlay	38,745	18,914	48.8%
Other Expenditures	137,957	210,522	152.6%
Transfers (In) Out	(497,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$15,063,071	\$6,253,864	41.5%
Excess of Revenues Over Expenditures	\$0	\$2,184,417	
Fund Balance 7/1/22	6,771,616	6,771,616	
	-----	-----	
Fund Balance 11/30/22	\$6,771,616	\$8,956,033	

**AGENDA ITEM #XI-A
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$957,500	456,672	47.7%
Interest	-	21,183	100.0%
Bond Proceeds	7,245,000	-	100.0%
Total Revenue	\$8,202,500	\$477,855	100.0%
EXPENDITURES:			

Contractual Services	120,800	30,709	0.0%
Capital Outlay	10,692,319	1,206,061	11.3%
Total Expenditures	10,813,119	1,236,770	11.4%
Excess of Revenues Over Expenditures	(\$2,610,619)	(\$758,915)	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
Fund Balance 11/30/22	\$1,443,398	\$3,295,102	

**AGENDA ITEM #XI-A
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$425,000	\$371,376	87.4%
Bookstore Sales	425,000	220,215	51.8%
Athletics	41,040	7,430	18.1%
Other	70,350	88,057	125.2%
Total Revenue	\$961,390	\$687,078	71.5%
EXPENDITURES:			
Salaries	\$323,600	\$126,120	39.0%
Employee Benefits	33,433	16,401	49.1%
Contractual Services	120,330	22,571	18.8%
Materials & Supplies	539,635	393,604	72.9%
Conference & Meeting	322,063	119,399	37.1%
Fixed Charges	13,459	7,392	54.9%
Utilities	17,295	765	4.4%
Capital Outlay	650	1,735	266.9%
Other Expenditures	25,773	14,451	56.1%
Total Expenditures	\$1,396,238	\$702,438	50.3%
Excess of Revenues Over Expenditures	(\$434,848)	(\$15,360)	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	
Fund Balance 11/30/22	\$1,036,854	\$1,456,342	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$153,441	-	0.0%
Adult Education	253,516	88,510	34.9%
Other Illinois Sources	131,865	196,436	149.0%
Department of Education	3,624,293	1,331,637	36.7%
Other Federal Sources	565,013	15,137	2.7%
Tuition & Fees	520,000	453,904	87.3%
Sales & Service Fees	24,500	4,699	19.2%
Interest	20,000	47,217	236.1%
Non-govt. Gifts, Grants	376,614	68	0.0%
Other	298,951	128,532	43.0%
	-----	-----	-----
Total Revenue	\$5,968,193	2,266,140	38.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,363,927	\$526,373	38.6%
Employee Benefits	358,188	135,156	37.7%
Contractual Services	836,554	230,744	27.6%
Materials & Supplies	281,409	145,816	51.8%
Conference & Meeting	140,706	47,041	33.4%
Fixed Charges	26,758	658	2.5%
Utilities	4,872	-	0.0%
Capital Outlay	1,036,653	255,443	24.6%
Other Expenditures	430,040	85,911	20.0%
Financial Aid	2,588,010	1,033,504	39.9%
Transfers out (in)	427,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,494,117	\$2,460,646	32.8%
Excess of Expenditures Over Revenue	(\$1,525,924)	(\$194,506)	
Fund Balance 7/1/22	2,235,248	2,235,248	
	-----	-----	
Fund Balance 11/30/22	\$709,324	\$2,040,742	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$60,000	\$26,031	43.4%
-----	-----	-----	-----
Total Revenue	\$60,000	\$26,031	43.4%
EXPENDITURES:			

Contractual Services	\$57,000	\$58,000	101.8%
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Total Expenditures	\$57,000	\$58,000	101.8%
Excess of Revenues Over Expenditures	\$3,000	(\$31,969)	
Fund Balance 7/1/22	(\$2,785)	(\$2,785)	
-----	-----	-----	
Fund Balance 11/30/22	\$215	(\$34,754)	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,831,050	903,335	49.3%
	-----	-----	-----
Total Revenue	\$1,831,050	\$903,335	49.3%
EXPENDITURES:			

Fixed Charges	\$1,776,050	1,708,500	96.2%
	-----	-----	-----
Total Expenditures	\$1,776,050	\$1,708,500	96.2%
Excess of Revenues Over Expenditures	\$55,000	(\$805,165)	
Fund Balance 7/1/22	\$870,056	\$870,056	
	-----	-----	
Fund Balance 11/30/22	\$925,056	\$64,891	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,327,500	\$628,592	47.4%
-----	-----	-----	-----
Total Revenue	\$1,327,500	\$628,592	47.4%
EXPENDITURES:			

Salaries	\$310,613	\$112,683	36.3%
Employee Benefits	309,017	146,056	47.3%
Contractual Services	389,425	340,297	87.4%
Materials & Supplies	16,300	3,999	24.5%
Conference & Meetings	23,220	13,622	58.7%
Fixed Charges	251,122	252,850	100.7%
Utilities	36,400	2,020	5.5%
-----	-----	-----	-----
Total Expenditures	\$1,336,097	\$871,527	65.2%
Excess of Revenues Over Expenditures	(\$8,597)	(\$242,935)	
Fund Balance 7/1/22	\$414,929	\$414,929	
-----	-----	-----	
Fund Balance 11/30/22	\$406,332	\$171,994	

December 2022

Financials

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE
 FY23

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$7,237,650	3,549,560	49.0%
Credit Hour Grants	1,274,865	825,397	64.7%
Equalization	50,000	25,000	50.0%
ICCB Career/Tech Education	136,719	68,360	50.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	1,285,000	611,731	47.6%
Federal Sources	72,000	47,560	66.1%
Tuition & Fees	4,378,900	4,226,836	96.5%
Sales & Services	29,550	13,891	47.0%
Facilities Revenue	111,850	44,438	39.7%
Interest on Investments	72,000	83,206	115.6%
Non-Govt. Gifts, Grants	355,161	-	0.0%
Miscellaneous	44,376	28,924	65.2%
Total Revenue	\$15,063,071	\$9,524,903	63.2%
<u>EXPENDITURES:</u>			
Salaries	\$9,925,107	\$4,314,891	43.5%
Employee Benefits	2,330,670	1,145,316	49.1%
Contractual Services	1,279,288	847,382	66.2%
Materials & Supplies	934,410	468,177	50.1%
Conference & Meeting	269,788	90,978	33.7%
Fixed Charges	62,390	45,728	73.3%
Utilities	581,716	511,189	87.9%
Capital Outlay	38,745	19,723	50.9%
Other Expenditures	137,957	231,348	167.7%
Transfers (In) Out	(497,000)	-	0.0%
Total Expenditures	\$15,063,071	\$7,674,732	51.0%
Excess of Revenues Over Expenditures	\$0	\$1,850,171	
Fund Balance 7/1/22	6,771,616	6,771,616	
Fund Balance 12/31/22	\$6,771,616	\$8,621,787	

**AGENDA ITEM #XI-A
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$957,500	461,343	48.2%
Interest	-	24,445	100.0%
Bond Proceeds	7,245,000	-	100.0%
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Total Revenue	\$8,202,500	\$485,788	100.0%
EXPENDITURES:			

Contractual Services	120,800	30,709	0.0%
Capital Outlay	10,692,319	1,304,699	12.2%
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Total Expenditures	10,813,119	1,335,408	12.3%
Excess of Revenues Over Expenditures	(\$2,610,619)	(\$849,620)	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
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Fund Balance 12/31/22	\$1,443,398	\$3,204,397	

**AGENDA ITEM #XI-A
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$425,000	\$406,242	95.6%
Bookstore Sales	425,000	223,881	52.7%
Athletics	41,040	10,075	24.5%
Other	70,350	109,095	155.1%
Total Revenue	\$961,390	\$749,293	77.9%
EXPENDITURES:			
Salaries	\$323,600	\$158,322	48.9%
Employee Benefits	33,433	19,681	58.9%
Contractual Services	120,330	39,996	33.2%
Materials & Supplies	539,635	481,644	89.3%
Conference & Meeting	322,063	136,510	42.4%
Fixed Charges	13,459	7,742	57.5%
Utilities	17,295	765	4.4%
Capital Outlay	650	6,135	943.8%
Other Expenditures	25,773	17,499	67.9%
Total Expenditures	\$1,396,238	\$868,294	62.2%
Excess of Revenues Over Expenditures	(\$434,848)	(\$119,001)	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	
Fund Balance 12/31/22	\$1,036,854	\$1,352,701	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$153,441	-	0.0%
Adult Education	253,516	88,510	34.9%
Other Illinois Sources	131,865	226,790	172.0%
Department of Education	3,624,293	1,334,757	36.8%
Other Federal Sources	565,013	61,977	11.0%
Tuition & Fees	520,000	496,518	95.5%
Sales & Service Fees	24,500	4,699	19.2%
Interest	20,000	47,217	236.1%
Non-govt. Gifts, Grants	376,614	168	0.0%
Other	298,951	128,702	43.1%
	-----	-----	-----
Total Revenue	\$5,968,193	2,389,338	40.0%
 <u>EXPENDITURES:</u>			
Salaries	\$1,363,927	\$676,055	49.6%
Employee Benefits	358,188	160,017	44.7%
Contractual Services	836,554	229,866	27.5%
Materials & Supplies	281,409	148,808	52.9%
Conference & Meeting	140,706	54,510	38.7%
Fixed Charges	26,758	708	2.6%
Utilities	4,872	-	0.0%
Capital Outlay	1,036,653	310,846	30.0%
Other Expenditures	430,040	109,187	25.4%
Financial Aid	2,588,010	-	0.0%
Transfers out (in)	427,000	1,033,504	0.0%
	-----	-----	-----
Total Expenditures	\$7,494,117	\$2,723,501	36.3%
Excess of Expenditures Over Revenue	(\$1,525,924)	(\$334,163)	
Fund Balance 7/1/22	2,235,248	2,235,248	
	-----	-----	
Fund Balance 12/31/22	\$709,324	\$1,901,085	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$60,000	\$26,297	43.8%
Total Revenue	\$60,000	\$26,297	43.8%
EXPENDITURES:			
Contractual Services	\$57,000	\$58,000	101.8%
Total Expenditures	\$57,000	\$58,000	101.8%
Excess of Revenues Over Expenditures	\$3,000	(\$31,703)	
Fund Balance 7/1/22	(\$2,785)	(\$2,785)	
Fund Balance 12/31/22	\$215	(\$34,488)	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,831,050	912,601	49.8%
-----	-----	-----	-----
Total Revenue	\$1,831,050	\$912,601	49.8%
EXPENDITURES:			

Fixed Charges	\$1,776,050	1,708,500	96.2%
-----	-----	-----	-----
Total Expenditures	\$1,776,050	\$1,708,500	96.2%
Excess of Revenues Over Expenditures	\$55,000	(\$795,899)	
Fund Balance 7/1/22	\$870,056	\$870,056	
-----	-----	-----	
Fund Balance 12/31/22	\$925,056	\$74,157	

AGENDA ITEM #XI-A
 JANUARY 24, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,327,500	\$635,022	47.8%
-----	-----	-----	-----
Total Revenue	\$1,327,500	\$635,022	47.8%
EXPENDITURES:			

Salaries	\$310,613	\$151,948	48.9%
Employee Benefits	309,017	165,090	53.4%
Contractual Services	389,425	349,862	89.8%
Materials & Supplies	16,300	4,339	26.6%
Conference & Meetings	23,220	13,622	58.7%
Fixed Charges	251,122	252,850	100.7%
Utilities	36,400	2,572	7.1%
-----	-----	-----	-----
Total Expenditures	\$1,336,097	\$940,283	70.4%
Excess of Revenues			
Over Expenditures	(\$8,597)	(\$305,261)	
Fund Balance 7/1/22	\$414,929	\$414,929	
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Fund Balance 12/31/22	\$406,332	\$109,668	

**AGENDA ITEM #XIII-B-1
JANUARY 24, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING (MOU) FOR SPRING 2023 BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE,
AFFILIATED WITH AFT/IFT LOCAL 1957,
DUE TO THE COVID-19 NATIONAL PANDEMIC**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Understanding (MOU) for Spring 2023 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic.

BACKGROUND: The disruption caused by the COVID-19 national pandemic impacted the ability to carry out certain aspects of the current contract with the Faculty. The attached Memorandum of Understanding outlines the terms agreed to that would address these issues for the Spring 2023 semester.

BOARD ACTION: _____

**Memorandum of Understanding
Between
Highland Community College (Board of Trustees)
And
Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957**

Issue:

Due to the conditions related to COVID-19 National Pandemic, and the current platform of educational services under the Illinois Governor's Executive Orders, the Faculty Senate and Highland's administration have agreed, via impact bargaining, to the following conditions for the COVID-19 situation.

Agreement: The parties agree to the following:

1. CDC, ICCB, and IDPH guidelines will be adhered to and will guide and/or determine COVID-19 and safety-related decisions made by the College. In making such decisions, the College will also give appropriate consideration to any issued guidance by the Governor and/or IDPH applicable to the College's geographic area, in force at the time of any such decision.
2. Temporary Covid-related modifications, lasting no more than two weeks at a time, to Spring 2023 class modalities will be discussed and made in consultation with the division dean and according to CDC, ICCB, and IDPH guidelines. Modifications beyond the initial temporary modification will be made in accordance with Policy 2.16.
3. A Faculty member who is teaching face-to-face courses, including hybrid, virtual hybrid, or hyflex, and who is required to quarantine or isolate, but is asymptomatic may work remotely. The Faculty member will not be required to take sick days, provided they are continuing instruction remotely. For Faculty required to quarantine or isolate who are asymptomatic, but where remote work options cannot be made available for non-classroom campus service, including office hours, Opening Days, committee meetings, meetings with supervisors, etc., Faculty will not be required to take sick days if they are working remotely.

Items 4 & 5 have already received approval to be carried over from the Fall 2022 MOU and are included here for consistency.

4. During the term of this MOU: Full-time Faculty salary and employment status will remain as-is according to the most current CBA and any contracts or payment agreements made for the 2022 – 2023 academic year, even if programs or courses are low-enrolled.
 - a. Due to the unprecedented situation of the ongoing COVID-19 pandemic, Faculty will not be required to teach more than five (5) course sections totaling at least 13.1 credits unless the faculty member and the Faculty Senate President agree to more. This five (5) course section limit does not include courses that are open-lab or cross-listed (offered at the same time, in the same location, with the same instructor) or for courses like or similar to OCED 290 Workplace Experience that are designed for limited enrollment and require Instructor approval.
 - b. Tutorial loading will be used only to calculate load course sections beyond five

- (5)course sections or fifteen (15) credits.
- c. No precedent or past practice will be set regarding Faculty load calculation when addressing future situations.
- 5. Full-time faculty evaluations will be as follows:
 - a. Any faculty evaluations held via online platforms or Zoom may not be recorded without the Faculty member's express consent. If consent is not given, the observer will take notes or otherwise document their thoughts as consistent with in-person evaluation.
 - b. Non-tenured Faculty should still expect to be evaluated for at least five semesters within the time frame by the dean and tenure committee prior to being recommended for tenure.

All aspects of this agreement shall expire on May 20, 2023.

Should either party deem it appropriate or necessary, they may initiate negotiations on any subsequent Covid-related MOU no later than May 1, 2023.

Date: January 24, 2023



Board Chair

Faculty Senate/Local 1957 President