

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

April 25, 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=SmdzVjE3cDRVenFlaFBYRm5sV2VlOT09>

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

Present Board as Organized

- I. Call to Order/Roll Call
- II. Approval of Minutes: February 28, 2023 Regular Meeting
March 30, 2023 Combined Regular Meeting
and Quarterly Retreat
- III. Approval of Resolution Declaring Results of Board of Trustees Election Held
April 4, 2023 (Handout)
- IV. Comments from Outgoing Student Trustee
- V. Comments from Outgoing Trustee
- VI. Other
- VII. Adjournment Sine Die of Old Board

Organizational Meeting – Convening of New Board

- I. Call to Order/Roll Call
- II. Seating of Newly Elected Trustees
- III. Seating of Newly Elected Student Trustee
- IV. Board Reorganization and Election of Board Officers
 - A. Chair
 - B. Vice Chair
 - C. Secretary
- V. Approval of Agenda
- VI. Committee Appointments
- VII. Establishment of the Board Meeting Schedule (Page 1)
- VIII. Public Comments
- IX. Introductions
- X. Budget Report

XI. Foundation Report

XII. Consent Items

A. Academic

1. Memorandum of Agreement Between Highland Community College and Beloit College for Reverse Transfer Credit Articulation (Page 2)
2. Guaranteed Admission Memorandum of Agreement Between Highland Community College and Beloit College (Page 6)
3. Articulation Agreement Between Highland Community College and Trinity College of Nursing & Health Sciences (Page 12)

B. Administration (None)

C. Personnel

1. Part-time Instructors, Overload, and Other Assignments (Page 19)

D. Financial (None)

XIII. Main Motions

A. Academic (None)

B. Administration

1. Second Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 22)
2. Second Reading – Revised Policy Manual Appendix: Tenure Review (Page 24)
3. Memorandum of Understanding Between Freeport Health Network (FHN) and Highland Community College for FHN Off-site Parking in the Event of an Emergency (Page 27)

C. Personnel

1. Revised Job Description: Testing & Career Services Specialist (Page 31)

D. Financial

1. Driver Training School Agreement Between Highland Community College and Rock Gate Capital (DBA 160 Driving Academy) for Tractor-Trailer Driver Training (Page 34)
2. Extension of Master Services Agreement with Handshake Online Job Board Platform (Page 41)
3. Interfund Transfer from the Restricted Purposes Fund to the Auxiliary Fund (Page 44)
4. Agreement with Uwill for Telehealth Student Mental Health and Wellness Services (Page 45)
5. Payment of Bills and Agency Fund Report – March 2023 (Page 55)

XIV. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 57)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Illinois Community College Trustees Association (ICCTA) Representative

- E. Association of Community College Trustees (ACCT)
- F. Board Chair
- G. President

XV. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XVI. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 - 1. Appointment: Director, Financial Aid (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XVII. Old Business

- A. Follow-up to Board Retreat Presentation by Sports Facilities on the Feasibility of a Potential Athletics, Learning, and Event Center

XVIII. New Business

- A. Quarterly Retreat Dates and Times

XIX. Dates of Importance

- A. Honors Convocation – May 18, 2023 at 7:00 p.m. in the Ferguson Fine Arts Center
- B. Commencement – May 20, 2023 at 10:00 a.m.
- C. Audit & Finance Committee Meeting – May 23, 2023 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228)
- D. Next Regular Board Meeting – May 23, 2023 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- E. Next Quarterly Board Retreat – June 14, 2023 at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XX. Adjournment

**AGENDA ITEM #VII
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE**

ESTABLISHMENT OF THE 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., with the exception of the October 2024 meeting, which will be held on the third Tuesday. 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 2025:

May 23, 2023	January 23, 2024	January 28, 2025
June – no regular meeting	February 27, 2024	February 25, 2025
July 25, 2023	March 26, 2024	March 25, 2025
August 22, 2023	April 23, 2024	April 22, 2025
September 26, 2023	May 28, 2024	
October 24, 2023	June – no regular meeting	
November 28, 2023	July 23, 2024	
December – no regular meeting	August 27, 2024	
	September 24, 2024	
	October 15, 2024 – third Tuesday	
	November 26, 2024	
	December – no regular meeting	

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 #XII-A-1
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND BELOIT COLLEGE
FOR REVERSE TRANSFER CREDIT ARTICULATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Agreement between Highland Community College and Beloit College to facilitate the transfer of students, enhance the number of quality learning options, and provide a seamless transfer process for students.

BACKGROUND: As outlined in the attached agreement, the purpose of the Memorandum of Agreement is to permit eligible students to transfer certain coursework from Beloit College to Highland Community College to complete requirements for an Associate's degree. Students enrolled at Beloit College who previously attended Highland or are currently enrolled and meet Highland's residency requirement of 20 required credit hours may be eligible for reverse transfer toward an Associate's degree at Highland.

BOARD ACTION: _____

Memorandum of Agreement

Beloit College and Highland Community College Reverse Transfer Credit Articulation

The Board of Trustees of Beloit College, on behalf of Beloit College (hereinafter "Beloit") and Highland Community College (hereinafter "HCC") wish to facilitate the transfer of students, enhance the number of quality learning options at their institutions, and provide a seamless transfer process for students. Beloit and HCC have entered into this Memorandum of Agreement (hereinafter "Agreement") and hereby agree as follows:

1. Beloit and HCC are active educational collaborators in providing educational opportunities for currently enrolled and potential students of both institutions. Each institution will maintain the integrity of its separate programs and enter into this Agreement as equal educational collaborators.
2. Beloit understands HCC's mission of educating members of its district and of awarding two-year associate's degrees. The purpose of this Agreement is to permit eligible students to transfer certain coursework from Beloit to HCC to complete requirements for the associate's degree. This process is called reverse transfer or reverse articulation.
3. Students enrolled at Beloit who (a) previously attended HCC or are currently enrolled at HCC and (b) meet HCC's residency requirement of 20 required credit hours may be eligible for reverse transfer credit toward a HCC associate's degree.
4. Separate academic records for students will be maintained at each institution.
5. Beloit and HCC agree to exchange transfer student information for the purpose of monitoring and promoting student academic success and degree conferral.
 - a. For students admitted to and enrolled at Beloit with a minimum of 37 transfer credits from HCC, Beloit will notify those students who previously attended HCC but never completed their associate's degree at HCC. Beloit will inform them about this MOA and ask if the student would like to send their Beloit transcript to HCC for further review. This process would start beginning in the Fall 2021 semester.
 - b. Upon receipt of this transcript request, Beloit will forward a transcript at the end of each term to a designated official at HCC who will review the Beloit transcript and verify if the student completed their associate's degree based on coursework already completed at HCC and Beloit. A note will accompany each transcript, identifying it as belonging to a reverse transfer student.
6. As requested by students, Beloit will send transcripts to HCC on an ongoing basis. HCC will evaluate all coursework that may assist in the completion of the student's associate's degree at HCC. A student who meets all HCC associate's degree requirements, including the minimum resident credit requirement, will be eligible to receive an associate's degree, posted to their transcript, at no cost to the student. HCC will notify each affected student that they are eligible to receive an associate's degree. Once required coursework for an associate's degree is complete,

HCC will notify Beloit to discontinue sending transcripts.

7. Authorized employees of Beloit and HCC will have access to personally identifiable information about the students who receive or who are eligible for reverse transfer credit. Beloit and HCC agree that their respective authorized employees will have a legitimate educational interest in the records of the students being served. Beloit and HCC shall take reasonable steps to ensure that their respective employees and sub-contractors assigned to the project maintain the confidentiality of all student information as required by the Family and Educational Rights and Privacy Act and protect such information from unauthorized access, destruction, use, modification and disclosure.
8. HCC will not disclose personally identifiable information to any other party without the prior consent of the eligible students and will destroy shared materials when the work is completed. HCC shall immediately notify Beloit in the event of any actual, potential or threatened breach of its obligations under this Agreement, and will take all necessary and appropriate actions to restrain any and all use or disclosure of such confidential and personal information. HCC shall be liable for not taking appropriate action to restrain any and all use or disclosure of such confidential and personal information. HCC shall also be liable for failing to provide a notice of any actual, potential or threatened security breach to Beloit. HCC shall defend, indemnify and hold Beloit harmless from and against any and all claims, losses, liability, costs and expenses (including attorneys' fees) arising from the unauthorized use or disclosure of such confidential and personal information. This provision shall survive termination or expiration of this Agreement.
9. Beloit and HCC agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. The parties will use their best efforts by Fall 2021 to establish a process that will incorporate a formal notification of students about the purposes of this agreement at the time of the student's application to Beloit along with a form to request exchange of transcripts. Beloit and HCC agree to recognize the reverse articulation program on each institution's website and other marketing and publicity methods.
10. Beloit and HCC agree to promptly communicate with each other regarding any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.
11. Each institution will designate in writing an employee who will serve as the point of contact for administration of this Agreement.
12. Beloit will designate key individuals to review final transcripts, make appropriate changes to each student's progress toward Beloit degree completion and notify each student.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and the State of Wisconsin.
14. Neither Beloit nor HCC waives or relinquishes any immunity or defense on behalf of itself, its trustees, regents, officers, employees, volunteers, or agents as a result of the execution of this Agreement or its performance under this Agreement.
15. This Agreement will become effective upon the execution of signatures by the responsible authority for each institution. The reverse articulation program will commence in the Fall 2023

semester and will be deemed to renew automatically unless terminated in accordance with the terms of this Agreement. HCC transfer students are eligible to participate if they transferred to Beloit enrolling in classes during the Fall 2023 or Spring 2024 semesters or during any subsequent semester.

16. Modification or termination of this Agreement will require the written agreement of both institutions. Either party may terminate this Agreement immediately if the other party commits a material breach of this Agreement. Either party may terminate this Agreement for any reason by giving written notice to the chief executive officer or designee of the other institution at least 180 days prior to the termination. Expiration or termination of this Agreement means that no new students will be permitted to participate in the reverse articulation program. Any termination of this Agreement, however, shall not relieve either party from completing obligations in progress prior to the effective date of the termination. Both institutions agree that students who are currently enrolled on the effective date of the termination shall be allowed to continue their programs in accordance with the terms and conditions in effect prior to the termination of the Agreement. Beloit and HCC intend and desire a continuing relationship for the purpose of exchanging information contained in the education records of students who are participating in the program at the time of termination or expiration of this Agreement. The right of either institution to receive education records terminates once all eligible students have completed their programs or are no longer eligible for the reverse articulation program.

EXECUTED AS FOLLOWS:

Highland Community College

Beloit College

_____	_____
Chair, Board of Trustees	Date
_____	_____
Christina Kuberski President	Date
_____	_____
Sam Agdasi Vice President, Academic Services & Chief Academic Officer	Date
_____	_____
Vicki Schulz Transfer Coordinator	Date

_____	_____
Eric Boynton Provost	Date
_____	_____
Yaffa Grossman Registrar	Date

**AGENDA ITEM #XII-A-2
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**GUARANTEED ADMISSION MEMORANDUM OF AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND BELOIT COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Agreement between Highland Community College and Beloit College offering Highland students Guaranteed Admission to Beloit College to complete their Bachelor's degree.

BACKGROUND: As outlined in the attached agreement, students eligible for Guaranteed Admission to Beloit College must have graduated from high school (as evidenced by a high school diploma or GED), complete a minimum of 24 transferable credit hours, and maintain a cumulative grade point average of 2.75 on a 4.0 scale on all transferable coursework taken at Highland prior to admission to the Guaranteed Admission Program. Students are expected to enroll and complete general education and coursework required for admission into their Beloit degree program with a maximum of 60 credits (15 units) that will be applied to their baccalaureate degree. Courses numbered lower than 100-level and other courses not deemed transferable are not included in this agreement.

BOARD ACTION: _____



**Memorandum of Agreement
Beloit College and Highland Community College
Guaranteed Admission**

The Board of Trustees of Beloit College, on behalf of Beloit College (hereinafter "Beloit") and Highland Community College (hereinafter "HCC") agree to a cooperative relationship through this Guaranteed Admission Agreement to better serve students and facilitate the transfer process. This agreement offers HCC students Guaranteed Admission to Beloit College to complete their Bachelor's degree. Students must meet all of the requirements outlined in this agreement to guarantee their admission to Beloit.

1. Academic Requirements

- a. Students must have graduated from high school (as evidenced by a high school diploma or GED) and complete a minimum of 24 transferable credit hours and maintain a cumulative grade point average of 2.75 on a 4.0 scale on all transferable coursework taken at the HCC prior to admission to the Guaranteed Admission Program.
- b. Students are expected to enroll and complete general education and coursework required for admission into their Beloit degree program within three years of initial enrollment in the Guaranteed Admission program with a maximum of 60 credits (15 units) that will be applied to their baccalaureate degree. Courses numbered lower than 100-level and other courses not deemed transferable are not included in this agreement. Please review the attached appendix outlining non-transferable courses.

2. Admission Requirements

- a. Students must authorize the HCC and Beloit to disclose their educational records, including but not limited to, academics, admission, financial aid, and advising information as appropriate. By signing the participation form, students agree to allow the two institutions to share information and to allow the student to take advantage of the Guaranteed Admission program of the reverse degree process. Students must follow standard procedure for requesting official transcripts from both schools when needed for admission and reverse degree completion from Beloit.
- b. Students must be in good standing at HCC at the time of transfer. Students must adhere to each institution's standard policies and procedures including but not limited to those dealing with admission, course enrollment, transfer credits, financial aid, conduct and discipline, academic probation, dismissal and reentry.
- c. During enrollment in the Guaranteed Admission Program, Beloit will provide advising to students to discuss academic program requirements and transfer credit policies. It is recommended that students track their degree progress by working with their transfer advisor at HCC and Beloit.
- d. Students are eligible to transfer into more than 50 undergraduate degree programs at Beloit. See Appendix A for a full list of participating degree programs.

- e. Students will be considered for Beloit transfer scholarships of up to \$30,000 annually. Members of Phi Theta Kappa are also eligible to receive an additional award up to \$5,000. Need-based aid is available in the form of grants, loans, and work-study when students complete the FAFSA.

3. Other Terms

- a. Failure to meet the requirements above does not preclude the student from being considered for admission to Beloit through its traditional admission process.
- b. HCC will publish this document on their website so that the details of this agreement are available to students interested in participating in the program. Beloit and HCC will have the right to review and approve all advertising for the Guaranteed Admission program.
- c. By means of a separate Memorandum of Understanding (MOU), at the college's request, Beloit will facilitate the transfer of credit back to the HCC if students transfer to Beloit before completing an associate's degree. The reverse transfer MOU enables the HCC to award degrees following student transfer.
- d. This agreement will remain in effect until mutually agreed-upon change is deemed necessary. Any changes to the program in regards to any part of this agreement, must be in writing so that this agreement can be re-evaluated. Notice of changes shall be provided at least 60 days prior to the first day of instruction (at both institutions) of the academic year in which the change will be implemented.
- e. Should the program be dissolved, students who are participating at that time will be guaranteed transfer into Beloit provided they satisfy all program requirements.

EXECUTED AS FOLLOWS:

Highland Community College

_____	_____
J	Date
Chair, Board of Trustees	
_____	_____
Christina Kuberski	Date
President	
_____	_____
Sam Agdasi	Date
Vice President,	
Academic Services & Chief Academic Officer	
_____	_____
Vicki Schulz	Date
Transfer Coordinator	

Beloit College

_____	_____
Eric Boynton	Date
Provost	
_____	_____
Yaffa Grossman	Date
Registrar	

Appendix A: Full listing of Majors, Minors and Pre-professional Programs

Majors and Minors

- African Studies**
- Anthropology*
- Ancient Mediterranean Studies*
- Art
 - Studio art*
- Asian Studies**
- Biochemistry
- Biology*
- Chemistry
 - Chemistry*
 - Applied Chemistry
 - Environmental Chemistry
- Chinese Language and Culture*
- Cognitive Science*
- Comparative Literature
- Computer Science*
- Critical Identity Studies*
- Dance
- Data Analytics and Science***
 - Data Analytics
 - Data Science
- Economics and Business
 - Business Economics
 - Economics
 - International Political Economy
 - Quantitative Economics
- Education and Youth Studies
 - Education and Youth Studies
 - Teacher certification/ licensure for Wisconsin
- English*
 - Literary studies
 - Creative writing
- Environmental Studies*
 - Environmental communication and arts
 - Environmental justice and citizenship
- European Studies**
- French Language and Culture*
- Geology
 - Geology*
 - Environmental
- Greek and Latin Studies
- Health and Society*
- History*
- Interdisciplinary Studies (self-designed)*
- International Relations

- Japanese Language and Culture*
- Journalism**
- Latin American and Caribbean Studies**
- Law and Justice**
- Mathematics*
- Media Studies
- Medieval Studies**
- Museum Studies**
- Music*
- Philosophy*
- Physics, Engineering and Astronomy
 - Engineering Physics
 - Physics*
- Political Science*
- Psychology
- Sociology
- Spanish Language and Culture*
- Theatre*

Pre-professional programs:

- Engineering (3-2 or 4-2)
- Pre-law
- Health Professions

* Minor also offered

** Offered only as a Minor

*** Please see web listing below for most current information on major and minor offerings

Full listing of majors and minors: www.beloit.edu/academics/majors-minors/

Appendix B: Limits to credit transferability at Beloit College

The following credit types are deemed non transferable to Beloit College:

1. coursework at non-accredited institutions
2. courses with grades of C- or lower
3. mathematics courses lower than precalculus level, with the exception of statistical-based courses
4. remedial coursework below 100 level
5. coursework beyond the equivalent of 8 Beloit units (32 credits) taken in a fully online or distance learning format.
6. AP credits with exam scores 3 or lower.
7. IB scores in SL courses 5 or lower. IB scores in HL courses 3 or lower.
8. credit for prior learning (CPL) and credits gained through CLEP testing
9. courses that do not fit within a liberal arts nature (e.g. some physical education courses and certificate programs).

**AGENDA ITEM #XII-A-3
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ARTICULATION AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND TRINITY COLLEGE OF NURSING & HEALTH SCIENCES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached articulation agreement between Highland Community College and Trinity College of Nursing & Health Sciences for students seeking to complete their Associate's degree from Highland and the Medical Laboratory Science (MLS) Program curriculum at Trinity.

BACKGROUND: The attached agreement is designed to provide participating students with a pathway to meet degree requirements established by the College for an Associate's degree and a Bachelor of Science in Health Sciences with a major in Medical Laboratory Science at Trinity College of Nursing & Health Sciences.

BOARD ACTION: _____

**TRINITY COLLEGE OF NURSING
& HEALTH SCIENCES
AND
HIGHLAND COMMUNITY COLLEGE**

Articulation Agreement

Trinity College of Nursing & Health Sciences of Rock Island, IL, and **Highland Community College** of Freeport, IL believe that a cooperative program benefits students by allowing students an opportunity to earn degrees from both institutions.

This agreement defines the Dual Degree Program Articulation Agreement between Trinity College of Nursing & Health Sciences and Highland Community College for qualified students seeking to complete their Associates degree from Highland Community College and the Medical Laboratory Science (MLS) Program curriculum at Trinity College of Nursing & Health Sciences.

Agreement

The Articulation Agreement is designed to provide participating students with a specific pathway to meet degree requirements established by Highland Community College for an Associate degree and a Bachelor of Science in Health Sciences with a major in Medical Laboratory Science at Trinity College of Nursing & Health Sciences.

It is agreed and understood that each institution has the right and responsibility to make changes to its curricula and enrollment standards to maintain its academic integrity and meet accreditation standards. Such changes, if any, will be communicated to the other institution as they occur through the office of each institution responsible for implementing this dual degree program.

At the request of either institution, a meeting or conference will be held to resolve any problems and monitor progress under the terms of this Articulation Agreement.

Under the terms of this agreement, neither institution is obligated to make any payments of any kind to the other institution.

Academic Requirements

1. The student must earn a minimum of 80 semester hours in pre-requisite courses before starting the MLS program.
2. The student must complete all General Education, University, major/minor, and graduation requirements (if applicable), except for the 40 credits of the MLS program.
3. Upon acceptance into the MLS program at Trinity College of Nursing & Health Sciences, 80 semester hours may be transferred toward the completion of the MLS Program. For approved transfer credits refer to Appendix A.
4. Upon successful completion of the MLS program at Trinity College of Nursing & Health Sciences, 40 credit hours will be awarded towards the Bachelor of Science in Health

Sciences with a major in Medical Laboratory Science. For approved MLS credits refer to Appendix B.

5. Students who successfully complete the MLS program at Trinity College of Nursing & Health Sciences (40 credits) will be eligible to participate in commencement.

Accreditation

Trinity College of Nursing & Health Sciences and Highland Community College will ensure that they maintain accreditation with the Higher Learning Commission regional accrediting body and ensure all operations will be in keeping with accreditation requirements of the two institutions.

Duration and Termination of Agreement

Trinity College of Nursing & Health Sciences and Highland Community College agree that this Agreement shall be in force the date of the signing of the Agreement and shall remain in force until modified or terminated in writing, following reasonable and mutual discussion by representatives of the two institutions.

Trinity College of Nursing & Health Sciences and Highland Community College reserve the right to revise or eliminate programs and courses. Such changes will be communicated to the appropriate parties. This articulation agreement will be reviewed annually to ensure currency with each party's degree requirements and may be modified by attachment.

Notification of Equal Educational Opportunities

Trinity College of Nursing & Health Sciences is committed to providing equal employment and promotion opportunities to all individuals regardless of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, Veteran Status, or disability. Applicants for admissions and in employment together with sources of referral are hereby notified that this Institution does not discriminate among applicants or employees based upon their status of race, color, creed, age, sex, sexual orientation, national origin, religion, or disability in any aspect of the employment relationship from hiring through termination. Any person having inquiries concerning Trinity College of Nursing & Health Sciences' compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to contact the Director of Student Services and External Relations or Chancellor. Inquiries also may be addressed to the Acting Assistant Secretary for Civil Rights, Candice Jackson, U.S. Department of Education at 1-800-421-3481.

It is the policy of Highland Community College to provide equal opportunity in all terms and conditions of employment and education for all faculty, staff, and students. The intent of this policy is to prohibit discrimination (including sexual harassment) and to promote the full realization of equal employment opportunity in all faculty, staff, and student aspects of the University. The University will provide equal opportunities for all qualified individuals and will promote the full realization of equal opportunity through positive programs. This policy of equal employment opportunity applies to all individuals in every aspect of education, employment policy and practice. The University is an Equal Opportunity Employer and provides that employment, salaries, and access to education are determined and maintained on a basis that does not discriminate against any employee or applicant for employment on the basis of age, color, physical or mental disability, national origin, race, religion, creed, sex, military or veteran status, sexual orientation, gender identity, pregnancy, or any other protected category under applicable local, state, or federal law. The University reserves the right to impose qualifications based on religion if a bona fide occupational qualification is reasonably necessary for the operation of the University

Liaisons

To facilitate a student's participation in the program, Highland Community College and Trinity College of Nursing & Health Sciences have designated liaisons:

Trinity College of Nursing & Health Sciences:

Stephanie Tieso, Program Director/BSHS Program Coordinator

Highland Community College: Vicki Schulz, Transfer Coordinator

Academic Dean
Trinity College of Nursing & Health Sciences

Date

Board Chair
Highland Community College

Date

Appendix A

Prerequisite General Education Courses	
Humanities	Credits
Written Communication ENGL 121	3
Oral Communication SPCH 191	3
Humanities Electives	12
Humanities total	18
Social Sciences	
Sociology SOCI 171	3
Psychology PSY 161	3
Social Sciences total	6
Natural Sciences and Mathematics	
Anatomy and Physiology 1 BIOL 213	3
Chemistry	
General Chemistry 1 CHEM 123	4
General Chemistry 2 CHEM 124	4
Biochemistry CHEM 220	4
Biology	
Biology BIOL 110	4
Microbiology BIOL 211	4
Math	
College Algebra MATH 166	3
Statistics MATH 134	3
Natural Sciences and Mathematics total	30
Electives	
Medical Terminology ITHC 101 and 102	2
General Electives	24
Diversity/Cultural Elective	3
Electives total	26
TOTAL	80

Appendix B

SUMMER SEMESTER		
Course #:	Description:	Semester Hours
MLS 310	Urinalysis and Body Fluids	2
MLS 320	Lab Math and Operations	1
MLS 330	Phlebotomy and Pre-analytical Variables	1
MLS 340	Cell Morphology	2
MLS 345	Clinical Immunology	2
TOTAL		8 SH
FALL SEMESTER		
MLS 415	Clinical Chemistry	7
MLS 425	Clinical Hematology and Hemostasis	7
MLS 410	Evidence Based Lab Medicine	1
MLS 420	Educational Development	1
TOTAL		16 SH
SPRING SEMESTER		
MLS 430	Immunohematology	7
MLS 435	Clinical Microbiology	7
MLS 440	Lab Management	1
MLS 450	Medical Lab Science Review	1
TOTAL		16 SH

All general education prerequisites must be completed prior to admission to the
BSHS-MLS Program.

Transfer credit evaluated on a course by course basis.

Pre-Requisite General Education Total	80 SH
MLS Total	40 SH
BSHS-MLS Program Total	120 SH

**AGENDA ITEM #XII-C-1
APRIL 25, 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: _____

Spring 2023				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Miscellaneous								
Cindy	Bielefeldt	6661	PERS037OCC	Resin Pendent				\$100.00
Drew	Groezienger	6603	PERS036FCC	Succulent Planters B				\$70.00
Drew	Groezienger	6605	PERS036FCC	Succulent Planters C				\$70.00
Roger	Hicks	6644	PERS036KCC	Welding for Garden Art				\$504.00
Jeremy	Monigold	6750	PERS011HCC	Excel Fundamentals				\$50.00
Mark	Peterson	6633	PERS037ECC	Cahokia/Mississippian Culture				\$41.25
Mark	Peterson	6631	PERS037BCC	WWII Europe Overview				\$41.25
Jana	Schlukebir	6652	PERS036SCC	Mad About Macarons				\$113.00
Mary	Stayner	6638	PERS036MCC	Zentangle Inspired Art				\$90.00
Brian	Dinderman	6202	AGOC224HB	Artificial Insemination		2.9	\$532.00	\$1,542.80
Jeremy	Monigold	6222	INFT141Y1	Int. Excel		0.3	\$1,492.40	\$447.72
						0.7	\$1,628.07	\$1,139.65
James	Palmer	6155/6166	AUTM240A/X	Automatic Trans & Lab		2.1	\$1,356.73	\$2,849.13
Kristin	Stinnett	6145/6146	AUTM111A/X	Suspension/Alignment & Lab		1.55	\$1,356.73	\$2,102.93
Todd	Vacek	6301	WELD232A	Int. Welding/Fabrication		1.95	\$1,356.73	\$2,645.62
Michael	Skwara		Academic Technology Resources Vacancy Interim Plan					\$8,547.39
Martin	Hilberg	6467	MATH134HF1	Portion of Statistics		0.08	\$1,356.73	\$108.54
Roberta	Andrews		MATHY1B	MAC Lab		2	\$540.00	\$1,080.00
Nancy	Luepke		MATHD2	MAC Lab		2	\$540.00	\$1,080.00
Nancy	Luepke		MATHF2	MAC Lab		2	\$540.00	\$901.80*
Nancy	Luepke		MATHY1D	MAC Lab		2	\$540.00	\$901.80*
Ellen	McGinnis		MATHA2	MAC Lab		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHC2	MAC Lab		2	\$540.00	\$1,080.00
Pete	Norman		Golf Coach					\$3,750.00
* Pro rated based on enrollment								
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Joshua	King-Slowinski		LifeLong Learning instructor 2/14/23 and 2/21/23					\$ 874.00
James	Blair		Worked scorer's table for Region tournament - 9 games					\$ 500.00
Robert	Buckwalter		Worked scorer's table for Region tournament - 9 games					\$ 500.00
Eric	Katzenberger		Worked scorer's table for Region tournament - 7 games					\$ 250.00
Bill	Pospischil		Worked scorer's table for Region tournament - 9 games					\$ 500.00
Jeff	Slattengren		Worked scorer's table for Region tournament - 9 games					\$ 450.00
Rhonda	Arends		Business Institute instructor					\$ 2,540.00
Stephen	Brewer		Monthly speaker for High School Servant Leadership					\$ 550.00
Keegan	Coppennoll		Deputy for Region tournament for 11 hours at \$30 per hour rate					\$ 330.00
Bradley	Curtis		Deputy for Region tournament for 16.5 hours at \$30 per hour rate					\$ 495.00
Joshua	King-Slowinski		LifeLong Learning instructor 2/28/23					\$ 297.00
James	Love		Monthly speaker for High School Servant Leadership					\$ 550.00
James	Blair		Worked scorer's table for Men's Basketball game 3/11/23					\$ 75.00
Robert	Buckwalter		Worked scorer's table for Men's Basketball game 3/11/23					\$ 75.00

FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Eric	Katzenberger		Worked scorer's table for Men's Basketball game 3/11/23					\$ 30.00
Bill	Pospischil		Worked scorer's table for Men's Basketball game 3/11/23					\$ 75.00
Jeff	Slattengren		Worked scorer's table for Men's Basketball game 3/11/23					\$ 75.00
Deborah	Lischwe		Demographics presentation for Jo Daviess Leadership Forum					\$ 350.00
Erin	Korte		Deputy for Men's BB Dist Championship game/4 hrs @ \$30/hour					\$ 120.00
Kathryn	Rotz		Business Institute instructor					\$ 600.00
Robert	Sutter		Deputy for Men's BB Dist Championship game/5 hrs/@\$30/hour					\$ 150.00
John	Hartman		Piano tuning					\$ 195.00
Joshua	King-Slowinski		LifeLong Learning Instructor 3/7/23 and 3/14/23					\$ 385.00
Catherine	Urban		LifeLong Learning instructor 3/11/23					\$ 490.00
Tammy	Abell		Speaker for High School Servant Leadership 2/18/23					\$ 550.00

**AGENDA ITEM #XIII-B-1
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY 5.06
PURCHASES OF SUPPLIES AND SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading revised policy 5.06, Purchases of Supplies and Services, which is included in Chapter V, Finance, of the policy manual.

BACKGROUND: The recommended revised policy supports accountability in the College's purchasing processes and procedures. If measures taken to assist those with purchasing authorization with meeting the required processes and time lines are unsuccessful, the new language would allow for suspension of that authorization. There will be an appeal process and ability for individuals to regain their authorization.

No additions or revisions have been made since trustees approved the first reading at their combined March 30, 2023, regular meeting and Board retreat.

BOARD ACTION: _____

5.06 *Purchases of Supplies and Services* (*Revised* ~~*Reaffirmed 5/24/22*~~)

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

All required forms (see G:General\Accounting) are to be forwarded to the Manager of Accounting following completion within vendor and/or College deadlines. Required forms for purchases of supplies and services that do not include appropriate written approvals or supporting documents will be the responsibility of the individual and not the obligation of the College. Purchases that are not appropriate College expenses will be the responsibility of the individual and not the obligation of the College. The College may suspend purchasing authorization and/or access if policies are not adhered to. Individuals who are suspended will have the ability to appeal to the Vice President/CFO, Administrative Services.

**AGENDA ITEM #XIII-B-2
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY MANUAL APPENDIX
TENURE REVIEW**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading revised Appendix, Tenure Review, which is included in the policy manual.

BACKGROUND: The Tenure Review Appendix was reviewed as part of the Policy Review Committee's regular cycle of review of the Policy Manual. The recommended revisions provide further clarification on the steps involved in the process.

No additions or revisions have been made since trustees approved the first reading at their combined March 30, 2023, regular meeting and Board retreat.

BOARD ACTION: _____

Highland Community College

Tenure Review Process (Revised ~~February 11, 2021~~)

Notwithstanding the important charge given to hiring committees in selecting high-quality faculty to serve the college's educational mission, the work of tenure review committees—and the processes followed by such committees—is vital to the long-term success of Highland Community College. To that end, the following guidelines should be followed by all tenure committees.

- A. Tenure committees should consist of tenured faculty members from the same department and from the same division as that of the tenure candidate whenever possible and practical; if extenuating circumstances make this difficult or impractical, then faculty membership from outside divisions should make sense (i.e., one's area(s) of expertise should directly pertain to the field of specialty of the tenure candidate). Doing so will help to ensure all faculty members can contribute meaningfully to the tenure review process. Division deans will not serve as members of these tenure committees. Tenure committees, whenever possible, shall be formed prior to the beginning of the semester that the tenure process is to begin. It will be the responsibility of the dean to initiate the process.
- B. Any tenured faculty member who wishes to serve on a prospective tenure committee—in accordance with the guidelines set forth on page 21 of the Faculty Handbook—will be eligible to serve. (The language from the Faculty Handbook, page 21, appears as follows: “. . . a committee consisting of three tenured faculty members from the appropriate division”). As indicated above, preference will be given to those in the same department and division as the tenure candidate. If more than three faculty members wish to serve on a tenure committee, the division dean will determine the membership of the committee. Selection criteria shall include, but is not limited to, needs of the tenure candidate and strengths of the tenured faculty members to support the needs of the tenure candidate. Additionally, if a faculty member has served on a recent hiring committee or tenure committee within the department or division, they may be passed over for faculty who have not served recently. If less than three faculty wish to serve on a prospective tenure committee, the division dean will use the same selection criteria above to fill the remaining spots on a tenure committee.
- C. One faculty member from this tenure committee shall serve as chair of the committee. The tenure committee will select the chair of the committee from its membership. Division deans will not serve as chair of these tenure committees.
- D. Faculty tenure committees should address the tenure candidate's mastery of knowledge content, teaching and classroom effectiveness, and the rigor of course content and instruction, among other issues related to assessing and evaluating the candidate. This may also include the review of a portfolio submitted by the tenure candidate. Tenure

committee members should also be willing to serve as mentors to the candidate, offering guidance and constructive feedback throughout the tenure review process.

- E. The tenure committee shall meet at least once a semester until a recommendation is submitted to the division dean. Each committee member should observe the tenure candidate at least once each semester until a recommendation is submitted to the division dean. The tenure committee and the division dean should reach a conclusion either for or against tenure independent of one another: Each division dean should conduct his or her own independent recommendation of tenure for the candidate, allowing the faculty committee to reach a separate recommendation. The faculty committee will submit its recommendation to the dean. The dean will forward his or her recommendation along with the faculty recommendation to the Vice-President/~~CAO, of Academic Services/CAO~~. The Vice President/CAO, of Academic Services/CAO will forward his or her recommendation along with the dean and faculty recommendations to the President. The President makes his or her recommendation to the Board of Trustees for their consideration.
- F. If a probationary period for the tenure candidate is recommended, rationale and a corrective action plan if required should be provided in writing to all relevant parties: the division dean, the tenure committee members, and the tenure candidate as required by Illinois Tenure Law.
- G. If the Dean and/or Vice-President/~~CAO, of Academic Services/CAO~~ disagrees with the faculty recommendation, a written rationale should be provided to the committee.
- H. The division dean, in consultation with the tenure candidate and the faculty chair of the tenure review committee, shall be responsible for filling vacancies on the committee as soon as reasonably possible in the event of a retirement, resignation, sabbatical leave, or any other reason for said vacancy. Once a vacancy has been filled, the replacement committee member will serve until the completion of the tenure process.
- I. If there is any conflict of interest involving a faculty member serving on a tenure committee, then, as soon as the conflict of interest has been identified, that faculty member must resign from that particular tenure committee. Conflict of interest is defined in Policy 5.081 (Item G.1.c.).

**AGENDA ITEM #XIII-B-3
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
FREEPORT HEALTH NETWORK (FHN) AND HIGHLAND COMMUNITY COLLEGE
FOR FHN OFF-SITE PARKING IN THE EVENT OF AN EMERGENCY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding between Freeport Health Network (FHN) and Highland Community College for Highland Community College to be an off-site parking location for FHN staff, contractors, and other partners in the event of an emergency.

BACKGROUND: The College routinely partners with FHN and other area institutions/agencies for emergency response planning. Having Memorandums of Understanding, such as this one, in place facilitates planning and provides efficiencies should an event occur. This agreement provides for FHN to use a portion of the College's parking lots for their staff, contractors, or other partners if there were an emergency that caused the use of FHN's campus to be limited.

BOARD ACTION: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between FHN and Highland Community College (HCC) located at 2998 West Pearl City Road, Freeport, IL 61032.

DEFINITIONS

- ***FHN:*** Freeport Regional Health Care Foundation dba FHN, including Freeport Memorial Hospital, and all other offices in the Freeport area with administrative offices at 1045 W Stephenson St, Freeport, IL.
- ***Emergency:*** An unusual or extreme circumstance beyond FHN's control, or disruption to FHN services; creating the need for Transportation that FHN cannot perform or provide through normal means. This may include invoking the FEMA Incident Command process.
- ***Parking:*** Off-site staff parking for the safety of FHN staff in the event of an Emergency, monitored by camera and protected by security officers or police officers when possible.

STATEMENT OF PURPOSE

With this Memorandum of Understanding, HCC, as an organization that provides parking to its student body, and FHN, as defined, have agreed to communicate in hopes of working together to provide Parking in the event of an Emergency affecting FHN and the local Freeport community. This agreement does not commit or obligate either party to participate or provide any specific resource. Instead, the parties agree that they will assist one another to the extent possible, as described herein, depending on the circumstances of the Emergency and availability of resources.

RESPONSIBILITIES OF HIGHLAND COMMUNITY COLLEGE

1. To provide Parking for FHN Memorial Hospital employees, contractors and other partners as requested for the duration of the Emergency.
2. To provide a record of any incidents related to Parking to FHN Memorial Hospital.
3. If FHN has invoked the FEMA Incident Command Structure, to work with the FHN Incident Commander, Logistics Chief or another liaison as designated by the FHN Incident Commander to determine what assistance HCC can provide, if any.
4. To refrain from commenting publicly on FHN's use of Parking Services and to refer inquiries from the public and/or press to FHN's Public Information Officer.

RESPONSIBILITIES OF FHN:

1. To provide as much lead-time as possible to allow HCC to gather enough resources to allow for Parking, in the event that HCC is in a position to offer assistance.
2. To provide any specifics necessary for HCC to provide safe and efficient Parking services including shift change and other scheduling information, an estimated number of vehicles to utilize Parking, and information on any vehicular needs of those individuals needing extra assistance.
3. To strive to minimize the time the services are required.
4. If resources allow, to provide security during shift changes to allow for the safety of FHN employees.
5. To work with HCC Administration throughout the Emergency, including the determination of what assistance HCC can provide, if any.
6. FHN agrees, during all times this MOU Agreement is in place, to maintain comprehensive

general liability insurance in limits of not less than one million dollars (\$1,000,000), covering against liability and property damage that may occur because of the use by FHN of HCC's facilities. FHN further agrees to provide proof of such coverage to HCC when so requested.

MUTUAL RESPONSIBILITIES

FHN Memorial Hospital and HCC mutually agree to work to minimize the impact to both organization's operations during an Emergency, and to conduct an annual review and needs assessment for plan accuracy as needed.

RESOLUTION OF PROBLEMS

Problems between FHN and HCC will be resolved by staff from each entity at the level where the problem occurs through telephone contact, joint conference, or in-person meeting, depending on the availability of the parties.

If a resolution is not achieved, the appropriate supervisory personnel will participate in resolving the problem.

DURATION

This agreement will be in effect until terminated by one or both parties. Thirty (30) days' notice to the other party is required prior to termination. This Agreement may be amended at any time by the mutual, written consent of both parties.

MUTUAL ACCEPTANCE

The parties agree to the aforementioned in good faith for the benefit of the greater Freeport community.

CONTACT INFORMATION

In the event of an Emergency, the immediate points of contact for each party is as follows:

FHN:

EMS/Emergency Preparedness Coordinator
815-599-6973

FHN Switchboard:

Phone Number: 877-600-0346

HCC:

VP/CFO Administrative Services
815-297-5334

Director, Facilities & Safety

815-599-3501

Authorized Signature:

FHN

Printed Name: _____

Authorized Signature:

Highland Community College

Printed Name: _____

Date of Signature: _____

Date of Signature: _____

**AGENDA ITEM #XIII-C-1
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
TESTING & CAREER SERVICES SPECIALIST**

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

BACKGROUND: With the incumbent in the position transferring to another position within Highland, the job description was reviewed prior to posting. The job description has been revised to update the position responsibilities and priorities. The education requirement was modified to reflect the recommendation in place by Accuplacer. In addition, the certification requirement was revised to indicate that certifications are necessary in Accuplacer and other specialist testing.

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: Testing & Career Services Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide placement testing and other testing services for internal and external College customers and to provide assistance and support in Career Services.

PRINCIPAL DUTIES: (essential functions)

- Serves as the subject matter expert/primary contact for Accuplacer.
- Administers and proctors placement tests to prospective, current, and returning HCC students, including those given in area high schools.
- Performs testing data entry/upload processes to enter placement test data in BANNER and assists with the generation of multiple test reports and statistics.
- Provides testing services for other internal and external customers, including, but not limited to administering the Kaplan for prospective nursing students and CLEP, DSST, and Pearson Vue, and ISU Math Placement tests.
- ~~Serves as the subject matter expert/primary contact for Accuplacer.~~
- Provides support for the Fast Forward and Quick Start programs.
- Assists Career Services with the Student Worker Program, by performing duties such as determining student worker program eligibility, processing student worker hiring paperwork, ~~processing student worker~~ and assignment forms, ~~and~~ updating and maintaining student records, ~~and overseeing and assigning work of Career Services/Advising student workers.~~
- ~~Provides administrative support for Career Services, including assisting with maintenance and utilization of Handshake, arranging facilities for workshops and classes, and coordinating job postings and social media posts. Assists in overseeing and assigning work of Career Services/Advising student workers. Assists with special projects such as the Career Fair and on-site employer visits.~~
- Responds to communication from employers via phone, e-mail, or in-person.
- Assists with special projects such as the Career Fair and other on-campus events.
- Supports the Career Services Coordinator with the mentor program, including matching and sending e-mails to students, staff, and mentors.
- Uploads student data and sends career assessment invites to students.
- Provides essential customer service to students, faculty and staff.
- ~~Processes changes to all testing and Career Service related manuals.~~
- Works in both the Testing Center and Career Service areas throughout the week.
- ~~Provides testing services for other internal and external customers, including administering the Kaplan for prospective nursing students and CLEP, DSST and ISU Math Placement tests.~~
- ~~Assists the Director of Learning and Transitional Education Services with generation of placement test reports and statistics.~~

Adopted 1/23/2008

- ~~• Provides support for the Fast Forward and Quick Start programs.~~
- ~~• Processes changes to all testing and Career Service-related manuals.~~
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of utilizing data to make informed decisions.
 Knowledge of principles, practices and processes of testing.
 Knowledge of principles and practices in working with a diverse student population.
 Knowledge of computer operations and software applications.
 Knowledge of project and time management principles and practices.
 Knowledge of report preparation and formatting.
 Knowledge of customer service techniques.

Skill in operating office equipment, computers and software applications.
 Skill in maintaining confidential information.
 Skill in composing memos, letters, reports and other documents.
 Skill in responding professionally, effectively and efficiently to customer service requests.
 Skill in organization and paying attention to detail.
 Skill in identifying and evaluating problems and implementing effective solutions.
 Skill in engaging in active listening and communicating effectively verbally and in writing.
 Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

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

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

REQUIRED LICENSE/CERTIFICATION: Certified to administer Accuplacer, Pearson VUE, CLEP, ~~and~~ DSST, and other specialty testing within three (3) months of hire.

REPORTS TO: Director, Retention and Learning Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4705

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

LAST REVISED: 4/25/23~~10/26/21~~ *[Pending Board Approval]

Adopted 1/23/2008

Testing & Career Srvc Specialist job description with
updates 4-25-23.docx~~Testing & Career Srvc Specialist~~

**AGENDA ITEM #XIII-D-1
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**DRIVER TRAINING SCHOOL AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
ROCK GATE CAPITAL (DBA 160 DRIVING ACADEMY)
FOR TRACTOR-TRAILER DRIVER TRAINING**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached contract with Rock Gate Capital, LLC (160 Driving Academy) of Evanston, IL for tractor-trailer driver training effective March 22, 2023, and expiring on December 31, 2024. The agreement may be renewed for two years after December 31, 2024, with the express written consent of both parties.

BACKGROUND: Through this agreement, 160 Driving Academy will provide the personnel and equipment, as well as the recruitment, instruction, marketing, and job placement services for the tractor-trailer driver training located on the Highland Community College campus. The only notable change from last year's contract is the payment process. The prior contract required the College to send all the tuition-related dollars to 160 Driving Academy and they in turn sent back the College's portion. With this contract, the College will keep their portion of the tuition and send the remaining to 160 Driving Academy.

The company has multiple locations in Illinois and other midwestern states.

BOARD ACTION: _____

160 Driving Academy & Highland Community College Driver Training School Agreement

This is a Driver Training School Agreement ("Agreement") made this 22nd day of March, 2023, by and between Highland Community College (hereinafter referred to as the "College") and Rock Gate Capital, LLC dba 160 Driving Academy, Evanston, IL (hereinafter referred to as the "Firm").

RECITALS

WHEREAS, the Firm is engaged in the business of recruiting, training and placing qualified commercial truck drivers into the trucking industry; and

WHEREAS, the College maintains a permanent facility for the purpose of providing post-high school education,

NOW, THEREFORE, in consideration of the mutual covenants and consideration set forth herein, the parties hereto agree as follows:

SECTION ONE

Community College Partnership Concept

The Firm and College have agreed to a Community College Partnership Concept as outlined within this agreement. The College agrees to provide a training facility as outlined within this agreement. The Firm agrees to provide comprehensive training services as outlined within this Agreement. The overall concept is to produce a system that allows the Firm to recruit, train, and place a larger quantity of qualified, safety-oriented graduates into productive driving careers within the trucking industry.

SECTION TWO

Firm's Obligations

2.1 Marketing. The Firm agrees to use its best efforts to recruit qualified driver training candidates using various advertising, information seminars, and direct contact to grow the program. The Firm agrees to obtain the approval of the College prior to the commencement of any advertising for marketing purposes. The College agrees to market to all of its constituents through its mailings, course catalogue and on-site advertising materials.

2.2 Financing. The Firm agrees to actively participate and assist in candidates' tuition financing, including but not limited to Personal financing (savings, home refinance, etc.), credit card, Workforce Investment Act (WIA) and third-party financing for qualified individuals.

2.3 Course Offering. The Firm agrees to provide a four or eight week, one hundred sixty (160) hour training course, as determined by the College, developed to prepare students for the Illinois Secretary of State Class A CDL pre-trip, skills and road tests, and ultimately for an entry level position in the trucking industry.

2.4 Course Prerequisites. The Firm will ensure all prospective students in the driver training program will have completed all required drug screenings and Department of Transportation physicals prior to the class start date.

2.5 Firm's Employees. The Firm's employees who perform services for the College under this Agreement shall also be bound by the provisions of this Agreement. The Firm's employees are solely employees of the Firm and have no accrued or expected employment or benefit rights through the College. At the request of the College, the Firm shall provide adequate evidence that such persons are employees of the Firm and have proper licenses, experience and other necessary qualifications to perform the services required under this Agreement.

2.6 Harassment Training. The Firm's employees, if any, who perform services for the College under this Agreement shall undergo at the College's request, sensitivity, diversity, and sexual harassment awareness training prior to performing any services for the College under this Agreement.

2.7 Insurance. The Firm will maintain a single limit \$1,000,000 policy, full workers' compensation statutory coverage, and provide a certificate of insurance naming the College as an additional insured on its policies. The Firm waives any rights to recovery from the College for any injuries that the Firm and/or its employees may sustain while performing services under this Agreement and that are a result of the negligence of the Firm or its employees.

2.8 Indemnification. The Firm agrees to indemnify and hold harmless the College from any and all liability of any kind or nature whatsoever for any claims, lawsuits or other adverse actions or activities by employees, students or third parties of any nature whatsoever that relate in any way to the Firm's provision of this program, course offering and anything associated therewith.

2.9 Administrative Requirement. The Firm and its instructors will comply with all College program admission requirements, grading, grade recording policies and financial aid preapproval procedures in a timely manner. The on-site branch manager will serve as liaison between the Firm and the College.

2.10 Full Payment Students. The College will charge and collect on behalf of the Firm \$5,195.00 for Cash pay and WIA students. The College will remit the net amount of \$4,745.00 (\$5,195 minus \$450) to the Firm upon invoice from the Firm for each student that graduates the program. The Firm will receive direct payment from an employer partner or financial sponsor for each student whose tuition is underwritten by an employer partner per its agreement with each partner and the Firm will pay the College \$450.00 for each student that graduates the program. The Firm may adjust tuition price at any time by providing the College four week's notice.

All payments to the Firm or to the College are due upon invoice.

SECTION THREE

College Obligations

3.1 Facilities. The College agrees to provide training facilities as follows:

3.1.1 Classroom. A minimum of 300 square feet of classroom space; heating and ventilating adequate to maintain a comfortable room temperature for students and instructors; adequate lighting system so as to provide sufficient lighting for the students and instructors; sufficient seating facilities and writing surfaces for students; blackboards or other forms of illustrative devices which are visible from all seating areas; and adequate fire extinguishers in operable condition (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code).

3.1.2 General Office. Dedicated telephone line with call waiting and/or call rollover to electronic voice mailbox; access to a fax line and access to fax machine; access to copy machine; access to adequate office supplies (pens, pencils, paper, etc.); office furniture (desk, lockable filing cabinet, etc.); and personal computer with dedicated internet access.

3.1.3 Yard. Access to a training yard to handle student classes regardless of size, with lighting sufficient to support night instruction to facilitate skills training (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code). College agrees to provide a protective shed and a portable toilet in the training yard area as well as snow removal services.

3.1.4 Signage. The College will provide all signage required for this training. The College will provide available space for the Firm's signage. Signage must be reasonably visible to the general public from outside the classroom facility. Signage must satisfy State of Illinois requirements as well as being acceptable to the Firm and to the College in size and appearance.

3.2 Full Pay Tuition. College agrees to remit to the Firm all tuition on behalf of all Full Pay Tuition students enrolled in this driver training program (less College's share of tuition as outlined above in paragraph 2.10). Payment will be invoiced as of the end of the first week of training and is payable upon receipt of invoice by the College. Payments will be made directly to the Firm or via ACH payment to its approved financial institution. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that the Firm shall be entitled to payments for periods or partial periods of services that occurred prior to the date of termination and for which the Firm has not yet been paid.

3.2.1 Dedicated Tuition. Firm agrees to remit to the College \$250.00 for Dedicated tuition on behalf of all students enrolled in this Dedicated training program (as outlined above in paragraph 2.10). Payment will be submitted immediately upon student's employment at Dedicated student's employer. Payments will be made directly to the College. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that the College shall be entitled to payments for periods or partial periods of services that occurred prior to the date of termination and for which the College has not yet been paid.

3.3 Facility Maintenance Expenses. College agrees to cover all expenses incurred for its own facility maintenance, taxes, building insurance and related utilities. Damages or expenses incurred due to the negligence of the Firm, staff or students will be the responsibility of the Firm.

SECTION FOUR

Joint Obligations

4.1 Confidentiality. College recognizes that the prices, costs, future plans, business affairs, promotion techniques, technical information, customer lists, teaching methods, and other similar proprietary business information related to the services provided by the Firm (hereinafter collectively referred to as the "Information") are valuable, special and unique assets of the Firm. Accordingly, the College agrees that it will not at any time or in any manner, either directly or indirectly, use any Information for the College's own benefit, or divulge, disclose or communicate in any manner any Information to any third party without the prior written consent of the Firm, unless such records are publicly available or where compelled by law. To the extent permitted by the Illinois Freedom of Information Act (FOIA), or where compelled pursuant to State or Federal law (e.g. subpoena) the College will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement and, in addition to any other remedy, will entitle the Firm to obtain temporary and permanent injunctive relief against any actual or threatened breach of this paragraph without being required to post bond or, if bond cannot be waived, without providing any security thereon. The Firm agrees to treat proprietary information of the College in an identical manner and the College shall also be entitled to the benefits of injunctive relief for any actual or threatened violation by the Firm. The confidentiality provisions of this Agreement shall remain in full force and effect for a period of two (2) years after the termination of this Agreement.

4.2 Return of Records. Upon termination of this Agreement, each party will deliver to the other party all records, notes, data, memoranda, models, equipment, and Information of any nature that are in such party's possession or control which are the property or Information of the other party.

4.3 Independent Contractor. The Firm is, and the parties intend it to be, an independent contractor regarding the Services provided and no partnership of the parties is intended to be created by this agreement.

SECTION FIVE

Termination

This Agreement will continue through December 31, 2024. This Agreement may be renewed for two years after December 31, 2024 with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

SECTION SIX

Miscellaneous

6.1 Entire Agreement. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement between the parties whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

6.2 Governing Law and Enforcement. This Agreement shall be construed in accordance with the laws of the State of Illinois. If any provision of this Agreement shall be held to be invalid and unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

6.3 Waiver Limitations. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.

6.4 FERPA. The Firm agrees, in the provision of all services under this agreement, to remain compliant with obligations under the Family Educational Rights and Privacy Act (FERPA) relating to the maintenance and preservation of educational records. The Firm agrees to follow all College policies relating to such records and to instruct all agents or employees of the Firm as to the obligation of such compliance. If Firm becomes aware of any breach of such obligation, it shall promptly inform the College.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date indicated below.

FIRM: Rock Gate Capital, LLC

COLLEGE: Highland Community College

BY: _____
Signature of Firm's Representative Date

BY: _____
Signature of College's Representative Date

Name of Firm's Representative

Name of College Representative

**AGENDA ITEM #XIII-D-2
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE**

**EXTENSION OF MASTER SERVICES AGREEMENT WITH
STRYDER CORP. (DBA HANDSHAKE) FOR ONLINE JOB BOARD PLATFORM**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve a five-year extension of the Master Services Agreement with Stryder Corp. (DBA Handshake), an online job board platform, at an annual cost of \$3,000 per year.

BACKGROUND: A Handshake subscription was purchased by Highland Community College in Fall of 2020, replacing College Central Network. To date, there are 214 employers within a 50-mile radius of HCC registered on the platform. All college credit students are automatically assigned profiles and have immediate access through the student portal and the single sign-on feature. Employees, faculty, and community members are allowed access, as well. Career Services also utilizes Handshake for career fair planning, communicating with employers about events and updates, and managing the student worker program. Since July of last year, there have been over 200 applications submitted from students for positions in the student worker program.

The attached agreement will secure the annual pricing at \$3,000 for five years.

BOARD ACTION: _____



ORDER FORM & AMENDMENT

STRYDER CORP. dba HANDSHAKE

225 Bush Street, Suite 1200
San Francisco, CA, 94104
www.joinhandshake.com
+1 415-981-8400

Order form number: Q-16113

Order form date: 3/28/2023
Offer valid through: 4/27/2023
Order prepared by: Kelly Nicolson

Ship to:

Anthony Musso
anthony.musso@highland.edu
(815) 599-3597

Bill to:

Anthony Musso
anthony.musso@highland.edu
(815) 599-3597

Payment & Subscription Terms:

Start Date: 7/6/2023
End Date: 7/5/2028

Highland Community College - IL
2998 W. Pearl City Rd.
Freeport, Illinois 61032 United States

Highland Community College - IL
2998 W. Pearl City Rd.
Freeport, Illinois 61032 United States

Billing Frequency: Annual
Payment Terms: Net 30

Handshake Services	Start Date	End Date	Total Price
Premium Subscription	7/6/2023	7/5/2024	USD 3,000.00
Premium Subscription	7/6/2024	7/5/2025	USD 3,000.00
Premium Subscription	7/6/2025	7/5/2026	USD 3,000.00
Premium Subscription	7/6/2026	7/5/2027	USD 3,000.00
Premium Subscription	7/6/2027	7/5/2028	USD 3,000.00
Standard	7/6/2023	7/5/2028	USD 0.00
SUBTOTAL:			USD 15,000.00
TOTAL:			USD 15,000.00

Term & Conditions:

This Order Form for Highland Community College - IL is incorporated into and forms a part of the [Master Services Agreement] between Stryder Corp. and Highland Community College - IL (the "Agreement"). The following shall constitute an additional term of the Agreement, effective as of the Subscription Start Date set forth in the table above:

- Premium Subscription Fee.** The Premium Subscription Fee is amended to be the amount set forth as Premium Subscription Fee in this Order Form for the corresponding Term and shall be the Premium Subscription Fee as referenced in the Agreement to be paid on each anniversary thereafter for any Terms that automatically renew. If Agreement does not provide for the Term to automatically renew, then the Premium Subscription Fee shall only apply to the Term set forth above. The Premium Subscription Fee shall be paid in accordance with the payment terms set forth in the Agreement. The Term shall mean the time period starting the Subscription Start Date and end on the Subscription End Date for each of the Terms referred to above.
- *The Subscription Fee Total Price does not reflect applicable taxes. Each Party shall be responsible for any taxes levied against it in connection with the provision or receipt of the Services. This Order Form does not include any local, state, federal or foreign taxes, levies or duties of any nature, including value-added, sales use or withholding taxes. If Handshake has the legal obligation to pay or collect Taxes for which you are responsible, the appropriate amount shall be invoiced to and paid by you. The Products and Services will then be made available for the institution's use on the Subscription Start Date as set forth on this Order Form. If the Institution is tax exempt, the Institution shall provide its tax exempt certificate to Handshake.

- Each party represents and warrants to the other party that it is authorized to enter into and perform the obligations set forth in this Order Form which shall amend the Agreement and such amendment shall be enforceable against the parties.
- **European Union Data Subject Disclosure:** As soon as reasonably practicable following the Order Form Date and at all times thereafter during the Term of the Agreement, University shall identify and disclose to Handshake any past, current, or future University student who has used, is using or may in future use the Services and is or might reasonably be believed to be a citizen of the European Union or otherwise be deemed to be a "data subject" for the purposes of the EU General Data Protection Regulation (GDPR). Any information disclosed pursuant to this paragraph shall be deemed to be University Data and Confidential Information as those terms are defined in the Agreement.

All other terms and conditions of the Subscription Agreement shall apply unless otherwise agreed to by the Parties in writing. The undersigned Parties hereby agree to the terms of this Order Form:

Highland Community College - IL

Handshake

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

**AGENDA ITEM #XIII-D-3
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Purposes Fund to the Auxiliary Fund in the amount of \$50,000 to reallocate a prior year gift.

BACKGROUND: A Foundation gift in fiscal year 2022 included funds to support the Agriculture Club. Upon receipt, the gift was accounted for in the Restricted Purposes Fund. A portion of the gift was utilized to purchase a tractor and the remainder will be utilized to support others costs for the program, which are accounted for in the College's Auxiliary Fund.

BOARD ACTION: _____

**AGENDA ITEM # XIII-D-4
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE**

**AGREEMENT WITH UWILL
FOR TELEHEALTH STUDENT MENTAL HEALTH AND WELLNESS SERVICES**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve a one-year service agreement with Uwill, a telehealth student mental health and wellness service provider, at the cost of \$65,350.

BACKGROUND: The Illinois Mental Health Early Action On Campus (MHEAC) Act requires institutions to provide access to mental health counseling at a ratio of one clinician for every 1,250 students. Highland's current contractual agreement for mental health services does not fully meet the requirement. Illinois colleges and universities received partial funding allocations to use toward implementation of the MHEAC Act in FY23. Highland Community College received \$94,560 in April 2023.

Utilizing a telehealth provider of mental health and wellness services will provide Highland students with immediate access to licensed mental health counselors and wellness programming. The Umatch component of the system provides immediate connection to a licensed therapist for counseling services, which is driven by student needs and preferences. Uhelp provides licensed counselors for crisis support 24 hours a day, 7 days a week, 365 days a year. Urise gives access to on-demand curated wellness events to complement therapy. The system also includes Ucollaborate, a realtime analytics and reporting tool.

Uwill is an independent contractor responsible for the electronic platform, patient records, liability insurance, and providing access to appropriately qualified counselors. Uwill is responsible for the adherence to laws and regulations in the provision of services, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Six telehealth service providers were evaluated in the process of determining a recommendation. Uwill is the Teletherapy Educational Partner of NASPA, a professional organization for student affairs administrators.

BOARD ACTION: _____

UWILL SERVICES AGREEMENT

This Services Agreement (the "Agreement") is entered into as of the 25th day of April, 2023 (the "Effective Date"), by and between Highland Community College with an address of 2998 W Pearl City Rd, Freeport, IL 61032 ("Customer") and Uwill, Inc with an address of 1075 Worcester Street, Natick, MA 01760 ("Uwill"). Customer and Uwill hereby agree as follows:

1. **Services:** Uwill provides an electronic platform (including Uwill proprietary hardware and software) to facilitate the provision of online mental health counseling and related services. The Customer is contracting for the Services described below:

Mental Health Counseling- Through the Uwill web site and mobile application (the "Uwill System") Uwill arranges for Customer's students' access to appropriately qualified counselors. Utilizing the Uwill System, Uwill agrees to facilitate the provision of the online mental health counseling services to Customer's students through the Uwill System. In the provision of such service to students Uwill is not acting as agent of Customer, nor are counselors arranged by Uwill acting in such capacity.

Crisis Response Availability: Uwill has a 24/7/365 dedicated crisis phone line that enables students to speak directly with a trained crisis worker anytime the need arises. During the call the crisis worker will first assess the safety of the student and then handle the situation according to established protocols. If a student's safety or public risk is identified, a clinician will seek to deploy techniques to reduce risk and stabilize the situation.

The contracted services are further detailed in Exhibit A the (the "Services").

2. **Uwill Obligations:** Uwill shall facilitate the provision of the Services as detailed on Exhibit A attached hereto. Nothing contained herein shall prohibit Uwill from providing the same or similar Services to any other parties, including without limitation competitors of Customer. Uwill represents that it is duly authorized and empowered to execute, deliver and perform the Agreement; that such action does not conflict with or violate any provision of law, rules or regulation, contract, deed of trust, or other instrument to which it is a party or to which any of its property is subject; and that this Agreement is a valid and binding obligation enforceable in accordance with its terms. Uwill represents and warrants that it will materially abide by all laws, rules and regulations in performing or facilitating the performance of the Services, including without limitation, the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), solely to the extent such laws are applicable to the Services. Uwill further represents that all counselors connected with students will be properly licensed and credentialed in the states in which the counselor practices.
3. **Customer Obligations:** Customer represents and warrants that it is duly authorized and empowered to execute, deliver and perform the Agreement; that such action does not conflict with or violate any provision of law, rules or regulation, contract, deed of trust, or other instrument to which it is a party or to which any of its property is subject; and that this Agreement is a valid and binding obligation enforceable in accordance with its terms. Customer agrees that during the Term of this Agreement, and for one year thereafter, Customer will not either directly or indirectly solicit or attempt to solicit any employee, independent contractor, or consultant of Uwill to terminate his, her or its relationship with Uwill in order to become an employee, consultant, or independent contractor to or for any other person or entity. In addition, Customer hereby agrees and acknowledges that Uwill, and any individual providing services through the Uwill System, including without limitation mental health professionals, are authorized to contact the authorities if Uwill or any such individual believes a particular student is in danger to himself or herself, or someone else. If such contact is made by Uwill or any individual

providing services under this Agreement, Customer shall receive timely notice of the same. Customer also authorizes Uwill to verify the status of each of its students receiving Services, if Uwill believes such verification is necessary and appropriate; provided, however, that Uwill shall have no liability or responsibility for any such verification. Customer commits to purchase the Services as set forth on Exhibit A attached hereto.

4. Process: The process for Services provided is described on Exhibit A attached hereto.
5. Fees: In consideration for the Services, Customer shall pay the fees set forth on Exhibit B attached hereto to an account determined by Uwill. Customer shall be billed in advance for each annual fee, and payment must be received in full before the Counseling Services commence, in the first instance, and to continue for each additional year of this Agreement. No fees shall be refundable, except that if Uwill terminates this Agreement for reasons other than a breach of this Agreement by Customer, or if Customer terminates this Agreement due to a breach by Uwill, then Uwill shall return a pro-rated amount of the applicable annual fee, which has been prepaid, for the year in question.
6. Term: Subject to Section 7, the term (the "Term") of this Agreement shall be as set forth on Exhibit C attached hereto.
7. Termination: This Agreement may be terminated, with or without cause, by either party upon ninety (90) days written notice to the other party; provided that, if either party breaches any of the terms of this Agreement, the non-breaching party may, in addition to any other remedy, terminate this Agreement immediately. Upon termination or expiration of this Agreement, all amounts due from Customer shall be paid within thirty (30) days. Upon termination by Customer other than for Uwill breach, or upon termination for Customer breach by Uwill, all commitments, as set forth on Exhibit A, not met shall be paid to Uwill within thirty (30) days. This provision shall survive termination or expiration of this Agreement.
8. Indemnification: Each party (the "Indemnifying Party") agrees to defend, indemnify and hold harmless the other party, its officers, directors, employees and agents, from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including but not limited to attorney's fees) arising from or relating to the Indemnifying Party's breach of this Agreement, including its representations and warranties hereunder. This provision shall survive termination or expiration of this Agreement.
9. Ownership: Customer and Uwill hereby agree that the Uwill System is owned in its entirety by Uwill.
10. Confidentiality: Customer agrees to protect the Uwill System and keep confidential any and all data or other information that Customer obtains from the Uwill System Other than may be required under any Freedom of Information law governing the operation of Customer. Customer further agrees that it will not share, disburse, exchange, sell or otherwise disclose any Uwill provided proprietary information to any third party. Uwill agrees that it will not share, disburse, exchange, sell or otherwise disclose any Customer provided proprietary information, including without limitation student information, to any third party. Each party is responsible for ensuring that its employees, officers, directors and agents adhere to this provision. This provision shall survive termination or expiration of this Agreement.
11. Disclaimer of Warranties and Limitation of Liability: THE UWILL SYSTEM AND SERVICES, INCLUDING, WITHOUT LIMITATION, ALL CONTENT, SOFTWARE, AND FUNCTIONS MADE AVAILABLE ON OR ACCESSED THROUGH OR SENT FROM THE UWILL WEB SITE OR MOBILE APPLICATION, ARE PROVIDED "AS IS," "AS AVAILABLE," AND "WITH ALL FAULTS." TO THE FULLEST EXTENT PERMISSIBLE BY LAW, EXCEPT AS SPECIFICALLY

REFERENCED ABOVE, UWILL MAKES NO REPRESENTATIONS OR WARRANTIES OR ENDORSEMENTS OF ANY KIND WHATSOEVER (EXPRESS OR IMPLIED) ABOUT: (A) THE UWILL SYSTEM AND SERVICES; (B) THE CONTENT AND SOFTWARE ON AND PROVIDED THROUGH THE UWILL SYSTEM AND SERVICES; (C) THE FUNCTIONS MADE ACCESSIBLE ON OR ACCESSED THROUGH THE UWILL SYSTEM AND SERVICES; AND (D) SECURITY ASSOCIATED WITH THE TRANSMISSION OF SENSITIVE INFORMATION THROUGH THE UWILL SYSTEM OR SERVICES. UWILL DOES NOT WARRANT THAT THE UWILL SYSTEM, ANY OF THE UWILL SYSTEM'S FUNCTIONS OR ANY CONTENT CONTAINED THEREIN WILL BE UNINTERRUPTED OR ERROR-FREE; THAT DEFECTS WILL BE CORRECTED; OR THAT THE UWILL SYSTEM OR THE SERVERS THAT MAKES IT AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. UWILL, AND ITS DIRECTORS, OFFICERS, EMPLOYEES AND OTHER REPRESENTATIVES, SHALL NOT BE LIABLE FOR THE USE OF THE UWILL SYSTEM AND SERVICES INCLUDING, WITHOUT LIMITATION, THE CONTENT AND ANY ERRORS CONTAINED THEREIN. SOME JURISDICTIONS LIMIT OR DO NOT ALLOW THE DISCLAIMER OF IMPLIED OR OTHER WARRANTIES SO THE ABOVE DISCLAIMER MAY NOT APPLY TO THE EXTENT SUCH JURISDICTION'S LAW IS APPLICABLE TO THIS AGREEMENT. IN NO EVENT, WHETHER BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE), SHALL UWILL BE LIABLE TO CUSTOMER FOR INDIRECT, SPECIAL OR PUNITIVE DAMAGES OF ANY KIND, OR FOR LOST OR INACCURATE DATA, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE SERVICES OR THE PARTIES' RELATIONSHIP. IN NO EVENT WILL UWILL'S TOTAL CUMULATIVE LIABILITY ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT, FROM ALL CAUSES OF ACTION OF ANY KIND, EXCEED TWO TIMES (2X) THE TOTAL AMOUNTS PAID TO UWILL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

12. General Provisions.

- a. Independent Contractor. Customer and Uwill are and at all times will act as independent contractors in all matters relating to this Agreement. None of the parties is an agent or franchisee of any other party for any purpose and has no power or authority to bind or commit any other party to any obligation in any way. No party is, nor will act as, an employee of the other party for any purpose within the meaning or application of any federal, state, or local employment laws, unemployment insurance laws, social security laws, workers' compensation laws, or industrial accident laws, or under any other laws or regulations that impute any obligation or liability to a party by reason of any employment relationship.
- b. Waiver and Amendment. Except as otherwise expressly provided, this Agreement may be amended and observance of any provision of this Agreement may be waived (either generally or in any instance, retroactively or prospectively) only upon written consent of the parties.
- c. Entire Agreement. The parties intend that this Agreement be controlling over and supersede additional or different terms of any order, confirmation, invoice or similar document, unless expressly agreed upon in writing by both parties. This Agreement supersedes all proposals, oral or written, all negotiations, memoranda of understanding, letters of intent, conversations or discussions between or among the parties relating to the subject matter of this Agreement.
- d. Counterparts; Delivery. Customer and Uwill hereby agree that this Agreement is executed upon the Effective Date, regardless of the date of the parties' signatures. This Agreement also may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

- e. Assignment. Neither party may assign this Agreement or the rights and obligations hereunder, including without limitation by operation of law, without the prior written consent of the other party; provided, however, that Uwill, and its successors and assigns, may assign this Agreement and the rights and obligations hereunder without the consent of Customer in the event of an Acquisition. "Acquisition" is hereby defined as (a) any merger, business combination, consolidation or purchase of outstanding equity of Uwill, or its successors or assigns, in a business combination after which the voting securities of Uwill, or such successor or assign, outstanding immediately prior thereto represent (either by remaining outstanding or by being converted into voting securities of the surviving or acquiring entity) less than 50% of the combined voting power of the voting securities of Uwill, or such successor or assign, or such surviving or acquiring entity outstanding immediately after such event (other than as a result of a financing transaction); (b) any sale of all or substantially all of the equity or assets of Uwill, or its successors or assigns (other than in a spin-off or similar transaction); or (c) any other form of business combination or acquisition of the business of Uwill, or its successors or assigns, in which Uwill, or its successors or assigns, is the target of the acquisition.
- f. Governing Law. This Agreement shall be interpreted, construed and enforced under the laws of the State of Illinois, without regard to conflicts of laws, regardless of the location of the performance of Services hereunder. All disputes, controversies or differences arising between the parties arising from or in relation to or in connection with this Agreement, or the breach thereof, which fails to be amicably settled by the parties, will be subject to the jurisdiction of the state or federal courts having jurisdiction over matters in Stephenson County, Illinois..
- g. Validity. It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the rest of the provision or the other provisions of this Agreement, and shall be construed as if such invalid, illegal or unenforceable provision or portion thereof had never been contained herein.
- h. Notices. All notices given under this Agreement must be in writing and signed by a person authorized to sign on behalf of the party and sent via express or certified mail to the addresses set forth above.
- i. Survival. This Section 12 shall survive termination or expiration of this Agreement.
- j. Insurance. Uwill represents that it has, and will maintain during the term of this Agreement, commercial general liability limits of not less than one million dollars (\$1,000,000). A copy of the declaration page demonstrating such coverage shall be provided to Customer upon request. Uwill further represents that it has not received notice from any insurer or agent of such insurer of inability to renew any existing insurance coverage as and when such coverage expires or impairment of the ability to obtain similar coverage at reasonable cost from other such insurers in the future. Uwill also agrees to take reasonable and affirmative steps to confirm that all counselors providing services under this Agreement, whom may be connected to students of Customer, have professional liability coverage relating to such services.

[signature page follows]

IN WITNESS WHEREOF, the parties have hereunto affixed their respective signatures effective as of this 25th day of April, 2023.

HIGHLAND COMMUNITY COLLEGE

Name: Christina Kuberski
Title: President

UWILL, INC.

Name: Michael London
Title: President and CEO

Exhibit A

Services

Umatch

Uwill provides access to an electronic proprietary platform to facilitate online mental health counseling for students and access to counselors available and willing to provide such services to Customer's students through the Uwill online technology modalities, via video, phone and message therapy, as further provided below. Uwill will provide standardized reporting on utilization and deidentified aggregated student mental health issues. Uwill will also provide Customer with Uwill marketing materials and reasonably assist Customer in marketing efforts to introduce the Uwill System to students.

The process is as follows:

1. **Uwill establishes dedicated Uwill platform.** Uwill will work with Customer's student health program to enable its students to register and access one of Uwill's mental health counselors via the Uwill System. All of Customer's matriculated students are eligible to receive counseling from Uwill's network of mental health professionals. In the event of any data breach of this system, involving students provided service under this Agreement, Uwill shall comply with all applicable state or federal notice obligation. Notice of data breach shall, at a minimum include notification to Customer that a data breach incident occurred inclusive of data and method of the same.
2. **Students create profiles.** Students will create basic profiles indicating their key personal details, including school, birthdate, date of graduation, school state, home state and reason for seeking counseling.
3. **Student is granted access.** Following the registration submission, the student receives an email confirmation of the email used during registration (which must be an email address provided by the institution the student is attending). Once the student confirms their email address, they are provided access to the Uwill system.
4. **Uwill matches students and counselors.** Based on the student intake information and counselor profiles, Uwill will send the student detailed information on three qualified counselors for consideration. Students will then select their preferred counselor and schedule the first video-based session.
5. **Student and counselor conduct initial session.** Following the signing of an informed consent form, the student and counselor have the initial session (the initial session is required before student can select other modalities). At the initial session, both parties will schedule upcoming sessions with the counselor fully explaining expectations and goals for both parties in the Uwill System.
6. **Student and counselor conduct sessions through Uwill System.** Once the connection is established between a student and a counselor, both parties schedule and commence counseling sessions. Message and video-based functionality are embedded within the Uwill System. After the initial video session the student has the opportunity to choose the type of counseling modality they prefer (i.e. video, phone, and messaging). When the student makes the choice, they can see how many credits each choice costs. Credit are deducted at the time an appointment is booked.
7. **Student exhausts credits.** If a student exhausts teletherapy credits and wants to continue working with a Uwill counselor, the student can purchase credits at an established rate or, where applicable, the Customer can grant additional credits from an additional pool of credits.
8. **Aggregated Data.** Uwill, in a schedule agreed to by the parties or in real-time provide data regarding the use of the system by Customer's students. This information will be aggregated data, without identification of any individual students use of the system.

Uhelp

Uwill has a 24/7/365 dedicated crisis phone line. This service enables students to speak directly with a crisis worker anytime the need arises. During this call the crisis worker will first assess the student and public safety presented. This assessment is informed by the extensive training all Uwill crisis staff must receive before commencing work. If a student's safety and or public risk is identified, the clinician will seek to deploy techniques to reduce the risk and stabilize the situation. During or following the call the clinician may contact an emergency backup contact at the school to coordinate care and contact local emergency resources as authorized or required by state law. Clinicians also prepare a report on any crisis cases including assessment, steps taken and resolution. Lastly, clinicians are required to notify Uwill management after learning of any related student hospitalizations, voluntary or not.

The process is as follows:

1. **Customer makes students aware of the crisis response line.** Uwill will provide the Customer with the toll-free number for students to call 24 hours per day, 7 days a week.
2. **Student calls the crisis response line.** Student calls are answered 24 hours a day, 7 days per week by a behavioral health clinician who holds a master's degree from an accredited institution of higher in a behavioral health, social work, or closely related discipline.
3. **Clinician assesses student.** Upon answering a call, the clinician conducts a brief clinical intake leading to the appropriate response- crisis intervention, immediate telephone counseling, or referral to other Uwill resources, including the Uwill system where counseling can be scheduled. As part of the clinical intake a risk assessment is conducted for every call.
4. **Clinician facilitates critical incident response.** In the event of an emergent call the Clinician will immediately take action as necessary to ensure connection to the next level of care, including on-call clinical staff and local emergency resources. Uwill management and Customer is also immediately notified of the situation.
5. **Clinician provides follow-up report.** All calls to the crisis response line are promptly documented with the caller's contact information, reason for call and call resolution.

Exhibit B

Fees

Customer pricing is as follows: \$65,430.00 (\$41,430.00 for Umatch and \$24,000.00 for Uhelp) for the first year of the Term, payable in advance as set forth in Section 5. This pricing is subject to the escalators set forth in Exhibit C, as applicable. All payment amounts for subsequent years (years after year 1) are also payable in advance as set forth in Section 5.

This pricing covers the amount of mental health counseling Credits per student set forth below. In the event a student desires more counseling after such Credits are used, the student will pay Uwill directly as set forth on Exhibit A.

Credits shall be allocated as follows:

Each student receives 150 credits per 365 day period (no carry over, no sharing/exchanging credits).

1. Scheduled Video/Phone (30-minute sessions, includes post-session notes) = 30 credits
2. Scheduled Chat (15-minute sessions, includes post-session notes) = 15 credits
3. Messaging (one 2-way exchange) = 5 credits

Uhelp - Unlimited use

Exhibit CTerm**YOU MUST CHECK ONE OF THESE OPTIONS FOR THE AGREEMENT TO BE PROCESSED***[initial which is applicable]*

_____ The Term shall begin on the Effective Date and expire on the date which is five (5) years thereafter. The pricing for each service, as set forth on Exhibit B, shall increase by one and a half percent (1.5%) in each year of this Agreement after the initial year.

_____ The Term shall begin on the Effective Date and expire on the date which is three (3) years thereafter. The pricing for each service, as set forth on Exhibit B, shall increase by three percent (3%) in each year of this Agreement after the initial year.

_____ The Term shall begin on the Effective Date and expire on the date which is one (1) year thereafter. This Agreement shall automatically renew for successive one (1) year periods, unless either party provides notice of non-renewal at least thirty (30) days prior to the end of the initial or any renewal term. The pricing for each service, as set forth on Exhibit B, shall increase by three and a half percent (3.5%) in each year of this Agreement after the initial year.

_____ The Term shall begin on the Effective Date and expire on the date which is one (1) year thereafter.*

* If you choose this option, you should expect the pricing to increase by at least 10% in any subsequent contract.

AGENDA ITEM #XIII-D-5
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD

PAYMENT OF BILLS AND AGENCY FUND REPORT
MARCH 2023

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the March 2023 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 357425 through 358054 amounting to \$1,403,367.51, Automated Clearing House (ACH) debits W0000640 to W0000641 amounting to \$85,741.98 and International Wire Transfer debits I0000004 of \$570.00. Electronic Refunds of \$264,277.48, with 3 adjustments of \$294.97, such warrants amounting to \$1,753,662.00. Transfers of funds for payroll amounted to \$650,028.78.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$34,834.22 and \$50,907.76. International Wire Transfers were in USD to Joubel AS Norway. Electronic Refunds are issued to students. Financial Aid disbursed Pell and MAP.

BOARD ACTION: _____

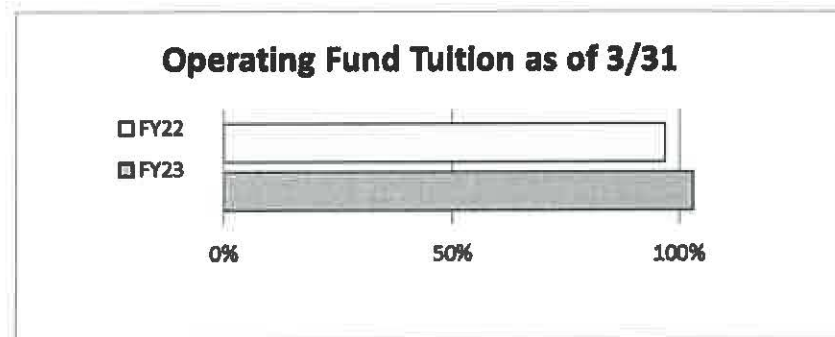
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2023**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$341,466.04	\$2,500.00	\$1,850.00	\$342,116.04
FIFTH THIRD	11,091.67	0.00	0.00	11,091.67
UNION LOAN AND SAVINGS	176,338.92	0.00	0.00	176,338.92
TOTAL ASSETS	\$528,896.63	\$2,500.00	\$1,850.00	\$529,546.63
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	95,984.52	833.32		96,817.84
1019 YMCA BLDG/MAINT	74,549.87	1,666.68	925.00	75,291.55
1020 HCC BLDG/MAINT	78,972.13		925.00	78,047.13
1021 YMCA/HCC INTEREST	100,571.70			100,571.70
1022 HCC SECTION 125 PLAN	11,091.67			11,091.67
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$528,896.63	\$2,500.00	\$1,850.00	\$529,546.63

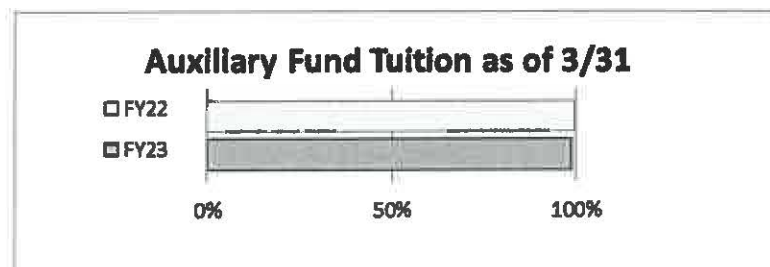
**AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

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

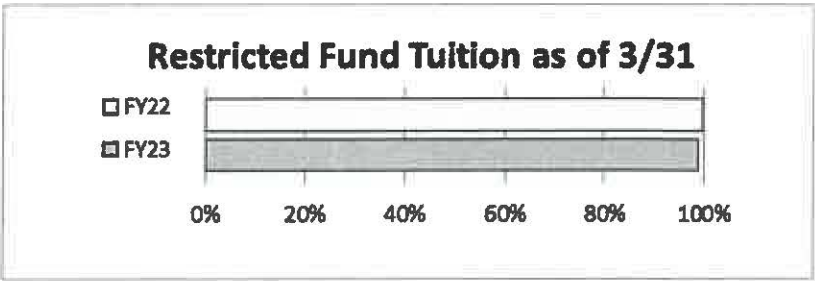
- As of March 31st, we are 75% of the way into FY23.
- **Current Results as of Month End:** The following charts show the comparison of the FY23 financial results for various items, as labeled, to FY22 results as of March 31st. The FY22 bar is the year-to-date results as of March 31, 2022, divided by the actual year end results for FY22. The FY23 bar is the year-to-date results for March 31, 2023, divided by the annual budgeted amount for FY23.



Operating Fund tuition revenue appears to be about 3% higher than anticipated at this point in time. If Operating Fund tuition revenue is 3% more than budgeted for the fiscal year, that amounts to about \$131,000. This is due to truck driver training revenue, which is 60% more than budgeted for FY23. With truck driver training revenue removed, tuition revenue is about 3% lower than anticipated at this point in time.



Auxiliary Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% less than budgeted for the fiscal year, that amounts to about \$4,000.



Restricted Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Restricted Fund tuition revenue is 1% less than budgeted for the fiscal year, that amounts to about \$5,000.

AGENDA ITEM #XIV-A
APRIL 25, 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 March 31, 2023

<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	1,137,258	89.2%
Equalization	50,000	37,500	75.0%
ICCB Career/Tech Education	136,719	136,719	100.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	1,285,000	877,209	68.3%
Federal Sources	72,000	80,614	112.0%
Tuition & Fees	4,378,900	4,511,583	103.0%
Sales & Services	29,550	21,851	73.9%
Facilities Revenue	111,850	69,150	61.8%
Interest on Investments	72,000	165,138	229.4%
Non-Govt. Gifts, Grants	355,161	355,160	100.0%
Miscellaneous	44,376	45,462	102.4%
	-----	-----	-----
Total Revenue	\$15,063,071	\$10,987,204	72.9%
 <u>EXPENDITURES:</u>			
Salaries	\$9,925,107	\$6,518,558	65.7%
Employee Benefits	2,330,670	1,922,088	82.5%
Contractual Services	1,279,288	1,207,374	94.4%
Materials & Supplies	934,410	637,998	68.3%
Conference & Meeting	269,788	149,471	55.4%
Fixed Charges	62,390	53,094	85.1%
Utilities	581,716	521,383	89.6%
Capital Outlay	38,745	43,488	112.2%
Other Expenditures	137,957	211,458	153.3%
Transfers (In) Out	(497,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$15,063,071	\$11,264,912	74.8%
 Excess of Revenues Over Expenditures	 \$0	 (\$277,708)	
 Fund Balance 7/1/22	 6,771,616	 6,771,616	
	-----	-----	
Fund Balance 3/31/23	\$6,771,616	\$6,493,908	

AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$957,500	461,343	48.2%
Interest	-	257,514	100.0%
Bond Proceeds	7,245,000	7,357,250	100.0%
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Total Revenue	\$8,202,500	\$8,076,107	100.0%
EXPENDITURES:			

Contractual Services	120,800	176,215	0.0%
Capital Outlay	10,692,319	2,332,433	21.8%
Other	-	169,972	100.0%
-----	-----	-----	-----
Total Expenditures	10,813,119	2,678,620	24.8%
Excess of Revenues Over Expenditures	(\$2,610,619)	\$5,397,487	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
-----	-----	-----	
Fund Balance 3/31/23	\$1,443,398	\$9,451,504	

AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$425,000	\$420,453	98.9%
Bookstore Sales	425,000	388,833	91.5%
Athletics	41,040	26,455	64.5%
Other	70,350	159,310	226.5%
-----	-----	-----	-----
Total Revenue	\$961,390	\$995,051	103.5%
EXPENDITURES:			

Salaries	\$323,600	\$221,898	68.6%
Employee Benefits	33,433	28,768	86.0%
Contractual Services	120,330	73,244	60.9%
Materials & Supplies	539,635	500,082	92.7%
Conference & Meeting	322,063	257,836	80.1%
Fixed Charges	13,459	11,314	84.1%
Utilities	17,295	781	4.5%
Capital Outlay	650	7,089	1090.6%
Other Expenditures	25,773	34,278	133.0%
-----	-----	-----	-----
Total Expenditures	\$1,396,238	\$1,135,290	81.3%
Excess of Revenues Over Expenditures	(\$434,848)	(\$140,239)	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	
-----	-----	-----	
Fund Balance 3/31/23	\$1,036,854	\$1,331,463	

AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2023

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$153,441	74,681	48.7%
Adult Education	253,516	149,642	59.0%
Other Illinois Sources	131,865	424,115	321.6%
Department of Education	3,624,293	2,536,372	70.0%
Other Federal Sources	565,013	120,076	21.3%
Tuition & Fees	520,000	513,887	98.8%
Sales & Service Fees	24,500	4,907	20.0%
Interest	20,000	47,217	236.1%
Non-govt. Gifts, Grants	376,614	168	0.0%
Other	298,951	203,068	67.9%
	-----	-----	-----
Total Revenue	\$5,968,193	4,074,133	68.3%
 <u>EXPENDITURES:</u>			
Salaries	\$1,363,927	\$993,571	72.8%
Employee Benefits	358,188	244,521	68.3%
Contractual Services	836,554	373,819	44.7%
Materials & Supplies	281,409	210,966	75.0%
Conference & Meeting	140,706	108,007	76.8%
Fixed Charges	26,758	2,820	10.5%
Utilities	4,872		0.0%
Capital Outlay	1,036,653	337,717	32.6%
Other Expenditures	430,040	236,576	55.0%
Financial Aid	2,588,010		0.0%
Transfers out (in)	427,000	2,000,172	0.0%
	-----	-----	-----
Total Expenditures	\$7,494,117	\$4,508,169	60.2%
 Excess of Expenditures Over Revenue	 (\$1,525,924)	 (\$434,036)	
 Fund Balance 7/1/22	 2,235,248	 2,235,248	
	-----	-----	
Fund Balance 3/31/23	\$709,324	\$1,801,212	

AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2023

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	1,708,975	96.2%
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Total Expenditures	\$1,776,050	\$1,708,975	96.2%
Excess of Revenues Over Expenditures	\$55,000	(\$796,374)	
Fund Balance 7/1/22	\$870,056	\$870,056	
	-----	-----	
Fund Balance 3/31/23	\$925,056	\$73,682	

AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$60,000	\$26,297	43.8%
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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 3/31/23	\$215	(\$34,488)	

AGENDA ITEM #XIV-A
APRIL 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2023

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	\$227,016	73.1%
Employee Benefits	309,017	230,047	74.4%
Contractual Services	389,425	378,894	97.3%
Materials & Supplies	16,300	8,771	53.8%
Conference & Meetings	23,220	14,460	62.3%
Fixed Charges	251,122	252,850	100.7%
Utilities	36,400	6,700	18.4%
-----	-----	-----	-----
Total Expenditures	\$1,336,097	\$1,118,738	83.7%
Excess of Revenues			
Over Expenditures	(\$8,597)	(\$483,716)	
Fund Balance 7/1/22	\$414,929	\$414,929	
-----	-----	-----	
Fund Balance 3/31/23	\$406,332	(\$68,787)	