

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
July 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

- I. Call to Order/Roll Call
- II. Approval of Trustee(s) Attending Meeting Via Electronic Means
- III. Approval of Agenda
- IV. Approval of Minutes: May 23, 2023 Audit & Finance Committee Meeting
May 23, 2023 Regular Meeting
June 21, 2023 Board Retreat
- V. Student Spotlight: Upward Bound Student Leadership Experience
- VI. Public Comments
- VII. Introductions
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreement Between Highland Community College and Durand CUSD #322 for the 2023 – 2024 Academic Year (FY24) (Page 1)
 - 2. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2023 – 2024 Academic Year (Page 4)
 - 3. Curriculum & Instruction Committee Report (Page 5)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 8)
 - D. Financial (None)
- XI. Main Motions
 - A. Academic
 - 1. Memorandum of Understanding Between Highland Community College and Oaksterdam University for Students Enrolled in the Introduction to Cannabis Class for the Fall 2023 Semester (Page 13)

B. Administration

1. **Second Reading – Policy Manual Chapter I: Board of Trustees (Page 17)**
2. **Second Reading – Revised Policy 5.133: Use of Skate Equipment and Recreational Vehicles (Page 50)**

C. Personnel

1. **Revised Job Description: Executive Assistant to the Vice President/CAO, Academic Services (Page 52)**
2. **Revised Job Description: Student Advisor (Page 55)**
3. **Revised Job Description: Director, Facilities and Safety (Page 59)**
4. **Revised Salary Range Placement: Executive Assistant (Non-exempt) (Page 63)**
5. **Appointment: Financial Aid Specialist II (Page 64)**

D. Financial

1. **Tentative Budget for Fiscal Year 2024 (Page 65)**
2. **Interfund Transfer from the Educational Fund to the Restricted Purposes Fund to Support the Adult Education Program (Page 87)**
3. **Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues in the Auxiliary Fund (Page 88)**
4. **Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Future Campus Deferred Maintenance, Repairs, or Improvements (Page 89)**
5. **Interfund Transfer from the Restricted Purposes Fund to the Educational Fund to Support the Jo Daviess Leadership Forum and Fine Arts Musical Programs (Page 90)**
6. **Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes (Page 91)**
7. **Payment of Bills and Agency Fund Report – May 2023 (Page 94)**
8. **Payment of Bills and Agency Fund Report – June 2023 (Page 96)**

XII. Reports

A. Treasurer's Report

1. **Statements of Revenue, Expenditures and Changes in Fund Balance – May 2023 (Page 98)**
2. **Comparison of Budget with End-of-Year Projections – June 30, 2023 (Page 106)**

B. Student Trustee

C. Audit & Finance Committee

D. Illinois Community College Trustees Association (ICCTA) Representative

E. Association of Community College Trustees (ACCT)

F. Board Chair

G. President

XIII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, 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
- C. Pending Litigation

XIV. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, 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. President's Contract (Page 109)
- 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
 - 1. Memorandum of Agreement Between Highland Community College, Monica Pierce and Illinois Federation of Teachers, AFL-CIO Local 1957, Highland Community College Faculty Senate Related to Coordination of Dual Credit Instructors Teaching Agriculture Courses During the Fall 2023 and Spring 2024 Semesters (Page 122)
- C. Pending Litigation

XV. Old Business

XVI. New Business

XVII. Dates of Importance

- A. Opening Days – August 17 & 18, 2023
- B. Decennial Committee Meeting – August 22, 2023 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228)
- C. Next Regular Board Meeting – August 22, 2023 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- D. Next Quarterly Board Retreat – September 13, 2023 at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVIII. Adjournment

**AGENDA ITEM #X-A-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DURAND CUSD #322 FOR THE 2023 – 2024 ACADEMIC YEAR (FY24)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached *CollegeNOW* agreement for the 2023 – 2024 (FY24) academic year for qualified students attending Durand CUSD #322.

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

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
Durand CUSD 322 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course in the Summer Semester.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW for the 2023 Fall and 2024 Spring Semesters.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Durand High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2023, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- For the 2023-2024 year, the CollegeNOW students and their parent or guardian from Durand High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a

specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.

- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor. Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- Durand High School students enrolled in CollegeNOW may also enroll in summer courses at the in-district tuition rate. Tuition, fees and other expenses incurred for summer enrollment will be at the student's expense.

For Highland Community College

Chris Kuberski, President Date

Jim Endress, Chair Date
Board of Trustees

For Durand CUSD 322

Superintendent Date

President Date
Board of Education

[Handwritten Signature] 6/13/2023

[Handwritten Signature] 6/12/2023

**AGENDA ITEM #X-A-2
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION TO ENTER INTO DUAL CREDIT AGREEMENTS
WITH CAREERTEC, JO DAVIESS CARROLL CTE ACADEMY, AND
AREA HIGH SCHOOLS FOR THE 2023-2024 ACADEMIC YEAR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the College President and Board Chair to enter into dual credit agreements for the 2023-2024 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Orangeville, Oregon, Pearl City, River Ridge, Scales Mound, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, Hinckley-Big Rock, North Boone, Pecatonica, and Stillman Valley.

BACKGROUND: The dual credit agreements represent the ongoing relationship and partnership between Highland Community College and CareerTEC, Jo Daviess Carroll CTE Academy, and in- and out-of-district high schools. Through these agreements, we are able to provide a mechanism that allows high school students to enroll in specific classes at their high school, career center, or Highland Community College and simultaneously earn high school and college credit, as approved by each local district. These agreements conform with the guidelines and directive of the Illinois Community College Board and relevant State laws such as the Dual Credit Quality Act.

BOARD ACTION: _____

**AGENDA ITEM #X-A-3
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

CURRICULUM & INSTRUCTION COMMITTEE REPORT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached report of the course and curriculum changes for the July 1, 2022 through June 30, 2023, period.

BACKGROUND: The annual report of the Curriculum & Instruction Committee is presented each July for Board of Trustees' approval of the course and curriculum changes. In this FY23 report there were the following:

FY23

9 course additions
25 course changes
11 curriculum changes
8 curriculum additions
9 course withdrawals

FY22

13 course additions
13 course changes
4 curriculum changes
2 curriculum addition
1 course withdrawal

FY21

4 course additions
31 course changes
11 curriculum changes
1 curriculum addition
13 course withdrawals

FY20

4 course additions
9 course changes
2 curriculum changes
4 curriculum addition
7 course withdrawals

BOARD ACTION: _____

**Curriculum & Instruction Committee
FY23**

Course Changes

MTEC151 Introduction to CNC Machining – 3 credits, 3 lecture (was 3 credits, 2 lecture, 2 lab) Approved by ICCB 9/12/22

SOCI171 Introduction to Sociology – removed all prerequisites Approved by C&I 9/22

SOCI234, 271, 274 – Added prerequisites as stated on page 6 of the catalog Approved by C&I 9/22

MATH171 Finite Mathematics – added prerequisite of MATH170 Precalculus Approved by C&I 10/22

SOCI276 Racism/Diversity in Contemp Society – added prerequisites as stated on page 6 of the catalog Approved by C&I 10/22

ECE124 – Literature for Young Children – changed title to Lang & Literacy Dev in ECE and updated course description Approved by ICCB 12/22

NURS188 Pathophysiology – 3 credits, 3 lecture (was 2 credits, 2 lecture) Approved by ICCB 3/23

NURS126 Administrative Procedures in Health Care I – 4 credits, 2 lecture, 4 lab (was 6 credits, 3 lecture, 3 lab) Approved by ICCB 3/23

NURS120 MA Clinical Procedures I – 6 credits, 3 lecture, 6 lab (was 5 credits, 3 lecture, 2 lab), repeatable one time Approved by ICCB 3/23

AUTM111, 113, 115 – added prerequisites of AUTM120, 122, 138 Approved by C&I

AGOC116 Principles of Animal science – 2 credits, 2 lecture (was 4 credits, 3 lecture, 2 lab) and updated course description Approved by ICCB 5/23

AGOC114 Principles of Plant Science – 2 credits, 2 lecture (was 4 credits, 3 lecture, 2 lab) and updated course description Approved by ICCB 5/23

AGOC124 Introduction to Agribusiness – 2 credits, 2 lecture (was 3 credits, 3 lecture) and updated course description. Approved by ICCB 5/23

AGOC109 Pesticide License Training – updated title to Pesticide License Training I and updated course description Approved by ICCB 5/23

AGRI184 Intro to Ag Economics – 3 credits, 3 lecture (was 4 credits, 4 lecture) and updated course description Approved by ICCB 5/23

AGOC221 Agricultural Policies and Programs – 2 credits, 2 lecture (was 3 credits, 3 lecture) Approved by ICCB 5/23

AGOC222 Marketing Ag Products – updated title to Ag Commodity Marketing and updated course description Approved by ICCB 5/23

AGOC240 Farm Business Management – updated title to Farm Accounting and updated course description Approved by ICCB 5/23

AGOC285 Soil Fertility and Fertilizers – updated title to Soil Fertility, changed to 2 credits, 1 lecture, 2 lab (was 3 credits, 2 lecture, 2 lab) Approved by ICCB 5/23

AGOC242 Beef Management – updated title to Livestock Management, updated course description Approved by ICCB 5/23

AGOC291 Plant Pest Identification and Control – updated title to Crop Scouting, updated course description. Approved by ICCB 5/23

New Courses

ECE129 Foundations of Early Childhood – 3 credits, 3 lecture Approved by ICCB 11/22

SOCI178 Drugs, Culture, and Social Policy – 3 credits, 3 lecture Approved by ICCB 11/22

HUMA130 American Culture Studies – 3 credits, 3 lecture Approved by ICCB 2/23

NURS128 Administrative Procedures II – 4 credits, 2 lecture, 4 lab Approved by ICCB 3/23

AGOC102 Ag Survey: Plants/Environment – 3 credits, 2 lecture 2 lab **Approved by ICCB 4/23**
 AGOC103 Ag Survey: Animals/Technology – 3 credits, 2 lecture, 2 lab **Approved by ICCB 4/23**
 AGOC104 Ag Career Exploration – 3 credits, 2 lecture, 2 lab **Approved by ICCB 5/23**
 AGOC108 Commercial Applicator Operations – 2 credits, 1 lecture, 2 lab **Approved by ICCB 6/23**
 AGOC111 Pesticide License Training II – 2 credits, 2 lecture **Approved by ICCB 6/23**

Course Withdrawals

MATH075 Combined Basic and Int. Algebra – effective for fall 2023 **Approved by ICCB 2/23**
 PHYS220 Mechanics (Statics and Dynamics) – effective for fall 2023 **Approved by ICCB 2/23**
 MATH 061, 063, 065, 162, 165 – effective for summer 2024 **Approved by ICCB 4/23**
 BIOL111 General Botany – effective for summer 2024 **Approved by ICCB 5/23**
 BIOL112 Zoology – effective for summer 2024 **Approved by ICCB 5/23**

Curriculum Changes

Information Specialist I Certificate (formerly Clerical Business) – changed title and credit hours
Approved by ICCB 10/22
 Information Specialist II Certificate (formerly Clerk Typist) – changed title and credit hours **Approved by ICCB 10/22**
 Nail Technology Certificate – changed credit hours to 14 (was 17) and course line up **Approved by ICCB 10/22**
 Cosmetology Certificate – changed credit hours to 45 (was 42) and course line up **Approved by ICCB 10/22**
 ECE AA Degree – elimination – information only for C&I
 Information Systems AAS – changed credit hours to 60 (was 62), updated course line up **Approved by ICCB 1/23**
 Information Technology - Healthcare – changed title to Information Technology-Medical Coding and changed credit hours to 60 (was 62), updated course line up **Approved by ICCB 1/23**
 Medical Coding certificate – changed title to Information Tech-Medical Coding, updated course line up
Approved by ICCB 1/23
 Biology Education – emphasis area (404) – remove – information only for C&I
 Medical Assistant Certificate – changed from 43 credit hours to 32 credit hours **Approved by ICCB 3/23**
 Agricultural Production Certificate – changed from 35 credits hours to 30 credit hours **Approved by ICCB 6/23**

Curriculum Additions

Mathematics Education emphasis – information only for C&I
 Business Administration AAS – reactivated and new title – Business Administration - Management
Approved by ICCB 11/22
 Business Administration – Entrepreneurship/Small Business AAS emphasis – Information only for C&I
 Business Administration – Marketing emphasis AAS – information only for C&I
 Entrepreneurship/Small Business Certificate – 25 credits **Approved by ICCB 1/23**
 Marketing Certificate – 22 credits **Approved by ICCB 1/23**
 Science Education (413) – new emphasis area – Information only for C&I
 Commercial Applicator I certificate – 13 credits **Approved by ICCB 6/23**

**AGENDA ITEM #X-C-1
JULY 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: _____

Summer 2023				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Nursing									
Alicia	Kepner	1146	NURS123AX	Portion of MA Externship Lab		5.7	\$678.37	\$3,763.26	
Alicia	Kepner	1145	NURS123VM	MA Externship Lecture		1	\$678.37	\$678.37	
Amanda	Lessman	1105	NURS109HBB	BNA Lecture		5.5	\$1,356.73	\$7,462.01	
Cassie	Mekeel	1101	NURS109HB	BNA Lecture		5.5	\$1,356.73	\$7,462.01	
Cassie	Mekeel	1146	NURS123AX	Portion of MA Externship Lab		5.7	\$1,356.73	\$7,733.36	
Cassie	Mekeel		BNA Coordinator				3	\$1,356.73	\$4,070.19
Kay	Sperry	1140	NURS107A	Intro to Phlebotomy		2	\$1,356.73	\$542.69*	
Megan	Dempsey	1147	NURS293HB	Psychiatric Nursing	80		\$38.00	\$3,040.00	
Erica	Fischer	1151	NURS293BXH	Psychiatric Nursing Lab	32		\$38.00	\$1,216.00	
Erica	Fischer	1150	NURS293HXB	Psychiatric Nursing Lab	32		\$38.00	\$1,216.00	
Amanda	Lessman	1102	NURS109HBX	BNA Lab		2.85	\$1,356.73	\$3,866.68	
Chrislyn	Senneff	1149	NURS293HBX	Psychiatric Nursing Lab		2.28	\$1,356.73	\$3,093.35	
Kay	Sperry	1141	NURS108A	Phlebotomy Techniques		2	\$1,356.73	\$1,356.73*	
Kay	Sperry	1142	NURS108AX	Phlebotomy Techniques Lab		2.28	\$1,356.73	\$3,093.35	
Kay	Sperry	1106	NURS109HBX	BNA Lab		2.85	\$1,356.73	\$3,866.68	
Kay	Sperry	1285	NURS109ISX	BNA Lab - Independent Study				\$60.00	
Kay	Sperry	1284	NURS109ISX	BNA Lab - Independent Study				\$120.00	
Crystal	Winters	1103	NURS109HXB	BNA Lab	42		\$38.00	\$1,596.00	
Business/Technology									
Carol	Engelkens		Office Technology P/T Instructor		TBD		\$28.35	TBD	
Denise	Johnson		Office Technology P/T Instructor		TBD		\$31.61	TBD	
Tasha	Marini		Cosmetology P/T Instructor		TBD		\$26.78	TBD	
Christine	McDermet		Cosmetology P/T Instructor		TBD		\$27.56	TBD	
Dorie	Oloff		Office Technology P/T Instructor		TBD		\$28.35	TBD	
Angela	Pierson		Cosmetology P/T Instructor		TBD		\$27.56	TBD	
Crystal	Schwartz		Cosmetology P/T Instructor		TBD		\$26.78	TBD	
Miscellaneous									
Aaron	Sargent	6947	WFD048A	HAAS CNC				\$300.00	
Kirk	Pearson	1025	SPCH295JXX	Jo Daviess Leadership Forum		3	\$540.00	\$1,620.00	
Kirk	Pearson		Curriculum Development SPCH295JXX					\$600.00	
Evan	Talbert	1025	SPCH295JXX	Jo Daviess Leadership Forum		3	\$1,356.73	\$4,070.19	
Michael	Skwara		Coordinator, Learning Management System					\$1,808.97	
Laura	Watson		Chair, Library Services					\$1,808.97	
Michael	Skwara		ATR Vacancy Interim			3	\$1,356.73	\$4,070.19	
Humanities Social Sciences/Fine Arts									
Thompson	Brandt	1018	MUS267V	Intro to Music		3	\$678.37	\$2,035.11	
Robert	Apolloni	1024	ART110HB	Intro to Art		3	\$1,356.73	\$4,070.19	
Samuel	Fiorenza	1132	ENGL227V	British Literature I		3	\$1,356.73	\$4,070.19	
Calvin	Barbee	1205	HIST141Y1	Western Civ to 1648		3	\$565.00	\$1,695.00	
Colette	Binger	1164	PSY161Y1	Intro to Psychology		3	\$602.00	\$1,806.00	
Colette	Binger	1180	PSY262Y1	Human Growth/Dev		3	\$602.00	\$1,806.00	
Harry	Bodell	1021	SPCH191Y1A	Fund of Speech Comm		3	\$1,356.73	\$4,070.19	
Harry	Bodell	1022	SPCH191Y1B	Fund of Speech Comm		3	\$1,356.73	\$4,070.19	

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Dagny	Brandt	1026	MUS110A	Applied Music - Voice				\$200.00
Thompson	Brandt	1019	HUMA104V	Intro to Humanities		3	\$678.37	\$2,035.11
Thompson	Brandt	1020	MUS268Y1	Music of the USA		3	\$678.37	\$2,035.11
Laura	Early	1014	HUMA104Y1A	Intro to Humanities		3	\$1,356.73	\$4,070.19
Laura	Early	1015	HUMA104Y1B	Intro to Humanities		3	\$1,356.73	\$4,070.19
Laura	Early	1016	THEA283AXX	Theatre Practicum		4	\$1,356.73	\$5,426.92
Sam	Fiorenza	1133	ENGL122Y1A	Rhet & Comp II		3	\$1,356.73	\$4,070.19
Sam	Fiorenza	1134	ENGL122Y1B	Rhet & Comp II		3	\$1,356.73	\$4,070.19
Randy	Haldeman	1032	THEA283OXX	Theatre Practicum		4	\$1,356.73	\$5,426.92
Randy	Haldeman			Overseeing MUS110 & MUS112				\$271.35
Ashley	Harms			ECE Grant Curriculum Development ECE215				\$400.00
Ashley	Harms	1017	ECE215Y1	Mentoring in Early Childhood		3	\$590.00	\$1,770.00
John	Hartman	1028	MUS112A	Applied Music - Guitar				\$200.00
Julie	Hartman- Linck	1163	SOCI171Y1	Intro to Sociology		3	\$1,356.73	\$4,070.19
Julie	Hartman- Linck			Faculty Senate Release Time		1	\$1,356.73	\$1,356.73
Alex	Jansen			Prairie Wind Graphic Designer				\$3,500.00
Melissa	Johnson	1196	ECE212Y1	Early Childhood Assessment Sem		3	\$1,356.73	\$4,070.19
Melissa	Johnson	1174	ECE123Y1	Hlth, Safety, Nutrition Young Child		3	\$1,356.73	\$4,070.19
Tracy	Mays			Writing Center		3	\$1,356.73	\$4,070.19
KT	Perkins			Writing Center		2	\$1,356.73	\$2,713.46
Jennifer	Roser	1137	CJS220Y1	Probation and Parole		3	\$1,356.73	\$4,070.19
Jami	Spencer	1136	LTRE097Y1	Rdg, Writing, Reasoning		4	\$1,356.73	\$5,426.92
Jami	Spencer			Writing Center		2	\$1,356.73	\$2,713.46
Heidi	Spotts- Manthey	1013	MUS267Y1	Intro to Music		3	\$602.00	\$1,806.00
Loretta	Swanson	1135	ART110Y1	Intro to Art		3	\$602.00	\$1,806.00
Danny	Tufariello	1131	ENGL121Y1	Rhet & Comp I		3	\$1,356.73	\$4,070.19
Syed	Uddin-Ahmed	1203	HIST142Y1	Western Civ 1648 to Present		3	\$1,356.73	\$4,070.19
Syed	Uddin-Ahmed	1204	POL152Y1	American Government & Pol		3	\$1,356.73	\$2,713.46*
James	Yeager	1155	MCOM150Y1	Intro to Film		3	\$1,356.73	\$4,070.19
James	Yeager	1156	SPCH191Y1	Fund of Speech Comm		3	\$1,356.73	\$4,070.19
James	Yeager			Coordinator of Mass Communications		3	\$1,356.73	\$4,070.19
Athletics								
Pete	Norman	1096	PHYD115	Intro to Recreation		3	\$678.37	\$2,035.11
Pete	Norman	1100	PHYD227	Sports Officiating		3	\$678.37	\$2,035.11
Pete	Norman	1098	PHYD135	Games in Elemen Ed.		2	\$678.37	\$1,356.74
Danielle	Walker	1094	HLTH112Y	Health		1	\$678.37	\$678.37
Business/Technology								
Thomas	Harrison	1068	SPTP170TC	Shop Math		2	\$540.00	\$1,080.00
Marissa	Hurlbert	1042	OCED290B	Work Pl Exp - Equine Massage		2	\$532.00	\$180.88*
Mark	Klopping	1049	WELD130A	Intro to Welding		3.9	\$525.00	\$2,047.50

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Mark	Klopping			Substitution for Todd Vacek				\$375.00
Jennifer	Alderman	1033	ACCT105Y2	Elements of Accounting		3	\$1,356.73	\$1,628.08*
Jennifer	Alderman	1034	ACCT213Y1	Financial Accounting		4	\$1,356.73	\$1,085.38*
Amy	Chamberlin			Cosmetology Classes		5	\$1,356.73	\$6,783.65
Justin	Ebert	1037	OCED290A	Work PI Exp - AG		4	\$1,356.73	\$5,426.92
Justin	Ebert	1038	AGOC291HB	Plant Pest ID/Control		3	\$1,356.73	\$3,174.75*
Joseph	Grove	1040	ECON111Y1	Principles of Economics I		3	\$1,356.73	\$4,070.19
Joseph	Grove	1041	ECON112Y1	Principles of Economics II		3	\$1,356.73	\$4,070.19
Joseph	Grove	1039	BUSN121Y1	Intro to Business		3	\$1,356.73	\$2,035.10*
Jeremy	Monigold	1045	BUSN141HB	Business Communication		3	\$1,356.73	\$3,256.15*
Jeremy	Monigold	1044	INFT180Y1	Intro to Information Systems		3	\$1,356.73	\$4,070.19
Aaron	Sargent	1069	DRAF110TC	Print Reading/Inspection		2.9	\$1,356.73	\$3,934.52
Aaron	Sargent	1048	OCED290D	Work PI Exp-MTEC		4	\$1,356.73	\$542.69*
Todd	Vacek	1071	WELD232TC	Int. Welding/Fabrication		3.9	\$1,356.73	\$5,291.25
Todd	Vacek	1070	WELD130TC	Intro to Welding		3.9	\$1,356.73	\$5,291.25
Jeremy	Monigold			Fy2023 Program Review - Business Tech		1	\$1,356.73	\$1,356.73
Lifelong Learning								
Tari	Heap	1234	PERS036FCC	Empaths Boundaries/Relationships				\$37.50
Tari	Heap	1235	PERS036FCC	Weathering Change/Transformation				\$37.50
Success Center								
Elizabeth	Niesman	1177	LIBS199HBC	FYES-Summer Bridge		2	\$602.00	\$1,204.00
Elizabeth	Niesman	1178	LIBS199Y1A	FYES		2	\$602.00	\$1,204.00
Elizabeth	Niesman	1179	LIBS199VMA	FYES		2	\$602.00	\$1,204.00
Vicki	Schulz	1176	LIBS199HBB	FYES-Exploratory		2	\$678.36	\$1,356.72
Vicki	Schulz	1175	LIBS199HBA	FYES-Exploratory		2	\$678.36	\$1,356.72
Elizabeth	Niesman			Success Center		TBD	\$28.09	TBD
Mark	Miller			Success Center		TBD	\$28.09	TBD
Caroline	Giuffre			Success Center		TBD	\$23.80	TBD
Science/Math								
Steve	Curran	1009	NSCI132Y1	Physical Geography		3	\$1,356.73	\$4,070.19
Steve	Curran	1010	NSCI132Y1X	Physical Geography Lab		1.9	\$1,356.73	\$2,577.79
Karla	Giuffre	1046	BIOL117Y1	Nutrition		3	\$1,356.73	\$4,070.19
Martin	Hilberg	1075	MATH134Y1B	Statistics		4	\$1,356.73	\$5,426.92
Martin	Hilberg	1074	MATH166HF	College Algebra		4	\$1,356.73	\$5,426.92
John	Sullivan	1080	CHEM120Y1	Elem Gen Chemistry		3	\$1,356.73	\$4,070.19
John	Sullivan	1081	CHEM120HBX	Elem Gen Chemistry Lab		1.9	\$1,356.73	\$2,577.79
Ellen	McGinnis			MAC Lab		2	\$540.00	\$1,080.00
Ellen	McGinnis			MAC Lab		2	\$540.00	\$720.00*
*Pro rated based on enrollment								

May			COURSE	CLOCK	CREDIT	TOTAL		
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Joshua	King-Slowinski			Lifelong Learning Instructor				\$ 520.00
John	Hartman			Piano tuning				\$ 130.00
Joshua	King-Slowinski			Lifelong Learning instructor				\$ 726.00
Annette	Hackbarth			Trumpet for Royal Scots performance				\$ 440.00
Faith	Engelkens			Choreography for Royal Scots performance 5/12/23				\$ 350.00
Divonte	Verner			Percussion for Royal Scots performance 5/12/23				\$ 220.00
June								
Emily	Nunemaker-Bressler			Reed 1 for Royal Scots performance				\$ 440.00
Jon	Watson			Drums for Royal Scots performance				\$ 440.00
Landon	Best			Worked basketball camp 6/5-6/8/23				\$ 200.00
Tyler	Johnson			Worked basketball camp 6/5-6/8/23				\$ 200.00
Johnny	Melvin			Worked basketball camp 6/5-6/8/23				\$ 200.00
Ruth	Plowman			Mental Health certificate training for employees				\$ 780.00
Pamela	Wernitz			Mental Health certificate training for employees				\$ 780.00
Kelli	Pieper			Worked 5-8 camp 6/5-6/8/23				\$ 100.00
Ryan	Earl			Trombone for Royal Scots performance				\$ 440.00
Brian	Nissen			Bass for Royal Scots performance				\$ 440.00
Tamie	Bardell			Volleyball camp t-shirts				\$ 470.00
McKenzie	Holste			Worked Warren Volleyball camp				\$ 200.00
Ashley	Ahrens			Projection for Matilda				\$ 500.00
Tamie	Bardell			Shirts for 2023 Summer Serve				\$ 544.23
Scott	Benson			Cello in Matilda orchestra				\$ 1,210.00
Grace	Cifonie			Piano in Matilda orchestra				\$ 1,650.00
Denise	Deter			Reed 1 in Matilda orchestra				\$ 1,210.00
Ryan	Earl			Trombone in Matilda orchestra				\$ 1,100.00
Faith	Engelkens			Choreography for Matilda				\$ 1,500.00
Scott	Hastings			Trumpet in Matilda orchestra				\$ 1,210.00
Vicki	Hastings			Trumpet in Matilda orchestra				\$ 1,210.00
Britney	Kieselhorst			Youth Coordinator for Matilda				\$ 1,500.00
Joseph	Kriz			Guitar in Matilda orchestra				\$ 1,335.00
Brian	Nissen			Sound for Matilda				\$ 1,000.00
Emily	Nunemaker-Bressler			Reed 2 in Matilda orchestra				\$ 1,210.00
Zack	Parkinson			Percussion in Matilda orchestra				\$ 1,210.00

**AGENDA ITEM #XI-A-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE AND OAKSTERDAM UNIVERSITY
FOR STUDENTS ENROLLED IN THE INTRODUCTION TO CANNABIS CLASS
FOR THE FALL 2023 SEMESTER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding between Highland Community College and Oaksterdam University for students enrolled in Highland’s AGOC 134: Introduction to Cannabis class for the Fall 2023 semester.

BACKGROUND: The AGOC 134 course is a new course for Highland Community College. Monica Pierce will be teaching the course, but using the extensive online and related resources provided by Oaksterdam University, with the content and delivery shared between the College and Oaksterdam University. As outlined in the agreement, the College will pay Oaksterdam University \$225 per student enrolled in AGOC 134: Introduction to Cannabis for the Fall 2023 semester.

BOARD ACTION: _____

MEMORANDUM OF UNDERSTANDING

Highland Community College and Oaksterdam University

This Memorandum of Understanding (MOU) will be entered into on August 1, 2023, by and between Highland Community College (HCC), located at 2998 West Pearl City Road, Freeport, IL 61032, and Oaksterdam University (OU), located at 3630 High St. #19271, Oakland, CA 94619.

Highland Community College will pay Oaksterdam University \$225 per student enrolled in Highland's AGOC 134: Introduction to Cannabis course offered during a given semester in exchange for the items listed below.

To be utilized by HCC students:

- Online access to Budtending Certification Program for each student
- Online access to Budtending Video & Resource Library for each student
- Alumni Network
- Alumni Job Board
- Alumni Events
- Virtual Field Trips

To be utilized by HCC Faculty

- Student access to the Oaksterdam LMS for up to a year per enrolled student with OU learning outcomes delivered within the OU Learning Management System ("LMS").
- OU will provide HCC monthly student progress updates and end-of-semester completion and test results for each student enrolled in each semester cohort.
- A confidential Quiz Bank of Questions with answer keys in doc version will be provided by OU to HCC and are provided within the LMS, students can take screenshots and self-print test results.

OU's Budtending Certification Program consists of eight modules. The students will have access to the online module content (reading material and quiz questions) listed below.


- Module 1 – Cannabis History & Policies
- Module 2 – Federal vs. State Law
- Module 3 – Cannabis Products & Methods of Ingestion
- Module 4 – Budtending Foundations
- Module 5 – Customer and Patient Relations
- Module 6 – Cannabis Dosing
- Module 7 – Cultivar Selection
- Module 8 – Advocacy

The Budtending Video & Resource Library contains recorded lecture videos, virtual field trips, and workshops related to program content.

By the first day of class, HCC's instructor will receive a code to distribute to their students for access to the relevant course materials. Following the tenth day of HCC's fall semester, the updated student enrollment numbers will be sent to OU. Based on this updated student roster, OU will provide access for any students that have added the course and remove access for any students that have been withdrawn from the course. OU will bill HCC for the total student enrollment fees 11 days into each semester that reflects enrollment of the number of students actively participating in the course. Students that are withdrawn or drop the course on or before HCC's 10th day will not be charged for the course from HCC and HCC will not be charged for these students from OU. Students that withdraw or are withdrawn from the course after HCC's 10th day, will be charged full tuition for the course by HCC and OU will charge HCC \$225 for these students.

Successful completion of online coursework can independently result in a Budtending Certificate of Completion from Oaksterdam University. This can be self-printed from the LMS after submitting the course electronically. OU can not create this for the student without the student clicking "submit course."

The first semester in this agreement will be the Fall of 2023. Students will receive access to their LMS course by the first day of class. This agreement is valid beginning in the Fall 2023 semester of HCC. HCC can renew this agreement with OU in writing for future semesters. Any changes to this agreement will be re-negotiated in a new MOU. HCC may give notice, no later than 30 days prior to the beginning of the semester to end the MOU.

<hr/>			Jun 20, 2023
Signature	Date	Signature	Date
Jim Endress HCC Board Chair		Dale Sky Jones OU Executive Chancellor	





MOU Highland & Oaksterdam

Final Audit Report

2023-06-20

Created:	2023-06-16
By:	Lindsey Howey (lindsey@oaksterdamuniversity.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmIYB0QKFzXZnquwnX93B_stRHgGm6xZe

"MOU Highland & Oaksterdam" History

-  Document created by Lindsey Howey (lindsey@oaksterdamuniversity.com)
2023-06-16 - 1:00:39 PM GMT
-  Document emailed to Dale Sky Jones (dale@oaksterdamuniversity.com) for signature
2023-06-16 - 1:01:21 PM GMT
-  Document e-signed by Dale Sky Jones (dale@oaksterdamuniversity.com)
E-signature obtained using URL retrieved through the Adobe Acrobat Sign API
Signature Date: 2023-06-20 - 1:17:06 PM GMT - Time Source: server
-  Agreement completed.
2023-06-20 - 1:17:06 PM GMT

**AGENDA ITEM #XI-B-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – POLICY MANUAL CHAPTER I
BOARD OF TRUSTEES**

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

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

<u>Policy #</u>	<u>Change</u>
1.15	Language updated.
1.211	Language updated.

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

No additions or revisions have been made since trustees approved the first reading at their May 23, 2023, regular meeting.

BOARD ACTION: _____

CHAPTER I
BOARD OF TRUSTEES
TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
1.00	Legal Names and Titles
1.01	College Motto
1.02	College Colors
1.03	College Mission, Vision, Core Values and Principles of Operation
1.04	Authority of the College Board and Transaction of Business
1.05	Adopting, Rescinding and Revising Board Policies
1.06	Duties and Responsibilities of the Board
1.07	Trustee Election and Vacancies
1.071	Student Trustee
1.08	Duties and Responsibilities of Board Officers
1.09	Removal of Officers
1.10	Compensation and Expenses
1.11	Organization and Meetings of the Board
1.12	Special Meetings of the Board
1.13	Meetings Open to the Public
1.14	Board Meeting Agenda
1.15	Conduct of Meetings
1.16	Record of Meetings
1.17	Appointments of the Board
1.18	Committees of the Board
1.19	Employment of Administrative and Professional Personnel, Faculty and Consultants
1.20	Board Action on Legislative Issues
1.21	Board Orientation
1.211	Community College Trustee's Leadership Training
1.22	Evaluation of the President
1.23	Board Self-Evaluation
1.24	Public Information
1.25	Board Ethics
1.26	Education and Development
1.27	Bookstore-Purchase by Current Board Members

1.00 Legal Names and Titles (Reaffirmed 8/17/21)

- A. The College was established in accordance with the Illinois Public Community College Act (110 ILCS 805/3).
- B. The legal name of the College shall be "Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll."
- C. The Board of the College is a body politic and corporate by the name "Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois" and by that name may sue and be sued in any courts and places where judicial proceedings are had (110 ILCS 805/3-11).
- D. The institutional name of the College shall be "Highland Community College."

1.01 College Motto (Reaffirmed 8/17/21)

The official motto of the College shall be "Serving Northwestern Illinois."

1.02 College Colors (Reaffirmed 8/17/21)

The official colors of the College shall be orange, dark brown, white, and dark blue.

1.03 College Mission, Vision, Core Values and Principles of Operation (Reaffirmed 8/17/21)

A. Mission:

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

This mission is carried out by:

1. Providing educational preparation to students for transfer to a baccalaureate or professional, degree-granting institution.
2. Providing instruction to enable students to complete specific vocational degrees and certificates and general education designed to meet individual educational goals.
3. Providing occupational training, retraining, and/or upgrading of skills to meet individual, local, and state needs.
4. Providing developmental education to strengthen students' academic skills.
5. Providing a range of student support services that recognizes and supports the educational goals and needs of a diverse student population.
6. Supporting economic development through partnerships with business, industry, chambers of commerce, units of local government, and other educational institutions.
7. Providing community education designed to meet local cultural needs and encourage lifelong learning and cultural understanding.
8. Providing community access as an open-door institution to all college services and facilities.

B. Vision:

Highland Community College partners with learners in successfully shaping their futures.

C. Core Values:

1. Integrity – doing the right thing regardless of the situation: implies wholeness – having a belief and sticking to it.
2. Compassion – sensitivity and empathy to others, *without judgment*, demonstrated through behavior and responding in a respectful way – not an end result, but a process.
3. Respect – demonstrating that one values other people and points of view through courtesy and awareness of differences without necessarily accepting all their beliefs or actions.

D. Principles of Operation:

1. Grounded in purpose
2. Mutual respect
3. Ethics/integrity/honesty
4. Sense of humor
5. Shared responsibility
6. Climate that promotes competence

1.04 *Authority of the College Board and Transaction of Business (Reaffirmed 8/17/21)*

- A. The Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois derives its authority from the Illinois Public Community College Act (H.B. 17610) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.
- B. The Board may exercise all powers consistent with the Illinois Public Community College Act that may be a requisite or proper for the maintenance, operation and development of the College within the rules and regulations of the Illinois Community College Board.
- C. Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instruction by the Board of Trustees.
- D. The Board of Trustees shall transact all business at legal meetings of the Board. When the Board is not in session, all business of the College shall be transacted through the Office of the President or the President's designee.

1.05 Adopting, Rescinding and Revising Board Policies (Reaffirmed 8/17/21)

The following procedures shall be observed by the Board to adopt, rescind, or revise Board policies and regulations.

- A. All policies of the Board shall be adopted, rescinded, or revised by a majority of a quorum present at the next regular or special meeting of the Board. All policies shall be presented for a first and second reading at separate meetings of the Board, unless a majority of a quorum votes to waive the second reading of the policy.
- B. Following the election and seating of new members of the Board, the Board, recognizing that it is a continuing body, assumes all policies, regulations, and rules of the preceding Board and continues them in effect until such policies, regulations, and rules are amended or rescinded.
- C. Unless otherwise stated to the contrary, all policies and regulations adopted by the Highland Community College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.
- D. The Board of Trustees empowers the College Policy Review Committee to make the following changes without formal Board approval upon a vote of the majority of the full membership of the Policy Review Committee, so long as such changes do not have any substantive effect on the policy or its applicability:
 1. changes in position titles;
 2. changes in policy number systems and/or policy names; or
 3. minor changes in wording of a policy that do not affect the meaning or intent of the policy.
- E. Additionally, in the event of change of statutory citation, the statutory citation may be changed provided no substantive change in law or policy is reflected by the change in citation.

1.06 Duties and Responsibilities of the Board (Reaffirmed 8/17/21)

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. To advance the mission of the College by encouraging ongoing assessment of student learning and institutional effectiveness.
- B. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
- C. To select, appoint, and establish the salary and conditions of employment of the President of the College, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- D. The Board shall appoint and fix the salaries of administrative and professional personnel and all faculty, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- E. To determine the broad general policies yearly for governing the College, and to present to the President the short-term and long-term direction for the College.
- F. To approve the annual budget.
- G. To give prior approval for contracts with a duration of more than 3 years or an amount of more than \$25,000. Copies of Board approved contracts will be kept on file by the Vice President/CFO, Administrative Services.
- H. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
- I. To approve rates of compensation for faculty, administrative, and professional full-time and/or part-time employees.
- J. To act upon recommendations of the President on site and physical plant development and utilization.
- K. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds, and equipment.
- L. To act upon competitive bids for supplies and equipment in excess of \$25,000, and for construction/repairs in excess of \$50,000. All vendors shall have affirmative action and OSHA programs.
- M. To approve curricular offerings of the College upon the recommendation of the President.
- N. To determine the academic term of the College, within the rules and regulations of the State Board, and to approve the Academic Calendar of the College. Days within the term designated for the purpose of enrollment, testing, orientation or examination of students

and all days on which scheduled classes are held shall be considered as days of student attendance.

- O. To consider communications and requests from citizens and organizations within the district on matters of policy.
- P. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the College.
- Q. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.
- R. To establish and/or approve citizens advisory committees as needed.
- S. To serve as a Board of final appeal with the College for students, faculty, and staff of the College and citizens of the district who may have grievances in matters in which they have jurisdiction concerning the College district.
- T. To appoint a treasurer to serve at the Board's pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18).
- U. To designate depositories for College funds.
- V. To establish an instrument for presidential evaluation based on the Board's plans, goals, and objectives for the College and leadership qualities.
- W. To evaluate the Board's activities, responsibilities, and ethics in accordance with Policy 1.23.
- X. To agree that oral or written communications to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that oral or written communications to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.
- Y. To employ legal counsel for the College.
- Z. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act (110 ILCS 805/3-22.1)
- AA. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

1.07 Trustee Election and Vacancies (Reaffirmed 8/17/21)

- A. The election of members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the College district, for at least one year immediately preceding the election. Change of residency from the district by any member constitutes a resignation from and creates a vacancy on the Board. (110 ILCS 805/3-7).
- B. The College Board shall consist of seven members, publicly elected at the time and in the manner provided in the Illinois Public Community College Act (110 ILCS 805/3-7 through 3-7.10).
- C. In addition to the seven elected members of the Board, one student member will be elected annually by the student body not more than three weeks nor less than one week prior to the regularly scheduled April Board meeting in accordance with established procedures conducted by the Student Senate. The student member will be seated in April. The student member's vote is advisory only.
- D. Vacancies on the Board will be filled based on the established procedure and in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

1.071 Student Trustee (Reaffirmed 8/17/21)

- A. In accordance with 110 ILCS 805/3-7.24 of the Illinois Public Community College Act, the Highland Community College Board of Trustees shall have one non-voting member who is a student enrolled in Highland Community College under the jurisdiction of the Board. The method of selecting these student members shall be determined by campus-wide student election.
- B. The Highland Community College Board and administration believe that a student who fulfills the obligations of Student Trustee must be academically invested in the College. Therefore, students eligible to run for Student Trustee must
1. be enrolled in a minimum of 12 credit hours at the time of selection, and must maintain a minimum of 12 credit hours throughout the term, with the exception of the summer semester.
 2. maintain a minimum GPA of 2.5.
 3. be able to demonstrate an understanding of the role of the Student Trustee.
 4. agree to fulfill all the responsibilities of his or her respective office as outlined in the Student Senate Bylaws and fulfill the obligation of the full term of one academic year.
 5. be in good standing at the College with no history of any Student Code of Conduct violations resulting in sanctions during their academic career at the College.
- C. The student member shall serve a term of one year beginning on April 15 of each year. A Student Trustee may not serve more than two terms. The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend Closed Sessions. While 110 ILCS 805/3-7.24 does not give the Student Trustee the right to vote, it is the policy of the Highland Community College Board of Trustees to allow the Student Trustee an advisory vote.
- D. All travel by the Student Trustee must be approved in advance by the President of the College.

1.08 Duties and Responsibilities of Board Officers (Reaffirmed 8/17/21)

- A. **Chair:** The Chair shall preside at all meetings and shall perform such duties as are imposed upon that office by law or by action of the Board.
- B. **Vice Chair:** The Vice Chair shall serve in the Chair's absence.
- C. **Secretary:** The Secretary of the Board shall perform the usual duties pertaining to his or her office. If he or she is absent from any meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed Recording Secretary. The Secretary attends all meetings and records all official business of the Board, as well as represents the Board in working with local election officials in all Board elections and referenda.
- D. **Treasurer:** The Board shall appoint a Treasurer for the District who shall not be a member of the Board. The Board shall execute a bond as prescribed in the Illinois Community College Act (110 ILCS 805/3-19).

1.09 Removal of Officers (Reaffirmed 8/17/21)

Any officer of the Board may be removed from office for cause by a vote of two-thirds (5) of the Board of Trustees.

1.10 Compensation and Expenses (Reaffirmed 8/17/21)

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

1.11 Organization and Meetings of the Board (Reaffirmed 8/17/21)

- A. After the April election in each odd numbered year, organization of the Board shall be in accordance with the provisions of the Illinois Public Community College Act (110 ILCS 805/3-8).
- B. At the organizational meeting, the Chair of the Board or, in his or her absence, the President of the College shall convene the new Board and conduct the election for Chair, Vice Chair, and Secretary. The Board shall proceed with its organization under the newly elected Board officials (110 ILCS 805/3-8).
- C. 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 (110 ILCS 805/3-8).
- D. If a change is made in regular meeting dates or locations, at least 10 calendar days' notice of such change shall be given by publication in a newspaper of general circulation in the area. Notice of such change shall also be supplied to those news media which have filed an annual request for notice (5 ILCS 120/2.03).

1.12 Special Meetings of the Board (Reaffirmed 8/17/21)

Special meetings of the Board may be called by the Chair of the Board, a Committee Chair, or by three members of the Board by giving public notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served on members of the Board by mail 48 hours before the meeting. Notice shall also be given to the news media as required by 5 ILCS 120/2.02.

1.13 Meetings Open to the Public (Reaffirmed 8/17/21)

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended. All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02.

1.14 Board Meeting Agenda (Reaffirmed 8/17/21)

- A. The Executive Assistant to the President/Board of Trustees will prepare the agenda for meetings of the Board of Trustees after conferring with the President and Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.**
- B. Any member of the Board of Trustees, employee, organization, or individual wishing an item to be placed on the Board Agenda shall make the request in writing to the President of the College at least 10 working days prior to the day of the Board meeting. The President shall notify the Chair of the Board who shall have the power to accept or deny the request.**
- C. The Board shall provide an opportunity for groups or individuals to appear before the Board. In order to establish an orderly procedure for such audiences, any individual or group wishing to appear before the Board shall contact the President of the College, informing him or her of the nature of the request to be presented. In the event that the nature of the request cannot be resolved by the President, the President shall, with consent of the Chair of the Board, assign a time on the agenda for such groups or individuals to appear before the Board. All such requests must be made in writing at least 10 working days prior to the day of the Board meeting in order that the President may inform the Board of the matter to be presented, and obtain any information needed for the Board's consideration.**
- D. Trustees will be furnished with copies of the agenda for regular meetings with any available supporting materials at least 48 hours prior to each regular meeting. Trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.**
- E. Announcements of meetings and closed sessions are covered by the Illinois Compiled Statutes. Copies of the agenda for each meeting of the Board will be sent to all news media that requested notice of meetings pursuant to the Illinois Open Meetings Act, and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.**

1.15 Conduct of Meetings (Reaffirmed 8/17/21)

- A. In accordance with the Open Meetings Act (5 ILCS 120/2.06)~~Public Act 096-1473~~, any person shall be permitted an opportunity to address the Board under the rules established and recorded by the Board.
- B. The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees.
- C. Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.
- D. The order of business will be determined at the time the agenda is prepared and will include an opportunity for public comments (limited to three minutes per person). Presentation of items of business shall follow the agenda, unless varied by the Chair.
- E. The voting order for roll call votes shall be established by seniority at each meeting. Each succeeding roll call vote shall be called beginning with the second name called in the previous roll call vote. If there is need for a roll call on an amended motion, it will also be on a rotating basis. When two or more members within a group have equal seniority, the order of their vote shall be alphabetical by last name. If an individual is appointed to fill a vacancy on the Board, that person shall have the least seniority. The Student Trustee shall always be called last.
- F. A voice vote shall be taken on all measures before the Board except a roll call vote shall be taken when the measure concerns the following:
 1. Expenditure of money
 2. Adoption of Board resolutions
 3. Establishment, change or suspension of Board policy
 4. Adoption of the budget
 5. Approval to enter Closed Session, pursuant to the Illinois Open Meetings Act
 6. Approval of Closed Session minutes being opened to the public
 7. Dissolution of a Board committee, at the recommendation of the Chair of the Board
- G. A roll call vote may also be taken upon the request of any Board member or the College President.
- H. A majority of the full voting membership of the Board shall constitute a quorum. For all meetings of the Board, a quorum of members must be physically present at the location of the meeting. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof. No action of such Board shall be invalidated by reason of any vacancies on such Board, or by reason of any failure to select the non-voting Student Trustee (110 ILCS 805/3-9).

1.16 Record of Meetings (Reaffirmed 8/17/21)

- A. A record of all meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or video recording will be kept.
- B. Written minutes of the Board meetings will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Secretary as a permanent official record of Board action and will be open for public inspection in accordance with the Freedom of Information Act.
- C. Written minutes shall include, but will not be limited to, the date, time and place of the meeting; the members of the Board recorded as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and the name of the Trustee making a motion, the name of the Trustee seconding it, and the vote. A Trustee may state reasons for a vote and request these be recorded in the minutes at the time of the vote. The Board shall approve the minutes of its open meeting within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 calendar days after the approval of minutes by the Board (5 ILCS 120/2.06). The College shall post the minutes of a regular meeting of the Board open to the public on the College's website within 10 days after the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the College's website shall remain posted on the website for at least 60 days after their initial posting.
- D. The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:
 - 1. The Board approves the destruction of a particular recording; and
 - 2. The Board approves minutes of the closed meeting that meet the written requirements of 5 ILCS 120/2.06.

1.17 Appointments of the Board (Reaffirmed 8/17/21)

- A. The Board shall appoint a Secretary to perform the duties pertaining to this office. If the Secretary is absent from the meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed recording secretary (110 ILCS 805/3-10).**
- B. The Board shall appoint a treasurer to serve at its pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18). Before entering into the duties of the office, the treasurer shall execute a bond as prescribed in the Illinois Public Community College Act (110 ILCS 805/3-19). No part of any State or other District funds may be paid to any treasurer or other person authorized to receive it unless the treasurer has filed the bond as required herein.**
- C. The College's attorney(s) shall be the general counsel and legal advisor to the Board and to the College President. The attorney(s) shall have charge of litigation referred by the President or the President's designee. The President will have authority to seek specialized legal services from attorneys other than the College's attorney(s).**
- D. A Board member may be appointed Parliamentarian. In the absence of such an appointment, the Secretary shall serve in this capacity. The rules of parliamentary procedure comprised in the latest edition of Roberts Rules of Order shall be the parliamentary authority for the Board in its deliberations.**
- E. Two Board members shall be appointed in January to review minutes of closed meetings and audiotapes in accordance with the Open Meetings Act, Public Act 85-1355. The two appointed Board members shall individually review all closed meetings and audio recordings on a periodic basis, but not less than semi-annually and will report their findings at a meeting of the full Board. At the meeting of the full Board a determination shall be made, and reported in open session, that 1) the need for confidentiality still exists as to all or part of those minutes or 2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board will also make a determination as to the destruction of verbatim audio recordings. The recordings may be destroyed 18 months after the completion of the meeting recorded but only after 1) the Board approves the destruction of a particular recording; and 2) the Board approves the minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act (ILCS 120.2.06).**

1.18 Committees of the Board (Reaffirmed 8/17/21)

The Board shall have standing committees as deemed appropriate by the Board Chair. The standing committees may include, but will not be limited to, an Audit Committee. Other committees may be appointed by the Chair when necessary. A chair of each Board committee shall be appointed by the Chair of the Board and will serve at the Board Chair's discretion. In the absence of specific authority from the Board, no committee shall be empowered to act on behalf of the Board. Special committees shall make their recommendations to the Board for action. A committee may be dissolved at the direction of the Board Chair by a roll call vote of a majority of a quorum of the full Board at a regular meeting. The Chair of the Board shall make all committee assignments.

1.19 Employment of Administrative and Professional Personnel, Faculty and Consultants (Reaffirmed 8/17/21)

The Board shall appoint and fix the salary of the President of the College, who shall be the executive officer of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-26). The Board shall also appoint and fix the salaries of other administrative and professional personnel and all faculty. In making these appointments and fixing these salaries, the Board will follow Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).

1.20 Board Action on Legislative Issues (Reaffirmed 8/17/21)

The Board of Trustees will only take a position advocating or opposing a local, State, or national legislative issue, if the vote to do so will have a direct impact on the Highland Community College district.

1.21 Board Orientation (Reaffirmed 8/17/21)

Within one month of seating, the new Board member will be provided with a policy manual. The Chair, President, and Executive Assistant to the President/Board Secretary will meet to provide orientation of new Trustees and to review Trustee orientation materials. The orientation will include an opportunity for a tour of the facilities and staff introductions.

1.211 Community College Trustee's Leadership Training (Reaffirmed 8/17/21)

- A. In accordance with ~~Public Act 99-0692~~ **110 ILCS 805/3-8.5**, trustees must complete a minimum of four hours of professional development leadership training during the first, third, and fifth year of his/her term covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee. The College shall maintain on its website the names of all elected or appointed voting trustees of the board who have successfully completed the training, as well as the names of all elected or appointed voting trustees of the board who have not successfully completed the training, as required.
- B. The board member shall certify completion of the required training to the secretary of the board. If a board member does not satisfy all requirements outlined above or the certification indicates that a board member has not completed the training, the secretary shall send a notice to all elected or appointed members serving on the board and the president or acting chief executive officer of the College of that fact.
- C. In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board (ICCB). A list of ICCB-approved community college trustee training providers is available at the following link:

~~https://www.iccb.org/iccb/wp-content/pdfs/Trustee_Training_Approved_Provider_List.pdf~~

http://www2.iccb.org/iccb/wp-content/pdfs/Trustee_Training_Approved_Provider_List.pdf

1.22 Evaluation of the President (Reaffirmed 8/17/21)

At least once each year, the Board shall evaluate the President.

1.23 Board Self-Evaluation (Reaffirmed 8/17/21)

The Board shall conduct a self-evaluation in even numbered calendar years, which shall include, but not be limited to, the consideration of each member's capacity to fulfill the duties of office.

1.24 Public Information (Reaffirmed 8/17/21)

- A. Except where access is prohibited by law or exceptions under the relevant statute or law are appropriate, College records and documents shall be made available as required by the Freedom of Information Act (FOIA) or other applicable laws. The Board of Trustees will designate a Freedom of Information Act Officer(s). Requests for information shall be made in writing to the Secretary of the Board. The Secretary of the Board shall log the request and forward it to a Freedom of Information Act Officer, who shall have the primary responsibility to carry out the requirements of the law and the regulations, in accordance with the Freedom of Information Act.**
- B. In accordance with the Illinois Compiled Statutes 5 ILCS 140, any person denied access to inspect or copy any public record may appeal the denial to the Office of the Illinois Public Access Counselor.**

1.25 Board Ethics (Reaffirmed 8/17/21)

In support of the best interests of the College, all Trustees shall adhere to reasonable ethical standards, including the following principles:

- A. **Authority.** Trustees have authority for official Board action only when acting in concert as a Board of Trustees legally in session. No member of the Board of Trustees has the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session, with the exception of the Board Chair in case of an emergency. The Chair will report such emergency actions to the Board at the next scheduled meeting.
- B. **Conduct.** Trustees will demonstrate personal integrity and ethical behavior in word and action; work with other Trustees in a spirit of decency, harmony, and cooperation despite personal differences of opinion that may arise; regularly attend and contribute to Board meetings; focus discussion and decisions on solving problems rather than placing blame; avoid making public statements or acting in ways that would discredit the Board and undermine public confidence in the College or damage its reputation; and act consistently with the College's Core Values of Integrity, Compassion, and Respect.
- C. **Decision-making.** Trustees will become informed to the extent necessary to be an effective Trustee and vote on issues based on accurate information; review meeting packets, pose clarifying questions to College staff, and prepare for meetings in advance; welcome and encourage citizen input on the College, while remembering that final decisions are the responsibility of the Board based on input from the staff and recommendations from the President; place the best interest of the College and the District as the top priority in deciding votes; recognize that the primary function of the Board is to establish the policies by which the College is administered, but that the administration of the educational programs and the conduct of College business is the primary function of the President and the staff, and abide by and support majority decisions of the Board.
- D. **Conflict of Interest.** Trustees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Trustees will not attempt to exercise undue influence over employment or purchasing decisions that are not ordinarily acted upon by the Board. Trustees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.
- E. **Ethics.** Trustees will abide by the State Officials and Employees Ethics Act.
- F. **Confidentiality.** Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.
- G. **Compliance with Law.** Trustees will abide by all laws relevant to their role at the College. Nothing in this policy will in any way restrict the application or take precedence over misfeasance or nonfeasance in office.

1.26 Education and Development (Reaffirmed 8/17/21)

It is the philosophy of the Board to encourage and fund continuing education and staff development for elected Board members. This should be accomplished by Board participation in regional, State and national workshops and meetings.

1.27 *Bookstore-Purchase by Current Board Members (Reaffirmed 8/17/21)*

- A. Current Board members may purchase textbooks for use by themselves, their spouse or Civil Union partner, or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).
- B. Current Board members may purchase clothing and gift items at a 20 percent discount. The discount on technology and software products will be determined by the bookstore on an item by item basis. There will be no discounts on the following items: meal cards, computer math software licenses, magazine subscriptions, and transit passes.
- C. No discounts will be applied to sale items unless specified by the bookstore manager.
- D. The Board member eligible for the discount must be present when the discounted purchase is made.

**AGENDA ITEM #XI-B-2
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY 5.133
USE OF SKATE EQUIPMENT AND RECREATIONAL VEHICLES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policy 5.133, Use of Skate Equipment and Recreational Vehicles, which is included in Chapter V, Finance, of the policy manual.

BACKGROUND: The recommended revised policy was presented to the Policy Review Committee by Student Services staff. They recognized that some students use skate equipment as a form of transportation and under the policy, as written, this was not allowable. The recommended language would provide for skate equipment as a form of transportation while maintaining safety and protecting the facilities from damage.

No additions or revisions have been made since trustees approved the first reading at their May 23, 2023, regular meeting.

BOARD ACTION: _____

5.133 Use of Skate Equipment and Recreational Vehicles (Reaffirmed 5/24/22)

Use of skate equipment such as, but not limited to, skateboards, ~~electric scooters, and~~ roller blades, ~~and/or ice skates for transportation purposes~~ on campus is ~~allowed~~ prohibited. ~~Use of ice skates is prohibited.~~ Use of personal recreational vehicles such as, but not limited to snowmobiles, dirt bikes, and/or all-terrain vehicles on College property is ~~also~~ prohibited, with the exception of motorcycle training programs, and other College approved activities. ~~Recreational use of these apparatus are acceptable only during Ceollege approved activities.~~

**AGENDA ITEM #XI-C-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
EXECUTIVE ASSISTANT TO THE VICE PRESIDENT/CAO, ACADEMIC SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Executive Assistant to the Vice President/CAO, Academic Services. This is a full-time, non-exempt classified position and is included in the FY24 budget.

BACKGROUND: With the incumbent in the position retiring, the job description was reviewed prior to posting. The job description has been revised to update the position responsibilities and required certifications.

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: Executive Assistant to the Vice President/CAO, Academic Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To manage the administrative affairs of the Vice President/CAO, Academic Services of the college.

PRINCIPAL DUTIES: (essential functions)

- Provides confidential support such as preparing correspondence and other written documents, receives phone calls, answers questions and routes messages; schedules and prepares for meetings, makes travel arrangements, takes and transcribes meeting minutes, processes mail, schedules appointments and keeps calendar.
- Prepares reports, generates necessary forms and documents, maintains records and files, coordinates departmental activities, analyzes financial or project data, and makes recommendations.
- May be required to monitor department budgets; prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.
- In collaboration with appropriate areas, completes and maintains classroom assignments each semester.
- Relieves the executive of designated administrative details and assumes limited authority without direct supervision in his or her absence.
- Processes paperwork for course and program changes and additions through ICCB; updates Banner and CurrieUNET CourseLeaf (Curricular Management Software). Processes necessary documents for articulation of new courses to universities.
- ~~Serves as the designated school official for F1 international students.~~
- Assists with planning of special events such as Honors Convocation and Opening Days.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of principles and practices of office administration and management.
 Knowledge of research techniques and processes, business English and report writing.
 Knowledge of records management principles.
~~Knowledge of rules, regulations and requirements for F1 students.~~
 Knowledge of utilizing data to make informed decisions.
 Knowledge of office equipment, computer operations and software applications.

Skill in handling confidential and sensitive issues.
 Skill in making important judgements about urgency of situations and concerns.
 Skill in operating office equipment, computers and software applications.
 Skill in preparing reports, monitoring budgets, and interpreting policies and procedures.
 Skill in effectively organizing information, events and tasks.

Skill in communicating effectively in writing and orally.
Skill in working independently and demonstrating initiative.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

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

REQUIRED LICENSE/CERTIFICATION: ~~None Required to become Designated School Official with Student and Exchange Visitor Program (SEVP) within 2 months of hire.~~

REPORTS TO: Vice President/CAO, Academic Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 1112

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

LAST REVISED: ~~05/25/21~~07/25/23 *[Pending Board Approval]

**AGENDA ITEM #XI-C-2
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
STUDENT ADVISOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Student Advisor, with placement remaining at range 28 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY24 budget.

BACKGROUND: The job description is being revised to include responsibilities that one of the incumbents in the position assumed as the HOUSE (Housing and Opportunities that are Useful for Students' Excellence) Liaison. These responsibilities are mandated by the Higher Education Housing and Opportunities Act (Illinois Public Act 102-0083) to serve the student homeless population.

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: Student Advisor*

GENERAL STATEMENT OF RESPONSIBILITIES: To help students achieve their academic goals by providing guidance and advisement during the career decision-making process, educating students about HCC programs, assisting students with the selection of an appropriate course load, developing relationships with students, monitoring student progress and advising or referring students to appropriate resources.

PRINCIPAL DUTIES: (essential functions)

- Manage student and prospective student cases.
- Advise students and prospective students related to placement test preparation, classes, degrees, transfers, careers, etc.
- May verify and approve transcripts and provide degree compliance checks.
- Guide students in career and college major exploration, including the use of assessment tools.
- Work with students with diverse developmental academic needs and assist students in transitioning between educational levels such as GED or developmental students to college level courses.
- Work with colleagues to support student retention and transition.
- Provide resources or coordinate student cases with appropriate specialists and areas on campus to ensure educational success.
- Retrieve, utilize and report information on the computer pertaining to students. Analyze data and communicate to appropriate departments or employees.
- Provide basic financial aid advising.
- Assist with continuing evaluation of current and new processes.
- Assist with development and maintenance of reporting mechanisms to recognize at-risk students.
- Be proactive and display initiative in helping students through the advising process.
- Have a long-term recruitment and retention focus utilizing positive representation of the college to students and the public.
- May lead training for areas of specialization to other Student Advisors, as well as Student Information Services Specialists.
- Work on a rotational schedule with other Student Advisors to allow for scheduled meetings and walk-ins.
- Participate in student recruitment activities.
- Represents the College at various meetings on and off campus.
- May be required to coordinate CollegeNOW program.
- May serve as the designated HOUSE (Housing and Opportunities that are Useful for Students' Excellence) Liaison for the homeless student population which involves offering and providing assistance and resources, tracking and monitoring graduation and

retention rates of homeless students, and completing annual state reporting to the Illinois Community College Board.

- May be required to locate Internet Course Exchange (ICE) courses, enter grades and act as liaison between the College and the granting institution.
- May work with special populations such as veterans, International students, GED completers, and student athletes.
- May initiate and facilitate the process for awarding proficiency credit for certain classes.
- May be required to lead the transfer initiatives.
- May be required to maintain the degree and course audit computer system (CAPP) and maintain edits for degree and course information in the College catalog.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

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

Knowledge of academic resources.

Knowledge of documenting information accurately.

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

Knowledge of computer operations and software applications.

Knowledge of community resources.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

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

Skill in reviewing student history and interests and recommending possible educational or career options.

Skill in operating office equipment, computers and software applications.

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

Skill in communicating effectively in writing.

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

Skill in researching and analyzing information.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Bachelor's degree in Psychology, Sociology, Education, Teaching, Liberal Arts or similar degree and one (1) year work experience in advising or communication field in an academic environment OR an equivalent combination of education and experience that provide the required knowledge and skills. Requires a Master's degree in Psychology, Sociology, Education, Teaching or related field if teaching First Year Experience Seminar classes.

Experience working in a higher education advising area preferred.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

REPORTS TO: Vice President, Student Development and Support Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4106

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

LAST REVISED: ~~2/19/19~~ 07/25/23 ***[Pending Board Approval]**

**AGENDA ITEM #XI-C-3
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
DIRECTOR, FACILITIES AND SAFETY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Director, Facilities and Safety, with placement remaining at range 38 on the Highland Salary Range Table. This is a full-time, administrative position and is included in the FY24 budget.

BACKGROUND: The job description is being revised to include responsibilities that the position assumed from the Manager, Maintenance Services position when it was part of a reduction in force. It was not known at the time if the extra responsibilities would stay with this position or transition to another position. After review, it has been determined that the added responsibilities will remain with the position and are, therefore, being added to the job description.

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: Director, Facilities and Safety*

GENERAL STATEMENT OF RESPONSIBILITIES: To manage the campus safety and security processes and provide direction and leadership for the operation, ~~and~~ maintenance, and renovation of the College's indoor and outdoor facilities and operational utility infrastructure systems, while ensuring a safe, comfortable and clean environment for students, faculty and staff.

PRINCIPAL DUTIES: (essential functions)

- Directs and leads the day-to-day operation of the areas that constitute the College's facilities.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Plans, organizes, schedules and supervises the maintenance and repair of college buildings, grounds, and other structures.
- Plans, organizes, schedules and supervises the cleaning, safety and security of college facilities.
- Performs periodic inspections of buildings and facilities for structural damage or needed repair.
- Coordinates the physical planning, design, cost estimate and construction for new facility expansion, renovation and remodeling.
- Reviews plans and specifications for bid programs, inspects and/or supervises projects during a construction period.
- Prepares and administers the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Prepares plans and cost estimates for facilities, construction and equipment.
- Establishes and administers a preventive maintenance program for the facilities, grounds and equipment.
- Administers the College's energy management policy.
- Communicates with department and other personnel to resolve issues, complaints, concerns or questions related to work activities.
- Supervises training programs for assigned staff including safety policies and procedures, operation and general maintenance of equipment.
- Establishes an inventory for the stocking of necessary tools, equipment and supplies required to carry out an efficient maintenance program.
- Prepares and maintains a variety of reports, plans, surveys, questionnaires as required.
- Administers the record retention program of the College.
- Oversees the fleet program, procurement of vehicles and care of vehicles assigned to department.
- In accordance with the Risk Management Policy and Program:
 - Provides for the safety and security of the campus and the protection of College property.
 - Serves as a member of the College Emergency Management Team.
 - Oversees campus security procedures and processes.
 - Coordinates Protection, Health, and Safety projects.
 - Serves as Chair of the College Safety Committee.

Writes and updates safety programs.

Oversees compliance with environmental regulation and directives as promulgated by State and Federal agencies.

Oversees worker safety training and compliance with IL Department of Labor's rules and regulations.

Maintains College first aid equipment.

Oversees custodial staff responsible for campus security.

Inspects all areas of the College to ensure regular, proper cleanliness.

Procures and oversees the use of safety equipment.

Coordinates campus snow removal; oversees all facilities staff for snow removal and maintenance of snow removal equipment.

Purchases safety related materials and supplies.

Ensures College compliance with ADA standards and oversee that ADA accommodations are implemented properly and safely.

Performs safety assessments of College property.

- May be required to perform basic maintenance and custodial duties as well as advanced troubleshooting of mechanical issues.
- Required to respond to emergency situations.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of grounds maintenance, cleaning and housekeeping practices and principles.

Knowledge of construction and facilities management, including plumbing and electrical systems.

Knowledge of fleet maintenance principles and practices.

Knowledge of OSHA and other Federal and State requirements relating to facilities, grounds and vehicle maintenance.

Knowledge of safe work practices.

Knowledge of emergency operations and procedures.

Knowledge of management and supervisory principles and practices.

Knowledge of utilizing data to make informed decisions.

Knowledge of practices and processes of purchasing, bid procedures, budget administration and expenditure control.

Skill in reading blueprints and other technical drawings or specifications.

Skill in performing journeyman level construction, electrical or plumbing installations, maintenance or remodeling tasks.

Skill in effectively managing staff, delegating tasks and authority, and training personnel.

Skill in analyzing data and conducting research.

Skill in ensuring a safe work environment.

Skill in communicating effectively orally and in writing.

Skill in operating computer equipment, telephone systems and software applications.

Skill in making decisions, maintaining composure and working effectively under stressful conditions and emergency situations.

Skill in operating hand tools, vehicles and equipment in the installation and maintenance of facilities and grounds.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Occasional exposure to extreme temperatures.

MINIMUM QUALIFICATIONS: Associate's degree in construction, engineering, industrial technology or a related field, ~~and~~ five (5) years facility operations experience and/or five (5) years facility management experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: VP, Business, Technology and Community Programs

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6230

JOB SERIES/FAMILY: Administrative Series/Administrator Group

LAST REVISED: ~~02/19/19~~ 07/25/23* [Pending Board Approval]

**AGENDA ITEM #XI-C-4
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED SALARY RANGE PLACEMENT
EXECUTIVE ASSISTANT (NON-EXEMPT)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for Executive Assistant (non-exempt) with placement at range level 26 on the Highland Salary Range Table.

BACKGROUND: With the incumbent in the Executive Assistant to the Vice President/CAO, Academic Services position retiring, salary data for comparable positions was gathered. The salary range placement for the Executive Assistant (non-exempt) classification, which includes the Executive Assistant to the Vice President/CAO, Academic Services, Executive Assistant to the Vice President/CSSO, Student Development and Support Services and the Executive Assistant to the Vice President, Business, Technology and Community Programs, is being changed from range level 25 to 26 to align with local and regional market data.

BOARD ACTION: _____

**AGENDA ITEM #XI-C-5
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
FINANCIAL AID SPECIALIST II**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Alejandra Villa as the full-time Financial Aid Specialist II, beginning August 7, 2023, at an FY24 salary of \$40,486, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY24 budget.

BACKGROUND: Ms. Villa comes to us from HALO Branded Solutions in Sterling, where she has served in two very essential roles over the last few years. In her current role as a Cash Applications Specialist, Ms. Villa collaborates with credit and collection teams to obtain deposits and customer remittance information. She also requests updates for customer master files, investigates financial discrepancies, and generates a number of major financial reports. In her previous role as a Contact Center Representative, Ms. Villa effectively provided excellent customer service by helping customers place orders, processing payments, and resolving difficult situations. In this position, she was also a part of the senior bilingual team, which enabled her to effectively communicate with Spanish speaking customers.

Ms. Villa was awarded her Bachelor of Arts degree in Sociology from Northern Illinois University in Dekalb, IL, where she also obtained a certificate in Criminology.

Ms. Villa's professional experience in customer service, diverse communication abilities, and financial auditing skills will make her a valuable asset to the Financial Aid team.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

TENTATIVE BUDGET FOR FISCAL YEAR 2024

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2023-2024 and setting the public hearing date thereon for September 26, 2023.

RESOLUTION: Be it resolved that the attached Tentative Budget for the fiscal year 2023-2024 be conveniently made available for public inspection after this date through September 26, 2023, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

BACKGROUND: The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 26, 2023, Board meeting. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY24 Operating Funds budget includes revenues amounting to \$16,106,490 and expenses amounting to \$16,452,114. At this time, it is estimated that ending Operating Funds fund balance at the end of FY24 will be \$6,612,294 or 40% of budgeted expenditures, which exceeds ICCB guidelines. As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Fall semester enrollment levels, FY23 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE
TENTATIVE BUDGET
JULY 1, 2023 - JUNE 30, 2024

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2023-2024
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 3,177,736	\$ 851,179	\$ 4,028,915	25.0%
Back Taxes	2,997,864	802,999	3,800,863	23.6%
Corporate Personal Prop. Replacement Tax	625,000	-	625,000	<u>3.8%</u>
Total Local Government	<u>\$ 6,800,600</u>	<u>\$ 1,654,178</u>	<u>\$ 8,454,778</u>	<u>52.4%</u>
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	1,441,684	-	1,441,684	9.1%
ICCB Equalization Grant	50,000	-	50,000	0.3%
ICCB Performance Based Grant	30,000	-	30,000	0.2%
ICCB Career/Tech Education	136,719	-	136,719	<u>0.8%</u>
Total State Government	<u>\$ 1,658,403</u>	<u>\$ -</u>	<u>\$ 1,658,403</u>	10.4%
FEDERAL GOVERNMENT SOURCES				
Financial aid	2,000	-	2,000	0.0%
Other federal sources	121,000	-	121,000	<u>0.7%</u>
Total Federal Government	<u>\$ 123,000</u>	<u>\$ -</u>	<u>\$ 123,000</u>	0.7%
STUDENT TUITION AND FEES				
Tuition	3,884,500	-	3,884,500	24.1%
Fees	<u>1,207,800</u>	-	<u>1,207,800</u>	<u>7.5%</u>
Total Tuition and Fees	<u>\$ 5,092,300</u>	<u>\$ -</u>	<u>\$ 5,092,300</u>	31.7%
OTHER SOURCES				
Facilities Rental	21,000	90,850	111,850	0.7%
Interest on Investments	235,000	-	235,000	1.5%
Other Revenue	<u>410,859</u>	<u>20,300</u>	<u>431,159</u>	<u>2.7%</u>
Total Other Sources	<u>\$ 666,859</u>	<u>\$ 111,150</u>	<u>\$ 778,009</u>	4.8%
Total 2023-2024 Budgeted Revenue	<u>\$ 14,341,162</u>	<u>\$ 1,765,328</u>	<u>\$ 16,106,490</u>	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2023-2024
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,814,838	-	\$7,814,838	47.5%
Academic Support	1,086,815	-	1,086,815	6.6%
Student Services	1,523,768	-	1,523,768	9.3%
Public Services	1,144,020	-	1,144,020	7.0%
Oper./Maint. of Plant	-	1,665,634	1,665,634	10.1%
General Administration	1,834,410	-	1,834,410	11.2%
Institutional Support	1,429,329	-	1,429,329	8.7%
Transfers	(517,000)	-	(517,000)	-3.1%
Scholarships, Grants, Walvers	470,300	-	470,300	2.9%
Total 2023-2024 Budgeted Expenditures	14,786,480	1,665,634	16,452,114	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 14,786,480	\$ 1,665,634	\$ 16,452,114	
BY OBJECT:				
Salaries	\$9,737,474	\$713,748	\$10,451,222	63.5%
Employee Benefits	2,241,194	206,620	2,447,814	14.9%
Contractual Services	1,448,596	129,372	1,577,968	9.6%
General Materials and Supplies	853,768	181,607	1,035,375	6.3%
Conferences and Meetings	289,361	-	289,361	1.8%
Fixed Charges	68,030	-	68,030	0.4%
Utilities	52,950	712,041	764,991	4.7%
Capital Outlay	47,963	-	47,963	0.3%
Other	564,144	(277,754)	286,390	1.7%
Transfers	(517,000)	-	(517,000)	-3.1%
Total 2023-2024 Budgeted Expenditures	14,786,480	1,665,634	16,452,114	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 14,786,480	\$ 1,665,634	\$ 16,452,114	

HIGHLAND COMMUNITY COLLEGE
2023-2024 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 6,223,639	
Employee Benefits	1,168,173	
Contractual Services	117,749	
General Materials and Supplies	237,221	
Conference and Meetings	16,967	
Fixed Charges	7,850	
Utilities	850	
Capital Outlay	40,081	
Other	<u>2,308</u>	
Total Instruction		\$ 7,814,838
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 669,693	
Employee Benefits	161,232	
Contractual Services	27,710	
General Materials and Supplies	109,017	
Conferences and Meetings	117,350	
Capital Outlay	<u>1,813</u>	
Total Academic Support		1,086,815
<u>STUDENT SERVICES</u>		
Salaries	\$ 1,081,709	
Employee Benefits	331,850	
Contractual Services	67,935	
General Materials and Supplies	35,339	
Fixed Charges	6,250	
Capital Outlay	360	
Other	<u>325</u>	
Total Student Services		1,523,768

**Estimated Expenditures 2023-2024
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$ 300,471
Employee Benefits	22,087
Contractual Services	732,275
General Materials and Supplies	29,587
Conferences and Meetings	33,350
Fixed Charges	20,050
Utilities	1,200
Other	<u>5,000</u>

Total Public Services \$ 1,144,020

GENERAL ADMINISTRATION

Salaries	\$ 988,380
Employee Benefits	258,871
Contractual Services	224,652
General Materials and Supplies	331,145
Conferences and Meetings	25,982
Fixed Charges	460
Capital Outlay	709
Other	<u>4,211</u>

Total General Administration 1,834,410

INSTITUTIONAL SUPPORT

Salaries	\$ 473,582
Employee Benefits	298,981
Contractual Services	278,275
General Materials and Supplies	111,459
Conference and Meetings	95,712
Fixed Charges	33,420
Utilities	50,900
Capital Outlay	5,000
Other	<u>82,000</u>

Total Institutional Support 1,429,329

**Estimated Expenditures 2023-2024
Educational Fund (Cont.)**

<u>SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS</u>	470,300
<u>TRANSFERS</u>	<u>(517,000)</u>
Total Educational Fund	<u>\$ 14,786,480</u>

2023-2024 Estimated Expenditures

Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	\$ 713,748	
Employee Benefits	206,620	
Contractual Services	129,372	
General Materials and Supplies	181,607	
Utilities	712,041	
Other	<u>(277,754)</u>	
Total Operations and Maintenance of Plant		1,665,634

2023-2024 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 600,000	
Back Taxes	500,000	
Total Local Governmental Sources		<u>\$ 1,100,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ 61,800	
Capital Outlay	<u>10,975,426</u>	
Total Expenditures		<u>\$ 11,037,226</u>

2023-2024 Auxiliary Enterprises Fund**BUDGETED REVENUE**

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 475,000	
Bookstore Sales	480,100	
Athletics	48,410	
Other	<u>113,730</u>	
Total Revenue		\$ <u>1,117,240</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 333,381	
Employee Benefits	34,377	
Contractual Services	115,030	
General Materials and Supplies	618,955	
Conferences and Meetings	367,475	
Fixed Charges	24,644	
Capital Outlay	20,007	
Utilities	840	
Other	<u>24,170</u>	
Total Expenditures		\$ <u>1,538,879</u>

2023-2024 Liability, Protection, and Settlement Fund
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 697,500	
Back Taxes	<u>697,500</u>	
		\$ <u>1,395,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 348,778	
Employee Benefits	310,573	
Contractual Services	392,925	
Materials & Supplies	16,300	
Conferences & Meetings	31,825	
Fixed Charges	278,952	
Utilities	<u>25,000</u>	
Total Expenditures		\$ <u>1,404,353</u>

2023-2024 Audit Fund
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 37,000	
Back Taxes	34,000	
	<hr/>	
Total Local Governmental Sources		\$ <u>71,000</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Contractual Services	\$ 70,375	
	<hr/>	
Total Expenditures		\$ <u>70,375</u>

2023-2024 Bond and Interest Fund

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 496,725	
Back Taxes	<u>923,025</u>	
Total Local Governmental Sources		\$ <u>1,419,750</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Bond Principal & Interest	<u>1,982,050</u>	
Total Institutional Support		\$ <u>1,982,050</u>

2023-2024 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 158,765	
ICCB-Adult Education	247,455	
Other Ill. Governmental Sources	<u>558,444</u>	
		\$ 964,664
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 3,826,018	
Other Federal Sources	<u>711,303</u>	
		4,537,321
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 645,000	
Sales & Service Fees	34,300	
Investment Revenue	20,000	
Nongovernmental Gifts, Grants	321,500	
Other Revenue	<u>328,417</u>	
		<u>1,349,217</u>
Grand Total		<u>\$ 6,851,202</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 378,788	
Employee Benefits	136,827	
Contractual Services	142,265	
General Materials & Supplies	166,119	
Conference & Meeting	75,317	
Utilities	720	
Capital Outlay	436,749	
Other	295,431	
Transfers	<u>77,000</u>	
Total Instruction		\$ 1,709,216

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

STUDENT SERVICES

Salaries	\$	618,078	
Employee Benefits		215,511	
Contractual Services		106,576	
General Materials & Supplies		108,697	
Conference & Meeting		62,554	
Capital Outlay		3,500	
Other		<u>85,677</u>	
Total Student Services			\$ 1,200,593

PUBLIC SERVICES

Salaries	\$	65,636	
Employee Benefits		8,975	
Contractual Services		30,809	
General Materials & Supplies		25,616	
Conference & Meeting		20,314	
Fixed Charges		26,108	
Utilities		4,152	
Capital Outlay		3,610	
Other		<u>7,219</u>	
Total Public Services			192,439

GENERAL ADMINISTRATION

Salaries	\$	330,608	
Employee Benefits		65,358	
Contractual Services		396,741	
General Materials & Supplies		68,604	
Conference & Meeting		20,168	
Fixed Charges		500	
Capital Outlay		491,785	
Other		17,262	
Transfers		<u>325,000</u>	
Total General Administration			1,716,026

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

INSTITUTIONAL SUPPORT

Salaries	\$ 92,720	
Employee Benefits	29,719	
Contractual Services	587,867	
General Materials & Supplies	3,050	
Conference & Meeting	300	
Other	<u>650</u>	
Total Institutional Support		714,306

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	79,947	
Financial Aid	<u>2,506,456</u>	
Total Scholarships, Grants & Waivers		<u>2,586,403</u>

GRAND TOTAL **\$ 8,118,983**

HIGHLAND COMMUNITY COLLEGE
Operating Funds (Education and Oper. & Maint. Funds Combined)
Comparison of Budget with End-of-Year
FY2022 & FY2023

	FY22 Actual	FY23 Adopted Budget	FY23 End-of-Yr. Projection	FY24 Tentative Budget
Local Taxes	\$6,883,049	\$7,237,650	\$7,350,423	\$7,829,778
Credit Hour Grants	1,291,881	1,274,865	1,274,865	1,441,684
Equalization	50,000	50,000	50,000	50,000
ICCB Career/Tech Education	128,361	136,719	136,719	136,719
ICCB Performance	14,820	15,000	15,000	30,000
CPP Replacement Tax	1,298,591	1,285,000	1,285,000	625,000
Federal Sources	65,531	72,000	90,000	123,000
Tuition & Fees	4,508,354	4,378,900	4,575,000	5,092,300
Sales & Services	49,522	29,550	33,000	29,950
Facilities Revenue	95,253	111,850	85,000	111,850
Interest on Investments	12,537	72,000	235,000	235,000
Gifts	323,672	355,161	355,160	361,983
Miscellaneous	74,834	44,376	57,000	39,226
Total Revenue	\$14,796,405	\$15,063,071	\$15,542,167	\$16,106,490
<u>EXPENDITURES:</u>				
Salaries	\$9,279,765	\$9,925,107	\$9,773,127	\$10,451,222
Employee Benefits	2,232,388	2,330,670	2,212,120	2,447,814
Contractual Services	1,080,297	1,279,288	1,508,940	1,577,968
Materials & Supplies	695,530	934,410	749,699	1,035,375
Conference & Meeting	150,412	269,788	190,245	289,361
Fixed Charges	55,054	62,390	63,930	68,030
Utilities	695,942	581,716	566,716	764,991
Capital Outlay	53,009	38,745	49,050	47,963
Other Expenditures	150,172	137,957	374,750	286,390
Federal relief lost revenue	(905,072)	-	-	-
Transfers Out	414,000	-	100,000	(517,000)
Transfers In	(142,371)	(497,000)	(233,342)	-
Total Expenditures	\$13,759,126	\$15,063,071	\$15,355,235	\$16,452,114
Excess of Revenues Over Expenditures	\$1,037,279	\$0	\$186,932	(\$345,624)
Beginning Fund Balance	5,734,337	6,771,616	6,771,616	6,958,548
Ending Fund Balance	\$6,771,616	\$6,771,616	\$6,958,548	\$6,612,924

Schedule II

**HIGHLAND COMMUNITY COLLEGE
BUDGETED REVENUE COMPARISON**

	Adopted Budget 2022-2023		Tentative Budget 2023-2024	
	Total Operating Funds	Percent	Total Operating Funds	Percent
LOCAL GOVT.				
Current taxes	\$3,707,089	24.6%	\$4,028,915	25.0%
Back taxes	3,530,561	23.4%	3,800,863	23.6%
Corp PP tax	1,285,000	8.5%	625,000	3.8%
Total Local Govt.	\$8,522,650	56.6%	\$8,454,778	52.4%
STATE GOVT.				
ICCB	\$1,274,865	8.5%	\$1,441,684	9.1%
Equalization	50,000	0.3%	50,000	0.3%
Performance	15,000	0.0%	30,000	0.2%
ICCB Career/Tech Ed	136,719	0.9%	136,719	0.8%
Total State Govt.	\$1,476,584	9.8%	\$1,658,403	10.4%
FEDERAL GOVT.				
Dept of Ed	\$72,000	0.5%	\$2,000	0.0%
Other Federal sources	-	0.0%	\$121,000	0.7%
Total Fed. Govt.	\$72,000	0.5%	\$123,000	0.7%
TUITION & FEES				
Tuition	\$3,504,500	23.3%	\$3,884,500	24.1%
Fees	874,400	5.8%	1,207,800	7.5%
Total Tuit. & Fees	\$4,378,900	29.1%	\$5,092,300	31.7%
OTHER				
Facilities	\$111,850	0.7%	\$111,850	0.7%
Interest	72,000	0.5%	235,000	1.5%
Other	429,087	2.9%	431,159	2.7%
Total Other	\$612,937	4.1%	\$778,009	4.8%
TOTAL BUDGETED REVENUE	\$15,063,071	100.0%	\$16,106,490	100.0%

Schedule III

HIGHLAND COMMUNITY COLLEGE
Comparison of Operating Funds Budgets
2022-2023 vs. 2023-2024

	Adopted Budget 2022-2023		Tentative Budget 2023-2024	
	Amount	% to Total	Amount	% to Total
BY PROGRAM:				
Instruction	\$7,474,781	49.6%	\$7,814,838	47.5%
Academic Support	978,109	6.5%	1,086,815	6.6%
Student Services	1,486,068	9.9%	1,523,768	9.3%
Public Services	822,042	5.5%	1,144,020	7.0%
Oper./Maint. of Plant	1,461,627	9.7%	1,665,634	10.1%
General Administration	1,628,000	10.8%	1,834,410	11.2%
Institutional Support	1,368,944	9.1%	1,429,329	8.7%
Transfers	(497,000)	-3.3%	(517,000)	-3.1%
Scholarships, Grants, Waivers	340,500	2.3%	470,300	2.9%
Total Budgeted Expenditures	\$15,063,071	100.0%	\$16,452,114	100.0%
BY OBJECT:				
Salaries	\$9,925,107	65.9%	\$10,451,222	63.5%
Employee Benefits	2,330,670	15.5%	2,447,814	14.9%
Contractual Services	1,279,288	8.5%	1,577,968	9.6%
General Materials and Supplies	934,410	6.2%	1,035,375	6.3%
Conferences and Meetings	269,788	1.8%	289,361	1.8%
Fixed Charges	62,390	0.4%	68,030	0.4%
Utilities	581,716	3.9%	764,991	4.6%
Capital Outlay	38,745	0.3%	47,963	0.3%
Other	137,957	0.9%	286,390	1.7%
Transfers	(497,000)	-3.3%	(517,000)	-3.1%
Total Budgeted Expenditures	\$15,063,071	100.0%	\$16,452,114	100.0%

HIGHLAND COMMUNITY COLLEGE
Equalized Assessed Valuation
2023-2024 Projection

	Year	EAV	Year to Year % Increase (Decrease)
Actual:	1992-93	730,931,344	6.1%
	1993-94	781,717,951	6.9%
	1994-95	840,383,689	7.5%
	1995-96	923,327,827	9.9%
	1996-97	995,518,257	7.8%
	1997-98	1,068,756,929	7.4%
	1998-99	1,143,125,502	7.0%
	1999-2000	1,205,197,717	5.4%
	2000-2001	1,255,623,585	4.2%
	2001-2002	1,298,774,630	3.4%
	2002-2003	1,347,623,431	3.8%
	2003-2004	1,401,819,720	4.0%
	2004-2005	1,417,065,616	1.1%
	2005-2006	1,489,291,126	5.1%
	2006-2007	1,595,858,829	7.2%
	2007-2008	1,726,413,030	8.2%
	2008-2009	1,852,555,264	7.3%
	2009-2010	1,874,499,116	1.2%
	2010-2011	1,846,385,233	-1.5%
	2011-2012	1,783,112,157	-3.4%
	2012-2013	1,723,242,610	-3.4%
	2013-2014	1,653,203,596	-4.1%
	2014-2015	1,651,976,422	-0.1%
	2015-2016	1,660,234,440	0.5%
	2016-2017	1,687,148,342	1.6%
	2017-2018	1,721,936,668	2.1%
	2018-2019	1,769,991,166	2.8%
	2019-2020	1,823,037,288	3.0%
	2020-2021	1,888,378,143	3.6%
	2021-2022	1,989,048,380	5.3%
	2022-2023	2,141,331,497	7.7%
Est	2023-2024	2,269,811,387	6.0%

Summary of EAV

By County	Actual 2021-2022	Actual 2022-2023	% Increase	Estimated 2023-2024	% Increase (Decrease)
Stephenson	718,229,267	765,763,515	6.6%		
Ogle	157,436,758	168,103,346	6.8%		
Carroll	309,669,704	342,073,797	10.5%		
Jo Daviess	803,712,651	865,390,839	7.7%		
Total EAV	\$1,989,048,380	\$2,141,331,497	7.7%	\$2,269,811,387	6.0%

Schedule V

**HIGHLAND COMMUNITY COLLEGE
Levy
2023-2024 Projection**

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2022 EAV/100 x \$.28 x .5	\$2,997,864		\$2,997,864
2023 est EAV/100 x \$.28 x .5		\$3,177,736	3,177,736
Total Taxes	\$2,997,864	\$3,177,736	\$6,175,600

BUILDING FUND

2022 EAV/100 x \$.075 x .5	\$802,999		\$802,999
2023 est EAV/100 x \$.075 x .5		\$851,179	851,179
Total Taxes	\$802,999	\$851,179	\$1,654,178

HIGHLAND COMMUNITY COLLEGE

Summary of Fiscal Year 2024 Budget by Fund

	General		Capital Projects	Proprietary Fund	
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund	
Est. Beginning Balance	\$4,523,056	\$2,435,492	\$11,037,910	\$1,331,448	
Budgeted Revenues	14,341,162	1,765,328	1,100,000	1,117,240	
Budgeted Expend.	15,303,480	1,665,634	11,037,226	1,538,879	
Budgeted Transfers to Other Funds	-	-	-	-	
Budgeted Transfers from Other Funds	517,000	-	-	-	
Budgeted Ending Bal.	\$4,077,738	\$2,535,186	\$1,100,684	\$909,809	
	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$1,476,216	\$2,011	\$496,479	\$10,338,286	\$928,682
Budgeted Revenue	6,851,202	71,000	1,395,000	120,000	1,419,750
Budgeted Expend.	7,716,983	70,375	1,404,353	5,000	1,982,050
Budgeted Transfers to Other Funds	402,000	-	-	115,000	-
Budgeted Transfers from Other Funds	-	-	-		-
Budgeted Ending Bal.	\$208,435	\$2,636	\$487,126	\$10,338,286	\$366,382

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 25, 2023.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #XI-D-2
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND
TO THE RESTRICTED PURPOSES FUND TO SUPPORT
THE ADULT EDUCATION PROGRAM**

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

BACKGROUND: Historically and in fiscal year 2023, the College has supported the Adult Education program in the amount of \$40,000-\$100,000. In fiscal year 2024, the College is required to match the federal grant funds in the amount of \$61,864. Additionally, if student credit hours needed to generate grant funds are not attained, the College supports any shortfalls.

A transfer to the Restricted Purposes funds will allow the College to build a reserve to support the Adult Education program. This transaction will be included in the College's fiscal year 2023 financial records.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-3
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND
TO THE AUXILIARY ENTERPRISES FUND TO SUPPORT EXPENSES IN EXCESS
OF REVENUES IN THE AUXILIARY FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$50,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund.

BACKGROUND: The Auxiliary Enterprises Fund includes as a revenue source the J. Rosemary Shockey Bookstore, the per credit hour student activity fee, the cafeteria, ticket sales for athletic and certain Fine Arts events, as well as miscellaneous revenue collected by student organizations and activities. Expenses in the Auxiliary Enterprises Fund include costs to operate the bookstore and cafeteria, as well as costs of athletic teams, certain Fine Arts events and clubs, student government and clubs, academic teams, and student activities. For FY24, it is anticipated that the fund balance will be utilized to offset deficits in the Auxiliary Enterprise Fund. This transaction will be included in the College’s fiscal year 2023 financial records.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-4
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE FUND TO OPERATIONS AND MAINTENANCE, RESTRICTED FUND TO SUPPORT FUTURE CAMPUS DEFERRED MAINTENANCE, REPAIRS, OR IMPROVEMENTS

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$50,000 to support future campus deferred maintenance, repairs, or improvements.

BACKGROUND: The Operations and Maintenance, Restricted Fund accounts for deferred maintenance, unplanned repairs and/or improvements, and bond and Protection, Health and Safety projects. The fund balance in this fund has been utilized in recent fiscal years to support operations and to meet matching requirements for accessing State Capital Development Board and ICCB Deferred Maintenance funding opportunities. The recommended transfer of \$50,000 will restore the fund balance and provide for future needs. This transaction will be included in the College's fiscal year 2023 financial records.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-5
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND TO THE
EDUCATIONAL FUND TO SUPPORT THE
JO DAVIESS LEADERSHIP FORUM
AND FINE ARTS MUSICAL PROGRAMS**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Purposes Fund to the Educational Fund in the amount of \$51,342 to support the Jo Daviess Leadership Forum program and Fine Arts musical programs.

BACKGROUND: Foundation and other gifts in fiscal year 2023 included funds to support the Jo Daviess Leadership Forum Program and other Fine Arts musical programs. Upon receipt, the gifts were accounted for in the Restricted Purposes Fund. The gifts were utilized to offset fiscal year 2023 costs for the programs, which are accounted for in the College's Educational Fund. This transaction will be included in the College's fiscal year 2023 financial records.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-6
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST FROM
WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$170,915.35 for FY23, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate Resolution directing the Treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION: _____

**BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST
FROM WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the "District") is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$170,915.35, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

Section 1: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$170,915.35, from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of July, 2023, by the following roll call vote upon the motion of

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

**AGENDA ITEM #XI-D-7
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
MAY 2023**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the May 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 358396 through 358780 amounting to \$879,057.14, Automated Clearing House (ACH) debits W0000643 amounting to \$46,062.57, Other Debits D0000121 amounting to \$22,200.00 and Electronic Refunds of \$3,235.00, with 10 adjustments of \$911.00 such warrants amounting to \$949,643.71. Transfers of funds for payroll amounted to \$669,644.91.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$46,062.57. Other Debits consist of bookstore buyback. Electronic Refunds are issued to students.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$343,366.04	\$0.00	\$0.00	\$343,366.04
FIFTH THIRD	11,091.67	0.00	0.00	11,091.67
UNION SAVINGS BANK	176,338.92	122.65	0.00	176,461.57
TOTAL ASSETS	\$530,796.63	\$122.65	\$0.00	\$530,919.28
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	97,234.50			97,234.50
1019 YMCA BLDG/MAINT	76,124.89			76,124.89
1020 HCC BLDG/MAINT	78,047.13			78,047.13
1021 YMCA/HCC INTEREST	100,571.70	122.65		100,694.35
1022 HCC SECTION 125 PLAN	11,091.67			11,091.67
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$530,796.63	\$122.65	\$0.00	\$530,919.28

**AGENDA ITEM #XI-D-8
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
JUNE 2023**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the June 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 358781 through 359191 amounting to \$1,112,987.66, Automated Clearing House (ACH) debits W0000644 amounting to \$47,602.53, Other Debits D0000122 amounting to \$61.39 and Electronic Refunds of \$1,919.87, with 0 adjustments, such warrants amounting to \$1,162,571.45. Transfers of funds for payroll amounted to \$972,249.33.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$47,062.53. Other Debits consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students. June had three payrolls.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, June 30, 2023**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$343,366.04	\$21,250.00	\$0.00	\$364,616.04
FIFTH THIRD	11,091.67	0.00	0.00	11,091.67
UNION SAVINGS BANK	176,461.57	0.00	0.00	176,461.57
TOTAL ASSETS	\$530,919.28	\$21,250.00	\$0.00	\$552,169.28
1010 HCC ORCHESTRA				
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR				
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	10,000.00		112,651.85
1018 YMCA ROAD AND LOT	97,234.50	416.66		97,651.16
1019 YMCA BLDG/MAINT	76,124.89	833.34		76,958.23
1020 HCC BLDG/MAINT	78,047.13	10,000.00		88,047.13
1021 YMCA/HCC INTEREST	100,694.35			100,694.35
1022 HCC SECTION 125 PLAN	11,091.67			11,091.67
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$530,919.28	\$21,250.00	\$0.00	\$552,169.28

**AGENDA ITEM #XII-A-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCE
MAY 2023**

- Please see the attached statements of revenue, expenditures, and changes in fund balance for May 2023.

AGENDA ITEM #XII-A-1
 JULY 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 May 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	1,206,062	94.6%
Equalization	50,000	45,833	91.7%
ICCB Career/Tech Education	136,719	136,719	100.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	1,285,000	1,141,553	88.8%
Federal Sources	72,000	84,744	117.7%
Tuition & Fees	4,378,900	4,578,042	104.5%
Sales & Services	29,550	31,079	105.2%
Facilities Revenue	111,850	81,844	73.2%
Interest on Investments	72,000	196,354	272.7%
Non-Govt. Gifts, Grants	355,161	355,160	100.0%
Miscellaneous	44,376	55,443	124.9%
Total Revenue	\$15,063,071	\$11,462,393	76.1%
<u>EXPENDITURES:</u>			
Salaries	\$9,925,107	\$8,080,869	81.4%
Employee Benefits	2,330,670	2,036,630	87.4%
Contractual Services	1,279,288	1,427,349	111.6%
Materials & Supplies	934,410	713,232	76.3%
Conference & Meeting	269,788	181,524	67.3%
Fixed Charges	62,390	63,363	101.6%
Utilities	581,716	534,045	91.8%
Capital Outlay	38,745	46,599	120.3%
Other Expenditures	137,957	294,585	213.5%
Transfers (In) Out	(497,000)	-	0.0%
Total Expenditures	\$15,063,071	\$13,378,196	88.8%
Excess of Revenues Over Expenditures	\$0	(\$1,915,803)	
Fund Balance 7/1/22	6,771,616	6,771,616	
Fund Balance 5/31/23	\$6,771,616	\$4,855,813	

AGENDA ITEM #XII-A-1
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$957,500	461,343	48.2%
Interest	-	507,941	100.0%
Bond Proceeds	7,245,000	7,357,250	100.0%
-----	-----	-----	-----
Total Revenue	\$8,202,500	\$8,326,534	100.0%
EXPENDITURES:			

Contractual Services	120,800	192,681	0.0%
Capital Outlay	10,692,319	2,404,432	22.5%
Other	-	169,534	100.0%
-----	-----	-----	-----
Total Expenditures	10,813,119	2,766,647	25.6%
Excess of Revenues Over Expenditures	(\$2,610,619)	\$5,559,887	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
-----	-----	-----	
Fund Balance 5/31/23	\$1,443,398	\$9,613,904	

AGENDA ITEM #XII-A-1
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent

Tuition and Fees	\$425,000	\$422,928	99.5%
Bookstore Sales	425,000	428,815	100.9%
Athletics	41,040	29,855	72.7%
Other	70,350	177,323	252.1%

Total Revenue	\$961,390	\$1,058,921	110.1%
EXPENDITURES:			

Salaries	\$323,600	\$268,150	82.9%
Employee Benefits	33,433	30,194	90.3%
Contractual Services	120,330	82,130	68.3%
Materials & Supplies	539,635	558,235	103.4%
Conference & Meeting	322,063	286,924	89.1%
Fixed Charges	13,459	13,711	101.9%
Utilities	17,295	850	4.9%
Capital Outlay	650	50,459	7762.9%
Other Expenditures	25,773	37,140	144.1%
Transfers	-	(50,000)	100.0%

Total Expenditures	\$1,396,238	\$1,277,793	91.5%
Excess of Revenues Over Expenditures	(\$434,848)	(\$218,872)	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	

Fund Balance 5/31/23	\$1,036,854	\$1,252,830	

AGENDA ITEM #XII-A-1
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$153,441	105,140	68.5%
Adult Education	253,516	177,622	70.1%
Other Illinois Sources	131,865	424,115	321.6%
Department of Education	3,624,293	2,876,591	79.4%
Other Federal Sources	565,013	154,137	27.3%
Tuition & Fees	520,000	516,912	99.4%
Sales & Service Fees	24,500	5,594	22.8%
Interest	20,000	83,713	418.6%
Non-govt. Gifts, Grants	376,614	1,100	0.3%
Other	298,951	278,059	93.0%
	-----	-----	-----
Total Revenue	\$5,968,193	4,622,983	77.5%
 <u>EXPENDITURES:</u>			
Salaries	\$1,363,927	\$1,226,511	89.9%
Employee Benefits	358,188	291,459	81.4%
Contractual Services	836,554	696,715	83.3%
Materials & Supplies	281,409	291,815	103.7%
Conference & Meeting	140,706	139,742	99.3%
Fixed Charges	26,758	2,820	10.5%
Utilities	4,872	3,510	72.0%
Capital Outlay	1,036,653	528,098	50.9%
Other Expenditures	430,040	278,958	64.9%
Financial Aid	2,588,010	2,130,972	82.3%
Transfers out (in)	427,000	50,000	0.0%
	-----	-----	-----
Total Expenditures	\$7,494,117	\$5,640,600	75.3%
Excess of Expenditures Over Revenue	(\$1,525,924)	(\$1,017,617)	
Fund Balance 7/1/22	2,235,248	2,235,248	
	-----	-----	
Fund Balance 5/31/23	\$709,324	\$1,217,631	

AGENDA ITEM #XII-A-1
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

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

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$60,000	\$26,297	43.8%
Total Revenue	\$60,000	\$26,297	43.8%
EXPENDITURES:			
Contractual Services	\$57,000	\$58,000	101.8%
Total Expenditures	\$57,000	\$58,000	101.8%
Excess of Revenues Over Expenditures	\$3,000	(\$31,703)	
Fund Balance 7/1/22	(\$2,785)	(\$2,785)	
Fund Balance 5/31/23	\$215	(\$34,488)	

AGENDA ITEM #XII-A-1
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended May 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%
-----	-----	-----	-----
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 5/31/23	\$925,056	\$73,682	

AGENDA ITEM #XII-A-1
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended May 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	\$276,173	88.9%
Employee Benefits	309,017	265,900	86.0%
Contractual Services	389,425	376,646	96.7%
Materials & Supplies	16,300	11,122	68.2%
Conference & Meetings	23,220	14,460	62.3%
Fixed Charges	251,122	253,149	100.8%
Utilities	36,400	8,793	24.2%
-----	-----	-----	-----
Total Expenditures	\$1,336,097	\$1,206,243	90.3%
Excess of Revenues			
Over Expenditures	(\$8,597)	(\$571,221)	
Fund Balance 7/1/22	\$414,929	\$414,929	
-----	-----	-----	
Fund Balance 5/31/23	\$406,332	(\$156,292)	

AGENDA ITEM #XII-A-2
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23

TREASURER'S REPORT
COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY23 results in the Operating Funds.
- Corporate Personal Property Replacement Tax (CPPRT) is estimated to be about \$1,285,000, which is the amount budgeted. CPPRT includes replacement tax imposed on the net Illinois income of C-Corporations, Partnerships, Trusts, and S-Corporations, invested capital tax, electricity distribution tax, and telecommunications infrastructure maintenance fees. The tax is collected at the State level and distributed to taxing bodies. The revenue for FY22 and FY23 was higher than the norm, and we have been informed by the Illinois Department of Revenue that the FY24 levels will be much lower.
- Actual Tuition & Fees revenue is estimated to be about 4.5% (\$196,000) more than budgeted. An estimated 6% decrease in unrestricted certified credit hours from FY22 is part of the reason for this variance. A 9% decrease had been included in the FY22 budget. In addition, truck driving revenue was about 50% higher than budgeted.
- Interest on investments is about 3 times greater (\$163,000) than budgeted due to the changes in interest rates that occurred throughout the year.
- Non-governmental Gifts and Grants includes the Foundation's programmatic gifts and the drawdown of \$355,000 from the Matching Grant. Additional restricted gifts were received from the Foundation and are accounted for in the College's Restricted Purposes Funds.
- It is projected that actual total revenue will be about 3.2% or \$479,000 more than the amount budgeted.
- The Salaries and Benefits expenditure line items are expected to be under budget due to employee turnover and vacancies.
- Materials and Supplies and Conference and Meeting were below budget, in part, due to grants that could fund these types of costs.
- The Transfers In/Out line item includes the transfer of net investment income from the Working Cash fund. Additional transfers may be made as a part of the year-end close out.

- It is projected that total expenditures will be about \$292,000 less than budgeted. The net result for the fiscal year is expected to be an operating surplus of about \$187,000. This amount will likely change as year-end adjustments are made and as the financial results are audited.

AGENDA ITEM #XII-A-2
 JULY 25, 2023
 HIGHLAND COMMUNITY COLLEGE
 FY23

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Comparison of Budget with End-of-Year Projections
 July 1, 2022 - June 30, 2023

REVENUE:	FY23 Adopted Budget	FY23 End-of-Year Projection	Difference	Percent
Local Taxes	\$7,237,650	\$7,350,423	\$112,773	101.6%
Credit Hour Grants	1,274,865	1,274,865	-	100.0%
Equalization	50,000	50,000	-	100.0%
ICCB Career/Tech Education	136,719	136,719	-	100.0%
ICCB Performance	15,000	15,000	-	100.0%
CPP Replacement Tax	1,285,000	1,285,000	-	100.0%
Federal Sources	72,000	90,000	18,000	125.0%
Tuition & Fees	4,378,900	4,575,000	196,100	104.5%
Sales & Services	29,550	33,000	3,450	111.7%
Facilities Revenue	111,850	85,000	(26,850)	76.0%
Interest on Investments	72,000	235,000	163,000	326.4%
Non-Govt. Gifts, Grants	355,161	355,160	(1)	100.0%
Miscellaneous	44,376	57,000	12,624	128.4%
Total Revenue	\$15,063,071	\$15,542,167	\$479,096	103.2%
EXPENDITURES:				
Salaries	\$9,925,107	\$9,773,127	(\$151,980)	98.5%
Employee Benefits	2,330,670	2,212,120	(118,550)	94.9%
Contractual Services	1,279,288	1,508,940	229,652	118.0%
Materials & Supplies	934,410	749,699	(184,711)	80.2%
Conference & Meeting	269,788	190,245	(79,543)	70.5%
Fixed Charges	62,390	63,930	1,540	102.5%
Utilities	581,716	566,716	(15,000)	97.4%
Capital Outlay	38,745	49,050	10,305	126.6%
Other Expenditures	137,957	374,750	236,793	271.6%
Transfers (In) Out	(497,000)	(133,342)	363,658	26.8%
Total Expenditures	\$15,063,071	\$15,355,235	\$292,164	101.9%
Excess of Revenues Over Expenditures	\$0	\$186,932	\$186,932	
Beginning Fund Balance	6,771,616	6,771,616		
Ending Fund Balance	\$6,771,616	\$6,958,548		

**AGENDA ITEM #XIV-A-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

PRESIDENT'S CONTRACT

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves the attached Resolution authorizing the approval of the Contract of Employment for the President.

BACKGROUND: This Resolution approves the terms and conditions of the contract with Ms. Christina Kuberski effective July 1, 2023.

BOARD ACTION: _____

RESOLUTION FOR APPROVING CONTRACT OF EMPLOYMENT

WHEREAS, after Christina Kuberski has diligently served as the College's President since July 2020 and prior to that as Executive Vice President since 2015, doing so with distinction and honor; and

WHEREAS, Christina Kuberski was an invaluable member of the College's team tasked with addressing continuing accreditation with the Higher Learning Commission (HLC), which her leadership role successfully assisted in preserving Highland Community College's accreditation status; and demonstrated extraordinary quality of leadership by successfully guiding Highland Community College through an unprecedented pandemic; and

WHEREAS, the Board has received significant positive feedback regarding Christina Kuberski from many members of the Board, the College Community and other individuals throughout the College District; and

WHEREAS, the Board and President now wish to recognize and secure the continued employment of Christina Kuberski to serve as President for the period from July 1, 2023, through June 30, 2027, on such terms and conditions as provided within the proposed Employment Agreement, attached herein as Exhibit A;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE, as follows:

Section 1: The recitals to this Resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Board hereby approves the Employment Agreement with Christina Kuberski, to serve as President of the College, in the form attached as Exhibit A. The Board Chair and Secretary are hereby authorized and directed to execute the Contract of Employment and to enter into such contract fully on the Board's behalf.

Section 3: This Resolution shall be in full force and effect upon its adoption and for a contractual term date effective July 1, 2023. All prior resolutions of the Board of Trustees that are inconsistent with the terms and conditions of this Resolution are hereby repealed and superseded to the extent of any such inconsistency.

ADOPTED this 25th day of July 2023, by the following roll call vote upon the motion by

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chair, Board of Trustees

Attest:

Secretary, Board of Trustees

**EMPLOYMENT AGREEMENT TO SERVE AS PRESIDENT ENTERED
INTO BETWEEN**

CHRISTINA KUBERSKI

and

THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE

**FOR THE TERM
JULY 1, 2023 THROUGH JUNE 30, 2027**

**EMPLOYMENT AGREEMENT TO SERVE AS PRESIDENT ENTERED
INTO BETWEEN**

CHRISTINA KUBERSKI

and

THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE

**FOR THE TERM
JULY 1, 2023 THROUGH JUNE 30, 2027**

This Agreement (“Agreement”) made and entered into this ____ day of July, 2023, by and between the Board of Trustees of Highland Community College, (hereinafter “Board”), and Christina Kuberski, (hereinafter “Kuberski” or “President”):

WHEREAS, after being recruited through a national search process Christina Kuberski diligently served as the College’s Executive Vice President from 2015 to July 1, 2020 doing so with distinction and honor; and

WHEREAS, the Board and President previously entered into an Employment Agreement formalizing service by Christina Kuberski as President of the College for the period from July 1, 2022, through June 30, 2025, on terms and conditions as provided therein; and

WHEREAS, the Board desires to terminate the prior Employment Agreement and enter into this new Employment Agreement, extending the contractual period of service and providing for modification in salary; and

WHEREAS, President is willing to extend her tenure as President of the College by an additional year and enter into this new Employment Agreement cancelling the prior such Agreement.

NOW, THEREFORE, in consideration of the promises herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Board and President agree as follows:

1. EMPLOYMENT AND TERM

Board hereby employs Christina Kuberski as President of the College for a term commencing July 1, 2023, and continuing until June 30, 2027. The President shall serve as President pursuant to the provisions of this Agreement for that term.

2. POWERS AND DUTIES

Throughout the term hereof, the President shall be the Chief Executive of the College, responsible for all administration and for effecting the directions and policies of the Board. As Chief Executive of the College, the President shall act for and on behalf of the Board and under its direction in the performance of her duties of overall administration of the College.

The President's duties and powers shall include those provided by law, as well as those set forth in the College's written policy now in force and as may be adopted by the Board from time to time. Throughout the term or any extension or renewal hereof, the President shall have such other and further powers, responsibilities and duties as the Board may from time to time direct in consultation and agreement with the President.

3. REAPPOINTMENT

Not later than April 15, 2027, the Board and President shall confer to determine whether the term of this Agreement shall be extended, and any conditions on such extension.

4. EXTENT OF SERVICES

The President shall devote her full time, attention and energies to the business of the College, and during the term of this Agreement, the President shall not be engaged in any other business activity or accept any commitment outside her role as President which interferes with her duties and responsibilities or adversely affects her proficiency as Chief Executive of the College.

5. TERMINATION OF EMPLOYMENT

Notwithstanding anything to the contrary contained in this Agreement, the President's employment may be terminated during the term hereof for one or more of the

following reasons:

A. Resignation. Honorable resignation, or termination of employment by mutual written agreement of the parties. The acceptance of the President's written resignation by the Board pursuant to a duly adopted Resolution shall be deemed to constitute Honorable Termination of Employment hereunder.

B. Disability. Total disability for a period of ninety (90) consecutive days, after exhaustion of available paid sick leave and vacation benefits.

The term "total disability" means sickness or illness, regardless of cause, physical or mental, which results in the President being substantially unable to effectively perform her duties as President and her duties pursuant to this Agreement. President shall submit to physical or mental examination or both at the request of the Board, provided that such examinations shall be performed by persons licensed as medical doctors.

C. Death of the President. The Board-President relationship shall terminate upon the death of the President.

D. Discharge for Cause. The President may be discharged for cause. A discharge for cause shall be deemed a dismissal of the President for conduct which is seriously prejudicial to the College, and may include, without limitation, incompetency, violation of law, material breach of this Agreement, cruelty, negligence, dishonesty, fraud, unprofessional behavior, failure to effect Board direction, immorality, or for any sufficient reason or cause which may exist under the laws of the State of Illinois. Upon a majority vote of the Board to consider dismissal for cause, the President shall be given written notice of the Board's intention. The President shall be entitled to appear before the Board to discuss her dismissal before formal action on dismissal is taken. Such meeting may be in open session or closed session, at the option of the Board. The action of the Board is final. Upon discharge for cause, the term of this Agreement shall end, and all right to compensation and benefits hereunder shall immediately cease.

E. Discharge on Notice. At any time during the term hereof, the Board may discharge the President on thirty days prior written notice. Under such circumstances, the College shall pay the President all compensation due to the College President as annual

salary pursuant to Paragraph 6 B below, in accordance with regular salary payment schedules for a period of twenty weeks following the date of the notice. Provided, however, if the President obtains other employment during the remaining term, the Board's obligation to pay compensation shall be reduced by the President's compensation from that employment.

F. Breach by President. If President, during the term of this Agreement, resigns without approval from the Board, or in any manner breaches her obligation to provide the contractual services outlined herein by departure from employment at her election, the Parties agree that the Board will be irreparably harmed. Accordingly, in such circumstance the President agrees to remit payment of \$30,000 to the College, representing the Parties' present estimate of the costs associated with a new search process to recruit and hire a replacement for President. The Parties further agree and herein stipulate that the amount of actual damages that will be incurred is difficult and uncertain to estimate. Therefore the amount set forth herein is the Parties' best estimate as to the actual costs and agreed to be reasonable. Payment of the amount is due within 30 days of demand by the Board President.

6. PRESIDENT'S COMPENSATION

A. Definition of Compensation. For purposes of this Agreement, the President's compensation shall consist of the salary provided in subparagraph 6 B below.

B. Annual Salary. Board shall pay President, for the 2023-2024 year an annual salary of one hundred eighty-four thousand five hundred forty-eight dollars (\$184,548). Each succeeding year's annual salary shall be increased by 2.0% over the prior year. The annual salary shall be paid to the President in installments in accordance with the usual and customary payment practices of the Board. Nothing herein shall be deemed to prohibit the Board, in its discretion, from increasing the annual salary of the President at any time during the term of this Agreement or any extension or renewal hereof, but the salary shall not be decreased at any time.

7. PRESIDENT'S BENEFITS IN ADDITION TO COMPENSATION

A. SURS Contributions. For the term of this Agreement, the College shall pay an 8% contribution directly to the State University Retirement System contribution

on behalf of the President. It is the intention of the parties to qualify all such payments as employer payments pursuant to Section 414(h) of the Internal Revenue Code. The President shall have no right or claim to the funds remitted except as they may subsequently become available before retirement or resignation from the Illinois State Universities Retirement System.

B. Holidays. The President shall be entitled to be absent from the performance of her duties during all holidays declared by the Board or scheduled by the State of Illinois applicable to Community Colleges throughout the State.

C. Vacation Benefits. The President shall earn paid vacation at the rate of 2.167 days per month with an accumulation limit of 56 days. Upon termination of the President's services, the College shall not reimburse for more than 56 unused vacation days.

The President shall consult with the Board Chair in the event she plans to utilize more than three consecutive days of vacation benefit.

D. Dues, Fees. Board shall pay President's membership dues and charges to appropriate educational associations and organizations, as well as her membership dues and fees for and in respect to her membership in such other local, community, State or National clubs or organizations which the Board Chair and President mutually deem necessary or advisable that President join in order to enhance or improve her community relationship or her professional skills and relationships.

E. Conferences, Conventions, etc. The President may attend educational conferences, conventions, courses, seminars and other similar professional growth activities. Appropriate expenses shall be reimbursed in accordance with Board policy. Attendance at such conferences shall not be construed as vacation time. The President may participate in other professional activities relating to higher education on such terms and conditions as may be approved from time to time by the Board.

F. Automobile and Other Travel Related Expenses of the President. President shall receive \$1,833.34 monthly as reimbursement for and in respect to her use of her personal automobile while on College Business within the District's territory. Such amount shall be paid in accordance with the payroll schedule of the College.

President shall, where necessary, cooperate with the Board in the documentation of the same. The College shall also reimburse the President for actual mileage for required travel outside of the geographic territory of the District.

G. Annuity. The Board will contribute, on behalf of the President, into a tax-sheltered annuity under Section 403(b) of the Internal Revenue Code in a company of the College President's choice, the annual amount of two thousand dollars (\$2,000). The College President's tax-sheltered annuity shall be paid in equal installments in accordance with the policies of the College governing payment of tax annuities to other administrators employed by the College and shall be subject to withholding as required by law.

H. Insurance, Sick Leave, Privileges, etc.

1. Sick Leave. President will earn sick leave at the rate of 1 day per month and have available any remaining accrued the sick leave days to which she was entitled as an employee of the College as of June 30, 2020.

2. Life Insurance. Subject to applicable insurability requirements, College shall provide term life insurance on the life of the President equal to 1.5 times the annual salary of the President. For purposes of this paragraph only, annual salary includes the annual salary provided in paragraph 6b, plus SURS contribution on the Annual Salary, plus the reimbursement allowance provided in Paragraph 7F annualized not to exceed the maximum allowable benefit of \$250,000. It does not include any 403(b) contribution. The President may name one or more beneficiaries of her choice for any portion of the employee basic benefit. The purchase of any further optional life insurance coverage by the President will be the responsibility of the President and consistent with College policy.

3. Personal Leave. The President shall be entitled to 5 personal days with pay annually. Personal days shall accrue 1.25 days per four months. Unused personal days shall not accumulate from year-to-year.

4. Other Privileges. The Board shall reimburse the College President up to One Thousand Dollars (\$1,000) annually for her use of her home for entertainment in relation to the College, based on submission of receipts.

The President shall be reimbursed for normal and customary expenses incurred for the President's spouse's attendance at two College related annual conferences. The foregoing notwithstanding, the President will not be reimbursed for expenses which are incurred for leisure activities or matters unrelated to the conferences.

The President shall be allowed such other privileges, leaves, health leave, and insurance and fringe benefits not specifically enumerated and not in conflict with or inconsistent with this contract as are commonly extended to all other administrative personnel.

8. CELL PHONE

To provide the College with the ability to reach the President, the College shall provide the President with a cell phone and service plan. Occasional personal use of the cell phone will not be deemed a violation of this Agreement. The President shall select the phone and plan. Use of the College provided phone shall be subject to any applicable policies of the College and President shall have no expectation of privacy in the use of such device.

9. EVALUATION OF PRESIDENT

At least once each College fiscal year, (on or before April 15th of that year) Board and President shall meet for the purpose of review of the past year's administration of the College and the role of the President in the future course and goals of the College. The evaluation shall rate the performance of the President, and may include directions, goals and expectations for future performance.

10. NOTICES

Any notice required or permitted under the terms of this Agreement shall be

written and may be served personally, by prepaid certified or registered mail, or by national courier service. If served by mail or courier service, it shall be addressed to her residence in the case of the President, or to the Chair of the Board of the College, at his or her residence, in the case of the Board. Any notice shall be deemed to have been delivered within ninety-six hours after having been deposited in a United States Post Office located within the College District, or on the date of delivery if by a courier service or personal service.

11. MISCELLANEOUS

A. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such heading or numbers and the text of this Agreement, the text shall control.

B. For purposes of payment to the President of any unused vacation at the time of termination of employment under this Agreement for any reason, the President's "compensation" shall be deemed to be only the taxable compensation the President receives from time to time pursuant to Paragraph 6 B hereof.

C. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.

D. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its Chair and Secretary, on the day and year first written above.

Christina Kuberski, President

**THE BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE**

By _____
Chair

ATTEST:

Secretary-Board of Trustees

**AGENDA ITEM #XIV-B-1
JULY 25, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE, MONICA PIERCE AND
ILLINOIS FEDERATION OF TEACHERS, AFL-CIO LOCAL 1957,
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE RELATED TO
COORDINATION OF DUAL CREDIT INSTRUCTORS TEACHING AGRICULTURE
COURSES DURING THE FALL 2023 AND SPRING 2024 SEMESTERS**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Agreement between Highland Community College, Monica Pierce and Illinois Federation of Teachers, AFL-CIO Local 1957, Highland Community College Faculty Senate regarding compensation for increased duties Agriculture instructor Monica Pierce will assume related to coordination of dual credit instructors teaching Agriculture courses during the Fall 2023 and Spring 2024 semesters.

BACKGROUND: Full-time, tenured Agriculture instructor Monica Pierce assumed increased duties related to the coordination of dual credit instructors teaching Agriculture courses at over 15 high schools in the Highland Community College region during the Fall 2022 semester. These increased duties included training, supporting, supervising, and coordinating with Agriculture dual credit instructors to ensure high quality instruction and accountability across all offerings. Coordination is expected to continue through FY24.

BOARD ACTION: _____

Memorandum of Agreement
Between
Highland Community College, Monica Pierce
and
Illinois Federation of Teachers, AFL-CIO Local 1957,
Highland Community College Faculty Senate

BACKGROUND:

Full-time, tenured Agriculture Instructor Monica Pierce assumed increased duties related to the coordination of dual credit instructors teaching Agriculture courses during the Fall 2022 semester. This was inclusive of over 15 high schools in the Highland Community College region Pierce has assumed responsibilities related to training, support, and collaboration with dual credit instructors to ensure high quality instruction and accountability across all offerings. The expectation is the duties performed by Pierce will continue.

ISSUE:

Article VIII (H) of the collective bargaining agreement between the Board of Trustees of Illinois Community College District #519 and the Highland Community College Faculty Senate, IFT Local #1957 calls for establishing compensation for the supervision of other part-time employees and provides the maximum to be established. Highland Community College Policy 2.001, also provides that "all dual credit instructors teaching courses for credit at Highland Community College will be treated equitably with other part time instructors at Highland Community College." The parties have considered these provisions, the workload necessitated by the duties supervising and coordinating the agriculture dual credit instructors and believe it appropriate to enter this MOU, setting the extra compensation.

AGREEMENT:

1. Monica Pierce will receive compensation for both fall and spring semesters of the FY24 school year. She will receive payment per semester related to the number of faculty she coordinates based on the following compensation rate:
 Compensation calculated as 0.5% of the base salary [MA-0, \$54,269] per supervisee. (Rate may be updated upon the approval of new faculty contract language)
2. Pierce's aggregate pay amount will be divided equally within the respective pay periods.
3. The parties understand that the circumstances surrounding this agreement are unique and this MOU does not establish past practice or constitute precedent for future negotiations.

Date: July 25, 2023

 Board Chair


 Faculty Senate President