

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

January 30, 2024 – 4:30 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=SmZzVjE3cDRVenFlaFBYRm5sV2VlQT09>

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. Moment of Silence in Memory of Former Trustee Sylvia “Sue” Gorman
- V. Approval of Minutes: November 28, 2023 Regular Meeting
 December 14, 2023 Board Retreat
- VI. Public Comments
- VII. Introductions
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreements Between Highland Community College and Aquin Schools, Dakota CUSD #201, Durand CUSD #322, Forrestville Valley School District #221, Lena-Winslow School District #202, Pearl City CUSD #200, Stockton CUSD #206, Warren CUSD #205, and West Carroll CUSD #314 for the 2024-2025 Academic Year (FY25) (Page 1)
 - 2. Transfer Institution Agreement Between Western Governors University and Highland Community College (Page 20)
 - B. Administration
 - 1. Board Meeting Schedule (Page 25)
 - C. Personnel
 - 1. Seniority Lists (Page 26)
 - 2. Part-time Instructors, Overload, and Other Assignments (Page 34)
 - D. Financial (None)

Mission

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

XI. Main Motions

- A. Academic (None)
- B. Administration (None)
- C. Personnel (None)
- D. Financial
 - 1. Payment of Bills and Agency Fund Report – November 2023 (Page 38)
 - 2. Payment of Bills and Agency Fund Report – December 2023 (Page 40)

XII. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 42)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Illinois Community College Trustees Association (ICCTA) Representative
- E. Association of Community College Trustees (ACCT)
- F. Board Chair
- G. President

XIII. CLOSED SESSION

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

XIV. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
 - 1. Acceptance of Resignation: Vice President/Chief Academic Officer (CAO), Academic Services (Handout)
 - 2. Appointment: Interim Vice President/Chief Academic Officer (CAO), Academic Services (Handout)
- B. Collective Negotiating Matters
 - 1. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 for ONE HIGHLAND LEADS Facilitation or Development of Courses (Page 61)

XV. Old Business

- A. Feasibility Study Update

XVI. New Business

- A. Appoint Trustees to Review Closed Session Minutes

XVII. Dates of Importance

- A. Special Board Meeting – February 14, 2024 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Regular Board Meeting – February 27, 2024 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- C. Next Quarterly Board Retreat – March 14, 2024 at 11:00 a.m. in the Robert J. Rimington Board Room (H-228)

XVIII. Adjournment

**AGENDA ITEM #X-A-1
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND AQUIN SCHOOLS, DAKOTA CUSD #201, DURAND CUSD #322,
FORRESTVILLE VALLEY SCHOOL DISTRICT #221,
LENA-WINSLOW SCHOOL DISTRICT #202, PEARL CITY CUSD #200,
STOCKTON CUSD #206, WARREN CUSD #205, AND WEST CARROLL CUSD #314
FOR THE 2024-2025 ACADEMIC YEAR (FY25)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached College*NOW* agreements for the 2024-2025 (FY25) academic year for qualified students attending Aquin Schools, Dakota CUSD #201, Durand CUSD #322, Forrestville Valley School District #221, Lena-Winslow School District #202, Pearl City CUSD #200, Stockton CUSD #206, Warren CUSD #205, and West Carroll CUSD #314.

BACKGROUND: The College*NOW* 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.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Aquin Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Aquin High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Aquin 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 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

Chris Kuberski, President Date

James G. Endress, Chair Date
Board of Trustees

For Aquin Schools

Elizabeth Heathcamp 12/5/23
Superintendent Date

F. Matthew Johnson
President Date
Board of Education

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Dakota CUSD 201 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Dakota High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Dakota 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 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

Chris Kuberski, President_____
Date_____
Jim Endress, Chair
Board of Trustees_____
Date

For Dakota CUSD 201

Superintendent_____
Date_____
President
Board of Education_____
Date

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
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 2024, 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 2024-2025 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 12/11/23

President Date 12/11/23
Board of Education

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Forrestville Valley School District 221 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.


- Following fall 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

Chris Kuberski, President

Date _____

For Forrestville Valley School District 221


Superintendent

12-13-23
Date

**Jim Endress, Chair
Board of Trustees**

Date _____

William P. Beaker 12-13-23
President Date
Board of Education

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
 Lena-Winslow School District 202 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct, and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments are required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Lena-Winslow High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall, and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Lena-Winslow High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Lena-Winslow School District 202

Chris Kuberski, President_____
Date_____
Superintendent_____
Date_____
Jim Endress, Chair
Board of Trustees_____
Date_____
President
Board of Education_____
Date

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Pearl City CUSD 200 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Pearl City High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Pearl City 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 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Pearl City CUSD 200

Chris Kuberski, President

Date

Superintendent

Date

Jim Endress, Chair
Board of Trustees

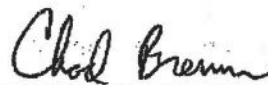
Date

President
Board of Education

Date



12/13/23



12-13-23

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
 Stockton CUSD 206 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Stockton High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.5 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Stockton High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters. Students will prep for the Constitution Test and be given information on how the test is taken. Students will take and pass the test before graduation.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Stockton CUSD 206

 President Date

 11-20-23
 Superintendent Date

 Chair Date
 Board of Trustees

 11/20/23
 President Date
 Board of Education

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Warren CUSD 205 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from Warren High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Warren 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 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Warren CUSD 205

Chris Kuberski, President Date

Shawn Turk 11/15/23
Superintendent Date

Jim Endress, Chair Date
Board of Trustees

K. Sal 11-15-23
President Date
Board of Education

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
 West Carroll CUSD 314 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW students and their parent or guardian from West Carroll High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at West Carroll 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 2024, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

Chris Kuberski, President Date

Jim Endress, Chair
Board of Trustees Date

For West Carroll CUSD 314

David G. Smith 11/15/23
Superintendent Date

Greg L. Stott 11/15/23
President Date
Board of Education

**AGENDA ITEM #X-A-2
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**TRANSFER INSTITUTION AGREEMENT BETWEEN
WESTERN GOVERNORS UNIVERSITY AND
HIGHLAND COMMUNITY COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Transfer Institution Agreement between Western Governors University (WGU) and Highland Community College to provide Highland's graduates and employees with flexible, personalized learning pathways to higher education and professional development (degrees, certificates, and credentials) through WGU's innovative online university and applicable WGU affiliates.

BACKGROUND: This agreement is intended to formalize the transfer of applicable credits between Highland Community College and Western Governors University via transfer and/or reverse transfer articulation pathways. The agreement was reviewed by Highland's Transfer Coordinator and College President before being presented to trustees for approval.

BOARD ACTION: _____

TRANSFER INSTITUTION AGREEMENT

Western Governors University and Highland Community College

This Transfer Institution Agreement ("Agreement") is effective as of the date of the last signature below between Western Governors University (together with any affiliates, "WGU"), a Utah nonprofit corporation located at 4001 South 700 East, Suite 700, Salt Lake City, UT 84107, and Highland Community College ("Institution"), located at 2998 W. Pearl City Rd. Freeport, IL 61032 (each a "Party" and collectively the "Parties").

A. Purpose & Background

The common goal for this Agreement is to provide Institution's graduates and employees with flexible, personalized learning pathways to higher education and professional development (degrees, certificates, and credentials) through WGU's innovative online university and applicable WGU affiliates. This Agreement is further intended to formalize the transfer of applicable credits between the Parties via transfer and/or reverse transfer articulation pathways.

WGU is a private, non-profit, accredited university offering degrees and other educational opportunities. WGU's programs are designed to fit into busy work and home schedules and create pathways to opportunity.

B. Scholarship Opportunities

Scholarships may be awarded to Institution's graduates and employees, if applicable, as described below. Institution acknowledges and agrees that: (i) scholarship applicants must meet WGU admission requirements, and (ii) WGU is solely responsible for scholarship funding and award decisions.

WGU Community College Partner Scholarship

Graduates and employees of Institution are eligible to apply for the WGU Community College Partner Scholarship in the amount of \$2,500, which is disbursed in increments of \$625 per academic term for up to four (4) terms based on satisfactory academic performance.

C. Obligations of WGU

1. WGU has sole responsibility for all aspects of any program, certification, curriculum, and applicable accreditations.
2. WGU retains sole discretion in admission decisions.
3. WGU will develop, post, and maintain transfer articulation pathways, which will be accessible through the <https://partners.wgu.edu> webpage.
4. At the request of Institution, WGU will provide training, and print and digital materials to enable understanding of the opportunities with WGU.
5. WGU will support a reverse transfer process for students who: (i) transferred from Institution prior to degree completion with a collaborating institution, and (ii) met any requirements applicable to a reverse transfer.
6. WGU will assist in the development and execution of initial and ongoing enrollment campaigns for Institution's graduates and employees to include providing any marketing materials needed and approved by the Institution.

7. WGU will waive the application fee for any Institution graduate or employee who enrolls at WGU.

D. Obligations of Institution

1. Institution will make graduates aware of the articulation and scholarship opportunities by sharing and/or posting information for graduates to review, and will highlight the collaboration and education benefits of WGU through its standard internal communication channels (such as newsletters) with faculty, staff, students.
2. Institution will provide WGU with timely curricular updates of all updates of all offered degrees, certificates, and educational programs.
3. Institution will establish a web link from its internal websites to the WGU articulation pathways page (partners.wgu.edu).
4. If Institution offers other tuition assistance programs, WGU programs will be added to the list of programs eligible for Institution's highest level of assistance.
5. Institution will invite WGU to participate in any education/benefit fairs, information seminars, and "lunch and learn" presentations that Institution may offer.
6. Institution agrees to support additional marketing communications upon request.

E. Joint Obligations

1. WGU and Institution will collaborate on an announcement of the signing of this Agreement with a mutually agreeable press release. A signing event may also occur in conjunction with the announcement if mutually agreed between the Parties.
2. WGU and Institution will collaborate in developing methods of communication to share about WGU opportunities, including the scholarship, enrollment campaigns, and engagement opportunities.
3. The Parties agree to maintain open communication to provide timely support and engagement to advance the goals of this Agreement.
4. The Parties agree to exchange data and documents, as agreed, to assist in the maintenance and improvement of the transfer arrangements identified in this Agreement.
5. Each Party agrees to use reasonable care to protect the confidential information of the other Party against unauthorized disclosure. The Parties further agree to treat all education records created, disclosed, or maintained under this Agreement, including any personally identifying information, in accordance with the requirements of the Family Educational Right to Privacy Act (FERPA).
6. Each Party reserves the right to control the use of its name, logo, trademarks, and any other identifying marks ("Marks") in every respect, and each agrees to obtain prior express written permission from the other before such usage, except as otherwise permitted under this Agreement. In the event of termination or expiration of this Agreement, each Party shall remove the other Party's information from its website and cease use of the other Party's Marks.
7. Neither Party will discriminate against any individual based on race, religion, creed, color, gender, sexual orientation, age, disability, veteran status, national origin, or other protected status or characteristic.

F. Miscellaneous

1. **Term and Termination.** This Agreement will remain in effect for a period of two (2) years or until terminated by either Party by providing thirty (30) days prior written notice to the other Party.

In the event the Agreement is terminated, WGU agrees that each graduate or employee of Institution enrolled at WGU and then receiving any educational benefit under this Agreement will receive the full value of that benefit towards studies at WGU as long as such individual remains in good academic standing.

2. Licensing Jurisdiction. WGU programs leading to professional licenses will continue to meet the applicable requirements of the licensing authorities in the State of Utah. To the extent applicable, WGU's certification officers will work with WGU students enrolled in these programs under this Agreement to obtain a license outside the State of Utah.
3. This Agreement will be governed by the laws of the State of Utah, without regard to its conflict of laws rules.
4. No Relationship. Institution and WGU are independent contractors and nothing in this Agreement shall be construed to create an agency, employer/employee, partnership, joint venture, or any other relationship between the Parties.
5. Entire Agreement. This Agreement supersedes any prior agreements, whether oral or written, between the Parties relating to the subject matter of this Agreement. This Agreement may only be modified by a written amendment signed by both Parties.

WGU

Highland Community College

Signature
Dr. Terrance Hopson
Regional Vice President

Date

Signature
James G. Endress
Board Chair

Date

Signature
Date

Dr. Mary Hendrick, Ed.D.
Director, Community College Partnerships
mhendrick@wgu.edu

Contact information – WGU

Jonathan Dela Cruz
Strategic Partnerships Manager
Jonathan.delacruz@wgu.edu

Christy Seawall
Lead Strategic Partnerships Manager
Christy.seawall@wgu.edu

Contact Information – Institution

Vicki Schulz
Student Advisor/Transfer Coordinator
vicki.schulz@highland.edu

**Exhibit A
(Logos)**



WGU “Marketing” Logo



Institution Logo

**AGENDA ITEM #X-B-1
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE**

BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m., with the exceptions of the May 2024 and October 2024 meetings, which will be held on the third Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2025:

- | | |
|----------------------------------|-------------------|
| January 23, 2024 | January 28, 2025 |
| February 27, 2024 | February 25, 2025 |
| March 26, 2024 | March 25, 2025 |
| April 23, 2024 | April 22, 2025 |
| May 21, 2024 – third Tuesday | |
| June – no regular meeting | |
| July 23, 2024 | |
| August 27, 2024 | |
| September 24, 2024 | |
| October 15, 2024 – third Tuesday | |
| November 26, 2024 | |
| December – no regular meeting | |

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

BOARD ACTION: _____

**AGENDA ITEM #X-C-1
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

SENIORITY LISTS

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

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

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

BOARD ACTION: _____

Business and Technology FT Faculty
(Updated at the end of May, 2023)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Kristin Akins	5	Automotive	
Jennifer Alderman	3	Accounting	
Amy Chamberlin	9	Cosmetology	
Justin Ebert	9	Agriculture	
Joe Grove	14	Economics	BUSN 121
Rich Jacobs	13	Business	
Jeremy Monigold	18	Information Technology	BUSN 141
Jim Palmer	22	Automotive	
Monica Pierce	6	Agriculture	
Aaron Sargent	9	Industrial Manufacturing	MATH 111
Evan Talbert	8	Business	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by December 11. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by December 11. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Business and Technology FT Faculty
(Updated at the end of May, 2023)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Todd Vacek	9	Welding	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **December 11**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **December 11**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2023)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Sammy Ahmed	4.5	World Civilization/Political Science	
Robert Apolloni	21	Art	
Harry Bodell	4	Speech Communications	
Laura Early	7.5	Theatre	HUMA 104
Sam Fiorenza	25	English	
Randy Haldeman	3	Vocal Music	
Julie Hartman-Linck	6	Sociology	
Melissa Johnson	1.5	Early Childhood Education	
Tracy Mays	21	English/German	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by December 11. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by December 11. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2023)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Paul Rabideau	20.5	Psychology	
Jennifer Roser	8	Criminal Justice	
Jami Spencer	4	Integrated Reading and Writing/Co-Requisite Writing	
Danny Tufariello	20.5	English	
James Yeager	18	Speech	HUMA 110/MCOM 110, 130, 131, 150, 205

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **December 11**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **December 11**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Library FT Faculty

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

Natural Science and Mathematics FT Faculty
(Updated at the end of May, 2023)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Steven Curran	5	Earth Sciences/Geography	
Ghaneshwar Gautam	1	Physics	
Karla Giuffre	14	Biology	
Tony Grahame	27	Biology	
Martin Hilberg	4	Mathematics	
Steve Mihina	27	Mathematics	
Juliet Moderow	17	Biology	
Alan Nowicki	30	Biology	
Jenna Rancingay	11	Mathematics	
Mark Rasmussen	3	Mathematics	
John Sullivan	24	Chemistry	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by December 11. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by December 11. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Nursing and Allied Health FT Faculty
(Updated at the end of May, 2023)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jessica Larson	12.5	Nursing	
Amanda Lessman	3	Nursing	
Cassie Mekeel	8	Nursing	
Billie Jo Rogers	.5	Nursing	
Jessica Schneiderman	3	Nursing	
Chrislyn Senneff	14	Nursing	
Kay Sperry	14.5	Nursing	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **December 11**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **December 11**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

**AGENDA ITEM #X-C-2
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

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

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

BOARD ACTION: _____

Fall 2023				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Business/Technology								
Franklin	Munda		CNC Program Lab Assistant		TBD		\$14.00	TBD
Dana	Krueger		Cosmetology Lab Assistant		TBD		\$20.87	TBD
Daeleen	Tippett		Cosmetology Lab Assistant		TBD		\$20.87	TBD
Nursing								
Amanda	Lessman	3482	NURS109BHX	BNA Clinical		1.7	\$1,397.43	\$2,375.64
						1.3	\$1,537.17	\$1,998.33
Crystal	Winters	3483	NURS109BXH	BNA Clinical	40		\$38.00	\$1,520.00
Jessica	Schneiderman		Special Proj (taught for Kay Sperry)	Portion of Health & Illness I/Lab		2.8	\$1,397.43	\$3,912.80
				Portion of Health & Illness II		0.83	\$1,537.17	\$1,275.85
Jessica	Larson		Special Proj (taught for Kay Sperry)	Portion of Health & Illness I/Lab		2.8	\$1,397.43	\$3,912.80
				Portion of Fund of Nursing Lab		3	\$1,537.17	\$4,611.51
						0.36	\$1,696.91	\$610.89
Amanda	Lessman	3831	NURS109ISX	BNA Lab Independent Study		5	\$30.00	\$150.00
Science/Math								
John	Sullivan	3410	CHEM221HB	Portion of Org. Chem I		1	\$1,397.43	\$1,397.43
						0.5	\$1,537.17	\$768.59
John	Sullivan	3412	CHEM221NX	Portion of Org. Chem I Lab		1.5	\$1,537.17	\$2,305.76
Humanities/Social Science/Fine Arts								
Jennifer	Roser		Development & Evaluation of Proficiency Exam for CJS 201					\$900.00
Success Center								
Heidi	Spotts-Manthey		Success Center		TBD		\$28.09	TBD
Lifelong Learning								
Kathy	Heid	3799	PERS037	Walk and Stretch				\$ 540.00
Roger	Hicks	3770	PERS037	Welding for Garden Art-B				\$ 322.00
Roger	Hicks	3771	PERS037	Intro to Stick Metal Arc Welding				\$ 85.00
Dana	Russell Brown	3759	PERS037	Int. Wheel Thrown Pottery				\$ 200.00
Other Assignments								
John	Hartman		Piano tuning					\$ 65.00
James	Blair		Worked the table for eight Basketball games in November					\$ 400.00
Robert	Buckwalter		Worked the table for eight Basketball games in November					\$ 400.00
Eric	Katzenberger		Worked the table for nine Basketball games in November					\$ 315.00
Bill	Pospischil		Worked the table for eight Basketball games in November					\$ 400.00
Jeff	Slattengren		Worked the table for four Basketball games in November					\$ 200.00
Lynn	Kaufman		LifeLong Learning instructor					\$ 160.00
Dominique	Downing		Soundboard operator for Stage & Screen rehearsals					\$ 100.00
Lynn	Kaufman		LifeLong Learning instructor					\$ 180.00
Abby	Mielke		LifeLong Learning instructor					\$ 90.00
Catherine	Urban		LifeLong Learning instructor					\$ 1,400.00
James	Blair		Worked scorer's table for 13 games in December					\$ 650.00
Robert	Buckwalter		Worked scorer's table for 13 games in December					\$ 650.00
Eric	Katzenberger		Worked scorer's table for 13 games in December					\$ 455.00
Bill	Pospischil		Worked scorer's table for 13 games in December					\$ 650.00
Jeff	Slattengren		Worked scorer's table for 12 games in December					\$ 600.00
Bradley	Curtis		Deputy for William Bear tournament - 23 hours at \$30 per hour rate					\$ 690.00
Erin	Korte		Deputy for William Bear tournament - 13 hours at \$30 per hour rate					\$ 390.00

Fall 2023				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Business/Technology								
Franklin	Munda		CNC Program Lab Assistant		TBD		\$14.00	TBD
Dana	Krueger		Cosmetology Lab Assistant		TBD		\$20.87	TBD
Daeleen	Tippett		Cosmetology Lab Assistant		TBD		\$20.87	TBD
Nursing								
Amanda	Lessman	3482	NURS109BHX	BNA Clinical		1.7	\$1,397.43	\$2,375.64
						1.3	\$1,537.17	\$1,998.33
Crystal	Winters	3483	NURS109BXH	BNA Clinical	40		\$38.00	\$1,520.00
Jessica	Schneiderman		Special Proj (taught for Kay Sperry)	Portion of Health & Illness I/Lab		2.8	\$1,397.43	\$3,912.80
				Portion of Health & Illness II		0.83	\$1,537.17	\$1,275.85
Jessica	Larson		Special Proj (taught for Kay Sperry)	Portion of Health & Illness I/Lab		2.8	\$1,397.43	\$3,912.80
				Portion of Fund of Nursing Lab		3	\$1,537.17	\$4,611.51
						0.36	\$1,696.91	\$610.89
Amanda	Lessman	3831	NURS109ISX	BNA Lab Independent Study		5	\$30.00	\$150.00
Science/Math								
John	Sullivan	3410	CHEM221HB	Portion of Org. Chem I		1	\$1,397.43	\$1,397.43
						0.5	\$1,537.17	\$768.59
John	Sullivan	3412	CHEM221NX	Portion of Org. Chem I Lab		1.5	\$1,537.17	\$2,305.76
Humanities/Social Science/Fine Arts								
Jennifer	Roser		Development & Evaluation of Proficiency Exam for CJS 201					\$900.00
Success Center								
Heidi	Spotts-Manthey		Success Center		TBD		\$28.09	TBD
Lifelong Learning								
Kathy	Heid	3799	PERS037	Walk and Stretch				\$ 540.00
Roger	Hicks	3770	PERS037	Welding for Garden Art-B				\$ 322.00
Roger	Hicks	3771	PERS037	Intro to Stick Metal Arc Welding				\$ 85.00
Dana	Russell Brown	3759	PERS037	Int. Wheel Thrown Pottery				\$ 200.00
Other Assignments								
John	Hartman		Piano tuning					\$ 65.00
James	Blair		Worked the table for eight Basketball games in November					\$ 400.00
Robert	Buckwalter		Worked the table for eight Basketball games in November					\$ 400.00
Eric	Katzenberger		Worked the table for nine Basketball games in November					\$ 315.00
Bill	Pospischil		Worked the table for eight Basketball games in November					\$ 400.00
Jeff	Slattengren		Worked the table for four Basketball games in November					\$ 200.00
Lynn	Kaufman		LifeLong Learning instructor					\$ 160.00
Dominique	Downing		Soundboard operator for Stage & Screen rehearsals					\$ 100.00
Lynn	Kaufman		LifeLong Learning instructor					\$ 180.00
Abby	Mielke		LifeLong Learning instructor					\$ 90.00
Catherine	Urban		LifeLong Learning instructor					\$ 1,400.00
James	Blair		Worked scorer's table for 13 games in December					\$ 650.00
Robert	Buckwalter		Worked scorer's table for 13 games in December					\$ 650.00
Eric	Katzenberger		Worked scorer's table for 13 games in December					\$ 455.00
Bill	Pospischil		Worked scorer's table for 13 games in December					\$ 650.00
Jeff	Slattengren		Worked scorer's table for 12 games in December					\$ 600.00
Bradley	Curtis		Deputy for William Bear tournament - 23 hours at \$30 per hour rate					\$ 690.00
Erin	Korte		Deputy for William Bear tournament - 13 hours at \$30 per hour rate					\$ 390.00

Spring 2024				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Miscellaneous								
Kirk	Pearson	6588	SPCH295SXX	Comm Leadership Dev-Stephenson				\$1,620.00
Kirk	Pearson		Curriculum Development for SPCH 295 SXX					\$600.00
Kirk	Pearson	1102	SPCH295JXX	Comm Leadership Dev-Jo Daviess				\$1,620.00
Kirk	Pearson		Curriculum Development for SPCH 295 JXX					\$600.00
Success Center								
Caroline	Giuffre		Success Center		TBD		\$23.80	TBD
Leanne	Grahame		Success Center		TBD		\$25.20	TBD
Malasia	Heyward		Success Center		TBD		\$23.80	TBD
Connie	Taylor		Success Center		TBD		\$28.09	TBD
Michael	Thrumman		Success Center		TBD		\$23.80	TBD
Elizabeth	Niesman	6501	LIBS199AXX	FYES		2	\$602.00	\$1,204.00
Elizabeth	Niesman	6500	LIBS199Y1B	FYES		2	\$602.00	\$1,204.00
Business/Technology								
Carol	Engelkens		Office Technology Lab - P/T Instructor		TBD		\$28.35	TBD
Denise	Johnson		Office Technology Lab - P/T Instructor		TBD		\$31.61	TBD
Christine	McDermet		Cosmetology Lab - P/T Instructor		TBD		\$27.56	TBD
Angela	Pierson		Cosmetology Lab - P/T Instructor		TBD		\$27.93	TBD
Crystal	Schwartz		Cosmetology Lab - P/T Instructor		TBD		\$27.56	TBD

**AGENDA ITEM #XI-D-1
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 360678 through 361233 amounting to \$1,570,521.69, Automated Clearing House (ACH) debits W0000649 amounting to \$45,259.45, Other Debits D0000124 amounting to \$17,800.00, and Electronic Refunds of \$332,996.69, with 3 adjustments of \$2,790.83, such warrants amounting to \$1,963,787.00. Transfers of funds for payroll amounted to \$712,695.52.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$45,259.45. Other Debits consist of replenishing petty cash in the bookstore. Electronic Refunds are issued to students. Financial Aid disbursed Pell and MAP.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$334,016.24	\$0.00	\$0.00	\$334,016.24
FIFTH THIRD	8,508.40	0.00	0.00	8,508.40
UNION SAVINGS BANK	177,297.08	0.00	0.00	177,297.08
TOTAL ASSETS	\$519,821.72	\$0.00	\$0.00	\$519,821.72
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	112,651.85			112,651.85
1018 YMCA ROAD AND LOT	100,151.36			100,151.36
1019 YMCA BLDG/MAINT	62,491.58			62,491.58
1020 HCC BLDG/MAINT	69,413.78			69,413.78
1021 YMCA/HCC INTEREST	101,529.86			101,529.86
1022 HCC SECTION 125 PLAN	8,508.40			8,508.40
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$519,821.72	\$0.00	\$0.00	\$519,821.72

**AGENDA ITEM #XI-D-2
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 361234 through 361560 amounting to \$1,203,968.88, Automated Clearing House (ACH) debits W0000650 amounting to \$37,718.30, Other Debits D0000125 amounting to \$45.17, and Electronic Refunds of \$15,391.09, such warrants amounting to \$1,257,123.44. Transfers of funds for payroll amounted to \$1,056,355.60.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$37,718.30. Other Debits consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students. December had three payrolls.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, December 31, 2023

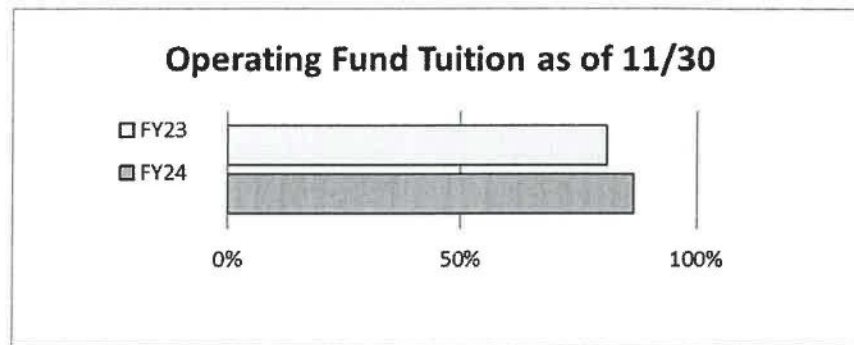
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$334,016.24	\$1,250.00	\$0.00	\$335,266.24
FIFTH THIRD	8,508.40	0.00	0.00	8,508.40
UNION SAVINGS BANK	177,297.08	5.13	0.00	177,302.21
TOTAL ASSETS	\$519,821.72	\$1,255.13	\$0.00	\$521,076.85
1010 HCC ORCHESTRA				
1011 TRANSFER FUNDS				
1012 FORENSICS 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	112,651.85			112,651.85
1018 YMCA ROAD AND LOT	100,151.36	416.66		100,568.02
1019 YMCA BLDG/MAINT	62,491.58	833.34		63,324.92
1020 HCC BLDG/MAINT	69,413.78			69,413.78
1021 YMCA/HCC INTEREST	101,529.86	5.13		101,534.99
1022 HCC SECTION 125 PLAN	8,508.40			8,508.40
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$519,821.72	\$1,255.13	\$0.00	\$521,076.85

**AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24**

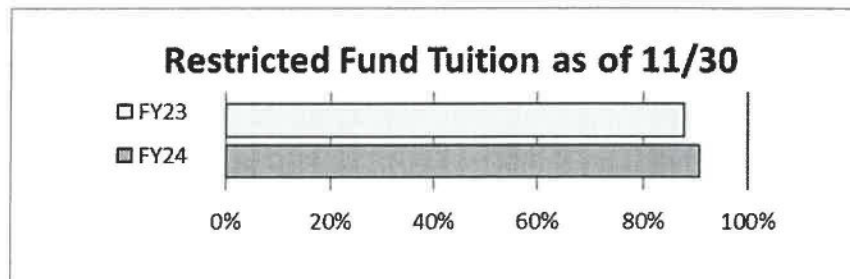
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

Results as of November 30, 2023

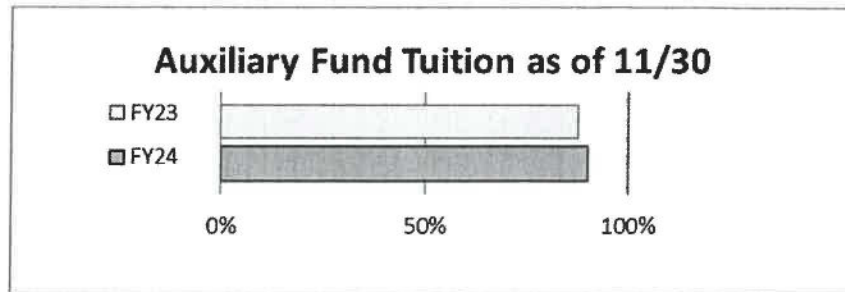
The following charts show the comparison of the FY24 financial results for various items, as labeled, to FY23 results as of November 30. The FY23 bar is the year-to-date results as of November 30, 2022, divided by the actual year-end results for FY23. The FY24 bar is the year-to-date results for November 30, 2023, divided by the annual budgeted amount for FY24.



Operating Fund tuition revenue appears to be about 6% more than anticipated at this point in time. If Operating Fund tuition revenue is 6% more than budgeted for the fiscal year, that amounts to about \$300,000.



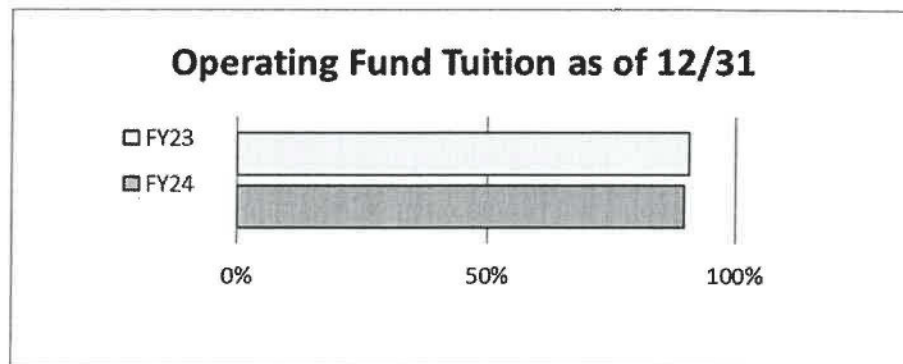
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 3% more than anticipated at this point in time. If Restricted Fund tuition revenue is 3% more than budgeted for the fiscal year, that amounts to about \$19,000.



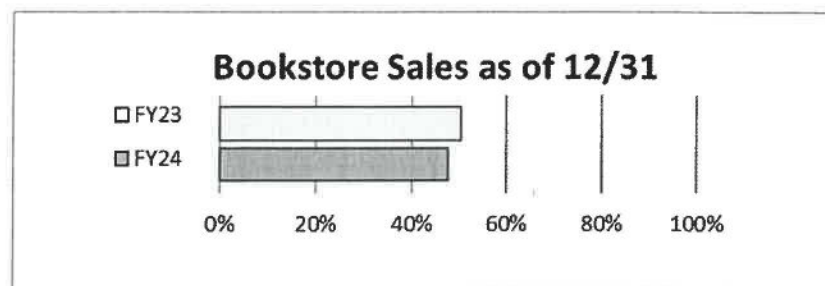
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 2% more than anticipated at this point in time. If Auxiliary Fund tuition revenue is 2% more than budgeted for the fiscal year, that amounts to about \$10,000.

Results as of December 31, 2023

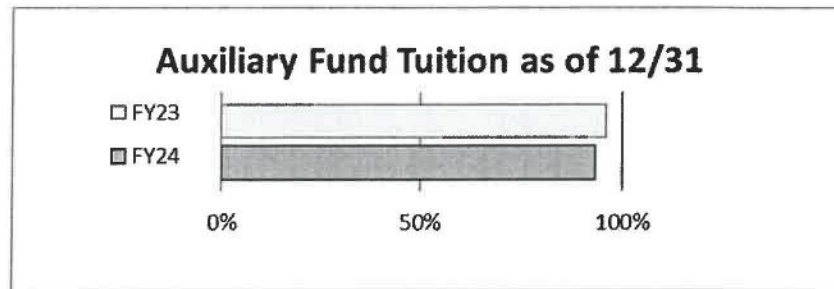
The following charts show the comparison of the FY24 financial results for various items, as labeled, to FY23 results as of December 31. The FY23 bar is the year-to-date results as of December 31, 2022, divided by the actual year-end results for FY23. The FY24 bar is the year-to-date results for December 31, 2023, divided by the annual budgeted amount for FY24.



Operating Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Operating Fund tuition revenue is 1% less than budgeted for the fiscal year, that amounts to about \$50,000. The variance from the November 30 results may be due to timing of Spring 2024 registrations.



Bookstore sales appear to be about 3% lower than anticipated at this point in time. If sales are 3% less than budgeted for the fiscal year, that amounts to about \$14,000.



Auxiliary Fund tuition revenue appears to be about 3% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 3% less than budgeted for the fiscal year, that amounts to about \$14,000. The variance from the November 30 results may be due to timing of Spring 2024 registrations.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2024 semester, variances from budget will be analyzed.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

November 2023

Financials

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE
FY24

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

<u>REVENUE:</u>	Budget	Year- to-Date	Percent
Local Taxes	\$7,829,778	3,785,296	48.3%
Credit Hour Grants	1,441,684	644,079	44.7%
Equalization	50,000	20,833	41.7%
ICCB Career/Tech Education	136,719	72,425	53.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	965,000	266,567	27.6%
Federal Sources	123,000	58,797	47.8%
Tuition & Fees	5,000,000	4,339,552	86.8%
Sales & Services	29,950	17,584	58.7%
Facilities Revenue	111,850	38,337	34.3%
Interest on Investments	235,000	198,489	84.5%
Non-Govt. Gifts, Grants	361,983	-	0.0%
Miscellaneous	39,226	31,455	80.2%
	<hr/>		
Total Revenue	\$16,354,190	\$9,473,414	57.9%
	<hr/>		
<u>EXPENDITURES:</u>			
Salaries	\$10,339,130	\$3,905,285	37.8%
Employee Benefits	2,408,870	1,133,689	47.1%
Contractual Services	1,578,893	702,528	44.5%
Materials & Supplies	1,033,210	541,494	52.4%
Conference & Meeting	290,000	96,490	33.3%
Fixed Charges	78,030	45,205	57.9%
Utilities	764,991	710,805	92.9%
Capital Outlay	48,038	12,942	26.9%
Other Expenditures	270,028	278,576	103.2%
Transfers (In) Out	(457,000)	-	0.0%
	<hr/>		
Total Expenditures	\$16,354,190	\$7,427,014	45.4%
	<hr/>		
Excess of Revenues Over Expenditures	\$0	\$2,046,400	
Fund Balance 7/1/23	7,232,750	7,232,750	
	<hr/>		
Fund Balance 11/30/23	\$7,232,750	\$9,279,150	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,100,000	\$498,638	45.3%
Interest	-	102,255	-
	-----	-----	-----
Total Revenue	\$1,100,000	\$600,893	54.6%
EXPENDITURES:			

Contractual Services	61,800	84,185	136.2%
Capital Outlay	10,313,196	1,572,509	15.2%
	-----	-----	-----
Total Expenditures	10,374,996	1,656,694	16.0%
Excess of Revenues Over Expenditures	(\$9,274,996)	(\$1,055,801)	
Fund Balance 7/1/23	\$10,551,632	\$10,551,632	
	-----	-----	
Fund Balance 11/30/23	\$1,276,636	\$9,495,831	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$475,000	\$427,002	89.9%
Bookstore Sales	480,100	225,044	46.9%
Athletics	48,410	12,505	25.8%
Other	108,605	144,130	132.7%
-----	-----	-----	-----
Total Revenue	\$1,112,115	\$808,681	72.7%
EXPENDITURES:			

Salaries	\$332,881	\$154,962	46.6%
Employee Benefits	22,001	14,814	67.3%
Contractual Services	115,030	27,661	24.0%
Materials & Supplies	618,830	421,094	68.0%
Conference & Meeting	364,475	127,220	34.9%
Fixed Charges	24,644	1,491	6.1%
Utilities	840	650	77.4%
Capital Outlay	20,007	33,444	167.2%
Other Expenditures	24,170	27,849	115.2%
Transfers	(60,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,462,878	\$809,185	55.3%
Excess of Revenues Over Expenditures	(\$350,763)	(\$504)	
Fund Balance 7/1/23	\$1,237,676	\$1,237,676	
-----	-----	-----	
Fund Balance 11/30/23	\$886,913	\$1,237,172	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$158,765	-	0.0%
Adult Education	247,455	150,570	60.8%
Other Illinois Sources	596,064	396,633	66.5%
Department of Education	3,835,339	1,928,017	50.3%
Other Federal Sources	711,303	85,154	12.0%
Tuition & Fees	645,000	585,193	90.7%
Sales & Service Fees	34,300	-	0.0%
Interest	20,000	30,652	153.3%
Non-govt. Gifts, Grants	879,500	30,055	3.4%
Other	328,417	98,409	30.0%
	-----	-----	-----
Total Revenue	\$7,456,143	3,304,683	44.3%
 <u>EXPENDITURES:</u>			
Salaries	\$1,603,030	\$737,312	46.0%
Employee Benefits	426,880	208,348	48.8%
Contractual Services	1,325,588	433,031	32.7%
Materials & Supplies	390,522	141,454	36.2%
Conference & Meeting	182,395	59,486	32.6%
Fixed Charges	26,608	-	0.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,412,085	494,624	35.0%
Other Expenditures	520,375	134,781	25.9%
Financial Aid	2,438,010	-	0.0%
Transfers out (in)	402,000	1,445,115	0.0%
	-----	-----	-----
Total Expenditures	\$8,732,365	\$3,654,151	41.8%
 Excess of Expenditures Over Revenue	(\$1,276,222)	(\$349,468)	
 Fund Balance 7/1/23	2,085,366	2,085,366	
	-----	-----	
Fund Balance 11/30/23	\$809,144	\$1,735,898	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$71,000	\$33,997	47.9%
	-----	-----	-----
Total Revenue	\$71,000	\$33,997	47.9%
EXPENDITURES:			

Contractual Services	\$70,375	\$72,275	102.7%
	-----	-----	-----
Total Expenditures	\$70,375	\$72,275	102.7%
Excess of Revenues Over Expenditures	\$625	(\$38,278)	
Fund Balance 7/1/23	\$2,166	\$2,166	
	-----	-----	
Fund Balance 11/30/23	\$2,791	(\$36,112)	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,419,750	918,136	64.7%
	-----	-----	-----
Total Revenue	\$1,419,750	918,136	64.7%
EXPENDITURES:			

Fixed Charges	\$1,982,050	2,086,347	105.3%
	-----	-----	-----
Total Expenditures	\$1,982,050	\$2,086,347	105.3%
Excess of Revenues Over Expenditures	(\$562,300)	(\$1,168,211)	
Fund Balance 7/1/23	\$949,496	\$949,496	
	-----	-----	
Fund Balance 11/30/23	\$387,196	(\$218,715)	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,395,000	\$695,595	49.9%
	-----	-----	-----
Total Revenue	\$1,395,000	\$695,595	49.9%
EXPENDITURES:			

Salaries	\$348,778	\$137,454	39.4%
Employee Benefits	313,459	159,310	50.8%
Contractual Services	392,925	379,084	96.5%
Materials & Supplies	16,300	5,044	30.9%
Conference & Meetings	31,825	8,603	27.0%
Fixed Charges	278,952	284,870	102.1%
Utilities	25,000	22,980	91.9%
	-----	-----	-----
Total Expenditures	\$1,407,239	\$997,345	70.9%
Excess of Revenues			
Over Expenditures	(\$12,239)	(\$301,750)	
Fund Balance 7/1/23	\$489,153	\$489,153	
	-----	-----	
Fund Balance 11/30/23	\$476,914	\$187,403	

December 2023 Financials

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE
FY24

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2023

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$7,829,778	3,786,189	48.4%
Credit Hour Grants	1,441,684	728,069	50.5%
Equalization	50,000	25,000	50.0%
ICCB Career/Tech Education	136,719	72,425	53.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	965,000	388,132	40.2%
Federal Sources	123,000	63,590	51.7%
Tuition & Fees	5,000,000	4,494,824	89.9%
Sales & Services	29,950	18,025	60.2%
Facilities Revenue	111,850	46,130	41.2%
Interest on Investments	235,000	249,261	106.1%
Non-Govt. Gifts, Grants	361,983	-	0.0%
Miscellaneous	39,226	32,127	81.9%
	<hr/>		
Total Revenue	\$16,354,190	\$9,903,772	60.6%
 <u>EXPENDITURES:</u>			
Salaries	\$10,339,130	\$4,726,164	45.7%
Employee Benefits	2,408,870	1,410,533	58.6%
Contractual Services	1,578,893	737,600	46.7%
Materials & Supplies	1,033,210	567,432	54.9%
Conference & Meeting	290,000	103,712	35.8%
Fixed Charges	78,030	47,936	61.4%
Utilities	764,991	711,207	93.0%
Capital Outlay	48,038	12,942	26.9%
Other Expenditures	270,028	386,627	143.2%
Transfers (In) Out	(457,000)	-	0.0%
	<hr/>		
Total Expenditures	\$16,354,190	\$8,704,153	53.2%
 Excess of Revenues Over Expenditures	 \$0	 \$1,199,619	
 Fund Balance 7/1/23	 7,232,750	 7,232,750	
	<hr/>		
Fund Balance 12/31/23	\$7,232,750	\$8,432,369	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,100,000	\$498,638	45.3%
Interest	-	155,888	-
-----	-----	-----	-----
Total Revenue	\$1,100,000	\$654,526	59.5%
EXPENDITURES:			

Contractual Services	61,800	84,185	136.2%
Capital Outlay	10,313,196	1,901,564	18.4%
-----	-----	-----	-----
Total Expenditures	10,374,996	1,985,749	19.1%
Excess of Revenues Over Expenditures	(\$9,274,996)	(\$1,331,223)	
Fund Balance 7/1/23	\$10,551,632	\$10,551,632	
-----	-----	-----	
Fund Balance 12/31/23	\$1,276,636	\$9,220,409	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$475,000	\$442,428	93.1%
Bookstore Sales	480,100	228,849	47.7%
Athletics	48,410	13,915	28.7%
Other	108,605	153,471	141.3%
-----	-----	-----	-----
Total Revenue	\$1,112,115	\$838,663	75.4%
EXPENDITURES:			

Salaries	\$332,881	\$174,968	52.6%
Employee Benefits	22,001	14,901	67.7%
Contractual Services	115,030	37,866	32.9%
Materials & Supplies	618,830	478,934	77.4%
Conference & Meeting	364,475	144,167	39.6%
Fixed Charges	24,644	2,681	10.9%
Utilities	840	650	77.4%
Capital Outlay	20,007	36,537	182.6%
Other Expenditures	24,170	32,961	136.4%
Transfers	(60,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,462,878	\$923,665	63.1%
Excess of Revenues Over Expenditures	(\$350,763)	(\$85,002)	
Fund Balance 7/1/23	\$1,237,676	\$1,237,676	
-----	-----	-----	
Fund Balance 12/31/23	\$886,913	\$1,152,674	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$158,765	45,485	28.6%
Adult Education	247,455	150,570	60.8%
Other Illinois Sources	596,064	396,633	66.5%
Department of Education	3,835,339	1,928,017	50.3%
Other Federal Sources	711,303	85,154	12.0%
Tuition & Fees	645,000	606,618	94.0%
Sales & Service Fees	34,300	-	0.0%
Interest	20,000	33,905	169.5%
Non-govt. Gifts, Grants	879,500	30,055	3.4%
Other	328,417	98,370	30.0%
	-----	-----	-----
Total Revenue	\$7,456,143	3,374,807	45.3%
 <u>EXPENDITURES:</u>			
Salaries	\$1,603,030	\$873,511	54.5%
Employee Benefits	426,880	218,798	51.3%
Contractual Services	1,325,588	435,022	32.8%
Materials & Supplies	390,522	147,943	37.9%
Conference & Meeting	182,395	63,482	34.8%
Fixed Charges	26,608	-	0.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,412,085	622,275	44.1%
Other Expenditures	520,375	136,169	26.2%
Financial Aid	2,438,010	1,474,458	60.5%
Transfers out (in)	402,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,732,365	\$3,971,658	45.5%
 Excess of Expenditures Over Revenue	(\$1,276,222)	(\$596,851)	
 Fund Balance 7/1/23	2,085,366	2,085,366	
	-----	-----	
Fund Balance 12/31/23	\$809,144	\$1,488,515	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$71,000	\$34,005	47.9%
	-----	-----	-----
Total Revenue	\$71,000	\$34,005	47.9%
 EXPENDITURES:			

Contractual Services	\$70,375	\$72,275	102.7%
	-----	-----	-----
Total Expenditures	\$70,375	\$72,275	102.7%
 Excess of Revenues Over Expenditures	\$625	(\$38,270)	
 Fund Balance 7/1/23	\$2,166	\$2,166	
	-----	-----	
Fund Balance 12/31/23	\$2,791	(\$36,104)	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

BOND AND INTEREST FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,419,750	918,354	64.7%
	-----	-----	-----
Total Revenue	\$1,419,750	918,354	64.7%
EXPENDITURES:			

Fixed Charges	\$1,982,050	2,086,347	105.3%
	-----	-----	-----
Total Expenditures	\$1,982,050	\$2,086,347	105.3%
Excess of Revenues Over Expenditures	(\$562,300)	(\$1,167,993)	
Fund Balance 7/1/23	\$949,496	\$949,496	
	-----	-----	
Fund Balance 12/31/23	\$387,196	(\$218,497)	

AGENDA ITEM #XII-A
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,395,000	\$695,760	49.9%
	-----	-----	-----
Total Revenue	\$1,395,000	\$695,760	49.9%
EXPENDITURES:			

Salaries	\$348,778	\$163,960	47.0%
Employee Benefits	313,459	174,011	55.5%
Contractual Services	392,925	426,675	108.6%
Materials & Supplies	16,300	5,044	30.9%
Conference & Meetings	31,825	8,603	27.0%
Fixed Charges	278,952	284,921	102.1%
Utilities	25,000	23,468	93.9%
	-----	-----	-----
Total Expenditures	\$1,407,239	\$1,086,682	77.2%
Excess of Revenues Over Expenditures	(\$12,239)	(\$390,922)	
Fund Balance 7/1/23	\$489,153	\$489,153	
	-----	-----	
Fund Balance 12/31/23	\$476,914	\$98,231	

**AGENDA ITEM #XIII-B-1
JANUARY 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING
BETWEEN HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES)
AND HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED
WITH AFT/IFT LOCAL 1957 FOR
ONE HIGHLAND LEADS FACILITATION OR DEVELOPMENT OF COURSES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 addressing compensation for the time commitment necessary for the facilitation and/or first-time development of leadership development courses in the ONE HIGHLAND LEADS program effective June 1, 2023.

BACKGROUND: The Faculty and College have engaged in discussion relating to the value of ONE HIGHLAND LEADS employee leadership development program, both as to the development and facilitation of the same. After mutual discussion, it is the agreed belief that such leadership opportunities are valuable to the College and community. Further, the parties have discussed a calculation formula to appropriately address the time commitment necessary for the facilitation and/or first-time development of such courses. A formula to address compensation, if faculty are selected and volunteer to be involved in facilitation or development, is not presently contained within the parties' Collective Bargaining Agreement (CBA).

The faculty are willing to accept this modification and enter into this memorandum of understanding (MOU).

BOARD ACTION: _____

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

January 23, 2024

ISSUE:

The Faculty and the College have engaged in discussion relating to the value of "ONE HIGHLAND" LEADS, both as to the development and facilitation of the same. After mutual discussion it is the agreed belief that such leadership opportunities are valuable to the College and Community. Further, that to appropriately address the time commitment necessary for the facilitation and/or first time development of such courses, the parties have discussed a calculation formula. A formula to address compensation, if faculty are selected and volunteer to be involved in facilitation or development, is not presently contained within the parties Collective Bargaining Agreement (CBA).

AGREEMENT: The parties hereby agree, effective June 1, 2023, to the following:

1. For those individuals selected, who agree to provide services, LEADS course facilitation stipend would be \$87.50 per hour and divided equally among the number of facilitators. For example, a 4-hour LEADS course facilitation stipend would be \$350 (divided equally among course facilitators).
2. For those individuals selected, who agree to provide services, to undertake first time LEADS course development there would be a stipend of \$87.50 per hour and divided equally among the number of individuals developing the specific course. For example, a 4-hour LEADS course would be \$350 (divided equally among course developers).
3. Time to develop a LEADS course, for which compensation under this MOU is paid, may not exceed 8 hours. Time expended in facilitation of a LEADS course, for which compensation under this MOU is paid, may not exceed 4 hours.
4. Selection of faculty, who are willing to undertake such assignment will be done by the President. As selection and participation is voluntary, Faculty acknowledge that failure of an individual faculty member to be selected may not be grieved and the right to do so is hereby waived.
5. Agreement on this issue, to modify that the current terms and conditions of the Collective Bargaining Agreement, does not constitute past to practice, or in any manner set precedent as to modifications to the Collective Bargaining Agreement on any other issue related to course development or course facilitation.

Signature of College Representative / Date

Julie E. Smith 01/10/2024

Signature of Faculty Senate President / Date

Signature of / Date