

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
March 26, 2024 – 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=SmdzVjE3cDRVenFlaFBYRm5sV2VlQT09>
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: February 14, 2024 Special Meeting
February 27, 2024 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreements Between Highland Community College and Eastland CUSD #308 and Orangeville CUSD #203 for the 2024-2025 Academic Years (Page 1)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses (Page 8)
 - 2. Resolution Authorizing Entry into a Joint Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS) (Page 12)

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.

C. Personnel

1. Revised Job Description: College Access Specialist, TRIO Educational Opportunity Centers (EOC) (Grant Funded) (Page 15)

D. Financial

1. Acceptance of Lease Proposal: New Multi-function School Activity Buses (MFSAB) (Page 18)
2. Software Order Form with Cloud Software Group for WebFOCUS Reporting Software (Page 21)
3. Leadership Program Fee Changes for Fall 2024 and Spring 2025 (Page 24)
4. Payment of Bills and Agency Fund Report – February 2024 (Page 25)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 27)
- 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

XII. CLOSED SESSION

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

XIII. ACTION, IF NECESSARY

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

XIV. Old Business

XV. New Business

- A. July Board Meeting Date

XVI. Dates of Importance

- A. Next Regular Board Meeting – April 23, 2024 at 4:00 p.m. in the Robert J. Rimington Board Room
- B. Next Quarterly Board Retreat – June 13, 2024 at 11:00 a.m. in the Robert J. Rimington Board Room

XVII. Adjournment

**AGENDA ITEM #IX-A-1
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND EASTLAND CUSD #308 AND ORANGEVILLE CUSD #203 FOR THE 2024-2025
ACADEMIC YEAR (FY25)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for the 2024-2025 (FY25) academic year for qualified students attending Eastland CUSD #308 and Orangeville CUSD #203.

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.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Eastland CUSD 308 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 Eastland 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 Eastland 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

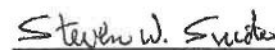
Chris Kuberski, President_____
Date

For Eastland CUSD 308



Superintendent

12/20/23

Date_____
Jim Endress, Chair
Board of Trustees_____
Date_____
President
Board of Education

12/20/2023

Date

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Orangeville CUSD 203 and Highland Community College

General Provisions

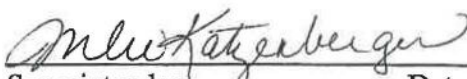
- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will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

- 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 Orangeville CUSD 302

Chris Kuberski, President_____
Date

 12/12/24
 Superintendent Date

Jim Endress, Chair
Board of Trustees_____
Date_____
President
Board of Education_____
Date

**AGENDA ITEM #IX-C-1
MARCH 26, 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: _____

Spring 2024				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Science/Math								
Steve	Mihina	6080	MATH250A	Portion of Analytic Geometry/Calculus I		2.7	\$1,397.43	\$3,773.06
Ellen	McGinnis		MATHA2	Algebra (058, 059) MAC		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHC2	Algebra (066, 067) MAC		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHD2	Algebra (091) MAC		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHY1D	Algebra (066, 067) MAC		2	\$540.00	\$1,080.00
Roberta	Andrews		MATHY1B	Algebra (058, 059) MAC		2	\$540.00	\$1,080.00
Business/Technology								
Jennifer	Alderman		Part-time Instruction Supervision - FULL PAY			1	\$279.49	\$279.49
Evan	Talbert		Part-time Instruction Supervision - FULL PAY			1	\$279.49	\$279.49
Justin	Ebert		Part-time Instruction Supervision - HALF PAY			1	\$139.75	\$139.75
Amy	Chamberlin		Part-time Instruction Supervision - HALF PAY			2	\$139.75	\$279.50
Tasha	Marini		Part-time Instruction Supervision - HALF PAY			2	\$139.75	\$279.50
Franklin	Munda		CNC Lab Assistant			TBD	\$14.00	TBD
Humanities/Social Science/Fine Arts								
Dagny	Brandt	6484	MUS110A	Applied Music-Voice				\$800.00
Dagny	Brandt	6490	MUS210A	Applied Music Major-Voice				\$1,200.00
Jody	Brubaker	6484	MUS110A	Applied Music-Voice				\$400.00
Jody	Brubaker	6490	MUS210A	Applied Music Major-Voice				\$800.00
John	Hartman	6486	MUS112A	Applied Music-Guitar				\$200.00
Renee	Schultz	6494	MUS214A	Applied Music Major-Winds				\$400.00
Nadia	Wirchnianski	6485	MUS111A	Applied Music-Piano				\$1,000.00
Nadia	Wirchnianski	6491	MUS211A	Applied Music Major-Piano				\$400.00
Robert	Apolloni	6306	ART114HB	Drawing II		3	\$1,397.43	\$4,192.29
Jennifer	Roser	6849	CJS208IS	Intro to Terrorism		1.2	\$1,397.43	\$1,676.92
Alex	Jansen		Spring Theatre Director					\$1,000.00
Athletics								
Michelle	Bowers		Assistant Softball Coach					\$4,500.00
Miscellaneous								
Aaron	Sargent	6786	WFD048/A	Print Reading & Inspection-Honeywell				\$600.00
Jennifer	Alderman		Build It, Grow It Workshop					\$3,900.00
Evan	Talbert		Build It, Grow It Workshop					\$6,500.00
Lifelong Learning								
Jessica	Leonard	6825	PERS036	Galentine's Day Wood Floral Bouquet	2			\$750.00
Jessica	Leonard	6842	PERS036	Galentine's Day Wood Floral Mini Bouquet	2			\$200.00
Mark	Peterson	6740	PERS037	Korean War	1.5		\$27.50	\$41.25
Mark	Peterson	6742	PERS037	Assassination of Lincoln	1.5		\$27.50	\$41.25
Drew	Groezinger	6717	PERS036	Succulent Planter	1			\$420.00
Other Assignments								
James	Blair		Worked scorer's table for 4 games in January					\$ 200.00
Eric	Katzenberger		Worked scorer's table for 5 games in January					\$ 175.00
Bill	Pospischil		Worked scorer's table for 5 games in January					\$ 250.00
Robert	Buckwalter		Worked scorer's table for 5 games in January					\$ 250.00
Zachary	Newcomer		Careers to Consider presentation assistant					\$ 150.00
Jared	Runkle		Careers to Consider presentation assistant					\$ 150.00
John	Hartman		Set up LesPaul and Brazz Bass					\$ 40.00
Deborah	Lischwe		Demograhics presentation for Jo Daviess Leadership Forum 2/14/24					\$ 350.00
James	Blair		Worked scorer's table for 10 games in February					\$ 500.00
Robert	Buckwalter		Worked scorer's table for 9 games in February					\$ 450.00
Eric	Katzenberger		Worked scorer's table for 12 games in February					\$ 420.00
Bill	Pospischil		Worked scorer's table for 12 games in February					\$ 600.00
Jeff	Slattengren		Worked scorer's table for 4 games in February					\$ 200.00

**AGENDA ITEM #X-B-1
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE**

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

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

BACKGROUND: The recommended revision to this policy updates the website link for the meals and incidental rates published by the U.S. General Services Administration.

No additions or revisions have been made since trustees approved the first reading at their February 27, 2024, regular meeting.

BOARD ACTION: _____

5.09 Travel, Meal, and Lodging Expenses (Revised 10/18/22)

Travel, meal, and lodging expenses incurred by College employees and members of the Board of Trustees traveling on official college business will be made in accordance with state law. Official college business includes travel and meetings that are necessary, reasonable, and appropriate expenses incurred for the primary benefit of college business. Expenses for entertainment, which include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event, will not be allowed.

A. Employee travel, meal, and lodging:

1. Travel, meal, and lodging expenses incurred by College employees must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved.
2. Expenses that do not exceed maximum allowable amounts, below, must be reviewed and approved by an employee authorized to approve such expenses, in accordance with policy 5.06. Expenses that do exceed maximum allowable amounts must be approved by roll call vote at an open meeting of the Board of Trustees.

B. Elected Board member travel, meal, and lodging:

1. Travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved. All travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be approved by roll call vote at an open meeting of the Board of Trustees.

C. Expenses:

1. Approved expenses may include transportation costs, registration fees, meals, lodging, baggage fee (one personal bag per traveler on College business), and incidental expenses, which include parking fees, tolls, taxi fares, tips and similar expenses. Specific criteria for the categories of transportation, lodging, and meals must be met, as outlined in the following paragraphs.

D. Transportation:

1. All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. All travel shall be done by the most direct route. Expenses due to deviations for convenience will not be approved for payment by the College. Arrangements for transportation shall be the least costly reasonable available alternative.
2. A college vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see the Staff portal.) If less than the cost of mileage reimbursement, the purchase of gasoline for a personal vehicle for the purpose of the approved travel may be approved if an original detailed receipt supporting the expenditure accompanies the request.

E. Lodging:

1. Approved expenses for lodging include each day for which lodging is required for business purposes at the standard room rate not to exceed \$300 per night (see exception). An exception to the maximum rates is that the standard room rate in a hotel where a meeting, convention, or conference is being held may be approved. Expenses incurred due to room upgrades, use of amenities, or nights stayed in addition to those in which business purposes exist will not be approved for payment by the College.

F. Meals:

1. Approved expenses for meals (which includes breakfast, lunch, and dinner) will be for the actual cost of the meal (not a per diem rate) provided that itemized approval requests accompany by the original detailed receipts are submitted. The cost of alcoholic beverages will not be approved. The total daily amount approved will not exceed the maximum total daily amount of Meals and Incidental Expenses rates published by the U.S. General Services Administration (see exception). Rates can be verified at <https://www.gsa.gov/travel/plan-book/per-diem-rates/> <https://www.gsa.gov/portal/category/26429> (Meals & IE tab). Exceptions to the maximum amount include: the total amount of meals in a hotel where a meeting, convention, or conference is being held may be approved and meals included as part of the conference package may be approved and on first and last day of travel, the maximum daily rate may not be prorated if travel and meetings exceed 12 hours. Meals under these exclusions are not included in the total maximum daily rate.

G. Reimbursement:

1. Itemized reimbursement requests for all travel expenses must be accompanied by original detailed receipts. Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by original detailed receipts for all items.
2. All settlement of travel advances must take place within 10 working days of the completion of the trip.

**AGENDA ITEM #X-B-2
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE**

**RESOLUTION AUTHORIZING ENTRY INTO A JOINT
COOPERATIVE PURCHASING AGREEMENT WITH
THE INTERLOCAL PURCHASING SYSTEM (TIPS)**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution authorizing the entry into a Master Intergovernmental Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS), which allows the College to become a member of the cooperative purchasing entity.

BACKGROUND: TIPS is a cooperative purchasing organization approved for use by the State of Illinois Chief Procurement Office that provides contracts competitively solicited by public agencies for a wide array of products and services. This creates aggregate buying power and expertise to procure products and services from quality vendor partners. TIPS partners with members to conduct rigorous and transparent competitive sector procurement processes for critical products and services. Membership is free for the College. Purchasing opportunities available through the cooperative range from services to capital items to supplies.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING ENTRY INTO A JOINT
COOPERATIVE PURCHASING AGREEMENT WITH
THE INTERLOCAL PURCHASING SYSTEM (TIPS)**

WHEREAS, Highland Community College is a public community college district, and therefore authorized under the Intergovernmental Cooperation Act (5 ILCS 220/2) to enter into intergovernmental agreements with other units of local governments within and outside of Illinois; and

WHEREAS, The Interlocal Purchasing System (TIPS) is a cooperative authorized by the statutes of Illinois, 5 ILCS 220/1 et seq., and thereby qualified as a political subdivision and governmental unit within the State of Illinois; and

WHEREAS, the Board of Trustees of Community College District No. 519 (Highland Community College) have reviewed and considered the efficacy of entry into a Participation Agreement with TIPS and after so doing believe it to be in the best interests of the College to become a member of the cooperative; and

WHEREAS, the Board of Trustees desire to authorize Highland Community College to enter into a Participation Agreement with TIPS, for the purpose of accessing available TIPS contracts for goods and services from awarded vendors.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees authorizes entry into the Participation Agreement with The Interlocal Purchasing System (TIPS).
2. Highland Community College is hereby authorized to become a participating member of TIPS and to pursue, subject to any necessary future approval by the Board of

Trustees, contracts for goods and services through TIPS, which opportunities are similarly available to other governmental units.

3. The Chairman of the Board of Trustees is authorized to execute the proposed Participation Agreement with TIPS.

4. The Highland Community College Administration is further authorized to execute all documents and take all actions necessary to ensure that future contracts proposed to be entered into through TIPS have been properly competitively bid and will be an efficient use of taxpayer resources.

Adopted this _____ day of March, 2024.

Dated: _____

Secretary of the Board

Dated: _____

Board Chairperson

**AGENDA ITEM #X-C-1
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COLLEGE ACCESS SPECIALIST, TRIO EDUCATIONAL OPPORTUNITY CENTERS
(EOC) (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the College Access Specialist, TRIO Educational Opportunity Centers (EOC). This is a full-time, exempt professional, grant funded position and is included in the FY24 budget.

BACKGROUND: With one of the incumbents in the position resigning, the job description was reviewed when the vacancy was posted. The job description has been revised to clarify a principal duty of the position.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: College Access Specialist, TRIO Educational Opportunity Centers (EOC) (Grant Funded)*

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

GENERAL STATEMENT OF RESPONSIBILITIES: Provides academic support, advising, and referral services to college-ready individuals in Ogle, Stephenson, Carroll, and Winnebago counties through the EOC.

PRINCIPAL DUTIES: (essential functions)

- Organizes, implements, and holds informational sessions as part of outreach efforts to prospective participants for EOC.
- Identifies and recruits program participants; aids in identifying and meeting academic needs of participants.
- Provides academic advising, financial literacy, and referral services to college-ready individuals.
- Assists with college preparation-admissions processes which may include ACT/SAT preparation, college and scholarship application assistance, and financial aid applications.
- Administers appropriate self-assessments in areas of personal/social development and career exploration.
- Assists participants in setting and achieving personal, educational and career goals.
- Develops and delivers academic, career and financial literacy workshops.
- Provides resources to participants to augment their career awareness, career exploration and job search skills.
- Tracks and monitors program data to determine effectiveness of activities related to intended outcomes.
- Advocates for TRIO programs when necessary to ensure academic success.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of academic advising and college, career, financial aid, and economic literacy activities and related services.

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

Knowledge of academic and student support resources.

Knowledge of community resources.

Knowledge of federal and state financial aid requirements.

Knowledge of computer operations and software applications.

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

Knowledge of utilizing data to make informed decisions.

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

Skill in career, academic, personal, and/or financial aid counseling.

Skill in assisting others to set and reach goals.

Skill in working independently.

Skill in interpersonal, oral and written communications.

Skill in presenting to groups.

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

Skill in operating computers and software applications.

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

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

MINIMUM QUALIFICATIONS: Bachelor's degree in counseling, education, sociology or related field, and one year of relevant experience working with low-income, first-generation students, other disadvantaged populations, or work in a TRIO program setting OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Must possess a valid Illinois Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, TRIO Educational Opportunity Center (EOC)

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4220

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

ADOPTED/REVISED: ~~10/18/22~~ 03/26/2024 *[Pending Board Approval]

**AGENDA ITEM #X-D-1
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF LEASE PROPOSAL
NEW MULTI-FUNCTION SCHOOL ACTIVITY BUSES (MFSAB)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the attached proposal to enter into a five-year lease contract with Santander Bank, through Midwest Transit Equipment Inc. for the use of four 15-person multi-function school activity buses (MFSAB) at an estimated annual cost of \$78,144 (\$1,628 per unit per month) for five years. Final cost will be based upon lease interest rates at the time of final acceptance.

BACKGROUND: The College's current fleet of mini buses consists of four 2019 Ford/Elkhart Coach 15-person (14 passenger plus driver) MFSABs. We took delivery of these buses in August of 2019 on a five-year lease. Because of long lead times on delivery of new buses we must agree to the current terms at this time in order to put our new buses into production. When the buses are ready for delivery around August of 2024 we will be subject to the current lease interest rate at that time for the duration of the contract. The asset cost is fixed and will not change.

The recommended lease provides the College with a definite cost over five years (plus any mileage overage charges, which are not expected) and plans for the replacement of buses on a regular schedule so we can continue to provide safe and reliable transportation for our students and student athletes.

BOARD ACTION: _____

RETAIL ORDER FOR A NEW MOTOR VEHICLE

DATE: MARCH 6, 2024

SELLER: MIDWEST TRANSIT EQUIPMENT INC.
146 W. ISSERT DR.
KANKAKEE, IL 60901

PHONE NUMBER: 815-933-2412

PURCHASER: HIGHLAND COMMUNITY COLLEGE
2998 WEST PEARL CITY RD.
HIGHLAND, IL 61302

CONTACT: KURT SIMPSON

PHONE NUMBER: 815-599-3501

Please enter my order for the following vehicles:

FOUR (4) 2025 FORD STARCRAFT ALLSTAR BUSES
14 PASSENGER WITH REAR LUGGAGE

LEASE RATE PER UNIT PER MONTH FOR 60 MONTHS : \$1,628.00*

*= Lease rates are based on current interest rates and are subject to review and change prior to delivery of units
Lease rates include 15,000 miles per year per bus with any overages at lease end charged at 35 cents per mile.
Price includes all applicable fleet incentives and rebates.
Price does not include any applicable taxes. License/title/documentation fees will be build separately.

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN SELLER ARE THEIRS, NOT SELLER'S AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS SELLER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY SELLER ON ITS OWN BEHALF, SELLER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY SELLER.

The two pages of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the second page and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order.

THIS ORDER IS A BINDING CONTRACT AND IS NON-CANCELABLE.

ACCEPTED BY: HIGHLAND COMMUNITY COLLEGE

ACCEPTED BY: MIDWEST TRANSIT EQUIPMENT INC.

PURCHASER'S SIGNATURE DATE

SELLERS AUTHORIZED REPRESENTATIVE DATE

PRINT NAME

THOMAS BOLDWIN

PRINT NAME

TITLE

DIRECTOR OF GOVERNMENTAL SALES

TITLE

RETAIL ORDER FOR A MOTOR VEHICLE, CONTINUED

MOTOR VEHICLES

ADDITIONAL TERMS AND CONDITIONS

1. As used in this order the Terms (a) "Seller" shall mean the Seller to whom this order is addressed and who shall become a party hereto by its acceptance hereof, (b) "Purchaser" shall mean the party executing this order as such on the face hereof, and (c) "Manufacturer" shall mean the corporation that manufactured the vehicle or chassis, it being understood by Purchaser and Seller that Seller is in no respect the agent of Manufacturer, that Seller and Purchaser are the sole parties to this order and that reference to manufacturer herein is for the purpose of explaining generally certain contractual relationships existing between Seller and Manufacturer with respect to new motor vehicles.
2. Manufacturer has reserved the right to change the design of any new motor vehicle, chassis, accessories or parts thereof at any time without notice and without obligation to make the same or any similar change upon any motor vehicle, chassis, accessories or parts thereof previously purchases by or shipped to Seller or being manufactured or sold in accordance with Seller's orders. Correspondingly, in the event of any such change by Manufacturer, Seller shall have no obligations to Purchaser to make the same or any similar change in any motor vehicle, chassis, accessories or parts thereof covered this order either before or subsequent to delivery thereof to Purchaser.
3. Seller shall not be liable for failure to deliver or delay in delivering the motor vehicle covered by this order where such failure or delay is due, in whole or in part, to any cause beyond the control or without the fault or negligence of Seller.
4. The price for the motor vehicle specified on the face of this order includes reimbursement for Federal Excise taxes, but does not include sales taxes, use taxes or occupational taxes based on sales volume, (Federal, State, or Local) unless expressly so stated. Purchaser assumes and agrees to pay, unless prohibited by law, any such sales, use or occupational taxes imposed on or applicable to the transaction covered by this order, regardless of which party may have primary tax liability therefore.
5. **FACTORY WARRANTY: ANY WARRANTY ON ANY NEW VEHICLE OR USED VEHICLE STILL SUBJECT TO A MANUFACTURER'S WARRANTY IS THAT MADE BY THE MANUFACTURER ONLY. THE SELLER HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

USED VEHICLE WHETHER OR NOT SUBJECT TO MANUFACTURER'S WARRANTY: UNLESS A SEPARATE WRITTEN INSTRUMENT SHOWING THE TERMS OF ANY SELLER'S WARRANTY OR SERVICE CONTRACT IS FURNISHED BY SELLER TO BUYER, THIS VEHICLE IS SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED", AND THE SELLER HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
6. **PURCHASER SHALL NOT BE ENTITLED TO RECOVER FROM SELLER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.**
7. The purchaser, before or at the time of delivery of the motor vehicle covered by this order will execute such forms of agreement or documents as may be required by the terms and conditions of payment indicated on the front of this order.
8. The purchaser agrees to take possession of equipment and pay for them upon delivery of vehicle(s) as provided on front page within 10 days of notice that the equipment is ready for delivery.
9. "New Motor Vehicle" is defined as a vehicle that has not been previously titled and with less than 500 miles at time of delivery to purchaser.

Terms and conditions read, understood and agreed to by _____, Date: _____

Signature

Printed Name

HIGHLAND COMMUNITY COLLEGE

**AGENDA ITEM #X-D-2
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**SOFTWARE ORDER FORM WITH CLOUD SOFTWARE GROUP
FOR WEBFOCUS REPORTING SOFTWARE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached software order form from Cloud Software Group, for a three-year agreement of WebFOCUS Basic Edition, at a total cost not to exceed \$65,404.11

BACKGROUND: WebFOCUS has been utilized since 2005 and is a critical tool to support the College to make data-driven decisions. Used by the Institutional Research (IR) and ITS departments, and several other departments/divisions across the College, WebFOCUS has customer written reports that extract information from Banner in an understandable and useful way. These reports are also used to meet internal, state, and federal reporting requirements; for example, the weekly enrollment report and semester enrollment trends report, ICCB required College-wide reports, the credit hour reimbursement data report, and the federal IPEDS report.

BOARD ACTION: _____



Contract-201095
Q-275144

Order Form

Order Form Effective Date: 02/16/2024

This Order is entered into pursuant to and hereby incorporates the End User Agreement located at <https://www.cloud.com/content/dam/cloud/documents/legal/end-user-agreement.pdf> and sets forth the maximum Number of Units by License Type that Customer may use of the Products during the specified Term. In the event of any conflict between this Order and the End User Agreement, the Order will prevail. Capitalized terms used in this Order and not otherwise defined, are defined in the End User Agreement. Any terms incorporated by written reference (including written reference to information contained in a URL or referenced policy) form a part of this Order as if set forth herein.

Customer agrees to the terms and conditions of this Order and has caused this Order to be signed and delivered by its duly authorized officer or representative. Company's acceptance of this Order shall be deemed to have occurred on Company's initial delivery of Products under this Order. Customer shall use the Products in accordance with this Order, the Agreement, and Documentation.

Company: Cloud Software Group, Inc. – 851 West Cypress Creek Road - Fort Lauderdale - Florida - 33309

Customer Name ("Customer"): Highland Community College

Street: 2998 West Pearl City Road

Building/Suite Number: [Building or Suite Number]

City: Freeport

State/Province: IL

Zip/Postal Code: 61032-9341

Country: United States

Contact: Patricia Potter | patricia.potter@highland.edu

All monetary denominations shall be in USD

Software and Services

Subscription

Software (License Type)	Maintenance/Service Level	Unit	Number of Units	Term Start Date	Term End Date
ibi™ WebFOCUS® - Basic Edition (ProdPlus)	ibi Silver	50xNamed User	1	03/05/2024	03/04/2027

Total Subscription Fee	65,404.11
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Total Fees Due	65,404.11
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Termination of Prior License and Maintenance

- A. Upon the Order Form Effective Date, Customer's rights to the Licensor Software and associated Maintenance Services previously licensed under the Information Builders Inc. Site Code 7678.02 and 7678.03 between Company and Customer and/or Customer and a third-party (the "Prior Licenses"), are terminated.
- B. Customer shall not receive any refund or credits for the terminated Prior Licenses.
- C. Upon the Order Form Effective Date, Customer must cease using, de-install, return, or destroy all copies of the Prior Licenses unless and solely to the extent continued use and deployment of such Software is included in the Subscription and/or Cloud Service entitlements stated in this Order Form. Customer's total deployment of Product shall not exceed the Number of Units stated in Section 1 above.
- D. Except as expressly set forth in this Order Form all other terms and conditions of the Agreement remain intact and un-changed.

Payment Terms. For this Order Form only, Customer shall pay fees as per the Billing schedule below, with each payment due Net 30 days from the date of Company's invoice:

Billing Schedule	
Billing Date	Fees Due
2024-03-05	18,308.17
2025-02-03	21,603.64
2026-02-03	25,492.30

Customer may deliver an executed copy of this Order Form to Company by facsimile or similar instantaneous electronic transmission device and such delivery shall be considered valid and effective for all purposes.

Highland Community College

Signature:

Name:

Title:

Date:

**AGENDA ITEM #X-D-3
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**LEADERSHIP PROGRAM FEE CHANGES
FOR FALL 2024 AND SPRING 2025**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the following program fee changes beginning with the Fall 2024 (Leadership Institute) and Spring 2025 (Leadership Forum) semesters.

Proposed Increase for Fall 2024	Current	Proposed
Leadership Institute Program Fee	\$1,500	\$2,000
Proposed Increase for Spring 2025		
Leadership Forum Program Fee	\$1,500	\$2,000

BACKGROUND: The purpose of the program fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset increased cost of course supplies or to reflect area service costs.

The program fee for the Leadership Institute was last increased in Fall 2013, while the Leadership Forum program fee was last increased in Spring 2018.

BOARD ACTION: _____

**AGENDA ITEM #X-D-4
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
FEBRUARY 2024**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the February 2024 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 361877 through 362363 amounting to \$1,173,218.63, Automated Clearing House (ACH) debits W0000652 amounting to \$44,255.10, and Electronic Refunds of \$61,638.54, with 4 adjustments of \$1,067.20, such warrants amounting to \$1,278,045.07. Transfers of funds for payroll amounted to \$689,066.83.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$44,255.10. Electronic Refunds are issued to students.

BOARD ACTION: _____

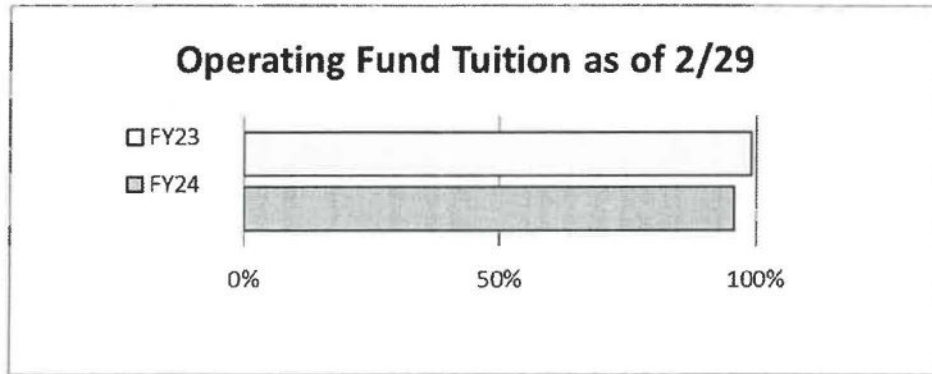
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, February 29, 2024

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$230,287.94	\$6,250.00	\$5,000.00	\$231,537.94
FIFTH THIRD	8,508.40	0.00	0.00	8,508.40
UNION SAVINGS BANK	177,302.21	2.40	0.00	177,304.61
TOTAL ASSETS	\$416,098.55	\$6,252.40	\$5,000.00	\$417,350.95
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	5,000.00		70,074.89
1017 HCC ROAD AND LOT	117,651.85		5,000.00	112,651.85
1018 YMCA ROAD AND LOT	100,984.68	416.66		101,401.34
1019 YMCA BLDG/MAINT	8,544.11	833.34		9,377.45
1020 HCC BLDG/MAINT	13,799.63			13,799.63
1021 YMCA/HCC INTEREST	101,534.99	2.40		101,537.39
1022 HCC SECTION 125 PLAN	8,508.40			8,508.40
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$416,098.55	\$6,252.40	\$5,000.00	\$417,350.95

**AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24**

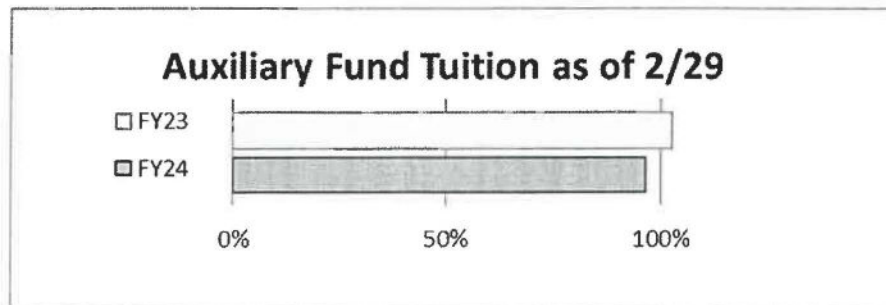
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

- As of February 29th, we are 66% of the way into FY24.
- **Current Results as of Month End:** The following charts shows the comparison of the FY24 financial results for various items, as labeled, to FY23 results as of February 29th. The FY23 bar is the year-to-date results as of February 28, 2023, divided by the actual year end results for FY23. The FY24 bar is the year to date results for February 29, 2024, divided by the annual budgeted amount for FY24.

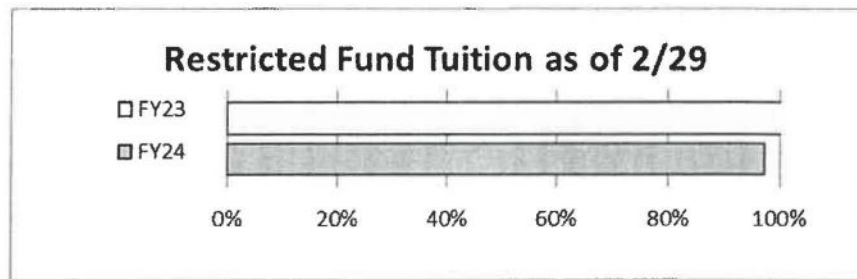


At the time, Operating Fund tuition appears to be about 3% or \$150,000 below expected levels.

The College has received the annual draw down from the Matching Grant, in the amount of \$362,000. This is reflected in Other Revenue in the Operating Funds.



At this time, Auxiliary Fund tuition revenue, which accounts for the per-credit hour activity fee, appears to be about 6% or \$29,000 below expected levels.



At this time, Restricted Fund tuition revenue, which accounts for the per-credit hour technology fee, appears to be about 5% or \$33,000 below expected levels.

AGENDA ITEM #XI-A
MARCH 26, 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 February 29, 2024

<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	995,650	69.1%
Equalization	50,000	33,333	66.7%
ICCB Career/Tech Education	136,719	144,849	105.9%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	965,000	459,819	47.6%
Federal Sources	123,000	98,557	80.1%
Tuition & Fees	5,000,000	4,788,790	95.8%
Sales & Services	29,950	24,804	82.8%
Facilities Revenue	111,850	59,700	53.4%
Interest on Investments	235,000	356,280	151.6%
Non-Govt. Gifts, Grants	361,983	370,000	102.2%
Miscellaneous	39,226	41,928	106.9%
Total Revenue	\$16,354,190	\$11,159,899	68.2%
<u>EXPENDITURES:</u>			
Salaries	\$10,339,130	\$6,620,173	64.0%
Employee Benefits	2,408,870	1,777,817	73.8%
Contractual Services	1,578,893	1,059,538	67.1%
Materials & Supplies	1,033,210	676,056	65.4%
Conference & Meeting	290,000	152,431	52.6%
Fixed Charges	78,030	53,178	68.2%
Utilities	764,991	711,974	93.1%
Capital Outlay	48,038	17,649	36.7%
Other Expenditures	270,028	278,089	103.0%
Transfers (In) Out	(457,000)	-	0.0%
Total Expenditures	\$16,354,190	\$11,346,905	69.4%
Excess of Revenues Over Expenditures	\$0	(\$187,006)	
Fund Balance 7/1/23	7,232,750	7,232,750	
Fund Balance 2/29/24	\$7,232,750	\$7,045,744	

AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2024

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,100,000	\$498,756	45.3%
Interest	-	305,303	100.0%
	-----	-----	-----
Total Revenue	\$1,100,000	\$804,059	73.1%
EXPENDITURES:			

Contractual Services	61,800	164,046	265.4%
Capital Outlay	10,313,196	3,338,641	32.4%
	-----	-----	-----
Total Expenditures	10,374,996	3,502,687	33.8%
Excess of Revenues Over Expenditures	(\$9,274,996)	(\$2,698,628)	
Fund Balance 7/1/23	\$10,551,632	\$10,551,632	
	-----	-----	
Fund Balance 2/29/24	\$1,276,636	\$7,853,004	

AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2024

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$475,000	\$458,115	96.4%
Bookstore Sales	480,100	350,068	72.9%
Athletics	48,410	21,030	43.4%
Other	108,605	185,022	170.4%
-----	-----	-----	-----
Total Revenue	\$1,112,115	\$1,014,235	91.2%
EXPENDITURES:			

Salaries	\$332,881	\$228,320	68.6%
Employee Benefits	22,001	19,172	87.1%
Contractual Services	115,030	66,446	57.8%
Materials & Supplies	618,830	542,017	87.6%
Conference & Meeting	364,475	204,237	56.0%
Fixed Charges	24,644	2,681	10.9%
Utilities	840	668	79.5%
Capital Outlay	20,007	36,858	184.2%
Other Expenditures	24,170	48,844	202.1%
Transfers	(60,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,462,878	\$1,149,243	78.6%
Excess of Revenues			
Over Expenditures	(\$350,763)	(\$135,008)	
Fund Balance 7/1/23	\$1,237,676	\$1,237,676	
-----	-----	-----	
Fund Balance 2/29/24	\$886,913	\$1,102,668	

AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2024

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$158,765	80,024	50.4%
Adult Education	247,455	150,570	60.8%
Other Illinois Sources	596,064	482,461	80.9%
Department of Education	3,835,339	2,257,241	58.9%
Other Federal Sources	711,303	166,907	23.5%
Tuition & Fees	645,000	628,405	97.4%
Sales & Service Fees	34,300	-	0.0%
Interest	20,000	41,222	206.1%
Non-govt. Gifts, Grants	879,500	60,055	6.8%
Other	328,417	197,245	60.1%
	-----	-----	-----
Total Revenue	\$7,456,143	4,064,130	54.5%
 <u>EXPENDITURES:</u>			
Salaries	\$1,603,030	\$1,203,665	75.1%
Employee Benefits	426,880	286,218	67.0%
Contractual Services	1,325,588	516,856	39.0%
Materials & Supplies	390,522	204,547	52.4%
Conference & Meeting	182,395	78,644	43.1%
Fixed Charges	26,608	20	0.1%
Utilities	4,872		0.0%
Capital Outlay	1,412,085	946,413	67.0%
Other Expenditures	520,375	317,947	61.1%
Financial Aid	2,438,010	1,483,968	60.9%
Transfers out (in)	402,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,732,365	\$5,038,278	57.7%
 Excess of Expenditures Over Revenue	 (\$1,276,222)	 (\$974,148)	
 Fund Balance 7/1/23	 2,085,366	 2,085,366	
	-----	-----	
Fund Balance 2/29/24	\$809,144	\$1,111,218	

AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUDIT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2024

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	\$74,775	106.3%
	-----	-----	-----
Total Expenditures	\$70,375	\$74,775	106.3%
 Excess of Revenues Over Expenditures	\$625	(\$40,770)	
 Fund Balance 7/1/23	\$2,166	\$2,166	
	-----	-----	
Fund Balance 2/29/24	\$2,791	(\$38,604)	

AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2024

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	2,087,257	105.3%
	-----	-----	-----
Total Expenditures	\$1,982,050	\$2,087,257	105.3%
 Excess of Revenues Over Expenditures	(\$562,300)	(\$1,168,903)	
 Fund Balance 7/1/23	\$949,496	\$949,496	
	-----	-----	
Fund Balance 2/29/24	\$387,196	(\$219,407)	

AGENDA ITEM #XI-A
MARCH 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 29, 2024

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	\$230,626	66.1%
Employee Benefits	313,459	220,458	70.3%
Contractual Services	392,925	435,927	110.9%
Materials & Supplies	16,300	8,920	54.7%
Conference & Meetings	31,825	8,603	27.0%
Fixed Charges	278,952	284,921	102.1%
Utilities	25,000	23,722	94.9%
	-----	-----	-----
Total Expenditures	\$1,407,239	\$1,213,177	86.2%
Excess of Revenues			
Over Expenditures	(\$12,239)	(\$517,417)	
Fund Balance 7/1/23	\$489,153	\$489,153	
	-----	-----	
Fund Balance 2/29/24	\$476,914	(\$28,264)	