

**AGENDA ITEM #XIII-D-6  
APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the March 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 362364 through 362941 amounting to \$1,455,089.39, Automated Clearing House (ACH) debits W0000653 amounting to \$53,498.20 and Electronic Refunds of \$314,887.70, with 4 adjustments of \$1,225.95, such warrants amounting to \$1,822,249.34. Transfers of funds for payroll amounted to \$701,363.29.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$53,498.20. Electronic Refunds are issued to students. Financial Aid disbursed Pell and MAP.

BOARD ACTION: \_\_\_\_\_

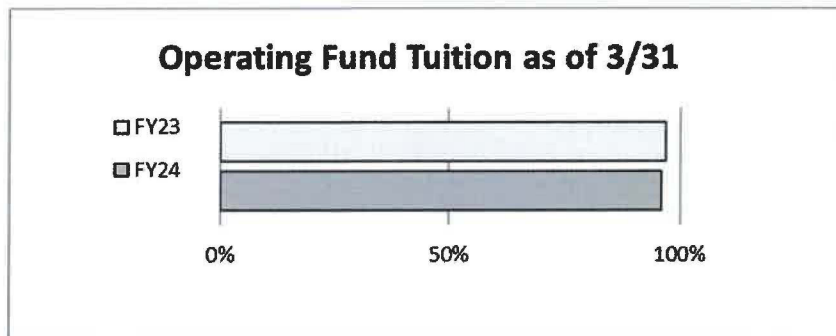
**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, March 31, 2024**

	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
<b>US BANK</b>	\$231,537.94	\$2,500.00	\$0.00	\$234,037.94
<b>FIFTH THIRD</b>	8,508.40	0.00	0.00	8,508.40
<b>UNION SAVINGS BANK</b>	177,304.61	5.13	0.00	177,309.74
	<b>\$417,350.95</b>	<b>\$2,505.13</b>	<b>\$0.00</b>	<b>\$419,856.08</b>
<b>TOTAL ASSETS</b>	<b>\$417,350.95</b>	<b>\$2,505.13</b>	<b>\$0.00</b>	<b>\$419,856.08</b>
<b>1010 HCC ORCHESTRA</b>				
<b>1011 TRANSFER FUNDS</b>				
<b>1012 FORENSICS SCHOLAR</b>				
<b>1013 INTEREST ON INVEST.</b>				
<b>1014 TRUSTS AND AGENCIES</b>				
<b>1015 CARD FUND</b>				
<b>1016 DIST #145 ROAD AND LOT</b>	70,074.89			70,074.89
<b>1017 HCC ROAD AND LOT</b>	112,651.85			112,651.85
<b>1018 YMCA ROAD AND LOT</b>	101,401.34	833.32		102,234.66
<b>1019 YMCA BLDG/MAINT</b>	9,377.45	1,666.68		11,044.13
<b>1020 HCC BLDG/MAINT</b>	13,799.63			13,799.63
<b>1021 YMCA/HCC INTEREST</b>	101,537.39	5.13		101,542.52
<b>1022 HCC SECTION 125 PLAN</b>	8,508.40			8,508.40
<b>1023 Ic3SP CAREER SERVICES</b>	0.00			0.00
	<b>\$417,350.95</b>	<b>\$2,505.13</b>	<b>\$0.00</b>	<b>\$419,856.08</b>
<b>TOTAL</b>	<b>\$417,350.95</b>	<b>\$2,505.13</b>	<b>\$0.00</b>	<b>\$419,856.08</b>

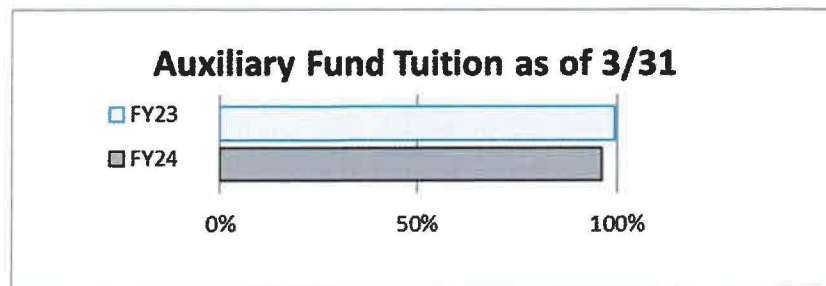
**AGENDA ITEM #XIV-A  
APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY24**

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

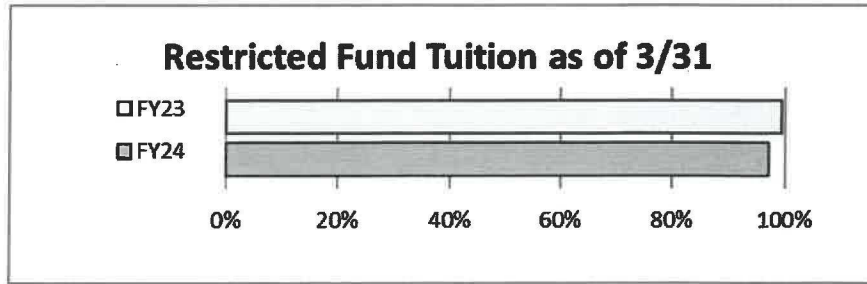
- As of March 31st, we are 75% of the way into FY24.
- **Current Results as of Month End:** The following charts show the comparison of the FY24 financial results for various items, as labeled, to FY23 results as of March 31st. The FY23 bar is the year-to-date results as of March 31, 2023, divided by the actual year end results for FY23. The FY24 bar is the year-to-date results for March 31, 2024, 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 \$1,000.



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.



Restricted Fund tuition revenue appears to be about 2% lower than anticipated at this point in time. If Restricted Fund tuition revenue is 3% less than budgeted for the fiscal year, that amounts to about \$13,000.

AGENDA ITEM #XIV-A  
 APRIL 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 March 31, 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	1,079,640	74.9%
Equalization	50,000	37,500	75.0%
ICCB Career/Tech Education	136,719	144,849	105.9%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	965,000	523,759	54.3%
Federal Sources	123,000	103,094	83.8%
Tuition & Fees	5,000,000	4,799,988	96.0%
Sales & Services	29,950	28,398	94.8%
Facilities Revenue	111,850	72,581	64.9%
Interest on Investments	235,000	397,841	169.3%
Non-Govt. Gifts, Grants	361,983	370,000	102.2%
Miscellaneous	39,226	46,186	117.7%
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Total Revenue	\$16,354,190	\$11,390,025	69.6%
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<u>EXPENDITURES:</u>			
Salaries	\$10,339,130	\$7,422,870	71.8%
Employee Benefits	2,408,870	1,877,479	77.9%
Contractual Services	1,578,893	1,146,922	72.6%
Materials & Supplies	1,033,210	738,340	71.5%
Conference & Meeting	290,000	174,294	60.1%
Fixed Charges	78,030	53,328	68.3%
Utilities	764,991	712,615	93.2%
Capital Outlay	48,038	24,130	50.2%
Other Expenditures	270,028	244,120	90.4%
Transfers (In) Out	(457,000)	-	0.0%
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Total Expenditures	\$16,354,190	\$12,394,098	75.8%
Excess of Revenues Over Expenditures	\$0	(\$1,004,073)	
Fund Balance 7/1/23	7,232,750	7,232,750	
	-----		
Fund Balance 3/31/24	\$7,232,750	\$6,228,677	

AGENDA ITEM #XIV-A  
APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY24

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 2024

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,100,000	\$498,756	45.3%
Interest	-	305,314	100.0%
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Total Revenue	\$1,100,000	\$804,070	73.1%
EXPENDITURES:			
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Contractual Services	61,800	164,046	265.4%
Capital Outlay	10,313,196	3,416,963	33.1%
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Total Expenditures	10,374,996	3,581,009	34.5%
Excess of Revenues Over Expenditures	(\$9,274,996)	(\$2,776,939)	
Fund Balance 7/1/23	\$10,551,632	\$10,551,632	
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Fund Balance 3/31/24	\$1,276,636	\$7,774,693	

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APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY24

AUXILIARY ENTERPRISE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 2024

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$475,000	\$456,930	96.2%
Bookstore Sales	480,100	365,337	76.1%
Athletics	48,410	23,835	49.2%
Other	108,605	237,055	218.3%
<b>Total Revenue</b>	<b>\$1,112,115</b>	<b>\$1,083,157</b>	<b>97.4%</b>
<b>EXPENDITURES:</b>			
Salaries	\$332,881	\$253,301	76.1%
Employee Benefits	22,001	23,500	106.8%
Contractual Services	115,030	75,033	65.2%
Materials & Supplies	618,830	557,568	90.1%
Conference & Meeting	364,475	229,240	62.9%
Fixed Charges	24,644	3,321	13.5%
Utilities	840	744	88.6%
Capital Outlay	20,007	36,858	184.2%
Other Expenditures	24,170	54,727	226.4%
Transfers	(60,000)	-	-
<b>Total Expenditures</b>	<b>\$1,462,878</b>	<b>\$1,234,292</b>	<b>84.4%</b>
Excess of Revenues Over Expenditures	(\$350,763)	(\$151,135)	
Fund Balance 7/1/23	\$1,237,676	\$1,237,676	
Fund Balance 3/31/24	\$886,913	\$1,086,541	

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APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY24

RESTRICTED PURPOSE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 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	497,125	83.4%
Department of Education	3,835,339	3,363,238	87.7%
Other Federal Sources	711,303	289,212	40.7%
Tuition & Fees	645,000	626,981	97.2%
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	197,274	60.1%
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Total Revenue	\$7,456,143	5,305,701	71.2%
<u>EXPENDITURES:</u>			
Salaries	\$1,603,030	\$1,338,759	83.5%
Employee Benefits	426,880	338,879	79.4%
Contractual Services	1,325,588	522,682	39.4%
Materials & Supplies	390,522	232,458	59.5%
Conference & Meeting	182,395	88,095	48.3%
Fixed Charges	26,608	2,132	8.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,412,085	959,623	68.0%
Other Expenditures	520,375	372,046	71.5%
Financial Aid	2,438,010	-	0.0%
Transfers out (in)	402,000	2,456,831	0.0%
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Total Expenditures	\$8,732,365	\$6,311,505	72.3%
Excess of Expenditures Over Revenue	(\$1,276,222)	(\$1,005,804)	
Fund Balance 7/1/23	2,085,366	2,085,366	
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Fund Balance 3/31/24	\$809,144	\$1,079,562	



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 APRIL 30, 2024  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY24

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended March 31, 2024

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,419,750	918,354	64.7%
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Total Revenue	\$1,419,750	918,354	64.7%
EXPENDITURES:			
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Fixed Charges	\$1,982,050	2,087,257	105.3%
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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 3/31/24	\$387,196	(\$219,407)	

AGENDA ITEM #XIV-A  
 APRIL 30, 2024  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY24

AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended March 31, 2024

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$71,000	\$34,005	47.9%
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Total Revenue	\$71,000	\$34,005	47.9%
EXPENDITURES:			
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Contractual Services	\$70,375	\$74,775	106.3%
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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 3/31/24	\$2,791	(\$38,604)	

AGENDA ITEM #XIV-A  
APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY24

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 2024

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,395,000	\$695,760	49.9%
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Total Revenue	\$1,395,000	\$695,760	49.9%
EXPENDITURES:			
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Salaries	\$348,778	\$256,869	73.6%
Employee Benefits	313,459	247,516	79.0%
Contractual Services	392,925	442,552	112.6%
Materials & Supplies	16,300	9,000	55.2%
Conference & Meetings	31,825	14,810	46.5%
Fixed Charges	278,952	284,921	102.1%
Utilities	25,000	23,901	95.6%
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Total Expenditures	\$1,407,239	\$1,279,569	90.9%
Excess of Revenues Over Expenditures	(\$12,239)	(\$583,809)	
Fund Balance 7/1/23	\$489,153	\$489,153	
	-----	-----	
Fund Balance 3/31/24	\$476,914	(\$94,656)	

**AGENDA ITEM #XVI-B-1  
APRIL 30, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW DIFFERENTIAL POSITION  
AGRICULTURE DEPARTMENT COORDINATOR(S)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the new differential position of Agriculture Department Coordinator(s). This will be a normal differential entered into the Faculty Senate contract, as negotiated.

**BACKGROUND:** Over the past several years, the full-time agriculture faculty have worked to enhance the exceptional student experience, improve academic innovation and quality, and secure the financial health of the agriculture program. The activities outlined in the position description are beyond the scope of the faculty job description, and it is appropriate they be reflected in a differential position. This request followed the differential process outlined in Article VIII section G in the current Faculty Contract. Conversations were held with the full-time Agriculture Faculty, the Vice President of Business, Technology, and Community Programs, the Interim Vice President/CAO, Academic Services, the Faculty Senate President, and the Faculty Senate Negotiations Team. The differential position description on the next page was developed using the differential procedure and has received the necessary approvals by Faculty Senate leadership and Administration. The supporting documents provide additional insight to the work being completed for the differential position and by the full-time agriculture faculty to support the program.

**BOARD ACTION:** \_\_\_\_\_

**AGRICULTURE DEPARTMENT COORDINATOR(S)**  
**Differential Proposal**

**Justification**

Over the past several years, the full-time agriculture faculty has been spending a considerable amount of time completing tasks beyond contractual obligations to enhance the exceptional student experience, improve academic innovation and quality, and secure financial health of the agriculture program. To continue these efforts, we are proposing the Agriculture Department Differential.

**Position Description**

This differential is valued at up to 9 contact hours of release time or overload in the fall semester, up to 6 contact hours of release time or overload in the spring semester, and up to 6 hours of overload in the summer. This position is shared flexibly among multiple faculty members with no single faculty member exceeding 6 hours of differential assignments each semester, without administrative approval. Duties and activities within this differential include the following:

- Coaching responsibilities related to the competitive Professional Agricultural Students (PAS) team
- Planning and executing major agricultural program events (i.e. Northwest Illinois Agriculture Industry Expo)
- Planning and executing community wide agriculture events (i.e. Farm to Table Dinner)
- Greenhouse and garden management
- Grant writing, reporting, and management

**Method and Amount of Remuneration**

Remuneration was calculated with 1 credit hour of load equals 48 clock hours of work (same as 1 credit hour equals 3 clock hours in a 16 week semester). Specific activities, hours associated with each activity, and remuneration calculations are detailed in the supporting document. At the bottom of the attached document, it is shown that activities in the fall equate to 9 credit hours, activities in the spring equate to 6 credit hours, and activities in the summer equate to 6 credit hours. We are requesting financial compensation for 100% of the accumulated extra duty hours.

**AGRICULTURE DEPARTMENT COORDINATOR(S)**  
**EXCEPTIONAL STUDENT EXPERIENCE**

Activity	Description	F	Sp	Su	T
Competitive Professional Development Advisor (i.e. - Professional Agriculture Student (PAS) Organization)	PAS is a national organization whose vision is to be the premier leadership and career development organization serving college agriculture students. Members participate in fall and spring state conferences and competitions as well as national competitions held in various locations across the US. Students meet on a regular basis throughout the year to prepare for each conference. PAS provides individual growth, leadership, and career preparation opportunities through networking with peers, local businesses and companies through the country.	80	128	12	220
<b>HOURS</b>		<b>80</b>	<b>128</b>	<b>12</b>	<b>220</b>

**ACADEMIC INNOVATION & QUALITY**

Activity	Description	F	Sp	Su	T
Large Campus Agriculture Program Event (i.e. - Northwest Illinois Agriculture Industry Expo)	Manage invites, registration, and communication with ag business vendors, high school student attendees, and college student attendees. Plan interactive sessions highlighting Highland Ag pathways of study. Plan and organize lunch. Execute event. Prepare, deliver, and analyze post event student and vendor feedback surveys.	160	16	24	200
Greenhouse & Garden Manager	Manage the daily operations and care of the greenhouse plants, hydroponics systems, germination chamber, cannabis growth and research, and raised bed gardens and associated activities.	48	64	96	208
<b>HOURS</b>		<b>208</b>	<b>80</b>	<b>120</b>	<b>408</b>

**FINANCIAL HEALTH - CREATING A BOLD FUTURE**

Activity	Description	F	Sp	Su	T
Community Wide Agriculture Events (i.e. - Farm to Table Dinner)	Prepare invites and manage attendee communication and ticket sales. Plan menu and obtain menu items from local farms. Coordinate dinner programming presentation. Obtain items for and organize silent auction. Execute event.	112	48	132	292
Grant Management	On a yearly basis, write grant application and perform grant reporting for ISBE's Growing Agricultural Science Teacher's Grant (GAST), Illinois Corn Marketing Board Grant, and Growmark Grant. Coordinate student applications and registration of grant funded course work for regional high school students (AGOC 102, AGOC 103, AGRI 186, AGRI 286, AGRI 190) through the High School Capstone and GAST grant. As needed, write grant applications and perform grant reporting for Economic Development Grants to be used for future Ag Center.	32	32	24	88
<b>HOURS</b>		<b>144</b>	<b>80</b>	<b>156</b>	<b>380</b>
<b>TOTAL HOURS</b>		<b>432</b>	<b>288</b>	<b>288</b>	<b>1008</b>
<b>CREDIT HOUR RELEASE TIME REQUESTED</b>		<b>9</b>	<b>6</b>	<b>6</b>	<b>21</b>