

**AGENDA ITEM #X-D-5
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**PURCHASE OF COPIERS AND PRINTERS FROM MARCO TECHNOLOGIES, LLC,
AND RELATED MAINTENANCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached quote from Marco Technologies, LLC, for the purchase of six copiers and six printers for a total cost not to exceed \$42,555, and related service contact at a cost of \$437.80 per month for 12 months.

BACKGROUND: This purchase materialized from several College needs: room renovations created a need for new devices, departments wanted new copier features to create marketing materials, other departments needed increased data security measures, and other devices have reached replacement age and usage. Purchasing these copiers and printers will also reduce our ongoing support maintenance costs. In keeping with budgeted College operating funds, half of the order will occur in FY24 and the remaining order in FY25.

BOARD ACTION: _____



May 13, 2024

**PROPOSAL FOR
HIGHLAND COMMUNITY COLLEGE
ATTN: PETE FINK**

Prepared by:

Roy Sellers

Technology Advisor
815.847.5498
roy.sellers@marconet.com



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

HIGHLAND COMMUNITY COLLEGE

RECOMMENDED PRINT SOLUTION

QTY	ITEM	DESCRIPTION
2	AA2J013	KONICA C360i COLOR MFP W/ DF-714
1	AA2K013	KONICA C300i COLOR MFP W / DF-714
2	AAJN017	KONICA BIZHUB C4051i COLOR 42 PPM A4 PRINTER
3	AC77013	KONICA 360i B&W MFP 36PPM W/ DF-714
4	ACT9017	KONICA BIZHUB 4051i B&W 50PPM A4 PRINTER

(3) Konica Minolta 360i

- 36 Monochrome Per Minute
- 300 Sheet Dual Scan Document Feeder
- Fax Board
- Mobile Print and Scan App
- 50 Sheet Internal Staple Finisher
- 2/3 Hole Punch Kit
- 150 Sheet Bypass Tray
- (4) 500 Sheet Paper Tray
- Scan to E-Mail/Network Folder



(1) Konica Minolta C300i

- 30 Monochrome and Color Per Minute
- 300 Sheet Dual Scan Document Feeder
- Fax Board
- Mobile Print and Scan App
- 50 Sheet Internal Staple Finisher
- 150 Sheet Bypass Tray
- (4) 500 Sheet Paper Tray
- Scan to E-Mail/Network Folder



(2) Konica Minolta C360i

- 36 Monochrome and Color Per Minute
- 300 Sheet Dual Scan Document Feeder
- Fax Board
- Mobile Print and Scan App
- 50 Sheet Staple Finisher
- 2/3 Hole Punch Kit
- 150 Sheet Bypass Tray
- (4) 500 Sheet Paper Tray
- Scan to E-Mail/Network Folder



(4) Konica Minolta 4051i

- 40 Monochrome Per Minute
- Desktop
- Off-line Stapler
- 100 Sheet Bypass Tray
- 500 Sheet Paper Tray
- Scan to E-Mail/Network Folder



(2) Konica Minolta C4051i

- 40 Monochrome and Color Per Minute
- Off-line Stapler
- 100 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray
- Floor standing
- Scan to E-Mail/Network Folder



PURCHASE PLAN

Purchase Price\$42,354.40

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial TrainingIncluded

SERVICE AND SUPPLIES

The service and supply contract includes all parts, labor, mileage, drums, toner, and developer (except paper and staples).

SERVICE & SUPPLIES\$437.80/month

- Konica A3 Black and White Prints **included** per Month: 21,000
- Konica A3 Black and White Print Overage: \$.0038/Print
- Konica A3 Color Prints **included** per Month: 4500
- Konica A3 Color Print Overages: \$.032/Print
- Konica A4 Black and White Prints **included** per Month: 6,000
- Konica A4 Black and White Prints Overage: .009
- Konica A4 Color Prints **included** per Month: 2000
- Konica A4 Color Print Overages: \$.08/Print

The above pricing does not include applicable sales tax.

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



**AGENDA ITEM #X-D-6
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the April 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 362942 through 363410 amounting to \$603,998.84, Automated Clearing House (ACH) debits W0000654 amounting to \$46,903.96, Other Debits D0000126 amounting to \$95.50, and Electronic Refunds of \$28,213.58, with 6 adjustments of \$2,574.61, such warrants amounting to \$676,637.27. Transfers of funds for payroll amounted to \$684,632.60.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$46,903.96. Other Debits consists of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, April 30, 2024**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$234,037.94	\$1,250.00	\$0.00	\$235,287.94
FIFTH THIRD	8,508.40	0.00	0.00	8,508.40
UNION SAVINGS BANK	177,309.74	0.00	0.00	177,309.74
TOTAL ASSETS	\$419,856.08	\$1,250.00	\$0.00	\$421,106.08
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	70,074.89			70,074.89
1017 HCC ROAD AND LOT	112,651.85			112,651.85
1018 YMCA ROAD AND LOT	102,234.66	416.66		102,651.32
1019 YMCA BLDG/MAINT	11,044.13	833.34		11,877.47
1020 HCC BLDG/MAINT	13,799.63			13,799.63
1021 YMCA/HCC INTEREST	101,542.52			101,542.52
1022 HCC SECTION 125 PLAN	8,508.40			8,508.40
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$419,856.08	\$1,250.00	\$0.00	\$421,106.08

**AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24**

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

- We have now received the 2023 tax year tax computation reports from all four counties. Equalized assessed valuation (EAV) changes from tax year 2022 to 2023 by county are as follows:

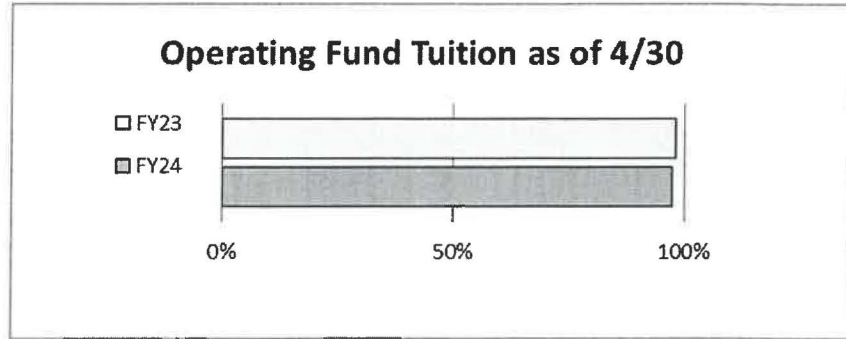
<u>County</u>	<u>Change</u>
Stephenson	+11.9%
Carroll	+10.7%
Ogle	+10.5%
Jo Daviess	+15.5%

Overall, the total district increase in EAV is about 13.1%. We had budgeted for an increase of 6%, which will result in our actual property tax revenue being about \$270,000 more than budgeted.

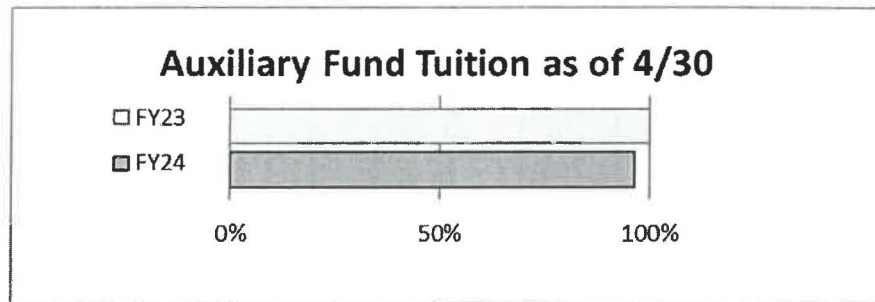
Each County’s percentage of the overall EAV is as follows:

<u>County</u>	<u>% of EAV</u>
Stephenson	35%
Carroll	16%
Ogle	8%
Jo Daviess	41%

- **Current Results as of Month End:** The following charts show the comparison of the FY23 financial results for various items, as labeled, to FY24 results as of April 30th. The FY23 bar is the year-to-date results as of April 30, 2023, divided by the actual year end results for FY23. The FY24 bar is the year-to-date results for April 30, 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 actual Operating Fund tuition revenue at year end is under budget by 1%, this amounts to \$50,000.



Auxiliary Fund tuition revenue appears to be about 3% lower than what was anticipated at this point in time. If actual Auxiliary Fund tuition revenue at year end is under budget by 3%, this amounts to \$14,000.

AGENDA ITEM #XI-A
MAY 21, 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 April 30, 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	1,263,231	87.6%
Equalization	50,000	41,667	83.3%
ICCB Career/Tech Education	136,719	144,849	105.9%
ICCB Performance	30,000	7,275	24.3%
CPP Replacement Tax	965,000	523,759	54.3%
Federal Sources	123,000	112,827	91.7%
Tuition & Fees	5,000,000	4,875,250	97.5%
Sales & Services	29,950	31,292	104.5%
Facilities Revenue	111,850	79,366	71.0%
Interest on Investments	235,000	437,008	186.0%
Non-Govt. Gifts, Grants	361,983	370,000	102.2%
Miscellaneous	39,226	47,745	121.7%
Total Revenue	\$16,354,190	\$11,720,458	71.7%
<u>EXPENDITURES:</u>			
Salaries	\$10,339,130	\$8,246,946	79.8%
Employee Benefits	2,408,870	2,142,936	89.0%
Contractual Services	1,578,893	1,223,432	77.5%
Materials & Supplies	1,033,210	784,373	75.9%
Conference & Meeting	290,000	189,193	65.2%
Fixed Charges	78,030	53,278	68.3%
Utilities	764,991	713,013	93.2%
Capital Outlay	48,038	27,346	56.9%
Other Expenditures	270,028	295,367	109.4%
Transfers (In) Out	(457,000)	-	0.0%
Total Expenditures	\$16,354,190	\$13,675,884	83.6%
 Excess of Revenues Over Expenditures	 \$0	 (\$1,955,426)	
 Fund Balance 7/1/23	 7,232,750	 7,232,750	
 Fund Balance 4/30/24	 \$7,232,750	 \$5,277,324	

AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2024

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,100,000	\$498,756	45.3%
Interest	-	305,324	100.0%
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Total Revenue	\$1,100,000	\$804,080	73.1%
EXPENDITURES:			

Contractual Services	61,800	166,983	270.2%
Capital Outlay	10,313,196	3,426,170	33.2%
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Total Expenditures	10,374,996	3,593,153	34.6%
Excess of Revenues Over Expenditures	(\$9,274,996)	(\$2,789,073)	
Fund Balance 7/1/23	\$10,551,632	\$10,551,632	
-----	-----	-----	
Fund Balance 4/30/24	\$1,276,636	\$7,762,559	

AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2024

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$475,000	\$458,277	96.5%
Bookstore Sales	480,100	397,555	82.8%
Athletics	48,410	25,715	53.1%
Other	108,605	205,498	189.2%
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Total Revenue	\$1,112,115	\$1,087,045	97.7%
EXPENDITURES:			

Salaries	\$332,881	\$276,626	83.1%
Employee Benefits	22,001	23,529	106.9%
Contractual Services	115,030	83,918	73.0%
Materials & Supplies	618,830	565,863	91.4%
Conference & Meeting	364,475	234,580	64.4%
Fixed Charges	24,644	10,871	44.1%
Utilities	840	744	88.6%
Capital Outlay	20,007	38,358	191.7%
Other Expenditures	24,170	61,793	255.7%
Transfers	(60,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,462,878	\$1,296,282	88.6%
Excess of Revenues Over Expenditures	(\$350,763)	(\$209,237)	
Fund Balance 7/1/23	\$1,237,676	\$1,237,676	
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Fund Balance 4/30/24	\$886,913	\$1,028,439	

AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 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	342,403	48.1%
Tuition & Fees	645,000	628,618	97.5%
Sales & Service Fees	34,300	400	1.2%
Interest	20,000	41,222	206.1%
Non-govt. Gifts, Grants	879,500	60,055	6.8%
Other	328,417	284,073	86.5%
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Total Revenue	\$7,456,143	5,447,728	73.1%
<u>EXPENDITURES:</u>			
Salaries	\$1,603,030	\$1,475,500	92.0%
Employee Benefits	426,880	350,950	82.2%
Contractual Services	1,325,588	623,906	47.1%
Materials & Supplies	390,522	245,714	62.9%
Conference & Meeting	182,395	96,646	53.0%
Fixed Charges	26,608	2,132	8.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,412,085	962,303	68.1%
Other Expenditures	520,375	372,046	71.5%
Financial Aid	2,438,010	2,839,243	116.5%
Transfers out (in)	402,000	-	0.0%
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Total Expenditures	\$8,732,365	\$6,968,440	79.8%
Excess of Expenditures Over Revenue	(\$1,276,222)	(\$1,520,712)	
Fund Balance 7/1/23	2,085,366	2,085,366	
	-----	-----	
Fund Balance 4/30/24	\$809,144	\$564,654	

AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 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 4/30/24	\$2,791	(\$38,604)	

AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 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 4/30/24	\$387,196	(\$219,407)	

AGENDA ITEM #XI-A
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD
FY24

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 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	\$286,974	82.3%
Employee Benefits	313,459	262,000	83.6%
Contractual Services	392,925	460,670	117.2%
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	23,964	95.9%
Total Expenditures	\$1,407,239	\$1,342,339	95.4%
Excess of Revenues Over Expenditures	(\$12,239)	(\$646,579)	
Fund Balance 7/1/23	\$489,153	\$489,153	
Fund Balance 4/30/24	\$476,914	(\$157,426)	