

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

October 15, 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:     September 12, 2024 Board Retreat  
                                      September 24, 2024 Budget Work Session  
                                      September 24, 2024 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    1. First Reading – Reaffirmation of Policy on Policies (Page 3)
    2. First Reading – Revised Policy 1.03: College Mission, Vision and Core Values (Page 5)
  - C. Personnel
    1. Appointment: Coordinator, Multimedia Content (Page 8)
    2. Revised Job Title and Job Description: Vice President, Workforce Development (Page 9)
    3. New Job Description: Dean, Agriculture, Business, and Technology (Page 13)

### 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.

- D. Financial
  - 1. Acceptance of Proposal: Purchase of a 2025 Chevrolet 2500 HD Pickup Truck (Page 17)
  - 2. Payment of Bills and Agency Fund Report – September 2024 (Page 19)

IX. Reports

- A. Treasurer’s Report
  - 1. Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 21)
  - 2. Budget Update
- B. Foundation
- C. Student Trustee
- D. Audit & Finance Committee
- E. Illinois Community College Trustees Association (ICCTA) Representative
- F. Association of Community College Trustees (ACCT)
- G. Board Chair
- H. President

X. **CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body
- B. Collective Negotiating Matters
- C. Purchase or Lease of Real Property

XI. **ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body
  - 1. Appointment: Human Resources Generalist (Handout)
- B. Collective Negotiating Matters
- C. Purchase or Lease of Real Property

XII. Old Business

- A. Feasibility of an Athletic, Learning, and Event Center
- B. Follow-up on Diversity, Equity, Inclusion, and Belonging (DEIB) Definitions on Website

XIII. New Business

XIV. Dates of Importance

- A. Tuesday through Saturday, October 22 – 26, 2024 – Seattle, Washington  
*Association of Community College Trustees Annual Leadership Congress*
- B. Tuesday, November 26, 2024 – Robert J. Rimington Board Room (H-228)  
*3:00 p.m. – Audit & Finance Committee Meeting*  
*4:00 p.m. – Regular Meeting*
- C. Thursday, December 12, 2024 – Robert J. Rimington Board Room (H-228)  
*11:00 a.m. – Quarterly Board Retreat*  
*(Reminder: No regular December Board meeting)*

XV. Adjournment

**AGENDA ITEM #VII-C-1  
OCTOBER 15, 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 2024								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
<b>Athletics</b>								
Luke	Norman	3151	PHYD226	Theory of Basketball Coaching		2	\$ 719.68	\$ 1,439.36
Faith	Weber			Assistant Women's Basketball Coach				\$ 5,500.00
<b>Business/Technology</b>								
Thomas	Harrison			Thompson Cohort Supervision	0.5			\$ 10.00
Aaron	Sargent			Thompson Cohort Supervision	3			\$ 60.00
Todd	Vacek			Thompson Cohort Supervision	9			\$ 180.00
Monica	Pierce			Ag Dual Credit Coordination & Supervision				\$ 5,469.53
Mark	Kloeping		WELD	Substitution for CRN 3569,3437,3640,3438	7.5		\$ 30.00	\$ 225.00
Mark	Kloeping		WELD	Substitution for CRN 3569,3640,3438,3440	22.5		\$ 30.00	\$ 675.00
Jeremy	Monigold	3719	OCED290G	Worl PI Exp-INFT		0.3	\$ 1,583.29	\$ 474.99
<b>Humanities/Social Science/Fine Arts</b>								
Dagny	Brandt	3200	MUS210A	Applied Music Major - Voice		2		\$ 2,400.00
Dagny	Brandt	3194	MUS110A	Applied Music - Voice		1		\$ 200.00
Jody	Brubaker	3200	MUS210A	Applied Music Major - Voice		2		\$ 400.00
Jody	Brubaker	3194	MUS110A	Applied Music - Voice		1		\$ 600.00
John	Hartman	3196	MUS112A	Applied Music - Guitar		1		\$ 200.00
Bill	Peterson	3198	MUS114A	Applied Music - Winds		1		\$ 200.00
Renee	Schultz	3204	MUS214A	Applied Music Major - Winds		2		\$ 400.00
Nadia	Wirchnianski	3201	MUS211A	Applied Music Major - Piano		2		\$ 400.00
Nadia	Wirchnianski	3195	MUS111A	Applied Music - Piano		1		\$ 1,400.00
<b>Lifelong Learning</b>								
Mark	Peterson	3583	PERS037	Assassination of Garfield		1.5	\$ 27.50	\$ 41.25
<b>Miscellaneous</b>								
Tracy	Cannell			Upward Bound Tutor				\$ 2,240.00
Fahren	Zackery			Upward Bound Tutor				\$ 3,920.00
Eldridge	Gilbert			Upward Bound Tutor				\$ 1,750.00

**AGENDA ITEM #VIII-B-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING  
REAFFIRMATION OF POLICY ON POLICIES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the reaffirmation of the attached Policy on Polices.

**BACKGROUND:** As part of the regular review of policies and appendices, the Policy Committee has reviewed the attached Policy on Policies and has made no proposed revisions.

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



POLICY ON POLICIES (Revised 1/25/22)

- A. The policies adopted by the Board of Trustees of Highland Community College for District 519 have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.
- B. The Office of the Vice President/CFO, Administrative Services will maintain the Policy Manual. The current Policy Manual is available in the College Library and divisional offices, as well as on the staff portal and the G: drive. Portions of the College catalog shall also be designated as a statement of College policy.
- C. Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of a quorum of the Board of Trustees, which vote will be taken by roll call and will be entered in the minutes of the meeting.
- D. The policies governing the District may be adopted or amended by a majority vote of a quorum of the Board of Trustees. Amendment to a policy will be made by the repeal of an existing policy and/or the enactment of a new or additional policy. No change will be both introduced and acted upon at the same meeting of the Board, unless emergency dictates immediate passage. Vote on the change will be taken by roll call and entered in the minutes of the meeting.
- E. The Policy Manual will undergo continuous review by the Board, Administration, and the Policy Review Committee.
- F. Requests for new and revised policies will be directed to the Policy Review Committee Chairperson in accordance with the "Process for presenting new policies/updates to PRC" in the Appendix.
- G. No policy shall be established which is known to conflict with Federal, State or local statutes. If any policy is found to so conflict, it shall be determined null and void until such time as it is rewritten to conform to legal statutes.
- H. The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy of the Illinois Community College Board, local, State, and Federal statutes and the United States Constitution.
- I. Any use or interpretation of the Policies as herein set forth is subject to appeal to the Board of Trustees through established procedures.

**AGENDA ITEM #VIII-B-2  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 1.03  
COLLEGE MISSION, VISION AND CORE VALUES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading revised policy 1.03, College Mission, Vision and Core Values, which is included in Chapter I, Board of Trustees, of the policy manual.

**BACKGROUND:** The Policy Review Committee reviewed HLC criterion, ICCB requirements, and policies from other Illinois community colleges in developing this recommendation. The Principles of Operation will be relocated to the College’s website, which appears to be more appropriate and consistent with other institutions.

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



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

A. Mission

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

This mission is carried out by:

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

B. Vision

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

C. Core Values

The following Core Values and descriptors were identified through a series of Core Values activities during Opening Days in spring 2005 and the Core Values of integrity, compassion, and respect were adopted by the Board on February 21, 2006. Highland Community College will promote the Core Values campus-wide.

C.

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



D. Principles of Operation

- Grounded in purpose
- Mutual respect
- Ethics/integrity/honesty
- Sense of humor
- Shared responsibility
- Climate that promotes competence

**AGENDA ITEM #VIII-C-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
COORDINATOR, MULTIMEDIA CONTENT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Mr. Pete Surges as full-time Coordinator, Multimedia Content, beginning October 21, 2024, at an FY25 salary of \$56,078, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY25 budget.

**BACKGROUND:** Mr. Surges joins Highland Community College from Build it Right in Addison, Illinois, where he served as Marketing Coordinator. In this role, he developed and executed marketing strategies and content to engage audiences, drive conversions, and enhance brand awareness across multiple platforms, including email campaigns, publications, websites, social media, print media, and trade shows. Prior to this, Mr. Surges worked for several years as a Marketing Assistant/Graphic Designer at Billet Specialties in LaGrange, Illinois. There, he was responsible for creating ad layouts across various marketing channels, managing websites and social media accounts, as well as producing photography and video content.

Mr. Surges brings extensive knowledge and expertise in design software, digital and film editing, typography, videography, web design, logo creation, and brand identity development. He holds two Associate of Applied Science degrees from the College of DuPage, Glen Ellyn, Illinois, in Interactive Media and Graphic Design.

Mr. Surges' education and extensive experience in visual marketing make him a valuable addition to the Marketing and Community Relations department.

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

**AGENDA ITEM #XIII-C-2  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE AND JOB DESCRIPTION  
VICE PRESIDENT, WORKFORCE DEVELOPMENT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description and job title for Vice President, Workforce Development. This is a full-time, administrative position and is included in the FY25 budget.

**BACKGROUND:** One of Highland's key objectives in its Strategic Plan is to expand the number of stakeholders benefiting from innovative lifelong learning and workforce development initiatives. To achieve this, the College is making changes to place greater emphasis on workforce development. Previously, the part-time Coordinator of Business Training position was expanded to a full-time role. Now, the Vice President of Business, Technology, and Community Programs' role will be divided into two positions: Vice President of Workforce Development and Dean of Agriculture, Business, and Technology. This restructuring aims to strengthen Highland's commitment to workforce development and lifelong learning across the district.

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



## Highland Community College Position Description

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

**TITLE:** Vice President, Workforce Development ~~Business, Technology and Community Programs~~

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide direction and leadership within the areas of Truck Driver Training, ~~the Business and Technology Programs~~, Lifelong Learning, Business Institute, Workforce Development, and Facilities.

**PRINCIPAL DUTIES: (essential functions)**

- ~~Development~~ Develops, ~~supervision~~ supervises, ~~coordination~~ coordinates and ~~evaluation~~ evaluates facilities and ~~of~~ the instructional programs related to areas of assignment.
- Develops and implements short and long-range strategic plans to advance the area of Workforce Development
- Creates and maintains appropriate strategic partnerships with economic development entities, corporations, community groups and political bodies relevant to our community.
- Devises innovative and relevant educational and training programs in collaboration with internal and external groups in order to provide a well-trained workforce.
- ~~Directs and coordinates all aspects of Vocational/Technical education related to program and curriculum development, funding options, grants and state and federal requirements.~~
- Prepares and manages the annual budgets for assigned areas. Approves budgets and expenditures, and allocates resources as necessary.
- Represents the College at various meetings on and off campus.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division, other supervised areas and individuals.
- ~~Participates in developing~~ Directs the development of class schedules, making teaching assignments and efficiently distributing teaching loads for ~~Business and Technology~~ Business Institute and Lifelong Learning.
- Develops partnerships with internal constituents and external organizations to better serve the students and local community.
- Participates in the College accreditation process, assessment of student learning and other projects as assigned.
- Supervises and evaluates departments within assigned areas; oversees the supervision and evaluation of all employees within ~~Business and Technology~~, Lifelong Learning, Business Institute, Facilities, and workforce development grants, and Facilities.
- Participates in collective bargaining if requested.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.



- Provides oversight of Facilities.
- Provides oversight of Truck Driver Training.
- Directs and coordinates all aspects of the Lifelong Learning and Business Institute programs.
- Provides oversight of grants related to workforce development, particularly Strengthening Community Colleges Training Grant (SCC4).
- ~~Leads new program development in assigned areas.~~
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses in workforce development, Business Institute, and Life Long Learning.
- Interprets administrative policies to faculty and staff and represents faculty and staff members in assigned areas to the administration.
- In accordance with the Risk Management Policy and Program:
  - Review student complaints.
  - Oversee and monitor instructor and student travel.
  - ~~Perform safety assessments of Business and Technology classrooms and equipment.~~
  - Procure and oversee the use of program materials and supplies necessary to maintain campus safety.
  - Coordinate weather related school closings.
  - Perform MSDS review as assigned.
  - Serves as a member of the College Emergency Operations Team. Participates in emergency response training and drills and assumes an emergency response function as outlined in the College's Emergency Operations Plan.
  - ~~Serves as a member of the College Emergency Management Team.~~
  - Review student conduct and intervention.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.  
 Knowledge of practices in the administration of vocational/technical instructional programs and related support activities.  
 Knowledge of curriculum, programs and staff development.  
 Knowledge of assessment practices of student learning.  
 Knowledge of technology used in teaching and learning.  
 Knowledge of grant administration techniques, budget preparation and expenditure control.  
 Knowledge of research and analysis techniques and strategies.  
 Knowledge of training needs of local business and industry.  
 Knowledge of utilizing data to make informed decisions.  
 Knowledge of personnel management and supervisory principles and practices.

Skill in operating a computer and software applications.  
 Skill in communicating effectively orally and in writing.  
 Skill in effectively managing staff, delegating tasks and authority, and training personnel.  
 Skill in planning and developing instructional services.  
 Skill in assessing and prioritizing multiple tasks, projects and demands.  
 Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

Skill in resolving conflicts.  
Skill in researching and writing grants and other operational reports.  
Skill in identifying problems, evaluating alternatives and implementing effective solutions.  
Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.  
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

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

**MINIMUM QUALIFICATIONS:** Master's degree in vocational education, business education, administrative or a related field and five (5) years teaching experience in a business or technical field, along with some non-academic work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Valid driver's license.

**SECURITY SENSITIVE POSITION:** Requires a criminal background check.

**REPORTS TO:** ~~Executive Vice President~~ President

**APPOINTED BY:** Board of Trustees.

**EMPLOYEE CATEGORY:** Administrative

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 6315

**JOB SERIES/FAMILY:** Administrative Series/Executive Group

**LAST REVISED:** ~~02/19/19~~ 10/15/24 **\*[Pending Board Approval]**

**AGENDA ITEM #VIII-C-3  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION  
DEAN, AGRICULTURE, BUSINESS, AND TECHNOLOGY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached new job description for Dean, Agriculture, Business, and Technology with placement at range 40 on the Highland Salary Range Table. This is a full-time, administrative position and is included in the FY25 budget.

**BACKGROUND:** One of Highland’s key objectives in its Strategic Plan is to expand the number of stakeholders benefiting from innovative lifelong learning and workforce development initiatives. To achieve this, the College is making changes to place greater emphasis on workforce development. Previously, the part-time Coordinator of Business Training position was expanded to a full-time role. Now, the Vice President of Business, Technology, and Community Programs’ role will be divided into two positions: Vice President of Workforce Development and Dean of Agriculture, Business, and Technology. The Dean will focus on strengthening current academic programs within the Division and identifying additional program growth opportunities. This restructuring aims to bolster Highland’s commitment to workforce development and lifelong learning across the district.

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



## Highland Community College Position Description

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

**TITLE: Dean, Agriculture, Business, and Technology\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide direction and leadership within the areas of Agriculture, Business, and Technology Programs.

**PRINCIPAL DUTIES: (essential functions)**

- Trains, supervises and evaluates the work performance of assigned staff and faculty. Recommends employees for promotion, reassignment, discipline and termination.
- Develops, supervises, coordinates and evaluates the instructional programs related to areas of assignment. .
- Directs and coordinates all aspects of Vocational/Technical education related to program and curriculum development, funding options, including grants, and state and federal requirements.
- Prepares and manages the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Represents the College at various meetings on and off campus.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division, other supervised areas and individuals.
- Interprets administrative policies to faculty and staff and represents division faculty and staff members to the administration.
- Directs the development of class schedules, making teaching assignments and efficiently distributing teaching loads for Agriculture, Business, and Technology.
- Develops partnerships with internal constituents and external organizations to better serve the students and local community.
- Participates in the College accreditation process, and other projects as assigned.
- Oversees and facilitates the assessment of student learning within the division.
- Participates in collective bargaining as requested.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews and recommends qualified personnel.
- In consultation with the Vice President/CAO, Academic Services, may teach up to 6 credit hours per fall and spring semesters within appropriate content area.
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses.
- In accordance with the Risk Management Policy and Program:
  - Review student complaints.

Oversee and monitor instructor and student travel.  
 Perform safety assessments of Agriculture, Business, and Technology classrooms and equipment.  
 Procure and oversee the use of program materials and supplies necessary to maintain campus safety.  
 Serves as a member of the College Emergency Operations Team. Participates in emergency response training and drills and assumes an emergency response function as outlined in the College's Emergency Operations Plan.  
 Review student conduct and intervention.

- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.  
 Knowledge of practices in the administration of vocational/technical instructional programs and related support activities.  
 Knowledge of curriculum, programs and staff development.  
 Knowledge of assessment practices of student learning.  
 Knowledge of technology used in teaching and learning.  
 Knowledge of grant administration techniques, budget preparation and expenditure control.  
 Knowledge of research and analysis techniques and strategies.  
 Knowledge of training needs of local business and industry.  
 Knowledge of utilizing data to make informed decisions.  
 Knowledge of personnel management and supervisory principles and practices.

Skill in operating a computer and software applications.  
 Skill in communicating effectively orally and in writing.  
 Skill in effectively managing staff, delegating tasks and authority, and training personnel.  
 Skill in assessing community and instructional education needs and developing responsive programs.  
 Skill in planning and developing instructional services.  
 Skill in assessing and prioritizing multiple tasks, projects and demands.  
 Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.  
 Skill in resolving conflicts.  
 Skill in researching and writing grants and other operational reports.  
 Skill in identifying problems, evaluating alternatives and implementing effective solutions.  
 Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.  
 Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

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

**MINIMUM QUALIFICATIONS:** Master's degree in vocational education, business education, administrative or a related field and five (5) years teaching experience in a business or technical



field, along with some non-academic work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Valid driver's license.

**SECURITY SENSITIVE POSITION:** Requires a criminal background check.

**REPORTS TO:** Vice President/CAO, Academic Services

**APPOINTED BY:** Board of Trustees

**EMPLOYEE CATEGORY:** Administrative

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 6135

**JOB SERIES/FAMILY:** Administrative Series/Academic Group

**ADOPTED:** 10/15/24 \*[Pending Board Approval]

**AGENDA ITEM #VIII-D-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL  
PURCHASE OF A 2025 CHEVROLET 2500 HD PICKUP TRUCK**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes acceptance of the quote from The Bocker Group of Freeport, IL of \$48,988.68 for the purchase of a 2025 Chevrolet 2500HD pickup truck. This purchase was approved for 2022 bond funding and is included in the FY25 budget.

**BACKGROUND:** The current maintenance vehicle that this purchase will replace is a 2004 GMC Savanna 2500 cargo van. The current vehicle shows its age, is not very useful from a maintenance standpoint, and it cannot be used to plow snow. These trucks are very difficult to get, as evidenced by the three years it took to receive the two trucks approved for purchase in 2021, which we only recently obtained by chance as the manufacturer again canceled our latest order. Fortunately, another dealer had an unexpected surplus that Bocker was able to obtain to fulfill our order. Bocker will have another one of these trucks arriving in late October or early November that will be available to us for immediate purchase. Instead of trading in or selling the existing cargo van, we are offering it to the Fine Arts department for their use to haul materials and supplies from local retailers to the scene shop.

As a Sourcewell cooperative purchasing member, we can forego the bidding process to purchase vehicles, as the Sourcewell contract satisfies the State of Illinois' bidding requirements. Unfortunately, there are no current bid offerings for any trucks in the Sourcewell program. Our other two trucks were purchased through Bocker because their price was lower than the Sourcewell price at that time, keeping our tax dollars in our local economy.

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

# THE BOCKER GROUP

801 EAST SOUTH STREET  
 FREEPORT, ILLINOIS 61032  
 815-235-2121

NEW VEHICLE  
 USED VEHICLE

PHONE: #####  
 DATE: 10/1/2024

PURCHASER: Highland Community College FED TAX ID # \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Freeport,il \_\_\_\_\_

YEAR	MAKE	SERIAL NUMBER	DESCRIPTION	MILEAGE	STOCK#
2025	Chevy	1GC3KLE7XSF103781	Silverado	5	

I HEREBY OFFER TO PURCHASE THE AUTOMOBILE STATED HEREIN EQUIPPED AS SPECIFIED FOR WHICH I AGREE TO PAY AS STATED HEREON:

FACTORY INSTALLED OPTIONS	SETTLEMENT DATA
\$ 52,080.00 MSRP	ORIGINAL VALUE BEFORE DISCOUNT \$ 48,405.65
	SPECIAL ADDED VALUE DISCOUNT
Monroe body	VALUE TRADE
\$ (1,574.35) Bocker Discount	TOTAL TRADE & VALUE DISCOUNT
spray liner	CASH DIFFERENCE
\$ (2,100.00) Cap discount	DOCUMENTARY FEE \$ 358.03
	ACCESSORIES
	SECRETARY OF STATE E-FILE FEE \$ 35.00
	TAX \$ -
\$ 48,405.65 TOTAL	LIC. & PLATES \$ 190.00
	TOTAL \$ 48,988.68
	Rebate
Delivery Information	BALANCE
Delivery Type:	ADDITIONAL PAYMENT
End User Fan#	BALANCE
	LIEN PAYOFF
	BALANCE DUE
Lienholder	PAYOFF TO:
	ADDRESS:
	DELIVERY DATE:
<u>USED VEHICLES ONLY:</u>	BUYERS SIGNATURE:
*THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.*	SALESMAN <b>Jason Bardell</b>
	ACCEPTED BY:

ALL WARRANTIES, IF ANY, BY MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR APARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALER, AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED."  
 NO PUBLIC LIABILITY, PROPERTY OR PHYSICAL DAMAGE INSURANCE ISSUED.



**AGENDA ITEM #VIII-D-2  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the September 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 364846 through 365269 amounting to \$1,647,285.17, Automated Clearing House (ACH) debits W0000659 amounting to \$50,644.97 and International Wire Transfer debits I0000005 of \$9,542.39, Electronic Refunds of \$32,408.97, with 16 adjustments of \$6,898.70, such warrants amounting to \$1,732,982.80. Transfers of funds for payroll amounted to \$703,912.80.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$50,644.97. International Wire Transfers were in CAD to Catalyst IT Canada LTD. Electronic Refunds are issued to students.

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

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

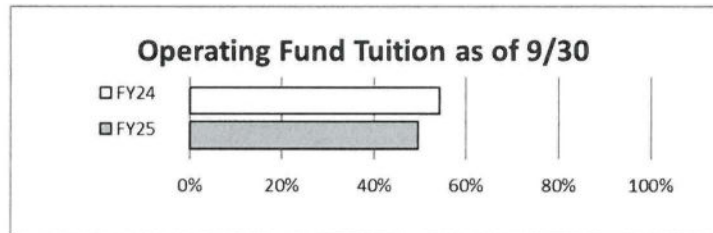
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$200,815.09	\$10,000.00	\$0.00	\$210,815.09
FIFTH THIRD	7,212.72	0.00	0.00	7,212.72
UNION SAVINGS BANK	178,019.90	2.48	0.00	178,022.38
<b>TOTAL ASSETS</b>	<b>\$386,047.71</b>	<b>\$10,002.48</b>	<b>\$0.00</b>	<b>\$396,050.19</b>
1010 HCC ORCHESTRA				
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	117,651.85			117,651.85
1018 YMCA ROAD AND LOT	104,317.96			104,317.96
1019 YMCA BLDG/MAINT	43,683.24			43,683.24
1020 HCC BLDG/MAINT	43,104.37	10,000.00		53,104.37
1021 YMCA/HCC INTEREST	2.68	2.48		5.16
1022 HCC SECTION 125 PLAN	7,212.72			7,212.72
1023 Ic3SP CAREER SERVICES	0.00			0.00
<b>TOTAL</b>	<b>\$386,047.71</b>	<b>\$10,002.48</b>	<b>\$0.00</b>	<b>\$396,050.19</b>



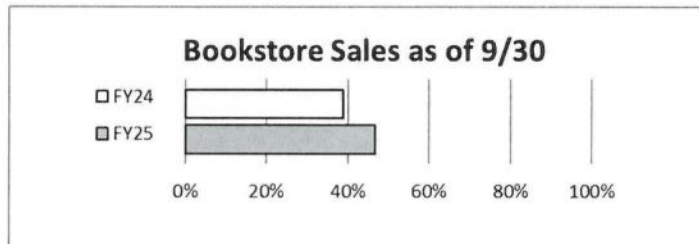
**AGENDA ITEM #IX-A-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY25**

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

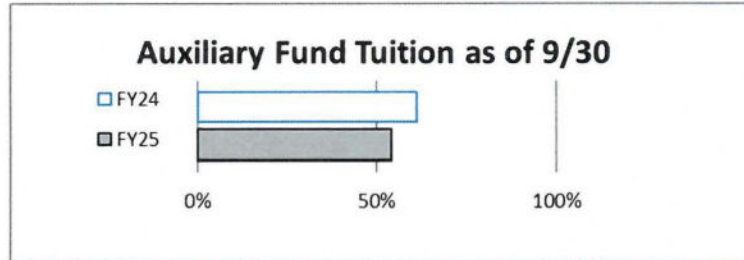
- As of September 30<sup>th</sup>, we are 25% of the way into FY25.
- The FY25 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers’ offices, as reflected in the “local taxes” line items in the funds for which we levy.
- **Current Results as of Month End:** The following chart shows the comparison of the FY24 Operating Funds tuition revenue results to FY25 results as of September 30<sup>th</sup>. The FY24 bar is the year-to-date results as of September 30, 2023, divided by the actual year end results for FY24. The FY25 bar is the year-to-date results for September 30, 2024, divided by the annual budgeted amount for FY25.



- Tuition revenue at this time is about 4% below this time last year. This is due to truck driving revenue being about 50% of what it was at this time last year. There is a correlating decrease in contractual services expenses in the Operating Funds.



- Bookstore sales appear to be about 8% higher than anticipated at this point in time. There has been a much higher level of in-store traffic than last year, which boosts sales of food, supplies, and other merchandise.



- Auxiliary Fund tuition revenue appears to be about 7% below the amount anticipated at this point in time. If Auxiliary Fund tuition revenue is 7% lower than budgeted for the fiscal year, that amounts to about \$47,000.

AGENDA ITEM #IX-A-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE  
FY25

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended September 30, 2024

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$8,851,701	2,463,515	27.8%
Credit Hour Grants	1,427,710	375,623	26.3%
Equalization	50,000	12,500	25.0%
ICCB Career/Tech Education	144,063	72,032	50.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	625,000	25,798	4.1%
Federal Sources	123,000	3,800	3.1%
Tuition & Fees	5,300,000	2,627,331	49.6%
Sales & Services	67,700	7,204	10.6%
Facilities Revenue	112,343	22,316	19.9%
Interest on Investments	450,000	86,241	19.2%
Non-Govt. Gifts, Grants	401,552	366	0.1%
Miscellaneous	38,276	22,214	58.0%
	-----		
Total Revenue	\$17,621,345	\$5,718,940	32.5%
	-----		
<u>EXPENDITURES:</u>			
Salaries	\$11,466,146	\$2,050,181	17.9%
Employee Benefits	2,549,705	858,459	33.7%
Contractual Services	1,611,287	460,574	28.6%
Materials & Supplies	1,100,673	352,943	32.1%
Conference & Meeting	318,415	45,411	14.3%
Fixed Charges	133,310	91,329	68.5%
Utilities	931,541	802,208	86.1%
Capital Outlay	49,243	8,938	18.2%
Other Expenditures	303,822	304,746	100.3%
Transfers (In) Out	(302,000)	-	0.0%
	-----		
Total Expenditures	\$18,162,142	\$4,974,789	27.4%
Excess of Revenues Over Expenditures	(\$540,797)	\$744,151	
Fund Balance 7/1/24	7,650,826	7,650,826	
	-----		
Fund Balance 9/30/24	\$7,110,029	\$8,394,977	



AGENDA ITEM #IX-A-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,242,500	\$344,293	27.7%
Interest	200,000	115,992	-
-----	-----	-----	-----
Total Revenue	\$1,442,500	\$460,285	31.9%
EXPENDITURES:			
-----			
Contractual Services	202,284	17,929	8.9%
Capital Outlay	8,700,212	2,325,867	26.7%
-----	-----	-----	-----
Total Expenditures	8,902,496	2,343,796	26.3%
Excess of Revenues Over Expenditures	(\$7,459,996)	(\$1,883,511)	
Fund Balance 7/1/24	\$9,590,652	\$9,590,652	
-----	-----	-----	
Fund Balance 9/30/24	\$2,130,656	\$7,707,141	

AGENDA ITEM #IX-A-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$665,000	\$360,016	54.1%
Bookstore Sales	422,200	197,535	46.8%
Athletics	49,410	9,150	18.5%
Other	159,000	32,003	20.1%
-----	-----	-----	-----
Total Revenue	\$1,295,610	\$598,704	46.2%
EXPENDITURES:			
-----			
Salaries	\$412,850	\$62,621	15.2%
Employee Benefits	30,321	7,536	24.9%
Contractual Services	123,535	21,584	17.5%
Materials & Supplies	695,764	307,525	44.2%
Conference & Meeting	414,337	76,319	18.4%
Fixed Charges	25,344	610	2.4%
Utilities	9,850	1,350	13.7%
Capital Outlay	22,466	2,202	9.8%
Other Expenditures	73,887	10,587	14.3%
Transfers	(450,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,358,354	\$490,334	36.1%
Excess of Revenues Over Expenditures	(\$62,744)	\$108,370	
Fund Balance 7/1/24	\$1,013,262	\$1,013,262	
-----	-----	-----	
Fund Balance 9/30/24	\$950,518	\$1,121,632	

AGENDA ITEM #IX-A-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY25

RESTRICTED PURPOSE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended September 30, 2024

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$141,911	-	0.0%
Adult Education	217,705	-	0.0%
Other Illinois Sources	876,732	70,131	8.0%
Department of Education	3,616,752	250,000	6.9%
Other Federal Sources	599,162	12,540	2.1%
Tuition & Fees	750,000	415,923	55.5%
Interest	50,000	5,182	10.4%
Non-govt. Gifts, Grants	37,386	6,886	18.4%
Other	423,316	1,311	0.3%
	-----	-----	-----
Total Revenue	\$6,712,964	761,973	11.4%
<u>EXPENDITURES:</u>			
Salaries	\$1,590,457	\$328,660	20.7%
Employee Benefits	463,074	80,352	17.4%
Contractual Services	1,141,686	418,078	36.6%
Materials & Supplies	254,536	89,585	35.2%
Conference & Meeting	169,213	23,210	13.7%
Fixed Charges	24,608	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	787,156	286,596	36.4%
Other Expenditures	617,577	319,934	51.8%
Financial Aid	2,619,635	-	0.0%
Transfers out (in)	477,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,149,094	\$1,546,415	19.0%
Excess of Expenditures Over Revenue	(\$1,436,130)	(\$784,442)	
Fund Balance 7/1/24	2,550,953	2,550,953	
	-----	-----	
Fund Balance 9/30/24	\$1,114,823	\$1,766,511	



AGENDA ITEM #IX-A-1  
 OCTOBER 15, 2024  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY25  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended September 30, 2024

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$77,000	\$21,254	27.6%
	-----	-----	-----
Total Revenue	\$77,000	\$21,254	27.6%
EXPENDITURES:			
-----			
Contractual Services	\$77,000	\$75,500	98.1%
	-----	-----	-----
Total Expenditures	\$77,000	\$75,500	98.1%
Excess of Revenues Over Expenditures	\$0	(\$54,246)	
Fund Balance 7/1/24	\$0	\$0	
	-----	-----	
Fund Balance 9/30/24	\$0	(\$54,246)	

AGENDA ITEM #IX-A-1  
 OCTOBER 15, 2024  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY25

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended September 30, 2024

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,898,525	534,120	28.1%
Total Revenue	\$1,898,525	534,120	28.1%
EXPENDITURES:			
Fixed Charges	\$1,846,025	-	0.0%
Total Expenditures	\$1,846,025	\$0	0.0%
Excess of Revenues Over Expenditures	\$52,500	\$534,120	
Fund Balance 7/1/24	\$814,604	\$814,604	
Fund Balance 9/30/24	\$867,104	\$1,348,724	

AGENDA ITEM #IX-A-1  
OCTOBER 15, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY25

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended September 30, 2024

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,420,000	\$400,276	28.2%
	-----	-----	-----
Total Revenue	\$1,420,000	\$400,276	28.2%
EXPENDITURES:			
-----			
Salaries	\$355,813	\$80,890	22.7%
Employee Benefits	309,758	62,880	20.3%
Contractual Services	456,925	60,908	13.3%
Materials & Supplies	17,525		0.0%
Conference & Meetings	39,675	1,975	5.0%
Fixed Charges	303,000	323,716	106.8%
Utilities	25,000	22,760	91.0%
	-----	-----	-----
Total Expenditures	\$1,507,696	\$553,129	36.7%
Excess of Revenues Over Expenditures	(\$87,696)	(\$152,853)	
Fund Balance 7/1/24	\$494,535	\$494,535	
	-----	-----	
Fund Balance 9/30/24	\$406,839	\$341,682	