



**Highland Community College Board of Trustees  
Retreat Agenda  
December 12, 2024 – 11:00 a.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=SmdzVjE3cDRVenFlaFBYRm5sV2VIQT09>  
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. Public Comments
- V. Opening Remarks
- VI. Update and Discussion: Feasibility of an Athletic, Learning, and Event Center
  - A. Updates from YMCA Task Force
    1. Pool Consultant
    2. Roof Repair
  - B. Project Draft Timeline
  - C. Communication Plan Updates
  - D. Next Steps
- VII. Report from Alliance for Innovation and Transformation (AFIT) Summer Institute
  - A. Introduction
  - B. AFIT Representative
  - C. Takeaways from Summer Institute
  - D. Using ChatGPT/Prompt Exercise
  - E. Discussion
- VIII. Administrative Updates
  - A. FY26 Budget Projection
  - B. Tuition
- IX. Board Updates
  - A. Key Takeaways from Association of Community College Trustees (ACCT) Annual Leadership Congress

**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.

X. Main Motions (Action)

- A. College*NOW* Agreements Between Highland Community College and Eastland CUSD #308, Forrestville Valley School District #221, Lena-Winslow School District #202, Pearl City CUSD #200, and Stockton CUSD #206 (Page 1)
- B. 2025-2028 Academic Calendar (Page 12)
- C. Purchase of Zoom Video Subscription Including Video Conferencing and Telephone Service (Page 17)
- D. Naming Opportunity: Don Opel Foundation Executive Director Office (Page 24)
- E. Naming Opportunity: Whiton Family Rehearsal Room (Page 25)

XI. **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
- C. Semi-annual Review of Closed Session Minutes and Audio Recordings

XII. **ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
  - 1. Appointment: Interim Director, Athletics and Physical Education (Handout)
  - 1. Appointment: Career Pathways Navigator (Handout)
- B. Collective Negotiating Matters
- C. Semi-annual Review of Closed Session Minutes and Audio Recording (Handout)

XIII. Old Business

XIV. New Business

XV. Dates of Importance

- A. Thursday, January 9, 2025 – Student/Conference Center Room H-201  
Opening Days activities including presentation of Service, Excellence, and Opel Awards
- B. Tuesday, January 28, 2025 – Robert J. Rimington Board Room (H-228)  
4:00 p.m. – Regular Meeting
- C. Monday, February 10 through Wednesday, February 12, 2025 – Washington, DC  
Association of Community College Trustees National Legislative Summit
- D. Tuesday, February 25, 2025 – Robert J. Rimington Board Room (H-228)  
4:00 p.m. – Regular Meeting
- E. Thursday, March 13, 2025 – Robert J. Rimington Board Room (H-228)  
11:00 a.m. – Quarterly Board Retreat
- F. Tuesday, March 25, 2025 – Robert J. Rimington Board Room (H-228)  
4:00 p.m. – Regular Meeting

XVI. Adjournment

**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.

**AGENDA ITEM #X-A  
DECEMBER 12, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND EASTLAND CUSD #308, FORRESTVILLE VALLEY SCHOOL DISTRICT #221,  
LENA-WINSLOW SCHOOL DISTRICT #202, PEARL CITY CUSD #200, AND  
STOCKTON CUSD #206 FOR THE 2025-2026 ACADEMIC YEAR (FY25)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached CollegeNOW agreements for the 2025-2026 (FY26) academic year for qualified students attending Eastland CUSD #308, Forrestville Valley School District #221, Lena-Winslow School District #202, Pearl City CUSD #200, and Stockton CUSD #206

**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**  
**2025 – 2026 Academic Year (FY'26)**  
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 2025-2026 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.





**CollegeNOW**  
**TERMS of AGREEMENT**  
**2025 – 2026 Academic Year (FY'26)**  
Forrestville Valley School District 221 and Highland Community College

**General Provisions**


- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2025-2026 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2025, 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 Forrestville Valley School District 221

\_\_\_\_\_  
Chris Kuberski, President                      Date

  
\_\_\_\_\_  
Superintendent                                      11.20.2024  
Date

\_\_\_\_\_  
Jim Endress, Chair  
Board of Trustees                                      Date

  
\_\_\_\_\_  
President    11.20.2024  
Board of Education                                      Date



**CollegeNOW**  
**TERMS of AGREEMENT**  
**2025 – 2026 Academic Year (FY'26)**  
Lena-Winslow School District 202 and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2025-2026 year, the CollegeNOW students and their parent or guardian from Lena-Winslow High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Lena-Winslow High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.



- Following fall 2025, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

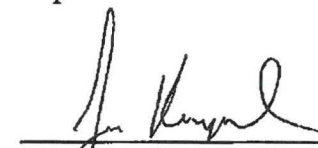
For Highland Community College

For Lena-Winslow School District 202

\_\_\_\_\_  
Chris Kuberski, President Date

 11/26/2024  
\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Jim Endress, Chair  
Board of Trustees Date

 11/26/24  
\_\_\_\_\_  
President  
Board of Education Date

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2025 – 2026 Academic Year (FY'25)**  
Pearl City CUSD 200 and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2025-2026 year, the CollegeNOW students and their parent or guardian from Pearl City High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Pearl City High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.





**CollegeNOW**  
**TERMS of AGREEMENT**  
**2025 – 2026 Academic Year (FY'26)**  
Stockton CUSD 206 and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2025-2026 year, the CollegeNOW students and their parent or guardian from Stockton High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.5 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Stockton High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.



- Following fall 2025, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters. Students will prep for the Constitution Test and be given information on how the test is taken. Students will take and pass the test before graduation.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

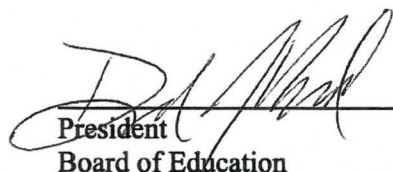
For Highland Community College

For Stockton CUSD 206

\_\_\_\_\_  
President Date

  
\_\_\_\_\_  
Superintendent Date 11-18-24

\_\_\_\_\_  
Chair Date  
Board of Trustees

  
\_\_\_\_\_  
President Date 11/18/24  
Board of Education

**AGENDA ITEM #X-B  
DECEMBER 12, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**2025-2028 ACADEMIC CALENDAR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached 2025-2028 Academic Calendar.

**BACKGROUND:** The proposed calendar has been reviewed and discussed by the Calendar Committee, including the president of the Faculty Union. This calendar will be included in the 2025-2027 academic catalog.

It should be noted that the Fall 2025, Spring 2026, and Summer 2026 semesters were approved at the January 24, 2023, Board meeting when the 2023-2026 Academic Calendar was presented.

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

## 2025-2028 ACADEMIC CALENDAR

### **Fall 2025 - Previously approved by the Board of Trustees on January 24, 2023**

April 14, 2025-August 15, 2025	Registration for Fall 2025
August 14	Faculty return to campus
August 18	Classes begin
August 18-22	Class changes permitted
August 22	Last day to drop first 8-week classes, no record/refund
August 29	Last day to drop 16-week classes, no record/refund
September 1	Holiday - Labor Day
October 3	Last day to withdraw "W" for first 8-week classes
October 10	Midterm
October 13	Holiday - Columbus Day
October 14	Second 8-week classes begin
October 20	Last day to drop second 8-week classes, no record/refund
October 20, 2025-January 9, 2026	Registration for Spring 2026
November 20	Last day to withdraw "W" for 16-week and second 8-week classes
November 27-28	Holiday - Thanksgiving
December 8-12	Final exams
December 12	End of Fall term
December 24-25	Holiday - Christmas Eve & Christmas Day
December 24, 2025-January 2, 2026	Campus Closed

### **Spring 2026 - Previously approved by the Board of Trustees on January 24, 2023**

October 20, 2025-January 9, 2026	Registration for Spring 2026
January 1	Holiday - New Year's Day
January 8	Faculty return to campus
January 12	Classes begin
January 12-16	Class changes permitted
January 16	Last day to drop for first 8-week classees, no record/refund
January 19	Holiday - Martin Luther King Jr. Day
January 26	Last day to drop 16-week classes, no record/refund
February 12	Holiday - Lincoln's Birthday
February 18-June 4, 2026	Registration for Summer 2026
February 27	Last day to withdraw "W" for first 8-week classes
March 6	Midterm
March 9	Second 8-week classes begin
March 13	Last day to drop for second 8-week classees, no record/refund
March 16-20	Academic Holidays - Spring Break
April 13-August 14, 2026	Registration for Fall 2026
April 23	Last day to withdraw "W" for 16-week and second 8-week classes
May 7, 8, 11, 12, 13	Final exams
May 13	End of Spring Term
May 16	Commencement
May 16	Final day instructors

### **Pre-Summer 2026 - Previously approved by the Board of Trustees on January 24, 2023**

May 18	Classes begin
May 19	Last day to drop, no record/refund
May 25	Holiday - Memorial Day
June 4	End of session



**Summer 2026 - Previously approved by the Board of Trustees on January 24, 2023**

February 18, 2026-June 4, 2026	Registration for Summer 2026
June 8	Classes begin
June 8-11	Class changes permitted
June 15	Last day to drop for 8-week classes, no record/refund
June 18	Holiday - Juneteenth Observed
July 2	Midterm
July 2	Holiday - Fourth of July Observed
July 23	Last day to withdraw "W"
July 30	End of Summer session

**Fall 2026**

April 13, 2026-August 14, 2026	Registration for Fall 2026
August 13	Faculty return to campus
August 17	Classes begin
August 17-21	Class changes permitted
August 21	Last day to drop first 8-week classes, no record/refund
August 28	Last day to drop 16-week classes, no record/refund
September 7	Holiday - Labor Day
October 2	Last day to withdraw "W" for first 8-week classes
October 9	Midterm
October 12	Holiday - Columbus Day
October 13	Second 8-week classes begin
October 19	Last day to drop second 8-week classes, no record/refund
October 19, 2026-January 8, 2027	Registration for Spring 2027
November 19	Last day to withdraw "W" for 16-week and second 8-week classes
November 26-27	Holiday - Thanksgiving
December 7-11	Final exams
December 11	End of Fall term
December 23, 2026-January 1, 2027	Campus Closed
December 24-25	Holiday - Christmas Eve & Christmas Day

**Spring 2027**

October 19, 2026-January 8, 2027	Registration for Spring 2027
January 1	Holiday - New Year's Day
January 7	Faculty return to campus
January 11	Classes begin
January 11-15	Class changes permitted
January 15	Last day to drop for first 8-week classees, no record/refund
January 18	Holiday - Martin Luther King Jr. Day
January 25	Last day to drop 16-week classes, no record/refund
February 12	Holiday - Lincoln's Birthday
February 17-June 3, 2027	Registration for Summer 2027
February 26	Last day to withdraw "W" for first 8-week classes
March 5	Midterm
March 8	Second 8-week classes begin
March 12	Last day to drop for second 8-week classees, no record/refund
March 15-19	Academic Holidays - Spring Break
April 12-August 13, 2027	Registration for Fall 2027
April 22	Last day to withdraw "W" for 16-week and second 8-week classes



May 6, 7, 10, 11, 12	Final exams
May 12	End of Spring Term
May 15	Commencement
May 15	Final day instructors

**Pre-Summer 2027**

May 17	Classes begin
May 18	Last day to drop, no record/refund
May 31	Holiday - Memorial Day
June 3	End of session

**Summer 2027**

February 17-June 3, 2027	Registration for Summer 2027
June 7	Classes begin
June 7-10	Class changes permitted
June 14	Last day to drop for 8-week classes, no record/refund
June 17	Holiday - Juneteenth Observed
July 1	Midterm
July 5	Holiday - Fourth of July Observed
July 22	Last day to withdraw "W"
July 29	End of Summer session

**Fall 2027**

April 12-August 13, 2027	Registration for Fall 2027
August 12	Faculty return to campus
August 16	Classes begin
August 16-20	Class changes permitted
August 20	Last day to drop first 8-week classes, no record/refund
September 27	Last day to drop 16-week classes, no record/refund
September 6	Holiday - Labor Day
October 1	Last day to withdraw "W" for first 8-week classes
October 8	Midterm
October 11	Holiday - Columbus Day
October 12	Second 8-week classes begin
October 18	Last day to drop second 8-week classes, no record/refund
October 18, 2027-January 14, 2028	Registration for Spring 2028
November 18	Last day to withdraw "W" for 16-week and second 8-week classes
November 25-26	Holiday - Thanksgiving
December 6-10	Final exams
December 10	End of Fall term
December 22, 2027-December 31, 2027	Campus Closed
December 24-25	Holiday - Christmas Eve & Christmas Day
December 31, 2027	Holiday - New Year's Day Observed

**Spring 2028**

October 25, 2027-January 14, 2028	Registration for Spring 2028
December 31, 2027	Holiday - New Year's Day Observed
January 13	Faculty return to campus
January 17	Holiday - Martin Luther King Jr. Day
January 18	Classes begin
January 18-24	Class changes permitted

January 24	Last day to drop for first 8-week classees, no record/refund
January 31	Last day to drop 16-week classes, no record/refund
February 11	Holiday - Lincoln's Birthday Observed
February 17-June 8, 2028	Registration for Summer 2028
March 3	Last day to withdraw "W" for first 8-week classes
March 10	Midterm
March 13	Second 8-week classes begin
March 17	Last day to drop for second 8-week classees, no record/refund
March 20-24	Academic Holidays - Spring Break
April 17-August 18, 2028	Registration for Fall 2028
April 27	Last day to withdraw "W" for 16-week and second 8-week classes
May 11, 12, 15, 16, 17	Final exams
May 17	End of Spring Term
May 20	Commencement
May 20	Final day instructors

### Pre-Summer 2028

May 22	Classes begin
May 23	Last day to drop, no record/refund
May 29	Holiday - Memorial Day
June 8	End of session

### Summer 2028

February 17-June 8, 2028	Registration for Summer 2028
June 12	Classes begin
June 12-15	Class changes permitted
June 20	Last day to drop for 8-week classes, no record/refund
June 19	Holiday - Juneteenth
July 4	Holiday - Fourth of July
July 6	Midterm
July 27	Last day to withdraw "W"
August 3	End of Summer session

**AGENDA ITEM #X-C  
DECEMBER 12, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PURCHASE OF ZOOM VIDEO SUBSCRIPTION INCLUDING  
VIDEO CONFERENCING AND TELEPHONE SERVICE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached order form from Zoom Video Communication for the Education Enterprise Premier plan, including video conferencing and telephone service, at a cost not to exceed \$52,625 for one year.

**BACKGROUND:** The College has used Zoom for video conferencing for the past four years and it has proven itself as a valuable and effective tool. This new order will also add Zoom telephone service, replacing the college's current telephone provider. ITS evaluated Zoom phone and found the service, support, and technology to be drastically improved. By bundling Zoom Video and phone together, Highland will see an improved user experience through a unified tool, simplified system administration, better 911 law compliance, and reap substantial cost savings.

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



**Order Form Number:** Q2753007  
**Valid Until:** 12/31/2024

**Zoom Video Communications Inc. ('Zoom')**  
 55 Almaden Blvd, 6th Floor  
 San Jose, CA

<p><b>Billed To</b></p> <p><b>Customer:</b> Highland Community College  <b>Account Legal Name:</b> HIGHLAND COMMUNITY COLLEGE  <b>Contact Name:</b> Pete Fink                  2998 W Pearl City Rd                  Freeport, Illinois                  61032, United States  <b>Email Address:</b> pete.fink@highland.edu  <b>Phone:</b> (815) 990-5958</p>	<p><b>Sold To</b></p> <p><b>Customer:</b> Highland Community College  <b>Account Legal Name:</b> HIGHLAND COMMUNITY COLLEGE  <b>Contact Name:</b> Pete Fink                  2998 W Pearl City Rd                  Freeport, Illinois                  61032, United States  <b>Email Address:</b> pete.fink@highland.edu  <b>Phone:</b> (815) 990-5958</p>
<p><b>Auto Renew:</b> No  <b>Initial Paid Subscription Term:</b> 60 Month  <b>Paid Period Start Date:</b> 04/01/2025  <b>Free Period Start Date:</b> 12/01/2024</p>	<p><b>Billing Method:</b> Email  <b>Currency:</b> USD  <b>Payment Term:</b> Net 30</p>

This Zoom Order Form and any other Order Forms that reference this Order Form are governed by the Zoom Terms of Service found at <https://explore.zoom.us/en/terms/> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern).

SERVICE	BILLING PERIOD	QUANTITY	PRICE	TOTAL
Zoom One for Education Enterprise Premier US/Canada Annual	Annual	215	USD 240.00	USD 51,600.00
Zoom Phone US/Canada Phone Numbers Annual	Annual	205	USD 5.00	USD 1,025.00
Zoom Phone Monthly Usage - overage fee	Month	NA	USD 1.0000	NA
Zoom Phone Pay As You Go	Month	1	USD 0.00	USD 0.00
Zoom One for Education Enterprise Higher Ed Student Annual	Annual	2800	USD 0.00	USD 0.00

<b>(Before Taxes)</b>	
<b>Annual Payment:</b>	<b>USD 52,625.00</b>

Payment Schedule Summary (Before Taxes)
First Payment: USD 52,625.00

Other Terms & Notes
Zoom One is rebranding to Zoom Workplace! This new name does not impact your services.



**Special Notes:**

An invoice will be issued at the time the Services are activated and payment will be due no later than the first day of the Paid Period unless Customer's payment terms extend beyond that date\*, in which case payment will be due in accordance with Customer's payment terms. All subsequent invoices will be due according to Customer's payment terms.

\*Payment terms are calculated from service activation date.

Should the customer add services and/or subscription quantities during the Free Period, the customer will be invoiced for any services ordered during the free period which shall be billed as a one-time charge for the duration of the free period starting at the time the amended services are activated. The due date for this invoice will be according to Customer's existing payment terms. Please Note: The invoice may be due prior to the end of the free period.

- Any overages for usage-based products such as Zoom Phone, Zoom Audio and Zoom Contact Center and/or any PAYGO usage during the free period will be invoiced at the contracted rates and invoiced 30 days in arrears.

**Other:**

**Named Host** - means any subscribed host who may host an unlimited number of meetings during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a subscription) will not exceed 300 per meeting. Named Host subscription may not be shared or used by anyone other than the individual to whom the Named Host subscription is assigned.

**Zoom One For Education Enterprise Premier:** Zoom One For Education Enterprise Premier Named Host Plan includes 1000 Meeting capacity, 1000 Sessions attendee capacity (includes Webinar), unlimited Cloud Recording Storage for Meetings, Zoom Room and Conference Room Connector (at a 1:25 ratio), Zoom Scheduler, Workspace Reservation, Zoom Phone Pro, unlimited Regional Calling, Common Area Phone, Power Pack, Customer Managed Key, unlimited Whiteboard Plus, Zoom Docs and Translated Captions. This plan requires a site-wide license.

**Zoom One for Education: Enterprise Higher Edu Student** - Zoom One for Education: Enterprise Higher Edu Student Named Host Plan includes 300 Meeting capacity, 0.5 GB Cloud Storage, and unlimited Whiteboard. This plan is only available with the purchase of a Zoom One for Education Enterprise plan.

Country or region availability for Zoom Phone is listed on Zoom's website and is subject to change (see <https://explore.zoom.us/docs/en-us/zoomphone/global-coverage.html>).

**Fees** - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Amendment orders will co-term with the existing subscription term end date. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term.

All prices shown for Zoom and Zoom Phone services are exclusive of taxes. The term 'taxes' referred herein should encompass: US state and local taxes, VAT, GST, HST (or any other consumption taxes), Digital Service Taxes and Withholding Taxes that may apply upon making payments to Zoom. Regulatory telecommunications fees, such as USF or any similar foreign fee, will apply to Zoom Phone services and details of taxes and fees will be included in issued invoices. If you are exempt from any of these taxes, please submit your exemption documentation in the Billing Information tab under "Verify Tax Exemption Status". The document will be reviewed and if approved, will exempt you from all applicable taxes.

*Professional Services, if purchased, will be presented in a separate Order Form.*

**Zoom Phone Rates**

Zoom Phone Table Format: Country | Landline Rate | Mobile Rate | Enabled Status

Y means Zoom Phone for country is Enabled upon provisioning

N means Zoom Phone for country is Not Enabled upon provisioning

Note: All rates shown are per call, per minute. Calls are billed in 60 second intervals.

Toll-Free	Callout
Country   Landline Rate   Mobile Rate   Special Rate   Enabled Status	Country   Landline Rate   Mobile Rate   Special Rate   Enabled Status
Not Applicable	ANTIGUA AND BARBUDA   1.0218 \$   1.0486 \$   Y
	ARGENTINA   0.1156 \$   0.5623 \$   Y
	AUSTRIA   0.0501 \$   0.23 \$   Y
	BULGARIA   0.1186 \$   0.8406 \$   Y
	BOLIVIA (PLURINATIONAL STATE OF)   0.5155 \$   0.8003 \$   Y
	BONAIRE, SINT EUSTATIUS AND SABA   0.7028 \$   0.7028 \$   Y
	BOTSWANA   0.436 \$   0.9398 \$   Y
	COCOS (KEELING) ISLANDS   0.4552 \$   0 \$   Y
	SWITZERLAND   0.3694 \$   0.7011 \$   Y
	CUBA   3.0799 \$   5.6543 \$   Y
	CURAÇAO   0.2813 \$   0.7028 \$   Y
	CHRISTMAS ISLAND   0.4552 \$   0 \$   Y
	CYPRUS   0.0953 \$   0.2861 \$   Y
	GERMANY   0.0353 \$   0.1434 \$   Y
	DOMINICAN REPUBLIC   0.1716 \$   0.3824 \$   Y
	ALGERIA   0.3773 \$   2.1167 \$   Y
	ECUADOR   0.5392 \$   0.7572 \$   Y
	WESTERN SAHARA   0.5182 \$   0 \$   Y
	SPAIN   0.0381 \$   0.1832 \$   Y
	FINLAND   0.8584 \$   0.864 \$   Y
	GRENADA   1.0196 \$   1.2758 \$   Y
	GREECE   0.0911 \$   0.3357 \$   Y
	HONG KONG SAR   0.0863 \$   0.1333 \$   Y
	INDONESIA   0.1486 \$   0.2407 \$   Y
	ISRAEL   0.0639 \$   0.1161 \$   Y

INDIA | 0.0915 \$ | 0.0837 \$ | Y  
 IRAN | 1.2762 \$ | 1.3672 \$ | Y  
 JORDAN | 0.6552 \$ | 0.8567 \$ | Y  
 KENYA | 0.9342 \$ | 0.7235 \$ | Y  
 CAYMAN ISLANDS | 0.7259 \$ | 0.4934 \$ | Y  
 KAZAKHSTAN | 0.3587 \$ | 0.6853 \$ | Y  
 SAINT LUCIA | 0.9581 \$ | 0.5276 \$ | Y  
 MALAYSIA | 0.1001 \$ | 0.0918 \$ | Y  
 NETHERLANDS | 0.0913 \$ | 0.4453 \$ | Y  
 NEW ZEALAND | 0.0567 \$ | 0.2556 \$ | Y  
 OMAN | 0.5335 \$ | 1.1352 \$ | Y  
 PANAMA | 0.0485 \$ | 0.994 \$ | Y  
 PHILIPPINES | 0.5808 \$ | 0.7074 \$ | Y  
 POLAND | 0.137 \$ | 0.3728 \$ | Y  
 PORTUGAL | 0.026 \$ | 0.1545 \$ | Y  
 RÉUNION | 0.3569 \$ | 0.6072 \$ | Y  
 ROMANIA | 0.0812 \$ | 0.2815 \$ | Y  
 RUSSIAN FEDERATION | 0.1054 \$ | 0.8892 \$ | Y  
 SATELLITE - AEROMOBILE | 0 \$ | 44.8179 \$ | Y  
 SUDAN | 1.4455 \$ | 1.4742 \$ | Y  
 SATELLITE - EMSAT | 0 \$ | 21.0161 \$ | Y  
 SINGAPORE | 0.0329 \$ | 0.0335 \$ | Y  
 SLOVENIA | 0.1855 \$ | 1.1228 \$ | Y  
 SATELLITE - INMARSAT-AERO | 0 \$ | 29.5946 \$ | Y  
 SATELLITE - INMARSAT-BGAN-HSD | 0 \$ | 38.1728 \$ | Y  
 SATELLITE - INMARSAT-B-HSD | 0 \$ | 48.2519 \$ | Y  
 SATELLITE - INMARSAT-M4-HSD | 0 \$ | 43.9628 \$ | Y  
 SATELLITE - INMARSAT-MINI M | 0 \$ | 31.7388 \$ | Y  
 SATELLITE - INMARSAT-B | 0 \$ | 37.3146 \$ | Y  
 SATELLITE - INMARSAT-M | 0 \$ | 11.3661 \$ | Y  
 SATELLITE - INMARSAT-BGAN | 0 \$ | 29.5946 \$ | Y  
 SATELLITE - MCP | 0 \$ | 12.2242 \$ | Y  
 SATELLITE - GLOBALSTAR | 0 \$ | 16.0838 \$ | Y  
 SATELLITE - IRIDIUM | 0 \$ | 31.7388 \$ | Y  
 SATELLITE - INMARSAT | 0 \$ | 36.0284 \$ | Y  
 SATELLITE - THURAYA | 0 \$ | 28.7368 \$ | Y  
 UKRAINE | 0.5868 \$ | 1.0755 \$ | Y  
 URUGUAY | 0.2285 \$ | 0.8432 \$ | Y  
 HOLY SEE (VATICAN CITY) | 0.0082 \$ | 0 \$ | Y  
 VENEZUELA (BOLIVARIAN REPUBLIC OF) | 0.0518 \$ | 0.2809 \$ | Y  
 VIRGIN ISLANDS (U.S.) | 0.9646 \$ | 1.5308 \$ | Y  
 ASCENSION ISLAND | 1.8943 \$ | 1.065 \$ | Y  
 ANDORRA | 0.1589 \$ | 0.348 \$ | Y  
 UNITED ARAB EMIRATES | 0.6535 \$ | 0.6535 \$ | Y  
 AFGHANISTAN | 0.3124 \$ | 0.3766 \$ | Y  
 ANGUILLA | 1.0442 \$ | 1.0442 \$ | Y  
 ALBANIA | 0.2534 \$ | 0.7026 \$ | Y  
 ARMENIA | 0.3098 \$ | 0.3455 \$ | Y  
 NETHERLANDS ANTILLES | 0.1956 \$ | 0.15 \$ | Y  
 ANGOLA | 0.6882 \$ | 0.5871 \$ | Y  
 AMERICAN SAMOA | 0.3267 \$ | 0.3267 \$ | Y  
 AUSTRALIA | 0.0443 \$ | 0.182 \$ | Y  
 ARUBA | 0.1557 \$ | 0.3294 \$ | Y  
 AZERBAIJAN | 0.434 \$ | 0.5256 \$ | Y  
 BOSNIA AND HERZEGOVINA | 0.6177 \$ | 1.313 \$ | Y  
 BARBADOS | 0.972 \$ | 1.0238 \$ | Y  
 BANGLADESH | 0.1703 \$ | 0.1697 \$ | Y  
 BELGIUM | 0.308 \$ | 0.5272 \$ | Y  
 BURKINA FASO | 0.5944 \$ | 0.6532 \$ | Y  
 BAHRAIN | 0.4356 \$ | 0.5154 \$ | Y  
 BURUNDI | 0.788 \$ | 0.8907 \$ | Y  
 BENIN | 0.602 \$ | 0.5223 \$ | Y  
 BERMUDA | 0.3216 \$ | 0.3216 \$ | Y  
 BRUNEI DARUSSALAM | 0.1424 \$ | 0.0558 \$ | Y  
 BRAZIL | 0.0524 \$ | 0.2582 \$ | Y  
 BAHAMAS | 0.6278 \$ | 0.6278 \$ | Y  
 BHUTAN | 0.1257 \$ | 0.1025 \$ | Y  
 BELARUS | 0.6629 \$ | 0.6641 \$ | Y  
 BELIZE | 1.533 \$ | 1.533 \$ | Y  
 CANADA | 0.0355 \$ | 0.0355 \$ | Y  
 CONGO, DEMOCRATIC REPUBLIC OF THE | 0.867 \$ | 0.7109 \$ | Y  
 CENTRAL AFRICAN REPUBLIC | 1.0972 \$ | 0.8121 \$ | Y  
 COTE D'IVOIRE | 0.67 \$ | 0.7129 \$ | Y  
 COOK ISLANDS | 1.5994 \$ | 1.3205 \$ | Y  
 CHILE | 0.1132 \$ | 0.5309 \$ | Y  
 CAMEROON | 0.4107 \$ | 0.5179 \$ | Y  
 CHINA | 0.0395 \$ | 0.0395 \$ | Y  
 COLOMBIA | 0.117 \$ | 0.1003 \$ | Y  
 COSTA RICA | 0.1231 \$ | 0.3139 \$ | Y  
 CABO VERDE | 0.5317 \$ | 0.3612 \$ | Y  
 CZECHIA | 0.113 \$ | 0.2348 \$ | Y  
 DIEGO GARCIA | 0.435 \$ | 0.435 \$ | Y  
 DJIBOUTI | 0.7215 \$ | 0.5718 \$ | Y  
 DENMARK | 0.0327 \$ | 0.1404 \$ | Y  
 DOMINICA | 1.0227 \$ | 0.7727 \$ | Y  
 ESTONIA | 2.1381 \$ | 2.0891 \$ | Y  
 EGYPT | 0.4326 \$ | 0.6226 \$ | Y  
 ERITREA | 0.7029 \$ | 0.4078 \$ | Y  
 ETHIOPIA | 0.4027 \$ | 0.3803 \$ | Y  
 FIJI | 1.5038 \$ | 0.7631 \$ | Y  
 FALKLAND ISLANDS (MALVINAS) | 1.9702 \$ | 1.9702 \$ | Y  
 MICRONESIA (FEDERATED STATES OF) | 0.8686 \$ | 0.8308 \$ | Y  
 FAROE ISLANDS | 0.1524 \$ | 0.0288 \$ | Y



FRANCE | 0.0329 \$ | 0.126 \$ | Y  
 GABON | 0.6246 \$ | 0.6921 \$ | Y  
 UNITED KINGDOM | 0.0233 \$ | 0.0682 \$ | Y  
 GEORGIA | 0.8426 \$ | 1.1833 \$ | Y  
 FRENCH GUIANA | 0.2043 \$ | 0.1204 \$ | Y  
 GUERNSEY | 0.0233 \$ | 0.0682 \$ | Y  
 GHANA | 1.1366 \$ | 1.1366 \$ | Y  
 GIBRALTAR | 0.2334 \$ | 0.9396 \$ | Y  
 GREENLAND | 1.125 \$ | 0.3228 \$ | Y  
 GAMBIA | 0.6642 \$ | 0.801 \$ | Y  
 GUINEA | 1.1618 \$ | 0.9137 \$ | Y  
 GUADELOUPE, SAINT-MARTIN (FRENCH) AND SAINT BARTHÉLEMY |  
 0.0265 \$ | 0.1017 \$ | Y  
 EQUATORIAL GUINEA | 2.7398 \$ | 2.7398 \$ | Y  
 GUATEMALA | 0.625 \$ | 0.7812 \$ | Y  
 GUAM | 0.0409 \$ | 0.0409 \$ | Y  
 GUINEA-BISSAU | 0.8951 \$ | 0.9941 \$ | Y  
 GUYANA | 0.333 \$ | 0.3282 \$ | Y  
 HONDURAS | 0.1846 \$ | 0.2305 \$ | Y  
 CROATIA | 0.458 \$ | 1.251 \$ | Y  
 HAITI | 0.3532 \$ | 0.4437 \$ | Y  
 HUNGARY | 0.1209 \$ | 0.2156 \$ | Y  
 IRELAND | 0.0256 \$ | 0.1784 \$ | Y  
 ISLE OF MAN | 0.0233 \$ | 0.0682 \$ | Y  
 IRAQ | 0.2409 \$ | 0.2955 \$ | Y  
 ICELAND | 0.2305 \$ | 0.1054 \$ | Y  
 ITALY | 0.0338 \$ | 0.2172 \$ | Y  
 JERSEY | 0.0233 \$ | 0.0682 \$ | Y  
 JAMAICA | 1.0442 \$ | 1.0442 \$ | Y  
 JAPAN | 0.0601 \$ | 0.137 \$ | Y  
 KYRGYZSTAN | 0.2141 \$ | 0.3367 \$ | Y  
 CAMBODIA | 0.3497 \$ | 0.3497 \$ | Y  
 KIRIBATI | 1.9284 \$ | 2.1749 \$ | Y  
 COMOROS | 0.6617 \$ | 0.7148 \$ | Y  
 SAINT KITTS AND NEVIS | 0.9292 \$ | 0.9292 \$ | Y  
 KOREA, REPUBLIC OF | 0.1029 \$ | 0.1029 \$ | Y  
 KUWAIT | 0.3625 \$ | 0.3625 \$ | Y  
 LAO PEOPLE'S DEMOCRATIC REPUBLIC | 0.2884 \$ | 0.1503 \$ | Y  
 LEBANON | 0.1964 \$ | 0.2401 \$ | Y  
 LIECHTENSTEIN | 0.4236 \$ | 0.213 \$ | Y  
 SRI LANKA | 0.6953 \$ | 0.6953 \$ | Y  
 LIBERIA | 0.7744 \$ | 0.7668 \$ | Y  
 LESOTHO | 0.7845 \$ | 1.153 \$ | Y  
 LITHUANIA | 1.8394 \$ | 1.479 \$ | Y  
 LUXEMBOURG | 0.3562 \$ | 0.3832 \$ | Y  
 LATVIA | 2.1202 \$ | 2.4842 \$ | Y  
 LIBYA | 0.6169 \$ | 0.4497 \$ | Y  
 MOROCCO | 0.5183 \$ | 2.132 \$ | Y  
 MONACO | 0.8023 \$ | 2.1247 \$ | Y  
 MOLDOVA, REPUBLIC OF | 0.4672 \$ | 0.4992 \$ | Y  
 MONTENEGRO | 0.3536 \$ | 0.8558 \$ | Y  
 MADAGASCAR | 1.0043 \$ | 1.0901 \$ | Y  
 MARSHALL ISLANDS | 0.4046 \$ | 0.4046 \$ | Y  
 NORTH MACEDONIA | 0.6601 \$ | 1.5052 \$ | Y  
 MALI | 0.5561 \$ | 0.6258 \$ | Y  
 MYANMAR | 0.2574 \$ | 0.355 \$ | Y  
 MONGOLIA | 0.0699 \$ | 0.05 \$ | Y  
 MACAU SAR | 0.4726 \$ | 0.4726 \$ | Y  
 NORTHERN MARIANA ISLANDS | 0.0343 \$ | 0.0343 \$ | Y  
 MARTINIQUE | 0.0465 \$ | 0.1033 \$ | Y  
 MAURITANIA | 0.8688 \$ | 1.0065 \$ | Y  
 MONTSERRAT | 1.2006 \$ | 1.2006 \$ | Y  
 MALTA | 0.3331 \$ | 0.6612 \$ | Y  
 MAURITIUS | 0.717 \$ | 0.6363 \$ | Y  
 MALDIVES | 5.702 \$ | 5.702 \$ | Y  
 MALAWI | 0.7964 \$ | 0.677 \$ | Y  
 MEXICO | 0.0501 \$ | 0.1711 \$ | Y  
 MOZAMBIQUE | 0.2722 \$ | 0.4588 \$ | Y  
 NAMIBIA | 0.2139 \$ | 0.1839 \$ | Y  
 NEW CALEDONIA | 0.975 \$ | 0.4491 \$ | Y  
 NIGER | 0.7102 \$ | 0.5895 \$ | Y  
 NORFOLK ISLAND | 2.1209 \$ | 1.065 \$ | Y  
 NIGERIA | 0.6428 \$ | 0.6428 \$ | Y  
 NICARAGUA | 0.1902 \$ | 0.3507 \$ | Y  
 NORWAY | 0.0338 \$ | 0.1522 \$ | Y  
 NEPAL | 0.5329 \$ | 0.5329 \$ | Y  
 NAURU | 1.8562 \$ | 2.026 \$ | Y  
 NIUE | 1.7966 \$ | 1.3181 \$ | Y  
 PERU | 0.0487 \$ | 0.1476 \$ | Y  
 FRENCH POLYNESIA | 0.411 \$ | 0.5337 \$ | Y  
 PAPUA NEW GUINEA | 0.9428 \$ | 1.3329 \$ | Y  
 PAKISTAN | 0.5737 \$ | 0.5737 \$ | Y  
 SAINT PIERRE AND MIQUELON | 0.5816 \$ | 0.5816 \$ | Y  
 PUERTO RICO | 0.0242 \$ | 0.0242 \$ | Y  
 PALESTINE, STATE OF | 0.2667 \$ | 0.3118 \$ | Y  
 PALAU | 0.4532 \$ | 0.4417 \$ | Y  
 PARAGUAY | 0.1531 \$ | 0.2971 \$ | Y  
 QATAR | 0.8432 \$ | 0.8784 \$ | Y  
 SERBIA | 0.2929 \$ | 0.4437 \$ | Y  
 RWANDA | 1.103 \$ | 1.2498 \$ | Y  
 SAUDI ARABIA | 0.3749 \$ | 0.5608 \$ | Y  
 SOLOMON ISLANDS | 0.975 \$ | 1.9255 \$ | Y  
 SEYCHELLES | 1.1088 \$ | 1.0784 \$ | Y

	SWEDEN   0.0234 \$   0.0956 \$   Y SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA   2.4267 \$   2.3385 \$   Y SLOVAKIA   0.0701 \$   0.4768 \$   Y SIERRA LEONE   0.8439 \$   0.7772 \$   Y SAN MARINO   0.8929 \$   0.3148 \$   Y SENEGAL   0.7273 \$   0.8951 \$   Y SOMALIA   0.7888 \$   0.7763 \$   Y SURINAME   0.1996 \$   0.4533 \$   Y SOUTH SUDAN   0.6542 \$   0.7173 \$   Y SAO TOME AND PRINCIPE   1.5976 \$   1.574 \$   Y EL SALVADOR   0.8294 \$   0.6228 \$   Y SINT MAARTEN (DUTCH PART)   0.4137 \$   0.4678 \$   Y ESWATINI   0.2293 \$   0.2666 \$   Y TURKS AND CAICOS ISLANDS   1.411 \$   1.6546 \$   Y CHAD   0.83 \$   0.8565 \$   Y FRENCH SOUTHERN TERRITORIES   0.023 \$   0.1601 \$   Y TOGO   0.5079 \$   0.4711 \$   Y THAILAND   0.1271 \$   0.1271 \$   Y TAJIKISTAN   0.2603 \$   0.2817 \$   Y TOKELAU   0.975 \$   2.4545 \$   Y TIMOR-LESTE   0.975 \$   0.9269 \$   Y TURKMENISTAN   0.435 \$   0.435 \$   Y TUNISIA   1.2254 \$   1.2586 \$   Y TONGA   1.4663 \$   1.513 \$   Y TURKEY   0.2271 \$   0.5803 \$   Y TRINIDAD AND TOBAGO   0.5075 \$   0.6433 \$   Y TAIWAN, CHINA   0.0741 \$   0.4129 \$   Y TANZANIA, UNITED REPUBLIC OF   1.6103 \$   1.6103 \$   Y UGANDA   1.6086 \$   1.6086 \$   Y UNITED STATES MINOR OUTLYING ISLANDS   0.0343 \$   0.0343 \$   Y UNITED STATES OF AMERICA   0.0318 \$   0.0318 \$   Y UZBEKISTAN   0.3047 \$   0.3047 \$   Y SAINT VINCENT AND THE GRENADINES   0.9717 \$   0.5279 \$   Y VIRGIN ISLANDS (BRITISH)   0.4557 \$   0.4557 \$   Y VIET NAM   0.3142 \$   0.3142 \$   Y VANUATU   1.326 \$   1.4891 \$   Y WALLIS AND FUTUNA   0.975 \$   0.975 \$   Y SAMOA   0.3329 \$   0.9589 \$   Y YEMEN   0.2885 \$   0.2296 \$   Y MAYOTTE   0.2471 \$   0.4199 \$   Y SOUTH AFRICA   0.3844 \$   0.6876 \$   Y ZAMBIA   0.747 \$   0.7075 \$   Y ZIMBABWE   0.3413 \$   0.6389 \$   Y
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Shared Cost					National				ITFS					
Country	Landline Rate	Mobile Rate	Special Rate	Enabled Status	Country	Landline Rate	Mobile Rate	Special Rate	Enabled Status	Country	Landline Rate	Mobile Rate	Special Rate	Enabled Status

Accepted and agreed as of the date specified below by the authorized representative of Customer

**Signature:**

**Print Name:**

**Date:**

**Zoom Service Effective Date: 12/01/2024**

**PO # (If Applicable):**



**The Services will be activated within 48 hours of order signature or Zoom Service Effective Date, whichever is later.**

**Zoom reserves the right at its sole discretion to accept Order Forms received after the Valid Until date.**

*If a PO# is required for processing the invoice related to this order, please provide a PO with this order. If issuance of PO is delayed, please provide a PO within 5 days of the service effective date via email to [purchase-orders@zoom.us](mailto:purchase-orders@zoom.us). Notwithstanding the foregoing, the period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any procurement process.*

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

**AGENDA ITEM #X-D  
DECEMBER 12, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NAMING OPPORTUNITY  
DON OPEL FOUNDATION EXECUTIVE DIRECTOR OFFICE**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees approves the naming of the Highland Community College Foundation's Executive Director office, located in the Student/Conference Center (building H), the Don Opel Foundation Executive Director Office. It is further recommended that the name remain in place indefinitely until further action of the Board.

**BACKGROUND:** This naming opportunity recognizes the invaluable contributions and leadership of former Foundation Executive Director Mr. Don Opel. His connection with the College started prior to the Foundation, serving as a co-chair of the committee that studied the feasibility of establishing a college in this area. In addition to getting a college in Freeport, Mr. Opel also felt it was equally important to make the college accessible to all segments of the community. To that end, Mr. Opel worked to build the Highland Community College Foundation.

Mr. Opel was president of the Foundation for 10 years and was appointed executive director in 1973, a position he held until his retirement in 1987. The College arboretum was named after him for his efforts in providing funds for the campus master landscape plan. In 1983, he received the first honorary degree bestowed by the College. Highland will always be grateful for his leadership, hard work, and dedicated service to the College.

Funding for this naming opportunity was provided by the Jim and Kathy Berberet family through the Legacy Campaign. A naming plaque will include background information on Mr. Opel, as well as denote that the funding was provided by Mr. and Mrs. Berberet. If the Foundation office is relocated on campus in the future, the named space will move with the Foundation to the new location.

At the February 21, 2006, regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor's name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation.

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

**AGENDA ITEM #X-E  
DECEMBER 12, 2024  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NAMING OPPORTUNITY  
WHITON FAMILY REHEARSAL ROOM**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees approves the naming of room F-21, located in the Ferguson Fine Arts Center, the Whiton Family Rehearsal Room. It is further recommended that the name remain in place indefinitely until further action of the Board.

**BACKGROUND:** This naming opportunity recognizes the Whiton family’s commitment to supporting practical learning experiences for our students. The space will be dedicated the Whiton Family Rehearsal Room, with a plaque acknowledging the commitment of Janet and John Whiton, Brian Whiton, and Carrie Whiton Helm to supporting practical learning experiences for our students. Funding for this naming opportunity was provided by the Whiton family through the Legacy Campaign. Their passion has been and remains strong for the Arts at Highland.

At the February 21, 2006, regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor’s name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation.

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