

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

January 28, 2025 – 3:00 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. Moment of Silence in Memory of Former Trustees Dennis Endress and Maurita Scharman
- III. Approval of Trustee(s) Attending Meeting Via Electronic Means
- IV. Approval of Agenda
- V. Approval of Minutes: November 12, 2024 Special Meeting
 November 26, 2024 Audit & Finance Committee
 November 26, 2024 Regular Meeting
 December 12, 2024 Board Retreat
- VI. Public Comments
- VII. Introductions
- VIII. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreement Between Highland Community College and Orangeville CUSD #203 for the 2025-2026 Academic Year (FY26) (Page 1)
 - B. Administration
 - 1. Board Meeting Schedule (Page 4)
 - C. Personnel
 - 1. Seniority Lists (Page 5)
 - 2. Part-time Instructors, Overload, and Other Assignments (Page 12)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – Revised Policy 3.072: Administrative/Hardship Withdraw (Page 15)

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.

2. First Reading – Revised Policy 4.095: Leave, Vacation – Administrative/ Professional/Classified Employees (Page 17)
3. First Reading – Revised Policy 4.12: Leave, Sick – Administrative/ Professional/Classified Employees (Page 20)
4. First Reading – Revised Policy 4.16: Leave, Personal Days (Page 23)
5. First Reading – Reaffirmation of Policy Manual Appendix: Process for Presenting New Policies/Updates to PRC (Policy Review Committee) (Page 25)

C. Personnel

1. Appointment: Coordinator, Financial Aid (Page 27)
2. Revised Job Title and Job Description: ITS Security and Systems Administrator (Page 28)
3. Revised Salary Range Placement and Compensation Adjustment: ITS Security and Systems Administrator (Page 32)

D. Financial

1. First Reading – Tuition (Page 33)
2. Authorization to Waive Bidding and Contract for Building S (Sports Center) Emergency Mansard Repair (Page 34)
3. Resolution Authorizing Use of Protection, Health, and Safety Funds Remaining from Previous Projects for Project “Building S (Sports Center) Emergency Mansard Repair” (Page 38)
4. Acceptance of Proposal: Building W (Maintenance) Septic System Replacement Project (Page 40)
5. Acceptance of Bid: Building N (Natural Science Center) Classroom N-107 ADA Accessibility Renovation and Hallway Asbestos Abatement Project (Page 42)
6. Action to Take from the Table the Contract with Spelman Johnson for Search Firm Services for Director of Athletics and Physical Education Search (Page 46)
7. Approval of Contract with Spelman Johnson for Search Firm Services for Director of Athletics and Physical Education Search (Page 47)
8. Payment of Bills and Agency Fund Report – November 2024 (Page 52)
9. Payment of Bills and Agency Fund Report – December 2024 (Page 54)

X. Reports

A. Treasurer’s Report

1. Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 56)
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

XI. CLOSED SESSION

A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body

B. Collective Negotiating Matters

C. Litigation Has Been Filed, is Pending, or Probable

XII. ACTION, IF NECESSARY

A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body

B. Collective Negotiating Matters

C. Litigation Has Been Filed, is Pending, or Probable

XIII. Old Business

A. Feasibility of an Athletic, Learning, and Event Center

XIV. New Business

A. Appoint Trustees to Review Closed Session Minutes and Tapes

XV. Dates of Importance

A. Tuesday, February 25, 2025 – Robert J. Rimington Board Room (H-228)
4:00 p.m. – Regular Meeting

B. Thursday, March 6, 2025 – Robert J. Rimington Board Room (H-228)
11:00 a.m. – Quarterly Board Retreat

C. Tuesday, March 25, 2025 – Robert J. Rimington Board Room (H-228)
4:00 p.m. – Regular Meeting

XVI. Adjournment

**AGENDA ITEM #VIII-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND ORANGEVILLE CUSD #203 FOR THE 2025-2026 ACADEMIC YEAR (FY26)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreement for the 2025-2026 (FY26) academic year for qualified students attending Orangeville CUSD #203.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to 13 participating high schools.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2025 – 2026 Academic Year (FY'26)
 Orangeville CUSD 203 and Highland Community College

General Provisions

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

- Following fall 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 Orangeville CUSD 302

Chris Kuberski, President

Date

Julia Katzenberg 11/11/24
Superintendent Date

Jim Endress, Chair
Board of Trustees

Date

Deanna Kraft 11/26/2024
President Date
Board of Education

AGENDA ITEM #VIII-B-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE

BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2025:

January 28, 2025
February 25, 2025
March 25, 2025
April 22, 2025

BACKGROUND: The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

SENIORITY LISTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that shows the services each faculty member is competent to render.

BACKGROUND: An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

BOARD ACTION: _____

Business and Technology FT Faculty
(Updated at the end of May, 2024)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Kristin Akins	6	Automotive	
Jennifer Alderman	4	Accounting	
Amy Chamberlin	10	Cosmetology	
Justin Ebert	10	Agriculture	
Joe Grove	15	Economics	BUSN 121
Tasha Marini	1	Cosmetology	
Jeremy Monigold	19	Information Technology	BUSN 141
Monica Pierce	7	Agriculture	
Aaron Sargent	10	Industrial Manufacturing	MATH 111
Evan Talbert	9	Business	
Todd Vacek	10	Welding	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2024)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Sammy Ahmed	5.5	World Civilization/Political Science	
Robert Apolloni	22	Art	
Laura Early	8.5	Theatre	HUMA 104
Sam Fiorenza	26	English	
Randy Haldeman	4	Vocal Music	
Julie Hartman-Linck	7	Sociology	
Narjis Hyder	.5	Psychology/Education	
Melissa Johnson	2.5	Early Childhood Education	
Tracy Mays	22	English/German	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2024)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Paul Rabideau	21.5	Psychology	
Jennifer Roser	9	Criminal Justice	
Jami Spencer	5	Integrated Reading and Writing/Co-Requisite Writing	
Danny Tufariello	21.5	English	
James Yeager	19	Speech	HUMA 110/MCOM 110, 130, 131, 150, 205

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Library FT Faculty

<u>Name</u>	<u>Position Title</u>	<u>Date of Position Hire</u>
Michael Skwara	User Services Librarian	01/24/2005
Laura Watson	Reference Librarian	03/25/1998

Natural Science and Mathematics FT Faculty
(Updated at the end of May, 2024)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Steven Curran	6	Earth Sciences/Geography	
Ghaneshwar Gautam	2	Physics	
Karla Giuffre	15	Biology	
Tony Grahame	28	Biology	
Martin Hilberg	5	Mathematics	
Steve Mihina	28	Mathematics	
Juliet Moderow	18	Biology	
Alan Nowicki	31	Biology	
Jenna Rancingay	12	Mathematics	
Mark Rasmussen	4	Mathematics	
John Sullivan	25	Chemistry	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Nursing and Allied Health FT Faculty
(Updated at the end of May, 2024)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jessica Larson	13.5	Nursing	
Amanda Lessman	4	Nursing	
Cassie Mekeel	9	Nursing	
Billie Jo Rogers	1.5	Nursing	
Jessica Schneiderman	4	Nursing	
Chrislyn Senneff	15	Nursing	
Kay Sperry	15.5	Nursing	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside their primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by **November 15**. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

**AGENDA ITEM #VIII-C-2
JANUARY 28, 2025
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
Athletics								
Chance	Sharp	3821	PHYD222	Weight Training		0.1	\$719.68	\$71.97
Humanities, Social Science & Fine Arts								
Jennifer	Roser		CJS101	Development & Evaluation of Proficiency Exam				\$600.00
Heidi	Spotts-Manthey		MUS177	Development & Evaluation of Proficiency Exam				\$100.00
Heidi	Spotts-Manthey		MUS178	Development & Evaluation of Proficiency Exam				\$100.00
Lifelong Learning								
Kathy	Heid	3624	PERS034	Walk and Stretch Fall II	30		\$18.00	\$540.00
Jessica	Leonard	3791	PERS034	Holiday Centerpiece				\$261.00
Debbie	Miller	3576	PERS036	Card Making A	8		\$19.00	\$152.00
Debbie	Miller	3577	PERS036	Card Making B	8		\$19.00	\$152.00
Mark	Peterson	3585	PERS037	Korean War	1.5		\$27.50	\$41.25
Mark	Peterson	3722	PERS034	Assassination of Garfield	1.5		\$27.50	\$41.25
Miscellaneous								
Anthony	Musso			Belonging at Work Workshop	4		\$35.00	\$140.00
Heather	Wagner	3849	WFD052C	Conflict Resolution Training				\$428.00
Nursing & Allied Health								
Amanda	Lessman	3014	NURS109BHX	Portion of Basic Nursing Assistant Lab		2.08	\$1,439.35	\$2,993.85
Natural Science & Mathematics								
Roberta	Andrews			Transitional Math Course Development		3	\$28.70	\$86.10
Ellen	McGinnis			Transitional Math Course Development		3	\$28.70	\$86.10
Constance	Taylor			Transitional Math Course Development		3	\$28.70	\$86.10
Don	Tresemmer			Transitional Math Course Development		3	\$28.70	\$86.10
Other Assignments								
Kelly	Ellinor			Worked scorer's table for 2 Volleyball games in October				\$ 100.00
Courtney	Miller			Worked scorer's table for 1 Volleyball game in October				\$ 50.00
Bill	Pospischil			Worked scorer's table for 3 Volleyball games in October				\$ 150.00
Lindsay	Stodden			Worked scorer's table for 2 Volleyball games in October				\$ 100.00
Emily	Stich			Instrumentalist for November 1st band concert				\$ 110.00
Lynn	Kaufman			LifeLong Learning instructor				\$ 308.00
Erica	Williams			LifeLong Learning instructor				\$ 72.00
Catherine	Urban			LifeLong Learning instructor				\$ 385.00
James	Blair			Worked scorer's table for 2 MBB and 2 WBB games in November				\$ 220.00
Robert	Buckwalter			Worked scorer's table for 1 MBB and 2 WBB games in November				\$ 165.00
Eric	Katzenberger			Worked scorer's table for 2 MBB and 2 WBB games in November				\$ 160.00
Bill	Pospischil			Worked scorer's table for 2 MBB and 2 WBB games in November				\$ 220.00
Jeff	Slattengren			Worked scorer's table for 2 MBB games in November				\$ 110.00
Addison	Cross			Wassail Lord in 2024 Madrigal Dinner				\$ 1,000.00
James	Blair			Worked 12 games at scorer's table 12/13 & 12/14/24 for Dimond Bros tournament				\$ 660.00
Robert	Buckwalter			Worked 12 games at scorer's table 12/13 & 12/14/24 for Dimond Bros tournament				\$ 660.00
Eric	Katzenberger			Worked 12 games at scorer's table 12/13 & 12/14/24 for Dimond Bros tournament				\$ 480.00
Bill	Pospischil			Worked 12 games at scorer's table 12/13 & 12/14/24 for Dimond Bros tournament				\$ 660.00
Jeff	Slattengren			Worked 12 games at scorer's table 12/13 & 12/14/24 for Dimond Bros tournament				\$ 660.00

Spring 2025								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Agriculture, Business & Technology								
Hannah	McWhirter			Curriculum Development		0.5	\$510.00	\$255.00
Monica	Pierce			Agriculture Dual Credit Coordination & Supervision				\$5,181.66
Eric	Piper			Welding Program Assistant	TBD		\$15.00	TBD
Kayla	Clark			Cosmetology Lab - P/T Instructor	TBD		\$32.29	TBD
Dana	Krueger			Cosmetology Lab - P/T Instructor	TBD		\$30.71	TBD
Angela	Pierson			Cosmetology Lab - P/T Instructor	TBD		\$31.87	TBD
Denise	Johnson			Office Technology Lab - P/T Instructor	TBD		\$35.54	TBD
Carol	Engelkens			Office Technology Lab - P/T Instructor	TBD		\$32.29	TBD
Miscellaneous								
Tracy	Cannell			Upward Bound				\$2,240.00
Eldridge	Gilbert			Upward Bound				\$1,750.00
Kirk	Pearson	6431	SPCH295SXX	Community Leadership Development-Stephenson		3	\$615.00	\$1,845.00
Kirk	Pearson			Curriculum Development for SPCH295SXX				\$745.00
Sam	VenHuizen	6430	SPCH295JXX	Community Leadership Development-Jo Daviess		3	\$585.00	\$1,755.00
Sam	VenHuizen			Curriculum Development for SPCH295JXX				\$745.00
Sam	VenHuizen	6431	SPCH295SXX	Community Leadership Development-Stephenson		3	\$585.00	\$1,755.00
Sam	VenHuizen			Curriculum Development for SPCH295SXX				\$745.00

**AGENDA ITEM #IX-B-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 3.072
ADMINISTRATIVE/HARDSHIP WITHDRAW**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 3.072, Administrative/Hardship Withdraw, which is included in Chapter III, Student, of the policy manual.

BACKGROUND: This revision expands the policy to include additional situations in which a withdraw may be requested by a student. Previously the policy only included medical withdraw situations. This is a long-standing procedure and is required by State statute.

BOARD ACTION: _____

3.072 ~~Medical~~Administrative/Hardship Withdraw (Revised Adopted)

Students who withdraw from the college due to unforeseen circumstances, may apply for an administrative/hardship withdraw through the following process. The administrative withdraw appeal process is the means for HCC students to be considered for a hardship withdraw. Hardships may include, but are not limited to the following: serious injury or illness, chronic illness, -a medical issue of a family member that results in the student becoming a part-time or full-time caretaker of that family member, a mental health condition, a sudden or consistent lack of transportation, or a significant cost of living increase. Students approved for an administrative/-hardship withdraw are encouraged to re-enroll when their situation changes. (110 ILCS 66/2035)

Students who are unable to participate in their classes for an extended period of time due to a medical or family emergency may request a medical withdraw. Requests for medical administrative/hardship withdraws should be made to the Ddirector of Eenrollment and Rrecords through a written request explaining the circumstances accompanied by documentation from a physician or medical institution to verify the medical condition, date of onset, and estimated length of treatment that interferes with attending and completing classes and assignments. Sufficient documentation of a sudden or consistent lack of transportation or a significant cost of living increase must be provided. Retroactive withdraws will be considered until the end of the fall or spring semester following the semester for which the medical/administrative administrative/hardship withdraw is being requested.

Students granted an administrative/ ~~medical~~hardship withdraw may receive a grade of AW (Administrative Withdraw~~al~~) which carries no academic penalty and is not used in the calculation of the student's grade point average. Administrative Withdraw is considered for all courses in a given semester and is not usually granted for select courses. Students will receive written notification of the decision from the Admissions and Records Office.

~~Students who withdraw from the college due to unforeseen circumstances, may apply for an administrative withdraw. The administrative withdraw appeal process is the means for HCC students to be considered for a hardship withdraw. Hardships may include, but are not limited to the following: serious injury or illness, chronic illness, a medical issue of a family member that results in the student becoming a part-time or full-time caretaker of that family member, a mental health condition, a sudden or consistent lack of transportation, or a significant cost of living increase. Students approved for a hardship withdraw are encouraged to re-enroll when their situation changes. (110 ILCS 66/35)~~

**AGENDA ITEM #IX-B-2
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 4.095
LEAVE, VACATION – ADMINISTRATIVE/PROFESSIONAL/
CLASSIFIED EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for the first reading revised policy 4.095, Leave, Vacation – Administrative/Professional/Classified Employees, which is included in Chapter 4, Personnel, of the policy manual.

BACKGROUND: The recommended change allows individuals to take vacation leave time in one-hour increments. This will better accommodate employee needs and is consistent with the practice used at other community colleges.

BOARD ACTION: _____

4.095 Leave, Vacation-Administrative/Professional/Classified Employees (Reaffirmed 11/28/23)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment.

- A. New full-time classified and professional employees, earn .67 vacation days per month not to exceed eight (8) days per year and will continue accruing at the following rates:
 - 1. 1 year through 5 years of employment 8 days vacation (accrued at .67 days per month)
 - 2. After 5 years of employment 13 days vacation (accrued at 1.08 days per month)
 - 3. After 15 years of employment 18 days vacation (accrued at 1.50 days per month)
- B. Full-time administrative employees earn 19 vacation days per year (accrued at 1.58 days per month).
- C. The President will (if employed full time) earn vacation days as determined by the Board. Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.
- D. Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro rata basis to the schedule for full-time employees.

A.E. Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted through the College's payroll system.

F. The Payroll Office maintains the official leave use and accrual records on the employee's time records. Every one hour of absence for vacation should be indicated on the employee's time sheet.

B.G. Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.

C.H. A full-time classified or professional employee with up to 15 years of employment may carry over up to 10 vacation days into the next fiscal year. A full-time classified or professional employee after 15 years of employment and administrative employees may carry over up to 20 vacation days into the next fiscal year. Custodial Maintenance union employees must use any carryover days by December 31 each year.

D.I. A regular part-time employee with up to 15 years of employment working 32 hours per week but less than 40, may carry over up to eight vacation days. A part-time employee after 15

years of employment working 32 hours per week but less than 40, may carry over up to 16 vacation days into the next fiscal year. Custodial Maintenance union employees must use any carryover days by December 31 each year.

E.J. Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time. If more vacation time is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover unaccrued, used vacation time, the employee will be expected to make arrangements to repay the College.

**AGENDA ITEM #IX-B-3
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 4.12
LEAVE, SICK – ADMINISTRATIVE/PROFESSIONAL/CLASSIFIED EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 4.12, Leave, Sick – Administrative/Professional/Classified Employees, which is included in Chapter 4, Personnel, of the policy manual.

BACKGROUND: The recommended change allows individuals to take sick leave time in one-hour increments. This will better accommodate employee needs and is consistent with the practice used at other community colleges.

BOARD ACTION: _____

4.12 Leave, Sick—Administrative/Professional/Classified Employees (Revised 11/28/23)

Employees are credited with one day of paid sick leave for each month of their employment contract or expected term of employment during each fiscal year. Sick days may accumulate without limitation. Regular part-time employees who work at least 20 but less than 39 hours per week will accrue sick leave on a pro-rated basis according to the schedule below.

<u>Number of hours scheduled to work</u>	<u>Number of hours of sick leave accrued</u>
20-27 per week	4 hours per month
28-31 per week	6 hours per month
32-39 per week	6.5 hours per month

A. Employees may use paid sick leave in one-hour increments for absences as follows:

- personal illness
- injury
- medical care
- exposure to a contagious disease
- death not covered by bereavement policy
- illness, injury, medical appointment, or personal care* of a child, spouse, Civil Union partner, domestic partner, or parents
- illness, injury, medical appointment, or personal care* of a sibling, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury (this time is limited to a period of no less than the personal sick leave that would be accrued during six months at the employee's then current rate of entitlement).
- *Personal care means basic medical hygiene, nutritional or safety needs, being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

- B. Residence of a member of the immediate family within or outside of the employee's home is not a factor in this policy.
- C. An employee who must be absent from duty because of illness shall notify the employee's supervisor, supervisor's designee or call the Human Resources Office at the earliest practicable time.
- D. A medical exam, or a doctor's certificate regarding a release to work is required for sick leave absences of more than three consecutive days. Verification from a covered relative's medical provider may be required for sick leave absences of more than three consecutive days. Supervisors shall notify Human Resources of any employee's sick leave absence of three (3) or more consecutive days due to medical reasons for possible application of the Family and Medical Leave Act (Policy 4.131).
- E. Abuse of the sick leave benefit is cause for disciplinary action, possibly including termination.

- F. The Payroll Office maintains the official sick leave use and accrual records on the employee's time records. Every ~~two hours~~one hour of absence for sickness should be indicated on the employee's time sheet.
- G. If an employee has used all accumulated, accrued leave time (personal, sick, vacation and any compensatory time where applicable) and is not released to return to work, a request of withdrawal of sick days from the sick leave bank may be made through the Human Resources Office. An employee must be a member of the sick leave bank for one year and meet other sick leave bank guidelines to be eligible to withdraw sick leave days from the bank (see the staff portal).
- H. An employee will not be paid for unused sick leave when termination or resignation from the college occurs unless the employee is retiring and applies for and meets all eligibility requirements set forth in the Sick Leave Payout Program (see the staff portal). If more sick leave is used than earned when an employee resigns, retires, or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last paycheck to cover unaccrued, used sick time the employee will be expected to make arrangements to repay the College.

**AGENDA ITEM #IX-B-4
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 4.16
LEAVE, PERSONAL DAYS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 4.16, Leave, Personal Days, which is included in Chapter 4, Personnel, of the policy manual.

BACKGROUND: The recommended change allows individuals to take personal leave time in one-hour increments. This will better accommodate employee needs and is consistent with the practice used at other community colleges.

BOARD ACTION: _____

4.16 Leave, Personal Days (Revised 12/14/23)

- A. Each full-time college administrative, professional or classified employee is entitled to five (5) paid personal leave days per fiscal year, front loaded at the beginning of each fiscal year, specifically for the purpose of completing personal business and complying with the Illinois Paid Leave for All Workers Act. Regular part-time college administrative, professional or classified employees will receive a pro-rated amount based on their scheduled hours. Newly-hired employees will have a 90-day waiting period before using personal days.
- B. Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate. Short-term employees are defined as being employed for less than 2 consecutive calendar quarters; and have no reasonable expectation that they will be rehired by the same employer for the same service in a subsequent year. The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Therefore, any employee not expected to work 40 hours during the year, would be excluded from accruing leave.
- C. Each eligible part-time limited employee, those generally hired on limited term assignments, usually on a semester to semester basis, such as paraprofessionals and lab assistants, will receive an amount based on their scheduled hours, front loaded at the beginning of each assignment. Coaches and assistant coaches will be treated similarly.
- D. Each eligible part-time instructor will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester.
- E. Employees may use the time for any reason of their choosing in increments of at least ~~two hours~~ one hour. Where foreseeable, employees should provide at least a 7-days notice. Otherwise, the leave request should be made as soon as possible.
- F. Personal leave hours must be used by the end of each fiscal year. Any unused personal leave hours at the end of each fiscal year are not carried over. Unused hours are not paid at the time of termination.
- G. If an employee is rehired within 12 months, they will be reinstated with any previously unused personal time.

**AGENDA ITEM #IX-B-5
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

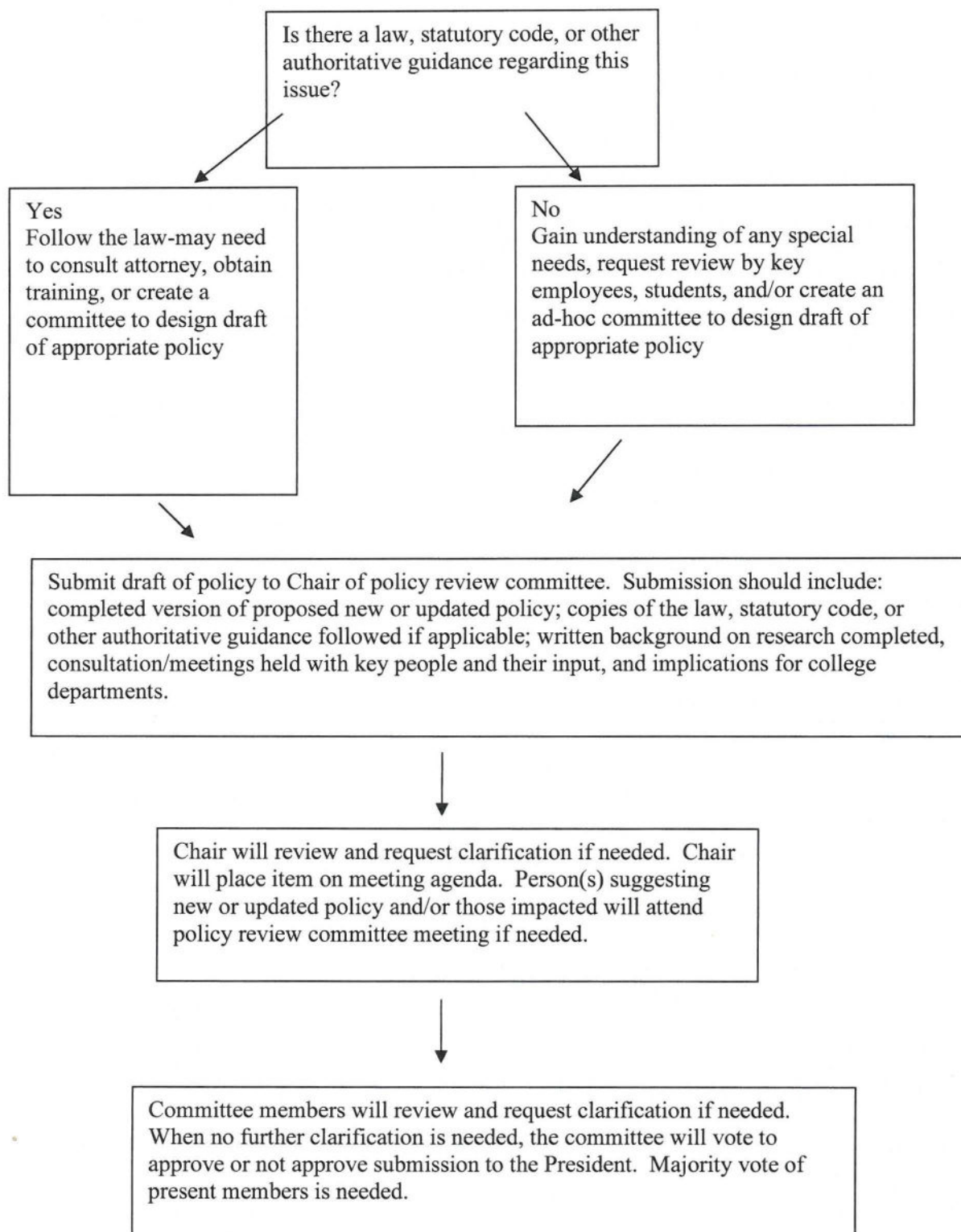
**FIRST READING – REAFFIRMATION OF POLICY MANUAL APPENDIX
PROCESS FOR PRESENTING NEW POLICIES/UPDATES TO PRC
(POLICY REVIEW COMMITTEE)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached reaffirmation of appendix to the Policy Manual, Process for Presenting New Policies/Updates to PRC (Policy Review Committee).

BACKGROUND: As part of the regular review of policies and appendices, the Policy Review Committee has reviewed the attached appendix and recommends reaffirmation.

BOARD ACTION: _____

Process for presenting new policies/updates to PRC (Reaffirmed ~~vised~~ 1/25/22)



**AGENDA ITEM #IX-C-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, FINANCIAL AID**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Sam Schaible as full-time Coordinator, Financial Aid, beginning February 3, 2025, at an FY25 annualized salary of \$56,393, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY25 budget.

BACKGROUND: Sam Schaible has served as Highland's Coordinator of Outreach and Dual Credit for over eight years. In this role, she cultivated partnerships with local high schools, supported prospective and dual credit students, provided preliminary advisement on the College's programs, services, and financial opportunities, and promoted these offerings to enhance enrollment opportunities. Previously, Ms. Schaible worked as a Student Information Specialist at Highland from 2009 to 2015. She guided students on admissions, financial aid, placement testing, payment plans, and registration. She also coordinated numerous events, including the Northwest Illinois College Fair, social service agency luncheons, new student orientation, Fast Forward, Express Registration, Experience Highland, Summer Bridge, and State University Transfer Day.

Beyond her roles in higher education, Ms. Schaible gained valuable hospitality experience as a Wedding Consultant and Food and Beverage Assistant at the Irish Cottage Boutique Hotel in Galena, Illinois. In this capacity, she supervised weddings, motor coach tours, association gatherings, and group meetings, initiated group sales efforts to achieve revenue goals, and developed and managed proposals and contracts.

Ms. Schaible holds an Associate of Arts degree from Highland, a Bachelor of Arts in Liberal Arts and Sciences degree from Southern Illinois University, Carbondale, and a Master of Science in Education, with an emphasis in Academic Advising, from Kansas State University in Manhattan, Kansas.

Her extensive experience in student services, combined with her in-depth knowledge of Highland's processes, procedures, and information systems, makes Ms. Schaible an invaluable asset to the Financial Aid department at Highland Community College.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-2
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE AND JOB DESCRIPTION
ITS SECURITY AND SYSTEMS ADMINISTRATOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for ITS Security and Systems Administrator. This is a full-time, exempt professional position and is included in the FY25 budget.

BACKGROUND: The job title is being modified from Network Administrator to ITS Security and Systems Administrator. An updated Position Analysis Questionnaire (PAQ) was recently submitted as part of the Request for Reclassification process for the review of the job title. The job description and job title have been modified to reflect the position's focus on security of the College's data and systems and updated knowledge and skills required for the position.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Network-ITS Security and Systems Administrator*

GENERAL STATEMENT OF RESPONSIBILITIES: To design, implement, and maintain secure campus network, servers, storage, applications, and services to meet the needs of students, faculty and staffcampus users while ensuring with high levels of availability, and ensuring security best practices.

PRINCIPAL DUTIES: (essential functions)

- Plans and applies necessary security measures and software patches to safeguard the College's data and systems.
- Reviews and analyzes internal logs/alerts and external threat feeds to improve user service and system security posture.
- Maintains and provides network and email accounts, file storage and printing for students, faculty and staff, ensuring proper access to proper resources as authorized by appropriate channels. Identifies, authenticates, and controls access for individuals across technology platforms. Complies with personal identifying information requirements and policies.
- Designs, manages, and implements college-wide network infrastructure, including firewalls, wireless deployments, routers, and switches.
- Manages and implements new networks, servers, storage, and applicationsvirtual infrastructure, including timely upgrades of those systems.
- ~~Plans and applies necessary security measures and software patches to safeguard the College's data and systems.~~
- Monitors and maintains systems for maximum uptime. campus network and server system. Reviews usage patterns to maintain optimal system configuration and performance.
- ~~Works with network users in maintaining optimal configuration of their user environment and access to data and applications.~~
- Provides support and assistance toAssists ITS Support Specialistsstaff with projects and deployments and upgrades as needed. Provides backup coverage to Media Systems.
- Troubleshoots and resolves user issues/questions. Collaborates with users to ensure the network, servers and applications are meeting their business needs.
- Maintains physical network infrastructure, inventory and network-connection diagram maps. Also maintains server and storage inventory.
- Researches, evaluates, and implements innovative and effective technologies to meet IT objectives and the College's Strategic Plan. and stays current on solutions for support issues and future growth projects.
- Administers, monitors, and tests campus data backup solutions and refines the campus data recovery plan to ensure business continuity.

Adopted 4/23/1996

Network AdministratorITS Security and Systems

Administrator

- Provides internal support to the department by strategizing on future technology needs, planning future budgetary needs, researching latest security vulnerabilities, and network, server, storage and application upgrades.
- Responds 24 hours a day, 7 days a week to a downed system or service.
- In accordance with the Risk Management Policy and Program:
Serves as a member of the College's 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.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage and grammar.

Knowledge of network operating system software such as Linux, VMware or Windows and ~~storage administration~~ HPE Simplivity.

Knowledge of email suite/collaboration administration.

Knowledge of storage and backup ~~system~~ administration such as VMware/agent based backups, LTO tapes, ~~and~~ cloud-based backups, ~~and~~ HPE Simplivity.

Knowledge of directory services such as eDirectory, Active Directory/Azure, LDAP.

Knowledge of application specific administration (document imaging, mobile management, workstation/application management system).

Knowledge of hardware, tools, equipment and materials used in networking such as wireless, switches, routers, networking protocols, fiber cabling and devices.

Knowledge of security and vulnerability administration such as: firewalls, antivirus software and deployment, email spam filtering, and spyware prevention and removal.

Knowledge of utilizing data to make informed decisions.

Skill in operating and maintaining network operating systems.

Skill in solving technical problems involving integrated operating systems and hardware platforms.

Skill in ~~PC desktop administration (deployment, management, troubleshooting)~~ database administration.

Skill in safely utilizing specialized testing equipment and tools.

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

Skill in prioritizing multiple tasks, projects and demands.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs. of force occasionally, and up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.

MINIMUM QUALIFICATIONS: Associate's degree in information technology, computer science or a related field, Bachelor's degree preferred, and five (5) years work experience administering an enterprise class network of a similar size and configuration OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ComTIANetwork+ or other network administration certifications required within six (6) months of hire. ~~Open Enterprise Server Certification preferred.~~

SECURITY SENSITIVE POSITION: Requires a criminal background check.

Adopted 4/23/1996

~~Network Administrator~~ ITS Security and Systems

Administrator

REPORTS TO: Director, Information Technology Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2317

JOB SERIES/FAMILY: General Administrative Series/Information Technology Group

LAST REVISED: ~~02/19/19~~ 01/28/25 *[Pending Board Approval]

**AGENDA ITEM #IX-C-3
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED SALARY RANGE PLACEMENT AND COMPENSATION ADJUSTMENT
ITS SECURITY AND SYSTEMS ADMINISTRATOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the ITS Security and Systems Administrator with placement at range level 34 on the Highland Salary Range Table, along with an annualized compensation adjustment in the amount of \$3,386 for the incumbent in the position, Kam Merryman, effective January 29, 2025.

BACKGROUND: An updated position analysis questionnaire (PAQ) was submitted as part of the Request for Reclassification process for review of position placement on the Highland Range Table. The position has taken more of a lead role in relation to the responsibilities associated with ensuring security best practices for various campus information technology systems. The salary range placement is being modified from range level 32 to 34 to align with local and regional market data, along with consideration of internal equity. In addition, a salary adjustment of \$3,386 will be provided to reflect the change in range placement and the incumbent's years of internal service credit.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – TUITION

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for first reading an increase in the in-district tuition rate from \$151.00 per credit hour to \$159.00 per credit hour effective Fall semester of 2025. In addition, it is recommended that the Board of Trustees considers for first reading an increase in the senior citizen rate from \$113.00 to \$119.00 per credit hour effective Fall semester 2025. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2025 tuition rates at community colleges contiguous to Highland have been determined.

BACKGROUND: For fiscal years 2023, 2024, and 2025, State funding has represented only about 9% of the College's operating budget. Despite this, the College has strived to maintain affordable tuition and a flat overall tax rate. Tuition has not been increased during this time period.

A \$151 tuition rate effective Fall semester of 2025 coupled with our technology fee (\$28) and activity fee (\$25) may be higher than the overall State average in-district tuition and fee rate in FY25, however many colleges have not yet determined tuition and many are discussing increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include an increase in property tax values and flat State funding indicate that the FY26 budget may still have a deficit despite this recommended increase in tuition. Items of significant budget impact are not yet known at this time, such as property tax values, State funding, and medical insurance costs that may require adjustments to current budget projections.

If (as originally planned when Illinois Community Colleges were established) State funding was one-third of the College's revenue sources, then we would only be looking at a per credit hour tuition rate of about \$198.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-2
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE**

**AUTHORIZATION TO WAIVE BIDDING AND CONTRACT FOR BUILDING S
(SPORTS CENTER) EMERGENCY MANSARD REPAIR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees adopts a motion, by the required number of votes, waiving bidding and entering into a contract with Scandroli Construction of Rockford, Illinois in the amount of \$119,419.00. This contract will allow for emergency repairs to stabilize and restore the mansard (roof) on a portion of Building S (Sports Center), which is leased to and shared with the YMCA.

BACKGROUND: The Board of Trustees is required by contract to maintain the exterior of the building presently leased to and shared with the YMCA. In late September 2024, the mansard (roof) began sagging in a visible manner at the northeast corner of the building at the swimming pool. A contractor was called to look at it on September 25, 2024. It was determined that two options existed, the first of which would be to replace the entire affected roof structure. An informational estimate for this was provided by a contractor on November 1, 2024. Clarification was requested on this proposal to evaluate options due to potential future renovation of the building. An informational estimate for stabilization repairs and necessary patching was received from a contractor on December 11, 2024. After discussion of both options at the Board's December retreat on December 12, 2024, it was suggested to proceed with the lesser cost option as a shorter-term repair. A detailed proposal for this work was provided by the contractor on January 6, 2025. A copy of the proposal is attached. The contractor has discussed safety concerns in the adjacent area with Maintenance. The YMCA has been notified by the Administration that the impacted space cannot be used until repairs are completed to ensure a safe environment. Maintenance has installed a snow fence to secure the space and prevent use in the impacted area until repairs are made.

The Community College Act provides that bidding can be waived "where funds are expended in an emergency and such emergency expenditure is approved by three-fourths of the members of the board." 110 ILCS 805/3-27.1(m). Administration has confirmed with the College Attorney that the nature of this project and the need to proceed expeditiously would qualify as an emergency repair.

BOARD ACTION: _____

**SCANDROLI
CONSTRUCTION**

100 YEARS & BUILDING

January 2, 2025

Highland Community College
2998 W. Pearl City Road
Freeport, Illinois 61032

Attn: Mr. Kurt Simpson

RE: Demolition to Existing Mansard Roof Canopy

Dear Kurt:

Thank you for the opportunity to submit this proposal for removal/disposal of and provide sheet metal siding to the existing building (YMCA/Pool Building) located at 2998 W. Pearl City Road, Freeport Illinois 61032. This proposal is based on original drawings A5, A7 & A10 dated 4/24/78.

We propose to furnish the necessary labor, material, equipment, and our standard insurance for the work outlined below:

Our scope includes the following:

General Requirements:

- Mobilization
- Construction supervision
- Project management
- Dumpsters for debris removal
- Lifts as required
- Temporary phone
- Support equipment
- Construction clean up
- General liability insurance

Demolition:

- Remove existing mansard roof, & soffit approx. 140'-0" Lf x 8'-0" H
- Remove top coping cap
- Existing wood framing & insulation to remain.
- Once the canopy is removed, we will inspect existing framing. We do not include any new wood framing in our quote other than new plywood to attach the weather barrier & siding to.

Carpentry:

- Provide new 4' x 8' - 5/8" CDX -Syp Pyroguard Plywood attach to existing wood framing.

Siding:

- Provide and install +/- 1,500 s.f. of ice & water shield underlayment
- Provide and install +/- 1,500 of steel barn siding
- Provide and install bottom sill trim, transition trim, wall flashing, top of panel trim, termination trim.

For this sum of:- \$119,419.00

Inclusions

- Standard 1 year warranty
- Temporary Water and Electricity available to us
- Assumes normal working hours
- Covering of existing windows

Exclusions

- Architect/Engineering fees
- Contingency allowance
- Temporary toilets
- Roofing work – It is assumed existing roofing material is in good shape.
- Building permit
- Sales tax
- MEP work
- Builders Risk Insurance
- Handling or disposal of contaminated soils or hazardous materials
- Relocation of any utilities if needed for construction
- Bid Bond/Payment and Performance Bond
- Existing equipment removal/relocation
- Material testing
- Site Work - Land restoration if needed
- Pricing subject to adjustments after final municipal code review with completed engineered drawings if needed

SCANDROLI
CONSTRUCTION

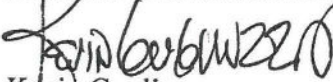
100 YEARS & BUILDING

- Adverse weather conditions: There are no costs or allowances that may be required to maintain continuity of proposed construction schedule for adverse weather conditions such as cold or hot weather, adverse humidity, precipitation, etc,
- Work to be completed prior to June 1, 2025.

Please contact me at your earliest convenience with any questions you may have regarding this budget proposal.

Very truly yours,

Scandrol Construction Co.



Kevin Gugliuzza

Director of Estimating & Preconstruction Services
Scandrol Construction Company

**AGENDA ITEM #IX-D-3
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING USE OF PROTECTION, HEALTH, AND SAFETY
FUNDS REMAINING FROM PREVIOUS PROJECTS FOR PROJECT “BUILDING S
(SPORTS CENTER) EMERGENCY MANSARD REPAIR”**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing the use of Protection, Health, and Safety funds remaining from previous projects in the amount of \$150,000 for Project Building S (Sports Center) Emergency Mansard Repair.

BACKGROUND: The copper mansard on Building S (Sports Center) is supported by wooden trusses, which in some areas, have been compromised and are causing the entire mansard to sag, and in one area, fail. Due to the size of the mansard and the proximity to the playground and other foot traffic, this creates a hazardous situation. The College became aware of the extent of the damage in November, 2024.

The Project Building S (Sports Center) Emergency Mansard Repair is estimated to amount to \$150,000.

BOARD ACTION: _____

RESOLUTION

WHEREAS, the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 (HIGHLAND COMMUNITY COLLEGE) COUNTIES OF STEPHENSON, OGLE, JO DAVIESS and CARROLL, and State of Illinois has hired the architectural firm of Richard L. Johnson Associates to review the health and safety issues associated with the Building S (Sports Center) emergency mansard repair, and to make recommendations to reduce the potential for health and safety issues, and:

WHEREAS, Richard L. Johnson & Associates has reviewed the conditions and has recommended projects to improve health and safety conditions; and,

WHEREAS the cost of this project has been estimated at \$150,000 to be funded from remaining Protection, Health, and Safety funds from previous projects;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of Trustees, having considered the matter, hereby declares that there are not and will not be sufficient funds available in the Operations and Maintenance Fund to pay for the necessary work associated with this project.

Section 2. The Board of Trustees hereby authorizes and directs the Administration of the College to utilize \$150,000 remaining Protection, Health, and Safety funds from previous projects for the cost of the needed project.

Section 3. This resolution shall be effective upon its passage and approval as provided by law.

Adopted this 28th day of January 2025, by a majority vote of the Board of Trustees at a regularly scheduled meeting thereof at which a quorum was present at all times.

APPROVED:

ATTEST:

Chairperson

Secretary

**AGENDA ITEM #IX-D-4
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
BUILDING W (MAINTENANCE) SEPTIC SYSTEM REPLACEMENT PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Kirby Cable Service, Inc. of Pecatonica, IL of \$36,162 for the directional boring and sanitary sewer interconnection portion of the Building W (Maintenance) septic system replacement project. This proposal is within the projected budget for the project.

BACKGROUND: This project will replace the failed septic system at the Maintenance building with a sewage grinder and ejector pump connecting the Maintenance building to the sanitary sewer at the west end of Building N (Natural Science Center). This option was considered more feasible, less expensive, and more reliable than replacing the existing septic system with another septic system and drain field.

This project is funded by the 2025 Protection Health & Safety levy.

BOARD ACTION: _____

Kirby Cable Service, Inc

January 10, 2025

Fehr Graham
1107 16th Ave
Monroe, Wi 53566

Ken,

Kirby Cable Service would like to submit a quote for your project to directional bore a 2" force main at Highland Community College in Freeport. KCS cannot be held responsible for any damage to any privately owned utilities that are not marked/located in the scope of the work area. All private utilities are to be located by others. All permits, and restoration to be done by others.

This quote is based on ground conditions favorable to directional boring. If ground conditions are unfavorable to directional boring due to rock. Kirby reserves the right to adjust its pricing accordingly.

Scope of work: \$36,162.00

- Directional bore approx. 871' of 2" HDPE SDR 11 ISP pressure rate pipe
- Provide 2" HDPE SDR 11 pressure rated pipe
- Provide tracer wire
- Provide 3 excavation pits
- Backfilling to be rough graded
- Provide Stone
- Core drill MH
- Core drill Septic
- Pipe fusing
- Provided Hydro Vac for spotting existing utilities crossings
- Provide a private locate company to locate private utilities
- Trench protection
- Any asphalt cores in parking lot to spot utilities extra \$300.00 ea.
- Mobilization

We appreciate to opportunity to quote this project. If you should have any questions, please do not hesitate to contact our office.

Sincerely,
Kirby Cable Service, INC.

**AGENDA ITEM #IX-D-5
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
BUILDING N (NATURAL SCIENCE CENTER) CLASSROOM N-107
ADA ACCESSIBILITY RENOVATION AND
HALLWAY ASBESTOS ABATEMENT PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Nicam Construction of Freeport, IL of \$424,700 for the Building N (Natural Science Center) classroom N-107 ADA accessibility renovation and hallway asbestos abatement project. This bid is within the projected budget for the project.

BACKGROUND: This project will increase ADA accessibility to classroom N-107 by raising the lower tiers at the front of the classroom to be level with the entry at the hallway. This will increase instructor and student accessibility while maintaining tiered lecture hall tables and seating in the rear two-thirds of the room. At the time of renovation, the asbestos floor tile in this space will be abated, as will the remaining asbestos floor tile in the hallways adjacent to N-107.

This project is funded by the 2025 Protection Health & Safety levy.

The request for bids was advertised and five bids were submitted.

Bids were opened at 2:00 p.m. on January 14, 2025.

BOARD ACTION: _____

BID TAB Renovation @ Bldg. "N"
Highland College

January 14, 2025

RLJA #24-037

BIDDERS	BID GUAR.	ADDM RCPT.	SITE INSPECT	CERTS	BASE BID
Bee Liner Lean Services 8401 South Thomas A2 Bridgeview, IL 60455	5%	2	Yes	Yes	\$785,250
Nicam Construction 3143 Business 20 W Freeport, IL 815-616-8126	5%	2	Yes	Yes	\$424,700
Rockford Structures 10540 N. 2nd Street Machesney Park, IL 815-633-6161	5%	2	Yes	Yes	\$479,000
Scandroli Construction 1321 Capital Drive Rockford, IL 815-962-4037	5%	2	Yes	Yes	\$449,944
Winter Construction 1840 S. Walnut Ave. Freeport, IL 815-238-5581	5%	2	Yes	Yes	\$499,000

BID TAB Renovation @ Bldg. "N"
Highland College

January 14, 2025

RLJA #24-037



January 14, 2025

Ms. Jill Janssen
Highland Community College
2998 West Pearl City Road
Freeport, Illinois 61032

Re: Renovation Project at Building "N" for
Highland Community College (RLJA# 24-037)

Dear Jill:

On January 14, 2025, bids were received for the Renovation Project at Building "N". Qualified bids were received from 5 General Contractors. The low Base Bid was \$424,700.00 and was submitted by Nicam Construction, Freeport, Illinois.

See bid tab attached.

The estimated cost for the Base Bid was \$+/- 585,000.00.

We have worked with Nicam Construction on successful projects in the past.

We recommend awarding the project to Nicam Construction upon the Board's review and approval of the funds available. We will prepare a Letter To Proceed and Owner/Contractor Agreement upon receiving the Board's approval.

If you have any questions regarding the above information, please contact me at your convenience.

Sincerely,

RICHARD L. JOHNSON ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Scott R. Johnson", written over a horizontal line.

Scott R. Johnson, AIA, LEED AP
Project Architect
cc: 24-037 file

**AGENDA ITEM #IX-D-6
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACTION TO TAKE FROM THE TABLE
THE CONTRACT WITH SPELMAN JOHNSON FOR
SEARCH FIRM SERVICES FOR
DIRECTOR OF ATHLETICS AND PHYSICAL EDUCATION SEARCH**

RECOMMENDATION OF THE PRESIDENT: In accordance with Robert's Rules of Order, it is recommended that the Board of Trustees takes from the table the contract with Spelman Johnson for search firm services for the Director of Athletics and Physical Education search.

BACKGROUND: The recommendation to approve hiring the search firm of Spelman Johnson for the search for a Director of Athletics and Physical Education was tabled by trustees at the last regular Board meeting on November 26, 2024. In order for trustees to be able to bring the recommendation back for a vote, the item must first be "taken from the table."

BOARD ACTION: _____

**AGENDA ITEM #IX-D-7
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF CONTRACT WITH SPELMAN JOHNSON FOR
SEARCH FIRM SERVICES FOR
DIRECTOR OF ATHLETICS AND PHYSICAL EDUCATION SEARCH**

RECOMMENDATION OF THE PRESIDENT: Following the item being taken from the Table under item IX-D-6, it is recommended that the Board of Trustees approves the attached contract with Spelman Johnson in the amount of \$32,000, plus direct allocated expenses such as selective advertising, travel, and background investigations, to provide services to support the recruitment and successful placement of the Director of Athletics and Physical Education.

BACKGROUND: The search to fill the vacant Director of Athletics and Physical Education position began in Summer 2024. The position has been posted and initial recruitment has begun. Due to the unique nature of the role, the Search Committee has recommended using the resources of a search firm.

Spelman Johnson has conducted a number of successful community college athletic director searches and comes with excellent references. The contract includes a 12-month placement guarantee.

BOARD ACTION: _____



October 28, 2024

Karen Brown
 Director of Human Resources
 Highland Community College at Freeport
 Freeport, IL 61032

Dear Karen:

Spelman Johnson is pleased to have this opportunity to assist Highland Community College at Freeport, (hereinafter the client) in your upcoming search for the position of Athletic Director.

The client retains the services of Spelman Johnson at a confidential flat fee of \$32,000, plus direct allocated expenses related to this search such as selective advertising, travel, and background investigations. Spelman Johnson will be waiving our customary administrative expense charge of \$4,500. The process of assigning a Spelman Johnson consultant to this search will begin upon receipt of a signed contract. The assigning of the consultant is made in a manner that takes into consideration search timelines, workloads etc., in order to ensure the highest quality service to our clients.

The contract fee is invoiced in three equal installments. The first invoice is issued with the contract and letter of engagement. *This search will not be launched—the public posting of the position announcement—until Spelman Johnson has received payment of this initial invoice.* The second fee installment will be billed after the presentation of candidates to the search committee. The third fee installment will be sent upon an offer acceptance by the successful candidate. All invoices representing our fee and any search related expenses are processed with terms of net due. Potential expenses to be incurred on behalf of the client are outlined in the attached letter of engagement.

Working with Spelman Johnson in a retained capacity provides the following benefits and/or guarantees:

- **Search Conclusion Guarantee:** Spelman Johnson will work with the client until a successful hire is made or the search concludes in another fashion as negotiated by the client and Spelman Johnson (pursuant to the cancellation clause below).
- **Retention Guarantee:** should the successful candidate voluntarily withdraw or be terminated for cause within twelve (12) months of the date of their acceptance of employment, Spelman Johnson will redo the search for a replacement candidate waiving our fee and billing only for expenses, as long as the client has no outstanding financial obligations to Spelman Johnson.

For this guarantee to be honored the responsibilities and functions of the position must match the original position description, the search committee's representations of the role and the organization must have been complete and accurate, information deemed potentially detrimental to the search process was not withheld from Spelman Johnson, and the employee did not leave due to a hostile work environment. This guarantee is not applicable in the event the employee is terminated because the

client has insufficient work for the employee or if the employee is subsequently hired by an affiliated organization. Spelman Johnson values and appreciates the relationship we have with our clients and will never jeopardize that relationship by recruiting our placements. The client must notify Spelman Johnson within sixty (60) days of the departure of the hired candidate should they wish to retain Spelman Johnson under the conditions of this clause.

- *Off-Limits Policy:* this search assignment is based upon an exclusive relationship with the client. Therefore, professional staff within Highland Community College at Freeport will not be actively recruited for one year following the date of this contract.
- *Privacy Process:* For each search we conduct, Spelman Johnson sets up password-protected on-line access to candidate documents for the search committee's use during the search process.
- Spelman Johnson operates in accordance with all applicable federal, state and local employment statutes including Massachusetts General Laws c.177: Pay Equity Act, c.214, s.1B: Right of Privacy, and 940 CMR 27: Safeguard of Personal Information. The information gathered from references and background checks is furnished in response to an inquiry for the purpose of evaluating the potential employment capabilities of a candidate. Reference and background information has been obtained from sources deemed reliable but the accuracy of which Spelman Johnson cannot guarantee. The information provided in reference and background check reports is based on a variety of data available for such purposes; however, this does not warrant that all sources of information are represented.

Spelman Johnson requires that a background check be performed on the final candidate and will initiate the process when the finalist has been determined by the client. The client agrees that background checks are not optional, and that any variation to this process must be requested by completing Spelman Johnson's background check waiver form (available upon request). Further, if an offer is to be made to a candidate prior to a background check being completed, the client must make the offer "contingent upon the results of the background check."

Cancellation of this contract, and any and all obligations, may be caused by either party, for any reason, upon thirty (30) days written notice to the other party. Upon cancellation of this contract the contract fee is prorated to the point of cancellation. In no event will Spelman Johnson's fee be less than the amount of the first invoice plus any expenses incurred on behalf of the client by Spelman Johnson, to the point of cancellation. The fees quoted in this contract are valid for sixty (60) days from the date of the contract.

Time is of the essence to ensure a successful search process. The client agrees to adhere to the search timeline established by Spelman Johnson and the client. If at any time the client, for a period greater than two (2) weeks, without notice, communication, and mutual agreement, suspends this search process Spelman Johnson will assess the client a fee to reopen the search. This fee will be equal to one-half or fifty (50) percent of the initial fee.

In retaining the services of Spelman Johnson, the client agrees that all candidates shall apply through the Spelman Johnson website. Regardless of how candidates enter the application process for this position, they are considered part of the pool that Spelman Johnson is building on behalf of the client. As your retained executive search firm, our application system will be the sole application process for the purposes of this search. No other application system will be used to collect past or present applications in relation to this search. At the conclusion of the search, Spelman Johnson will provide complete, customized reporting to meet any Human Resources/EEO/AA requirements.

If any of the unsuccessful candidates introduced to the client or its representatives or affiliated entities, by Spelman Johnson are employed by the client or any of its affiliates within one (1) year of the acceptance of this contract, a separate fee of \$6,000 will be payable to Spelman Johnson upon that person's employment.

Spelman Johnson, as part of the search process, will share with the client personal information with regard to applicants and candidates. Spelman Johnson requires that all those involved with the search process on behalf of the client safeguard personal information contained in both paper and electronic records, ensure the security and confidentiality of personal information in a manner consistent with industry standards and applicable laws, and protect against unauthorized access to, or use of, such information that may result in substantial harm or inconvenience to a candidate/applicant. Spelman Johnson requires the client involved in the search process utilize user authentication protocols, secure access control measures, and outline a program for the protection of personal information, and information of a similar character, that is consistent with safeguards set forth in state and federal laws. "Personal information" shall not include information that is lawfully obtained from publicly available sources, or from federal, state, or local government records lawfully made available to the general public. The client shall defend, save, hold harmless, and indemnify Spelman Johnson, its officers, directors, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature whatsoever resulting from, arising out of, or relating to any alleged negligent or willful acts or omissions or breaches of candidate/applicant personal information on the part of the client, or the client's representatives.

The client agrees that the success of the search process depends on the search being conducted in an impartial, ethical, and professional manner. The client also agrees that all candidate materials must be treated with utmost confidentiality. All parties privileged to access this information are obligated to protect the privacy of candidates and preserve the integrity of the search process. The processes by which Spelman Johnson produces our work product, as well as all deliverables provided to the client, are confidential and proprietary, intended for the use of the client for the purpose of this search only. This includes all written reports, website content, as well as video or audio recordings as applicable. Upon the signing of this contract, the client agrees to provide Spelman Johnson with a web-ready client logo and photographs, to be utilized for promoting both the client and the position on social media.

This search contract will be enforced and binding with the signature of the client's designated representative. Please sign and return a copy to Spelman Johnson.

Sincerely,



Ellen T. Heffernan
CEO

I accept this contract and agree to its terms.

Signature: _____

Date: _____

Name of Signatory: _____

Title: _____

Address: _____

**AGENDA ITEM #IX-D-8
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 365809 through 366199 amounting to \$1,072,833.73, Automated Clearing House (ACH) debits W0000662 through W0000663 amounting to \$38,433.53, and Wire Transfer debits I0000006 of \$199,166.22, Electronic Refunds of \$357,848.16, with 6 adjustments of \$4,507.69, such warrants amounting to \$1,663,773.95. Transfers of funds for payroll amounted to \$1,109,095.02.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$36,340.18 and HTLF Bank in the amount of \$1,793.35. Wire Transfer was to Security First Title Company. Electronic Refunds are issued to students. November had three payrolls.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, November 30, 2024

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$211,231.75	\$416.66	\$24,908.00	\$186,740.41
FIFTH THIRD	7,212.72	0.00	0.00	7,212.72
UNION SAVINGS BANK	178,734.50	0.00	0.00	178,734.50
TOTAL ASSETS	\$397,178.97	\$416.66	\$24,908.00	\$372,687.63
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	104,734.62	416.66		105,151.28
1019 YMCA BLDG/MAINT	43,683.24		12,454.00	31,229.24
1020 HCC BLDG/MAINT	53,104.37		12,454.00	40,650.37
1021 YMCA/HCC INTEREST	717.28			717.28
1022 HCC SECTION 125 PLAN	7,212.72			7,212.72
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$397,178.97	\$416.66	\$24,908.00	\$372,687.63

**AGENDA ITEM #IX-D-9
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 366200 through 366486 amounting to \$703,028.95, Automated Clearing House (ACH) debits W0000664 through W0000665 amounting to \$23,811.83, Other Debits D0000129 amounting to \$19,100.00, Electronic Refunds of \$1,076.69, with 6 adjustments of \$7,662.00, such warrants amounting to \$739,355.47. Transfers of funds for payroll amounted to \$673,272.17.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$16,824.82 and HTLF Bank in the amount of \$6,987.01. Other Debits consist of bookstore buyback. Electronic Refunds are issued to students.

BOARD ACTION: _____

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

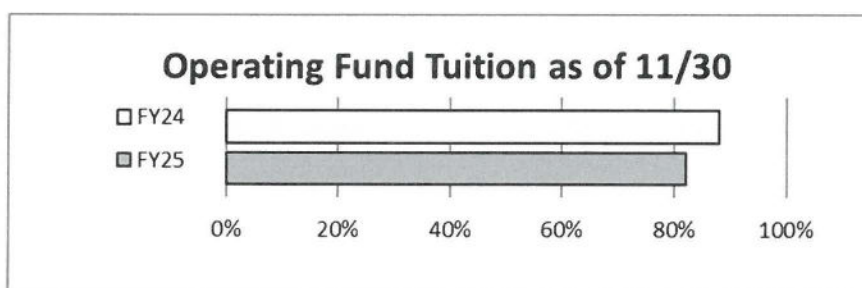
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$186,740.41	\$416.66	\$0.00	\$187,157.07
FIFTH THIRD	7,212.72	0.00	0.00	7,212.72
UNION SAVINGS BANK	178,734.50	2.57	0.00	178,737.07
TOTAL ASSETS	\$372,687.63	\$419.23	\$0.00	\$373,106.86
1010 HCC ORCHESTRA				
1011 TRANSFER FUNDS				
1012 FORENSICS 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	105,151.28	416.66		105,567.94
1019 YMCA BLDG/MAINT	31,229.24			31,229.24
1020 HCC BLDG/MAINT	40,650.37			40,650.37
1021 YMCA/HCC INTEREST	717.28	2.57		719.85
1022 HCC SECTION 125 PLAN	7,212.72			7,212.72
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$372,687.63	\$419.23	\$0.00	\$373,106.86

**AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25**

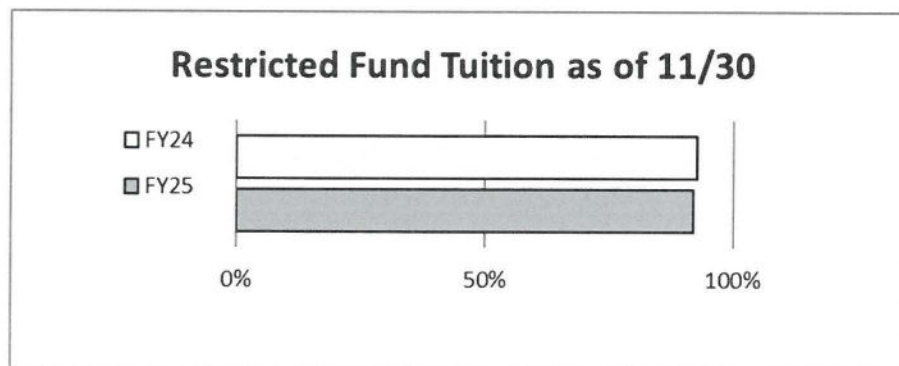
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

Results as of November 30, 2024

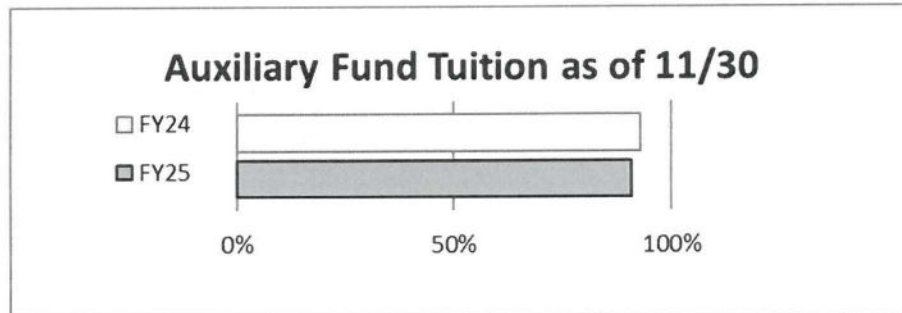
The following charts show the comparison of the FY25 financial results for various items, as labeled, to FY24 results as of November 30. The FY24 bar is the year-to-date results as of November 30, 2023, divided by the actual year-end results for FY24. The FY25 bar is the year-to-date results for November 30, 2024, divided by the annual budgeted amount for FY25.



Operating Fund tuition revenue appears to be about 6% less than anticipated at this point in time. Truck driver training revenue is about 50% of the amount it was in FY24 at this time (\$186,000 less) and comprises the majority of the variance. If Operating Fund tuition revenue is 6% less than budgeted for the fiscal year, that amounts to about \$318,000. Truck driving contractual services expense is under budget in a corresponding amount.



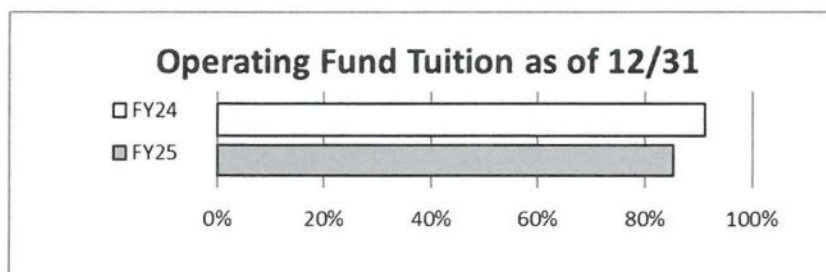
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 1% less than anticipated at this point in time. If Restricted Fund tuition revenue is 1% less than budgeted for the fiscal year, that amounts to about \$7,500.



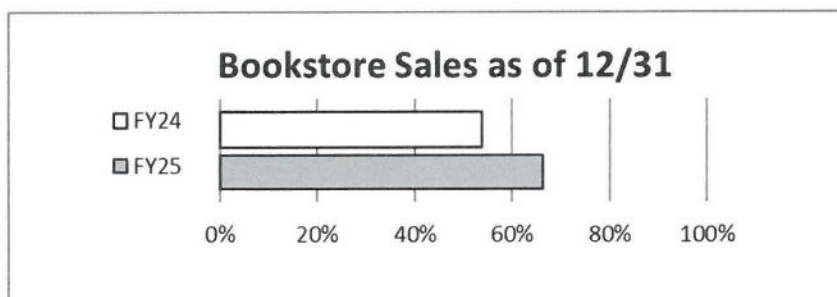
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 2% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 2% less than budgeted for the fiscal year, that amounts to about \$13,000.

Results as of December 31, 2024

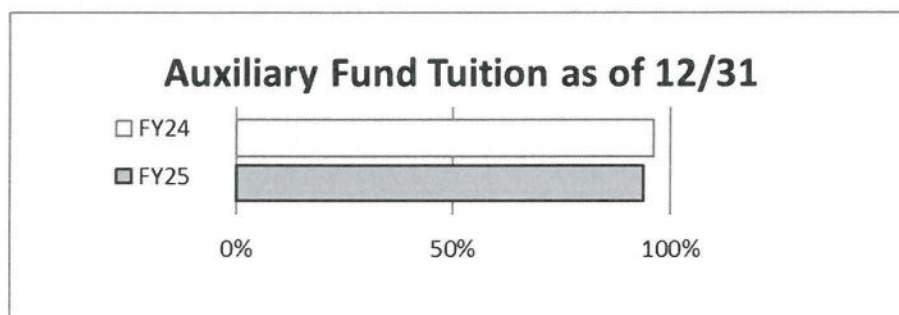
The following charts show the comparison of the FY25 financial results for various items, as labeled, to FY24 results as of December 31. The FY24 bar is the year-to-date results as of December 31, 2023, divided by the actual year-end results for FY24. The FY25 bar is the year-to-date results for December 31, 2024, divided by the annual budgeted amount for FY25.



Operating Fund tuition revenue appears to be about 6% less than anticipated at this point in time. Truck driver training revenue is about 50% of the amount it was in FY24 at this time (\$211,000 less) and comprises the majority of the variance. If Operating Fund tuition revenue is 6% less than budgeted for the fiscal year, that amounts to about \$318,000. Truck driving contractual services expense is under budget in a corresponding amount.



Bookstore sales appear to be about 13% higher than anticipated at this point in time. If sales are 13% higher than budgeted for the fiscal year, that amounts to about \$55,000.



Auxiliary Fund tuition revenue appears to be about 3% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 3% less than budgeted for the fiscal year, that amounts to about \$20,000.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2025 semester, variances from budget will be analyzed.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

November 2024

Financials

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE
FY25

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

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended November 30, 2024

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$8,851,701	4,330,548	48.9%
Credit Hour Grants	1,427,710	640,742	44.9%
Equalization	50,000	20,833	41.7%
ICCB Career/Tech Education	144,063	72,032	50.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	625,000	164,278	26.3%
Federal Sources	123,000	45,030	36.6%
Tuition & Fees	5,300,000	4,352,314	82.1%
Sales & Services	67,700	17,075	25.2%
Facilities Revenue	112,343	39,826	35.5%
Interest on Investments	450,000	220,443	49.0%
Non-Govt. Gifts, Grants	401,552	366	0.1%
Miscellaneous	38,276	35,934	93.9%
<hr/>			
Total Revenue	\$17,621,345	\$9,939,421	56.4%
 <u>EXPENDITURES:</u>			
Salaries	\$11,466,146	\$4,240,220	37.0%
Employee Benefits	2,549,705	1,181,365	46.3%
Contractual Services	1,611,287	557,655	34.6%
Materials & Supplies	1,100,673	576,524	52.4%
Conference & Meeting	318,415	96,049	30.2%
Fixed Charges	133,310	92,796	69.6%
Utilities	931,541	803,718	86.3%
Capital Outlay	49,243	11,599	23.6%
Other Expenditures	303,822	353,151	116.2%
Transfers (In) Out	(302,000)	-	0.0%
<hr/>			
Total Expenditures	\$18,162,142	\$7,913,077	43.6%
 Excess of Revenues Over Expenditures	 (\$540,797)	 \$2,026,344	
 Fund Balance 7/1/24	 7,650,826	 7,650,826	
<hr/>			
Fund Balance 11/30/24	\$7,110,029	\$9,677,170	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,242,500	\$604,994	48.7%
Interest	200,000	180,726	-
	-----	-----	-----
Total Revenue	\$1,442,500	\$785,720	54.5%
EXPENDITURES:			

Contractual Services	202,284	17,929	8.9%
Capital Outlay	8,700,212	2,721,010	31.3%
	-----	-----	-----
Total Expenditures	8,902,496	2,738,939	30.8%
Excess of Revenues Over Expenditures	(\$7,459,996)	(\$1,953,219)	
Fund Balance 7/1/24	\$9,590,652	\$9,590,652	
	-----	-----	
Fund Balance 11/30/24	\$2,130,656	\$7,637,433	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$665,000	\$604,241	90.9%
Bookstore Sales	422,200	271,158	64.2%
Athletics	49,410	12,041	24.4%
Other	159,000	105,717	66.5%
-----	-----	-----	-----
Total Revenue	\$1,295,610	\$993,157	76.7%
EXPENDITURES:			

Salaries	\$412,850	\$155,056	37.6%
Employee Benefits	30,321	14,986	49.4%
Contractual Services	123,535	30,683	24.8%
Materials & Supplies	695,764	623,220	89.6%
Conference & Meeting	414,337	119,574	28.9%
Fixed Charges	25,344	685	2.7%
Utilities	9,850	8,850	89.8%
Capital Outlay	22,466	2,586	11.5%
Other Expenditures	73,887	29,860	40.4%
Transfers	(450,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,358,354	\$985,500	72.6%
Excess of Revenues Over Expenditures	(\$62,744)	\$7,657	
Fund Balance 7/1/24	\$1,013,262	\$1,013,262	
-----	-----	-----	
Fund Balance 11/30/24	\$950,518	\$1,020,919	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

RESTRICTED PURPOSE FUND

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$141,911	53,223	37.5%
Adult Education	217,705	14,026	6.4%
Other Illinois Sources	876,732	358,881	40.9%
Department of Education	3,616,752	1,835,807	50.8%
Other Federal Sources	599,162	34,784	5.8%
Tuition & Fees	750,000	689,455	91.9%
Interest	50,000	13,385	26.8%
Non-govt. Gifts, Grants	37,386	7,218	19.3%
Other	423,316	96,122	22.7%
	-----	-----	-----
Total Revenue	\$6,712,964	3,102,901	46.2%
 <u>EXPENDITURES:</u>			
Salaries	\$1,590,457	\$641,571	40.3%
Employee Benefits	463,074	168,753	36.4%
Contractual Services	1,141,686	466,986	40.9%
Materials & Supplies	254,536	100,636	39.5%
Conference & Meeting	169,213	47,643	28.2%
Fixed Charges	24,608	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	787,156	298,467	37.9%
Other Expenditures	617,577	124,708	20.2%
Financial Aid	2,619,635	1,508,114	57.6%
Transfers out (in)	477,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,149,094	\$3,356,878	41.2%
 Excess of Expenditures Over Revenue	(\$1,436,130)	(\$253,977)	
 Fund Balance 7/1/24	2,550,953	2,550,953	
	-----	-----	
Fund Balance 11/30/24	\$1,114,823	\$2,296,976	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25
AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$77,000	\$37,347	48.5%
	-----	-----	-----
Total Revenue	\$77,000	\$37,347	48.5%
EXPENDITURES:			

Contractual Services	\$77,000	\$75,500	98.1%
	-----	-----	-----
Total Expenditures	\$77,000	\$75,500	98.1%
Excess of Revenues Over Expenditures	\$0	(\$38,153)	
Fund Balance 7/1/24	\$0	\$0	
	-----	-----	
Fund Balance 11/30/24	\$0	(\$38,153)	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

BOND AND INTEREST FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,898,525	942,132	49.6%
	-----	-----	-----
Total Revenue	\$1,898,525	942,132	49.6%
EXPENDITURES:			

Fixed Charges	\$1,846,025	1,674,104	90.7%
	-----	-----	-----
Total Expenditures	\$1,846,025	\$1,674,104	90.7%
Excess of Revenues Over Expenditures	\$52,500	(\$731,972)	
Fund Balance 7/1/24	\$814,604	\$814,604	
	-----	-----	
Fund Balance 11/30/24	\$867,104	\$82,632	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,420,000	\$703,366	49.5%
	-----	-----	-----
Total Revenue	\$1,420,000	\$703,366	49.5%
EXPENDITURES:			

Salaries	\$355,813	\$153,837	43.2%
Employee Benefits	309,758	165,130	53.3%
Contractual Services	456,925	319,423	69.9%
Materials & Supplies	17,525	5,814	33.2%
Conference & Meetings	39,675	2,205	5.6%
Fixed Charges	303,000	285,200	94.1%
Utilities	25,000	22,935	91.7%
	-----	-----	-----
Total Expenditures	\$1,507,696	\$954,544	63.3%
Excess of Revenues			
Over Expenditures	(\$87,696)	(\$251,178)	
Fund Balance 7/1/24	\$494,535	\$494,535	
	-----	-----	
Fund Balance 11/30/24	\$406,839	\$243,357	

December 2024 Financials

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE
FY25

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

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended December 31, 2024

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$8,851,701	4,330,548	48.9%
Credit Hour Grants	1,427,710	726,319	50.9%
Equalization	50,000	25,000	50.0%
ICCB Career/Tech Education	144,063	72,032	50.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	625,000	164,278	26.3%
Federal Sources	123,000	45,030	36.6%
Tuition & Fees	5,300,000	4,514,912	85.2%
Sales & Services	67,700	17,075	25.2%
Facilities Revenue	112,343	47,369	42.2%
Interest on Investments	450,000	256,213	56.9%
Non-Govt. Gifts, Grants	401,552	366	0.1%
Miscellaneous	38,276	40,958	107.0%
	<hr/>		
Total Revenue	\$17,621,345	\$10,240,100	58.1%
	<hr/>		
<u>EXPENDITURES:</u>			
Salaries	\$11,466,146	\$5,054,065	44.1%
Employee Benefits	2,549,705	1,464,652	57.4%
Contractual Services	1,611,287	636,023	39.5%
Materials & Supplies	1,100,673	595,384	54.1%
Conference & Meeting	318,415	107,645	33.8%
Fixed Charges	133,310	93,461	70.1%
Utilities	931,541	846,098	90.8%
Capital Outlay	49,243	11,879	24.1%
Other Expenditures	303,822	366,590	120.7%
Transfers (In) Out	(302,000)	-	0.0%
	<hr/>		
Total Expenditures	\$18,162,142	\$9,175,797	50.5%
	<hr/>		
Excess of Revenues Over Expenditures	(\$540,797)	\$1,064,303	
	<hr/>		
Fund Balance 7/1/24	7,650,826	7,650,826	
	<hr/>		
Fund Balance 12/31/24	\$7,110,029	\$8,715,129	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,242,500	\$604,994	48.7%
Interest	200,000	180,737	-
	-----	-----	-----
Total Revenue	\$1,442,500	\$785,731	54.5%
EXPENDITURES:			

Contractual Services	202,284	17,929	8.9%
Capital Outlay	8,700,212	2,735,762	31.4%
	-----	-----	-----
Total Expenditures	8,902,496	2,753,691	30.9%
Excess of Revenues Over Expenditures	(\$7,459,996)	(\$1,967,960)	
Fund Balance 7/1/24	\$9,590,652	\$9,590,652	
	-----	-----	
Fund Balance 12/31/24	\$2,130,656	\$7,622,692	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$665,000	\$624,166	93.9%
Bookstore Sales	422,200	280,562	66.5%
Athletics	49,410	14,981	30.3%
Other	159,000	110,947	69.8%
-----	-----	-----	-----
Total Revenue	\$1,295,610	\$1,030,656	79.5%
EXPENDITURES:			

Salaries	\$412,850	\$181,292	43.9%
Employee Benefits	30,321	15,263	50.3%
Contractual Services	123,535	49,861	40.4%
Materials & Supplies	695,764	636,031	91.4%
Conference & Meeting	414,337	123,100	29.7%
Fixed Charges	25,344	685	2.7%
Utilities	9,850	8,850	89.8%
Capital Outlay	22,466	5,108	22.7%
Other Expenditures	73,887	30,626	41.4%
Transfers	(450,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,358,354	\$1,050,816	77.4%
Excess of Revenues Over Expenditures	(\$62,744)	(\$20,160)	
Fund Balance 7/1/24	\$1,013,262	\$1,013,262	
-----	-----	-----	
Fund Balance 12/31/24	\$950,518	\$993,102	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

RESTRICTED PURPOSE FUND

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$141,911	53,223	37.5%
Adult Education	217,705	148,064	68.0%
Other Illinois Sources	876,732	408,881	46.6%
Department of Education	3,616,752	1,835,807	50.8%
Other Federal Sources	599,162	34,784	5.8%
Tuition & Fees	750,000	711,771	94.9%
Interest	50,000	13,385	26.8%
Non-govt. Gifts, Grants	37,386	7,218	19.3%
Other	423,316	96,441	22.8%
	-----	-----	-----
Total Revenue	\$6,712,964	3,309,574	49.3%
 <u>EXPENDITURES:</u>			
Salaries	\$1,590,457	\$754,190	47.4%
Employee Benefits	463,074	176,354	38.1%
Contractual Services	1,141,686	498,102	43.6%
Materials & Supplies	254,536	114,832	45.1%
Conference & Meeting	169,213	49,436	29.2%
Fixed Charges	24,608	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	787,156	299,446	38.0%
Other Expenditures	617,577	142,179	23.0%
Financial Aid	2,619,635	1,508,114	57.6%
Transfers out (in)	477,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,149,094	\$3,542,653	43.5%
 Excess of Expenditures Over Revenue	(\$1,436,130)	(\$233,079)	
 Fund Balance 7/1/24	2,550,953	2,550,953	
	-----	-----	
Fund Balance 12/31/24	\$1,114,823	\$2,317,874	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25
AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$77,000	\$37,347	48.5%
	-----	-----	-----
Total Revenue	\$77,000	\$37,347	48.5%
EXPENDITURES:			

Contractual Services	\$77,000	\$75,500	98.1%
	-----	-----	-----
Total Expenditures	\$77,000	\$75,500	98.1%
Excess of Revenues Over Expenditures	\$0	(\$38,153)	
Fund Balance 7/1/24	\$0	\$0	
	-----	-----	
Fund Balance 12/31/24	\$0	(\$38,153)	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

BOND AND INTEREST FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,898,525	942,132	49.6%
	-----	-----	-----
Total Revenue	\$1,898,525	942,132	49.6%
EXPENDITURES:			

Fixed Charges	\$1,846,025	1,674,104	90.7%
	-----	-----	-----
Total Expenditures	\$1,846,025	\$1,674,104	90.7%
Excess of Revenues Over Expenditures	\$52,500	(\$731,972)	
Fund Balance 7/1/24	\$814,604	\$814,604	
	-----	-----	
Fund Balance 12/31/24	\$867,104	\$82,632	

AGENDA ITEM #X-A-1
JANUARY 28, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,420,000	\$703,366	49.5%
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Total Revenue	\$1,420,000	\$703,366	49.5%
EXPENDITURES:			

Salaries	\$355,813	\$180,496	50.7%
Employee Benefits	309,758	181,962	58.7%
Contractual Services	456,925	319,423	69.9%
Materials & Supplies	17,525	5,814	33.2%
Conference & Meetings	39,675	2,205	5.6%
Fixed Charges	303,000	285,250	94.1%
Utilities	25,000	23,833	95.3%
	-----	-----	-----
Total Expenditures	\$1,507,696	\$998,983	66.3%
Excess of Revenues			
Over Expenditures	(\$87,696)	(\$295,617)	
Fund Balance 7/1/24	\$494,535	\$494,535	
	-----	-----	
Fund Balance 12/31/24	\$406,839	\$198,918	