

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

February 25, 2025 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

Public access to the meeting is provided online via

<https://highland.zoom.us/j/88320472535?pwd=SmdzVjE3cDRVenFlaFBYRm5sV2VIQT09>

or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

- I. Call to Order/Roll Call
- II. Approval of Trustee(s) Attending Meeting Via Electronic Means
- III. Approval of Agenda
- IV. Approval of Minutes: January 28, 2025
- V. Public Comments
- VI. Introductions
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel (None)
 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 1. Second Reading – Revised Policy 3.072: Administrative/Hardship Withdraw (Page 6)
 2. Second Reading – Revised Policy 4.095: Leave, Vacation – Administrative/Professional/Classified Employees (Page 8)
 3. Second Reading – Revised Policy 4.12: Leave, Sick – Administrative/Professional/Classified Employees (Page 11)
 4. Second Reading – Revised Policy 4.16: Leave, Personal Days (Page 14)
 5. Second Reading – Reaffirmation of Policy Manual Appendix: Process for Presenting New Policies/Updates to PRC (Policy Review Committee) (Page 16)
 6. First Reading – Revised Policy 4.031: Non-Discrimination (Page 18)

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.

7. First Reading – Revised Policy 4.036: Sexual Harassment and Discrimination-Related Harassment Reporting (Page 20)
8. First Reading – Revised Policy Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines (Page 32)

C. Personnel

1. Revised Job Title: LMS Administrator/Instructional Technologist (Page 36)
2. Appointment: Coordinator, Outreach and Dual Credit (Page 39)

D. Financial

1. Second Reading – Tuition (Page 40)
2. Acceptance of Bid: Building “F” (Ferguson Fine Arts Center) Door Rearrangement, Building “H” (Student/Conference Center) Testing Center Renovation, and Building “T” (Dorothy and RC Clock Technology Center) Classroom ADA Access Projects (Page 41)
3. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2020 Bond (Page 44)
4. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois – 2023 Bond (Page 48)
5. Intergovernmental Agreement with the State of Illinois Capital Development Board for a Project to Replace Electric Duct Heaters in the Dorothy and RC Clock Technology Center (Building T) (Page 52)
6. Contract Renewal with Panopto, Inc. for Video Management Solution (Page 56)
7. Agreement with Ellucian Company LLC for Cloud Software ‘CRM Recruit’ (Page 61)
8. Agreement with Envisions LLC for the Subscription of FormFusion and IntelCheck Enterprise Software (Page 66)
9. Payment of Bills and Agency Fund Report – January 2025 (Page 70)

IX. Reports

A. Treasurer’s Report

1. Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 72)
2. Budget Update

B. Foundation

C. Student Trustee

D. Audit & Finance Committee

E. Illinois Community College Trustees Association (ICCTA) Representative

F. Association of Community College Trustees (ACCT)

G. Board Chair

H. President

X. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body
- B. Collective Negotiating Matters
- C. Litigation Has Been Filed, is Pending, or Probable

XI. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body
 - 1. Appointment of Tenure (Handout)
- B. Collective Negotiating Matters
- C. Litigation Has Been Filed, is Pending, or Probable

XII. Old Business

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

XIII. New Business

XIV. Dates of Importance

- A. Thursday, March 6, 2025 – Robert J. Rimington Board Room (H-228)
11:00 a.m. – Quarterly Board Retreat
- B. Tuesday, March 25, 2025 – Robert J. Rimington Board Room (H-228)
4:00 p.m. – Regular Meeting
- C. Tuesday, April 22, 2025 – Robert J. Rimington Board Room (H-228)
4:00 p.m. – Regular Meeting

XV. Adjournment

**AGENDA ITEM #VII-C-1
FEBRUARY 25, 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: _____

Spring 2025								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Agriculture, Business & Technology								
Jennifer	Alderman	6038	ACCT105Y2	Elements of Accounting		3	\$1,439.35	\$4,318.05
Jennifer	Alderman	6305	ACCT211Y1	Individual Income Tax Acct		2.1	\$1,583.29	\$3,324.91
Jennifer	Alderman	6130	ACCT218Y1	Business Income Tax		2.1	\$1,727.22	\$3,497.63
Jennifer	Alderman			P/T Instruction Supervision - FULL PAY				\$287.87
Scott	Anderson	6523	DRAF110	Print Reading & Inspection		3	\$719.69	\$2,159.04
Amy	Chamberlin			Cosmetology Classes		3	\$1,439.35	\$4,318.05
						0.52	\$1,583.29	\$823.32
Amy	Chamberlin			P/T Instruction Supervision - HALF PAY				\$139.75
Joseph	DeParasis	6011	EQUI103HB	Equine Evaluation		2	\$677.00	\$1,354.00
Joseph	DeParasis	6012	EQUI105HB	Equine Facilities		2.68	\$677.00	\$1,814.36
Joseph	DeParasis	6013	EQUI127HB	Horse Handling I		0.99	\$677.00	\$670.23
Justin	Ebert	6193	AGOC289HB	Applications for Precision Tech		1.4	\$1,439.35	\$2,015.09
Justin	Ebert	6763	OCED290J	Work PI Exp - AG		0.1	\$1,439.35	\$143.94
Justin	Ebert			P/T Instruction Supervision - HALF PAY				\$287.87
Katie	Engelkens			Office Tech Lab Assistant	TBD		\$15.00	TBD
Joseph	Grove	6022	BUSN121Y1	Intro to Business		3	\$1,439.35	\$4,318.05
Thomas	Harrison	6008	BUSN125HB	Math of Business		3	\$615.00	\$1,845.00
Thomas	Harrison	6009	BUSN125Y2	Math of Business		3	\$615.00	\$1,845.00
Thomas	Harrison	6010	MATH111A	Technical Math		3	\$615.00	\$1,845.00
Courtney	Huber	6014	EQUI111HBN	Equine Massage I		2.68	\$615.00	\$1,648.20
Tasha	Marini			Cosmetology Classes		3	\$1,439.35	\$4,318.05
						0.52	\$1,583.29	\$823.32
Tasha	Marini			P/T Instruction Supervision - FULL PAY				\$287.87
Tasha	Marini			P/T Instruction Supervision - HALF PAY				\$143.93
Jeremy	Monigold	6051	INFT140Y1	Beginning Excel		1	\$1,439.35	\$1,439.35
Jeremy	Monigold	6054	INFT145Y1	Beginning Access		0.5	\$1,439.35	\$719.68
						0.2	\$1,583.29	\$316.65
Jeremy	Monigold	6049	INFT191HB	Introduction to Programming		0.9	\$1,583.29	\$1,424.96
Jeremy	Monigold	6050	INFT290Y1	Prin of Computer Science II		1.9	\$1,583.29	\$3,008.25
						0.5	\$1,727.22	\$863.61
Jeremy	Monigold	6804		Security + Certification		0.4	\$1,727.22	\$690.89
Monica	Pierce	6183	AGOC130HB	Vegetable Crop Production		1.4	\$1,439.35	\$2,015.09
Monica	Pierce	6184	AGOC135HB	Cannabis Production/Processing		1.6	\$1,439.35	\$2,302.96
						1.2	\$1,583.29	\$1,899.95
Ashley	Polizzi	6035	BUSN224Y1	Business Law II		3	\$640.00	\$1,920.00
Ashley	Polizzi	6030	BUSN141HB	Business Communications		3	\$640.00	\$1,920.00
Crimson	Pulver	6016	EQUI129HB	Horse Handling II		3	\$615.00	\$1,845.00
Crimson	Pulver	6017	EQUI133HB	Horse Training I		2.68	\$615.00	\$1,648.20
Crimson	Pulver	6018	EQUI139HB	Riding II		2.68	\$615.00	\$1,648.20
Aaron	Sargent	6212	DRAF106DC	Drafting Fundamentals I		1.8	\$1,439.35	\$2,590.83
Aaron	Sargent	6059	MTEC151A	Introduction to CNC Machining		1.2	\$1,439.35	\$1,727.22
						1.2	\$1,583.29	\$1,899.95
Aaron	Sargent	6060	MTEC270A	CNC Mill I		1.8	\$1,583.29	\$2,849.92
						0.6	\$1,727.22	\$1,036.33
Aaron	Sargent	6750	MTEC270B	CNC Mill I		0.8	\$1,727.22	\$1,381.78
Aaron	Sargent	6065	OCED290B	Work PI Exp - MTEC		0.8	\$1,727.22	\$1,381.78
Aaron	Sargent	6066	OCED290C	Work PI Exp - MTEC		1.2	\$1,727.22	\$2,072.66
Aaron	Sargent	6064	OCED290A	Work PI Exp - MTEC		0.1	\$1,727.22	\$172.72
Evan	Talbert			P/T Instruction Supervision - FULL PAY				\$575.74
Todd	Vacek	6210	WELD232DC	Interm Welding/Fabrication		0.9	\$1,439.35	\$1,295.42
Heather	Wagner	6032	BUSN242HB	Fund of Supervision		3	\$719.69	\$2,159.04
Brandi	Widmer	6019	EQUI109HB	Equine Health Care II		2	\$615.00	\$1,230.00
Brandi	Widmer	6020	EQUI115Y1	Equine Nutrition		3	\$615.00	\$1,845.00
Brandi	Widmer	6021	EQUI143HB	Riding Instruction II		0.99	\$615.00	\$608.85

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Athletics								
Emily	Beasley	6322	PHYD135	Games in Elementary Phys. Ed.		3	\$640.00	\$1,920.00
Javier	Jazo			Golf Coach				\$5,000.00
Luke	Norman			Curriculum Development for PHYD 115				\$750.00
Luke	Norman			Curriculum Development for PHYD 121				\$500.00
Luke	Norman	6776	PHYD121VM	Physical Fitness I		0.7	\$719.68	\$503.78
Luke	Norman	6321	PHYD121VM	Physical Fitness I		0.7	\$719.68	\$503.78
Luke	Norman	6307	PHYD121DC	Physical Fitness I		0.7	\$719.68	\$503.78
Luke	Norman			Curriculum Development for PHYD 221				\$500.00
Luke	Norman	6325	PHYD221VM	Physical Fitness II		1.4	\$719.68	\$1,007.55
Chance	Sharp			Curriculum Development for PHYD 227				\$750.00
Chance	Sharp			Curriculum Development for PHYD 111				\$500.00
Chance	Sharp	6318	PHYD111Y	Introduction to Physical Education		2	\$719.68	\$1,439.36
Chance	Sharp			Curriculum Development for PHYD 225				\$500.00
Chance	Sharp	6327	PHYD225	Theory of Baseball/Softball Coaching		2	\$719.68	\$1,439.36
Humanities, Social Science & Fine Arts								
Robert	Apolloni	6341	ART114VH	Drawing II		3	\$1,439.35	\$4,318.05
Colette	Binger	6281	PSY262HF	Human Growth/Development		3	\$677.00	\$2,031.00
Dagny	Brandt			Youth Choir Director				\$2,500.00
Thompson	Brandt	6343	HUMA104N	Introduction to Humanities		3	\$719.68	\$2,159.04
Thompson	Brandt	6344	HUMA104Y1C	Introduction to Humanities		3	\$719.68	\$2,159.04
Thompson	Brandt	6345	MUS268Y1	Music of the USA		3	\$719.68	\$2,159.04
Samuel	Fiorenza			Writing Center		3	\$1,439.35	\$4,318.05
Ashley	Harms	6094	ECE202Y1	Curriculum in EC Settings		3	\$677.00	\$2,031.00
Julie	Hartman-Linck			Assessment Mentor		3	\$1,439.35	\$4,318.05
Alexander	Jansen	6352	ART218HB	Graphic Design II		4.5	\$719.68	\$3,238.56
Alexander	Jansen	6353	ART238HB	Graphic Design IV		2.25	\$719.68	\$1,619.28
Melissa	Johnson			Part-Time Intruccion Supervision-FULL PAY				\$575.74
Randy	Haldeman			Summerset Artistic Director				\$2,242.60
Randy	Haldeman			Summerset Music Director/Conductor				\$2,242.60
Brandon	Lamm			Orchestra Director				\$2,500.00
Rhys	Love			Part-Time Forensics Assistant				\$1,500.00
Adam	Moderow	6223	RDG083A	College Reading Foundations		3	\$677.00	\$2,031.00
Adam	Moderow	6224	RDG120A	College Reading Strategies		3	\$677.00	\$2,031.00
Jeremy	Monigold	6232	CJS103HB	Intro to Cyber Security		1.5	\$1,439.35	\$2,159.03
Anthony	Musso	6225	SOCI200HB	Intro to Social Work		3	\$719.68	\$2,159.04
Elizabeth	Niesman	6226	COMM084A	Basic Written Communication		3	\$677.00	\$2,031.00
Elizabeth	Niesman	6227	RDG082A	Basic College Reading		2	\$677.00	\$1,354.00
Anthony	Peska	6241	CJS203Y1	Criminal Law		3	\$655.00	\$1,965.00
Bill	Peterson			Big Band Director				\$2,500.00
Jennifer	Roser			Part-Time Intruccion Supervision-FULL PAY				\$287.87
Arthur	Schmidt			Mass Comm Assistant	TBD		\$15.00	TBD
Mike	Sherman			Part-Time Forensics Coach				\$2,250.00
Sharon	Smith	6244	EDUC224HB	The Exceptional Individual		3	\$640.00	\$1,920.00
Jami	Spencer			Coordinator of Transitional Communication		3	\$1,439.35	\$4,318.05
Jami	Spencer			Writing Center		2	\$1,583.29	\$3,166.58
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$1,175.00
Heidi	Spotts-Manthey			Chorale Director				\$2,500.00
Heidi	Spotts-Manthey	6262	MUS178A	Class Piano II		2	\$677.00	\$1,354.00
Rachel	Stewart	6243	ECE207HB	Math/Science for Young Child		3	\$719.68	\$2,159.04
Scott	Stich			Concert Band Director				\$2,500.00
Scott	Stich	6372	MUS158A	Aural Skills II		1	\$677.00	\$677.00
Scott	Stich	6373	MUS162A	Theory II		3	\$677.00	\$2,031.00
Kevyn-Ann	Sutter			Part-Time Forensics Coach				\$2,250.00
Loretta	Swanson	6245	ART110Y1	Introduction to Art		3	\$677.00	\$2,031.00
Loretta	Swanson	6246	ART219HBN	Modern Art		1	\$677.00	\$677.00
Loretta	Swanson	6247	ART104Y1A	Introduction to Humanities		3	\$677.00	\$2,031.00
Kathleen	Williams			Fine Arts Costumer	TBD		\$25.00	TBD

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00
Nadia	Wirchnianski			Chamber Singers Accompanist				\$1,500.00
Nadia	Wirchnianski			Royal Scots Accompanist				\$1,500.00
James	Yeager	6731	SPCH191Y1C	Fund of Speech Communication		3	\$1,439.35	\$4,318.05
James	Yeager			Coordinator of Mass Communication		3	\$1,583.29	\$4,749.87
Miscellaneous								
Brian	Moore	6191	LIBS201	Career Exploration		1	\$600.00	\$600.00
Evan	Talbert	6430	SPCH295JXX	Community Leadership Development - Jo Daviess		3	\$1,439.35	\$4,318.05
Evan	Talbert	6431	SPCH295SXX	Community Leadership Development - Stephenson		3	\$1,583.29	\$4,749.87
Constance	Taylor			TRIO-Project Succeed Tutor	TBD		\$25.20	TBD
Constance	Taylor	6183	MATH066AXX	Basic Algebra I		2	\$600.00	\$1,200.00
Constance	Taylor	6185	MATH067AXX	Basic Algebra II		2	\$600.00	\$1,200.00
Don	Tresemmer			TRIO-Project Succeed Tutor	TBD		\$25.20	TBD
Don	Tresemmer	6179	MATH058AXX	Pre-Algebra I		2	\$600.00	\$1,200.00
Don	Tresemmer	6181	MATH059AXX	Pre-Algebra II		2	\$600.00	\$1,200.00
Laura	Watson			Director Library Services				\$1,919.13
Laura	Watson			Honors Program Director		3	\$1,439.35	\$4,318.05
Natural Science & Mathematics								
Roberta	Andrews		MATH058A	Pre-Algebra I (MAC)		2	\$615.00	\$1,230.00
Roberta	Andrews		MATH058Y1A	Pre-Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Roberta	Andrews		MATH066A	Basic Algebra I (MAC)		1.67	\$615.00	\$1,027.05
Steve	Curran	6469	NSCI232AX	Fundamentals of Meteorology Lab		1	\$1,439.35	\$1,439.35
Ghaneshwar	Gautam	6364	PHYS142A	Portion of Introductory Physics II		0.9	\$1,439.35	\$1,295.42
Anthony	Grahame	6477	BIOL214NX	Portion of Anatomy and Physiology I Lab		1	\$1,439.35	\$1,439.35
Ellen	McGinnis	6417	MATH066Y1C	Basic Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Ellen	McGinnis	6405	MATH066E1	Basic & Intermediate Algebra I		2	\$615.00	\$1,230.00
Ellen	McGinnis	6401	MATH066C1	Basic Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Ellen	McGinnis	6397	MATH058A1	Pre-Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Steve	Mihina	6410	MATH250A	Analytic Geometry/Calculus I		3	\$1,439.35	\$4,318.05
Steve	Mihina	6412	MATH269	Portion of Analytic Geometry/Calculus III		3	\$1,583.29	\$4,749.87
Chad	Pals	6362	MATH167DCD	Plane Trigonometry		3	\$677.00	\$2,031.00
Chad	Pals	6369	MATH134DCD	Statistics		2.67	\$677.00	\$1,807.59
Chad	Pals	6370	MATH250DCD	Analytic Geometry/Calculus		5	\$677.00	\$3,385.00
Jenna	Rancingay			Portion of Assessment Mentor		1	\$1,439.35	\$1,439.35
Nursing & Allied Health								
Amanda	Heimann	6457	NURS128HB	Administrative Procedures in Health Care II	64		\$30.00	\$1,920.00
Rebecca	Holbert	6442	NURS192AXX	Health & Illness I Lab	99		\$38.00	\$3,762.00
Cassie	Mekeel	6495	NURS109HB	Portion of Basic Nursing Assistant		2.6	\$1,439.35	\$3,742.31
Cassie	Mekeel	6456	NURS121HBX	Portion of MA Clinical Procedures I Lab		0.4	\$1,439.35	\$575.74
						3	\$1,583.29	\$4,749.87
						2.2	\$1,727.22	\$3,799.88
Jessica	Larson	6453	NURS294AXA	Portion of Health & Illness III Lab		0.1	\$1,439.35	\$143.94
Jessica	Schneiderman	6453	NURS294AXA	Portion of Health & Illness III Lab		0.5	\$1,439.35	\$719.68
Kay	Sperry	6440	NURS192A	Health & Illness I		1.7	\$1,439.35	\$2,446.90
Sara	Stage	6453	NURS294AXA	Health and Illness III Lab	122		\$38.00	\$4,636.00
Success Center								
Caroline	Giuffre			Success Center Tutor	TBD		\$30.33	TBD
Leanne	Grahame			Success Center Tutor	TBD		\$28.70	TBD
Shannon	Lizer			Success Center Tutor	TBD		\$30.33	TBD
Mark	Miller			Success Center Tutor	TBD		\$31.59	TBD
Elizabeth	Niesman			Success Center Tutor	TBD		\$31.59	TBD
Elizabeth	Niesman	6492	LIBS199Y1A	First-Year Experience Seminar		2	\$677.00	\$1,354.00
Elizabeth	Niesman	6493	LIBS199AXX	FYES - Bridge Program		2	\$677.00	\$1,354.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Heidi	Spotts-Manthey			Success Center Tutor	TBD		\$31.59	TBD
Constance	Taylor			Success Center Tutor	TBD		\$31.59	TBD
Michael	Thruman			Success Center Tutor	TBD		\$27.63	TBD
Michael	Thruman			Success Center Tutor	TBD		\$27.63	TBD
Don	Tresemmer			Success Center Tutor	TBD		\$28.70	TBD
Heather	Wagner	6521	LIBS199BXX	First-Year Experience Seminar		2	\$719.68	\$1,439.36
Other Assignments								
Bradley	Curtis			Deputy for William Bear tournament 26 hours @ \$30 per hour rate				\$ 780.00
Erin	Korte			Deputy for William Bear tournament 15 hours @ \$30 per hour rate				\$ 450.00
John	Hartman			Harpsichord tuning				\$ 135.00
James	Blair			Worked 12 games at scorer's table in January				\$ 660.00
Robert	Buckwalter			Worked 13 games at scorer's table in January				\$ 715.00
Eric	Katzenberger			Worked 12 games at scorer's table in January				\$ 480.00
Bill	Pospischil			Worked 14 games at scorer's table in January				\$ 770.00
Jeff	Slattengren			Worked 5 games at scorer's table in January				\$ 275.00

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

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

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second 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.

No additions or revisions have been made since trustees approved the first reading at their January 28, 2025, regular meeting.

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 Director of Enrollment and Records 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 Withdrawal) 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 #VIII-B-2
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE**

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

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

No additions or revisions have been made since trustees approved the first reading at their January 28, 2025, regular meeting.

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 #VIII-B-3
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE**

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

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

No additions or revisions have been made since trustees approved the first reading at their January 28, 2025, regular meeting.

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~~ You may use paid sick leave in ~~one~~^{two}-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 #VIII-B-4
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE**

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

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

No additions or revisions have been made since trustees approved the first reading at their January 28, 2025, regular meeting.

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 #VIII-B-5
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

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

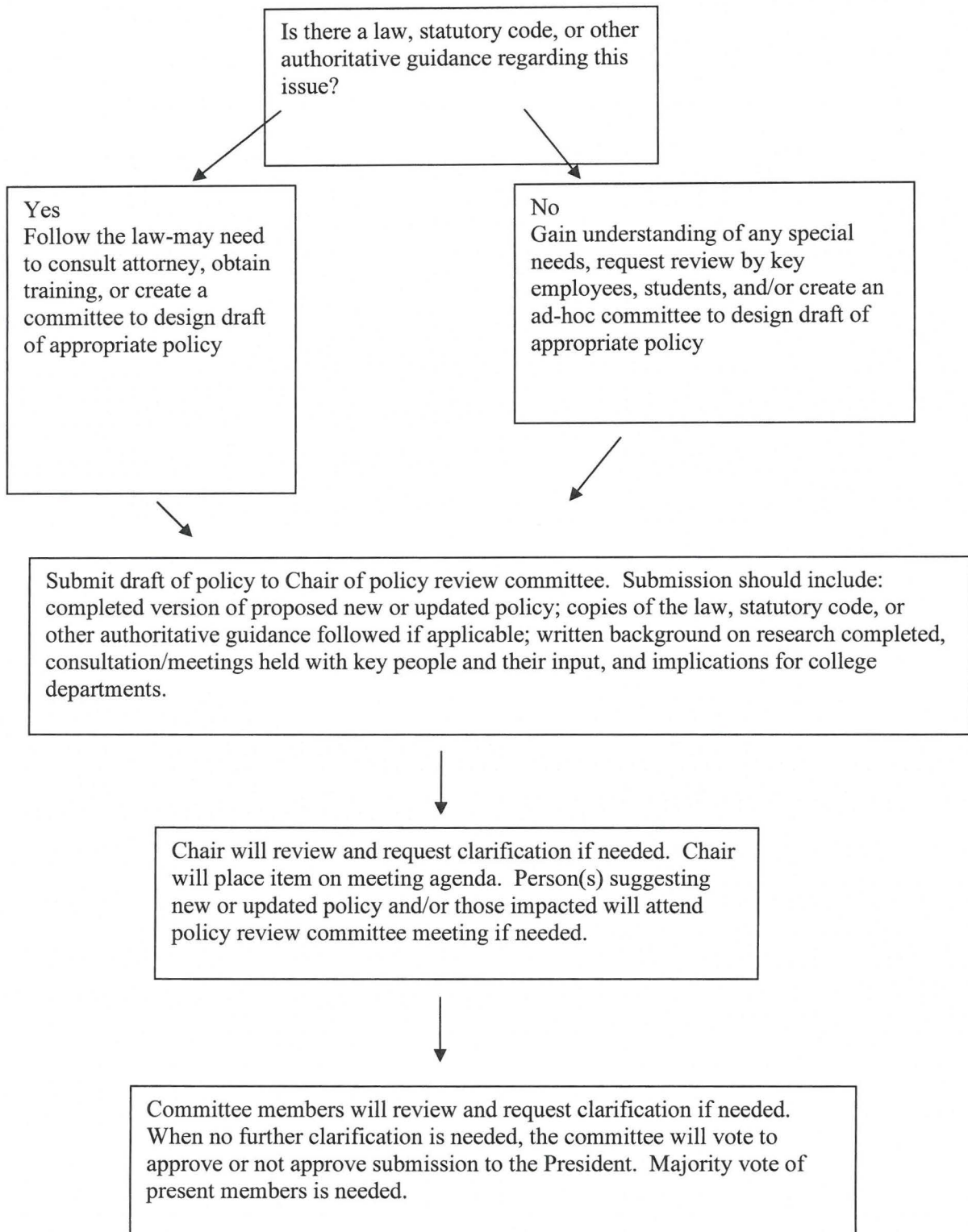
RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached reaffirmation of appendix to the Policy Manual, Process for Presenting New Policies/Updates to PRC (Policy Review Committee).

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

No additions or revisions have been made since trustees approved the first reading at their January 28, 2025, regular meeting.

BOARD ACTION: _____

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



**AGENDA ITEM #VIII-B-6
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 4.031
NON-DISCRIMINATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 4.031, Non-Discrimination, which is included in Chapter IV, Personnel, of the policy manual.

BACKGROUND: This revision is due to changes in the Illinois Human Rights Act and were effective January 1, 2025.

BOARD ACTION: _____

4.031 Non-Discrimination (Revised-11/28/23)

Highland Community College will not discriminate, and provides equal employment opportunity without regard to actual or perceived race (including traits associated with race), religion, political philosophy, color, national origin or ancestry, gender, sexual orientation, age, sex and gender identity, disability (including association with a person with a disability), marital status, military status, citizenship status, unfavorable discharge from military service, order of protection status, genetic information status, pregnancy, childbirth (or medical or common conditions related to pregnancy or childbirth), ~~or~~ status of a person who was born outside of the US and is authorized by the federal government to work in the US, actual or perceived family responsibilities, actual or perceived reproductive health decisions, or other factors prohibited by applicable federal and state laws, regulations and Executive Orders. Highland Community College is committed to equal opportunity for all applicants and members of its student body, faculty, staff and officers. In addition, there will be no discrimination because of membership or lawful participation in the activities of any political party, organization or union, or because of his or her refusal to join or participate in the activities of any political party, organization or union. (See Policy 4.034, Sexual Harassment and 4.035 Discrimination-Related Harassment.)

**AGENDA ITEM #VIII-B-7
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 4.036
SEXUAL HARASSMENT AND DISCRIMINATION-RELATED
HARASSMENT REPORTING**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting, which is included in Chapter IV, Personnel, of the policy manual.

BACKGROUND: This revision is due to changes in the Whistleblower Act and was effective January 1, 2025.

BOARD ACTION: _____

4.036 Sexual Harassment and Discrimination-Related Harassment Reporting Process (Reaffirmed 11/28/23)

A. General Provisions:

1. All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.
2. The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.
3. The College will:
 - a. Respond to every complaint of harassment reported;
 - b. Implement temporary resolutions, where appropriate, through the course of the investigation;
 - c. Take action to provide remedies when harassment is discovered;
 - d. Impose appropriate sanctions on offenders in a case-by-case manner; and
 - e. Protect the privacy of all those involved in harassment complaints to the extent it is possible.
4. The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

B. Confidentiality:

1. A reasonable effort will be made to keep allegations of sexual or other harassment confidential to the greatest extent possible. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.

C. Responsibilities:

1. The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.
2. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:
 - a. Monitoring the workplace environment for signs of sexual or other harassment;

- b. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, or the HRIS Administrator/HR Generalist at (815) 599-3602.
 - c. Promptly stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
 - d. Promptly reporting any complaint of harassment or discrimination to one of the College investigators.
3. Each employee is responsible for assisting in the prevention of discrimination and harassment by:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
 - b. Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
 - c. Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.
4. In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.
5. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.
6. The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

D. Bringing a Report of Harassment or Suspected Harassment:

1. Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.
2. Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:
 - a. Students may report incidents to the Title IX Coordinator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator or the HRIS Administrator/HR Generalist (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.
 - b. Employees, volunteers, Board of Trustees and third parties, may report incidents to the Director of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to the Title IX Coordinator (investigator), or the HRIS Administrator/HR Generalist (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees or the President of the College.
3. Incidents can be reported in the following ways:
 - a. Leave a private voice message, send a private email, or visit the appropriate investigator (although it is best to make an appointment first to ensure availability) either the Title IX Coordinator, (815) 599-3531, liz.gerber@highland.edu, Marvin-Burt Liberal Arts Center room 101, EE/AA Officer, (815) 599-3402, karen.brown@highland.edu, Student/Conference Center room 232, or the HRIS Administrator/HR Generalist, (815) 599-3609, christie.lewis@highland.edu, Student/Conference Center room 243.
 - b. Mail a letter to the Title IX Coordinator's office or the EE/AAO's office at 2998 West Pearl City Road, Freeport, IL 61032;
 - c. Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
 - d. File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

A. Informal Complaint Process:

1. Individuals who feel they have been harassed may desire to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true). Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.
2. Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.
3. The investigator may, *if circumstances warrant*, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.
4. The informal process will include:
 - a. Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
 - b. Review and determination of the legal basis of the issues being raised in the complaint;
 - c. Seeking resolution of the matter;
 - d. Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;
 - e. Preparing a report on the informal process.
5. The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

B. Formal Complaint Process:

1. Formal complaints must be filed within 45 days of the date of the alleged event or incident or within 15 days after attempts to resolve the situation informally have been unsuccessful.
2. While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint:
 - a. identify the alleged offender(s);
 - b. identify the details concerning the incident or conduct giving rise to the complaint;
 - c. describe the actions or practices deemed harassment and/or discriminatory
 - d. provide the dates, times, and locations of the conduct;
 - e. include names of any witnesses to the alleged incident(s) or conduct;
 - f. whether conduct of a similar nature and has occurred on prior occasions;
 - g. whether there are any documents which would support the allegations;
 - h. what impact the conduct had on the person filing the report; and
 - i. action requested to resolve the complaint and prevent future violations of the policy.
3. The College will investigate formal complaints when complaints are submitted orally or in writing. The College will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complaining party, as well as the alleged harasser, of the appeal process.
4. Process for Investigation of Formal Complaints: The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written statement if desired or needed. Typically, after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

5. If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).
6. Right to Dismiss: The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:
 - a. The complaining party fails to state a claim;
 - b. The claim is moot or under adjudication elsewhere;
 - c. The complaining party failed to file the complaint within the time frame allotted;
 - d. The complaining party provides a written request to withdraw their formal complaint;
 - e. The complaining party cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
 - f. The complaint is part of a clear pattern of misuse of the process.
7. The College President or designee shall be informed of every written reported incident of harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

C. Written Report:

1. Within ten (10) school days or “a reasonable time” from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College’s Board of Trustees if the College President is the alleged harasser, which will include at a minimum the following:
 - a. The date the complaint was received;
 - b. The complaining party’s name;
 - c. The name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
 - d. A statement detailing the alleged offender’s response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);
 - e. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.
2. Within five (5) business days or “a reasonable time” after the investigator’s written report is received, the College President or designee, or the Chair of the Board of Trustees if the College President is the alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.

3. The President or designee, the supervisor (if the accused is an employee), or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

D. Disciplinary Action:

1. If a complaint is found to be valid, appropriate disciplinary action or other appropriate action will be taken. Any College employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College's Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes.
2. This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

E. Knowingly Filing False or Malicious Complaints Prohibited:

1. Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

F. Retaliation:

1. The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this policy, or because the person testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the "Disciplinary Action" Section, paragraphs #1 and #2 of this policy will not be considered retaliation.
2. "Retaliatory action" means an adverse employment action or the threat of an adverse employment action by an employer or his or her agent to penalize or any non-employment action that would dissuade a reasonable worker from disclosing

information under this Act. Retaliation is illegal under State and Federal Law and includes, but is not limited to, ~~any form of intimidation, reprisal or harassment.~~ (1) taking, or threatening to take, any action that would intentionally interfere with an employee's ability to obtain future employment or post-termination retaliation to intentionally interfere with a former employee's employment; (2) taking, or threatening to take, any action prohibited by subsection (G) of Section 2-102 of the Illinois Human Rights Act; or (3) taking, or threatening to take, any action that is prohibited under State or Federal Law.

2.3. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the “Disciplinary Action” section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.

3.4. Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

K. Appeal of Formal Complaint Resolution:

1. The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.
2. An employee may appeal the decision of the President or designee by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President or designee. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:
 - a. If the appeal alleges:
 1. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis;
 2. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation;
 3. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or
 4. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

- b. If the appeal is for the decision of the designee, the President will have 10 days to make a decision. Following the President's determination, the employee may further appeal by making a written request to advance the appeal within five (5) days of receiving the written notification of the decision from the President.
- c. In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).
- d. If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony
- e. No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

L. Dissemination of Policy/Procedures:

- 1. Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

2. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus.
3. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained to recognize and take action against harassment of any kind.
4. The sexual misconduct and violence policy 3.27, prohibition of sexual misconduct policy 3.28, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.

M. Identification of Reporting Officers:

1. If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

N. Resolution Outside the College:

1. It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission as follows:
 - a. Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr

- b. U.S. Equal Employment Opportunity Commission
230 South Dearborn, Suite 1866
Chicago, IL 60604
Telephone (800) 669-4000; or (800) 669-6820 (TTY)
www.eeoc.gov

- c. Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**AGENDA ITEM #VIII-B-8
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY MANUAL APPENDIX
COLLEGE-AUTHORIZED SECURITY CAMERAS ACCEPTABLE USE GUIDELINES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revisions to appendix to the Policy Manual, College-Authorized Security Cameras Acceptable Use Guidelines.

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

BOARD ACTION: _____

Highland Community College

College-Authorized Security Cameras Acceptable Use Guidelines (Revised 2/23/22)

A. Purpose:

1. Security cameras hereafter referred to as College-authorized security cameras, are utilized on campus to enhance personal safety, meet national testing requirements, protect property and resources, and investigate criminal activities. The guidelines herein apply to all College and security service provider personnel in the use of College-authorized security cameras and their video monitoring and recording systems. These guidelines do not apply to cameras used for academic purposes.
2. Information obtained from College-authorized security cameras shall be used exclusively for law, policy and/or Code of Conduct enforcement, including, where appropriate, College judicial functions. Information obtained through the College-authorized security camera system is not intended for routine employee monitoring or evaluation.
3. Nothing in these guidelines is intended to limit the authority of Campus Security in law enforcement activities.

B. Locations:

1. College-authorized security cameras may be placed in public areas such as hallways, stairwells, campus and building entrances, parking lots, and common areas and in areas containing high value inventory such as laboratories and the Bookstore. Security cameras will also be placed in areas to maintain academic testing integrity, such as College testing center(s). The Director, Facilities and Safety, and the highest ranking member of any College-authorized on-campus security provider must grant written authorization for the placement and position of security cameras. The President will be informed of any changes in the placement and positioning of cameras.
2. The Director, ITS will disseminate to the College President, and Vice Presidents, a list of the locations of all College-authorized security cameras used for the recording or monitoring of public areas. The list of locations will be continually updated and, with the exception of camera locations being used for external law enforcement surveillance or investigation, made available to all members of the College community upon request.
3. College-authorized security camera installations are in a dome-style type housing and will be visible.
4. The recording server and recorded video reside in the College's secure data centers, with the video transported over a segregated network. Access to the physical servers

and the segregated network is limited to authorized ITS staff.

C. Accessing video footage:

1. The President or their official designee, and either a Vice President or the Director, Facilities and Safety must grant written authorization for access to security camera information (live or recorded). In no instance shall a person who is involved, or who has a family member who is involved, in a suspected incident be granted authorization as either a requestor or a reviewer of information. At the discretion of the College, a person who is involved or who has a family member who is involved in a suspected incident may be shown the footage as part of the review of the incident.
2. Request for access to footage must be made in advance, and must be made only upon rise of an incident. Request for access must include; the requestor, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. Incidental information gathered as a result of the request may be used in the prosecution of criminal activity or for the investigation of violation of College policy. Request for access is not required in an immediate emergency; for routine system maintenance by IT; or for training purposes.
3. If the President is involved in a suspected incident, the Director of Human Resources and the Chair of the Board of Trustees will review security camera information together. If a Vice President is involved in a suspected incident, the President and the Director of Human Resources will review security camera information together.
4. College-authorized security camera images, live or recorded, are not monitored continuously, except for these specific locations: the Sports Complex, academic testing centers and the Bookstore. The live video for each exception area will only be monitored by authorized personnel of that specific area.
5. All instances of viewing recorded video will be logged and an automated bi-monthly report will be sent to the Vice President/CFO, Administrative Services. A manual log will also be kept of all instances of access to and use of recorded material that includes the requestor/viewer, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. The Vice President/CFO, Administrative Services and the President will review and match the system log to the manual log periodically and report to the Board of Trustees.

C. Use of Information:

1. College and security services provider personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for official College and law enforcement business.

2. All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and State and Federal laws, and will never be based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected categories. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All College and security services provider personnel with access to College-authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.

Periodically the College experiences patterns of criminal activity, both to persons and property. For the purpose of combating repeated criminal acts or suspected criminal activities, College-authorized security camera footage may be requested for use, using the established request process, in covert surveillance purposes to either deter the activity or apprehend the violators. Should additional cameras that are not college owned be placed on College property by external law enforcement, no further announcement need be made prior to the actual placement or notice of their locations(s) given. Covert surveillance activity will continue only so long as it is necessary. These cameras and their use should be disclosed in periodic reports to the Vice President/CFO, Administrative Services after resolution of the case or cases so as not to interfere with law enforcement activities.

**AGENDA ITEM #VIII-C-1
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE
LMS ADMINISTRATOR/INSTRUCTIONAL TECHNOLOGIST**

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

BACKGROUND: The job title is being revised from LMS Administrator/Instructional Technology Specialist to LMS Administrator/Instructional Technologist. The change is being made to reflect that this position focuses more on the technical aspects of integrating technology into learning environments. This clarification may assist in attracting a broader pool of applicants as we continue the search to fill this position vacancy.

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 and Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Learning Management System (LMS) Administrator/[Instructional Technology Specialist/Technologist*](#)

GENERAL STATEMENT OF RESPONSIBILITIES: To enhance learning and academic outcomes by administering academic technology systems and collaborating with the college community. Provides excellent customer support, creates and delivers adequate training to users, and evaluates new academic technologies to incorporate when needed.

PRINCIPAL DUTIES: (essential functions)

- Administer the college's Learning Management System (LMS) and Video Management System (VMS), sustaining upkeep, system accessibility, configuration, testing and reliability.
- Serves as the LMS and VMS subject matter expert, sharing and documenting best practices to optimize use.
- Manages the LMS server, including custom integrations, user import scripts, database backups, Single Sign On (SSO) connections, SSL certificates, and security remediation.
- Provides LMS and VMS technical support for all users.
- Plans and implements LMS software upgrades, coordinating user changes and new features with Center for Teaching and Learning Services staff.
- Provides technical support to classroom instructional technology, including HyFlex room configurations.
- Maintains open communication with LMS and VMS users.
- Configures, maintains, and supports all LMS third party tools, plug-ins, and learning tools interoperability, or integrations.
- Manages vendor relationships, contracts and renewals for the LMS and VMS.
- Researches new LMS and instructional technology teaching tools to improve the learning effectiveness.
- Creates user technical training and guides to improve usage of instructional technology through education and support of users.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of utilizing data to make informed decisions.

Knowledge of instructional technology, learning theories, and instructional design.

Knowledge of academic learning tools, web applications, and multimedia software.

Knowledge of technology concepts, including least privilege, single sign on, and account management.

Knowledge of trouble shooting processes and techniques.

Skill in managing learning management systems and video management systems, preferably Moodle and Panopto.
Skill in writing and using Linux scripts.
Skill in documenting processes, procedures, and knowledge articles.
Skill in applying effective problem solving and decision making skills related to technical issues.
Skill in communicating effectively to various groups and individuals.
Skill in directing, coaching, and collaborating with staff and faculty.
Skill in using classroom audio visual systems.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

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

MINIMUM QUALIFICATIONS: Bachelor's degree in instructional technology, computer science, information systems or related field and three - five (3-5) years experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Information Technology Services

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2315

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

ADOPTED: ~~09/24/24~~ 02/25/25 ***[Pending Board Approval]**

**AGENDA ITEM #VIII-C-2
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, OUTREACH AND DUAL CREDIT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Jacob VenHuizen as full-time Coordinator, Outreach and Dual Credit, beginning March 17, 2025, at an FY25 annualized salary of \$42,124, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY25 budget.

BACKGROUND: Jacob VenHuizen has served as the Marketing Coordinator for Murphy-Wall State Bank and Trust Company since October of 2024. In this role, he created programs, events and promotions, aiding in the retention and recruitment of consumers. He used his expertise in Customer Relationship Management Programs and marketing platforms to conduct research and assist with customer relations. Previously, Mr. VenHuizen was a summer intern with the Monroe Clinic and Hospital Foundation, a member of SSM Health. He assisted in creating programs and marketing materials for the Foundation programs. He also helped kickstart a newly updated Employee-Relief campaign, which increased participation throughout the hospital by 7%.

Beyond his roles with the Murphy-Wall Bank and Trust and SSM Health, Mr. VenHuizen gained valuable customer service experience as a Deli and Sales Associate at Hartzell’s IGA. In this capacity, he worked front-line in a retail environment, assisting customers with their orders, and developing digital and physical promotional materials for the store.

Mr. VenHuizen holds an Associate of Arts degree in Business Administration from Highland, and a Bachelor of Science degree in Integrated Marketing Communications from Illinois State University, Normal, IL.

Jacob’s experience in marketing combined with his communication and customer service skills, makes him a valuable asset to the Enrollment and Records department at Highland Community College.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-1
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

SECOND READING – TUITION

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for the second 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 the second reading an increase in the senior citizen rate from \$113.00 to \$119.00 per credit hour effective Fall semester of 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 #VIII-D-2
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF BID
BUILDING “F” (FERGUSON FINE ARTS CENTER) DOOR REARRANGEMENT,
BUILDING “H” (STUDENT/CONFERENCE CENTER) TESTING CENTER
RENOVATION, AND BUILDING “T” (DOROTHY AND RC CLOCK TECHNOLOGY
CENTER) CLASSROOM ADA ACCESS PROJECTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low base bid and alternate bid #1 meeting specifications from Scandroli Construction of Rockford, IL for a total bid of \$751,400 for the Building “F” (Ferguson Fine Arts Center) door rearrangement, Building “H” (Student/Conference Center) Testing Center renovation, and Building “T” (Dorothy and RC Clock Technology Center) classroom ADA access projects. This bid is within the budget for projects.

BACKGROUND: This combined project will rearrange doorways on the east side of building “F” to create additional office space, increased and more accessible storage space, and storage access for a new piano. It will move the main Testing Center from building “M” to building “H,” expanding ADA testing capabilities while working toward a “one-stop shop” approach for student services. And, it will create appropriate ADA access to the classrooms at the northeast corner of building “T” and provide a much-needed facelift to those learning spaces.

The building “F” portion is included in the approved 2022 bond funding.

The building “H” portion is funded by the 2025 Protection Health & Safety levy.

The building “T” portion is funded by the 2024 Protection Health & Safety levy.

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

Bids were opened at 2:00 p.m. on February 11, 2025.

BOARD ACTION: _____

**Renovation Project @ Bldgs. "F", "H", and "T"
for Highland Community College**

February 11, 2025

RLJA #23-064

BIDDERS	BID GUAR.	ADDM RCPT.	SITE INSPECT	CERT	BASE BID	ALT. BID NO. 1
						Renovation Work Bldg "F"
Nicam Construction 3143 Business 20 W Freeport, IL 815-616-8126	5%	1	Yes	Yes	\$729,000	\$44,800.00
Rockford Structures 10540 N. 2nd Street Mach. Park, IL 815-633-6161	5%	1	Yes	Yes	\$791,000	\$44,000.00
Scandroli Construction 1321 Capital Dr. Rockford, IL 815-962-4037	5%	1	Yes	Yes	\$716,400	\$35,000.00
Winter Construction 1840 S. Walnut Ave. Freeport, IL 815-235-1234	5%	1	Yes	Yes	\$783,000	\$43,000.00

 **RICHARD L. JOHNSON
ASSOCIATES | ARCHITECTS**

February 11, 2025

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

Re: Renovation Project at Building "F", "H" and "T" for
Highland Community College (RLJA# 23-064)

Dear Jill:

On February 11, 2025, bids were received for the Renovation Project at Building "F", "H" and "T". Qualified bids were received from 4 General Contractors. The low Base Bid was \$716,400.00 and was submitted by Scandroli Construction, Rockford, Illinois. Their Alternate Bid #1 cost was \$35,000 for creating two storage rooms out of one storage room.

See bid tab attached.

The estimated cost for the Base Bid was \$+/- 823,000.00.

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

We recommend awarding the project to Scandroli 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.



Scott R. Johnson, AIA, LEED AP
Project Architect
cc: 23-064 file

**AGENDA ITEM #XIII-D-3
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT
PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY COMMUNITY
COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS
AND CARROLL AND STATE OF ILLINOIS
2020 BOND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

BACKGROUND: As part of the 2020 bond issuance in the amount of \$5,330,000, the College adopted a Resolution on October 22, 2019, to provide for the issuance of debt certificates. The debt certificate Resolution included a requirement for the Board to consider the attached Resolution, which “identifies all or a designated portion of each Work Contract to the Installment Purchase Agreement between the District and the Seller-Nominee of the Project”. In other words, the Board must periodically approve a listing that specifies the purchases made with funds received as part of the bond issuance process to renovate, equip, or improve the College.

The attached Resolution includes a listing of expenditures made (by project), the contractor or vendor to whom the payment was made, and the amount of such payments for the period July 1, 2022, through June 30, 2024. The Board previously approved resolutions for the time periods as follows:

- November 2020 for expenses from March 1, 2020 through October 31, 2020;
- November 2021 for expenses from November 1, 2020 through October 31, 2021;
- August 2023 for expenses from November 1, 2021 through June 30, 2023; and,
- August 2024 for expenses from July 1, 2023 through June 30, 2024.

Multiple payments to one vendor for a particular project are combined. All payments have already been approved by the Board through the monthly approval of the payment of bills. The College has followed any other necessary state regulations or Board policies related to purchasing and selection of vendors. The attached resolution simply identifies the expenses as those made with funds received as part of the bond issuance process, as required.

BOARD ACTION: _____

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

* * *

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively "*Applicable Law*"); and

WHEREAS, on the 22nd day of October, 2019, the Board of Trustees of the District (the "*Board*") adopted a resolution (the "*Certificate Resolution*") entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of not to exceed \$5,330,000 Debt Certificates, Series 2019A, of said Community College District, evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates.

; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts (“*Work Contracts*”) have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary and Treasurer of the Board. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors

and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>Brief Description of Work Contract/Expenditure</u>	<u>Name of Contractor/Vendor</u>	<u>Identified Amount</u>
Curricunet	Leapfrog Technologies Inc	13,537
Welcome Center	Midwest Educational Furnishings	64,127
Maintenance Trucks	Bocker Auto Group	100,020
Maintenance Trucks	Travis Kublyu	6,576
Maintenance Trucks	Schubert's Speed Shop LLC	5,269
Maintenance Trucks	Monroe Truck Equipment	35,169

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #VIII-D-4
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT
PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY COMMUNITY
COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS
AND CARROLL AND STATE OF ILLINOIS
2023 BOND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

BACKGROUND: As part of the 2023 bond issuance in the amount of \$7,150,000, the College adopted a resolution on August 16, 2022 to provide for the issuance of debt certificates. The debt certificate resolution included a requirement for the Board to consider the attached resolution which “identifies all or a designated portion of each Work Contract to the Installment Purchase Agreement between the District and the Seller-Nominee of the Project”. In other words, the Board must periodically approve a listing that specifies the purchases made with funds received as part of the bond issuance process to renovate, equip, or improve the College.

The attached resolution includes a listing of expenditures made (by project), the contractor or vendor to whom the payment was made, and the amount of such payments for the period July 1, 2023 through June 30, 2024. The Board previously approved resolutions for the time periods as follows:

- August 2023 for expenses from July 1, 2022 through June 30, 2023; and,
- August 2024 for expenses from July 1, 2023 through June 30, 2024.

Multiple payments to one vendor for a particular project are combined. All payments have already been approved by the Board through the monthly approval of the payment of bills. The College has followed any other necessary state regulations or Board policies related to purchasing and selection of vendors. The attached resolution simply identifies the expenses as those made with funds received as part of the bond issuance process, as required.

BOARD ACTION: _____

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

* * *

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively "*Applicable Law*"); and

WHEREAS, on the 16th day of August, 2022, the Board of Trustees of the District (the "*Board*") adopted a resolution (the "*Certificate Resolution*") entitled:

RESOLUTION authorizing and providing for the issue of not to exceed \$7,600,000 General Obligation Debt Certificates (limited tax) for the purpose of renovating, repairing and equipping District facilities, authorizing and providing for an installment purchase agreement for the purpose of paying the cost of purchasing real or personal property, or both, and authorizing the sale of said certificates to the purchaser thereof.

; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts (“*Work Contracts*”) have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary and Treasurer of the Board. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>Brief Description of Work Contract/Expenditure</u>	<u>Name of Contractor/Vendor</u>	<u>Identified Amount</u>
Criminal Justice Equipment	AK Athletic Equipment Inc.	1,391
Grounds	Bocker Auto Group	48,989

Grounds	Travis Kublyu	3,723
Digital Panels	Conference Technologies Inc.	8,626
Two Way Radio System	Mobile Electronics	2,992
Building M Second Floor	Scandroli Construction Co.	152,967
Building M Second Floor	Richard L Johnson Assoc, Inc.	1,489
Building M Second Floor	Helm Service Inc.	3,235
Building M Second Floor	Conference Technologies Inc.	46,636
Welcome Center	Scandroli Construction Co.	349,785
Cafeteria Renovation	Meridian	8,358
Project Succeed Academic Center	Richard L Johnson Assoc, Inc.	9,047
Technology	Paragon Development Systems	236,647
Technology	Amazon Capital Services	7,659
Technology	Threater Inc	21,420
Technology	Graybar Electric Company Inc	2,748
Technology	Oracle America Inc	15,000
Technology	Executive Personal Computer	13,577

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #VIII-D-5
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERGOVERNMENTAL AGREEMENT WITH THE
STATE OF ILLINOIS CAPITAL DEVELOPMENT BOARD
FOR A PROJECT TO REPLACE ELECTRIC DUCT HEATERS IN THE
DOROTHY AND RC CLOCK TECHNOLOGY CENTER (BUILDING T)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes President Chris Kuberski to execute the attached intergovernmental agreement with the Illinois Capital Development Board for a project to replace electric duct heaters in the Dorothy and RC Clock Technology Center (Building T) at a cost not to exceed \$278,250. The intergovernmental agreement states the Illinois Capital Development Board will finance 75% of the costs (\$208,688) and the College will finance 25% of the costs (\$69,562).

BACKGROUND: In fiscal year 2025, the Illinois Capital Development Board has awarded funds for deferred maintenance projects. The College's top priority need that met the parameters for this funding is replacement of electric duct heaters in the Dorothy and RC Clock Technology Center (Building T). The project is considered a small project by the Illinois Capital Development Board; therefore, the College will design, manage, and finance the project and request reimbursement of the Illinois Capital Development Board's 75% share.

BOARD ACTION: _____

INTERGOVERNMENTAL AGREEMENT

Between

THE STATE OF ILLINOIS
CAPITAL DEVELOPMENT BOARD

And

HIGHLAND COMMUNITY COLLEGE

This Agreement made as of the date last signed below, by and between the State of Illinois Capital Development Board (“CDB”) and Highland Community College (“College”), collectively referred to hereinafter as the Parties.

Recitals

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220) and the Constitution of the State of Illinois (Article 7, Paragraph 10) permit State agencies and governmental units to cooperate together in the performance of their responsibilities by contracts and other agreements; and

WHEREAS, the General Assembly has appropriated funds to the CDB for miscellaneous capital improvements at various higher education institutions for Illinois Board of Higher Education for the Illinois Community College Board.

WHEREAS, the Illinois Community College Board identified a project at Highland Community College involving replacing electric duct heaters, also known as CDB Project Number 810-034-015 (“Project”); and

WHEREAS, the total cost estimate for the Project is \$278,250; and

WHEREAS, pursuant to the Public Community College Act, 110 ILCS 805/5-7, a community college must finance at least 25% of the Project costs; and

WHEREAS, for this Project, College will contribute \$69,562 and the State share will be \$208,688; and

WHEREAS, the Parties agree that, given the size and complexity of the Project or given the contribution amount of each Party, College will procure and manage the construction projects; and

WHEREAS, the Parties wish to enter into this Agreement to provide for the payment of costs and the procurement of work, services, and materials related to the Project; and

WHEREAS, the Parties agree that execution of this Agreement is in the best interest of the State.

NOW THEREFORE, in consideration of the foregoing matters and the mutual obligations of the Parties, the Parties do hereby agree as follows:

WITNESSETH

1. The recitals set forth above are hereby incorporated by reference as if fully set forth herein.
2. College is responsible for the accuracy and completeness of the project plans and specifications.
3. College, through its staff, shall:
 - a. Design the Project with appropriately procured design services, if required.
 - b. Comply with all applicable laws, regulations and rules pertaining to procurement for the Project.
 - c. Manage all construction for the Project.
 - d. Comply with all applicable laws, regulations, rules and codes pertaining to the design and construction of this Project.
 - e. Bear responsibility for ensuring the work is in conformance with the project plans and specifications.
 - f. Provide CDB with a copy of the as-built documents, if drawings are produced for the Project.
 - g. Provide CDB with any warranties for the Project.
4. CDB shall provide the State share of the Project, which is \$208,688, to the College at Final Acceptance of the Project. The College shall provide CDB with copies of executed contracts, invoices, Final Acceptance documentation, and any other documentation related to the Project requested by CDB prior to CDB's issuance of the payment. The College shall be responsible for all remaining costs associated with the Project.
5. By mutual agreement of the Parties, CDB shall provide technical assistance, review, and other services to the College as may be necessary to effectuate the purposes of this Agreement.
6. CDB or its designee may at any time review the work in progress at any site and also review the documents and records relating to each Project, including the right to audit records, whether by CDB auditors or external auditors.
7. Communications relevant to the Agreement shall be sent via U.S. Mail or e-mail to the following representatives:

<p>To: Erin Eoff Capital Development Board Wm. G. Stratton Building, 3rd Floor 401 South Spring Street Springfield, IL 62706 Erin.Eoff@illinois.gov</p>	<p>To: Kurt Simpson Director, Facilities and Safety Highland Community College 2998 W. Pearl City Rd., Freeport, IL 61032 Phone: 815-599-3501 Email: kurt.simpson@highland.edu</p>
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8. The individual officers, agents, and employees of the College and CDB who have executed this Agreement do hereby individually represent and warrant that they have full power and lawful authority to execute this Agreement and perform the transactions contemplated hereunder on behalf of and in the name of their respective principals and/or employer.
9. The College and CDB agree to maintain, for a minimum of three years after completion of the Project described herein, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records, and supporting documents related to the Projects described herein shall be available for review and audit by the Auditor General and other state auditors, and the College and CDB agree to cooperate fully with any audit conducted by the Auditor General or other state auditors and to provide full access to all relevant materials.
10. This instrument contains the entire Agreement between the Parties with respect to the transactions contemplated herein. This Agreement shall be effective upon approval and signature of both Parties. The terms of this agreement shall be obligatory upon each party, and its representatives, successors, or assigns.
11. This Agreement expires June 30, 2028 and may be extended by written agreement of the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the last date below.

STATE OF ILLINOIS
 CAPITAL DEVELOPMENT BOARD

HIGHLAND
 COMMUNITY COLLEGE

 By Tamakia Edwards
 Its: Executive Director
 Date: _____

 By: Chris Kuberski
 Its: President
 Date: _____

**AGENDA ITEM #VIII-D-6
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**CONTRACT RENEWAL WITH PANOPTO, INC.
FOR VIDEO MANAGEMENT SOLUTION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a three-year contract renewal with Panopto, Inc., for the services and training of a hosted video management solution at a total cost not to exceed \$53,550.

BACKGROUND: Highland started using Panopto in 2019 as the campus-wide solution to standardize, simplify, and streamline our video creation and management. We use it to share Highland content, course instruction and materials, campus communications and events.

Panopto became invaluable during the pandemic when asynchronous content delivery on any device was a necessity. It has continued to be a resource for campus. For Fall 2024, Panopto logged 1,290 unique viewers and 1,373 hours of Highland content watched.

Renewing this contract will continue our service and support for another three years.

Quote Number: Q-54228
 Issued: Feb. 11, 2025
 Expires: March 13, 2025



600 River Ave, Suite 100
 Pittsburgh, PA 15212
 USA

Quoted Subscription Term: 36 Months
 Payment Terms: Net 30

HIGHLAND COMMUNITY COLLEGE
 2998 W PEARL CITY RD
 FREEPORT, Illinois 61032

YEAR 1					
QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	License and support plan that includes a cloud-based video management system, with tools for recording, importing, editing, searching, sharing, and unlimited viewing for authenticated users. Anonymously viewed videos that accrue more than 500,000 delivered hours per term will require a purchase of Public Delivered Hours toward unauthenticated viewing. Maintenance and upgrades provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students. Additional details below.	USD 22,000.00		USD 17,850.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included		USD 0.00
6	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included		USD 0.00
4,400	Created Hours	Hours of content that are recorded or uploaded to the Panopto library.*	Included		USD 0.00
8,800	Stored Hour Quota	Hours of content that are stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive.*	Included		USD 0.00
4,400	Archived Hour Quota	Hours of content that are moved from the Panopto library and stored in the Panopto archive. Archived videos are searchable but require 48 hours to retrieve for viewers.*	Included		USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning or captioning translations. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included		USD 0.00
YEAR 1 TOTAL:					USD 17,850.00

YEAR 2					
QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	License and support plan that includes a cloud-based video management system, with tools for recording, importing, editing, searching, sharing, and unlimited viewing for authenticated users. Anonymously viewed videos that accrue more than 500,000 delivered hours per term will require a purchase of Public Delivered Hours toward unauthenticated viewing. Maintenance and upgrades provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students. Additional details below.	USD 22,000.00		USD 17,850.00

QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included		USD 0.00
6	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included		USD 0.00
4,400	Created Hours	Hours of content that are recorded or uploaded to the Panopto library.*	Included		USD 0.00
8,800	Stored Hour Quota	Hours of content that are stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive.*	Included		USD 0.00
4,400	Archived Hour Quota	Hours of content that are moved from the Panopto library and stored in the Panopto archive. Archived videos are searchable but require 48 hours to retrieve for viewers.*	Included		USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning or captioning translations. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included		USD 0.00
YEAR 2 TOTAL:					USD 17,850.00

YEAR 3					
QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	License and support plan that includes a cloud-based video management system, with tools for recording, importing, editing, searching, sharing, and unlimited viewing for authenticated users. Anonymously viewed videos that accrue more than 500,000 delivered hours per term will require a purchase of Public Delivered Hours toward unauthenticated viewing. Maintenance and upgrades provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students. Additional details below.	USD 22,000.00		USD 17,850.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included		USD 0.00
6	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included		USD 0.00
4,400	Created Hours	Hours of content that are recorded or uploaded to the Panopto library.*	Included		USD 0.00
8,800	Stored Hour Quota	Hours of content that are stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive.*	Included		USD 0.00
4,400	Archived Hour Quota	Hours of content that are moved from the Panopto library and stored in the Panopto archive. Archived videos are searchable but require 48 hours to retrieve for viewers.*	Included		USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning or captioning translations. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included		USD 0.00
YEAR 3 TOTAL:					USD 17,850.00
GRAND TOTAL:					USD 53,550.00

CONFIDENTIAL

TERM DATES - 04/01/2025 - 03/31/2028
3-YEAR RENEWAL

*Additional terms and conditions relating to caps and quotas on Created Hours, Stored Hours, and Archived Hours and potential overage charges apply; see Quote Appendix for more details.

This Quote is subject to, and incorporated into, the applicable Panopto Order Form. If Customer is receiving an on-premises deployment, caption services, content conversion services, or content migration services, the applicable addendum found at <https://www.panopto.com/services-addenda/> will also apply.

Quoted prices are exclusive of any applicable taxes. If your organization is tax exempt, please provide your tax exempt ID on your purchase order. Taxable organizations should email billing@panopto.com to verify whether taxes will be invoiced by Panopto. Contact billing@panopto.com for all payment inquiries and jeff.lyon@panopto.com for questions about this quote.

Fax POs to 800.931.5036 or send by email to sales@panopto.com. Pricing is valid through the Quote Expiration date. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is less, on all unpaid amounts 30 days past the due date. Federal Tax ID: 20 8374771.

CONFIDENTIAL

QUOTE APPENDIX

1. **Created Hours:** All content that is recorded or uploaded into the Panopto library counts towards the consumption of the amount of Created Hours specified in the Quote (the "Created Hours Cap"). Created Hours are measured on a cumulative basis over the applicable term. If Customer consumes more Created Hours during the term than the Created Hours Cap, Customer will owe Panopto overage charges applied in increments of \$2,500 for every 2,500 Created Hours over the Created Hours Cap. Any Created Hours that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term.
2. **Stored Hours:** All content that is stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive, counts towards the consumption of the amount of Stored Hours specified in the Quote (the "Stored Hours Quota"). If Customer has more Stored Hours than Stored Hours Quota during the term, Customer will have 30 days to take action to reduce the number of Stored Hours below the Stored Hours Quota by archiving or deleting content. If Customer fails to reduce the number of Stored Hours below the Stored Hours Quota by the end of this 30-day period, Customer will owe Panopto overage charges applied in increments of \$2,000 for every 3,000 Stored Hours over the Stored Hours Quota. These overage charges will apply even if Customer is later able to reduce the number of Stored Hours below the Stored Hours Quota. Any overage charges applicable during the term will be measured at the Customer's peak Stored Hours level, meaning that the applicable overage charges will be applied to the highest amount by which the Stored Hours Quota was exceeded during the term. Any Stored Hours that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term.
3. **Archived Hours:** All content that is moved from the Panopto library and stored in the Panopto archive counts towards the consumption of the amount of Archived Hours specified in the Quote (the "Archived Hours Quota"). Archived content is searchable but requires up to 48 hours to retrieve for viewers. Content restored from the Panopto archive becomes Stored Hours and counts towards the Stored Hours Quota. If Customer has more Archived Hours than the Archived Hours Quota during the term, Customer will have 30 days to take action to reduce the number of Archived Hours below the Archived Hours Quota by deleting content or restoring it to become Stored Hours. If Customer fails to reduce the number of Archived Hours below the Archived Hours Quota by the end of this 30-day period, Customer will owe Panopto overage charges applied in increments of \$2,500 for every 25,000 Archived Hours over the Archived Hours Quota. These overage charges will apply even if Customer is later able to reduce the number of Archived Hours below the Archived Hours Quota. Any overage charges applicable during the term will be measured at the Customer's peak Archived Hours level, meaning that the applicable overage charges will be applied to the highest amount by which the Archived Hours Quota was exceeded during the term. Any Archived Hours that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. If Customer restores more hours of content from the Panopto archive during the term than the Customer's peak Stored Hours level, Customer will owe Panopto overage charges applied in increments of \$2,000 for every 3,000 restored Archived Hours.
4. **Payment of Overage Charges:** Any overage charges that become due during the applicable term as described above will be invoiced by Panopto at the end of such term and paid by Customer pursuant to the payment terms noted in the Quote.

**AGENDA ITEM #VIII-D-7
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**AGREEMENT WITH ELLUCIAN COMPANY LLC
FOR CLOUD SOFTWARE ‘CRM RECRUIT’**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the order form and five-year agreement with Ellucian Company LLC for the subscription of Ellucian CRM Recruit, at a total cost not to exceed \$360,000

BACKGROUND: Ellucian CRM Recruit was implemented in 2020 and has been an effective tool to help Admissions engage with prospective students. By being a comprehensive solution that integrates with Banner, it supports the entire recruiting and admissions lifecycle, streamlines admissions operations, and provides an engaging, personalized web experience for prospective students.

Ellucian CRM Recruit has also been used in unique ways to connect with prospective students: from the website they can sign up for campus tours; Admissions staff have uploaded Niche prospects into CRM Recruit to connect with a new set of prospects (in 2024 and the first week in January 2025 alone, we were able to download 513 Niche prospects); and students that attend Experience HCC in the Fall semester receive multiple messages encouraging them to connect with HCC through the CRM Recruit system.

As shown in HCC Campus Connections in Fall 2024, the CRM Recruit system has been used for Fine Arts department specific recruitment events and messaging to students immediately after the Fine Arts event. We are hoping that faculty in other academic programs will also be able to use specific programming messaging to academic specific students.

Students who have ACT and SAT scores sent to HCC can also be imported into the CRM Recruit system. When students apply to HCC, their scores will be downloaded into the Banner system.

Following are some data that will help understand the impact of the CRM Recruit system.

For **Spring 2024** we had **70/266 (26%)** registered applicants in the Recruit system. This is not including high school aged applicants.

Overall since we launched Recruit, we have had **1508/3315 (46%)** total registered applicants in the Recruit system (all ages).

Here are the numbers from our communication plans:

BOARD ACTION: _____

1. Inquiry to Apply (filled out the online inquiry form), 68 days long:
1,094 entered plan
816 finished plan

This means **278 (75%)** either applied to HCC or opted out of emails before the communication plan finished.

2. Admit Yield (have applied, but not registered), 69 days long:
2,970 entered plan
2,149 finished plan

This means **821 (72%)** either enrolled or opted out of emails before the communication plan finished.

This order form will provide five more years of software subscription and support for CRM Recruit. Funding for this product was selected by the campus community as a 2023 Bond project.

BOARD ACTION: _____



ORDER FORM

This Order Form (the "Order Form") is made by and between ELLUCIAN COMPANY LLC ("Ellucian") and Highland Community College ("Client"). This Order Form is subject to the terms and conditions of the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance, as applicable (collectively, the "Agreement"). This Order Form will constitute a separate and independent contract between the parties hereto. The parties intend that this Order Form will have retroactive effect of February 1, 2025.

Term. The period commencing on the Beginning Date and continuing until the Expiration Date (each as specified in this Order Form) is the "Initial Term." Following the Initial Term, this Order Form will automatically renew for successive periods of twelve (12) months, at Ellucian's then-current rates unless either party provides written notice to the other party at least ninety (90) days prior to the commencement of the applicable renewal term. Ellucian shall provide Client with current rates in writing at least one hundred twenty (120) days prior to the commencement of the applicable renewal term. The Initial Term combined with any renewal Contract Year(s) is referred to herein as the "Term."

CLOUD SOFTWARE:

For the Cloud Software identified in the Cloud Software Table below, Ellucian grants Client a non-exclusive, non-transferable license to use the Cloud Software during the Term for Client's internal use only, on the terms and conditions of the Agreement. This license with respect to the Cloud Software will begin on the Beginning Date and will continue until the Expiration Date (as those terms are specified below).

Cloud Software			
Description ¹	Beginning Date	Expiration Date	Fee
CRM Recruit Community Edition <ul style="list-style-type: none"> • Team Member User (10 Named Users) • Sales User (25 Named Users) • Bulk Email for CRM Recruit 	February 1, 2025	January 31, 2030	Included
Banner <ul style="list-style-type: none"> • CRM Recruit Integration Manager 	February 1, 2025	January 31, 2030	Included
Recruiter <ul style="list-style-type: none"> • CRM Recruit - Ellucian Payment Gateway 	February 1, 2025	January 31, 2030	Included
TOTAL (for Contract Year ending January 31, 2026)			\$65,100
TOTAL (for Contract Year ending January 31, 2027)			\$68,355
TOTAL (for Contract Year ending January 31, 2028)			\$71,773
TOTAL (for Contract Year ending January 31, 2029)			\$75,361
TOTAL (for Contract Year ending January 31, 2030)			\$79,129

Payment Terms - Cloud Software Fee: For the Cloud Software licensed in this Order Form, subscription fees for each Contract Year will be specified by Ellucian in an annual invoice issued in advance of each such Contract Year (except that the invoice for the initial Contract Year will be issued on or after the Execution Date of this Order Form). The annual subscription fees payable for each Contract Year during the Term are listed in the Cloud Software Table above (or may be combined into a

Payment Summary below) and will not increase except as set forth herein or in the Agreement. Payment of the annual subscription fees specified herein is in addition to any subscription fees due under the Agreement or any other software or subscription agreement(s) between the parties.

Notes:

¹ For product descriptions and service standards, see www.ellucian.com/contracts-and-documentation.

Contract Year. As applicable, the term "Contract Year" means each period of twelve (12) months commencing on February 1 during the Term. Depending upon the Execution Date and the parties' intent with respect to aligning payment cycle for the services under this Order Form, the initial Contract Year may be a partial one, in which event fees for that partial, initial Contract Year will be prorated.

Invoicing. As applicable based upon the specific products identified in this Order Form, Ellucian will invoice Client in accordance with the Payment Terms section beneath the applicable Table(s) above.

Payment Terms - Generally. Unless a different payment obligation is specified in the Agreement, Client's payments under this Order Form are due within thirty (30) days of the date(s) of invoice(s) except that, with respect to the initial Contract Year only, Client's payment shall be due on the latter of (a) thirty (30) days from the date of Ellucian's invoice for same or (b) the Beginning Date identified within the table(s) above.

By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for this non-cancelable Order Form. Except as expressly amended by the Order Form, the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

Ellucian	Client
<i>DAWN BRAJKOVICH</i>	
By:	By:
<i>Authorized Signature</i>	<i>Authorized Signature</i>
Dawn BrajkovichS	
Name:	Name:
<i>Printed</i>	<i>Printed</i>
Sr. Director, Accounting Revenue Ops	
Title:	Title:
02 / 03 / 2025	
Date:	Date:

The later date of signature above is the "Execution Date" of this Order Form.

The pricing contained in this Order Form is valid only if the Execution Date occurs on or before February 28, 2025.

Client Accounts Payable Contact Information:	
Name:	Pete Fink

Address:	2998 W. Pearl City Rd
City, State, Zip:	Freeport, IL 61032
Email Address:	pete.fink@highland.edu
PO# (if applicable)	

<u>Client Cloud Software Provisioning Contact Information:</u>	
Name:	
Title:	
Email:	

**AGENDA ITEM #VIII-D-8
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**AGREEMENT WITH EVISIONS LLC
FOR THE SUBSCRIPTION OF FORMFUSION AND
INTELLECHECK ENTERPRISE SOFTWARE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the order form and agreement with Evisions, LLC for the subscription of FormFusion and IntelleCheck Enterprise software, with a three-year term and a total cost not to exceed \$27,600.

BACKGROUND: Highland uses Evisions software to create ‘nice looking’ ways to print data from Banner. Using this software allows Highland staff to directly format data and print it to their local printer, including student schedules/bills, employee W-2 forms, payment checks to vendors and individuals, financial aid reimbursement checks, and multi-sheet purchase orders.

Evisions, LLC
1321 Upland Dr. PMB 20169
Houston, TX 77043

10/10/2024

Highland Community College
2998 W. Pearl City Road
Freeport, IL 61039341

Dear Pete Fink,

The purpose of this letter agreement is to amend the terms of the current Software License Agreement in place between Licensee and Evisions, LLC (“**Evisions**”). All capitalized terms not defined herein shall have the meanings set forth in the Amended and Restated Software License Agreement. Reference is made to the below listed agreements that have been entered into by and between and Licensee and Evisions:

1. Amended and Restated Software License Agreement, dated 7/1/2019 (the “**Software License Agreement**”);
2. Letter Agreement, dated 12/14/2021 (the “**First Letter Agreement**”, and collectively with the Software License Agreement, the “**Contract Documents**”).

As you know, Licensee entered into the Software License Agreement with Evisions. This agreement was later amended by the First Letter Agreement, which (1) extended the Term of the Agreement for an additional 3-year period (the “**First Extension Term**”) and (2) provided the Annual Subscription Fees for the First Extension Term. Pursuant to the First Letter Agreement, the First Extension Term will end on 06/30/2025.

In order to ensure continued use of the Licensed Products in accordance with the terms and conditions of the Software License Agreement, Licensee and Evisions have now agreed that upon expiration of the First Extension Term, the Term will renew for an additional three (3) year period (the “**Second Extension Term**”) that will end on 06/30/2028. Upon expiration of the Second Extension Term, the Term will automatically renew for successive terms of one (1)-year (each a “**Renewal Term**”) unless Licensee notifies Evisions at least sixty (60) days prior to the expiration of the Second Extension Term or the then-current Renewal Term, as the case may be that the Term shall not be renewed. Notwithstanding anything to the contrary, in the Software License Agreement, there shall be no termination for convenience allowed for the Second Extension Term or any Renewal Term. Should Licensee elect to discontinue use of the licensed products prior to the end of the Second Extension Term or any Renewal Term, Licensee shall pay to Evisions the entire value of the remaining fees for the Second Extension Term or any Renewal Term, and all outstanding fees due under this letter agreement and the Contract Documents, within 45 days of the date of termination.

The annual fees for each one (1) year period of the Second Extension Term shall be as set forth in the Order Form that is attached as Exhibit A to this letter agreement. Upon expiration of the Second Extension Term, and for each Renewal Term thereafter, the annual subscription fees for the Licensed

Products will increase by four percent (4%) annually, unless otherwise agreed to in writing by the parties. For greater certainty, the fees for each Renewal Term after expiration of the Second Extension Term shall be equal to the fees for the immediately preceding year plus four percent (4%). Evisions shall invoice Licensee annually for payments due during the Term and for any subsequent extensions of this Agreement.

Except as set forth in this letter agreement, the Contract Documents shall continue in accordance with their terms.

Each person signing this letter agreement is signing in their capacity as a duly appointed representative of the Evisions or Licensee. This letter agreement is effective on the date first set forth above.

Sincerely,

Evisions LLC

By: _____
Name: Jennifer Fleissner
Title: CFO

Agreed and acknowledged by:
Highland Community College

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A
Order Form
Covered Software and Pricing for
Highland Community College

SUBSCRIPTION FEE*

Product	Subscription Period	Amount
FormFusion Enterprise for Subscription	7/1/2025 through 6/30/2026	\$ 6,791
	7/1/2026 through 6/30/2027	\$ 7,063
	7/1/2027 through 6/30/2028	\$ 7,345
IntelleCheck AP Enterprise for Subscription	11/1/2025 through 10/31/2026	\$ 2,026
	11/1/2026 through 10/31/2027	\$ 2,107
	11/1/2027 through 10/31/2028	\$ 2,191

SUBSCRIPTIONS INCLUDE:

FormFusion Annual Subscription - Includes: FormFusion Enterprise, Email, Imaging, PL SQL Script Director and DocuSign Integration

IntelleCheck Accounts Payable Annual Subscription - Includes: IntelleCheck Accounts Payable Enterprise, Email, Direct Deposit and Positive Pay

*Fee for (3)-year renewal terms to be increased as set forth above.

**AGENDA ITEM #VIII-D-9
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
JANUARY 2025**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the January 2025 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 366487 through 366898 amounting to \$1,410,256.4, Automated Clearing House (ACH) debits W0000666 through W0000667 amounting to \$30,780.38. Electronic Refunds of \$6,644.50, with 4 adjustments of \$5,399.43, such warrants amounting to \$1,442,281.59. Transfers of funds for payroll amounted to \$634,095.70.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$7,594.25 and HTLF Bank in the amount of \$23,186.13. Electronic Refunds are issued to students.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, January 31, 2025**

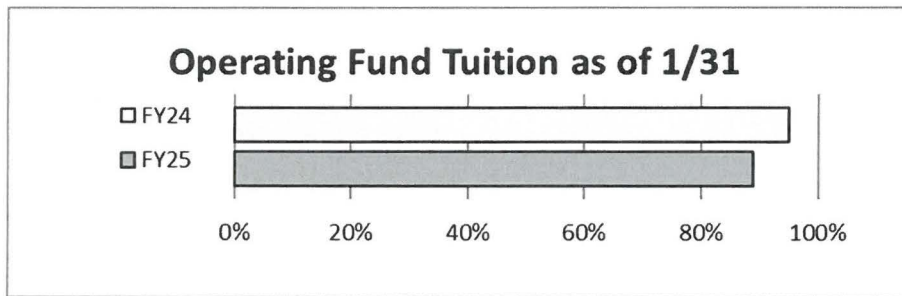
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$187,157.07	\$5,416.66	\$0.00	\$192,573.73
FIFTH THIRD	7,212.72	0.00	0.00	7,212.72
UNION SAVINGS BANK	178,737.07	2.40	0.00	178,739.47
TOTAL ASSETS	\$373,106.86	\$5,419.06	\$0.00	\$378,525.92
1010 HCC ORCHESTRA				
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR				
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	70,074.89	5,000.00		75,074.89
1017 HCC ROAD AND LOT	117,651.85			117,651.85
1018 YMCA ROAD AND LOT	105,567.94	416.66		105,984.60
1019 YMCA BLDG/MAINT	31,229.24			31,229.24
1020 HCC BLDG/MAINT	40,650.37			40,650.37
1021 YMCA/HCC INTEREST	719.85	2.40		722.25
1022 HCC SECTION 125 PLAN	7,212.72			7,212.72
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$373,106.86	\$5,419.06	\$0.00	\$378,525.92

**AGENDA ITEM #IX-A-1
FEBRUARY 25, 2025
HIGHLAND COMMUNITY COLLEGE BOARD
FY25**

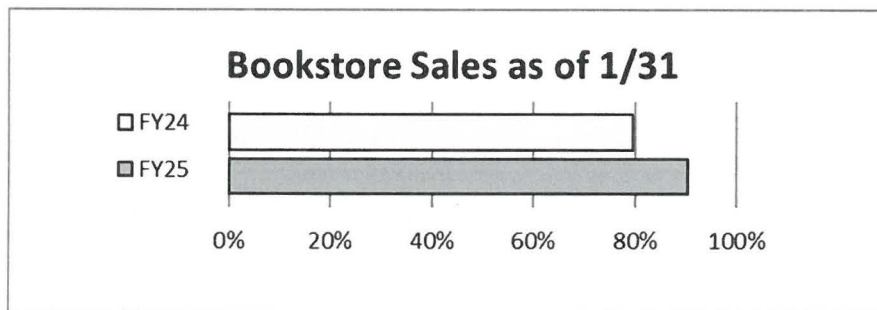
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

Results as of January 31, 2025

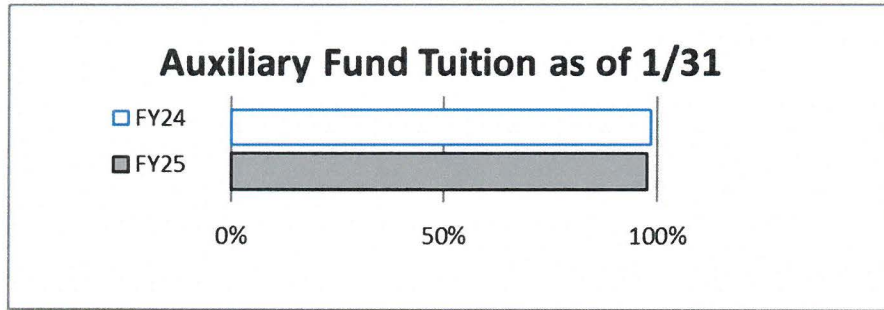
The following charts show the comparison of the FY25 financial results for various items, as labeled, to FY24 results as of January 31. The FY24 bar is the year-to-date results as of January 31, 2024, divided by the actual year-end results for FY24. The FY25 bar is the year-to-date results for January 31, 2025, 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 (\$253,000 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 11% higher than anticipated at this point in time. If sales are 11% higher than budgeted for the fiscal year, that amounts to about \$46,000.



Auxiliary Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% less than budgeted for the fiscal year, that amounts to about \$7,000.

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 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 January 31, 2025

<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	991,438	69.4%
Equalization	50,000	33,333	66.7%
ICCB Career/Tech Education	144,063	144,063	100.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	625,000	251,868	40.3%
Federal Sources	123,000	59,699	48.5%
Tuition & Fees	5,300,000	4,713,140	88.9%
Sales & Services	67,700	19,401	28.7%
Facilities Revenue	112,343	57,462	51.1%
Interest on Investments	450,000	308,506	68.6%
Non-Govt. Gifts, Grants	401,552	366	0.1%
Miscellaneous	38,276	43,551	113.8%

Total Revenue	\$17,621,345	\$10,953,375	62.2%

<u>EXPENDITURES:</u>			
Salaries	\$11,466,146	\$6,239,667	54.4%
Employee Benefits	2,549,705	1,576,578	61.8%
Contractual Services	1,611,287	741,721	46.0%
Materials & Supplies	1,100,673	661,685	60.1%
Conference & Meeting	318,415	126,889	39.9%
Fixed Charges	133,310	104,956	78.7%
Utilities	931,541	848,077	91.0%
Capital Outlay	49,243	16,030	32.6%
Other Expenditures	303,822	384,993	126.7%
Transfers (In) Out	(302,000)	-	0.0%

Total Expenditures	\$18,162,142	\$10,700,596	58.9%
Excess of Revenues Over Expenditures	(\$540,797)	\$252,779	
Fund Balance 7/1/24	7,650,826	7,650,826	

Fund Balance 1/31/25	\$7,110,029	\$7,903,605	

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 2025
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY25

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2025

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,242,500	\$604,994	48.7%
Interest	200,000	193,883	-
-----	-----	-----	-----
Total Revenue	\$1,442,500	\$798,877	55.4%
EXPENDITURES:			

Contractual Services	202,284	33,351	16.5%
Capital Outlay	8,700,212	3,510,806	40.4%
-----	-----	-----	-----
Total Expenditures	8,902,496	3,544,157	39.8%
Excess of Revenues Over Expenditures	(\$7,459,996)	(\$2,745,280)	
Fund Balance 7/1/24	\$9,590,652	\$9,590,652	
-----	-----	-----	
Fund Balance 1/31/25	\$2,130,656	\$6,845,372	

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 2025
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY25

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2025

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$665,000	\$648,616	97.5%
Bookstore Sales	422,200	381,281	90.3%
Athletics	49,410	18,341	37.1%
Other	159,000	159,392	100.2%
-----	-----	-----	-----
Total Revenue	\$1,295,610	\$1,207,630	93.2%
EXPENDITURES:			

Salaries	\$412,850	\$215,900	52.3%
Employee Benefits	30,321	20,183	66.6%
Contractual Services	123,535	61,761	50.0%
Materials & Supplies	695,764	658,473	94.6%
Conference & Meeting	414,337	172,428	41.6%
Fixed Charges	25,344	1,885	7.4%
Utilities	9,850	8,850	89.8%
Capital Outlay	22,466	5,108	22.7%
Other Expenditures	73,887	35,360	47.9%
Transfers	(450,000)	-	-
-----	-----	-----	-----
Total Expenditures	\$1,358,354	\$1,179,948	86.9%
Excess of Revenues Over Expenditures	(\$62,744)	\$27,682	
Fund Balance 7/1/24	\$1,013,262	\$1,013,262	
-----	-----	-----	
Fund Balance 1/31/25	\$950,518	\$1,040,944	

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 2025
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY25

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2025

<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	474,042	54.1%
Department of Education	3,616,752	2,165,795	59.9%
Other Federal Sources	599,162	73,930	12.3%
Tuition & Fees	750,000	739,155	98.6%
Interest	50,000	17,761	35.5%
Non-govt. Gifts, Grants	37,386	22,218	59.4%
Other	423,316	200,104	47.3%
	-----	-----	-----
Total Revenue	\$6,712,964	3,894,292	58.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,590,457	\$920,937	57.9%
Employee Benefits	463,074	230,733	49.8%
Contractual Services	1,141,686	486,375	42.6%
Materials & Supplies	254,536	126,952	49.9%
Conference & Meeting	169,213	69,543	41.1%
Fixed Charges	24,608	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	787,156	411,352	52.3%
Other Expenditures	617,577	192,511	31.2%
Financial Aid	2,619,635	1,597,025	61.0%
Transfers out (in)	477,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,149,094	\$4,035,428	49.5%
Excess of Expenditures Over Revenue	(\$1,436,130)	(\$141,136)	
Fund Balance 7/1/24	2,550,953	2,550,953	
	-----	-----	
Fund Balance 1/31/25	\$1,114,823	\$2,409,817	

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 2025
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY25
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2025

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 1/31/25	\$0	(\$38,153)	

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 2025
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY25

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2025

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 1/31/25	\$867,104	\$82,632	

AGENDA ITEM #IX-A-1
 FEBRUARY 25, 2025
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY25

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2025

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,420,000	\$703,382	49.5%
-----	-----	-----	-----
Total Revenue	\$1,420,000	\$703,382	49.5%
EXPENDITURES:			

Salaries	\$355,813	\$221,983	62.4%
Employee Benefits	309,758	214,600	69.3%
Contractual Services	456,925	334,124	73.1%
Materials & Supplies	17,525	5,814	33.2%
Conference & Meetings	39,675	2,205	5.6%
Fixed Charges	303,000	285,299	94.2%
Utilities	25,000	41,913	167.7%
-----	-----	-----	-----
Total Expenditures	\$1,507,696	\$1,105,938	73.4%
Excess of Revenues Over Expenditures	(\$87,696)	(\$402,556)	
Fund Balance 7/1/24	\$494,535	\$494,535	
-----	-----	-----	
Fund Balance 1/31/25	\$406,839	\$91,979	