

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 33)
- B. Transfer Monitoring Report
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

X. Old Business

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
- C. Probable, Imminent or Pending Litigation

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
- C. Probable, Imminent or Pending Litigation

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – September 21, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- B. Next Quarterly Board Retreat – September 1, 2010 at 8:30 a.m. at the Galena Territory – breakfast available at 8:00 a.m.

XV. Adjournment

**AGENDA ITEM #VII-B-1
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF VOTING DELEGATE TO THE
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
LEADERSHIP CONGRESS 2010**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees appoint Mr. Robert B. Urish, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) Community College Leadership Congress 2010 in Toronto, Ontario, Canada October 20 – 23, 2010. It is further recommended that Mr. David D. Shockey, Trustee, serve as the alternate delegate, if Mr. Urish is unable to fulfill this responsibility.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual convention. Mr. Urish has served as alternate delegate in the past and is familiar with the responsibilities of the voting delegate.

BOARD ACTION: _____

**AGENDA ITEM #VII-B-2
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION
APPOINTMENT OF ASSISTANT LOCAL ELECTION OFFICIAL**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approve the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoint Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Terri Grimes, the Local Election Official, is not available during the filing period. The filing period will be December 13 – 20, 2010, from 8:00 a.m. to 5:00 p.m.

BACKGROUND: The above Resolution is proposed under the recommendation of the State Board of Elections.

BOARD ACTION: _____

**AGENDA ITEM #VIII-B-1
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

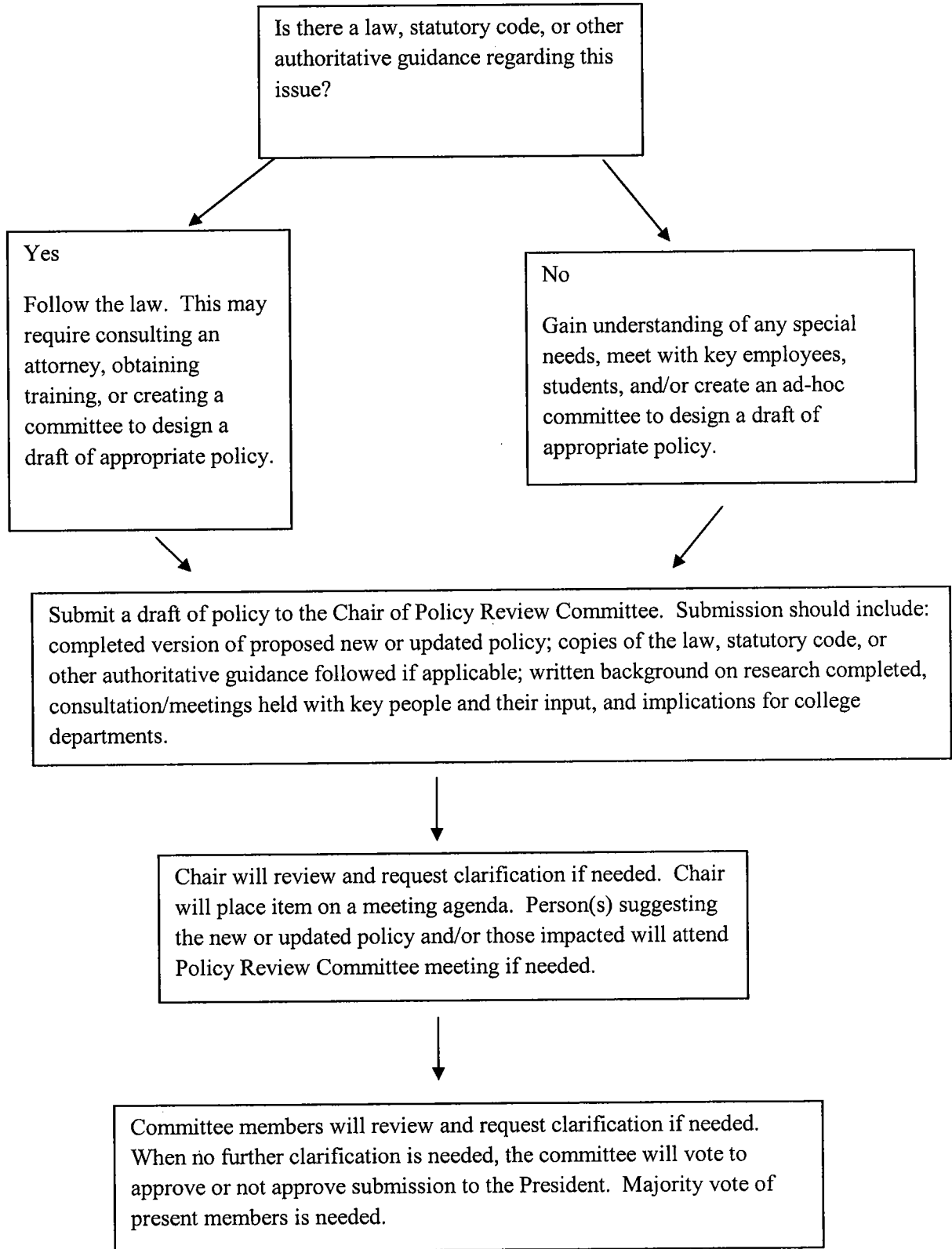
**FIRST READING
POLICY COMMITTEE APPENDIX**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the first reading of the attached appendix to the Policy Manual.

BACKGROUND: The attached appendix will be included in the Policy Manual. The recommended appendix provides clarification for the submission of new policies or revisions to existing policies and will ensure that information and input is gathered as appropriate.

BOARD ACTION: _____

New policies and updates to current policies shall be presented to the Policy Review Committee as outlined herein:



**AGENDA ITEM #VIII-B-2
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER II – INSTRUCTION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for first reading the attached new and revised policies in Chapter II of the Policy Manual and affirm for first reading the unchanged policies in Chapter II of the Policy Manual.

BACKGROUND: The list of attached policies incorporates minor changes in words, titles, or clarification.

The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College.

Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
2.01	<u>Statement on General Education</u> - Capitalize "State"
2.04	<u>Curriculum Development</u> - Capitalize "State"
2.05	<u>Academic Program Evaluation</u> – End last sentence after "faculty handbook." The Academic Review Committee is not in existence any longer.
2.07	<u>Instructional Materials</u> – Update the Library Bill of Rights date adopted and reaffirmed
2.08	<u>Class Size</u> – Job title update
2.12	<u>Articulation</u> – Job title update
2.16	<u>Assignment of Schedules</u> – Job title update

All other policies within Chapter II remain unchanged, with Board affirmation recommended.

BOARD ACTION: _____

CHAPTER II
INSTRUCTION
TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
2.00	Curricular Offerings
2.01	Statement on General Education
2.02	Cooperation with District and Area Institutions, Agencies and Persons
2.03	Oral English Language Proficiency
2.04	Curriculum Development
2.05	Academic Program Evaluation
2.051	Occupational Course Guarantees
2.052	Transfer Course Guarantees
2.06	Course Syllabi
2.07	Instructional Materials
2.08	Class Size
2.09	Text Selection
2.10	Academic Freedom
2.11	Advisory Committees
2.12	Articulation
2.13	Semester Schedules
2.14	Transfer Program Preparedness
2.15	Academic Integrity
2.16	Assignment of Schedules
2.17	Office Hours for Instructional Staff

| 2.00 Curricular Offerings (Revised 9/20/05 Reaffirmed)

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet special educational needs of the citizens of the College District.
- E. Public Service Activities at Highland Community College—that segment of the total college program which endeavors to initiate and coordinate community educational and cultural activities in the district.

| 2.01 Statement on General Education (~~Revised 9/20/05~~Reaffirmed)

| Highland Community College recognizes the importance of educating its students in a wide range of course curricula to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various ~~state~~State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons (Revised 8/16/05 Reaffirmed)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement distance learning opportunities as well.

The College recognizes the use of institutions, agencies and persons as educational resources.

| 2.03 Oral English Language Proficiency (Revised 9/20/05 Reaffirmed)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

| 2.04 Curriculum Development (Revised 9/20/05 Reaffirmed)

| In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and ~~state~~ State offices.

2.05 Academic Program Evaluation (Revised-9/20/05)

All academic programs should be relevant, high quality, effective, cost effective and should achieve the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the procedures found in the Faculty Handbook and periodically updated by the Academic Review Committee.

2.051 Occupational Course Guarantees (Revised 9/20/05 Reaffirmed)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his/her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology.

The guarantee becomes effective with students enrolling in summer 1993. Furthermore, the sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

2.052 Transfer Course Guarantees (Adopted 9/20/05 Reaffirmed)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. This policy becomes effective with students enrolling for the first time at HCC fall semester, 2003. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

| 2.06 Course Syllabi (~~Revised 9/20/05~~Reaffirmed)

Course Syllabi shall be available for inspection in the appropriate division office or on the College network group drive.

| 2.07 Instructional Materials (~~Reaffirmed 9/20/05~~Revised)

The resources of the Learning Resource Center are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in ~~1967~~1980 and reaffirmed in 1996.

| 2.08 Class Size (Revised ~~9/20/05~~)

| Class size limits shall be determined by the Deans and Associate Deans in consultation with the Vice President of Academic and ~~Student~~ Services and the instructor involved.

| 2.09 Text Selection (Revised 9/20/05 Reaffirmed)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean or Associate Dean.

| 2.10 Academic Freedom (Reaffirmed 9/20/05)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

| 2.11 Advisory Committees (Reaffirmed-9/20/05)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.

| 2.12 Articulation (Revised ~~9/20/05~~)

| The Office of the Vice President of Academic ~~and Student~~ Services shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.

| 2.13 Semester Schedules (Reaffirmed-~~9/20/05~~)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

| 2.14 Transfer Program Preparedness (Revised 9/20/05 Reaffirmed)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.

| 2.15 Academic Integrity (Revised 9/20/05 Reaffirmed)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Revised-9/20/05)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans and Associate Deans after consultation with the Vice President of Academic and ~~Student~~ Services. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.
- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

| 2.17 Office Hours for Instructional Staff (Revised 9/20/05 Reaffirmed)

It is required that faculty members establish and maintain posted office hours each week. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.

**AGENDA ITEM #VIII-C-1
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, MEDICAL ASSISTANT PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the appointment of Ms. Alicia Kepner as full-time Coordinator, Medical Assistant Program beginning August 23, 2010 at a FY'11 salary of \$30,000 plus appropriate fringe benefits. This is an exempt professional position and is within the FY'11 budget.

BACKGROUND: Ms. Kepner joins the Medical Assistant Program with several years experience as a Certified Medical Assistant (CMA) as well as instructional skills. She has been a part-time instructor at Highland since the Medical Assistant Program started in Fall 2009. As an instructor, Ms. Kepner assisted with the program self study and credentialing, developed syllabus and course work for Clinical Procedures I, II and seminar, communicated with area health care facilities to find clinical and externship sites for students, developed and implemented student and site evaluations, and participated in the Medical Assisting Program Advisory Board. She has been employed at FHN as a CMA since 2008 where she prepared and assisted with patient exams and health history, ordered and instructed patients on lab testing, diagnostic imaging, and other testing, and educated patients on routine health care and prevention. Prior to this, Ms. Kepner worked at Rock Valley Women's Health Care as a CMA for three years and at Oakley Courts as a Certified Nursing Assistant (CNA). She obtained her Associate of Applied Science degree and Medical Assistant Certificate from Rockford Business College and earned her certification as a CMA. Ms. Kepner received her CNA through the Health Occupations Youth Apprenticeship. Ms. Kepner's knowledge of Highland's Medical Assistant Program and extensive experience and aptitude serving as a Medical Assistant make her a natural fit for the Coordinator, Medical Assistant Program position.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-1
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

TRANSFER OF INTEREST

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve this resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$22,981.24 for FY '10, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate resolution directing the treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION: _____

**BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST
FROM WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the “District”) is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$22,981.24, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

Section 1: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$22,981.24 from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of August, 2010, by the following roll call vote upon the motion of _____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

President, Board of Trustees

Attest:

Secretary, Board of Trustees

**AGENDA ITEM #VIII-D-2
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approve the following resolution for the payment of the July 2010 bills.

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 272071 through 272720 amounting to \$992,602.64 and Automated Clearing House (ACH) debits W0000061 through W0000065 amounting to \$222,648.16 and Electronic Refunds of \$1,226.40 with 5 adjustments of \$1,473.17 such warrants amounting to \$ 1,215,004.03. Transfers of funds for payroll amounted to \$631,446.03.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, July 31, 2010**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$251,458.19	\$6,250.00	\$0.00	\$257,708.19
FIFTH THIRD	17,857.56	0.00	0.00	17,857.56
UNION LOAN AND SAVINGS	167,416.80	0.00	0.00	167,416.80
TOTAL ASSETS	\$436,732.55	\$6,250.00	\$0.00	\$442,982.55
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	67,400.00	5,000.00		72,400.00
1017 HCC ROAD AND LOT	94,969.96			94,969.96
1018 YMCA ROAD AND LOT	89,137.39	416.67		89,554.06
1019 YMCA BLDG/MAINT	30,397.93	833.33		31,231.26
1020 HCC BLDG/MAINT	44,338.82			44,338.82
1021 YMCA/HCC INTEREST	91,649.58			91,649.58
1022 HCC SECTION 125 PLAN	17,857.56			17,857.56
TOTAL	\$436,732.55	\$6,250.00	\$0.00	\$442,982.55

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10 and FY'11

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

FY'10 Operating Funds as of June 30, 2010

- The FY'10 reports include un-audited year-to-date figures as of June 30, 2010. While significant adjustments are not expected, it is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's EAV increased from tax year 2008 to 2009 by 1.2%. This is less than the level anticipated (1.5%). In addition, a property tax appeal in Jo Daviess County is ongoing. The combination of these items results in about \$89,000 less local tax revenue than budgeted.
- Corporate Personal Property Replacement Tax (CPPRT) revenue was about \$83,000 less than budgeted. This is a State level tax on corporations, which was impacted by the economy.
- Year-end Tuition & Fees revenue closely approximates the amount budgeted. This was based on a tuition rate of \$94 and a slight enrollment increase from FY'09.
- Non-Governmental Gifts and Grants includes the payment received from the Foundation fund-raising efforts to make the scheduled payments on the debt certificates used to finance the nursing wing and wind turbine technician facility. There is an expense equal to the amount of the donation included in the Fixed Charges line item to reflect the payment made by the College.
- Overall, total Operating Funds revenue was about 1.5% less than the amount budgeted.
- In the Salaries expenditure line item, the actual amount spent was about 3.6% lower than budgeted. This is due to retirements, open positions, and positions that were filled later in the year than anticipated. In conjunction with this, employee benefits are lower than budgeted.
- The Materials & Supplies line item, Contractual Services line item, and the Conference & Meeting line item are lower than budgeted. This is based on departmental needs for items such as instructional supplies, consultants, publications & dues, advertising, travel costs, and training.

- The Utilities line item is about 10% under budget. This is due to electricity usage during the year and a renegotiated rate for electricity.
- The Other Expenditures line item includes the write-off of student accounts that were deemed uncollectible.
- The Transfer In line item includes transfers of net investment income from the Working Cash Fund. This is lower than budgeted due to the fluctuation in interest rates during the fiscal year.
- The Transfer Out line item includes the amount of \$105,000 needed to supplement the Auxiliary Funds and a transfer to the Operations and Maintenance, Restricted Funds to install a generator in Building M, as part of the College's disaster recovery plans.
- Total expenditures were about 4% lower than budgeted. The net result for the fiscal year is an Operating Funds deficit of \$259,247, which will offset a FY'11 deficit.

FY'10 Other Funds as of June 30, 2010

- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for several Protection, Health, and Safety Projects such as: a campus wide intercom/public address system, building M boiler replacement, and energy efficiency projects.
- The Bond and Interest Fund reflects payments made on the 2006 funding bond and the 2009 working cash bond.
- The Auxiliary Enterprise Fund includes bookstore and cafeteria sales, as well as the costs of operating such. In addition, this fund includes the costs of athletics, theater, and all student activities. The fund was supplemented by a transfer of \$105,000 from the Operating funds.
- The Restricted Purpose Fund includes all restricted grants received by the College during the fiscal year. In addition, the Health Insurance Fund is included here.
- The expenses in the liability, protection, and settlement fund include property/casualty insurance, workman's compensation insurance, and safety related services such as the contract for Sheriff's deputies housed on campus. These costs are in accordance with our Risk Management Program

FY'11 All Funds as of July 31, 2010

- The budget column reflects amounts included in the tentative budget and may change prior to the adoption of the permanent budget in September.
- Tuition and Fees in the Operating Funds are about 6% higher as a percent of budget than at this point in time last year, using FY'10 final revenue amounts. This may indicate that the budgeted amount should be increased in the permanent budget.
- Bookstore revenue as a percent of budget is about 1% higher as a percent of budget than at this point in time last year, using FY'10 actual amounts. This may indicate that the budgeted amount should be increased in the permanent budget.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.

June 2010
Financials
(FY'10)

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE
FY'10

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,658,778	\$6,570,279	98.7%
Credit Hour Grants	1,498,175	1,498,726	100.0%
Equalization	659,227	659,227	100.0%
ICCB Career/Tech Education	112,155	112,155	100.0%
CPP Replacement Tax	410,000	327,156	79.8%
Dept. of Educ.	38,600	50,244	130.2%
DCEO	137,700	138,178	100.3%
Tuition & Fees	4,850,000	4,820,833	99.4%
Sales & Services	40,950	47,732	116.6%
Facilities Revenue	50,888	49,942	98.1%
Interest on Investments	50,000	9,830	19.7%
Non-Govt. Gifts, Grants (debt cert paymen	346,689	346,688	100.0%
Miscellaneous		3,882	#DIV/0!
	-----	-----	-----
Total Revenue	\$14,853,162	\$14,634,872	98.5%
<u>EXPENDITURES:</u>			
Salaries	\$9,469,527	\$9,127,444	96.4%
Employee Benefits	1,840,143	1,753,834	95.3%
Contractual Services	912,465	701,461	76.9%
Materials & Supplies	920,196	917,183	99.7%
Conference & Meeting	198,526	127,284	64.1%
Fixed Charges	63,643	54,251	85.2%
Debt Certificate Payment	346,688	346,688	100.0%
Utilities	907,631	811,119	89.4%
Capital Outlay	109,967	103,979	94.6%
Other Expenditures	141,773	290,363	204.8%
Contingency	-	-	0.0%
Transfers In	(63,000)	(22,981)	36.5%
Transfers Out	105,000	165,000	0.0%
	-----	-----	-----
Total Expenditures	\$14,952,559	\$14,375,625	96.1%
Excess of Revenues Over Expenditures	(\$99,397)	\$259,247	
Fund Balance 7/1/09	2,396,762	2,396,762	
	-----	-----	
Fund Balance 6/30/10	\$2,297,365	\$2,656,009	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$575,000	\$561,015	97.6%
Interest	-	4,220	100.0%
Total Revenue	\$575,000	\$565,235	98.3%
EXPENDITURES:			

Capital Outlay	1,382,540	719,759	52.1%
Contractual Services	-	4,900	0.0%
Materials & Supplies	5,000	-	0.0%
Other	-	269	0.0%
Transfer in	-	(60,000)	0.0%
Total Expenditures	\$1,387,540	664,928	47.9%
Excess of Revenues Over Expenditures	(\$812,540)	(\$99,693)	
Fund Balance 7/1/09	\$1,811,899	\$1,811,899	
Fund Balance 6/30/10	\$999,359	\$1,712,206	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

REVENUE:	Budget	Year to-Date	Percent

Bookstore Sales	\$1,502,000	\$1,538,062	102.4%
Athletics	57,134	38,432	67.3%
Gifts	-	-	0.0%
Other	188,100	179,554	95.5%

Total Revenue	\$1,747,234	\$1,756,048	100.5%
EXPENDITURES:			

Salaries	\$251,180	\$236,940	94.3%
Employee Benefits	44,166	43,827	99.2%
Contractual Services	29,260	47,428	162.1%
Materials & Supplies	1,344,227	1,337,590	99.5%
Conference & Meeting	71,900	56,201	78.2%
Utilities	3,096	779	25.2%
Capital Outlay	6,950	6,360	91.5%
Other Expenditures	101,455	100,373	98.9%
Transfers In	(105,000)	(105,000)	100.0%

Total Expenditures	\$1,747,234	\$1,724,498	98.7%
Excess of Revenues Over Expenditures	\$0	\$31,550	
Fund Balance 7/1/09	\$4,802	\$4,802	

Fund Balance 6/30/10	\$4,802	\$36,352	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$50,391	\$50,391	100.0%
Vocational Education	153,638	148,183	96.4%
Adult Education	247,831	247,825	100.0%
Other Illinois Sources	101,533	101,531	100.0%
Department of Education	3,041,967	4,433,724	145.8%
DCEO	3,538,913	3,643,025	102.9%
RSVP	63,054	71,433	113.3%
Tuition & Fees	405,000	429,071	105.9%
Sales & Service Fees	13,200	13,187	99.9%
Interest	21,500	23,935	111.3%
Non-govt. Gifts, Grants	13,000	42,628	327.9%
Other	195,468	223,948	114.6%
	-----	-----	-----
Total Revenue	\$7,845,495	9,428,881	120.2%
<u>EXPENDITURES:</u>			
Salaries	\$1,733,643	\$1,661,036	95.8%
Employee Benefits	429,445	374,100	87.1%
Contractual Services	317,764	316,082	99.5%
Materials & Supplies	132,933	149,614	112.5%
Conference & Meeting	180,930	164,982	91.2%
Fixed Charges	83,587	78,160	93.5%
Utilities	17,361	18,001	103.7%
Capital Outlay	24,775	45,621	184.1%
Other Expenditures	2,697,269	2,888,970	107.1%
Financial Aid	2,304,454	3,666,004	159.1%
Transfers In	-	-	0.0%
Transfers Out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,922,161	\$9,362,570	118.2%
Excess of Expenditures Over Revenue	(\$76,666)	\$66,311	
Fund Balance 7/1/09	<u>1,903,800</u>	<u>1,903,800</u>	
Fund Balance 6/30/10	\$1,827,134	\$1,970,111	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$43,768	\$43,483	99.3%
-----	-----	-----	-----
Total Revenue	\$43,768	43,483	99.3%
EXPENDITURES:			

Contractual Services	\$42,000	\$42,000	100.0%
-----	-----	-----	-----
Total Expenditures	\$42,000	42,000	100.0%
Excess of Revenues Over Expenditures	\$1,768	\$1,483	
Fund Balance 7/1/09	\$25,871	\$25,871	
-----	-----	-----	
Fund Balance 6/30/10	\$27,639	\$27,354	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$698,367	\$609,953	87.3%
Other	-	509	100.0%
-----	-----	-----	-----
Total Revenue	\$698,367	\$610,462	87.4%
EXPENDITURES:			

Fixed Charges	\$580,987	\$613,259	105.6%
Other	-	-	100.0%
-----	-----	-----	-----
Total Expenditures	\$580,987	\$613,259	105.6%
Excess of Revenues Over Expenditures	\$117,380	(\$2,797)	
Fund Balance 7/1/09	\$313,188	\$313,188	
-----	-----	-----	
Fund Balance 6/30/10	\$430,568	\$310,391	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2010

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$1,128,600	\$1,125,658	99.7%
Total Revenue	\$1,128,600	\$1,125,658	99.7%
EXPENDITURES:			

Salaries	\$202,265	\$192,806	95.3%
Employee Benefits	353,019	348,074	98.6%
Contractual Services	355,020	255,185	71.9%
Conference & Meetings	6,000	3,693	61.6%
Fixed Charges	190,287	174,237	91.6%
Contingency	25,000	-	0.0%
Total Expenditures	\$1,131,591	\$973,995	86.1%
Excess of Revenues Over Expenditures	(\$2,991)	\$151,663	
Fund Balance 7/1/09	\$566,645	\$566,645	
Fund Balance 6/30/10	\$563,654	\$718,308	

July 2010
Financials
(FY'11)

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE
FY'11

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2010

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,652,380		0.0%
Credit Hour Grants	1,345,574	-	0.0%
Equalization	344,555	-	0.0%
ICCB Career/Tech Education	60,000	-	0.0%
CPP Replacement Tax	350,000		0.0%
Dept. of Educ.	38,600	-	0.0%
DCEO	137,700	-	0.0%
Tuition & Fees	5,300,000	2,796,648	52.8%
Sales & Services	39,950	5,029	12.6%
Facilities Revenue	49,430	5,956	12.0%
Interest on Investments	10,000	18	0.2%
Non-Govt. Gifts, Grants	448,888	-	0.0%
Miscellaneous	1,391	96	6.9%
	-----	-----	-----
Total Revenue	\$14,778,468	\$2,807,747	19.0%
<u>EXPENDITURES:</u>			
Salaries	\$9,309,922	\$670,235	7.2%
Employee Benefits	1,751,961	52,344	3.0%
Contractual Services	824,028	156,101	18.9%
Materials & Supplies	989,611	263,185	26.6%
Conference & Meeting	188,305	2,723	1.4%
Fixed Charges	558,531	84,685	15.2%
Utilities	893,521	57,579	6.4%
Capital Outlay	56,734	1,696	3.0%
Other Expenditures	248,699	(27,457)	-11.0%
Contingency	87,506.00	-	0.0%
Transfers In	(45,000)	-	0.0%
Transfers Out	50,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,913,818	\$1,261,091	8.5%
Excess of Revenues Over Expenditures	(\$135,350)	\$1,546,656	
Fund Balance 7/1/10	2,656,009	2,656,009	
	-----	-----	
Fund Balance 7/31/10	\$2,520,659	\$4,202,665	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent

Local Taxes	\$450,000	\$0	0.0%
Interest	-	-	100.0%
	-----	-----	-----
Total Revenue	\$450,000	\$0	0.0%
EXPENDITURES:			

Materials & Supplies	5,000	-	0.0%
Capital Outlay	753,815	408,756	54.2%
Other	-	-	0.0%
	-----	-----	-----
Total Expenditures	758,815	408,756	53.9%
Excess of Revenues Over Expenditures	(\$308,815)	(\$408,756)	
Fund Balance 7/1/10	\$1,712,206	\$1,712,206	
	-----	-----	
Fund Balance 7/31/10	\$1,403,391	\$1,303,450	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$100,000	\$43,230	
Bookstore Sales	1,553,124	91,683	5.9%
Athletics	49,384	5,710	11.6%
Gifts	-	-	0.0%
Other	197,100	48,991	24.9%
-----	-----	-----	-----
Total Revenue	\$1,899,608	\$189,614	10.0%
EXPENDITURES:			

Salaries	\$267,233	\$18,278	6.8%
Employee Benefits	57,487	34	0.1%
Contractual Services	37,760	5,874	15.6%
Materials & Supplies	1,393,227	591,838	42.5%
Conference & Meeting	71,900	888	1.2%
Fixed Charges	0	0	100.0%
Capital Outlay	6,950	1,269	18.3%
Utilities	3,096	800	25.8%
Other Expenditures	111,955	8,236	7.4%
Transfers In	(50,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,899,608	\$627,217	33.0%
Excess of Revenues Over Expenditures	\$0	(\$437,603)	
Fund Balance 7/1/10	\$36,354	\$36,354	
-----	-----	-----	
Fund Balance 7/31/10	\$36,354	(\$401,249)	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2010

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$49,616		0.0%
Vocational Education	161,993		0.0%
Adult Education	247,823		0.0%
Other Illinois Sources	101,533		0.0%
Department of Education	4,274,231		0.0%
DCEO	2,921,080	252,393	8.6%
RSVP	64,764		0.0%
Tuition & Fees	405,000	193,441	47.8%
Sales & Service Fees	13,200	12,978	98.3%
Interest	16,019	16,019	100.0%
Non-govt. Gifts, Grants	13,000		0.0%
Other	197,468	2,549	1.3%
	-----	-----	-----
Total Revenue	\$8,465,727	477,380	5.6%
 <u>EXPENDITURES:</u>			
Salaries	\$1,639,983	\$184,032	11.2%
Employee Benefits	387,231	12,807	3.3%
Contractual Services	359,935	19,490	5.4%
Materials & Supplies	157,501	113,728	72.2%
Conference & Meeting	173,808	20,925	12.0%
Fixed Charges	86,910	13,413	15.4%
Utilities	20,361	882	4.3%
Capital Outlay	28,650		0.0%
Other Expenditures	2,306,117	313,135	13.6%
Financial Aid	3,513,072		0.0%
Transfers In	-	-	0.0%
Transfers Out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,673,568	\$678,412	7.8%
Excess of Expenditures Over Revenue	(\$207,841)	(\$201,032)	
Fund Balance 7/1/10	<u>1,970,111</u>	<u>1,970,111</u>	
Fund Balance 7/31/10	\$1,762,270	\$1,769,079	

AGENDA ITEM #IX-A
 AUGUST 17, 2010
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended July 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
Local Taxes	\$44,024	\$0	0.0%
Total Revenue	\$44,024	-	0.0%
EXPENDITURES:			
Contractual Services	\$45,000		0.0%
Total Expenditures	\$45,000	-	0.0%
Excess of Revenues Over Expenditures	(\$976)	\$0	
Fund Balance 7/1/10	\$27,354	\$27,354	
Fund Balance 7/31/10	\$26,378	\$27,354	

AGENDA ITEM #IX-A
AUGUST 17, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
----- Local Taxes	\$777,907	\$0	0.0%
	-----	-----	-----
Total Revenue	\$777,907	\$0	0.0%
EXPENDITURES:			
----- Fixed Charges	\$592,576	\$0	0.0%
	-----	-----	-----
Total Expenditures	\$592,576	\$0	0.0%
Excess of Revenues Over Expenditures	\$185,331	\$0	
Fund Balance 7/1/10	\$310,391	\$310,391	
	-----	-----	
Fund Balance 7/31/10	\$495,722	\$310,391	

AGENDA ITEM #IX-A
AUGUST 19, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended July 31, 2010

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$1,096,607	\$0	0.0%
	-----	-----	-----
Total Revenue	\$1,096,607	\$0	0.0%
EXPENDITURES:			

Salaries	\$200,283	\$20,539	10.3%
Employee Benefits	365,533	133,366	36.5%
Contractual Services	400,780	200,561	50.0%
Materials & Supplies	-	-	100.0%
Conference & Meetings	6,000	-	0.0%
Fixed Charges	133,547	119,835	89.7%
Contingency	25,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,131,143	\$474,301	41.9%
Excess of Revenues Over Expenditures	(\$34,536)	(\$474,301)	
Fund Balance 7/1/10	\$718,308	\$718,308	
	-----	-----	
Fund Balance 7/31/10	\$683,772	\$244,007	