

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

January 17, 2012

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

**3:30 p.m.** Presentation by Charles R. "Bob" Brettell of Energy Asset Advisors Regarding the DeBruce Grain Project Tax Abatement Request

**4:00 p.m.** Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: December 20, 2011 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration
    1. Board Meeting Schedule (Page 1)
  - C. Personnel (None)
  - D. Financial
    1. Revised Salary Range Placement: Workstation/Network Client Analyst (Page 2)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    1. Approval of Agreement: Stephenson County Shared Vision and Community Strategic Plan (Prospering Together Initiative) (Page 3)
    2. Approval of Resolution: Illinois Green Economy Network (IGEN) (Page 6)
  - C. Personnel
    1. Seniority Lists (Page 14)

D. Financial

1. DeBruce Grains, Inc. Tax Abatement Request (Handout)
2. Payment of Bills and Agency Fund Report (Page 21)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 23)
- B. Survey of Entering Student Engagement (SENSE)
- 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

**XII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

XIII. New Business

- A. Preliminary Discussion on Tuition and Fees
- B. Appoint Trustees to Review Closed Session Minutes

XIV. Dates of Importance

- A. Next Regular Board Meeting – February 21, 2012 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 – March 7, 2012 at 8:30 a.m. in room H-206 in the Highland Community College Student/Conference Center (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-B-1  
JANUARY 17, 2012  
HIGHLAND COMMUNITY COLLEGE**

**BOARD MEETING SCHEDULE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the list of regular meeting dates for the period of January 2012 through April 2013. It is further recommended that the October 2012 meeting be changed to the fourth Tuesday of the month (October 23, 2012).

The regular meeting dates through April 2013 are as follows:

<u>2012</u>	<u>2013</u>
January 17, 2012	January 15, 2013
February 21, 2012	February 19, 2013
March 20, 2012	March 19, 2013
April 17, 2012	April 16, 2013
May 15, 2012	
June 19, 2012	
July 17, 2012	
August 21, 2012	
September 18, 2012	
October 23, 2012 (4 <sup>th</sup> Tuesday)	
November 20, 2012	
December 18, 2012	

**BACKGROUND:** The Public Community College Act (110 ILCS 805/3-8) provides that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." At the April 26, 2011 organizational meeting, the Board set the regular meeting date and time as the third Tuesday of the month at 4:00 p.m. in the Robert J. Rimington Board Room (room H-228) in the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

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

**AGENDA ITEM #VII-D-1  
JANUARY 17, 2012  
HIGHLAND COMMUNITY COLLEGE**

**REVISED SALARY RANGE PLACEMENT  
WORKSTATION/NETWORK CLIENT ANALYST**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the change in placement on the Highland Salary Range Table for the Workstation/Network Client Analyst from 39 to 40. This is a non-exempt, hourly position.

**BACKGROUND:** An updated PAQ and Request for Reconsideration of Position Classification form was received from the incumbents in the ITS Technician position with a request to change the job title to Workstation/Client Network Analyst, as well as a request for a review of the current level of compensation. The job title change was approved when the ITS reorganization was presented to the Board in October 2011, but the review of compensation had not been conducted at that time.

As a result of evolving technology, the duties of the Workstation/Network Client Analyst position have also evolved. Looking at the position responsibilities in a broad sense, the position is more involved in decision-making, finding solutions to complex technical issues and fully owning and managing technology projects from start to finish. A higher degree of technical skill has become increasingly important. One example of the higher level of technical skill needed is the position now plans, tests and analyzes operating systems and applications for deployment to all campus computers using best-practice procedures and various tools. This includes creating, analyzing and packaging virtual applications.

As part of the Request for Reconsideration of Position Classification review process, a market study of the position was conducted to determine whether the current salary range was competitive. Internal salary ranges were also considered. Based on these factors, it is recommended that the salary placement for this position be changed from 39 to 40.

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

**AGENDA ITEM #VIII-B-1  
JANUARY 17, 2012  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF AGREEMENT  
STEPHENSON COUNTY SHARED VISION AND COMMUNITY STRATEGIC PLAN  
(PROSPERING TOGETHER INITIATIVE)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached agreement in support of the Prospering Together initiative.

**BACKGROUND:** Dr. Joe Kanosky, Tim Hood, trustee Doug Block and several other Highland representatives have spent a considerable amount of time working on the county-wide initiative to help improve the economic health and vitality of the area. The vision of the group is to make Stephenson County “a great place to live, work and grow”. Highland is seen as a key component of this initiative, particularly in the areas of small business and entrepreneurial development and expansion.

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

**STEPHENSON COUNTY SHARED VISION  
AND COMMUNITY STRATEGIC PLANNING  
(PROSPERING TOGETHER INITIATIVE)**

The Highland Community College Board of Trustees endorses and supports the Stephenson County Shared Vision and Community Strategic Plan (Prospering Together initiative). The Board wants to have an active role in helping Stephenson County become "*a great place to live, work and grow.*"

- We endorse the Shared Vision and Purpose Statements quoted on the attached Plan on a Page.
- We support the initiatives outlined in the plan to achieve Economic Health, Community Vitality and Caring About People.
- We believe that the Prospering Together initiative is important, so we will try to be a role model organization in that regard.
- Specifically, we commit to fulfilling the partnership and/or leadership roles noted for our organization. We will work to achieve the specific project plans defined for each of these efforts in the Community Strategic Plan, and as a Board will periodically review and report our progress.
- A representative of our Board will meet quarterly as a member of the Community Planning Board and will participate in the activities of that Board.
- We recognize that this effort is a dynamic one that will change over the years and we pledge to be involved on an ongoing basis in helping our county prosper together.
- In support of this effort, Highland Community College will provide the following in-kind contributions:
  - 1) leadership and small business and entrepreneurial development and expansion; and,
  - 2) exploring and proposing a plan for a hospitality program.

Approved by the Highland Community College Board of Trustees on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Signed:

Attested:

\_\_\_\_\_  
David D. Shockey, Chair  
Board of Trustees

\_\_\_\_\_  
Terri A. Grimes, Board Secretary

**ACTION PLAN SUMMARY    PROSPERING TOGETHER    DRAFT 12.15.11**

**Stephenson County: a great place to live, work and grow.**

<b>ECONOMIC HEALTH</b> Action Plan Summary	<b>COMMUNITY VITALITY</b> Action Plan Summary	<b>CARING ABOUT PEOPLE</b> Action Plan Summary
<b>Business Retention and Expansion</b> Maximize existing primary employers' opportunity to grow. <ul style="list-style-type: none"> <li>Enhance the NIDA web sites' content to facilitate business decisions.</li> <li>Implement a business call program to maximize business expansion opportunities and mitigate business retention threats</li> <li>ID import substitution opportunities.</li> </ul>	<b>Organized and Engaged Citizens</b> Promote neighborhood-based fellowship gatherings to stimulate engaged citizenry. <ul style="list-style-type: none"> <li>Neighborhood gatherings</li> <li>Community organizing/advocacy</li> </ul>	<b>Stronger Families</b> Help parents build their resilience, knowledge and skills, and strengthen families around the county through expanded participation in 'Parent Cafes'. <ul style="list-style-type: none"> <li>Increase the number of cafes offered and the number of sites</li> <li>Expand attendance</li> <li>Increase the number of trained facilitators and hosts</li> </ul>
<b>Business-Friendly Environment</b> Make it easier for businesses to locate/expand in Stephenson County <ul style="list-style-type: none"> <li>Streamline processes</li> <li>Integrate services</li> </ul>	<b>Safe, Affordable, Diverse Housing for All</b> Promote safe living arrangements for all, and make neglected properties safer.	<b>Mentoring Youth</b> Improve academic performance for participating youth by expanding youth-serving mentoring programs county-wide. <ul style="list-style-type: none"> <li>Build a strong mentoring coalition</li> <li>Recruit and retain more mentors</li> <li>Open new mentoring sites</li> </ul>
<b>Workforce Development</b> Make Stephenson County a workplace ready community <ul style="list-style-type: none"> <li>Align community's education, training and hiring providers' capabilities with the workforce needs of business</li> <li>Increase the number of student and teacher business internships</li> <li>Increase # NCRC, Assoc., BA and Advanced Degree Holders in SC</li> </ul>	<b>Attractive and Inviting Entrance Corridors</b> Make our entrance corridors more welcoming and energizing. <ul style="list-style-type: none"> <li>Corridor exterior improvement program</li> <li>"Love where you live" campaign</li> </ul>	<b>Kindergarten Success and Reading at Grade Level</b> Improve Kindergarten readiness and 3 <sup>rd</sup> grade reading scores county-wide. <ul style="list-style-type: none"> <li>Establish a school/community taskforce</li> <li>Research best practices and most effective tools</li> <li>Implement improvements at targeted sites</li> </ul>
<b>Local Infrastructure</b> Leverage existing and emerging infrastructure assets to increase Stephenson County's ability to attract diverse industries <ul style="list-style-type: none"> <li>iFiber will improve our ability to attract information services</li> <li>Package sites/building/incentives to attract primary employers</li> </ul>	<b>Safe Communities</b> Promote improved crime prevention and reduce recidivism. <ul style="list-style-type: none"> <li>Crime prevention through environmental design</li> <li>Neighborhood Watch</li> </ul>	<b>Reduced Childhood Obesity</b> Improve community health by reducing the number of over-weight children county-wide. <ul style="list-style-type: none"> <li>Build a coalition</li> <li>Assess current exercise- and nutrition-related practices across the community</li> <li>Create plans to address priority issues</li> <li>Begin to implement plans at targeted sites</li> </ul>
<b>Business Finance</b> Improve business' access to capital <ul style="list-style-type: none"> <li>Identify/promote equity, mezzanine, fixed-asset financing available in Stephenson County</li> <li>Build bridge between what is delivered locally and what is delivered regionally/state-wide</li> </ul>	<b>Healthy, Positive Youth Behavior and Culture</b> Engage the youth to encourage positive life choices for themselves and our community.	<ul style="list-style-type: none"> <li><b>NOTE:</b> For detailed summaries of all Prospering Together Action Plans, their specific goals, timelines and the roles and responsibilities of participating organizations, see the Action Plan Summaries posted at <a href="http://www.prosperingtogether.org">www.prosperingtogether.org</a></li> </ul>
<b>Localism</b> Increase amount of products and services Stephenson County businesses/residents buy locally <ul style="list-style-type: none"> <li>Local Foods/Buy Local Initiatives</li> </ul>	<b>Arts, Culture and Recreation</b> Support social enrichment for all ages and neighborhoods in our community <ul style="list-style-type: none"> <li>Neighborhood block parties</li> <li>Document Prospering Together</li> </ul>	
<b>Small Business Expansion and Entrepreneurial Development</b> Increase number of new businesses that start-up/survive in SC. Create jobs.		
<b>Business Attraction</b> Attract new businesses to Stephenson County that complement our infrastructure, labor, and existing industry asset mix.		

**AGENDA ITEM #VIII-B-2  
JANUARY 17, 2012  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF RESOLUTION  
ILLINOIS GREEN ECONOMY NETWORK (IGEN)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Resolution and intergovernmental agreement outlining Highland's role in establishing the Illinois Green Economy Network (IGEN).

**BACKGROUND:** The Illinois Green Economy Network is being established in order to create and foster sustainability centers at Illinois community colleges to provide training and education for a "green collar" workforce, and employ energy conservation techniques and renewable energy technology at the local community level. IGEN will provide opportunities for all Illinois community college districts to engage in activities to promote energy efficiency and sustainability on their campuses and in their districts.

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

**A RESOLUTION APPROVING AND AUTHORIZING  
AN INTERGOVERNMENTAL AGREEMENT  
ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK**

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network (“IGEN”) in order to create and foster sustainability centers, provide training and education for a “green collar” workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and,

WHEREAS, this Board of Trustees of Highland Community College desires to approve and authorize the execution of an Intergovernmental Agreement, substantially in the form attached hereto as Exhibit A, and all other actions required to satisfy the obligations thereunder, in order to engage in activities to promote energy efficiency and sustainability.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE that this Board of Trustees of Highland Community College hereby approves and authorizes its Chairman and Secretary to execute an Intergovernmental Agreement substantially in the form attached hereto as Exhibit A, and its President to take all other actions required to satisfy the obligations thereunder.

PASSED AND APPROVED by the Board of Trustees of Highland Community College on this 17<sup>th</sup> day of January 2012.

**SIGNED:**

**ATTEST:**

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David D. Shockey, Chair  
Board of Trustees  
Highland Community College

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Terri A. Grimes, Secretary  
Board of Trustees  
Highland Community College

## EXHIBIT A

**INTERGOVERNMENTAL AGREEMENT  
ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK**

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THIS INTERGOVERNMENTAL AGREEMENT is entered by and between the signatories hereto, all being community colleges organized and operating under the laws of the State of Illinois, for the purpose of establishing the Illinois Green Economy Network (“IGEN”).

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network (“IGEN”) in order to create and foster sustainability centers, provide training and education for a “green collar” workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, College of Lake County, Southwestern Illinois College and Heartland Community College, all Community College districts organized and existing under the laws of the state of Illinois, are the Administrative Member Districts of the IGEN; and,

WHEREAS, all community college districts organized and existing under the laws of the State of Illinois, are Districts eligible to join as members of IGEN and desire to join into a network for cooperation and collaboration to promote sustainability by becoming members of IGEN; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and,

WHEREAS, IGEN provides opportunities for all community college districts in this State to engage in the activities to promote energy efficiency and sustainability on their campuses and in their districts as more fully set forth in public documents, grants, and by-laws to this Intergovernmental Agreement.

NOW, THEREFORE, the Illinois community colleges signatory hereto agree as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The following Illinois community college districts shall be Administrative Members of IGEN: College of Lake County, Southwestern Illinois College, and Heartland Community College.
3. All other community college districts in the State of Illinois shall be eligible to become and known as Member Districts of IGEN.
4. By executing this Intergovernmental Agreement, each Board of Trustees for each Illinois community college shall become a member of IGEN in the designated class as described herein.
5. The President of each Administrative Member District or the President's alternate will comprise the standing members of the Steering Committee of IGEN. The standing members of the Steering Committee may appoint up to three additional voting members of the Steering Committee from among the Presidents of the Member Districts. The appointed voting members shall serve one (1) year terms or until a new appointment is made after expiration of a term. The standing members may appoint a replacement for resignations or inability to serve by an appointed member. In addition, the Steering Committee may appoint the Chief Executive Officer of the Illinois Community College Board, or his/her designee, as an *ex officio*, non-voting member of the Steering Committee.

5.1 The Steering Committee will develop and adopt by-laws, including the designation of the quorum required to take action, other governing rules, and, if necessary, a supplement to this Intergovernmental Agreement.

5.2 The Steering Committee shall select a Chair and Vice-Chair, at least one of which shall be an Administrative Member, and such other officers as it deems appropriate.

5.3 Each Steering Committee meeting will be held at a location convenient to its members or meetings may be conducted through electronic media.

5.4 The Steering Committee shall provide governing oversight of IGEN activities including: reviewing and approving necessary budgets, strategic plans and grant submissions; arranging steering committee and working group meetings; interfacing with potential public and private partners; hiring of the IGEN Executive Director; provision of ongoing support and guidance to ensure the success of the IGEN Executive Director role, and any other items necessary to maintain IGEN as a viable entity.

6. College of Lake County shall serve as Administrative Agent for IGEN, and Southwestern Illinois College shall serve as Fiscal Agent for IGEN.

7. Upon a 2/3 affirmative vote of the Steering Committee or upon the resignation of a community college from the Administrative Member class, a member of the Member District class may be nominated to become an Administrative Member class. In the event that College of Lake County and/or Southwestern Illinois College resigns from the Administrative Member Class, this Intergovernmental Agreement and the IGEN by-laws shall be amended to reflect the appropriate change of Administrative Agent and/or Fiscal Agent designations.

8. Each community college, regardless of member class designation, shall pay annual, non-refundable membership dues up to Three Thousand Dollars (\$3,000) into the IGEN Fund. These membership dues may be established at the community college whose President

serves as the Steering Committee Fiscal Agent or, all or a portion thereof, may be handled through another agency such as the Illinois Community College Trustees Association.

9. Each grant submitted by IGEN to State or Federal agencies or private foundations or corporations, will include, where permitted, a line item for legal and administrative costs.

10. Pursuant to the authority granted in Section 3-27.2 of the Illinois Public Community College Act (110 ILCS 805/3-27.2) and Section 2(a) of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/2(a)), the Administrative and Member Districts agree to participate with one another in joint purchases of personal property, supplies and services related to the subject matter of this Intergovernmental Agreement and associated grants. All such joint purchases shall be by competitive bids, with the letting of bids conducted by the Fiscal Agent for IGEN under this Intergovernmental Agreement, in accordance with the provisions of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*). The expenses of such bid-letting shall be shared by the participating Administrative and Member Districts in proportion to the amount of personal property, supplies or services each participating Administrative and Member District purchases.

11. IGEN shall exist as long as at least three (3) Administrative or Member Districts remain members. Community colleges may withdraw from IGEN by providing IGEN at least thirty (30) days notice of withdrawal. In addition, Member Districts may be removed by the Standing Committee for failure to pay membership dues.

12. Any member may make additional voluntary payments to the IGEN Fund consistent with State law.

13. If IGEN should cease to exist, any remaining funds after the payment of all claims shall be distributed amongst the then remaining Member Districts in equal payments.

14. This Intergovernmental Agreement with any subsequent written and duly authorized amendment(s) hereto, constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

WHEREFORE, the undersigned has executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**BOARD OF TRUSTEES  
HIGHLAND COMMUNITY COLLEGE**

By: \_\_\_\_\_  
Chair

Attest: \_\_\_\_\_  
Secretary

[REMAINDER OF PAGE INTENTIONALLY BLANK]

**AGENDA ITEM #VIII-C-1  
JANUARY 17, 2012  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SENIORITY LISTS**

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

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

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

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

Business and Technology FT Faculty  
(Updated at the end of May, 2011)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Tom Bergstrom	23	Auto Body	WELD 135
Eric Dietmeier	27	Drafting/Manufacturing	MATH 111, BUSN 125- BUSINESS INSTITUTE/BUSN 141
Steve Gellings	24	Electronics/Wind	BUSN 141/COMM 101/MTEC 164
Joe Grove	2	Economics	BUSN 121
Rich Jacobs	1	Business	
Denise Johnson	4	Information Technology	
Jeremy Monigold	6	Information Technology	
Jim Palmer	10	Automotive	
Craig Pence	26.5	Accounting	
Jeff Robertson	4	Automotive	

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

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/Associate Dean to complete a form which shall then be submitted to the Vice President of Academic Services by **November 14th**. The Vice President of Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Business and Technology FT Faculty  
(Updated at the end of May, 2011)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Cathie Schmerse	23	Cosmetology	
Jim Setterstrom	28	Agriculture	BUSN 125/BUSN 221/MATH 177
David Vrtol	2	Wind Technology	

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Humanities and Social Sciences FT Faculty  
(Updated at the end of May, 2011)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Robert Apolloni	9	Art	
Andrew Dvorak	16	History/Political Science	
Sam Fiorenza	13	English	
Paul Giaimo	15	English/Philosophy	
Kim Goudreau	22	Sociology	
Kent Johnson	20	English/Spanish	
Tracy Mays	9	English/German	
Kay Ostberg	3	English	
Jim Phillips	6	Western Civ./Political Science	

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Humanities and Social Sciences FT Faculty  
(Updated at the end of May, 2011)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Paul Rabideau	8.5	Psychology	
Allen Redford	20	Music	
Mike Sleezer	Sr. Faculty Program Year Two	Psychology	
Sam Tucibat	13	Graphic Design	JOURNALISM 131, 231 and 232
Donna Tufariello	8.5	English	
Alan Wenzel	Sr. Faculty Program Year One	Speech	Leadership Development
Jim Yeager	6	Speech	

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If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/Associate Dean to complete a form which shall then be submitted to the Vice President of Academic Services by **November 14th**. The Vice President of Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Natural Science and Mathematics FT Faculty  
 Allied Health and Nursing FT Faculty  
 Full-Time Faculty  
 (Updated at the end of May, 2011)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Juliet D'Souza	5	Biology	
Brendan Dutmer	.5	Chemistry	
Tony Grahame	15	Biology	
Karla Giuffre	2	Biology	
Jessica Larson	.5	Nursing	
Barb Merhley	22	Nursing	
Steve Mihina	15	Mathematics	
Alan Nowicki	18	Biology	
Alan O'Keefe	1	Physics	

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

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Natural Science and Mathematics FT Faculty  
 Allied Health and Nursing FT Faculty  
 Full-Time Faculty  
 (Updated at the end of May, 2011)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Chrislyn Senneff	2	Nursing	
Lynda Shiro	1.5	Nursing	
Mary Kate Shore	12	Nursing	
Steve Simpson	24	Earth Sciences	
Kay Sperry	2.5	Nursing	
John Sullivan	12	Chemistry	
Maggie White	1.5	Nursing	

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

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/Associate Dean to complete a form which shall then be submitted to the Vice President of Academic Services by **November 14th**. The Vice President of Academic Services will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

**AGENDA ITEM #VIII-D-2  
JANUARY 17, 2012  
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 December 2011 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 288116 through 288759 amounting to \$1,062,987.14 and Automated Clearing House (ACH) debits W0000140 through W0000144 amounting to \$269,343.32 and Electronic Refunds of \$9,236.00 with 13 adjustments of \$2,363.01 such warrants amounting to \$1,339,203.45. Transfers of funds for payroll amounted to \$883,941.41.

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

**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, December 31, 2011**

	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
	-----	-----	-----	-----
<b>US BANK</b>	<b>\$225,446.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$225,446.25</b>
<b>FIFTH THIRD</b>	<b>13,420.43</b>	<b>0.00</b>	<b>0.00</b>	<b>13,420.43</b>
<b>UNION LOAN AND SAVINGS</b>	<b>169,516.85</b>	<b>0.00</b>	<b>0.00</b>	<b>169,516.85</b>
	-----	-----	-----	-----
<b>TOTAL ASSETS</b>	<b>\$408,383.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$408,383.53</b>
	=====	=====	=====	=====
<b>1010 HCC ORCHESTRA</b>	<b>\$57.00</b>			<b>\$57.00</b>
<b>1011 TRANSFER FUNDS</b>				
<b>1012 FORENSICS SCHOLAR</b>	<b>924.31</b>			<b>924.31</b>
<b>1013 INTEREST ON INVEST.</b>				
<b>1014 TRUSTS AND AGENCIES</b>				
<b>1015 CARD FUND</b>				
<b>1016 DIST #145 ROAD AND LOT</b>	<b>54,405.67</b>			<b>54,405.67</b>
<b>1017 HCC ROAD AND LOT</b>	<b>76,974.64</b>			<b>76,974.64</b>
<b>1018 YMCA ROAD AND LOT</b>	<b>73,226.43</b>			<b>73,226.43</b>
<b>1019 YMCA BLDG/MAINT</b>	<b>42,924.53</b>			<b>42,924.53</b>
<b>1020 HCC BLDG/MAINT</b>	<b>52,700.90</b>			<b>52,700.90</b>
<b>1021 YMCA/HCC INTEREST</b>	<b>93,749.63</b>			<b>93,749.63</b>
<b>1022 HCC SECTION 125 PLAN</b>	<b>13,420.42</b>			<b>13,420.42</b>
	-----	-----	-----	-----
<b>TOTAL</b>	<b>\$408,383.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$408,383.53</b>

**AGENDA ITEM #IX-A  
JANUARY 17, 2012  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY'12**

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

- As of December 31st, we are 50% of the way into FY'12.
- At this time last year, Tuition & Fees revenue in both the Operating Funds and the Restricted Purpose Fund were at 97% and 84% of the actual year end revenue, respectively. As of December 31st of this fiscal year, Tuition & Fees in the both funds are at about 96% and 78% of the amount budgeted, respectively.
- It appears that the actual revenue in the line item DCEO in the Operating Funds may end up about \$25,000 less than budgeted for FY'12. The amount received by the College for an administrative allowance as the fiscal agent of Partners for Employment (PfE) is calculated based on many factors within a formula (such as actual expenses, number of HCC employees, number of PfE employees, etc.). These factors are estimated at the beginning of the fiscal year and an actual calculation is determined at year-end once the annual factors are known, with payment adjustments made as needed.
- The Illinois Student Assistance Commission (ISAC) recently sent an email stating, "On Monday, December 19, 2011, Governor Pat Quinn signed legislation (Public Act 97-0642) that provides spending authority for an additional \$33.5 million for the 2011-12 Monetary Award Program (MAP). As a reminder, both the House of Representatives and the Senate approved this spending authority during a brief extension of the General Assembly's fall veto session." This means that MAP awards will be funded for the Spring 2012 semester. Up to now, it had been questionable as to whether the Spring MAP award would be reduced or possibly eliminated by the State. ISAC's announcement makes it clear that the Spring amount will be funded and will not be further reduced.
- In January, the Foundation provided the College with funds to make the January 1<sup>st</sup> debt certificate payment in the amount of \$356,944. The debt certificates were issued in order to complete construction of the Wind Turbine Technician Training Center and the addition to the Natural Sciences building. The receipt of the funds will be reflected in the Operating Funds in the Non-governmental Gifts, Grants line item. The regularly scheduled payment is reflected in the Debt Certificate Payment line item.

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE  
 FY'12

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,469,894	\$3,311,398	51.2%
Credit Hour Grants	1,345,574	488,525	36.3%
Equalization	507,809	210,940	41.5%
ICCB Career/Tech Education	119,314	59,657	50.0%
Other Illinois Sources	-	7,766	100.0%
CPP Replacement Tax	370,000	111,983	30.3%
Dept. of Educ.	8,300	-	0.0%
DCEO	137,700	53,875	39.1%
Other Federal Sources	51,000	24,019	47.1%
Tuition & Fees	5,250,000	5,018,658	95.6%
Sales & Services	39,950	27,205	68.1%
Facilities Revenue	45,597	21,508	47.2%
Interest on Investments	10,000	-	0.0%
Non-Govt. Gifts, Grants	448,688	-	0.0%
Miscellaneous	1,393	8,377	601.4%
	-----	-----	-----
Total Revenue	\$14,805,219	\$9,343,911	63.1%
<u>EXPENDITURES:</u>			
Salaries	\$9,419,187	\$4,407,694	46.8%
Employee Benefits	1,717,197	846,811	49.3%
Contractual Services	890,763	438,769	49.3%
Materials & Supplies	939,311	580,220	61.8%
Conference & Meeting	214,524	72,731	33.9%
Fixed Charges	124,050	96,276	77.6%
Debt Certificate Payment	448,688	356,944	79.6%
Utilities	855,420	287,737	33.6%
Capital Outlay	56,734	24,989	44.0%
Other Expenditures	179,345	148,334	82.7%
Transfers In	(40,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,805,219	\$7,260,505	49.0%
Excess of Revenues Over Expenditures	\$0	\$2,083,406	
Fund Balance 7/1/11	3,054,123	3,054,123	
	-----	-----	
Fund Balance 12/31/11	\$3,054,123	\$5,137,529	

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'12

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$425,000	\$197,991	46.6%
Other	-	\$5,682	100.0%
-----	-----	-----	-----
Total Revenue	\$425,000	\$203,673	47.9%
EXPENDITURES:			
-----			
Materials & Supplies	5,000	-	0.0%
Contractual Services	31,350	23,416	74.7%
Capital Outlay	2,133,487	1,215,057	57.0%
-----	-----	-----	-----
Total Expenditures	2,169,837	1,238,473	57.1%
Excess of Revenues Over Expenditures	(\$1,744,837)	(\$1,034,800)	
Fund Balance 7/1/11	\$2,980,228	\$2,980,228	
-----	-----	-----	
Fund Balance 12/31/11	\$1,235,391	\$1,945,428	

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'12

AUXILIARY ENTERPRISE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$100,000	\$89,641	89.6%
Bookstore Sales	1,607,415	844,250	52.5%
Athletics	37,884	14,611	38.6%
Other	188,100	100,898	53.6%
-----	-----	-----	-----
Total Revenue	\$1,933,399	\$1,049,400	54.3%
EXPENDITURES:			
-----			
Salaries	\$278,111	\$120,974	43.5%
Employee Benefits	34,800	14,431	41.5%
Contractual Services	56,660	19,278	34.0%
Materials & Supplies	1,371,277	1,010,775	73.7%
Conference & Meeting	74,600	20,240	27.1%
Capital Outlay	9,950	3,238	32.5%
Utilities	3,096	800	25.8%
Other Expenditures	104,905	41,660	39.7%
-----	-----	-----	-----
Total Expenditures	\$1,933,399	\$1,231,396	63.7%
Excess of Revenues Over Expenditures	\$0	(\$181,996)	
Fund Balance 7/1/11	\$177,012	\$177,012	
-----	-----	-----	
Fund Balance 12/31/11	\$177,012	(\$4,984)	

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'12

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$51,349	\$0	0.0%
Vocational Education	165,067	36,667	0.0%
Adult Education	249,641	67,889	0.0%
Other Illinois Sources	117,163	18,603	15.9%
Department of Education	4,739,105	3,614,364	76.3%
DCEO	2,180,234	1,307,506	60.0%
RSVP	35,218	-	0.0%
Other Federal Sources	340,118	75,118	22.1%
Tuition & Fees	405,000	316,247	78.1%
Sales & Service Fees	13,200	10,253	77.7%
Interest	18,633	18,633	100.0%
Non-govt. Gifts, Grants	19,000	-	0.0%
Other	185,200	43,372	23.4%
	-----	-----	-----
Total Revenue	\$8,518,928	5,508,652	64.7%
<u>EXPENDITURES:</u>			
Salaries	\$1,735,595	\$970,099	55.9%
Employee Benefits	404,011	204,173	50.5%
Contractual Services	442,031	70,229	15.9%
Materials & Supplies	194,162	110,956	57.1%
Conference & Meeting	169,324	90,402	53.4%
Fixed Charges	78,400	29,805	38.0%
Utilities	16,629	5,537	33.3%
Capital Outlay	79,457	27,107	34.1%
Other Expenditures	1,726,710	1,172,579	67.9%
Financial Aid	4,046,220	3,308,554	81.8%
	-----	-----	-----
Total Expenditures	\$8,892,539	\$5,989,441	67.4%
Excess of Expenditures Over Revenue	(\$373,611)	(\$480,789)	
Fund Balance 7/1/11	<u>1,701,887</u>	<u>1,701,887</u>	
Fund Balance 12/31/11	\$1,328,276	\$1,221,098	

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'12  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,024	\$21,826	49.6%
	-----	-----	-----
Total Revenue	\$44,024	\$21,826	49.6%
EXPENDITURES:			
-----			
Contractual Services	\$45,000	\$49,200	109.3%
	-----	-----	-----
Total Expenditures	\$45,000	\$49,200	109.3%
Excess of Revenues Over Expenditures	(\$976)	(\$27,374)	
Fund Balance 7/1/11	\$26,182	\$26,182	
	-----	-----	
Fund Balance 12/31/11	\$25,206	(\$1,192)	

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'12

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$914,912	\$449,648	49.1%
	-----	-----	-----
Total Revenue	\$914,912	\$449,648	49.1%
EXPENDITURES:			
-----			
Fixed Charges	\$908,232	\$375	0.0%
	-----	-----	-----
Total Expenditures	\$908,232	\$375	0.0%
Excess of Revenues Over Expenditures	\$6,680	\$449,273	
Fund Balance 7/1/11	\$458,474	\$458,474	
	-----	-----	
Fund Balance 12/31/11	\$465,154	\$907,747	

AGENDA ITEM #IX-A  
 JANUARY 17, 2012  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'12

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,047,000	\$518,067	49.5%
-----	-----	-----	-----
Total Revenue	\$1,047,000	\$518,067	49.5%
EXPENDITURES:			
-----			
Salaries	\$226,928	\$114,807	50.6%
Employee Benefits	383,037	243,331	63.5%
Contractual Services	357,500	168,849	47.2%
Conference & Meetings	6,000	2,241	37.4%
Fixed Charges	157,155	163,567	104.1%
-----	-----	-----	-----
Total Expenditures	\$1,130,620	\$692,795	61.3%
Excess of Revenues Over Expenditures	(\$83,620)	(\$174,728)	
Fund Balance 7/1/11	\$857,437	\$857,437	
-----	-----	-----	
Fund Balance 12/31/11	\$773,817	\$682,709	