

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

January 19, 2010 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:      December 2, 2009 Board Retreat  
                                                 December 15, 2009 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items (None)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. Second Reading – Revised Policy: Nepotism (Page 1)
    - 2. Second Reading – Revised Policy: Public Information (Page 4)
    - 3. Board Meeting Schedule (Page 5)
  - C. Personnel
    - 1. Seniority Lists (Page 6)
  - D. Financial
    - 1. First Reading – Tuition (Handout)
    - 2. Copier Lease and Provision of Repair & Maintenance Services (Page 13)
    - 3. Payment of Bills and Agency Fund Report (Page 14)
- IX. Reports
  - A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 16)
  - B. Occupational Preparation 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

A. Appoint Trustees to Review Closed Session Minutes

XIV. Dates of Importance

A. Next Regular Board Meeting – February 23, 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 – March 10, 2010 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 #VIII-B-1  
JANUARY 19, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY  
NEPOTISM**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the second reading of the attached policy.

**BACKGROUND:** The attached policy is included in the Personnel chapter (IV) of the Policy Manual. The recommended changes are a result of an extensive review of the hiring processes used for regular employees and for student employees, focusing on the real and perceived role of familial relationships in these processes. Current reporting relationships were reviewed, identifying the need for clarification within the attached policy and for improvements in and reminders of current processes. It was found that there are some cases in which supervisors currently have a relative employed as a student employee within the same departmental reporting structure. In these cases, the student employee will be required to end employment in the relative's department and transfer to another department at the end of the current academic year. Career Services and Human Resources have met with the affected supervisors with known familial relationships and have communicated the appropriate processes to all student employee supervisors.

No changes have been made to this policy since the Board approved the first reading on December 15, 2009.

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

4.033 Nepotism (Reaffirmed-Revised 11/18/08)

There shall be no restriction in the full or part-time employment of more than one member of a family (parents, children, siblings, grand-relatives, step-relatives, in-laws, and spouses) or household member as long as there is no direct or indirect reporting relationship or where one would have an audit or control function over a family or household member. However, no No preference will be given to a member of a family over any other applicant. All individuals will be required to go through the usual application and interviewing process, and the usual hiring standards that apply.

Nepotism should not play any role in decisions relating to employment, including but not limited to: evaluations, discipline, work assignments, compensation, or career development. As a result, an employee or employee's spouse, household member or other close relative may not be in roles where there is a supervisory relationship or where one would have direct involvement in decisions regarding the terms and conditions of employment of a family or household member; or where one would advocate, participate in, solicit or cause the employment, appointment, promotion, transfer or discipline of a family or household member. Exceptions to this policy may be made only at the direction of the President of the College or his or her designee.

**AGENDA ITEM #VIII-B-2  
JANUARY 19, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY  
PUBLIC INFORMATION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the second reading of the revised Public Information policy.

**BACKGROUND:** The attached policy is included in the Board of Trustees chapter (1) of the Policy Manual. The recommended changes are a result of recently enacted changes to State law. The changes were effective January 1, 2010.

No changes have been made to the policy since the first reading was approved by the Board on December 15, 2009.

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

1.24 Public Information (Revised 5/20/08)

Except where access is prohibited by law or exceptions under the relevant statute or law are appropriate, College records and documents shall be made available as required by the Freedom of Information Act (FOIA) or other applicable laws. The Board of Trustees will designate a Freedom of Information Act Officer(s). Requests for information shall be made in writing to the Secretary of the Board. The Secretary of the Board shall log the request and forward it to ~~the Freedom of Information Act Officer~~ Associate Vice President, Student Services, who shall have the primary responsibility to carry out the requirements of the law and the regulations, in accordance with the Freedom of Information Act.

In accordance with the Illinois Compiled Statutes 5 ILCS 140/10, any person denied access to inspect or copy any public record may appeal the denial to the Office of the Illinois Public Access Counselor. ~~by sending a written notice of appeal to the College President. Upon receipt of such notice the College President shall promptly review the public record, determine whether under the provisions of the Act such record is open to inspection and copying, and notify the person making the appeal of such determination within seven (7) working days after the notice of appeal.~~

~~Any person making a request for public records shall be deemed to have exhausted his/her administrative remedies with respect to such request if the College President affirms the denial or fails to act within the time limit provided above.~~

~~Any person denied access to inspect or copy any public record by the head of a public body may file suit for injunctive or declaratory relief, as addressed in 5 ILCS 140/11.~~

**AGENDA ITEM #VIII-B-3  
JANUARY 20, 2009  
HIGHLAND COMMUNITY COLLEGE**

**BOARD MEETING SCHEDULE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the list of regular meeting dates for the period of January through December 2010. It is further recommended that, due to schedule conflicts, the February 2010 meeting be changed to the fourth Tuesday of the month (February 23, 2010) and the October 2010 meeting be changed to the second Tuesday of the month (October 12, 2010).

The regular meeting dates are as follows:

January 19, 2010	July 20, 2010
February 23, 2010 (fourth Tuesday)	August 17, 2010
March 16, 2010	September 21, 2010
April 20, 2010	October 12, 2010 (second Tuesday)
May 18, 2010	November 16, 2010
June 15, 2010	December 21, 2010

**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 29, 2009 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 #VIII-C-1  
JANUARY 19, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SENIORITY LISTS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve 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:** \_\_\_\_\_

Full-Time Faculty in Business/Technology Division  
(Updated at the end of May, 2009)

<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	21	Auto Body	WELD 135
Eric Dietmeier	25	Drafting/Manufacturing	MATH 111, BUSN 125-BUSINESS INSTITUTE
Steve Gellings	22	Electronics/Wind	BUSN 141/COMM 101/MTEC 164
Steve Jennings	41	Business	
Denise Johnson	2	Information Technology	
Jeremy Monigold	4	Information Technology	
Jim Palmer	8	Automotive	
Craig Pence	24.5	Accounting	
Jeff Robertson	2	Automotive	
Cathie Schmerse	21	Cosmetology	

**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 January 7<sup>th</sup>. 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.**

Full-Time Faculty in Business/Technology Division  
(Updated at the end of May, 2009)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jim Setterstrom	26	Agriculture	BUSN 125/BUSN 221/MATH 177
Larry Zigler	23	Business	ACCT 105/ACCT 106/ACCT 211

**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 January 7<sup>th</sup>. 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.**

Full-Time Faculty in Humanities/Social Science Division  
(Updated at the end of May, 2009)

<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	7	Art	
Andrew Dvorak	14	History/Political Science	
Sam Fiorenza	11	English	JOUR 131/JOUR 231/JOUR 232
Paul Giaimo	13	English/Philosophy	
Kim Goudreau	20	Sociology	
Kent Johnson	18	English/Spanish	
Tracy Mays	7	English/German	
Kay Ostberg	1	English	
Jim Phillips	4	Western Civ./Political Science	

**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 January 11<sup>th</sup>. 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.

Full-Time Faculty in Humanities/Social Science Division  
(Updated at the end of May, 2009)

<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	6.5	Psychology	
Allen Redford	18	Music	
Mike Steezer	13	Psychology	
Sam Tucibat	11	Graphic Design	
Donna Tufariello	6.5	English	
John Webb	Senior Faculty Program – Year Two	Theater	
Alan Wenzel	35	Speech	Leadership Development
Jim Yeager	4	Speech	

**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 January 11<sup>th</sup>. 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 Division  
Division of Nursing  
Full-Time Faculty  
(Updated at the end of May, 2009)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Domenick Castaldo	1.5	Biology	
Juliet D'Souza	3	Biology	
Cheryl Graff	21	Nursing	BIOL 104/BIOL 117
Tony Grahame	13	Biology	
Donna Kauke	6	Nursing	BIOL 117
Barb Merhley	20	Nursing	
Steve Mihina	13	Mathematics	
Alan Nowicki	16	Biology	
Mary Kate Shore	10	Nursing	
Steve Simpson	22	Earth Sciences	

**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 January 11<sup>th</sup>. 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 Division  
 Division of Nursing  
 Full-Time Faculty  
 (Updated at the end of May, 2009)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Kay Sperry	.5	Nursing	
John Sullivan	10	Chemistry	

**Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/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 January 11<sup>th</sup>. 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 19, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COPIER LEASE AND PROVISION OF  
REPAIR & MAINTENANCE SERVICES**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees authorize administration to enter into a lease agreement with De Lage Laden Public Finance LLC (a financing partner for Nexus Office Systems, Inc.) for the lease of seven Canon copiers at a cost of \$75,359.33 over the three-year lease period. It is further recommended that the Board approve the provision of repair and maintenance services for the new copiers, in addition to the current copiers on campus provided by Nexus Office Systems, at an annual cost of \$19,980. Funding for the lease, repair and maintenance services is included in the FY'10 budget.

**BACKGROUND:** Highland Community College has contracted with Nexus Office Systems, Inc. for copiers and service for 11 years including two bid cycles. During that period, the copier technology became connected to the College network infrastructure. Currently faculty and staff computers are configured for printing and scanning to a local copier through our network. Due to this change in how the technology is used and maintained, this is a non-bid item under Illinois community college laws.

The last lease expired in 2007. Due to the performance of the copiers at that time, the College decided to continue to utilize the copiers for another year without leasing new equipment. During the Fall 2009 semester, Highland's Copier Services conducted a quality review with a team of representatives from IT and administrative services. At the conclusion of this review, the team recommended replacing only a portion of the copiers with the highest levels of use and maintenance/repair calls. In order to improve efficiency, the team also developed a lease that included additional machines in the Health/Science wing, Business Institute/Conference Center and the library (coin operated machine for student use). These departments maintained separate lease agreements prior to this point. The team also determined that the addition of a color copier would reduce costs of color printing.

The service agreement is an annual base amount calculated on 2,600,000 black and white copies and 6,750 color copies including staples. Overage charges are \$0.00749 for black and white and \$0.075 for color. The black and white print numbers and charges are in line with the previous agreement. The lease agreement improves our printing capabilities and maintenance efficiency and takes a fiscally conservative approach by replacing only the machines that were showing signs of high volume and wear through print and maintenance/repair records. Additionally, the company has agreed to donate a Scan Station.

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

**AGENDA ITEM #VIII-D-3  
JANUARY 19, 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 December 2009 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 264719 through 265544 amounting to \$636,238.55 and Automated Clearing House (ACH) debits W0000024 through W0000027 amounting to \$156,671.35 with 03 adjustments of \$380.00 such warrants amounting to \$792,529.90. Transfers of funds for payroll amounted to \$669,639.77.

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

## AGENDA ITEM #VIII-D-3

**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, December 31, 2009**

	PREVIOUS BALANCE	RECEIPTS	DISBURS	BALANCE
	-----	-----	-----	-----
US BANK	\$233,725.19	\$1,250.00	\$0.00	\$234,975.19
FIFTH THIRD	18,118.53	0.00	0.00	18,118.53
UNION LOAN AND SAVINGS	166,066.01	0.00	0.00	166,066.01
	-----	-----	-----	-----
<b>TOTAL ASSETS</b>	<b>\$417,909.73</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$419,159.73</b>
	=====	=====	=====	=====
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	0.00		67,400.00
1017 HCC ROAD AND LOT	89,969.96			89,969.96
1018 YMCA ROAD AND LOT	86,220.70	416.67		86,637.37
1019 YMCA BLDG/MAINT	27,573.62	833.33		28,406.95
1020 HCC BLDG/MAINT	37,346.82			37,346.82
1021 YMCA/HCC INTEREST	90,298.79			90,298.79
1022 HCC SECTION 125 PLAN	18,118.53			18,118.53
	-----	-----	-----	-----
<b>TOTAL</b>	<b>\$417,909.73</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$419,159.73</b>

**AGENDA ITEM #IX-A  
JANUARY 19, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY'10**

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

- As of December 31st, we are 50% of the way into FY'10.
- At this time, there has been no change in the status of payments from the State of Illinois for Highland's unrestricted and restricted grants. The most recent indications are that the three remaining quarterly payments will be made to the college in FY'11. FY'11 payments will likely be delayed as well.
- In late December, the Executive Director of the Illinois Student Assistance Commission (ISAC), Andrew Davis, assured colleges that funding would be available for the Spring semester 2010 MAP grant awards. ISAC is accepting payment vouchers from colleges according to the usual process and is anticipating payment will be made to colleges within the normal time frames. Highland students received about \$250,000 in MAP grant awards for the Fall 2009 semester.
- At this time last year, Tuition & Fees revenue in both the Operating Funds and the Restricted Purpose Fund were at 98% and 87% of the actual year-end revenue, respectively. As of December 31st of this fiscal year, Tuition & Fees in both funds are at about 95% and 92% of the amount budgeted, respectively.
- At this time last year, Corporate Personal Property Replacement Taxes were at 30% of the actual year-end revenue. Now, Corporate Personal Property Replacement Taxes are at 24% of the amount budgeted. Each percent of this revenue type represents about \$4,100.
- The Foundation provided the College with funds to make the January 1<sup>st</sup> debt certificate payment. 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 for the Ray and Betty Stamm Health Science Nursing Wing. The receipt of the funds is reflected in the Operating Funds in the Non-governmental Gifts and Grants line item. The regularly scheduled payment is reflected in the Debt Certificate Payment line item.

AGENDA ITEM #IX-A  
 JANUARY 19, 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 December 31, 2009

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,658,778	\$3,044,064	45.7%
Credit Hour Grants	1,498,175	407,044	27.2%
Equalization	659,227	164,572	25.0%
ICCB Career/Tech Education	112,155	-	0.0%
CPP Replacement Tax	410,000	97,085	23.7%
Dept. of Educ.	38,600	23,259	60.3%
DCEO	137,700	69,736	50.6%
Tuition & Fees	4,850,000	4,581,114	94.5%
Sales & Services	40,950	20,819	50.8%
Facilities Revenue	50,888	18,133	35.6%
Interest on Investments	50,000	1,782	3.6%
Non-Govt. Gifts, Grants (debt cert payment)	346,689	244,743	70.6%
Miscellaneous	1,391	870	62.5%
	-----	-----	-----
Total Revenue	\$14,854,553	\$8,673,221	58.4%
<u>EXPENDITURES:</u>			
Salaries	\$9,469,527	\$4,243,319	44.8%
Employee Benefits	1,840,143	875,878	47.6%
Contractual Services	912,465	321,851	35.3%
Materials & Supplies	920,196	555,490	60.4%
Conference & Meeting	198,526	65,107	32.8%
Fixed Charges	63,643	32,789	51.5%
Debt Certificate Payment	346,688	244,743	70.6%
Utilities	907,631	325,180	35.8%
Capital Outlay	109,967	35,882	32.6%
Other Expenditures	141,773	7,185	5.1%
Contingency	-	-	0.0%
Transfers In	(63,000)	-	0.0%
Transfers Out	105,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,952,559	\$6,707,424	44.9%
Excess of Revenues Over Expenditures	(\$98,006)	\$1,965,797	
Fund Balance 7/1/09	2,327,798	2,327,798	
	-----	-----	
Fund Balance 12/31/09	\$2,229,792	\$4,293,595	

AGENDA ITEM #IX-A  
 JANUARY 19, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'10

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2009

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$575,000	\$300,890	52.3%
Interest	-	2,471	100.0%
	-----	-----	-----
Total Revenue	\$575,000	\$303,361	52.8%
EXPENDITURES:			
-----			
Capital Outlay	1,382,540	658,825	47.7%
Contractual Services	0	4,900	0.0%
Materials & Supplies	5,000	-	0.0%
Other	-	269	0.0%
	-----	-----	-----
Total Expenditures	\$1,387,540	663,994	47.9%
Excess of Revenues Over Expenditures	(\$812,540)	(\$360,633)	
Fund Balance 7/1/09	\$1,811,899	\$1,811,899	
	-----	-----	
Fund Balance 12/31/09	\$999,359	\$1,451,266	

AGENDA ITEM #IX-A  
 JANUARY 19, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'10

AUXILIARY ENTERPRISE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2009

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Bookstore Sales	\$1,502,000	\$842,397	56.1%
Athletics	57,134	20,901	36.6%
Gifts	-	-	0.0%
Other	188,100	95,193	50.6%
-----	-----	-----	-----
Total Revenue	\$1,747,234	\$958,491	54.9%
EXPENDITURES:			
-----			
Salaries	\$251,180	\$111,725	44.5%
Employee Benefits	44,166	22,059	49.9%
Contractual Services	29,260	19,032	65.0%
Materials & Supplies	1,344,227	1,213,478	90.3%
Conference & Meeting	71,900	27,623	38.4%
Utilities	3,096	800	25.8%
Capital Outlay	6,950	4,719	67.9%
Other Expenditures	101,455	56,377	55.6%
Transfers In	(105,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,747,234	\$1,455,813	83.3%
Excess of Revenues Over Expenditures	\$0	(\$497,322)	
Fund Balance 7/1/09	\$4,803	\$4,803	
-----	-----	-----	
Fund Balance 12/31/09	\$4,803	(\$492,519)	

AGENDA ITEM #IX-A  
 JANUARY 19, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'10

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2009

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$50,391	\$0	0.0%
Vocational Education	153,638	67,881	0.0%
Adult Education	247,831	-	0.0%
Other Illinois Sources	101,533	-	0.0%
Department of Education	3,041,967	2,242,747	73.7%
DCEO	3,538,913	1,893,771	53.5%
RSVP	63,054	18,849	29.9%
Tuition & Fees	405,000	370,811	91.6%
Sales & Service Fees	13,200	6,353	48.1%
Interest	21,500	22,428	104.3%
Non-govt. Gifts, Grants	13,000	28,708	220.8%
Other	195,468	53,437	27.3%
	-----	-----	-----
Total Revenue	\$7,845,495	4,704,985	60.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,733,643	\$840,247	48.5%
Employee Benefits	429,445	176,091	41.0%
Contractual Services	317,764	79,501	25.0%
Materials & Supplies	132,933	181,506	136.5%
Conference & Meeting	180,930	69,919	38.6%
Fixed Charges	83,587	25,261	30.2%
Utilities	17,361	6,403	36.9%
Capital Outlay	24,775	15,115	61.0%
Other Expenditures	2,697,269	1,441,321	53.4%
Financial Aid	2,304,454	1,912,778	83.0%
Transfers In	-	-	0.0%
Transfers Out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,922,161	\$4,748,142	59.9%
Excess of Expenditures Over Revenue	(\$76,666)	(\$43,157)	
Fund Balance 7/1/09	<u>1,903,800</u>	<u>1,903,800</u>	
Fund Balance 12/31/09	\$1,827,134	\$1,860,643	

AGENDA ITEM #IX-A  
 JANUARY 19, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'10  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2009

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$43,768	\$20,150	46.0%
	-----	-----	-----
Total Revenue	\$43,768	20,150	46.0%
EXPENDITURES:			
-----			
Contractual Services	\$42,000	\$42,000	100.0%
	-----	-----	-----
Total Expenditures	\$42,000	42,000	100.0%
Excess of Revenues Over Expenditures	\$1,768	(\$21,850)	
Fund Balance 7/1/09	\$25,871	\$25,871	
	-----	-----	
Fund Balance 12/31/09	\$27,639	\$4,021	

AGENDA ITEM #VIII-D-1  
 JANUARY 19, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'10

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2009

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$698,367	\$274,052	39.2%
Other	-	509	100.0%
-----	-----	-----	-----
Total Revenue	\$698,367	\$274,561	39.3%
EXPENDITURES:			
-----			
Fixed Charges	\$580,987	\$556,393	95.8%
Other	-	-	100.0%
-----	-----	-----	-----
Total Expenditures	\$580,987	\$556,393	95.8%
Excess of Revenues Over Expenditures	\$117,380	(\$281,832)	
Fund Balance 7/1/09	\$313,188	\$313,188	
-----	-----	-----	
Fund Balance 12/31/09	\$430,568	\$31,356	

AGENDA ITEM #IX-A  
 JANUARY 19, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'10

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2009

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,128,600	\$513,908	45.5%
	-----	-----	-----
Total Revenue	\$1,128,600	\$513,908	45.5%
EXPENDITURES:			
-----			
Salaries	\$202,265	\$96,018	47.5%
Employee Benefits	353,019	247,485	70.1%
Contractual Services	355,020	177,335	50.0%
Conference & Meetings	6,000	2,658	44.3%
Fixed Charges	190,287	172,576	90.7%
Contingency	25,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,131,591	\$696,072	61.5%
Excess of Revenues Over Expenditures	(\$2,991)	(\$182,164)	
Fund Balance 7/1/09	\$566,645	\$566,645	
	-----	-----	
Fund Balance 12/31/09	\$563,654	\$384,481	