

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

October 25, 2011

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

3:00 p.m. Tour of Sports Complex and H. C. Mitchell Library

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:
 - September 14, 2011 Board Retreat
 - September 20, 2011 Audit Committee Meeting
 - September 20, 2011 Budget Work Session
 - September 20, 2011 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Audit Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors/Overload (Page 1)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Foundation Memorandum of Understanding and Oversight Committee Addendum (Page 3)
 - 2. Information Technology Services Reorganization (Page 11)
 - C. Personnel (None)

D. Financial

1. 2011 Annual Audit (Page 31)
2. Approval of Independent Contractor for National Science Foundation Grant Project Evaluation (Page 32)
3. Payment of Bills and Agency Fund Report (Page 37)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 39)
- B. Monitoring Report: Workforce Development
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

XI. Old Business

XII. New Business

XIII. Dates of Importance

- A. Next Quarterly Board Retreat – November 30, 2011 at 8:30 a.m. in the Student/Conference Center room H-206 (Breakfast available at 8:00 a.m.)
- B. Next Regular Board Meeting – November 15, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room

XIV. Adjournment

**AGENDA ITEM #VIII-C-1
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS/OVERLOAD

RECOMMENDATION OF THE PRESIDENT: That the part-time/overload instructors listed be approved to teach during the Fall semester of 2011.

BACKGROUND: The instructors listed below have the required training and experience to teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Fall 2011							
First	Last	Subject	Course Title	Clock Hrs	Credit Hrs	Rate	Total Salary
Anki	Fockstedt	OCED290D	Work Place Exp		2	\$435.48	\$217.74*
Anki	Fockstedt	OCED290C	Work Place Exp		2	\$435.48	\$108.87*
Jackie	Barton	Asst. Volleyball Coach					\$2,304.60
Sharon	Schultz	Intramural Coach					\$500.00
Elwyn	Webb	Director for Children's Show					\$2,000.00
Nadia	Wirchnianski	Accompanist for Highland Chorale					\$1,350.00
Randy	Welp	Director for Fall Show					\$1,500.00
Judi	Snyder	LIBS199DHB	FYES		2	\$488.47	\$976.94
Judi	Snyder	LIBS199BHB	FYES		2	\$488.47	\$976.94
Beverly	Stearns	LIBS199CSS	FYES		2	\$450.48	\$900.96
Beverly	Stearns	LIBS199AXX	FYES		2	\$450.48	\$900.96
Rudolph	Nielsen	LIBS199OXX	FYES		2	\$503.47	\$1,006.94
Connie	Visel	COMM120C	College Read Strategies		3	\$503.47	\$1,510.41
Colette	Binger	PSY160N	Psychology of Human Rel		2	\$503.47	\$1,006.94
West Carroll High School		ENGL121DC	Rhet & Comp I		3	\$488.47	\$732.71*
Tom	Bergstrom	Autobody Early Start					\$2,903.79
Dagny	Brandt	MUS172A	Applied Music Minor				\$190.00
Dagny	Brandt	MUS171A	Applied Music Major				\$2,660.00
Gary	Brubaker	MUS172A	Applied Music Minor				\$190.00
Jody	Brubaker	MUS171A	Applied Music Major				\$760.00
Ken	Eicholz	MUS171A	Applied Music Major				\$380.00
John	Hartman	MUS172A	Applied Music Minor				\$190.00
John	Hartman	MUS1721A	Applied Music Major				\$760.00
Chris	Parkinson	MUS172A	Applied Music Minor				\$950.00
Allen	Redford	MUS171A	Applied Music Major				\$380.00
Georgia	Balsamo	CED020ACC	Food Sanitation Refresher	6		\$23.40	\$140.40
Georgia	Balsamo	HMEC192BCC	Food Sanitation		1	\$450.48	\$450.48
Allen	Reed	CED020NCC	Bee Keeping	6		\$23.40	\$138.24
Debbie	Miller	CED020CCC	Card Making	8		\$23.40	\$184.32
*Pro rated based on students							

**AGENDA ITEM #IX-B-1
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**FOUNDATION MEMORANDUM OF UNDERSTANDING
AND OVERSIGHT COMMITTEE ADDENDUM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached Memorandum of Understanding (MOU) and oversight committee addendum between Highland Community College and the Highland Community College Foundation. This MOU replaces the current operational MOU approved by the Highland Board of Trustees on December 17, 2002 and outlines the principles of operation which govern the relationship between the College and the Foundation.

BACKGROUND: In the conduct of business, the College and the Foundation recognize that they are separate organizations with separate identities, and that the activities of the Foundation will be conducted only to serve the interests of Highland Community College.

In addition to this operational MOU, two other distinct and separate MOUs exist: 1) an MOU dated August 21, 1990 regarding the Endowment Challenge Grant; and, 2) the MOU regarding accounting principle GASB 39 which clarifies that the Foundation is considered a “component unit” of the College for financial reporting in the annual audit.

The College is an organization of higher education, governed by the Public Community College Act, 110 ILCS 805/1-1, *et. seq.* The Foundation was established in 1962 to raise monies in support of the College and is organized as a not-for-profit corporation, governed by the General Not For Profit Act of 1986, 805 ILCS 105/101.01, *et seq.* Although the College and the Foundation are related in their mission, they are distinct legal separate entities.

BOARD ACTION: _____

MEMORANDUM OF UNDERSTANDING
An Agreement between Highland Community College
and
the Highland Community College Foundation.

WHEREAS, the Highland Community College Foundation (the "Foundation") was organized and incorporated in 1962 for the sole purpose of generating, receiving, holding, investing, managing and allocating funds for the benefit and advancement of Highland Community College (the "College"); and Whereas the Foundation is an independent 501(c)(3) non-profit corporation established pursuant to the Laws of the State of Illinois and Regulations prescribed by the Internal Revenue Service; and

WHEREAS, the College is an institution of postsecondary education created through the Illinois Community College Act and the Statutes of Illinois ; and

WHEREAS, both the College and The Foundation have the authority to enter into such agreements as the governing Board of each entity deems essential for their respective purposes; and

WHEREAS, both parties desire to formalize their relationship to achieve an agreement on their respective roles in the advocacy for support for the College;

NOW THEREFORE, in consideration of the mutual covenants, promises, and agreements contained herein, the Foundation and the College agree as follows:

1.0 RESPONSIBILITIES OF THE COLLEGE

1.1 The College shall share annually with the Foundation its strategic plan, institutional priorities, projects and resource requirements so that the Foundation may represent the direction and needs of the College to donor prospects and align its programs and campaigns consistent and in concert with the strategic objectives of the College.

1.2 The College shall promptly alert the Foundation to prospective donors and/or gifts so that each opportunity for enhancing gift potential and donor relations can be fully utilized for the benefit of the College.

1.3 In consideration of the Foundation's services and contributions to the College, the College agrees to provide the payroll and human resource services detailed in Article 3.4 hereof.

1.4 In exchange for payment of a sum to be negotiated in good faith, the College agrees to make available to the Foundation office space, utilities, technology support services, hardware, software and other appropriate office equipment required to support Foundation services.

1.5 The College agrees to provide at no cost to the Foundation access to other services provided by the College that include printing, audio-visual, duplicating, public relations, event scheduling and related facilities.

1.6 The College shall cooperate with and support the Foundation in the development of the Foundation's fund raising programs and campaigns as is necessary for their successful conduct.

1.7 The College shall be represented on the Board of Directors of the Foundation by the President of the College and one Trustee at-large nominated by the Chair of the Board and approved by the College Board. Both College representatives serve ex-officio during their respective terms of office with voting rights. They agree to attend the meetings of the Foundation Board, and to regularly report the action of the meetings to the College Board of Trustees. The representatives appointed by the College pursuant to this paragraph shall also be members of the Foundation Executive Committee, serving ex-officio with voting rights on said committee.

1.8 The College's authorized agent for purposes of administration of this agreement is the College President.

1.9 The College shall provide names and addresses of alumni from its database for use in providing affinity programs or other services and for solicitation, unless an alumnus indicates an a preference for non-disclosure.

1.10 The College shall provide names and addresses of College Staff and Faculty for purposes of solicitation for the Foundation only.

2.0 RESPONSIBILITIES OF THE FOUNDATION

2.1 The Foundation shall raise, invest and endow funds given to support the mission of the College and for specific College purposes in accordance with the laws of the State of Illinois and all applicable federal laws. Such funds collected shall be used solely for instructional, student and institutional programs or as otherwise specifically authorized by the Articles of Incorporation of the Foundation .

2.2 The Foundation shall solicit gifts in the name of the Foundation for the benefit of the College. Correspondence, solicitations, activities, and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.

2.3 The Foundation shall conduct its activities in such a manner to maintain its status as a tax-exempt charitable organization under state and federal laws.

2.4 The Foundation shall plan all fund raising activities and the promotion and sponsoring of programs in support of the College in a manner consistent with the mission of purpose of the College and in close cooperation and direct input from the President of the College or another College representative designated by said President.

2.5 The Foundation will assume financial responsibility for its operating costs, including the cost of the audit, supplies, postage, telephone, fund raising costs, projects and donor recognition programs.

2.6 The Executive Director of the Foundation shall notify the Foundation Board of Directors of any requests for substantial disbursements or expenditures from the Foundation, and shall coordinate with the President of the Foundation to effectuate any such disbursements or expenditures which are approved by the Foundation Board. Provided, any expenditures from restricted funds shall be made only in accordance with the restrictions placed on the gift by terms of agreement between the Foundation and the donor.

2.7 The Foundation shall notify the College President and the Board of Trustees of potential real estate and estate gifts that contain unusual terms or restrictive conditions that may subject them to the approval of the College Board of Trustees.

2.8 The Foundation shall hold, invest, manage and allocate funds and property received in the name of the Foundation, and such endowments received in the name of the College and transferred to the Foundation to be managed on its behalf according to their terms. Such endowments shall be separately accounted for and the income reported annually to both the Foundation Board and the Highland Community College Board of Trustees.

2.9 When a question arises as to the acceptability of an offered gift, the Foundation's Executive Director will confer with the College President before directing a response to the donor. The Foundation and/or the College President have the right to refuse any contribution, donation or gift which comes from a source or with an intention that, in the determination of the Foundation Board and College President, is not in concert with the College's mission or its inherent legal, moral or ethical standards. In no event shall the Foundation accept any gift, donation, or grant which creates future liability for the College without first obtaining advance written approval of such liability from the College.

2.10 The Foundation shall have in place appropriate accounting and gift management systems to ensure that financial and donor transactions are routinely maintained in accordance with generally accepted business and accounting practices.

2.11 The Foundation shall have an annual audit of its financial transactions by a certified public account qualified in the audit of non-profit organizations. Under Illinois law, the Foundation is considered a "component unit" of the College and as such the Foundation audit shall be shared with the College Board of Trustees.

2.12 The Foundation's Executive Director shall provide a copy of the audit and the annual report to the Board of Directors of the Foundation and the College President outlining gift income, expenditures, investments and the general fiscal operations of the Foundation.

2.13 The Foundation's Executive Committee and the College President shall consult with each other before submitting any changes in the nature, scope or purpose of the Foundation as stated in the Articles of Incorporation to the full Foundation Board for approval.

2.14 The College shall provide to the Foundation an up to date Alumni database. The Foundation may use the alumni database for solicitations unless an alumnus indicates a preference for non-disclosure. The Foundation acknowledges that the alumni database is the College's proprietary information and can only be used for purposes outlined in this agreement. The Foundation is expressly prohibited from

supplying or selling the alumni list to another entity, except for purposes of assuring correct addresses or potential for gifting to the Foundation.

2.15 The Foundation shall conduct an annual Staff/Faculty Campaign. The Foundation acknowledges that those names and address are proprietary to the College and may not be supplied or sold to another entity.

3.0 RELATIONSHIP BETWEEN THE COLLEGE AND THE FOUNDATION

3.1 The College acknowledges and accepts the separate and independent nature of the Foundation and the Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement and support of the educational and service programs of the College.

3.2 Notwithstanding any other provision of this Agreement, the Foundation shall have and at all times retain sole and exclusive control over the investment, management, administration, and expenditure of all funds held by the Foundation.

3.3 The Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities and judgments. The Foundation shall not use funds belonging to the College and managed by the Foundation on its behalf for the satisfaction of any such obligation, debt, liability or judgment.

3.4 Employees. Foundation employees shall for all purposes be deemed employees of the Foundation, and shall ultimately report to the Executive Director of the Foundation. However, the parties acknowledge that due to the disparities in numbers of total employees, certain efficiencies may be achieved by utilizing the College's human resources. To such end, the College agrees to provide the following:

- A. Payroll services;
- B. Human Resource services; and
- C. Employment Benefits, including, but not limited to employer-matched retirement benefits and health care.

Provided, the Foundation shall promptly reimburse the College for all wages, payroll taxes, benefit premiums and other direct employee costs expended by the College.

3.5 Oversight Committee. It is in the best interests of both the College and the Foundation for the College to have input concerning the performance of the Executive Director of the Foundation. To this end, the College and the Foundation agree that the Foundation shall observe the following management structure.

- A. The Executive Director of the Foundation shall coordinate with the President of the College on day-to-day ministerial acts.

- B. The Foundation shall establish an Oversight Committee, which shall have direct supervision of the Executive Director of the Foundation. Said Committee shall be a standing committee of the Foundation board, and shall be formalized by any necessary changes to the Foundation's bylaws.
- C. The Oversight Committee shall consist of five (5) members. Said members shall be the following persons, or their designee: the College President, the President of the College Board of Trustees, the President of the Foundation Board, and one (1) appointee from each of the College and the Foundation Boards.
- D. The Oversight Committee shall review the performance of the Executive Director of the Foundation on a regular basis according to a schedule determined by the Oversight Committee, but in no event shall such review take place less frequently than every six (6) months. Failure to meet as required hereby shall not in any way invalidate the authority of the Committee, but both the Foundation Board and the College Board shall take such steps as are necessary to ensure substantial compliance with this provision.
- E. Except as otherwise provided for herein, the recommendations made by the Oversight Committee shall be presented to the Executive Committee of the Foundation Board at its next regularly scheduled meeting as an action item.

3.6 No Agency. Neither the College nor the Foundation shall have any authority to act in any manner on behalf of the other, and shall have no liability for the actions of the other.

4.0 TERM

This agreement is renewable annually upon review by both parties 60 days before the end of the fiscal year. This agreement may be terminated by either the College or the Foundation upon written notice outlining the reasons for the termination at least ninety (90) days in advance of the end of the fiscal year of the entity being notified (the fiscal year currently ends on June 30 for each entity). Provided, that unless terminated in accordance with the provisions of this paragraph, this Agreement shall automatically renew on an annual basis for consecutive one (1) year terms.

5.0 GOVERNING LAW

This agreement shall be construed under and governed by the laws of the State of Illinois.

***** REMAINDER OF PAGE LEFT INTENTIONALLY BLANK *****

[SIGNATURES APPEAR ON FOLLOWING PAGE]

6.0 MISCELLANEOUS PROVISIONS

This agreement constitutes the entire agreement between the parties. Modifications, amendments or additions to this agreement, in order to be effective, must be in writing and signed by both parties. Inaction or failure to demand strict performance of the terms hereof shall not be deemed a waiver of any provision of this agreement. The contracting parties represent that each has the authority to execute this agreement, to enter into the transactions contemplated by this agreement and to perform its obligations under this agreement. This Agreement is personal to the parties hereto, and shall not be assigned or assignable by either party.

IN WITNESS WHEREOF, the undersigned parties through their authorized representative have executed this agreement.

Highland Community College

Highland Community College Foundation, Inc.

By: _____

By: _____

(Signature)

(Signature)

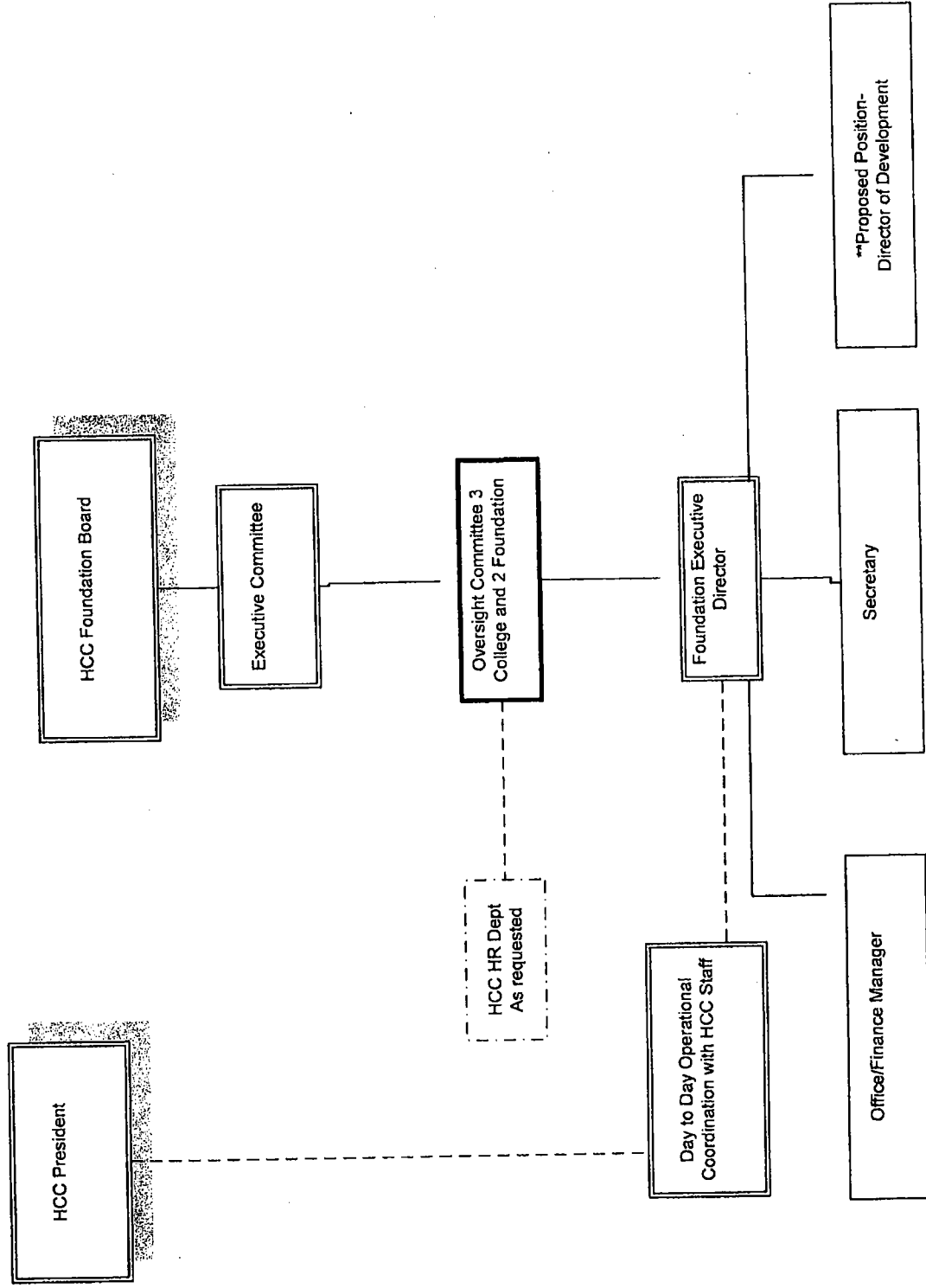
Chairman, Highland Community College
Board of Trustees

President, Highland Community College
Foundation Board of Directors

(Date)

(Date)

Oversight Committee Addendum



**AGENDA ITEM #IX-B-2
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

INFORMATION TECHNOLOGY SERVICES REORGANIZATION

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve a reorganization of the Information Technology Services (ITS) Department as noted below, along with the job description changes for affected positions, effective October 26, 2011.

BACKGROUND: Highland's Information Technology Services (ITS) team is responsible for ensuring that the College has an enterprise approach to effectively using technology, balancing stakeholder needs with limited resources. To that end, we propose a reorganization of the ITS team to best utilize human and financial resources.

The recommended changes are as follows:

- (1) Nathan Hensal, currently the Director, ITS, Network, Desktop, and AV Support, would fill the position of Director, ITS and the position of Director, ITS, Administrative Applications would become inactive. The position Director, ITS, would be placed on the Highland's Salary Range Table at range 70 (\$58,860-\$88,289), with a recommended salary of \$73,800 for Mr. Hensal.
- (2) Two positions, which existed in similar forms in the past, would be included in the new ITS structure.
 - a. The Administrative Applications Administrator would be responsible for the College's enterprise resource planning system (Banner) and would be placed at range 55 (\$40,641-\$60,961) on Highland's Salary Range Table.
 - b. The Network Administrator would be responsible for the campus network and server system and would be placed at range 58 (\$43,765-\$65,648) on Highland's Salary Range Table.
- (3) The reorganization includes title changes for certain positions with no change to positions' salary range placement or incumbents' salary.
 - a. The Information Technology Services Technician position would have a change in title to Workstation/Network Client Analyst. Peter Fink, Brian Leahy, and Nina Whalen hold this position.

BOARD ACTION: _____

- b. The Audio Visual Technician position title would change to Audio Visual Specialist. This position is held by Mike Gunderson.

The job titles changes are being recommended to more accurately reflect the level of work that is being done in each of the positions.

- (4) Reporting relationship changes for positions in the department would be made so that all positions within the ITS Department would report to the Director, ITS.

The following proposed revised job descriptions reflect the changed responsibilities that each position will assume, position title changes, as well as the reporting relationship changes of staff job descriptions.

Technology services and products are increasingly expected by the College's stakeholders. The ITS Department is responsible for the maintenance and reliability of primary systems, for user training and support, for regulatory compliance, and for strategically managing the College's technological offerings. This structure allows for the College to utilize the leadership and technical skills of current employees, while filling positions that are greatly needed. The net cost of the reorganization to the Operating funds is about \$26,000, after reallocating one of the Workstation/Network Client Analyst positions to the Technology Fee fund. It should be noted that from FY'10 to FY'11, a change in the Audio Visual department saved the Operating Funds about \$35,000. Funding for this reorganization is included in the FY'12 budget planning process.

Highland Community College Position Description

TITLE: ~~Information Technology Services Technician~~ Workstation/Network Client Analyst*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide ~~technical~~ comprehensive and ongoing support for all college owned computer hardware, wireless devices, software, printers, network devices and systems.

PRINCIPAL DUTIES: (essential functions)

- Creates end user computing environments for all users and labs including desktops, laptops, handhelds, Novell client configuration, and antivirus and malware prevention strategies.
- ~~Troubleshoots~~ Researches and resolves software and hardware conflicts, network connections and related issues.
- Identifies and repairs College owned hardware.
- ~~Builds new images for campus PC's and updates and maintains existing images for all users and labs.~~
- Plans, develops, tests, and analyzes operating system and applications for deployment to all campus computers using best practice procedures.
- Installs, sets up, and supports wireless devices such as notebooks, smartphones, iPads, and tablets using wireless connectivity technologies.
- Staffs the call center telephones and e-mail for all campus support requests.
- Documents problem resolution in the ITS knowledge base for future reference.
- Maintains inventory levels of all software and hardware related materials and supplies and orders as needed. Maintains software licenses and agreements.
- Documents and maintains inventory of all campus desktop/laptop/mobile computing systems.
- Provides technical instruction and training to faculty, staff and students on use of campus technology.
- ~~Makes work schedules, prepares training materials and prepares time sheets for student workers and student interns.~~
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles and capabilities of hardware, operating system software and peripheral equipment in a networked environment.

Knowledge of desktop, network, and server hardware, security devices, and software and its successful implementation according to College policy

~~Knowledge of computer hardware and software, including Microsoft Windows and MS Office.~~

Knowledge of the capabilities of computer hardware, software and operating systems.

Knowledge of hardware and software troubleshooting techniques.

Knowledge of job related technical terminology.

Skill in operating and maintaining computer and peripheral equipment safely and competently.

Skill in analyzing hardware and software malfunctions and determining effective solutions.

Skill in using basic tools, equipment and procedures for repairing computers and peripherals.

Skill in comprehending and effectively communicating job related technical terminology.

Adopted 4/23/1996

Workstation Network Client Analyst jd.october 2011 ~~Workstation Networ~~

Skill in responding professionally, effectively and efficiently to customer service requests.
Skill in prioritizing multiple tasks, projects and demands.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 40 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree in information technology preferred and ~~two~~ three (3) years related work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None~~, A+ Certification preferred.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Information Technology Services for Network, Desktop and AV Services

APPOINTED BY: President.

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 2309

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

LAST REVISED: ~~8/19/08~~ 10/25/11 *[Pending Board Approval]

Highland Community College Position Description

TITLE: ~~Director, Information Technology Services for Administrative Applications~~ Administrative Applications Administrator*

GENERAL STATEMENT OF RESPONSIBILITIES: ~~To oversee, manage, and provide direction and technical support for the College administrative applications. To administer the college's administrative application systems; to enable the college users to achieve best practice processes through the use of administrative application systems; to plan and manage application upgrades and enhancements to maximize features and functions that best meet the needs of the college's business practices and the administrative applications systems.~~

PRINCIPAL DUTIES: (essential functions)

- ~~Develops annual initiatives for administrative applications that align with and support the College's strategic plan and direction.~~
- ~~Provides high-level support as well as oversight and daily work and project coordination for assigned staff administration duties as appropriate to the administrative systems~~
- ~~Monitors and makes recommendations for administrative applications users to prioritize and collaborate on administrative application projects and their associated resources.~~
- ~~Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.~~
- ~~Identifies, prioritizes and monitors administrative application projects and associated resources.~~
- ~~Prepares and administers the annual budget and makes recommendations for the purchase of supplies, materials and equipment. Negotiates contracts for the College's hardware and software.~~
- ~~Works in collaboration with the Director, Information Technology Services for Network, Desktop and AV Support.~~
- In conjunction with the Director, Institutional Research, coordinates ITS priorities related to the College's data needs.
- Maintains administrative applications by researching upcoming software releases and patches on listservs and vendor websites. Downloads, stages and prints documents for new administrative software releases and patches.
- Assists DBA with administrative software and Oracle and Linux upgrades and patches.
- Provides support to end users on all administrative applications. Identifies, researches and resolves technical problems with administrative applications. Documents, tracks and monitors problems to ensure timely resolution.
- Distributes release guides and communicates software changes and enhancements to end-users.
- Provides leadership on all projects involving administrative applications. Secures consultants, establishes timelines, creates and maintains project plans, communicates with vendor account managers and other project team members regarding projects and assists in resolving technical problems.
- Creates and maintains user accounts for Administrative Applications.
- Assists with writing appropriate data policies.
- Performs other duties as assigned.

Adopted 2/7/1980

~~Dir. ITS for Administrative Applications~~ Administrative Applications Administrator-doe

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of major administrative or educational computer systems, preferably Banner.
 Knowledge of Oracle.
 Knowledge of SQL*Plus.
 Knowledge of systems analysis to support administrative and business functions.
 Knowledge of installation, testing and evaluation processes in relation to new software.

KNOWLEDGE AND SKILLS REQUIRED (CONTINUED):

Knowledge of principles and methods of strategic planning, budgeting and operations within an information technology department.
 Knowledge of project initiation, prioritization and information technology allocation processes.
 Knowledge of management and implementation of organization-wide administrative and academic software projects.
 Knowledge of personnel management and supervisory principles and practices.

Skill in ensuring backup systems are maintained to protect critical systems.
 Skill in identifying requirements for additional resources or changes to current administrative software systems.
 Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.
 Skill in identifying problems, evaluating alternatives and implementing effective solutions.
 Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.
 Skill in providing technical assistance to end users regarding administrative applications issues and problems.
 Skill in responding professionally, effectively, and efficiently to customer service requests.
 Skill in assessing and prioritizing multiple tasks, projects, demands.
 Skill in performing complex analytical and technical work that includes planning, maintaining and improving database systems.
 Skill in creating and implementing software solutions that meet user requirements.
 Skill in analyzing, reviewing and revising programs as well as new products and processes in order to improve operating efficiency.
 Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: ~~Bachelor's Associate's degree~~ in information technology, computer science or a related field, Bachelor's degree preferred, and five (5) years direct experience with administrative application software systems, analysis, and design, preferably SunGard Banner five (5) years work experience with Banner and working knowledge of relational databases, preferably Oracle OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

Adopted 2/7/1980

REPORTS TO: ~~Vice President, Administrative Services~~ Director, ITS Information Technology Services

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION: Exempt

CLASS CODE: ~~6225~~2316

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

LAST REVISED: ~~8/19/08~~ 11/02/11 *[Pending Board Approval]

**Highland Community College
Position Description**

TITLE: Administrative Applications Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide support for Banner and WebFOCUS applications.

PRINCIPAL DUTIES: (essential functions)

- Assist in providing support to all Banner and WebFOCUS users.
- Trains and supports end-users in the use of information gathering tools, the data repository and the administrative software.
- Work closely and collaboratively with all personnel associated with supporting administrative applications.
- Maintain strategies for data integrity in the Banner database and data warehouse as established by Data Administrator.
- Supports the College's Institutional Research department with data-related priorities and needs.
- Assist with enhancements to the existing Banner system.
- Assist with the implementation of new Banner modules or functions.
- Respond to user requests for ad hoc reports and queries against the Banner database and the data warehouse and ensure accuracy of ad-hoc reports and data queries.
- Back up Data Administrator with production and timely transmission of reports required by the ICCB, other state and federal reporting agencies and internal departments using reporting tools adopted by the College.
- Create and maintain documentation for all reports written in-house by this position.
- Assist with the identification, collection, and organization of the College's historical student and financial data.
- Prepare suitable documentation of all activities related to the above duties.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of educational and governmental agency reporting requirements.

Knowledge of principles of relational databases and processes to extract accurate data.

Knowledge of multiple data management software packages

Knowledge of logical relationships and processes in interpreting and describing data diagrams.

Knowledge of SQL*Plus, Banner, MS Access, MS Excel.

Knowledge of a 3rd generation reporting tool such as WebFOCUS, Discoverer, Cognos, Crystal Reports.

Skill in operating complex relational database software and a complex suite of programs that are capable of sharing documents of different formats.

Skill in generating reports, data sets and data extracts utilizing GUI tools such as TOAD and WebFOCUS.

Skill in operating multiple data management software packages.

Skill in drawing, interpreting and describing data diagrams.

Skill in using logic to work through problems and accurately envision multiple scenarios that may impact the outcome.

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

Skill in prioritizing multiple tasks, projects and demands.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: Associate's degree in information technology, computer science or a related field and three (3) years work experience with management information systems OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Information Technology Services for Administrative Applications

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2311

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

ADOPTED: ~~8/19/08~~ **LAST REVISED:** 10/25/11 *[Pending Board Approval]

**Highland Community College
Position Description**

TITLE: Audio Visual ~~Technician~~ Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: To design, install, support, maintain, repair and troubleshoot College audio visual equipment.

PRINCIPAL DUTIES: (essential functions)

- Designs, installs, configures, and instructs on audio visual equipment, including temporary equipment and audiovisual racks and furniture.
- Answers questions, troubleshoots problems and resolves issues with equipment performance.
- Coordinates, implements and manages programs and procedures in the audiovisual department.
- Records, edits, designs and produces videotapes and/or DVDs of College programs and curriculum for internal use as well as for student and public purchase.
- Processes office requests and other paperwork and maintains necessary data.
- Hires, trains, assigns work and supervises assigned staff, including student workers.
- Maintains and inventories College audiovisual equipment and supplies.
- Provides recommendations and requested reports to supervisor related to audiovisual departmental matters.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles and practices associated with audio and visual technology operation.
 Knowledge of audio and visual satellite technology.
 Knowledge of basic operation and maintenance of audio and visual equipment.
 Knowledge of principles and practices associated with supervising, training and evaluating workers.

Skill in connecting and operating audio and video equipment.
 Skill in troubleshooting problems with audio and video equipment and connections.
 Skill in recording and dubbing audiovisual presentations.
 Skill in scheduling and assigning work to others.
 Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in classroom environments. Subject to standing, walking, sitting, bending, reaching overhead, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 50 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate’s degree preferred and two (2) years audiovisual work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: Director ~~ITS for Network, Desktop and AV Support,~~ Information Technology Services

APPOINTED BY: President.

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 2305

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

ADOPTED: ~~2/23/10~~ **LAST REVISED:** 10/25/11 *[Pending Board Approval]

Adopted 2/23/10

~~Audio Visual Technician~~ Audio Visual Specialist. october 2011

Highland Community College Position Description

TITLE: Data Administrator*

GENERAL STATEMENT OF RESPONSIBILITIES: To identify, collect, design, code, test, verify, implement and standardize accurate external and internal data requirements, including reports, data submissions and data extracts using multiple data extraction and manipulation tools.

PRINCIPAL DUTIES: (essential functions)

- Develops and maintains strategies for data integrity in the Banner database and data warehouse.
- Administers WebFOCUS, creating and maintaining domains, groups and users, distribution of reports and security of data.
- Assists with administrative software upgrades
- Establishes, implements and reviews procedures for data capture in the Banner system including procedure review and preparation assistance.
- Provides guidance to the Administrative Application Specialist for data interpretation, requirements and reporting.
- Supports the College's Institutional Research department with data-related priorities and needs.
- Designs, develops, verifies and standardizes accurate federal, state and internal reports using multiple reporting tools. Maintains up to date documentation on information collection processes.
- Adhering to defined requirements, downloads/uploads data from/to numerous sources in order to extract and supply data for various entities and reports.
- Assists with the collection, organization and analysis of historical and financial data.
- Creates and upgrades systems to support business reporting requirements for mandated and/or scheduled reporting to state and federal agencies and campus users, including identifying, compiling and incorporating data from various college departments.
- Uses source tables and administrative software system to maintain the integrity of the administration system data by troubleshooting report discrepancies and developing data integrity reports. Verifies integrity of data in the college's data repository on an ongoing basis, including extensive testing following the rollout of new releases.
- Plans, converts, authenticates and implements conversion of reports following scheduled upgrades/enhancements. Converts and/or deploys existing reports from non-secure ad hoc system to secure ad hoc system.
- Designs, maintains and implements reporting objects in data repository for use in the reporting environment for campus users. Identifies, requests and justifies product enhancement requests to administrative software vendor for the data repository.
- Trains and supports end-users in the use of information gathering tools, the data repository and the administrative software.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of educational and governmental agency reporting requirements.

Knowledge of principles of relational databases and processes to extract accurate data.

Knowledge of multiple data management software packages

Knowledge of logical relationships and processes in interpreting and describing data diagrams.

Knowledge of SQL*Plus, Banner, MS Access, MS Excel.
Knowledge of a 3rd generation reporting tool such as WebFOCUS, Discoverer, Cognos, Crystal Reports.

Skill in operating complex relational database software and a complex suite of programs that are capable of sharing documents of different formats.

Skill in generating reports, data sets and data extracts utilizing GUI tools such as TOAD and WebFOCUS.

Skill in operating multiple data management software packages.

Skill in drawing, interpreting and describing data diagrams.

Skill in using logic to work through problems and accurately envision multiple scenarios that may impact the outcome.

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

Skill in prioritizing multiple tasks, projects and demands.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: Associate's degree in information technology, computer science or a related field and three (3) years work experience in information dissemination environment OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Information Technology Services ~~for Administrative Applications.~~

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2315

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

LAST REVISED: ~~8/19/08~~ 10/25/11 *[Pending Board Approval]

Highland Community College Position Description

TITLE: Director, Information Technology Services for ~~Network, Desktop and AV Support*~~

GENERAL STATEMENT OF RESPONSIBILITIES: Strategically lead, manage, design, and implement access to enterprise administrative applications. ~~To oversee, manage, design and implement access to network data, applications, and AV services to best meet the needs of students, faculty and staff.~~

PRINCIPAL DUTIES: (essential functions)

- Constructs and aligns the technology systems and initiatives with College priorities, funding and goals of the College,
- Develops IT and AV multi-year and annual initiatives that align with and support the College's strategic plan and direction.
- Provides high-level technical support as well as oversight and daily work and project coordination for ITS technicians and AV staff.
- ~~Trains,~~ Supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Identifies, prioritizes and monitors projects and associated resources through departmental staff communication, campus environmental scans, and monitoring external trends in higher education.
- Prepares and administers the annual budget and makes recommendations for the purchase of supplies, materials and equipment. Negotiates contracts for the College's hardware and software.
- ~~Works in collaboration with the Director, Information Technology Services for Administrative Applications.~~
- In conjunction with the Director, Institutional Research, coordinates ITS priorities related to the College's data needs.
- Responsible for oversight of campus enterprise resource planning systems software and hardware as well as campus network infrastructure, server and storage systems, and their associated applications and services. Monitors and maintains/oversees campus network and server system. Reviews usage patterns and upgrades systems and services when necessary to maintain optimal system configuration and performance.
- Oversees the design, management and implementation of new network services and enterprise resource planning system initiatives.
- Coordinates and works with other technical and non-technical staff as well as vendors.
- ~~Works with network users in maintaining optimal configuration of their user environment and access to data and applications.~~
- ~~Maintains related file storage services, print services, applications and online services that may run on different operating systems.~~
- ~~Designs, manages and implements new network services, including system upgrades.~~
- ~~Coordinates and works with other technical and non-technical staff as well as vendors; plans and implements capacity and resource expansion.~~
- ~~Assists technicians with large scale or difficult application deployments and upgrades.~~
- ~~Maintains and provides network accounts for students, faculty and staff.~~
- Researches and stays current on solutions for support issues and future growth projects as relevant to the College's systems and trends in higher education.

- Oversees and participates in the implementation of campus data recovery plan, backup procedures, and security measures for all software and hardware resources.
- ~~Administers and tests campus data backup solutions. Performs periodic sample data restore operations, fine tunes backup software settings and ensures tapes are rotated off-site for disaster recovery purposes.~~
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of connectivity, accessibility and security standards for computer systems and audio-visual equipment.

Knowledge of current principles and practices of audio-visual and information technology and applications development in an educational environment.

~~KNOWLEDGE AND SKILLS REQUIRED: (CONTINUED)~~

~~Knowledge of principles and methods of strategic planning, budgeting and operations within an information technology department.~~

~~Knowledge of project initiation, prioritization and information technology allocation processes.~~

~~Knowledge of personnel management and supervisory principles and practices.~~

~~Knowledge of network operating system software such as Linux, Netware-VMware or Windows.~~

~~Knowledge of network operating system service administration such as disk storage, user and application security and managed network printing.~~

~~Knowledge of desktop, network, and server hardware, security devices, and software and its successful implementation according to College policy.~~

~~Knowledge of management and implementation of organization-wide administrative and academic software projects, including their respective operating platforms and databases.~~

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

~~Knowledge of security, firewalls, antivirus software and deployment and spyware prevention and removal.~~

Skill in maintaining and monitoring network operating systems to ensure high availability and functionality.

Skill in maintaining backup systems to ensure critical systems are protected.

Skill in identifying requirements for additional resources or changes to current systems.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

Skill in identifying problems involving integrated operating systems and hardware platforms, evaluating alternatives and implementing effective solutions.

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

Skill in safely utilizing specialized testing equipment and tools.

Skill in responding professionally, effectively and efficiently to customer service project, and expansion/growth requests.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

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

REQUIRED LICENSE/CERTIFICATION: None. Network, project management, or any other relevant IT certifications preferred. ~~Certified Network Administrator or Certified Network Engineer preferred.~~

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Vice President, Administrative Services

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6226

JOB SERIES/FAMILY: Administrative Series/Administrative Group

LAST REVISED: ~~8/19/2008~~10/25/11 *[Pending Board Approval]

Highland Community College Position Description

TITLE: Network Administrator*

GENERAL STATEMENT OF RESPONSIBILITIES: To design and implement access to network data, applications, and services to meet the needs of students, faculty and staff.

PRINCIPAL DUTIES: (essential functions)

- Monitors and maintains campus network and server system. Reviews usage patterns and upgrades systems and services when necessary to maintain optimal system configuration and performance.
- Works with network users in maintaining optimal configuration of their user environment and access to data and applications.
- Maintains related file storage services, print services, applications and online services that may run on different operating systems.
- ~~Provides high level technical support and daily work/project coordination for technicians.~~
- ~~Designs, manages and implements~~ Coordinates new network services, including system upgrades.
- Coordinates and works with other technical and non-technical staff as well as vendors; plans and implements capacity and resource expansion.
- Assists technicians ~~with large scale or difficult application~~ deployments and upgrades.
- Maintains and provides network accounts identities for students, faculty and staff, ensuring proper access to proper resources as authorized by appropriate channels.
- Maintains core network infrastructure, including network cabling and campus wiring closets, network inventory, and physical security of wiring closets.
- Researches and stays current on solutions for support issues and future growth projects.
- Administers and tests campus data backup solutions. Performs periodic sample data restore operations, fine tunes backup software settings and ensures tapes are rotated off-site for disaster recovery purposes.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of network operating system software such as Linux, ~~Netware-VMware~~ or Windows.
 Knowledge of network operating system service administration such as disk storage, user and application security and managed network printing.
 Knowledge of hardware, tools, equipment and materials used in networking such as switches, routers, protocols and devices.
 Knowledge of security, firewalls, antivirus software and deployment and spyware prevention and removal.

Skill in operating and maintaining network operating systems.
 Skill in solving technical problems involving integrated operating systems and hardware platforms.
 Skill in safely utilizing specialized testing equipment and tools.
 Skill in responding professionally, effectively and efficiently to customer service requests.
 Skill in prioritizing multiple tasks, projects and demands.
 Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

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

REQUIRED LICENSE/CERTIFICATION: ~~None. — Certified Network Administrator or Certified Network Engineer preferred.~~ Network administration certifications preferred.

SECURITY SENSITIVE POSITION: ~~May require~~ Requires a criminal background check.

REPORTS TO: Director, Information Technology Services

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2317

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

LAST REVISED: ~~10/24/06~~ 10/25/11 *[Pending Board Approval]

Highland Community College Position Description

TITLE: Database Administrator/System Administrator*

GENERAL STATEMENT OF RESPONSIBILITIES: To maintain the college's Oracle databases, UNIX servers and the applications that run on the servers.

PRINCIPAL DUTIES: (essential functions)

- Reviews system and database activity, backup logs, available storage and researches unusual events daily. Resolves issues to ensure servers are available for use.
- Maintains efficient and reliable backup, recovery, and archival procedures.
- Maintains servers and databases by researching upcoming software releases and patches on listservs and vendor websites. Downloads, stages, prints documents and installs new releases and patches.
- Maintains security related functions for business continuity and information assurance of all campus UNIX servers.
- Provides internal support to the department by strategizing on future technology needs, planning future budgetary needs, researching latest security vulnerabilities, and operating system and application software upgrades and patches.
- Acts as a backup to the Network Administrator.
- Responds 24 hours a day, 7 days a week to a downed system or service.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of information technology practices, standards and protocols.
 Knowledge of systems administration and program and/or web application development.
 Knowledge of troubleshooting techniques used to resolve system related problems.
 Knowledge of SQL programming, database systems and development theories.
 Knowledge of local area networks, client-server technology.
 Knowledge of database integrity and security standards.

Skill in installing, deploying and upgrading servers and database systems.
 Skill in monitoring and analyzing the performance of servers and database systems.
 Skill in providing technical assistance to other ITS staff regarding database issues and problems.
 Skill in maintaining documentation and performing routine systems and database maintenance activities.
 Skill in responding professionally, effectively and efficiently to customer service requests.
 Skill in prioritizing multiple tasks, projects and demands.
 Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 60 pounds.

MINIMUM QUALIFICATIONS: Associate's degree in information technology, computer science or a related field, Bachelor's degree preferred, and five (5) years work experience managing UNIX systems, administering Oracle Application Server and Database Server, working with SSL certificates OR an equivalent combination of education and experience that provide the required knowledge and skills.

Adopted 4/23/1996

Systems Administrator.october 2011Systems Administrator

REQUIRED LICENSE/CERTIFICATION: None. Oracle Certified Professional preferred.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Information Technology Services for Administrative Applications

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2319

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

LAST REVISED: ~~8/19/08~~10/25/11 *[Pending Board Approval]

**AGENDA ITEM #IX-D-1
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

FY'11 ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accept the annual audit for FY'11.

BACKGROUND: The audit was prepared by Wipfli for all funds of the College including Title IV Federal Financial Aid for Students. Retention of the firm's services was approved at the February 22, 2011 Board meeting.

Mr. Dan Rowe of Wipfli attended a meeting of the Audit Committee on September 20, 2011. During the meeting, Mr. Rowe reviewed the audit and answered committee members' questions. Following discussion, the Audit Committee voted unanimously to approve the audit for submission to the Illinois Community College Board in order to meet the October 15, 2011 deadline for submission.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-2
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF INDEPENDENT CONTRACTOR FOR THE
NATIONAL SCIENCE FOUNDATION GRANT**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approve a contract in the amount of \$14,080 for REGS Consulting, LLC to provide National Science Foundation (NSF) grant evaluation services.

BACKGROUND: One of the requirements of the NSF Wind Technician Training grant project is that various grant activities be evaluated by an independent external evaluator. Chuck Billman is employed by REGS Consulting and is an experienced NSF Grant evaluator. He was named in our grant proposal as the individual who would do evaluation activities for Highland Community College's NSF grant. The attached pages following the REGS Consulting Contract summarize Mr. Billman's experience and evaluation tasks.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

Project Evaluation Contract

THIS CONTRACT made the 1st day of October, 2011, by and between REGS Consulting, LLC, hereafter called the Evaluator, and Highland Community College, hereafter called the Institution.

Project Name The Development and Field Test of a Remote Laboratory and Web-Based Learning Modules for Wind Turbine Technician Training
Project # NSF DUE 1003448

Contract Dates October 1, 2011 through June 30, 2012

Scope of Work

The Evaluator shall provide evidence that 1) the project was implemented with quality and 2) the intended outcomes were realized. The evaluation provides evidence of the intellectual merit and broader impacts of the project and an annual evaluation report for submission with the mandated NSF annual report.

Work Performed

The Evaluator, under the direction of Charles Billman, shall perform tasks as specified in the proposal narrative, DUE 1003448, and as specified by the attached list of tasks for project.

Contract Price

The Institution shall pay the Evaluator for services not to exceed the sum of \$14,080 per year at a rate of \$440 per day for 32 days.

Progress Payments

Payments of Contract Price shall be made as follows: As invoiced in December 2011, March 2012, and May 2012.

Signed this _____ day of _____, 20____

Jeff Davidson
Director, Special Projects and Grant Research

Michael C. Armstrong
President, REGS Consulting, LLC

Next Pages: REGS Evaluation Tasks

Independent Evaluator

The evaluator for the project is Charles Billman, Jr. who has over 30 years experience in career technical education at the community college level and holds two masters degrees. Since 1995, he has been Principle or Co-Principal Investigator on five National Science Foundation ATE grants in which computer-based multi-media simulation instruction software was developed and disseminated online (NSF DUE ATE 9553687, NSF DUE ATE 9950088, NSF DUE ATE 0071014, NSF DUE ATE 0402362, and NSF DUE ATE 0703123). In each grant, he conducted teacher workshops and student field testing of the instructional software and evaluated the impact of the software in a quasi-experimental research design as well as overseeing the internal evaluation of the projects. In NSF DUE ATE 0402362, he coordinated the development of a national network of aviation faculty and programs which included the sharing of instructional software, student recruiting DVD, and webinar technology initiatives.

Mr. Billman served as the External Advisor/Evaluator on NSF DUE ATE 0101621, which included site visits, interviews with faculty members and students, reviewing and analyzing six multi-media instructional modules, developing pre- and post-test measurement tools, providing guidance and feedback, and submitting formative and summative evaluations for the grant's annual and final reports. In addition, he was a member of the external evaluation/advisory team for NSF DUE ATE 0302780 which involved an innovative approach to testing 3D objects for visual and NDI inspection within the aircraft maintenance technology curriculum.

Since 1997, he has served as an American Council on Education ACE/CREDIT Curriculum Review Team Evaluator. In this capacity, Charles has reviewed course and curriculum content and assessed college credit for courses offered by organizations such as the National Safety Council, U S Navy, and the Federal Aviation Administration.

Mr. Billman will develop an overall evaluation instrument, conduct the data analysis, provide independent third-party judgments on the overall project, and write the independent report on project outcomes. He will be involved throughout the project to ensure that necessary data is collected in a timely fashion, and to observe project activities.

Evaluation Plan

The evaluation of this project consists of assessing the quality, effectiveness, and impact of the wind turbine simulation software and remote laboratory system during the pilot testing, workshops, implementation, and large-scale field tests. Specific measures will assess the effectiveness of the wind turbine simulation modules and the remote laboratory system by measuring the changes in (1) the knowledge and understanding of the wind turbine mechanism and operations by the students; (2) the numbers of students who will be interested in pursuing work in the wind turbine industry; and (3) the number of students successfully employed as wind turbine technicians.

The evaluation process will begin with a planning phase during which all quality, effectiveness, and impact indicators will be identified and aligned with specific measures. The timeline allows for all measurement instruments, including pre- and post test instruments, to be drafted, piloted, and finalized before the confirmative field tests. During the planning phase, the pool of potential workshop participants will be identified.

A. **Confirmative Field Tests**

1. **Recruitment Plan for Field Test Participants**

A diverse group of field test participants will be recruited from a pool of two-year community college students at Columbia Gorge Community College and Lake Region State College. A total of 60 participants will be selected as follows:

Step 1. October 2012: Identify 100 two-year college engineering technology students of which 50 are members of a racial minority group, and 50 percent are females.

Step 2. November 2012: Contact 100 potential field test participants from the pool obtained from Step 1, to determine if they are willing to participate in the field test.

Step 3. December 2012: Randomly select 60 participants and 15 alternate participants from those who expressed interest in participating in the field test, and send letters of admission to the confirmative field test program to the 60 participants selected with RSVP required.

Step 4. January 2013: Send letters of admission to the field test program to alternate participants randomly selected from the 15 alternate participants from Step 3, if the number of positive responses received is fewer than 60.

2. **Pre- and Post-Test on Controlled and Test Groups**

For each module of the wind turbine simulation and remote laboratory system, a confirmative field test will be conducted in February 2013 for the beta release of the simulation modules. A total of 60 participants will be divided randomly into two equally sized groups, with an even distribution of gender, ethnic minorities, and same-graders in each group. Group 1 will use the modules and the remote laboratory during the field tests, but Group 2 will not. To measure the pedagogical effects of the modules, all groups will be pre- and post-tested on their knowledge of wind turbine mechanisms and operations as conveyed by the wind turbine simulation and remote laboratory. All groups will be given the same amount of instruction in the same classroom by the same instructor during the same time period on two different Saturdays of the same month. The difference will be the experimental group will use the wind turbine simulations and remote lab. The control group will receive traditional instruction using a combination of lecture and hands-on activities.

Descriptive statistics and repeated measures inferential statistics will be used to determine the pedagogical effects of the modules by comparing the differences between the central tendencies and the variances of the pre- and post-test results from each of the two groups. Inferential statistical analysis will use a p level of $< .05$ to show statistically significant differences. Additional multivariate analyses will use variables of minority status and gender to show special effects on these two groups' test scores. Specific statistical procedures will be pending on the normality of the field-test data distribution, and will be determined in consultation

with the project evaluator. Mathematical description of data analysis and results from the confirmative field test will be detailed in the final report. Confirmative field test results will be submitted for publications concurrently with the final release of the modules and the remote laboratory by May 2013.

B. Ongoing, Formal, Independent, Follow-up, and Peer Evaluation

The ongoing and informative tests and the workshops will constantly evaluate, update, and disseminate the proposed wind turbine simulation and remote laboratory training system in all its research, development, and testing phases. Evaluation of the entire project will be conducted constantly through interactions within the project partnership, and with the project's Industrial Advisory Board. Formal evaluation of the project will be conducted by the Evaluator independently before the final report is written. The Evaluator will approve the evaluation criteria and questionnaire, analyze evaluation data, and provide a written report to the PIs on the evaluation procedures and results. Proposed evaluation criteria include the achievement of the project goals; the cost effectiveness of the overall implementation; the technical, pedagogical, and economic validity of the wind turbine training modules and remote laboratory; the validity of the field test; and the scientific nature of the evaluation process itself. Results of formal analyses will be included in the final report and refereed publications; and the referee processes will function as peer evaluations of the project.

**AGENDA ITEM #IX-D-3
OCTOBER 25, 2011
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 September 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 285054 through 285937 amounting to \$789,413.40 and Automated Clearing House (ACH) debits W0000126 through W0000130 amounting to \$309,289.68 and Electronic Refunds of \$107,080.42 with 12 adjustments of \$812.86 such warrants amounting to \$1,204,970.64. Transfers of funds for payroll amounted to \$613,929.18.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, September 30, 2011**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	-----	-----	-----	-----
US BANK	\$229,506.26	\$6,249.99	\$14,060.00	\$221,696.25
FIFTH THIRD	13,420.43	0.00	0.00	13,420.43
UNION LOAN AND SAVINGS	168,958.96	0.00	0.00	168,958.96
	-----	-----	-----	-----
TOTAL ASSETS	\$411,885.65	\$6,249.99	\$14,060.00	\$404,075.64
	=====	=====	=====	=====
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	54,092.67	5,000.00	4,687.00	54,405.67
1017 HCC ROAD AND LOT	81,661.64		4,687.00	76,974.64
1018 YMCA ROAD AND LOT	76,245.76	416.66	4,686.00	71,976.42
1019 YMCA BLDG/MAINT	39,591.21	833.33		40,424.54
1020 HCC BLDG/MAINT	52,700.90			52,700.90
1021 YMCA/HCC INTEREST	93,191.74			93,191.74
1022 HCC SECTION 125 PLAN	13,420.43			13,420.43
	-----	-----	-----	-----
TOTAL	\$411,885.66	\$6,249.99	\$14,060.00	\$404,075.65

**AGENDA ITEM #X-A
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12**

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

- As of September 30th, we are 25% of the way into FY'12.
- The FY'12 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers' offices, as reflected in the "local taxes" line items in the funds for which we levy.
- At this time last year, Tuition & Fees revenue in both the Operating Funds and the Restricted Purpose Fund were at 55% and 50% of the actual year end revenue, respectively. As of September 30th of this fiscal year, Tuition & Fees in each fund are at 51% and 48% of the amount budgeted for FY'12, respectively.
- Tuition revenue in the Operating Funds is \$108,000 less as of September 30, 2011 than it was September 30, 2010. This is due to an estimated 12% decrease in credit hour enrollment from last fall to this fall.
- Expenditures in the Operations and Maintenance, Restricted Fund include costs for the completion of a campus-wide telephone system, the demolition of the old greenhouse and construction of a new one, and for campus-wide server replacement. The telephone system is a Protection, Health, and Safety project while the greenhouse and server replacement are funded by the 2010 bond issuance.
- Bookstore sales at this point in time last year were about 53% of the actual year end revenue. As of September 30 of this fiscal year, bookstore sales are about 51% of the amount budgeted.
- In the Restricted Purpose Fund, the State still owes the College about \$93,000 from FY'11 funding. In the Operating Funds, the State still owes the College about \$85,000 in unrestricted funding from FY'11 funding. In both funds, some payments on FY'12 awards have been made.

AGENDA ITEM #X-A
OCTOBER 25, 2011
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 September 30, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,469,894	\$1,941,396	30.0%
Credit Hour Grants	1,345,574	214,262	15.9%
Equalization	507,809	-	0.0%
ICCB Career/Tech Education	119,314	-	0.0%
CPP Replacement Tax	370,000	12,967	3.5%
Dept. of Educ.	8,300	-	0.0%
DCEO	137,700	33,869	24.6%
Other Federal Sources	51,000	1,645	3.2%
Tuition & Fees	5,250,000	2,916,852	55.6%
Sales & Services	39,950	6,559	16.4%
Facilities Revenue	45,597	10,830	23.8%
Interest on Investments	10,000	-	0.0%
Non-Govt. Gifts, Grants	448,688	-	0.0%
Miscellaneous	1,393	1,724	123.8%
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Total Revenue	\$14,805,219	\$5,140,104	34.7%
<u>EXPENDITURES:</u>			
Salaries	\$9,419,187	\$1,965,518	20.9%
Employee Benefits	1,717,197	435,869	25.4%
Contractual Services	890,763	286,428	32.2%
Materials & Supplies	939,311	421,440	44.9%
Conference & Meeting	214,524	26,034	12.1%
Fixed Charges	124,050	88,808	71.6%
Debt Certificate Payment	448,688	-	0.0%
Utilities	855,420	158,818	18.6%
Capital Outlay	56,734	17,919	31.6%
Other Expenditures	179,345	43,784	24.4%
Transfers In	(40,000)	-	0.0%
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Total Expenditures	\$14,805,219	\$3,444,618	23.3%
Excess of Revenues Over Expenditures	\$0	\$1,695,486	
Fund Balance 7/1/11	3,054,123	3,054,123	
	-----	-----	
Fund Balance 9/30/11	\$3,054,123	\$4,749,609	

AGENDA ITEM #X-A
 OCTOBER 25, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'12

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended September 30, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$425,000	\$117,014	27.5%
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Total Revenue	\$425,000	\$117,014	27.5%
EXPENDITURES:			

Materials & Supplies	5,000	-	0.0%
Contractual Services	31,350	-	0.0%
Capital Outlay	2,133,487	1,100,713	51.6%
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Total Expenditures	2,169,837	1,100,713	50.7%
Excess of Revenues Over Expenditures	(\$1,744,837)	(\$983,699)	
Fund Balance 7/1/11	\$2,980,228	\$2,980,228	
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Fund Balance 9/30/11	\$1,235,391	\$1,996,529	

AGENDA ITEM #X-A
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2011

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$100,000	\$54,703	54.7%
Bookstore Sales	1,607,415	816,441	50.8%
Athletics	37,884	11,428	30.2%
Other	188,100	61,841	32.9%
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Total Revenue	\$1,933,399	\$944,413	48.8%
EXPENDITURES:			

Salaries	\$278,111	\$60,866	21.9%
Employee Benefits	34,800	8,650	24.9%
Contractual Services	56,660	7,293	12.9%
Materials & Supplies	1,371,277	698,331	50.9%
Conference & Meeting	74,600	9,304	12.5%
Capital Outlay	9,950	1,677	16.9%
Utilities	3,096	800	25.8%
Other Expenditures	104,905	33,654	32.1%
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Total Expenditures	\$1,933,399	\$820,575	42.4%
Excess of Revenues Over Expenditures	\$0	\$123,838	
Fund Balance 7/1/11	\$177,012	\$177,012	
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Fund Balance 9/30/11	\$177,012	\$300,850	

AGENDA ITEM #X-A
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 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	-	0.0%
Adult Education	249,641	-	0.0%
Other Illinois Sources	117,163	18,603	15.9%
Department of Education	4,739,105	545,011	11.5%
DCEO	2,180,234	405,216	18.6%
RSVP	35,218	-	0.0%
Other Federal Sources	340,118	540	0.2%
Tuition & Fees	405,000	193,164	47.7%
Sales & Service Fees	13,200	10,253	77.7%
Interest	18,633	17,675	94.9%
Non-govt. Gifts, Grants	19,000	-	0.0%
Other	185,200	814	0.4%
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Total Revenue	\$8,518,928	1,191,276	14.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,735,595	\$492,797	28.4%
Employee Benefits	404,011	107,311	26.6%
Contractual Services	442,031	31,333	7.1%
Materials & Supplies	194,162	119,643	61.6%
Conference & Meeting	169,324	75,231	44.4%
Fixed Charges	78,400	17,297	22.1%
Utilities	16,629	2,795	16.8%
Capital Outlay	79,457	14,716	18.5%
Other Expenditures	1,726,710	593,679	34.4%
Financial Aid	4,046,220	423,016	10.5%
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Total Expenditures	\$8,892,539	\$1,877,818	21.1%
Excess of Expenditures Over Revenue	(\$373,611)	(\$686,542)	
Fund Balance 7/1/11	<u>1,701,887</u>	<u>1,701,887</u>	
Fund Balance 9/30/11	\$1,328,276	\$1,015,345	

AGENDA ITEM #X-A
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$44,024	\$12,895	29.3%
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Total Revenue	\$44,024	\$12,895	29.3%
EXPENDITURES:			

Contractual Services	\$45,000	\$22,200	49.3%
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Total Expenditures	\$45,000	\$22,200	49.3%
Excess of Revenues Over Expenditures	(\$976)	(\$9,305)	
Fund Balance 7/1/11	\$26,182	\$26,182	
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Fund Balance 9/30/11	\$25,206	\$16,877	

AGENDA ITEM #X-A
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$914,912	\$265,684	29.0%
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Total Revenue	\$914,912	\$265,684	29.0%
EXPENDITURES:			

Fixed Charges	\$908,232	\$0	0.0%
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Total Expenditures	\$908,232	\$0	0.0%
Excess of Revenues Over Expenditures	\$6,680	\$265,684	
Fund Balance 7/1/11	\$458,474	\$458,474	
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Fund Balance 9/30/11	\$465,154	\$724,158	

AGENDA ITEM #X-A
OCTOBER 25, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,047,000	\$306,114	29.2%
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Total Revenue	\$1,047,000	\$306,114	29.2%
EXPENDITURES:			

Salaries	\$226,928	\$56,078	24.7%
Employee Benefits	383,037	177,008	46.2%
Contractual Services	357,500	151,225	42.3%
Conference & Meetings	6,000	2,099	35.0%
Fixed Charges	157,155	163,567	104.1%
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Total Expenditures	\$1,130,620	\$549,977	48.6%
Excess of Revenues Over Expenditures	(\$83,620)	(\$243,863)	
Fund Balance 7/1/11	\$857,437	\$857,437	
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Fund Balance 9/30/11	\$773,817	\$613,574	