

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
March 16, 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: February 23, 2010 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors/Overload (Page 1)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Revised Policy: Contracts (Page 3)
 - 2. First Reading – Revised Policies: Technology Use, Electronic Communication, and Information Technology Services Acceptable Use Guidelines (Page 5)
 - C. Personnel (None)
 - D. Financial
 - 1. Acceptance of Bid: 2010 Paper Supply (Page 13)
 - 2. Course and Miscellaneous Fees (Page 15)
 - 3. Payment of Bills and Agency Fund Report (Page 18)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 20)
- B. Student Trustee
- C. ICCTA Representative
- D. 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

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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – April 20, 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 – June 2, 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 #VII-C-1
MARCH 16, 2010
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 Spring semester of 2010.

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

BOARD ACTION: _____

Miscellaneous							
Spring 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Patricia	Dietz	WFD052A	4 C's of Customer Service				\$165.00
Anki	Fockstedt	WFD048HCC	Breeds of the World				\$67.50
Cliff	Klenke	WFD048F	Solder Requalification				\$278.24
Cliff	Klenke	WFD048E	Solder Requalification				\$278.24
Cliff	Klenke	WFD048G	Solder Qualification				\$1,113.00
Dagny	Brandt	MUS171A	Applied Music Major				\$1,080.00
Dagny	Brandt	MUS172A	Applied Music Minor				\$360.00
Gary	Brubaker	MUS172A	Applied Music Minor				\$180.00
Ken	Eicholz	MUS171A	Applied Music Major				\$1,080.00
Ken	Eicholz	MUS172A	Applied Music Minor				\$180.00
John	Hartman	MUS171A	Applied Music Major				\$1,080.00
John	Hartman	MUS172C	Applied Music Minor - Guitar				\$180.00
John	Hartman	MUS172A	Applied Music Minor				\$180.00
Roger	Hicks	WELD232N	Int Welding				\$1,598.54
Chris	Parkinson	MUS172A	Applied Music Minor				\$1,440.00
Chris	Parkinson	MUS171A	Applied Music Major				\$720.00
Allen	Redford	MUS172A	Applied Music Minor				\$180.00
Anders	Svanoe	MUS171A	Applied Music Major				\$720.00
Bruce	Pittluck	INFT133Y	Adv Word 2007		1	\$444.04	\$444.04
Amy	Ruch	ENGL121NB	Rhet & Comp II		3	\$481.25	\$1,443.75
Colette	Binger	PSY160N	Psych of Human Relations		2	\$496.25	\$992.50

**AGENDA ITEM #VIII-B-1
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY
CONTRACTS**

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 a Quality Review Study done by the Human Resources Office. The Study included review of the purpose of providing Letters of Intent and Contracts for professional and administrative staff, gathering data on the amount of resources expended in processing the two documents, and evaluating the current process of other community colleges by conducting surveys through an Illinois HR directors' listserv and the Illinois Community College Trustees Association.

The resulting recommendation from the Study is to revise the process for Letters of Intent and to continue with the current process for issuing administrative and professional employees' contracts. The recommended revision for the Letters of Intent was to eliminate the practice of sending Letters of Intent to all professional and administrative employees. Instead, letters will only be sent to those professional and administrative employees whose continued employment into the next fiscal year will not be continued or is questionable, stating that their contract may not, or will not, be renewed.

No changes have been made to this policy since the Board approved the first reading on February 23, 2010.

BOARD ACTION: _____

4.08 Contracts—Contractual Employees (Revised 11/18/08)

A. Faculty (Full-Time)

Contracts shall be issued each year for full-time faculty. This contract will state at minimum the individual's salary, educational attainment, and years of experience.

B. Administrators

1. Prior to the last 90 days of their current contract, any administrative or exempt professional employee that is under a formal performance plan or that the College does not intend to employ during the next fiscal year ~~all administrative employees~~ will receive a Letter from the College President stating that their contract may not, or will not, be renewed, of Intent, stating whether the College intends to employ the individual during the next fiscal year, if such is the case.
2. On or before July 1 of each fiscal year, or at the beginning of a federal grant year, all administrative and exempt professional employees receive a contract for that fiscal year. This contract will state remuneration applicable and eligibility for fringe benefits. Continued employment for grant-funded employees is dependent on continuation of grant funding.
3. Contracts will not be valid until signed by the employee and the authorized representative of the Highland Community College Board of Trustees. This contract must be signed and returned to the Human Resources Office within two weeks after receiving the contract. If the contract is not signed and returned, the College may deem the employee's assignment to be vacant.
4. Administrative or exempt professional employees who work before and/or after their stipulated contract dates, may be paid on a per diem basis subject to such arrangement made between the administration and the employee.

**AGENDA ITEM #VIII-B-2
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – REVISED POLICIES
TECHNOLOGY USE, ELECTRONIC COMMUNICATION, AND INFORMATION
TECHNOLOGY SERVICES ACCEPTABLE USE GUIDELINES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the first reading of the attached policies and related appendix.

BACKGROUND: The attached policies are included in the Finance and Facilities chapter (V) of the Policy Manual. Revisions to policy 5.23 (currently Computer Based Technology, proposed title change to Technology Use) and the rescission of 5.24 Electronic Communication were made to provide the College with the ability to control the risk of liability while still making technology related opportunities broadly available for College purposes. The recommended appendix, Information Technology Services Acceptable Use Guidelines, provides current, relevant examples of appropriate use of the College’s technology resources. These guidelines are intended to outline expectations, responsibilities, and violations of acceptable use and will combine and replace the following currently used documents: Guidelines for Desktop Support Services; Email Policy; and Network Support Services Policy (the latter two do not appear in the Policy manual).

BOARD ACTION: _____

5.23 ~~Computer-Based Technology (Adopted 5/23/06) Technology Use~~

~~Highland Community College provides access to technology in order to support the teaching and learning process and to provide access to information sources from around the world. The College believes that the value of information and interaction that computer-based technology offers outweighs the potential hazards of its misuse. Making network access available, however, carries with it the potential that some network users will access sources that others consider objectionable. Users are expected to access computer-based technology for legitimate College business or educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate.~~

~~For the purposes of this policy, the term technology is defined as and refers to all computer and computer-related hardware, software, peripherals, network infrastructure, the Internet, and any device that is accessed through the College's network or any device that interfaces with a computer or computer peripherals whether on campus or from any remote location.~~

~~The term users refers to all individuals who utilize any or all of Highland's computer-based technology, which includes, but is not limited to faculty, staff, students, board members, contractual employees, community members, businesses, visiting organizations, and all visitors. Users should exercise good judgment and comply with this policy and all administrative regulations and guidelines.~~

~~No technology can be guaranteed to be error-free or totally dependable. Among other matters, the College is not liable or responsible for: 1) any information that may be lost, damaged, or unavailable due to technical, or other difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; or 3) defamatory material.~~

~~Users have a right to expect reasonable privacy in their use of Highland's computer-based technology, but must recognize that there is no way to provide absolute assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the College. Also, the College reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine user's files and materials when based upon established procedures for suspected violation of this policy. Student and visitor use of computer-based technology is outlined in the Student Code of Conduct. Faculty and staff use of computer-based technology is outlined by applicable Board Policy and/or contractual language.~~

~~It is the College's policy that all technology and handling of data must be in compliance with the Gramm-Leach-Bliley (GLB) Act and with the Family Educational Rights and Privacy (FERPA) Act. Highland Community College fully expects all College personnel be familiar with these acts (see ~~Everything You've Always Wanted to Know About Privacy of Student Records But Were Afraid to Ask~~ and its accompanying Acknowledgement form).~~

~~In order to ensure legal licensing of all campus software, Information Technology Services department is the only authorized installer of any software installed on any campus system~~

~~(including all downloadable software). Unauthorized software will be removed from the system as spelled out in user guidelines.~~

~~Users are never to give anyone their user name and/or password as this action poses a threat to the integrity and confidentiality of all system data. Suspected abuse will be investigated and handled according to all applicable policies.~~

~~Guidelines for Electronic Communication, Network Support Services, and Desktop Support Services may be found on the "G" drive under "User's Guide for Highland's Computer Based Technology."~~

The College will provide relevant access to and use of its technology resources, including computers, communication devices, software, and information technology, in form and function suitable and appropriate for the College environment. All technology resources provided by the College are to be used in accordance with the College's Acceptable Use Guidelines. All utilization of technology resources shall be in compliance with all applicable law and regulations, and shall be in compliance with College policy, College guidelines and College procedures. The College shall take reasonable measures to protect technological resources, and to assure the technology resources are used only for their intended purposes. The College retains control and supervision of all technology resources and reserves the right to monitor the use of technology resource activity by any user. No user shall have an expectation of privacy in his or her use of technology resources, including email messages and stored files.

The College shall develop and implement Acceptable Use Guidelines and procedures to insure responsible use of the technology resources, to assure the security, reliability, integrity and availability of information, and to protect technology resources against accidental or unauthorized disclosure, and against unauthorized modification or destruction. Such guidelines and procedures shall be consistent with the academic freedom rights and responsibilities of faculty members, and shall make appropriate provisions for the protection of authorized proprietary research work product produced by faculty members. The Administration and Policy Review Committee shall review the Acceptable Use Guidelines and procedures annually and shall promptly inform the Board of Trustees and the users of the technology in the event of any significant changes to the guidelines not mandated by State or Federal law.

Student and visitor use of computer-based technology is outlined in the Student Code of Conduct. Faculty and staff use of computer-based technology is outlined by applicable Board Policy and/or contractual language.

5.24 Electronic Communication (Adopted 5/23/06)

~~For the purposes of this policy, the term electronic communication is defined as and refers to the exchange of information between people through electronic devices including, but not limited to phones, faxes, emails, and computer files.~~

~~All authorized users of the College's Internet and Email related electronic communications system, as well as the College phone and fax systems, have the right to expect reasonable privacy with regard to all computer files, email, phone conversations, voice mail messages, and faxes. The College does reserve the right to access College owned or networked computers for maintenance and upgrades or when based upon established procedure for suspected abuse of this policy.~~

~~Users may not use College resources to send material that is fraudulent, profane, obscene, intimidating, threatening, defamatory, abusive, offensive, or otherwise unlawful or inappropriate, or any item protected by copyright law.~~

~~Per Federal Statute, chain email is unlawful. U.S. Code title 18 sections 1302 and 1341 cover fraud. U.S. mail and email are classified fraud if they involve transmission of money or valuable goods. Passing on chain mail in which money or goods are promised is fraud and is prohibited by law.~~

Highland Community College

Information Technology Services

Acceptable Use Guidelines

Adopted February 2010

Highland Community College provides technology resources to meet the College's purpose, to support our educational and community values, and to support our programs and initiatives. Highland Community College's Information Technology Services organization's goal is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College.

Access to Highland Community College technology resources--computing facilities, network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology Services staff--is a privilege, not a right. This privilege is extended to all users-- faculty, staff, students, trustees, alumni/ae, affiliated individuals and organizations, partner non-profits and PK-12 schools. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

This "Acceptable Use Guidelines" document describes activities that Highland Community College considers violations of use of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact Information Technology Services for assistance at 815-599-3628 or callcenter@highland.edu.

While there are cases in which the use of technology resources is deemed not responsible or not acceptable, there are also more serious cases in which technology resources are used in the conduct of behaviors which violate College policies, codes of conduct, or local, state, or federal law. Though the use of technology resources is the focus of this document, members of the Highland Community College community and others using Highland Community College's technology resources are advised that use may also be governed by other College policies including but not limited to those in the student handbook, College catalog, and other policies governing academic, student life, or personnel matters at the College or agreements between the College and affiliated organizations. Highland Community College's technology and information resources are not to be used for commercial purposes or non-College related activities without written authorization from the officer(s) of the College that have been so designated (contact Information Technology Services for further information). To ensure proper network performance, and security as well as appropriate use, College staff may monitor and record user activity.

Highland Community College reserves the right to enforce applicable penalties and/or immediately terminate access to College systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of "acceptable use" or other College policies or law. The College will act in accordance with the provisions of the Digital Millennium Copyright Act in the event of notification of alleged copyright infringement by any user.

The College retains control, custody and supervision of all College provided computer technology. The College reserves the right to monitor the use of computer technology activity by any user. No user shall have expectations of privacy in their use of computer technology, including e-mail messages and stored files, except proprietary research by faculty members who need to protect work, product, or documents protected from viewing by state and federal law.

Although Highland Community College takes measures to safeguard integrity and confidentiality, it in no way guarantees the safety or security of information resources. Highland Community College disclaims liability for the unauthorized interception, use, misuse, damage or destruction of information resources. No student, faculty member, staff member, or authorized user shall seek to hold Highland Community College liable for damage resulting from unauthorized interception, use, misuse, damage or destruction of information resources. Each authorized user shall hold Highland Community College harmless and indemnify it for any expense or loss caused by his/her own unauthorized interception, use, misuse, damage, or destruction of information resources, or by his/her violation of this Acceptable Use Guideline document.

User and Staff Responsibilities:

As a user or staff member of Highland Community College's technology resources, you have a shared responsibility with the College's Information Technology Services staff to maintain the integrity of our systems, services, and information so that high quality services can be provided to everyone. Your responsibilities include:

1. To use the College's technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.
2. To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
3. To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the sensitive information and dissemination of information outside the campus, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, Red Flag, HIPAA, codes of professional responsibility, etc.).
4. To exercise due diligence in protecting any personally owned computer you connect to the Highland Community College wireless network from viruses, worms, and security vulnerabilities by regularly using anti-virus software.
5. To keep your technology accounts (computer, network, application) secure. If you suspect unauthorized access, report it to your supervisor or the Information Technology Services department.
6. To not share your privileges with others. Your access to technology resources is not transferable to another member of the Highland Community College community, to family members, or to an outside individual or organization.
7. To comply with posted policies governing use of public computing facilities.
8. To present a web page that reflects the highest standards of quality and responsibility. As web page owner, you are responsible to ensure that both the content of your web page and all links and references from your web page are consistent with this and other College policies, copyright laws, and applicable local, state, federal laws. Published web pages are not to be used for commercial purposes or for activities not related to the purposes of the College, without written authorization from the College.
9. To understand the implications of sharing personal information or data via the Internet, e-mail, Instant Messaging or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
10. To keep all institutional data in safe-keeping. Information containing any personal data of students, staff or others should not leave the institution unsecured.
11. To ensure all information is stored to the network (H: and G:) and not to local computer hard drives (C:).

Examples of Violations of "Acceptable Use"

Authorized Access/Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account ("cracking"). This includes accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access Highland Community College's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, applications, etc.)
4. Using technology resources for unauthorized or illegal uses.
5. Logging onto another user's account; sending e-mail, etc. from another user's account or device or from an anonymous account.
6. Unauthorized use of the College's registered Internet domain name(s).
7. Changing your Highland Community College-issued machine name to a name that is different from that assigned by Information Technology Services.

Services

8. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
9. Use of any kind of program/script/command designed to interfere with a user's computer or network session.
10. Damaging a computer or part of a computer system.
11. Knowingly spreading computer viruses.
12. Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.
13. Excessive use of technology resources for "frivolous" purposes, such as game playing or downloading of files. This causes congestion of the network or may otherwise interfere with the work of others, especially those wanting to use public access PCs or network and Internet resources.
14. "Hacking" on computing and networking systems of the College or using the College's network to "hack" other networks.
15. Setting up wireless access points (WAPs).
16. Staff members are expected not to use the internet excessively for personal use while performing their regular assigned duties. Personal use of the internet by staff members should be discussed with the employee's immediate supervisor.
17. Unless resources are used to meet the College's purpose, to support our educational and community values, and/or to support our programs and initiatives, users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented or explicit, threatening, racially offensive, harassing, or illegal material.

Software, Data & Information

18. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
19. Violating software licensing provisions.
20. Installing software on College machines without appropriate authorization (from Information Technology Services).
21. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on College technology resources.
22. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging

23. Harassment or annoyance of others, whether through language, frequency or size of messages.
24. Sending unsolicited bulk mail messages ("junk mail" or "spam") which, in the College's judgment, is disruptive to system resources or generates a significant number of user complaints. This includes bulk mailing of commercial advertising, political tracts, or other inappropriate use of system e-mail distribution lists. Bulk mail should not be the venue for any all-campus conversations.
25. Forwarding or otherwise propagating chain e-mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
26. Malicious e-mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail.
27. Forging of e-mail header envelope information.
28. Forging e-mail from another's account.

Web Pages & Servers

29. Posting content on your web page that provides information on and encourages illegal activity, or is harassing and defaming to others.
30. Linking your web page to sites whose content violates College policies, local, state, and/or federal laws and regulations.
31. Running web sites that support commercial activities or running server systems under the College's registered domain name, HIGHLAND.EDU or variation thereof, without the College's authorization.

Contact Highland Community College Information Technology Services department at 815-599-3628 or callcenter@highland.edu if you have questions.

**AGENDA ITEM #VIII-D-1
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
2010 PAPER SUPPLY**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve the attached bid from Midland Paper, Rockford, Illinois in the amount of \$19,563 for the annual paper supply.

BACKGROUND: The copier services department monitored paper supplies during the year and adjusted the bid specifications accordingly.

The bid was advertised and five sets of specifications were sent out; one was returned.

Bids were opened at 10:00 a.m. on March 3, 2010.

BOARD ACTION: _____

Highland Community College
2010 College Paper Bid
March 3, 2010
10:00 a.m.

Present: Teresa Williams – Highland Community College
Carol Gage – Highland Community College

MIDLAND PAPER COMPANY 690 SHOUTHROCK DRIVE ROCKFORD, IL 61102	\$19,563
R & B PAPERS, INC. C/O RON SMITH 703 E WINNESHIEK ST FREEPORT IL 61032-0183	NO BID
WEBER PAPER COMPANY 4300 CHAVENELLE ROAD DUBUQUE, IOWA 52002	NO BID
ARCHER PAPER SUPPLY INC 324 W. GALENA AVE. FREEPORT, IL 61032	NO BID

**AGENDA ITEM #VIII-D-2
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

COURSE AND MISCELLANEOUS FEES

RECOMMENDATION OF THE PRESIDENT: That the course and miscellaneous fees listed on the attached pages be approved beginning with the Fall 2010 semester.

BACKGROUND: The purpose of fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset increased costs of course supplies or to reflect area service costs.

BOARD ACTION: _____

PROPOSED COURSE FEE CHANGES/ADDITIONS FOR FALL 2010:

NURSING

Course		Current	Proposed
NURS091	Nurse Assistant	\$85.00	\$117.00
NURS095	Phlebotomy Techniques	0	\$60.00
NURS099	Practical Nursing & The Family	\$111.00	\$239.00
NURS120	MA Clinical Procedures	0	\$70.00
NURS121	MA Clinical Procedures II	0	\$70.00
NURS122	MA Seminar	0	\$10.00
NURS123	MA Externship	0	\$60.00
NURS185	Intro to Mental Health	NA	\$10.00
NURS188	Pathophysiology	NA	\$10.00
NURS191	Clinical Development I	\$197.00	\$221.00
NURS192	Clinical Development II	\$133.00	\$201.00
NURS193	Nursing Perspectives	\$10.00	\$149.00
NURS196	Emergency Medical Training	\$30.00	\$60.00
NURS289	Legal/Ethical Issues in Healthcare	0	\$10.00
NURS291	Family Nursing	\$100.00	\$150.00
NURS292	Clinical Development IIB	\$183.00	\$200.00
NURS293	Psychiatric Nursing	\$65.00	\$100.00
NURS294	Clinical Development IIIB	\$178.00	\$297.00
NURS296	Physical Assessment	\$35.00	\$60.00
NURS298	Nursing Leadership	\$10.00	\$100.00

NIOIN Fees

NUR179	Fundamentals Theory	0	\$116.00
NUR181	Fundamentals of Nursing Clinical	\$207.00	\$95.00
NUR182	Med/Surg I Theory	0	116.00
NUR183	Med/Surg Nursing I Clinical	\$156.00	\$75.00
NUR280	Family Theory	0	\$90.00
NUR281	Family Health Clinical	0	\$50.00
NUR283	Med/Surg Nursing II Clinical	\$161.00	\$165.00
NUR284	Professional Roles in Nursing	0	\$90.00
NUR285	Mental Health Theory	0	\$90.00
NUR288	Med/Surg Nursing III Clinical	\$198.00	\$287.00

EMT Courses (pending ICCB new course approval)

NURS111	EMT Paramedic I	0	\$60.00
NURS112	EMT Paramedic II	0	\$60.00
NURS113	EMT Paramedic III	0	\$60.00

BUSINESS/TECHNOLOGY

Course		Current	Proposed
COSM121	Sci/Pract of Cosmetology I	\$45.00	\$50.00
COSM122	Sci/Pract of Cosmetology II	\$45.00	\$50.00
COSM123	Sci/Pract of Cosmetology III	\$45.00	\$50.00
COSM124	Sci/Pract of Cosmetology IV	\$45.00	\$50.00
COSM131	Sci/Pract of Cosmetology V	\$45.00	\$50.00
COSM132	Sci/Pract of Cosmetology VI	\$45.00	\$50.00
COSM133	Sci/Pract of Cosmetology VII	\$45.00	\$50.00
COSM134	Sci/Pract of Cosmetology VIII	\$45.00	\$50.00
COSM141	Sci/Pract of Cosmetology IX	\$45.00	\$50.00
COSM142	Sci/Pract of Cosmetology X	\$45.00	\$50.00
COSM143	Sci/Pract of Cosmetology XI	\$45.00	\$50.00
COSM144	Sci/Pract of Cosmetology XII	\$45.00	\$50.00
COSM180	Intro to Therapeutic Massage	\$30.00	\$35.00
COSM190	Nail Technology I	\$35.00	\$45.00
COSM192	Nail Technology II	\$35.00	\$45.00
COSM194	Nail Technology III	\$35.00	\$45.00
COSM196	Nail Technology IV	\$35.00	\$45.00

INFT190	Princ of Computer Science I	\$ 5.00	\$10.00
INFT290	Princ of Computer Science II	\$ 5.00	\$10.00

TRCK080 Commercial Drivers License Prep \$3,158.00
(In the past, this course has not been included in the course fee list.)

WELD130	Intro to Welding	\$69.00	\$70.00
WELD135	Shielded Arc Oxy Welding	\$69.00	\$70.00
WELD232	Int. Welding	\$69.00	\$70.00
WELD233	Adv. Welding	\$69.00	\$70.00

HUMANITIES/SOCIAL SCIENCE

SPCH295	Community Leadership Development (Stephenson County)	\$1,200.00	\$1,400.00
SPCH295	Jo Daviess Leadership Forum	\$1,000.00	\$1,100.00

Miscellaneous Fees

Payment Plan Fee (Touchnet)	0	\$25.00
Late Enrollment Payment Plan Fee (Touchnet)	0	\$50.00
Per Credit Hour Activity Fee	0	\$2.00
Graduation Fee	\$20.00	\$25.00
Emergency Loan	\$15.00	0
Payment Plan Fee	\$25.00	0
Official Transcript Fee	0	\$3.00

**AGENDA ITEM #VIII-D-3
MARCH 16, 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 February 2010 bills.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 266499 through 267503 amounting to \$861,520.76 and Automated Clearing House (ACH) debits W0000036 through W0000039 amounting to \$188,913.22 with 5 adjustments of \$4,103.33 such warrants amounting to \$1,046,330.65. Transfers of funds for payroll amounted to \$651,702.06.

BOARD ACTION: _____

AGENDA ITEM #VIII-D-3

HIGHLAND COMMUNITY COLLEGE
 AGENCY FUND
 Balance Sheet, February 28, 2010

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$236,225.19	\$1,250.00	\$3,290.00	\$234,185.19
FIFTH THIRD	18,118.53	0.00	0.00	18,118.53
UNION LOAN AND SAVINGS	166,119.21	0.00	0.00	166,119.21
TOTAL ASSETS	\$420,462.93	\$1,250.00	\$3,290.00	\$418,422.93
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	87,054.04	416.67		87,470.71
1019 YMCA BLDG/MAINT	29,240.28	833.33	1,645.00	28,428.61
1020 HCC BLDG/MAINT	37,346.82		1,645.00	35,701.82
1021 YMCA/HCC INTEREST	90,351.99	0.00		90,351.99
1022 HCC SECTION 125 PLAN	18,118.53			18,118.53
TOTAL	\$420,462.93	\$1,250.00	\$3,290.00	\$418,422.93

**AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10**

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

- As of February 28th, we are 66% of the way into FY10.
- At this time last year, Tuition & Fees revenue in both the Operating Funds and the Restricted Purpose Fund were at 97% and 90% of the actual year end revenue, respectively. As of February 28th of this fiscal year, Tuition & Fees in each fund are at about 97% and 100% of the amount budgeted, respectively.
- During February, the State paid the 3rd quarter payment for the Base Operating Grant, which is included in the Credit Hour Grants line item in the Operating Funds. According to the Illinois Community College Board, this payment was a result of the State's ability to meet the requirements needed to make a draw-down of Federal stimulus funds. It is anticipated that all additional payments due from the state (\$745,331 Operating and about \$316,000 Restricted) will be made in FY11. The College will rely on Working Cash Fund monies to meet cash flow needs.
- The College will begin the regular budget process in March to build the FY11 budget. In addition, a proactive approach will be taken to create contingency plans in case a significant reduction in funding occurs. Both processes will include an information gathering component that involves all staff.
- The Operations and Maintenance (Restricted) Fund budget includes the upcoming Protection, Health, and Safety project that will focus on energy efficiency. The bid process will be redone as an engineer error in the bid specifications for outdoor lighting was discovered after vendors had submitted bids. This is at no cost to the College.
- The Arts Café (cafeteria) is included in the Auxiliary Enterprise Fund. During their hours of 10:00 to 1:30, an average of 217 customers are served daily. The Health Department's annual surprise inspection in February resulted in a score of 100% with no violations found.

AGENDA ITEM #IX-A
MARCH 16, 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 February 28, 2010

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$6,658,778	\$3,046,795	45.8%
Credit Hour Grants	1,498,175	1,138,631	76.0%
Equalization	659,227	329,517	50.0%
ICCB Career/Tech Education	112,155	56,078	50.0%
CPP Replacement Tax	410,000	144,127	35.2%
Dept. of Educ.	38,600	27,684	71.7%
DCEO	137,700	103,957	75.5%
Tuition & Fees	4,850,000	4,736,176	97.7%
Sales & Services	40,950	25,513	62.3%
Facilities Revenue	50,888	25,498	50.1%
Interest on Investments	50,000	3,974	7.9%
Non-Govt. Gifts, Grants (debt cert payme)	346,689	244,743	70.6%
Miscellaneous	1,391	1,341	96.4%
	-----	-----	-----
Total Revenue	\$14,854,553	\$9,884,034	66.5%
 <u>EXPENDITURES:</u>			
Salaries	\$9,469,527	\$5,867,210	62.0%
Employee Benefits	1,840,143	1,184,262	64.4%
Contractual Services	912,465	461,638	50.6%
Materials & Supplies	920,196	677,461	73.6%
Conference & Meeting	198,526	81,570	41.1%
Fixed Charges	63,643	40,243	63.2%
Debt Certificate Payment	346,688	244,743	70.6%
Utilities	907,631	542,786	59.8%
Capital Outlay	109,967	38,488	35.0%
Other Expenditures	141,773	(21,531)	-15.2%
Contingency	-	-	0.0%
Transfers In	(63,000)	-	0.0%
Transfers Out	105,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,952,559	\$9,116,870	61.0%
Excess of Revenues Over Expenditures	(\$98,006)	\$767,164	
Fund Balance 7/1/09	2,327,798	2,327,798	
	-----	-----	
Fund Balance 2/28/10	\$2,229,792	\$3,094,962	

AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$575,000	\$301,160	52.4%
Interest	-	2,471	100.0%
-----	-----	-----	-----
Total Revenue	\$575,000	\$303,631	52.8%
EXPENDITURES:			

Capital Outlay	1,382,540	690,378	49.9%
Contractual Services	0	4,900	0.0%
Materials & Supplies	5,000	-	0.0%
Other	-	269	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,387,540	695,547	50.1%
Excess of Revenues Over Expenditures	(\$812,540)	(\$391,916)	
Fund Balance 7/1/09	\$1,811,899	\$1,811,899	
-----	-----	-----	
Fund Balance 2/28/10	\$999,359	\$1,419,983	

AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Bookstore Sales	\$1,502,000	\$1,461,453	97.3%
Athletics	57,134	27,056	47.4%
Gifts	-	-	0.0%
Other	188,100	132,650	70.5%
-----	-----	-----	-----
Total Revenue	\$1,747,234	\$1,621,159	92.8%
EXPENDITURES:			

Salaries	\$251,180	\$152,786	60.8%
Employee Benefits	44,166	29,301	66.3%
Contractual Services	29,260	41,219	140.9%
Materials & Supplies	1,344,227	1,255,350	93.4%
Conference & Meeting	71,900	40,021	55.7%
Utilities	3,096	800	25.8%
Capital Outlay	6,950	6,191	89.1%
Other Expenditures	101,455	67,703	66.7%
Transfers In	(105,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,747,234	\$1,593,371	91.2%
Excess of Revenues Over Expenditures	\$0	\$27,788	
Fund Balance 7/1/09	\$4,803	\$4,803	
-----	-----	-----	
Fund Balance 2/28/10	\$4,803	\$32,591	

AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2010

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$50,391	\$50,391	100.0%
Vocational Education	153,638	76,891	50.0%
Adult Education	247,831	102,759	41.5%
Other Illinois Sources	101,533	6,695	6.6%
Department of Education	3,041,967	2,316,204	76.1%
DCEO	3,538,913	2,337,267	66.0%
RSVP	63,054	39,308	62.3%
Tuition & Fees	405,000	406,359	100.3%
Sales & Service Fees	13,200	8,944	67.8%
Interest	21,500	22,428	104.3%
Non-govt. Gifts, Grants	13,000	28,708	220.8%
Other	195,468	55,437	28.4%
	-----	-----	-----
Total Revenue	\$7,845,495	5,451,391	69.5%
 <u>EXPENDITURES:</u>			
Salaries	\$1,733,643	\$1,144,851	66.0%
Employee Benefits	429,445	239,220	55.7%
Contractual Services	317,764	139,708	44.0%
Materials & Supplies	132,933	165,188	124.3%
Conference & Meeting	180,930	96,534	53.4%
Fixed Charges	83,587	39,019	46.7%
Utilities	17,361	9,005	51.9%
Capital Outlay	24,775	26,920	108.7%
Other Expenditures	2,697,269	1,804,415	66.9%
Financial Aid	2,304,454	1,912,778	83.0%
Transfers In	-	-	0.0%
Transfers Out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,922,161	\$5,577,638	70.4%
 Excess of Expenditures Over Revenue	(\$76,666)	(\$126,247)	
 Fund Balance 7/1/09	<u>1,903,800</u>	<u>1,903,800</u>	
 Fund Balance 2/28/10	\$1,827,134	\$1,777,553	

AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$43,768	\$20,168	46.1%
	-----	-----	-----
Total Revenue	\$43,768	20,168	46.1%
EXPENDITURES:			

Contractual Services	\$42,000	\$42,000	100.0%
	-----	-----	-----
Total Expenditures	\$42,000	42,000	100.0%
Excess of Revenues Over Expenditures	\$1,768	(\$21,832)	
Fund Balance 7/1/09	\$25,871	\$25,871	
	-----	-----	
Fund Balance 2/28/10	\$27,639	\$4,039	

AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$698,367	\$274,298	39.3%
Other	-	509	100.0%
-----	-----	-----	-----
Total Revenue	\$698,367	\$274,807	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	(\$281,586)	
Fund Balance 7/1/09	\$313,188	\$313,188	
-----	-----	-----	
Fund Balance 2/28/10	\$430,568	\$31,602	

AGENDA ITEM #IX-A
MARCH 16, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,128,600	\$514,369	45.6%
-----	-----	-----	-----
Total Revenue	\$1,128,600	\$514,369	45.6%
EXPENDITURES:			

Salaries	\$202,265	\$131,328	64.9%
Employee Benefits	353,019	265,584	75.2%
Contractual Services	355,020	194,034	54.7%
Conference & Meetings	6,000	2,683	44.7%
Fixed Charges	190,287	172,640	90.7%
Contingency	25,000	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,131,591	\$766,269	67.7%
Excess of Revenues Over Expenditures	(\$2,991)	(\$251,900)	
Fund Balance 7/1/09	\$566,645	\$566,645	
-----	-----	-----	
Fund Balance 2/28/10	\$563,654	\$314,745	