AGENDA
Board of Trustees Meeting
April 18, 2006 – 4:00 p.m.
Highland Community College Student/Conference Center, Room H-228

3:15 p.m.  Audit Committee Meeting

4:00 p.m.  Regular Meeting

I.  Call to Order/Roll Call

II.  Approval of Agenda

III.  Approval of Minutes:  March 9, 2006 Board Retreat and Closed Session
            March 16, 2006 Regular Meeting
            March 30, 2006 Special Meeting and Closed Session

IV.  Comments from Outgoing Student Trustee

V.   Seating of Newly Elected Student Trustee

VI.  Public Comments

VII.  Introductions

VIII. Consent Items

A.  Financial
    1.  YMCA Sports Complex Floor Maintenance  (Page 1)

B.  Personnel
    1.  New Job Descriptions  (None)
    2.  Revised Job Descriptions
        a.  Program Assistant  (Page 3)
        b.  Vice President of Administrative Services  (Page 6)
        c.  Title IV Student Support Services Secretary  (Page 9)
        d.  President  (Page 11)
    3.  Appointments  (None)
    4.  Part-time Instructors/Overload  (Page 14)

C.  Administration
    1.  Establishment of Board Meeting Schedule for May and June 2006  (Page 15)

D.  Academic  (None)
IX. Main Motions
   A. **Financial** (None)
   B. **Personnel**
      1. First Reading – Bereavement Policy Revision (Page 16)
      2. First Reading – Computer-based Technology and Electronic Communications Policies (Page 18)
      3. Presidential Search Process (Page 23)
   C. **Administration** (None)
   D. **Academic** (None)

X. Report Motions
   A. **Financial**
      2. Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 27)
   B. **Personnel** (None)
   C. **Administration** (None)
   D. **Academic** (None)

XI. Reports
   A. Study Groups
      1. Dual Credit/Dual Enrollment
      2. On-line/Distance Learning
   B. Data and Decisions Conference
   C. Student Trustee
   D. ICCTA Representative
   E. Administration

XII. Old Business

XIII. CLOSED SESSION
   A. Collective Negotiating Matters
   B. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

XIV. New Business
   A. Next Regular Board Meeting – May 23, 2006 (4th Tuesday of the month) at 4:00 p.m. in the Board Room of the Highland Community College Student/Conference Center
   B. Graduation Breakfast – May 19, 2006 at 8:30 a.m. – H-201
   C. Commencement – May 20, 2006 at 10:00 a.m. at Krape Park

XV. Adjournment
AGENDA ITEM #VIII-A-1
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

YMCA SPORTS COMPLEX FLOOR MAINTENANCE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve maintenance expense for the Auxiliary Gym, racquetball courts and Multi-Purpose Room floors of the YMCA Sports Complex at a quoted cost of $4,500. Funds for this purpose are available through the shared Agency fund.

BACKGROUND: The floors in the Auxiliary Gym, racquetball courts and Multi-Purpose Room are used heavily. In order to maintain them, one coat of seal will be removed from each floor and several more coats applied. The YMCA Board of Directors approved the use of the shared Agency fund for such expenses at their March 16, 2006 meeting.

BOARD ACTION: __________________________
TO: Joe Kanosky, Interim President, HCC

FROM: Larry D. Elliott, Executive Director

RE: Sports Complex floor maintenance

DATE: March 16, 2006

At today's meeting our YMCA Board of Directors authorized the use of Agency Fund reserves in the YMCA Building/Maintenance line 1019 to be used for our share of needed repairs to Auxiliary Gym, racquetball courts and Multi Purpose Room floors. We understand the cost is quoted at $4,500, half to be debited from YMCA funds and half from HCC funds.

This is repeated periodic expense that has been funded in this manner for many years. We are herein requesting HCC Board approval for these repairs.
AGENDA ITEM #VIII-B-2a.
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

REVISED JOB DESCRIPTION
PROGRAM ASSISTANT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached revised job description for Program Assistant.

BACKGROUND: This job description is being revised at this time due to an increase in area layoffs affecting a large Hispanic population. The Program Assistant position is a full-time position that reports to the Director of the Title IB program.

BOARD ACTION: ________________________________________________
PROGRAM ASSISTANT*  
(Grant Position)  

This position will be staffed based on the availability of grant funds.  

Selection: The position of Program Assistant shall be appointed by the President.  

Duties and Responsibilities: The position of Program Assistant shall be responsible to the Director of Title IB and shall:  

ESSENTIAL FUNCTIONS:  
A. have the ability to read, write, speak and comprehend the English language.  
B. have the ability to communicate effectively.  
C. have the ability to access, input, and retrieve information from the computer.  
D. have working knowledge of bookkeeping and accounting principles.  
E. possess a valid Vehicle Operator’s License.  
F. must have personal vehicle with appropriate insurance coverage for reimbursed travel as part of job duties.  

Duties and Responsibilities:  
A. Perform secretarial, reception, and accounting duties.  
B. Assist with recruitment activities as needed.  
C. Maintain filing system for assigned unit files, applicant, participant, and terminee records.  
   Upgrade filing system as needed.  
D. Operate computer terminal, copy machine, and other office equipment as assigned.  
   Maintain office supply inventory.  
E. Prepare requisitions for needed supplies, equipment, and forms. Call appropriate suppliers for costs, availability, and/or shipping dates.  
F. Perform needed office errands as directed.  
G. Prepare and maintain required periodic reports, forms, accounts, and records as assigned.  
H. Act as a receptionist, greeting persons coming into the office in a polite and professional manner. Ascertain their needs and direct them to the appropriate person or location. Answer questions regarding the purpose and nature of the WIA program. Schedule appointments for staff.  
I. Perform accounting duties including completion of required support service forms, gathering and verifying documentation.  
J. Under the supervision of the Title IB Grant Accountant perform various accounting duties including but not limited to originating check requests for customer transportation and child care reimbursement, gathering and verifying documentation for support service requests, and posting actual costs to various internal excel spreadsheets. Also assist HCC accounting staff with outgoing PFE checks, filing documentation in appropriate vendor files, and performing data input on HCC Banner System.  
K. Travel to assigned locations and assists other staff at those locations.  
L. Enter MIS data as needed.  
M. Assist Clients in the career resource center as needed.  
M.N. Perform other related duties and responsibilities as assigned by the Director of Title IB.
Minimum Qualifications: High school diploma or equivalent required; associate's degree preferred. Some assignments may require fluency in Spanish. Two to three years office work experience and bookkeeping preferred; data entry skills required.

Salary: Classified

Adopted/Approved: 10/19/04

Revised/Approved:

ADA
Job Code: 674
Program Assistant

*Pending Board Approval
AGENDA ITEM #VIII-B-2b.
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

REVISED JOB DESCRIPTION
VICE PRESIDENT OF ADMINISTRATIVE SERVICES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached revised job description for Vice President of Administrative Services.

BACKGROUND: The job description for Vice President of Administrative Services is being changed at this time to bring the minimum qualifications up-to-date for the position.

BOARD ACTION: _____________________________________________________________
VICE PRESIDENT OF ADMINISTRATIVE SERVICES

Selection: Subject to the approval of the Board of Trustees, the position of Vice President of Administrative Services shall be appointed by the President.

Duties and Responsibilities: The position of Vice President of Administrative Services shall be responsible to the President and shall:

ESSENTIAL FUNCTIONS:
A. have the ability to read, write, speak, and comprehend the English language.
B. be able to communicate effectively in both oral and written form with all College constituencies.
C. be able to operate a computer utilizing database and spreadsheet functions.
D. be able to work additional hours or odd hours, if required.
E. possess current working knowledge of accounting, finance and management principles and analysis.
F. have the ability to travel on College business as required.

DUTIES AND RESPONSIBILITIES:
A. Serve as primary advisor to the President on matters of college finance, sources of revenue and budgeting.
B. Serve as a member of the College Leadership Team.
C. Plan, organize and administer the financial and business functions of the district under the direction of the President.
D. Coordinate the preparation of the annual district budget for the President and, under his/her direction, exercise financial control over the budget.
E. Establish and maintain an effective accounting system and supervise the accounting of all district, student body and other funds under the control of the district, including oversight of the Partners for Employment grant budgets and audits.
F. Supervise the preparation of payroll warrants and warrants for payment of other expenditures.
G. Prepare financial reports for the President, Board of Trustees, and State and local offices.
H. Supervise the preparation and review of specifications for bid programs.
I. Supervise the offices of Physical Plant and Maintenance, Accounting, Information Technology Services, Purchasing, Insurance, Cafeteria, Bookstore and Financial Aid.
J. Recommend to the President the retention and termination of all full and part-time Administrative Services personnel.
K. Interpret philosophy, policies and procedures to Administrative Services personnel.
L. Supervise the Unit Cost Study and preparation of other financial analysis reports.
M. Assist in preparation of the annual audit.
N. Serve as the President’s designee in processing personnel grievances.
O. Serve on the management team in collective bargaining with the faculty senate and custodial/maintenance unions.

P. Perform all other duties and responsibilities as may be assigned by the President.

**Minimum Qualifications:** Minimum requirements include a CPA or MBA or equivalent and 3 to 5 years of relevant administrative leadership in higher education or a government agency.

Salary: Administrative Range II

| Revised/Approved | 8/21/90
| Revised/Approved | 7/21/92
| Revised/Approved | 3/16/93

ADA

| Revised/Approved | 6/20/98

Job Code: 200

| Revised/Approved | 11/17/98

VP Adm Serv

| Revised/Approved | 3/21/00
| Revised/Approved | 10/15/02
| Revised/Approved | 2/21/06

*Pending Board Approval  

Revised/Approved
AGENDA ITEM #VIII-B-2c.
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

REVISED JOB DESCRIPTION
TITLE IV STUDENT SUPPORT SERVICES SECRETARY

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached revised job description for Title IV Student Support Services Secretary.

BACKGROUND: The job description for Title IV Student Support Services Secretary is being changed at this time to update the duties and responsibilities and add a preferred qualification for the position.

BOARD ACTION: ________________________________
TITLE IV STUDENT SUPPORT SERVICES SECRETARY*
(Grant Position)

This position will be staffed based on the availability of grant funds.

Selection: Subject to the approval of the Board of Trustees, the position of Title IV Student Support Services Secretary shall be appointed by the President.

Duties and Responsibilities: The position of Title IV Student Support Services Secretary shall be responsible to the Director of Title IV Student Support Services and shall:

Essential Functions:
A. have the ability to read, write, speak and comprehend the English language.
B. possess basic mathematical skills.

Duties and Responsibilities:
A. Perform all secretarial duties.
B. Type all federal, state, and local reports.
C. Process check reimbursements and miscellaneous office vouchers for instructors and staff.
D. C. Maintain all bookkeeping records.
E. D. Do all statistical recording and reporting.
F. E. Be responsible for placing all purchase orders.
G. F. Supervise work-study students.
H. G. Assist in organizing and implementing programs, seminars, and classes.
I. H. Serve as receptionist and referral source for project participants.
J. I. Perform all other duties and responsibilities as may be assigned by the Director of Title IV Student Support Services.

Minimum Qualifications:
High school diploma or equivalent, associate’s degree preferred. Computer skills and a working knowledge of Microsoft office preferred. Written and verbal communication skills, and ability to work independently required.

Salary: Classified

Adopted 08/16/88
Revised/Approved 03/20/90
Revised/Approved 03/16/93
Revised/Approved 08/19/97
Revised/Approved

ADA
Job Code: 614
Sec Title IV Student Support Services

*Pending Board Approval
AGENDA ITEM #VIII-B-2d.
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

REVISED JOB DESCRIPTION
PRESIDENT

RECOMMENDATION OF THE BOARD: That the Board of Trustees approve the attached revised job description for President.

BACKGROUND: The job description for President is being changed at this time to show current qualifications and expectations of the Board of Trustees for this position.

BOARD ACTION: ____________________________
PRESIDENT*

Selection: The President will be approved and appointed by the Board of Trustees.

The President is responsible for the College’s adherence to its mission and achievement of its goals. The president fulfills this responsibility by establishing appropriate organizational structure and procedures and by recommending policies, which promote the maximum participation of all Highland Community College constituents in fostering the ideals values of equity, justice, and harmony integrity, compassion and respect.

Duties and Responsibilities: The President shall be directly responsible to the Board of Trustees and shall:

A. Act as chief executive officer of Highland Community College under the Board of Trustees and be charged with putting into effect Board policies and regulations.
B. Make recommendations to the Board on all matters pertaining to the salaries, promotion, demotion, and dismissal of members of the teaching and administrative staff.
C. Have final authority for hiring, promotion, demotion and dismissal of all classified employees of the college.
D. Bear responsibility to the Board of Trustees for the satisfactory governance and administration of the college. The President may delegate responsibility for specified management functions.
E. Direct the selection of a competent and harmonious teaching and administrative staff, and recommend their employment to the Board of Trustees.
F. Serve on state and national committees to the extent that the President’s primary responsibility to the College is not impaired.
G. Prepare and supervise an annual balanced budget for the operation of the College.
H. Make periodic reports to the Board of Trustees, to recognized accrediting and standardizing agencies, to the College constituency, and to State coordinating agencies.
I. Maintain amity and unity of purpose among all members of the teaching, administrative and classified staffs, the Board of Trustees, the College’s alumni, and all other College constituencies.
J. Coordinate the planning process for the College.
K. Maintain a systematic evaluation process for all components of the College.
L. Determine annually the membership of College standing committees and appoint ad hoc committees for special purposes not in conflict with the responsibilities of the standing committees.
M. Perform all other duties and responsibilities as may be assigned by the Board of Trustees.

Minimum Qualifications: Doctorate in educational administration, business administration, Juris Doctor or related field, combined with experience demonstrating successful and increasing leadership responsibilities required. Five 5-years experience in educational administration with 2 years in community college administration desired.
Prior demonstrated knowledge and ability in educational finance, management, governmental and political processes, and leadership required. Must be student success and enrollment management oriented, interested in Boardmanship and have an understanding of finance, preferably educational finance. Must be able to effectively communicate with students, employees, the community, including the outlying communities, and have the ability to develop and maintain partnerships. A strategic, service-oriented thinker is required. Must be fair and equitable and believe in a climate, which appreciates the differences of every individual and encourages multicultural perspectives. Must have the ability to promote the opportunity for new ideas and to critically determine feasibility. Must believe in and follow Servant-Leadership and Core Values of the institution.

Salary: Administrative Range I

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* Pending Board Approval
AGENDA ITEM #VIII-B-4
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

PART-TIME INSTRUCTORS/OVERLOAD

RECOMMENDATION OF THE PRESIDENT: That the part-time/overload instructors listed below be approved to teach during the spring semester of 2006.

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.

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<tr>
<th>Last</th>
<th>First</th>
<th>Subject</th>
<th>Course Title</th>
<th>Clock</th>
<th>Load or Credit</th>
<th>Rate</th>
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* pro rated based on students

BOARD ACTION:
AGENDA ITEM #VIII-C-1
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE

ESTABLISHMENT OF BOARD MEETING SCHEDULE
FOR MAY AND JUNE 2006

RECOMMENDATION OF THE PRESIDENT: It is recommended that the regular meeting
time of the Board be established as the fourth Tuesday for May 2006 and the third Tuesday for
June 2006. All meetings will be held at 4:00 p.m. in the Board Room (Room H-228) located on the
second floor of the Student/Conference Center on the Highland Community College campus in
Freeport, Illinois. The meeting dates will be as follows:

May 23, 2006
June 20, 2006

BACKGROUND: An amendment to the Open Meetings Act regarding Public Notice of all
Meetings (P.A. 94-0028) states that "Every public body must give notice of the schedule of regular
meetings at the beginning of each calendar or fiscal year. The notice shall state the dates, time and
places of each regular meeting."

Previously the Board approved the meeting schedule at the reorganizational meeting, which for
many years was held in November of odd years, and was later changed to April. With the
amendment to the Open Meetings Act, the Board will begin setting the meeting date and time on a
fiscal year cycle, with the new meeting schedule for Fiscal Year 2007 being presented to the Board
for approval at the June 20, 2006 Regular meeting and presented annually in June thereafter. This
change will also be reflected in the Board policies section of the policy manual.

In addition, the May 2006 Board meeting has been changed to the fourth Tuesday in May in order
to accommodate a special meeting of the Board, which will be scheduled for May 16, 2006.

BOARD ACTION: ____________________________________________
AGENDA ITEM #IX-B-1
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

FIRST READING – BEREAVEMENT POLICY REVISION

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached revised policy.

BACKGROUND: The Bereavement policy was approved by the Board of Trustees as a new policy on October 18, 2005. As a result of some employee questions, the Policy Committee made the revisions to better clarify the intent of the policy.

BOARD ACTION: ___________________________________________
4.121 Leave, Bereavement Policy—Full-Time Active Employees (New 10/18/05 Revised 4/18/06)

The College will grant one day paid leave for bereavement of extended family: aunt, uncle, cousin, niece or nephew. Three consecutive days paid leave for family including brother or sister-in-law, son or daughter-in-law, mother or father-in-law, grandparent or grandparent-in-law or grandchild. Five consecutive days for immediate family: spouse, child, parent, sibling, stepchild, stepparent. Bereavement leave days cannot be accrued.

The employee’s immediate supervisor authorizes the use of bereavement leave. If additional time is needed, vacation, sick or unpaid personal leave may be taken with supervisory approval in consultation with Human Resources. The supervisor should consult with Human Resources in special circumstances.
AGENDA ITEM #IX-B-2
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

FIRST READING – COMPUTER-BASED TECHNOLOGY
AND ELECTRONIC COMMUNICATIONS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached new policies for first reading.

BACKGROUND: The Technology Committee recommended a number of recommendations to update the policy referring to technology. After review of the recommendations and consultation with the Director of Information Technology, the Policy Committee has developed two new policies, 5.23 - Computer-Based Technology and 5.24 - Electronic Communication, attached.
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 file server 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 to 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.”

A. Definition—

For purposes of this policy, communications technology includes but is not limited to the following terms: personal computers, networks, printers, scanners, e-mail, the internet, world-wide web, and fileservers.

B. Purpose of 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.

C. Opportunities and Risks of Technology Use—

The College believes that the value of information and interaction that 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. Because information on networks is so transitory and so diverse, the College cannot completely predict or control what users may or may not locate. Technology provides a conduit to information; the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is 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; 3) breaches of confidentiality; 4) defamatory material.

D. Privileges and Responsibilities—

Users are expected to access technology for legitimate college or education 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.

The actions of users accessing networks through the College reflect on the College. Therefore, users will conduct themselves accordingly by exercising good judgment.
and complying with this policy and all administrative regulations and guidelines.

E. Confidentiality—

Users must recognize that there is no 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 if needed. Therefore, users cannot expect absolute privacy from College personnel as to their use of technology.

F. Guidelines for Technology Use—

Users will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless labeled “freeware” or “public-domain”)
- Adhere to the licensing agreements governing the use of shareware
- Note the e-mail, like other forms of communication, is not guaranteed to be private. People who operate the system may have access to e-mail under appropriate circumstances
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures
- Take responsibility for any activities using technology that is borrowed by them or under their account or password
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses
- Respect the right of others to use equipment
- Abide by the policies and procedures of networks and systems linked by technology
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, other’s files, equipment, and programs

Users will not:

- Harass other users
- Use account of another user without their permission
- Misrepresent themselves or others
- Violate the rights of others, including their privacy
- Vandalize data, programs, and/or networks
- Degrade or disrupt systems and/or equipment
- Damage technology hardware or software
- Spread computer viruses
- Gain unauthorized access to resources or entities
- Violate copyright laws
- Use technology for illegal purposes including accessing, viewing, downloading or transmitting child pornography
- Install software not supported or approved by the College
G. Disciplinary Actions—

Failure by students to comply with this policy governing the use of technology may result in disciplinary action as outlined by the Student Code of Conduct.

Failure by Faculty and Staff to comply with this policy governing the use of technology may result in disciplinary action as outlined by applicable Board Policy and/or contractual language.

5.24 Electronic Communication (New 4/18/06)

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.
AGENDA ITEM #IX-B-3
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

PRESIDENTIAL SEARCH PROCESS

RECOMMENDATION OF THE BOARD: That the Board of Trustees adopt the attached process and timeline for the hiring of a new President of Highland Community College.

BACKGROUND: At their March 30, 2006 regular meeting, the Board of Trustees met in closed session with Dr. Gary Davis, Illinois Community College Trustees Association consultant. Dr. Davis reviewed a list of characteristics of successful rural community college presidents, and the Board compared Dr. Kanosky's traits and characteristics to the list. The Board believes that Dr. Kanosky possesses many of these traits.

The Board will continue to evaluate and monitor Dr. Kanosky's performance over the next month, and does not intend to expand the search until the attached process is complete.

BOARD ACTION: ____________________________
Timeline for Completion of the
Highland Community College
Presidential Search Process

Complete reference checks
By 5/1/06

Interview internal candidate (schedule to be determined)
5/16/06

If internal candidate is recommended, present to Board for approval
5/23/06

If approved, prepare employment contract
5/24/06

Contract goes into effect
No later than 7/1/06

Should the internal candidate not be selected, an external search will begin immediately
AGENDA ITEM #X-A-1
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD

BILLS

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approve the following resolution for the payment of the March 2006 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 219931 through 221468 amounting to $1,382,044.09 with 3 adjustments of $250.00, such warrants amounting to $1,381,794.08. Transfers of funds for payroll amounted to $886,337.44.
## AGENDA ITEM #X-A-1
April 18, 2006
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2006

<table>
<thead>
<tr>
<th></th>
<th>Previous Balance</th>
<th>Receipts</th>
<th>Disbursements</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>US BANK</td>
<td>$179,594.69</td>
<td>$1,250.00</td>
<td>$0.00</td>
<td>$180,844.69</td>
</tr>
<tr>
<td>FIFTH THIRD</td>
<td>18,032.73</td>
<td>0.00</td>
<td>0.00</td>
<td>18,032.73</td>
</tr>
<tr>
<td>UNION LOAN AND SAVINGS</td>
<td>150,449.33</td>
<td>39.33</td>
<td>0.00</td>
<td>150,488.66</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>$348,076.75</strong></td>
<td><strong>$1,289.33</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$349,366.08</strong></td>
</tr>
</tbody>
</table>

| 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 |   | 55,000.00 |               | 55,000.00 |
| 1017 HCC ROAD AND LOT  |                   | 67,569.96 |               | 67,569.96 |
| 1018 YMCA ROAD AND LOT |                   | 70,487.22 | 416.67        | 70,903.89 |
| 1019 YMCA BLDG/MAINT   |                   | 29,909.10 | 833.33        | 30,742.43 |
| 1020 HCC BLDG/MAINT    |                   | 31,414.32 |               | 31,414.32 |
| 1021 YMCA/HCC INTEREST |                   | 74,682.11 | 39.33         | 74,721.44 |
| 1022 HCC SECTION 125 PLAN |         | 18,032.73 |               | 18,032.73 |
| **TOTAL**              | **$348,076.75**  | **$1,289.33** | **$0.00**     | **$349,366.08** |
AGENDA ITEM #X-A-2  
APRIL 18, 2006  
HIGHLAND COMMUNITY COLLEGE  
FY'06

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 2006

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Budget</th>
<th>Year-to-Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Taxes</td>
<td>$5,055,735</td>
<td>$2,534,076</td>
<td>50.1%</td>
</tr>
<tr>
<td>Credit Hour Grants</td>
<td>1,532,396</td>
<td>1,164,312</td>
<td>76.0%</td>
</tr>
<tr>
<td>Equalization</td>
<td>1,020,957</td>
<td>765,726</td>
<td>75.0%</td>
</tr>
<tr>
<td>Hold Harmless</td>
<td>70,482</td>
<td>70,482</td>
<td>100.0%</td>
</tr>
<tr>
<td>ICCB Career/Tech Education</td>
<td>59,048</td>
<td>64,945</td>
<td>110.0%</td>
</tr>
<tr>
<td>CPP Replacement Tax</td>
<td>358,538</td>
<td>189,327</td>
<td>52.8%</td>
</tr>
<tr>
<td>Dept. of Educ.</td>
<td>38,600</td>
<td>46,265</td>
<td>119.9%</td>
</tr>
<tr>
<td>DCEO</td>
<td>160,000</td>
<td>114,281</td>
<td>71.4%</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>3,600,021</td>
<td>3,309,885</td>
<td>91.9%</td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>52,700</td>
<td>33,908</td>
<td>64.3%</td>
</tr>
<tr>
<td>Facilities Revenue</td>
<td>73,200</td>
<td>46,322</td>
<td>63.3%</td>
</tr>
<tr>
<td>Interest on Investments</td>
<td>20,000</td>
<td>52,130</td>
<td>260.7%</td>
</tr>
<tr>
<td>Non-Govt. Gifts, Grants</td>
<td>65,000</td>
<td>4,198</td>
<td>6.5%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>12,900</td>
<td>4,749</td>
<td>36.8%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$12,119,577</td>
<td>$8,400,606</td>
<td>69.3%</td>
</tr>
</tbody>
</table>

EXPENDITURES:

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th>Budget</th>
<th>Year-to-Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$7,937,959</td>
<td>$5,737,312</td>
<td>72.3%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,815,892</td>
<td>1,351,569</td>
<td>74.4%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>696,306</td>
<td>458,434</td>
<td>65.8%</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>792,702</td>
<td>762,822</td>
<td>96.2%</td>
</tr>
<tr>
<td>Conference &amp; Meeting</td>
<td>164,371</td>
<td>99,637</td>
<td>60.6%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>58,633</td>
<td>60,527</td>
<td>103.2%</td>
</tr>
<tr>
<td>Utilities</td>
<td>533,666</td>
<td>432,266</td>
<td>81.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>204,108</td>
<td>208,232</td>
<td>102.0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>(64,539)</td>
<td>498</td>
<td>-0.8%</td>
</tr>
<tr>
<td>Contingency</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>(50,000)</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$12,089,098</td>
<td>$9,111,297</td>
<td>75.4%</td>
</tr>
</tbody>
</table>

Excess of Revenues Over Expenditures  
$30,479  ($710,691)

Fund Balance 7/1/05  
1,228,998  1,228,998

Fund Balance 3/31/06  
$1,259,477  $518,307
AGENDA ITEM #X-A-2
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD
FY'06

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2006

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Budget</th>
<th>Year to-Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Taxes</td>
<td>$512,765</td>
<td>$157,885</td>
<td>30.8%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$512,765</td>
<td>$157,885</td>
<td>30.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Materials &amp; Suppl</td>
</tr>
<tr>
<td>Contractual Services</td>
</tr>
<tr>
<td>Capital Outlay</td>
</tr>
<tr>
<td>Transfer In</td>
</tr>
<tr>
<td>Total Expenditures</td>
</tr>
</tbody>
</table>

Excess of Revenues Over Expenditures: $(108,689) $(50,155)

| Fund Balance 7/1/05 | $566,014 | $566,014 |
| Fund Balance 3/31/06 | $457,325 | $515,859 |
AGENDA ITEM #X-A-2  
APRIL 18, 2006  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY'06  

AUXILIARY ENTERPRISE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 2006  

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Bookstore Sales</td>
<td>$1,254,500</td>
</tr>
<tr>
<td>Athletics</td>
<td>52,134</td>
</tr>
<tr>
<td>Gifts</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>44,500</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,351,134</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Salaries</td>
<td>$140,088</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>30,446</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>25,260</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>1,012,417</td>
</tr>
<tr>
<td>Conference &amp; Meeting</td>
<td>54,900</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>2,750</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>81,400</td>
</tr>
<tr>
<td>Transfers In</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$1,347,261</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess of Revenues Over Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,873</td>
</tr>
</tbody>
</table>

Fund Balance 7/1/05 | $121,127 | $121,127 |

Fund Balance 3/31/06 | $125,000 | $32,568 |
RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2006

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Budget</th>
<th>Year-to-Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICCB Restricted Grants</td>
<td>$72,801</td>
<td>$22,500</td>
<td>30.9%</td>
</tr>
<tr>
<td>Vocational Education</td>
<td>192,225</td>
<td>189,604</td>
<td>98.6%</td>
</tr>
<tr>
<td>Adult Education</td>
<td>283,048</td>
<td>319,964</td>
<td>113.0%</td>
</tr>
<tr>
<td>Other Illinois Sources</td>
<td>139,264</td>
<td>117,496</td>
<td>84.4%</td>
</tr>
<tr>
<td>Department of Education</td>
<td>2,844,484</td>
<td>2,150,625</td>
<td>75.6%</td>
</tr>
<tr>
<td>DCEO</td>
<td>2,809,989</td>
<td>1,950,307</td>
<td>69.4%</td>
</tr>
<tr>
<td>RSVP</td>
<td>76,755</td>
<td>43,955</td>
<td>57.3%</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>268,000</td>
<td>257,090</td>
<td>95.9%</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>24,385</td>
<td>8,562</td>
<td>35.1%</td>
</tr>
<tr>
<td>Interest</td>
<td>6,000</td>
<td>19,982</td>
<td>331.4%</td>
</tr>
<tr>
<td>Non-govt. Gifts, Grants</td>
<td>13,000</td>
<td>48,361</td>
<td>372.0%</td>
</tr>
<tr>
<td>Other</td>
<td>194,703</td>
<td>99,562</td>
<td>51.1%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$6,924,654</td>
<td>5,227,908</td>
<td>75.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,758,826</td>
<td>$1,402,736</td>
<td>79.8%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>449,719</td>
<td>351,503</td>
<td>78.2%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>272,880</td>
<td>165,834</td>
<td>60.8%</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>161,614</td>
<td>193,500</td>
<td>119.7%</td>
</tr>
<tr>
<td>Conference &amp; Meeting</td>
<td>141,490</td>
<td>137,113</td>
<td>96.9%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>78,393</td>
<td>47,855</td>
<td>61.0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>5,082</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>34,000</td>
<td>96,574</td>
<td>284.0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,982,834</td>
<td>982,688</td>
<td>49.6%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>1,849,560</td>
<td>1,700,815</td>
<td>92.0%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$6,734,398</td>
<td>$5,078,618</td>
<td>75.4%</td>
</tr>
</tbody>
</table>

Excess of Revenue Over Expenditures $190,256 $149,290

Fund Balance 7/1/05 767,648 767,648

Fund Balance 3/31/06 $957,904 $916,938
### AGENDA ITEM #X-A-2

**APRIL 18, 2006**

**HIGHLAND COMMUNITY COLLEGE BOARD**

**FY'06**

**AUDIT FUND**

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended March 31, 2006

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Year to-Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Taxes</td>
<td>$31,000</td>
<td>$15,088</td>
<td>48.7%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$31,000</td>
<td>$15,088</td>
<td>48.7%</td>
</tr>
</tbody>
</table>

|                 |         |              |         |
| **EXPENDITURES:**|         |              |         |
| Contractual Services | $31,000 | $29,500      | 95.2%   |
| **Total Expenditures** | $31,000 | $29,500      | 95.2%   |

|                 |         |              |         |
| Excess of Revenues Over Expenditures | $0   | ($14,412)    |         |

<table>
<thead>
<tr>
<th>Fund Balance 7/1/05</th>
<th>$24,721</th>
<th>$24,721</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance 3/31/06</td>
<td>$24,721</td>
<td>$10,309</td>
</tr>
</tbody>
</table>
AGENDA ITEM #X-A-2  
APRIL 18, 2006  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY’06  

BOND AND INTEREST FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended March 31, 2006

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Budget</th>
<th>Year to-Date</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Taxes</td>
<td>$56,824</td>
<td>$57,898</td>
<td>101.9%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$56,824</td>
<td>$57,898</td>
<td>101.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charges</td>
<td>$111,815</td>
<td>$112,165</td>
<td>100.3%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$111,815</td>
<td>$112,165</td>
<td>100.3%</td>
</tr>
<tr>
<td>Excess of Revenues</td>
<td>($54,991)</td>
<td>($54,267)</td>
<td></td>
</tr>
<tr>
<td>Over Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance 7/1/05</td>
<td>$102,785</td>
<td>$102,785</td>
<td></td>
</tr>
<tr>
<td>Fund Balance 3/31/06</td>
<td>$47,794</td>
<td>$48,518</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM #X-A-2
APRIL 18, 2006
HIGHLAND COMMUNITY COLLEGE BOARD
FY'06

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2006

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td>Local Taxes</td>
<td>$985,179</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$985,179</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td>Salaries</td>
<td>$182,248</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>261,537</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>254,182</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>12,000</td>
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<tr>
<td>Conference &amp; Meetings</td>
<td>1,000</td>
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<tr>
<td>Fixed Charges</td>
<td>181,484</td>
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<tr>
<td>Capital Outlay</td>
<td>0</td>
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<tr>
<td>Other</td>
<td>50,000</td>
</tr>
<tr>
<td>Contingency</td>
<td>42,728</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$985,179</td>
</tr>
</tbody>
</table>

Excess of Revenues
Over Expenditures $0 ($302,567)

Fund Balance 7/1/05 $74,810 $74,810

Fund Balance 3/31/06 $74,810 ($227,757)