

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
April 20, 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: March 10, 2010 Board Retreat
 March 16, 2010 Regular Meeting
- IV. Comments from Outgoing Student Trustee
- V. Seating of Newly Selected Student Trustee
- VI. Public Comments
- VII. Introductions
- VIII. Recognition of Ed Stevens
- IX. Status of the College Report: Forensics Team
- X. Foundation Report
- XI. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Appointment: Business Instructor (Page 1)
 - D. Financial
 - 1. Part-time Instructors/Overload (Page 2)
- XII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Revised Policies: Technology Use, Electronic Communication, and Information Technology Services Acceptable Use Guidelines (Page 4)
 - 2. Second Reading – Revised Policy: Ethics (Page 12)
 - 3. First Reading – Revised Policy: Requisitions for Supplies and Services (Page 23)

4. First Reading – Revised Policies: Policy Manual Chapter V – Finance & Facilities (Page 25)
- C. Personnel (None)
- D. Financial
 1. Payment Card Industry Data Security Standard (PCI DSS) Compliance (Page 38)
 2. Acceptance of Bid: Protection, Health & Safety Project – Energy Upgrade Project: Electrical Upgrades (Page 42)
 3. Acceptance of Bid: Protection, Health & Safety Project – Energy Upgrade Project: Mechanical Upgrades (Page 44)
 4. Payment of Bills and Agency Fund Report (Page 46)

XIII. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 48)
- B. Monitoring Report: Workforce Development
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

XIV. Old Business

XV. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
- C. Probable, Imminent or Pending Litigation

XVI. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
- C. Probable, Imminent or Pending Litigation

XVII. New Business

XVIII. Dates of Importance

- A. Honors Convocation – May 13, 2010 at 7:00 p.m. – Ferguson Fine Arts Theatre
- B. Graduation Breakfast – May 14, 2010 at 10:00 a.m. (note new time) – Student/Conference Center room H-201

- C. Graduation – May 15, 2010 at 10:00 a.m. – Plaza on the Highland Campus between the Natural Science, Marvin-Burt Liberal Arts Center, and Technology Center
- D. Next Regular Board Meeting – May 18, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- E. 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.)
- F. Audit Committee Meeting – June 2, 2010 at 1:30 p.m.

XIX. Adjournment

**AGENDA ITEM #XI-C-1
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
BUSINESS INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the appointment of Mr. Richard Jacobs as full-time Business Instructor in the Business and Technology division beginning August 12, 2010 at an FY'10 salary of \$84,855 plus appropriate fringe benefits (MS+48, 16 years experience). Since the FY'11 faculty union contract has not yet been negotiated, this salary is based on the FY'10 salary schedule and is within the FY'11 budget. This is a full-time faculty position. This appointment and hire is necessary due to the retirement of two full-time Business instructors.

BACKGROUND: Mr. Jacobs comes to Highland with many years in education and working in the private business industry in various capacities. His most recent position was with CUSD #427 at Sycamore High School, where for the last 14 years he has been a business instructor and for the last 10 years he has been the Business Department Chair. In his time there, he taught a variety of business courses including consumer education, business management, business law, marketing, accounting, and many computer programming courses. Early in his career at the high school, he also developed the district website and maintained it with up-to-date information on a day-to-day basis. Prior to his time at Sycamore High School, he was employed as a full-time business instructor at Naperville Central High School and Hiawatha High School in Kirkland, Illinois. Prior to his career in education, Mr. Jacobs worked in the business industry as a shipping supervisor at Johnson Controls, Inc., production superintendent at Solo Cup Company and glazing supervisor at Haeger Potteries, Inc. In these roles, he provided supervision to large numbers of employees and managed business operations. Mr. Jacobs obtained his Bachelor of Science degree in Industrial Supervision and his Master of Science degree in Management from Northern Illinois University. While obtaining his graduate degree, he taught on a part-time basis for Kishwaukee College in the areas of general business and personal finance. Mr. Jacobs' real world experience, educational career and vast expertise in business related topics make him an ideal addition to the Business and Technology division.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-1
APRIL 20, 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
James	Dole	NSCI133	Astronomy Online Development		2	\$496.25	\$992.50
Kim	Lorig	LIBS199DXX	FYE		2	\$429.04	\$858.08
Sylvia	Baker	NUR288HB	NIOIN	104		\$35.00	\$3,640.00
Patti	Jackson		Accreditation	7		\$25.00	\$175.00
Kathleen	Johnson	NUR286	NIOIN	48		\$35.00	\$1,680.00
Craig	Pence		AQIP Action Project Presentation				\$100.00
James	Breed	PHIL282	Ethics Online Development		2	\$481.25	\$962.50
Heather	Moore	ENG121	Online Development		2	\$1,113.00	\$2,226.00
Allen	Redford	MUS267	Online Development		2	\$1,113.00	\$2,226.00
Kent	Johnson		Online Development		2	\$1,113.00	\$2,226.00
John	Webb	HUMA106	Online Development		2	\$1,113.00	\$2,226.00
Daryl	Watson	HIST143	Online Development		2	\$496.25	\$992.50
John	Webb		Director for The Diviners				\$2,000.00
Jeremy	Monigold	INFT142Y	Adv. Excel		1	\$1,335.60	\$1,335.60
Jeremy	Monigold	INFT147Y	Adv. Access		1	\$1,335.60	\$935.92*
Jeremy	Monigold	INFT150Y	Miscrosoft Integration		1	\$1,335.60	\$667.80*
Jeremy	Monigold	OCED290H	Workplace Experience		1	\$1,335.60	\$133.56*
Bruce	Pittluck	INFT133A	Adv. Word		1	\$444.04	\$444.04
Larry	Zigler	BUSN121IS	Independent Study		3	\$1,224.30	\$110.19*
Jason	Long		Asst. Baseball Coach				\$2,226.00
Scott	Anderson	WFD048ACC	Blueprint Reading				\$486.92
Anki	Fockstedt	WFD048ICC	Horse Massage				\$90.00
Anki	Fockstedt	SPTP164ACC	Horse Health				\$421.88
Anki	Fockstedt	WFD048GCC	Equine Open House				\$45.00
Anki	Fockstedt	SPTP165ACC	Equine Sports Massage				\$337.50
Anki	Fockstedt	SPTP170ACC	Intro to Dressage				\$421.88
Anki	Fockstedt	SPTP166ACC	Intro to Horse Breeding				\$168.75
Jeremy	Monigold	WFD011A	Excel				\$600.00
Rudy	Nielsen	WFD011ACC	Excel				\$180.00
Georgia	Balsamo	HMEC192BCC	Food Sanitation		1	\$444.04	\$444.04
Janet	Checker	PERS036DCC	Basic Drawing	12		\$23.05	\$276.60
Janet	Checker	PERS036HCC	Adv. Oil Painting	12		\$23.05	\$276.60
Kathy	Heid	PERS036FCC	Walk and Stretch	30		\$23.05	\$691.50
Debbie	Miller	CED020DCC	Card Making	12		\$23.05	\$276.60
Sharon	Zigmont	HMEC192FCC	Food Sanitation		1	\$444.04	\$444.04
*Pro rated based on students							

**AGENDA ITEM #XII-B-1
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND 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 second 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).

No changes have been made since the Board approved the first reading on March 16, 2010.

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 #XII-B-2
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY
ETHICS**

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 Finance and Facilities chapter (V) of the Policy Manual. The recommended changes provide for an internal code of conduct that mirrors the Board Ethics Policy 1.25. The Policy Review Committee felt it would be beneficial to document the standards and principles to which employees should adhere.

Minor changes have been made by the Policy Committee to Sections G.3 and G.4 of the policy since the Board approved the first reading at the February 23, 2010 regular meeting.

BOARD ACTION: _____

| 5.081 Ethics (Revised ~~9/20/05~~)

A. Definitions and General Provisions

For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

“Board” means the Board of Trustees of the College.

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any Federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in the Election Code (10 ILCS 5/1-3, section 1-3).

“Collective bargaining” has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer or employee is on premises under the control of the College and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in the Election Code (10 ILCS 5/9-1.4), section 9-1.4.

“Employee” means a person employed by the College whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.

“Employer” means the College.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term “officer” includes all members of the Board of Trustees.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under the Election Code (10 ILCS 5/9-3) section 9-3, as the case may be, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

3. Soliciting, planning the solicitation *of*, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

1. is seeking official action (a) by an officer or (b) by an employee, or by the officer or another employee directing that employee;
2. does business or seeks to do business (a) with the officer or (b) with an employee, or with the officer or another employee directing that employee;
3. conducts activities regulated (a) by the officer or (b) by an employee, or by the officer or another employee directing that employee; or
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

B. Prohibited Political Activities

No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the College in connection with any prohibited political activity.

At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee’s duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

C. Gift Ban

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.

The Gift Ban has the following exceptions:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancé.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of

the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments provided as a “contribution” under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.
13. Any item or items provided by the College in support of the employee’s, officer’s or member’s discharge of official duties.

Disposition of gifts: An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy

if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under the Internal Revenue Code of 1986, Section 501 (C)(3), as now or hereafter amended, renumbered, or succeeded.

D. Ethics Advisor

The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College. If no other designation is made, the regularly retained attorney of the College will serve as the Ethics Advisor.

The Ethics Advisor shall provide guidance to the officers and employees of the College concerning the interpretation of and compliance with the provisions of this Policy and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board.

E. Ethics Commission

An Ethics Commission may be appointed by the Board to review opinions issued by the Ethics Advisor, to consider ethics complaints, and to undertake other responsibilities deemed appropriate. If appointed, the Ethics Commission shall consist of three (3) members. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any member of the Board of Trustees. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis.

Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine the initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

The Board may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

The Commission shall have the following powers and duties:

1. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
2. Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Policy and not upon its own prerogative.
3. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Policy.
4. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the College to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
5. The powers and duties of the Commission are limited to matters clearly within the purview of this Policy.

Complaints alleging a violation of this Policy shall be filed with the Ethics Commission.

The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Policy, to determine whether there is cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within ten business days after such

meeting. If the complaint is deemed sufficient to allege a violation of Article 10 of this Policy and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter.

On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the Board of Trustees. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

A complaint alleging the violation of this Policy must be filed within one year after the alleged violation.

F. Board Action on Recommendation of Commission

Upon receipt of a recommendation from the Ethics Commission, the Board may issue a reprimand to a board member or officer who intentionally violates any provision of Section E of this Policy.

Upon receipt of a recommendation from the Ethics Commission, the Board may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of Section E of this Policy in accordance with the applicable procedures.

G. Internal Ethics

In support of the best interests of the College, and in support of the mission of the College, all employees shall adhere to reasonable ethical standards, including the following principles:

1. Conduct. Employees will demonstrate personal integrity and ethical behavior in word and action; act responsibly and accept accountability rather than placing blame; act consistently with the College's Core Values of Integrity, Compassion, and Respect; act consistently with the principles of Servant-Leadership; and the College's Employee Characteristics and Service Standards.
2. Decision-making. When placed in a decision-making role, or in a decision-making position, employees in a decision-making role will become informed to the extent necessary to be an effective decision-maker; welcome and encourage input from other employees; take responsibility and follow established internal processes.

3. Conflict of Interest. Employees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. ~~Employees will not use their position to influence hiring decisions or other personnel decisions.~~ Employees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.

4. Confidentiality. Employees will maintain confidentiality of privileged information and private information. ~~Employees will not use their position to influence hiring decisions or other personnel decisions.~~

**AGENDA ITEM #XII-B-3
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
REQUISITIONS FOR SUPPLIES AND SERVICES**

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

BACKGROUND: The attached policy is included in the Finance and Facilities chapter (V) of the Policy Manual. The recommended changes include wording to clarify the threshold amounts for required signatures for purchase requisitions and to update the policy for the position of Associate Vice President.

BOARD ACTION: _____

5.06- Requisitions for Supplies and Services (Revised ~~9/20/05~~)

All requisitions by faculty and staff for supplies and services not exceeding in the amount of \$500 or less must be signed by the respective cost center supervisor. Those requisitions between \$500 and \$2,000 also require the signature of the appropriate Vice President or Associate Vice President. In addition, all requisitions exceeding in the amount of \$2,000 or more require the signature of the President. All requisitions are to be forwarded to the Purchasing Office following completion. Invoices which do not bear a purchase order number, except in certain situations, will be the responsibility of the individual and not the obligation of the College.

**AGENDA ITEM #XII-B-4
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – REVISED POLICIES
POLICY MANUAL CHAPTER V – FINANCE AND FACILITIES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for first reading the attached revised Chapter V – Finance and Facilities section of the Policy Manual.

BACKGROUND: The list of attached policies incorporates minor changes in words, titles, or clarification.

The policies are being revised as part of the regular cycle of general updating and review of the Board Policy Manual. Revisions to this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College.

Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
5.01	Wording change to correspond with State statute
5.07	Title change
5.08	Clarification
5.09	Minor word change and clarification
5.11	Minor word change
5.131	Word change to correspond with State statute
5.133	Minor word change
5.15	Add title
5.22	Title change

BOARD ACTION: _____

| 5.01 Investment of Current Operating Funds (Revised ~~9/20/05~~)

A. Scope

This investment policy applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule". Investment of funds under this policy shall be in accordance with the requirements of 30 ILCS 235 (Public Funds Investment Act).

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal. Insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The investments of the District shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - Non-liquid investments shall be made with the institution or institutions offering the highest rate for a specified length of time.
4. Maintaining the Public's Trust - The Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the District Treasurer.

C. Investment Management

The District Treasurer is authorized to purchase and redeem investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this policy including, but not limited to: wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The District Treasurer shall further establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or impudent actions by employees of the District.

D. Qualified Depository Institutions

It shall be the duty and responsibility of the District Treasurer to invest funds only with the following institutions:

1. Banks and savings and loan associations located within District #519 that are insured by the Federal Deposit Insurance Corporation (FDIC).
2. The Illinois Funds (formerly the Illinois Public Treasurer's Investment Pool).
3. The Illinois School District Liquid Asset Fund.

E. Allowable Investment Instruments

While the District may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois, the Board of Trustees has chosen to limit allowable investment instruments to the following:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by, or which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Interest-bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
3. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) of this subsection and to agreements to repurchase such obligations. Examples would include the Illinois Funds and the Illinois School District Liquid Asset Fund.

District investments with those entities identified at Section D.2 and D.3 above shall be permitted notwithstanding the limitations set forth in this Section, provided that those entities invest District funds solely as permitted under the Public Funds Investment Act.

F. Diversification

Since it is the policy of the Board to limit investments to only those listed in E.1, E.2, and E.3, up to 100% of investments may be placed in any one of the three listed investment instruments.

G. Limits on Deposits

The aggregate sum on deposit with any bank, whether a demand deposit or time deposit, shall not exceed 40 percent of such bank's capital and surplus.

H. FDIC Insurance

The District will not invest funds in any financial institution that is not a member of the FDIC system. In addition the District will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing required private insurance in excess of FDIC insurable limits.

I. Collateralization

It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default. Collateralization must be in the College's name. Acceptable collateralization includes U.S. Treasury Securities, Federal National Mortgage Securities, or other securities issued by the United States Government. Such collateralization must be:

1. in writing.
2. approved by the board of directors of the depository institution or its loan committee with such approval reflected in the minutes of said board or committee.
3. an official record of the depository institution from the time of its execution.
4. be received by the College no later than 14 days after the investment is placed with the bank.
5. held for safekeeping by a third party bank such as:
 - a. a Federal Reserve Bank or its branch office.
 - b. at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - c. by an escrow agent of the pledging institution.
 - d. by the trust department of the issuing bank.

J. Performance

The Treasurer will strive to earn an average rate of return on certificates equal to or greater than the U.S. Treasury Bill rate for a given period of time.

K. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business that could conflict with the proper execution of the investment

program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act the Treasurer shall not have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

L. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Policy and written operation procedures as have or may be established and exercising due diligence shall be relieved of personal liability for an individual investment's risk.

M. Reporting

The Treasurer shall submit to the Board of Trustees and President a ~~bi-annual~~ quarterly investment report which shall include information regarding funds invested.

N. The investment portfolio will be reviewed at least annually by the District Treasurer. The effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance will be evaluated.

| 5.07 Salespersons and Agents (Revised ~~9/20/05~~)

| Salespersons making unsolicited calls to the campus should be directed to the Purchasing & Insurance Specialist or the ~~Business Office~~ Manager, Accounting.

The Purchasing Office will contact other interested personnel, such as deans or administrative supervisors, to determine if they wish to see or talk with a visiting salesperson. If possible, these personnel should be advised ahead of time when the salesperson is coming.

5.08 Gifts, Contributions, Bequests to Highland Community College (Reaffirmed-Revised
9/20/05)

The Board of Trustees or the College President may accept for the College any gift, contribution or bequest that is consistent with the goals and objectives of the College and encourages such gifts, contributions or bequests to be made through the Highland Community College Foundation. The President shall report all such gifts, contributions or bequests with a dollar value of over \$500 to the Board; provided however, when the donor shall inform the President that the donor wishes to remain anonymous, the President shall not disclose the donor's identity.

5.09 Reimbursement for Travel and Meeting Expenses (Revised ~~9/20/05~~)

Personnel and members of the Board of Trustees traveling on ~~College-college~~ business will be reimbursed for approved expenses.

Approved expenses may include transportation costs, registration fees for conferences or meetings, meals, lodging, and incidental expenses, which include necessary limousine hire, parking fees, tolls, taxi fares, tips and similar expenses.

Itemized reimbursement requests must be accompanied by receipts, paid bills, or similar evidence to support any singular expenditure of \$10 or more, and any expenditure for lodging. The receipt should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure.

Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by receipts for all items.

A ~~College-college~~ vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see the Employee Handbook.)

All settlement of travel advances must take place within 5 working days of the completion of the trip.

5.11 Waiving of Tuition (New 9/20/05 Revised)

The College Board authorizes the President to waive the tuition and fees for selected courses which enable the College to better fulfill its mission in relation to promoting student success and retention; accelerated entry into college or the workforce; public service and community leadership; cultural enrichment; and general wellness. The request to waive the tuition and fees for specific course offerings would come from the Vice President of Academic and Student Services and would be reviewed by the Board on an annual basis. Some examples of courses that may qualify for this waiver ~~might be:~~ College Success Skills, Articulated to Dual Credit Offerings, Servant Leadership, HCC Chorale, Community Band and Orchestra.

| 5.131 Smoking (~~Reaffirmed 9/20/05~~Revised)

| Smoking is banned in all Highland Community College buildings subject to Public Act 095.0017.

Smoking is banned in all vehicles in the College fleet.

5.133 Use of Skate Equipment and Recreational Vehicles (Adopted 3/18/08 Revised)

Use of skate equipment such as, but not limited to, skateboards, roller blades, and/or ice skates on Campus is prohibited. Use of personal recreational vehicles such as, but not limited to snowmobiles, dirt bikes, and/or all-terrain vehicles on College property is also prohibited, with the exception of motorcycle training programs, and other College approved activities.

| 5.15 Trespassing (Revised ~~9/20/05~~)

In order to maintain the security of the College community and its property, unoccupied or unused College facilities will be locked. The campus will be closed from 11:00 p.m. to 5:00 a.m. Any employee or student organization needing access to campus during off hours (including weekends) must contact security at 599-3451.

College organizations must complete a facilities request for utilizing campus facilities.

| If an authorized College official declares that any or all facilities of Highland Community College are closed, any unauthorized person on the premises will be considered a trespasser. There may be emergency situations where certain employee positions are required to stay or come onto campus when the facilities are closed. The President, Vice Presidents, Associate Vice Presidents and the Director of Physical Plant and Maintenance will make this determination as well as having the authority to issue an order to an individual(s) and/or group(s) that they will be considered as trespassers.

5.22 Computer Software (Revised ~~9/20/05~~)

Highland Community College employees that are provided with a personal computer by the College will not install software on that computer unless the College possesses a license for that software. Under no circumstances can a user install any software to the network server without prior authorization of the ~~Director of Informational Technology Services~~ Director, ITS for Network, Desktop and AV Support.

**AGENDA ITEM #XII-D-1
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS)
COMPLIANCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached proposal for professional services from Plante and Moran for Payment Card Industry Data Security Standard (PCI DSS) compliance at a cost not to exceed \$9,500.

BACKGROUND: The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that all companies that process, store, or transmit credit card information maintain a secure environment. Quarterly external scans, as required by PCI Data Security Standards, will be performed for \$50 per device, per quarter. Professional services require a high degree of professional skill and thus are one of the few services not subject to public bid law.

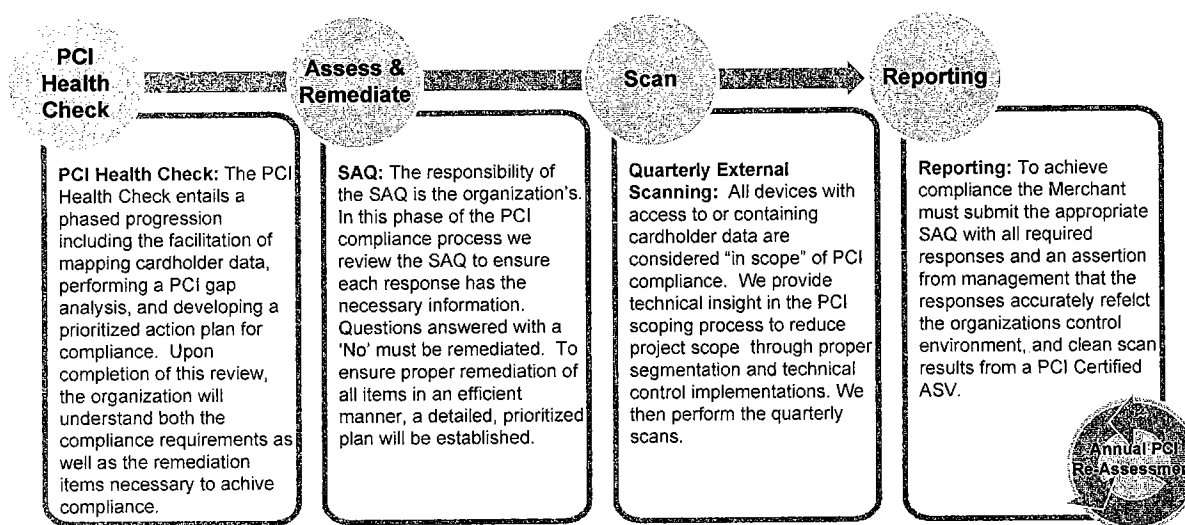
The College accepts payment in the form of credit cards for a variety of goods and services, the largest transactions being for tuition and fees and for bookstore purchases. The transactions take place both via telephone lines and the internet, through a point of sale system. PCI DSS requirements include completion of a Self-Assessment Questionnaire, successful completion of a vulnerability scan with a PCI approved scanning vendor, and completion of an Attestation of Compliance. PCI DSS requirements must be followed or the College will face fees, penalties, fines, and/or sanctions. The College feels that continuation of credit card acceptance is necessary based on the number of students and customers using a credit card as a form of payment (over 2,000 transactions in FY'09) and due to new online bill payment/payment plan options being provided to students.

BOARD ACTION: _____

Proposal to Provide PCI Compliance Services

The Plante & Moran Approach to PCI Compliance

Plante & Moran (P&M) utilizes a phased approach for assisting organizations in successfully achieving PCI Compliance. This approach provides for a structured and focused effort throughout the project. The major tasks are organized into four phases. At the conclusion of each phase, there is a scheduled management meeting to confirm progress and to gain synergy for the next phase. Upon conclusion of the audit, we provide continued support to your organization. As operating environments, industry trends, or the demands of your user organizations change -- we will be available and quick to respond to your needs. The major phases of the work plan are as follows:



Scope of Services

Specifically, Highland Community College has requested guidance in achieving PCI Compliance. To achieve PCI compliance Highland Community College must first understand the current control state as it relates to the data security standard set forth by the PCI Security Council. Therefore, the scope of this review will include the following PCI compliance services:

- PCI Compliance Requirements:** Plante & Moran will participate in a one day meeting with Highland Community College staff. The purpose of this meeting will be to discuss PCI requirements as they pertain to the Highland Community College. This meeting will include dialogue which will provide Plante & Moran with an understanding of the College's network, its processing of cardholder data, and the College's current plan for PCI compliance. Upon completion of this meeting, Plante & Moran will develop which define (at a high level) the cardholder data environment for the College and a detailed path to obtain PCI compliance.

Upon completion of the PCI Compliance Requirements phase, Plante & Moran can provide assistance to Highland Community College with the process of obtaining compliance. Plante & Moran's PCI Health Check will include an assessment of Highland Community College's card holder data environment as it pertains to the PCI Data Security Standards set forth by the PCI Security Council. This includes helping

Proposal to Provide PCI Compliance Services

Highland Community College understand the effort needed to comply with the PCI Data Security Standards set forth by the PCI Security Council. Listed below are the major steps necessary to complete this phase of the compliance process:

- ☒ Mapping Cardholder Data: P&M will work with the Highland Community College staff in an effort to map all card holder data. Understanding the process in which Highland Community College processes card holder data and the location of this data is an essential step in ensuring that PCI compliance is obtained.
- ☒ PCI GAP Analysis: During this second step in the Health Check process, P&M will assess the Highland Community College cardholder data environment, evaluate existing controls in place, and compare these results against the twelve PCI compliance requirements.
- ☒ Develop a PCI Action Plan: Based upon the results from the PCI GAP Analysis, P&M will assist management to develop an action plan to manage control over cardholder data and steps to comply with the PCI Data Security Standard.
- ☒ The Health Check will also include an initial scan of each device to ensure Highland Community College is aware of and has time to address any technical deficiencies identified prior to undertaking the first quarterly scan.

Upon remediation, Highland Community College will need to undergo quarterly scanning of their external (Internet facing) network by a PCI Council Approved Scanning Vendor (ASV). For this review, any Highland Community College externally facing device (such as routers, firewalls, servers, etc.) is considered in-scope.

After successful completion of the scanning phase, Highland Community College will need to report their results to their payment processor as “proof of compliance.” In this phase, Highland Community College will need to provide a “clean scan” for each external device, alongside their completed SAQ with all “yes” answers.

Engagement Fees & Approval

Our professional fees for this engagement, subject to the terms and conditions of the accompanying Professional Services Agreement, are detailed in the matrix below:

PCI Compliance	Fees
PCI Compliance Requirements	\$3,000
PCI Health Check (including initial external scans)	\$ 9,500
Quarterly External Scans (required by an ASV)	\$50 per device, per quarter

Proposal to Provide PCI Compliance Services

As you probably realize, our primary cost is salaries that are paid currently. Accordingly, our invoices, which will be rendered as services are provided are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will be added, beginning 30 days after the date of the invoice.

If you are in agreement with our understanding of this engagement, as set forth in this proposal and the accompanying Professional Services Agreement, please sign below and return the original signed copy to us with the accompanying Professional Services Agreement.

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between Highland Community College and Plante & Moran, PLLC with respect to the services specified in the "Scope of Services" section of this engagement letter. This agreement may be amended by written agreement between Plante & Moran, PLLC and Highland Community College.

Highland Community College

_____ Name

_____ Date

**AGENDA ITEM #XII-D-2
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
PROTECTION, HEALTH AND SAFETY ENERGY UPGRADE PROJECT
ELECTRICAL UPGRADES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorize acceptance of the low base bid meeting specifications from Associated Electrical, Woodstock, Illinois for \$266,960 for the electrical portion of the Energy Upgrade Project. This bid is within the approved budget for the project.

BACKGROUND: The energy upgrade project is comprised of several individual aspects designed to increase energy efficiency and reduce the cost of utilities. This includes replacement of the gas fired water heaters in the Sports Center with solar heating supplemented by new modular boilers; installation of high volume, low speed ceiling fans in both gymnasiums; replacing the lighting in both gymnasiums with high efficiency fluorescent lights; and replacing exterior high pressure sodium lighting with modern LED lighting. Each of these upgrades meets requirements set forth by the Illinois Community College Board (ICCB) for efficiencies earned and for a maximum payback period of eight years.

Due to the disparate nature of the work involved with this project, it was decided it was in the best interest of the College to bid the work in two portions, electrical and mechanical. This allowed contractors to bid within their specialties, saving the College time and money. Bidding the project in this manner was done with the prior approval of the ICCB. This bid for the electrical work includes all the indoor and outdoor lighting included in the project, as well as the HVLS ceiling fans. Acceptance of Bid Alternates #1 & #2 were not recommended by the College's architect, R. L. Johnson Associates.

This project was included in the fiscal year 2010 budget.

The bid was advertised with eight packets being requested and seven submitted.

Bids were opened at 2:00 p.m., March 24, 2010.

BOARD ACTION: _____

BID: INSTALLATION OF ELECTRICAL UPGRADES**March 24, 2010 – 2:00 p.m.**

PRESENT: Kurt Simpson – Highland Community College
 Terry Atz – Highland Community College
 Scott Johnson – R.L. Johnson & Associates
 A representative of Associated Electrical
 John Larson – Special Power
 John Bowers – Quality Electric
 Steve Sloan – Engel Electric
 Mike Cultra – Kelso-Burnett
 Doug Duncan – Morse Electric
 Tom Setterstrom – Loescher Heating & Air Conditioning

BIDDERS	BASE BID	ALT. #1 *	ALT. #2 +	TOTAL (Base bid + Alt. #1 & 2)
Associated Electrical	\$266,960	(\$12,500)	\$15,000	\$269,460
Special Power	\$276,345	(\$12,700)	(\$5,800)	\$257,845
Quality Electric	\$280,400	(\$11,350)	\$0	\$269,050
Engel Electric	\$287,303	(\$12,317)	(\$14,290)	\$260,696
Kelso-Burnett	\$291,000	(\$8,000)	(\$15,000)	\$268,000
Morse Electric	\$303,800	(\$11,100)	(\$14,575)	\$278,125
Loescher Heating & A/C	\$306,000	(\$5,000)	\$10,000	\$311,000

* Big Ass Fans (vendor name) in lieu of Rite-Hite fans.

+ Beta LED Fixtures in lieu of McGraw Edison LED Fixtures.

**AGENDA ITEM XII-D-3
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
PROTECTION, HEALTH AND SAFETY ENERGY UPGRADE PROJECT
MECHANICAL UPGRADES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorize acceptance of the low base bid meeting specifications from Mechanical Inc., Freeport, Illinois for \$146,175 for the mechanical portion of the Energy Upgrade Project. This bid is within the approved budget for the project.

BACKGROUND: The energy upgrade project is comprised of several individual aspects designed to increase energy efficiency and reduce the cost of utilities. This includes replacement of the gas fired water heaters in the Sports Center with solar heating supplemented by new modular boilers; installation of high volume, low speed ceiling fans in both gymnasiums; replacing the lighting in both gymnasiums with high efficiency fluorescent lights; and replacing exterior high pressure sodium lighting with modern LED lighting. Each of these upgrades meets requirements set forth by the Illinois Community College Board (ICCB) for efficiencies earned and for a maximum payback period of eight years.

Due to the disparate nature of the work involved with this project, it was decided it was in the best interest of the College to bid the work in two portions, electrical and mechanical. This allowed contractors to bid within their specialties, saving the College time and money. Bidding the project in this manner was done with the prior approval of ICCB. This bid for the mechanical work is for the installation of the solar and modular boiler water heating system in the Sports building. Acceptance of Bid Alternate #1 was not recommended by the College's architect, R. L Johnson Associates.

This project was included in the fiscal year 2010 budget.

The bid was advertised with four packets being requested and four submitted.

Bids were opened at 2:00 p.m., March 3, 2010.

BOARD ACTION: _____

BID: INSTALLATION OF A SOLAR/MODULAR BOILER SYSTEM**March 3, 2010 2:00 PM**

PRESENT: Kurt Simpson – Highland Community College
 Teresa Williams – Highland Community College
 Terry Atz – Highland Community College
 Scott Johnson – R.L. Johnson Associates
 Kent Seuring – Mechanical Inc.
 Tom Setterstrom – Loescher Heating and Air Conditioning
 Greg Hill – Nelson-Carlson Mechanical
 Jim Meyers – Freeport Sheet Metal

BIDDERS	BASE BID	ALT. #1 (See note below)	TOTAL (Base bid + Alt. #1)
Mechanical, Inc	\$146,175	\$4,250	\$150,425
Loescher Heating & A/C	\$178,000	\$7,600	\$185,600
Nelson-Carlson Mechanical	\$195,000	\$4,200	\$199,200
Freeport Sheet Metal	\$227,990	\$10,625	\$238,615

Note: Labor and materials to replace stand drive motor with variable frequency motor.

**AGENDA ITEM #XII-D-4
APRIL 20, 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 March 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 267504 through 269257 amounting to \$2,115,774.39 and Automated Clearing House (ACH) debits W0000040 through W0000043 amounting to \$130,336.23 and Electronic Refunds of \$2.00 with 16 adjustments of \$4,160.55 such warrants amounting to \$ 2,241,952.07. Transfers of funds for payroll amounted to \$674,672.12.

BOARD ACTION: _____

AGENDA ITEM #XII-D-4

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2010**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$234,185.19	\$1,250.00	\$2,727.00	\$232,708.19
FIFTH THIRD	18,118.53	0.00	0.00	18,118.53
UNION LOAN AND SAVINGS	166,119.21	1,190.92	0.00	167,310.13
TOTAL ASSETS	\$418,422.93	\$2,440.92	\$2,727.00	\$418,136.85
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	87,470.71	416.67		87,887.38
1019 YMCA BLDG/MAINT	28,428.61	833.33	1,364.00	27,897.94
1020 HCC BLDG/MAINT	35,701.82		1,363.00	34,338.82
1021 YMCA/HCC INTEREST	90,351.99	1,190.92		91,542.91
1022 HCC SECTION 125 PLAN	18,118.53			18,118.53
TOTAL	\$418,422.93	\$2,440.92	\$2,727.00	\$418,136.85

AGENDA ITEM #XIII
APRIL 20, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

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

- As of March 31st, we are 75% of the way into FY'10.
- Starting this month, the agenda item for payment of bills includes electronic refunds. This is a result of the implementation of an online bill payment system that has many facets, including the ability for students to receive refunds from Highland electronically rather than through the mail in the form of a check. The online bill payment system, also referred to as Touchnet, provides students with payment plan options, electronic billing, and the ability to authorize another user (such as a parent) to make payments on the student's behalf.
- Tax year 2009 computation reports have been received from Ogle and Stephenson counties. This is much earlier than in past years. Final equalized assessed valuation (EAV) amounts have been collected for these two counties, with estimates for Jo Daviess and Carroll counties included. At this point in time, it appears that the district EAV has increased about 1.7%. This amounts to about \$26,000 less than budgeted in the Operating Funds for local taxes. Once computation reports have been received from Jo Daviess and Carroll counties, a final amount will be determined and the revenue line items will be adjusted.
- At this point in time last year, Tuition & Fees revenue in the Operating Funds had reached 96% of the total Tuition & Fees revenue for FY'09. Now, Tuition & Fees revenue is 98% of the total Tuition & Fees revenue budgeted for FY'10.
- At this point in time last year, Bookstore Sales in the Auxiliary Enterprise Fund had reached 101% of the total amount budgeted for FY'09. Now, Bookstore Sales are at 98% of the total amount budgeted for FY'10.
- The Financial Aid line item in the Restricted Purpose Fund includes disbursement of Federal grants such as Pell, SEOG, and College Work Study to students. To date, the College has disbursed over \$3,300,000 in Pell grant funds to students. This is \$1,200,000 more than in FY'09.

