

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

April 26, 2011 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

Present Board as Organized

- I. Call to Order/Roll Call
- II. Approval of Minutes: March 2, 2011
 March 15, 2011 Regular Meeting
- III. **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
- IV. **ACTION, IF NECESSARY**
 - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
 1. President's Contract (Handout)
 - B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
 1. Custodial/Maintenance Contract (Handout)
- V. Approval of Resolution Declaring Results of Board of Trustees Election Held April 5, 2011 (Handout)
- VI. Comments from Outgoing Trustees
- VII. Comments from Outgoing Student Trustee
- VIII. Other
- IX. Appoint Chair Pro Tempore
- X. Adjournment Sine Die of Old Board

Organizational Meeting – Convening of New Board

- I. Call to Order/Roll Call
- II. Seating of Newly Elected Trustees
- III. Seating of Newly Elected Student Trustee
- IV. Board Reorganization and Election of Board Officers
 - A. Chair
 - B. Vice Chair
 - C. Secretary
- V. Committee Appointments
- VI. Establishment of the Board Meeting Schedule (Page 1)
- VII. Approval of Agenda
- VIII. Public Comments
- IX. Introductions
- X. Foundation Report
- XI. Consent Items
 - A. Academic (None)
 - B. Administration
 1. Approval to Locate Disc Golf Course on the Highland Community College Campus (Page 2)
 - C. Personnel
 1. Revised Job Description: Coordinator, Academic Services (Page 3)
 2. Revised Job Description: Student Advisor (Page 6)
 3. Part-time Instructors/Overload (Page 9)
 - D. Financial
- XII. Main Motions
 - A. Academic (None)
 - B. Administration
 1. Naming Opportunity – Betty L. Stamm Simulation Lab (Page 10)
 2. Naming Opportunity – James “Jim” Schneiderman Physical Assessment Lab (Page 11)
 3. Naming Opportunity – Bill and Lois Fieldsend Student Lounge (Page 12)
 4. First Reading – Revised Policy: Conduct of Meetings (Page 13)
 5. First Reading – Revised Policy: Record of Meetings (Page 15)

C. Personnel (None)

D. Financial

1. Resolution to Approve a Locally Funded Capital Project: New Natural Science Greenhouse (Page 17)
2. Payment of Bills and Agency Fund Report (Page 19)

XIII. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 21)
- B. Monitoring Report: Workforce Development
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

XIV. Old Business

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Pending Litigation

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Pending Litigation

XV. New Business

XVI. Dates of Importance

- A. Graduation Picnic – May 12, 2011 at 4:30 p.m.
- B. Honors Convocation – May 12, 2011 at 7:00 p.m. in the Ferguson Fine Arts Theatre
- C. Graduation – May 14, 2011 at 10:00 a.m. – Highland Community College
- D. Next Regular Board Meeting – May 17, 2011 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 1, 2011 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 1, 2011 at 2:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVII. Adjournment

**AGENDA ITEM #VI
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE**

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees set its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the October 2011 meeting, which will be held on the fourth Tuesday. All meetings will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in 2013:

<u>2011</u>	<u>2012</u>	<u>2013</u>
May 17, 2011	January 17, 2012	January 15, 2013
June 21, 2011	February 21, 2012	February 19, 2013
July 19, 2011	March 20, 2012	March 19, 2013
August 16, 2011	April 17, 2012	April 16, 2013
September 20, 2011	May 15, 2012	
October 25, 2011 (fourth Tuesday)	June 19, 2012	
November 15, 2011	July 17, 2012	
December 20, 2011	August 21, 2012	
	September 18, 2012	
	October 16, 2012	
	November 20, 2012	
	December 18, 2012	

BACKGROUND: The Public Community College Act (110 ILCS 805/3-8) provides that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

BOARD ACTION: _____

**AGENDA ITEM #XI-B-1
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL TO LOCATE DISC GOLF COURSE
ON THE HIGHLAND COMMUNITY COLLEGE CAMPUS**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve locating a disc golf course on the Highland Community College campus in the northwest open area by the soccer fields.

BACKGROUND: Several months ago Mr. Denny Garkey, the driving force behind Little Cubs Field, approached Dr. Joe Kanosky inquiring about locating a disc golf course on the Highland Community College campus. Mr. Garkey also met with the Student Senate, and Student Senate sent a survey to all students inquiring about their likelihood to use the course. Of the 197 students who responded, 61% indicated that they “definitely would,” “probably would,” or “maybe would” use a disc golf course.

Mr. Garkey has pledged to raise approximately \$2,000 for the facility, which will be nearly half of the total cost, with the remaining cost coming from student activity funds. Once built, the course would become the property of the College. This area is not currently used on a regular basis, and Mr. Garkey outlined the course so that it would not interfere with other activities. The YMCA has also been consulted and has observed the location of the proposed course and it does not interfere with any of their activities, as well.

BOARD ACTION: _____

**AGENDA ITEM #XI-C-1
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COORDINATOR, ACADEMIC SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the change in job title for the Coordinator, Academic Services to Retention Coordinator/Academic Advisor and revised job description. No change is being recommended to the placement on the Highland Salary Range Table. This is a grant-funded position and continues as an exempt professional position.

BACKGROUND: The incumbent in the Coordinator, Academic Services position, Anthony Sago, submitted clarifications to his PAQ. The updated work activities within the PAQ indicate this position is responsible for the management of retention efforts in the program and that a large portion of time includes advising responsibilities such as developing educational plans, providing students with information on degree completion and transfer options, and assisting students with course selection. There have been no changes to Anthony's job responsibilities; the PAQ was revised to more accurately mirror his work activities. It is felt that the job title and job description should be amended to reflect the main purpose of this position. For that same reason, this position's job class under Highland's Occupational Job Families and Classes Table will change from the Admissions Group (4200) to the Academic Advising Group (4100). The job class code will be adjusted from 4215 to 4108 to reflect the different job class.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: ~~Coordinator, Academic Services~~ Retention Coordinator/Academic Advisor*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for the retention efforts of the program by coordinating To coordinate support services available to students in Project Succeed; providing information, counseling, workshops and instruction on course selection, scholarships, financial aid, career choices and transfer requirements.

PRINCIPAL DUTIES: (essential functions)

- Monitors the placement and progress of project participants in relation to basic reading, writing and math skills.
- Coordinates the provision of academic support for project participants.
- Provides instruction or referral for students needing basic skill improvement; design and teach skills development courses for program participants; develop workshops/seminars for project participants focusing on development, transfer and application of academic skills.
- Supervises instructors within the program.
- Assists with the compilation of assessment and eligibility information for project participants; assists with the intake process and academic advising.
- Serves as a liaison between participating students and faculty.
- Assists in the design, maintenance and evaluation of the project information system.
- Meets with project participants to develop and monitor education support plans.
- Develops and coordinates the tutor/mentor program for the project.
- Consults and confers with all project staff to develop prescriptive plans for all students identified as high risk.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of college programs, degree and certificate requirements and transfer options.
 Knowledge of financial aid and scholarship availability and resources.
 Knowledge of principles and practices in development education.
 Knowledge of principles and practices of working with disadvantaged or high-risk students.
 Knowledge of computer operations and software applications.

Skill in advising and assessing student interests and abilities.
 Skill in providing tutoring and special instruction to diverse student populations.
 Skill in supervising and assigning and reviewing the work of others.
 Skill in operating computers and software applications.
 Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

MINIMUM QUALIFICATIONS: Bachelor's degree in developmental education or a related field, Master's degree preferred and three (3) years developmental education or programming for

Adopted 2/18/1986

Retention Coordinator/Academic Advisor. april 2011 ~~Coordinator, Academic~~

disadvantaged youth work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Director, Student Support Services

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 42154108

JOB SERIES/FAMILY: Student Support Services Series/~~Admissions Group~~Academic Advising

LAST REVISED: 10/24/0604/26/11 * [Pending Board Approval]

**AGENDA ITEM #XI-C-2
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
STUDENT ADVISOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached revised job description for Student Advisor. No change is being recommended to the placement on the Highland Salary Range Table. This is an exempt professional position.

BACKGROUND: Responsibilities of this position are being brought up-to-date at this time due to the resignation of Cecilia Gloden, who will be retiring at the end of May. The description was reviewed by the Associate Vice President of Student Services and Student Advisors as part of a process to identify skills needed to fulfill the position and affirm that the duties and responsibilities were up-to-date. Minor revisions were recommended.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Student Advisor*

GENERAL STATEMENT OF RESPONSIBILITIES: To help students achieve their academic goals by providing guidance and advisement during the career decision-making process, educating students about HCC programs, assisting students with the selection of an appropriate course load, developing relationships with students, monitoring student progress and advising or referring students to appropriate resources in need.

PRINCIPAL DUTIES: (essential functions)

- Manage student and prospective student cases.
- Advise students and prospective students related to classes, degrees, transfers, careers, etc.
- May verify and approve transcripts and provide degree compliance checks.
- Guide students in career and college major exploration, including the use of assessment tools.
- Work with students with diverse developmental academic needs and assist students in transitioning between educational levels such as GED or developmental students to college level courses.
- Work with colleagues to support student retention and transition.
- Provide resources or coordinate student cases with appropriate specialists and areas on campus to ensure educational success.
- Retrieve, utilize and report information on the computer pertaining to students. Analyze data and communicate to appropriate departments or employees.
- Provide basic financial aid advising.
- Assist with continuing evaluation of current and new processes.
- Assist with development and maintenance of reporting mechanisms to recognize at-risk students.
- Being proactive and displaying initiative in helping students through the advising process.
- Have a long-term recruitment and retention-focus utilizing positive representation of the college to students and the public.
- May lead training for areas of specialization to other Student Advisors, as well as Student Information Services Specialists.
- Work on a rotational schedule with other Student Advisors to allow for scheduled meetings and walk-ins.
- May work with special populations such as veterans, International students, GED completers, student athletes
- May be required to lead the Student Worker Program and Career Services.
- May be required to lead the transfer initiatives.
- May be required to maintain the degree and course audit computer system (CAPP).
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of college programs, degree and certification programs and transfer requirements.

Knowledge of academic resources.

Knowledge of documenting information accurately.

Knowledge of advising practices, principles and processes and college policies and procedures.

Knowledge of computer operations and software applications.

Knowledge of community resources.

Knowledge of customer service techniques.

Understanding and compliance with Federal and state privacy laws related to students.

Skill in reviewing student history and interests and recommending possible educational or career options.

Skill in operating computers and software applications.

Skill in communicating effectively one-on-one or in groups.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 lbs.

MINIMUM QUALIFICATIONS: Bachelor's degree in Psychology, Sociology, Education, Teaching, Liberal Arts or similar degree and one (31) years work experience in advising or communication field in an academic environment OR an equivalent combination of education and experience that provide the required knowledge and skills.

Experience working in a higher education advising area preferred.

REQUIRED LICENSE/CERTIFICATION: Valid Drivers License.

REPORTS TO: Associate Vice President, Student Services

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4106

JOB SERIES/FAMILY: Student Support Services Series/Academic Advising Group

LAST REVISED: ~~6/16/09~~ 4/26/11 *Pending Board approval

Adopted 7/24/07

**AGENDA ITEM #XI-C-3
APRIL 26, 2011
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 2011.

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

Spring 2011							
First	Last	Subject	Course Title	Clock Hrs	Credit Hrs	Rate	Total Salary
Tracy	Diestelemeier	MATH177DC	Statistics		3	\$488.47	\$1,126.29*
Chad	Pals	MATH168DC	Analytic Geom/Calculus		5	\$488.47	\$1,221.18
Colette	Binger	PSY160N	Psych of Human Rel		2	\$503.47	\$1,006.94
Robert	Baker	DATP110ACC	Computers for Seniors	10		\$23.40	\$234.00
Georgia	Balsamo	CED020ACC	Food San Refresher	6		\$23.40	\$140.40
Georgia	Balsamo	HMEC192BCC	Food Sanitation		1	\$450.48	\$450.48
Debbie	Miller	CEC020CCC	Card Making	8		\$23.40	\$187.20
Sharon	Zigmont	HMEC192FCC	Food Sanitation		1	\$450.48	\$450.48
Nancy	Barker	INFT160A	Digital Pict/Sound		1	\$1,129.70	\$903.76*
Ellen	Rice	INFT147A	Adv. Access		1	\$1,242.67	\$621.33*
Anki	Fockstedt	WFD048FCC	Horse Tack for Riding				\$36.00
*Pro rated based on students							

BOARD ACTION: _____

**AGENDA ITEM #XII-B-1
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**NAMING OPPORTUNITY
BETTY L. STAMM SIMULATION LAB**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve the naming of the Simulation Lab located in the Ray and Betty Stamm Nursing Wing (N-159 A & B) the Betty L. Stamm Simulation Lab.

BACKGROUND: At the February 21, 2006 regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor's name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation.

Mr. Ray Stamm is a strong supporter of Highland Community College and the Foundation. He would like to name this room in loving memory of his wife of 55 years, who was the love of his life.

The Foundation has received a restricted gift toward the Ray and Betty Stamm Health Science Nursing Wing from Mr. Stamm in return for this naming opportunity.

BOARD ACTION: _____

**AGENDA ITEM #XII-B-2
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**NAMING OPPORTUNITY
JAMES "JIM" SCHNEIDERMAN PHYSICAL ASSESSMENT LAB**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve the naming of the Physical Assessment Lab located in the Ray and Betty Stamm Nursing Wing (N-160) the James "Jim" Schneiderman Physical Assessment Lab.

BACKGROUND: At the February 21, 2006 regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor's name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation.

Mr. Jim Schneiderman was a strong supporter of Highland Community College and the Foundation, serving for a number of years on the Highland Community College Foundation Board. He had a passion for education and the best interest of both the College and the district at heart and put the needs of others before his own.

The Foundation has received a restricted gift toward the Ray and Betty Stamm Health Science Nursing Wing from the Jim Schneiderman estate in return for this naming opportunity.

BOARD ACTION: _____

**AGENDA ITEM #XII-B-3
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**NAMING OPPORTUNITY
BILL AND LOIS FIELDSSEND STUDENT LOUNGE**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve the naming of the student lounge located in the Ray and Betty Stamm Nursing Wing (breakout area N-162) the Bill and Lois Fieldsend Student Lounge.

BACKGROUND: At the February 21, 2006 regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor's name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation.

Mr. and Mrs. Fieldsend believed in the mission of Highland Community College and in supporting educational opportunities.

The Foundation has received a restricted gift toward the Ray and Betty Stamm Health Science Nursing Wing from the Lois Fieldsend estate in return for this naming opportunity.

BOARD ACTION: _____

**AGENDA ITEM #XII-B-4
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
CONDUCT OF MEETINGS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for first reading the attached revision to Policy 1.15 Conduct of Meetings.

BACKGROUND: The attached policy is in Chapter I of the Policy Manual, Board of Trustees. The College has been following the practice of permitting any person an opportunity to address the Board under the rules established and recorded by the Board for some time. The recommended change reflects this and makes the policy compliant with State laws regarding the conduct of Board meetings.

BOARD ACTION: _____

1.15 Conduct of Meetings (Revised 12/18/07)

In accordance with Public Act 096-1473, any person shall be permitted an opportunity address the Board under the rules established and recorded by the Board.

The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees.

Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.

The order of business will be determined at the time the agenda is prepared and will include an opportunity for public comments (limited to three minutes per person). Presentation of items of business shall follow the agenda, unless varied by the Chair.

The voting order for roll call votes shall be established by seniority at each meeting. Each succeeding roll call vote shall be called beginning with the second name called in the previous roll call vote. If there is need for a roll call on an amended motion, it too will be on a rotating basis. When two or more members within a group have equal seniority, the order of their vote shall be alphabetical by last name. If an individual is appointed to fill a vacancy on the Board, that person shall have the least seniority. The Student Trustee shall always be called last.

A voice vote shall be taken on all measures before the Board except a roll call vote shall be taken when the measure concerns the following:

- A. Expenditure of money
- B. Adoption of Board resolutions
- C. Establishment, change or suspension of Board policy
- D. Adoption of the budget
- E. Approval to enter Closed Session, pursuant to the Illinois Open Meetings Act
- F. Approval of Closed Session minutes being opened to the public
- G. Dissolution of a Board committee, at the recommendation of the Chair of the Board

A roll call vote may also be taken upon the request of any Board member or the College President.

A majority of the full voting membership of the Board shall constitute a quorum. For all meetings of the Board, a quorum of members must be physically present at the location of the meeting. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof. No action of such Board shall be invalidated by reason of any vacancies on such Board, or by reason of any failure to select the nonvoting Student Trustee (110 ILCS 805/3-9).

**AGENDA ITEM #XII-B-5
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
RECORD OF MEETINGS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for first reading the attached revision to Policy 1.16 Record of Meetings.

BACKGROUND: The attached policy is in Chapter I of the Policy Manual, Board of Trustees. The recommended changes make the policy compliant with State laws regarding Board meeting minutes and the posting of such.

BOARD ACTION: _____

1.16 Record of Meetings (Revised 9/19/06)

A record of all meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or video recording will be kept.

Written minutes of the Board meetings will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Secretary as a permanent official record of Board action and will be open for public inspection in accordance with the Freedom of Information Act.

Written minutes shall include, but will not be limited to, the date, time and place of the meeting; the members of the ~~public body~~ Board recorded as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and the name of the ~~person~~ trustee making a motion, the name of the ~~person~~ trustee seconding it, and the vote. A ~~trustee member~~ may state reasons for a vote and request these be recorded in the minutes at the time of the vote. The Board shall approve the minutes of its open meeting within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within ~~7-10~~ calendar days after ~~of the approval of~~ minutes by the Board

(5 ILCS 120/2.06). The College shall post the minutes of a regular meeting of the Board open to the public on the College's website within 10 days after the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the College's website shall remain posted on the website for at least 60 days after their initial posting.

The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- A. The Board approves the destruction of a particular recording; and
- B. The Board approves minutes of the closed meeting that meet the written requirements of 5 ILCS 120/2.06.

**AGENDA ITEM #XII-D-1
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION TO APPROVE A LOCALLY FUNDED CAPITAL PROJECT
NEW NATURAL SCIENCE GREENHOUSE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached Resolution and revised submission of an application to the Illinois Community College Board for construction of a new Natural Science Greenhouse.

BACKGROUND: In February, the Board approved a Resolution for submission of an application to the Illinois Community College Board for construction of a new Natural Science Greenhouse. The attached corrected format was provided by the Illinois Community College Board.

BOARD ACTION: _____

RESOLUTION TO APPROVE A LOCALLY FUNDED CAPITAL PROJECT

- A. **Whereas**, pursuant to the provisions of the statutes of the State of Illinois, Community College District 519, has reviewed the need for a new Natural Science Greenhouse; and,
- B. **Whereas**, said Board of Trustees, on advice of staff and its paid architects, finds that it is in the best interests of the College, students and taxpayers of the district to proceed with the construction of a new Natural Science Greenhouse; and,
- C) **Whereas**, the estimated amount to complete the project is \$370,000;

Now be it resolved by the Board of Trustees of Community College District #519 as follows:

- 1) A combination of funds will be available including private donations and general obligation bonds to provide the necessary funds to complete the project(s) set forth above.
- 2) Properly completed capital project application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above referenced project(s).
- 3) The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with 110 ILCS 805/3-20.301 and 23 Illinois Administrative Code Section 1501.608.

Adopted this 26th day of April, 2011.

Signed _____
Secretary of the Board

Date

Signed _____
Board Chairperson

Date

**AGENDA ITEM #XII-D-2
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approve the following Resolution for the payment of the March 2011 bills.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 279398 through 281065 amounting to \$2,122,322.95 and Automated Clearing House (ACH) debits W0000096 through W0000100 amounting to \$308,002.47 and Electronic Refunds of \$237,968.17 with 23 adjustments of \$1,042.60 such warrants amounting to \$2,667,250.99. Transfers of funds for payroll amounted to \$661,353.08.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2011**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
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US BANK	\$264,430.26	\$1,250.00	\$0.00	\$265,680.26
FIFTH THIRD	17,857.56	0.00	0.00	17,857.56
UNION LOAN AND SAVINGS	168,178.25	0.00	0.00	168,178.25
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TOTAL ASSETS	\$450,466.07	\$1,250.00	\$0.00	\$451,716.07
	=====	=====	=====	=====
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	72,400.00			72,400.00
1017 HCC ROAD AND LOT	94,969.96			94,969.96
1018 YMCA ROAD AND LOT	92,887.42	416.67		93,304.09
1019 YMCA BLDG/MAINT	36,257.89	833.33		37,091.22
1020 HCC BLDG/MAINT	42,700.90			42,700.90
1021 YMCA/HCC INTEREST	92,411.03			92,411.03
1022 HCC SECTION 125 PLAN	17,857.56			17,857.56
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TOTAL	\$450,466.07	\$1,250.00	\$0.00	\$451,716.07

AGENDA ITEM #XIII-A
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

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

- As of March 31st, we are 75% of the way into FY'11.
- The tax year 2010 computation report has been received from Ogle County. This is much earlier than in past years. Final equalized assessed valuation (EAV) amounts have been collected for Ogle County, with estimates for Jo Daviess, Stephenson and Carroll Counties included. At this point in time, it appears that the District EAV has increased about .1%. This amounts to about \$31,000 less than budgeted in the Operating Funds for local taxes. Once computation reports have been received from Jo Daviess, Stephenson 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 98% of the total Tuition & Fees revenue for FY'10. Now, Tuition & Fees revenue is 96% of the total Tuition & Fees revenue budgeted for FY'11. Due to increased tuition and enrollment, Tuition & Fees revenue at this time is about \$700,000 higher than at this point in time last year, however slightly higher projections had been included in the budget.
- At this point in time last year, Bookstore Sales in the Auxiliary Enterprise Fund had reached 96% of the total amount budgeted for FY'10. Now, Bookstore Sales are at 103% of the total amount budgeted for FY'11. To date, sales have exceeded the budget by about \$44,000.
- 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. For FY'11, the College has disbursed over \$4,600,000 in Federal grant funds to students. Expenditures for Partners for Employment, which is funded by the Federal Workforce Investment Act (WIA) are also accounted for in the Restricted Purpose Fund. For FY11, the College has administered over \$2,500,000 in WIA funds. Changes to both the Pell and WIA programs, along with others such as Perkins, are being considered as part of the Federal budget process for both FY'11 and FY'12. The final guidelines and the impact on students and the College have not yet been determined.

AGENDA ITEM #XII-A
APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE
FY'11

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,635,745	\$3,313,657	49.9%
Credit Hour Grants	1,345,574	1,024,181	76.1%
Equalization	344,555	114,204	33.1%
ICCB Career/Tech Education	60,000	53,502	89.2%
CPP Replacement Tax	325,000	313,241	96.4%
Dept. of Educ.	38,600	40,765	105.6%
DCEO	137,700	102,811	74.7%
Other Federal Sources	20,700	8,250	39.9%
Tuition & Fees	5,649,000	5,448,138	96.4%
Sales & Services	39,950	48,927	122.5%
Facilities Revenue	49,430	30,715	62.1%
Interest on Investments	10,000	1,631	16.3%
Non-Govt. Gifts, Grants	448,888	386,594	86.1%
Miscellaneous	1,391	19,986	1436.8%
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Total Revenue	\$15,106,533	\$10,906,602	72.2%
<u>EXPENDITURES:</u>			
Salaries	\$9,493,302	\$6,465,837	68.1%
Employee Benefits	1,741,816	1,274,989	73.2%
Contractual Services	824,028	567,772	68.9%
Materials & Supplies	990,987	704,972	71.1%
Conference & Meeting	183,438	91,218	49.7%
Fixed Charges	132,652	107,119	80.8%
Debt Certificate Payment	448,888	351,944	78.4%
Utilities	893,483	624,099	69.9%
Capital Outlay	56,734	50,450	88.9%
Other Expenditures	248,699	16,448	6.6%
Contingency	87,506	-	0.0%
Transfers In	(45,000)	-	0.0%
Transfers Out	50,000	-	0.0%
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Total Expenditures	\$15,106,533	\$10,254,848	67.9%
Excess of Revenues Over Expenditures	\$0	\$651,754	
Fund Balance 7/1/10	2,656,007	2,656,007	
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Fund Balance 3/31/11	\$2,656,007	\$3,307,761	

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APRIL 26, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended March 31, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$450,000	\$248,843	55.3%
Bond Proceeds	\$1,750,000	1,750,000	100.0%
Interest	-	348	100.0%
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Total Revenue	\$2,200,000	\$1,999,191	90.9%
EXPENDITURES:			

Materials & Supplies	5,000	1,889	37.8%
Contractual Services	55,010	29,871	54.3%
Fixed Charges	67,950	54,360	80.0%
Capital Outlay	2,380,855	1,088,644	45.7%
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Total Expenditures	2,508,815	1,174,764	46.8%
Excess of Revenues Over Expenditures	(\$308,815)	\$824,427	
Fund Balance 7/1/10	\$1,712,206	\$1,712,206	
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Fund Balance 3/31/11	\$1,403,391	\$2,536,633	

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 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2011

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$100,000	\$92,380	92.4%
Bookstore Sales	1,553,124	1,597,771	102.9%
Athletics	49,384	25,035	50.7%
Gifts	-	-	0.0%
Other	197,100	160,548	81.5%
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Total Revenue	\$1,899,608	\$1,875,734	98.7%
EXPENDITURES:			

Salaries	\$267,233	\$206,372	77.2%
Employee Benefits	57,487	28,298	49.2%
Contractual Services	37,760	51,355	136.0%
Materials & Supplies	1,393,227	1,350,132	96.9%
Conference & Meeting	71,900	30,882	43.0%
Capital Outlay	6,950	14,294	205.7%
Utilities	3,096	800	25.8%
Other Expenditures	111,955	64,833	57.9%
Transfers In	(50,000)	-	0.0%
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Total Expenditures	\$1,899,608	\$1,746,966	92.0%
Excess of Revenues Over Expenditures	\$0	\$128,768	
Fund Balance 7/1/10	\$36,354	\$36,354	
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Fund Balance 3/31/11	\$36,354	\$165,122	

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 APRIL 26, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$49,616	\$0	0.0%
Vocational Education	161,993	74,527	0.0%
Adult Education	250,233	116,574	0.0%
Other Illinois Sources	205,684	184,733	89.8%
Department of Education	4,274,231	6,768,008	158.3%
DCEO	2,921,080	2,596,791	88.9%
RSVP	64,764	33,385	51.5%
Other Federal Sources	291,557	87,921	30.2%
Tuition & Fees	405,000	398,560	98.4%
Sales & Service Fees	13,200	19,196	145.4%
Interest	16,019	16,866	105.3%
Non-govt. Gifts, Grants	13,000	3,600	27.7%
Other	197,468	103,344	52.3%
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Total Revenue	\$8,863,845	10,403,505	117.4%
<u>EXPENDITURES:</u>			
Salaries	\$1,850,929	\$1,373,922	74.2%
Employee Benefits	420,532	291,647	69.4%
Contractual Services	381,310	177,219	46.5%
Materials & Supplies	170,460	177,381	104.1%
Conference & Meeting	178,907	115,736	64.7%
Fixed Charges	87,366	47,938	54.9%
Utilities	20,082	8,987	44.8%
Capital Outlay	79,280	20,053	25.3%
Other Expenditures	2,369,748	2,256,960	95.2%
Financial Aid	3,513,072	6,347,577	180.7%
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Total Expenditures	\$9,071,686	\$10,817,420	119.2%
Excess of Expenditures Over Revenue	(\$207,841)	(\$413,915)	
Fund Balance 7/1/10	<u>2,065,729</u>	<u>2,065,729</u>	
Fund Balance 3/31/11	\$1,857,888	\$1,651,814	

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 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$44,024	\$15,084	34.3%
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Total Revenue	\$44,024	15,084	34.3%
EXPENDITURES:			

Contractual Services	\$45,000	\$45,000	100.0%
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Total Expenditures	\$45,000	45,000	100.0%
Excess of Revenues Over Expenditures	(\$976)	(\$29,916)	
Fund Balance 7/1/10	\$27,355	\$27,355	
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Fund Balance 3/31/11	\$26,379	(\$2,561)	

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 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$777,907	\$308,113	39.6%
Interest	-	33,000	100.0%
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Total Revenue	\$777,907	\$341,113	43.9%
EXPENDITURES:			

Fixed Charges	\$592,576	\$544,515	91.9%
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Total Expenditures	\$592,576	\$544,515	91.9%
Excess of Revenues Over Expenditures	\$185,331	(\$203,402)	
Fund Balance 7/1/10	\$310,391	\$310,391	
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Fund Balance 3/31/11	\$495,722	\$106,989	

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 APRIL 26, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2011

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,096,607	\$573,453	52.3%
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Total Revenue	\$1,096,607	\$573,453	52.3%
EXPENDITURES:			

Salaries	\$200,283	\$152,364	76.1%
Employee Benefits	365,533	284,809	77.9%
Contractual Services	400,780	240,567	60.0%
Conference & Meetings	6,000	2,123	35.4%
Fixed Charges	133,547	120,197	90.0%
Contingency	25,000	-	0.0%
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Total Expenditures	\$1,131,143	\$800,060	70.7%
Excess of Revenues Over Expenditures	(\$34,536)	(\$226,607)	
Fund Balance 7/1/10	\$718,308	\$718,308	
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Fund Balance 3/31/11	\$683,772	\$491,701	