

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting

April 26, 2016

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center
Freeport, Illinois

3:30 p.m. Presentation on the Helm Group's Request for a Commercial Property Tax Abatement

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: March 2, 2016 Board Retreat
 March 2, 2016 Special Meeting
 March 2, 2016 Audit Committee Meeting
 March 15, 2016 Regular Meeting
- IV. Comments from Outgoing Student Trustee
- V. Seating of Newly Elected Student Trustee
- VI. Public Comments
- VII. Introductions
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – New Policy 2.18: Dual Credit Substitute Instructors (Page 4)
 - 2. First Reading – Revised Policy 4.041: Rehiring of Employees (Page 6)
 - 3. First Reading – Revised Policy 4.095: Leave, Vacation – Full-time Administrative/Professional/Classified Employees (Page 8)

4. First Reading – Revised Policy 4.12: Leave, Sick –Administrative/ Professional/Classified Employees (Page 10)
5. Official Naming of the Highland Cougar Mascot (Page 12)
6. Reaffirmation of Policy Governance Philosophy (Page 13)

C. Personnel (None)

D. Financial

1. Additional Annual Matching Grant Spend (Page 14)
2. Course Fee (Page 15)
3. Payment of Bills and Agency Fund Report (Page 16)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 18)
- B. Enrollment Report
- C. Student Trustee
- D. Audit Committee Chair
- E. ICCTA Representative
- F. Board Chair
- G. Administration

XII. Old Business

XIII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIV. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XV. New Business

XVI. Dates of Importance

- A. Honors Convocation – May 12, 2016 at 7:00 p.m. – Ferguson Fine Arts Center
- B. Friends of Fine Arts Scholarship Reception – May 13, 2016 at 5:00 p.m. – Fieldstone
- C. Commencement – May 14, 2016 at 10:00 a.m. – Courtyard between Marvin-Burt Liberal Arts Center, Natural Science Center, and Business & Technology Center
- D. Nursing Pinning – May 14, 2016 at 12:30 p.m. – Courtyard between Marvin-Burt Liberal Arts Center, Natural Science Center, and Business & Technology Center
- E. Next Regular Board Meeting – May 17, 2016 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- F. Next Quarterly Board Retreat – June 1, 2016 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVII. Adjournment

**AGENDA ITEM #IX-C-1
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Spring semester of 2016.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Spring 2016				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Miscellaneous									
Christine	Sanders	6746	NURS191A	Fund of Nursing		2	\$1,256.45	\$2,512.90	
Kay	Sperry	6729	NURS192A	Health & Illness I		2	\$1,382.10	\$2,764.20	
Melissa	Johnson	6922	WFD043ACC	ECE/Inclusion	2		\$10.00	\$20.00	
Beth	Gilmour	6761	HMEC192BCC	Food Sanitation		1	\$464.40	\$464.40	
Kristin	Stinnett		Substitution for Robertson						\$150.00
Corey	Pulfrey		Substitution for Robertson						\$150.00
Denny	Diduch	6978	HIST143DC	US History		3	\$510.70	\$1,532.10	
Lindsay	Heitz	6900	PERS037FCC	Re Design Your Room	4		\$20.00	\$80.00	
Cindy	Tessendorf	6885	PERS036NCC	Kettlebell Aerobic	5		\$25.00	\$125.00	
Heather	Moore	7117	ENGL122Y1C	Rhet & Comp II		3	\$628.22	\$1,884.66	
Kathy	Heid	7066	PHYD121BCC	Walk & Stretch	30		\$18.00	\$540.00	
Dr. Gordon	Dammann	6872	SPTP120ACC	Civil War History	9		\$40.00	\$360.00	
Paula	Schmoldt	6865	PERS037ACC	Reiki I	6		\$25.00	\$150.00	
Suzanne	Miller	6865	PERS037ACC	Reiki I	6		\$25.00	\$150.00	
Paula	Schmoldt	6868	PERS037ECC	Essential Oils	4		\$20.00	\$60.00	
Suzanne	Miller	6868	PERS037ECC	Essential Oils	4		\$20.00	\$60.00	
Roberta	Andrews		B4U Test Sessions						\$60.78
Alan	Wenzel	6549	SPCH295SXX	Leadership - Stephenson		3	\$1,256.45	\$3,769.35	
Alan	Wenzel	6550	SPCH295JXX	Leadership - Jo Daviess		3	\$1,385.10	\$4,146.30	
Gary	Price	6957	CED009ACC	Beg Genealogy	4		\$25.00	\$100.00	
Steve	Gellings	7035	SPTP160C	PLC - Colony Brands				\$3,830.70	
Hank	Ils			Bay Valley Foods				\$20.00	
Kristin	Stinnett		Substitution for Palmer						\$150.00
Math Achievement Center									
Marcia	Bennett		Math N2	MAC LAB		2.5	\$535.91	\$1,339.78	
Marcia	Bennett		Math Y3	MAC LAB		2	\$535.91	\$1,071.82	
Marcia	Bennett		Math M2	MAC LAB		2.5	\$535.91	\$1,339.78	
Gael	Brewbaker		Math F2	MAC LAB		2	\$535.91	\$1,071.82	
Gael	Brewbaker		Math H2	MAC LAB		2	\$535.91	\$1,071.82	
Gael	Brewbaker		Math Y5	MAC LAB		2	\$535.91	\$1,071.82	
Kathy	Sleezer		Math E2	MAC LAB		2	\$520.91	\$1,041.82	
Kathy	Sleezer		Math A2	MAC LAB		2	\$520.91	\$1,041.82	
Kathy	Sleezer		Math G2	MAC LAB		2	\$520.91	\$1,041.82	
Kathy	Sleezer		MATH058B	MAC LAB		2	\$520.91	\$1,041.82	
Bill	Kloopping	6238	Math 159B	Int Algebra II		2	\$479.40	\$958.80	
Nancy	Luepke		Math G2	MAC LAB		2	\$479.40	\$958.80	
Nancy	Luepke		Math M2	MAC LAB		2.5	\$479.40	\$1,198.50	
Nancy	Luepke	6185	MATH067B	Basic Algebra II		2	\$479.40	\$958.80	
Ellen	McGinnis		Math B2	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		Math C2	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		Math D2	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		Math E2	MAC LAB		2	\$479.40	\$958.80	
Mark	Miller		Math A2	MAC LAB		2	\$520.91	\$1,041.82	
Mark	Miller		Math C2	MAC LAB		2	\$520.91	\$1,041.82	

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY	
Karissa	Patefield	6026	MATH059A	Pre-Algebra I		2	\$628.22	\$1,256.44	
Steve	Young		Math F2	MAC LAB		2	\$535.91	\$1,071.82	
Steve	Young		Math H2	MAC LAB		2	\$535.91	\$1,071.82	
Business Technology									
Anki	Bauer	7022	SPTP164NHB	Equine Massage III		1	\$479.40	\$239.70*	
Roger	Hicks	6582	WELD232N	Int. Welding		3.8	\$479.40	\$1,821.72	
Bruce	Pittluck	6322	INFT133Y1A	Adv. Word		1	\$535.91	\$535.91	
Bruce	Pittluck	6368	INFT142Y1	Adv. Excel		1	\$535.91	\$535.91	
Crimson	Pulver	6596	EQUI135HB	Horse Training II		2	\$479.40	\$225.32*	
Crimson	Pulver	6593	EQUI143HB	Riding Instruction II		2	\$479.40	\$671.16*	
Melissa	Johnson	7070	ECE213IS	Inc. Environ for I/T		3	\$628.22	\$188.47*	
Jeremy	Monigold	6787	INFT147A	Adv. Access		1	\$1,382.10	\$414.63*	
Jeremy	Monigold	6364	INFT150Y1	MS Office Integration		1	\$1,382.10	\$414.63*	
Brian	Dinderman	6528	AGOC224A	Artificial Insemination		2.8	\$464.40	\$1,300.32	
Other Assignments									
Kim	Ramirez		Medical coding course second installment						\$ 6,210.00
Rebecca	Wardlow		Trainer for Business Institute class (Social Media) - 50% deposit						\$ 500.00
Noah	Bayer		Drawing Assistant \$12.00 per hour @ 6 hours						\$ 72.00
Eric	Norman		Transporting to and from O'Hare for WBB trip						\$ 100.00
John	Reed		3/26/16 softball umpire						\$ 120.00
David	Zeman		3/26/16 softball umpire						\$ 120.00
Maynard	Keller		3/29/16 softball umpire						\$ 120.00
Darwin	Powell		3/29/16 softball umpire						\$ 120.00
*Pro rated based on students									

**AGENDA ITEM #X-B-1
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 2.18
DUAL CREDIT SUBSTITUTE INSTRUCTORS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached new policy 2.18, Dual Credit Substitute Instructors, which will be included in Chapter II, Instruction, of the Policy Manual.

BACKGROUND: The proposed policy outlines the requirements to be met in the case that substitute instruction is necessary for dual credit/dual enrollment courses offered by the College. These requirements are necessary for compliance with the Illinois Community College Board Administrative Rules and the Higher Learning Commission.

BOARD ACTION: _____

2.18 Dual Credit Substitute Instructors (Adopted)

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

1. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules; and
2. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and
3. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the subject if no qualified high school or Highland instructor could be secured; and
4. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
5. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and
6. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.

**AGENDA ITEM #X-B-2
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.041
REHIRING OF EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 4.041, Rehiring of Employees, which is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The proposed revised policy defines the conditions under which full-time, as defined under the Affordable Care Act, employees who terminate from the College will be considered for re-employment on a part-time or temporary basis. The proposed revisions ensure compliance with the Patient Protection and Affordable Care Act.

BOARD ACTION: _____

4.041 Rehiring of Employees (Revised 7/16/13)

Previous employees rehired after a break in service of four months will be considered new employees.

As a result of regulations enacted by the Patient Protection and Affordable Care Act (PPACA), full-time employees who terminate from the College will not be considered for re-employment at the College on a part-time or temporary basis unless they have had a break in service of at least 26 weeks. Under the PPACA, full-time status includes employees who average 30 or more hours of service per week. For the purpose of this policy, full-time status is defined as employees who average 30 or more hours of service per week. Any exception to this policy will need to be due to critical needs and will require the President's approval.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-0968 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a "critical operations" need, or the Affected Annuitant chooses to suspend their SURS annuity prior to employment.

If an Affected Annuitant suspends their SURS annuity and is then re-employed by the College, that individual will continue their suspended annuity status while employed by the College or resign prior to restarting their annuity. An annuitant must give their supervisor and Human Resources a notice of their intent to restart their annuity no later than 60 days prior the date their annuity will restart. If that annuitant begins receiving a SURS annuity and chooses not to voluntarily resign, the College will terminate their employment. Termination would be due to misrepresentation of status and for being in conflict with College policy. The College will seek reimbursement from the Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status.

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

**AGENDA ITEM #X-B-3
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.095
LEAVE, VACATION – FULL-TIME
ADMINISTRATIVE/PROFESSIONAL/CLASSIFIED EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 4.095 Leave, Vacation – Full-Time Administrative/ Professional/Classified Employees, and waives the second reading of the policy. The policy is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The recommended updates provide for the accrual of vacation time on a pro-rated basis for employees working at least thirty-two but less than forty hours per week. This gives the College flexibility to implement staffing changes needed due to the State of Illinois budget impasse.

BOARD ACTION: _____

4.095 Leave, Vacation—Full-Time Administrative/Professional/Classified Employees

(Revised ~~12/20/11~~)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment. New full time employees, placed at range 1 through 64 on the Highland salary range table, earn .83 vacation days per month not to exceed ten (10) days per year and will continue accruing at the following rates:

1 year through 5 years of employment 10 days vacation (accrued at .83 days per month)

After 5 years of employment 15 days vacation (accrued at 1.25 days per month)

After 15 years of employment 20 days vacation (accrued at 1.66 days per month)

Full time ~~E~~mployees placed at range 65 and above earn 21 vacation days per year (accrued at 1.75 days per month).

The President (if employed Full time) earns 28 vacation days per fiscal year (2.333 days per month). Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.

Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro rata basis to the schedule for full time employees.

Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted to the Payroll Office.

Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.

An employee may carry over no more than five vacation days into the next fiscal year. These carry-over days must be used during the first six months of that year. If an employee carries more than five days into the next fiscal year, the days in excess of five will convert to sick days and will remain on the employee's sick leave account until needed or until the employee retires or terminates employment. If an employee fails to use the five carry-over vacation days during the first six months of the next fiscal year, those days will automatically convert to sick leave days and will remain on the employees sick leave account until needed or until the employee retires or terminates employment.

Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time or compensatory time. If more vacation time is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay.

**AGENDA ITEM #X-B-4
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.12
LEAVE, SICK – ADMINISTRATIVE/PROFESSIONAL/CLASSIFIED EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 4.12 Leave, Sick – Administrative/Professional/Classified Employees, and waives the second reading of the policy. The policy is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The recommended updates provide for the accrual of sick leave time on a pro-rated basis for employees working at least 20 but less than 33 hours per week. This gives the College flexibility to implement staffing changes needed due to the State of Illinois budget impasse.

BOARD ACTION: _____

4.12 Leave, Sick—Administrative/Professional/Classified Employees (Revised ~~5/27/14~~ 4/26/16)

Employees are credited with one day of paid sick leave for each month of their employment contract or expected term of employment during each fiscal year. Sick days may accumulate without limitation. Regular part-time employees who work at least 20 but less than ~~29.33~~ hours per week will accrue sick leave on a pro rata basis to the schedule for full-time employees.

You may use paid sick leave in either half or full-day increments for absences as follows:

- personal illness
- injury
- dental care
- exposure to a contagious disease
- death not covered by bereavement policy
- illness of a child, spouse or Civil Union partner, or parents

Residence of a member of the immediate family within or outside of the employee's home is not a factor in this policy.

An employee who must be absent from duty because of illness shall notify the employee's supervisor, supervisor's designee or call the Human Resources Office at the earliest practicable time.

A medical exam, at board expense, or a doctor's certificate regarding a release to work may be required for sick leave absences of more than three consecutive days. Supervisors shall notify Human Resources of any employee's sick leave absence of three (3) or more consecutive days due to medical reasons for purposes of the Family and Medical Leave Act (Policy 4.131).

Abuse of the sick leave privilege is cause for disciplinary action, possibly including termination.

The Payroll Office maintains the official sick leave use and accrual records on the employee's time records. Every half day or full day of absence for sickness should be indicated on the employee's time sheet.

If an employee has used all accumulated, accrued leave time (personal, sick, vacation and any compensation time where applicable) and is not released to return to work, a request of withdrawal of sick days from the sick leave bank may be made through the Human Resource Office. An employee must be a member of the sick leave bank for one year before they may request a withdrawal (see myHCC Staff portal).

An employee will not be paid for unused sick leave when termination or resignation from the college occurs unless the employee is retiring and applies for and meets all eligibility requirements set forth in the Sick Leave Payout Program (see myHCC Staff portal). If more sick leave is used than earned when an employee resigns, retires, or is terminated, it will be deducted from the last pay.

**AGENDA ITEM #X-B-5
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

OFFICIAL NAMING OF THE HIGHLAND COUGAR MASCOT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the name Roary as the official name of the Highland Community College Cougar mascot to be used in promotions, on the web site, in student spirit campaigns, and published in the College Catalog.

BACKGROUND: For generations the Highland Community College Cougar mascot has been entertaining fans and students at athletic events and other College-related activities. The Student Senate took on the task of suggesting an official name for the Cougar mascot this spring through the use of a community-wide contest.

The contest was conducted in two phases. The first phase was the initial submission of suggested names from students, staff and the community at large. There were 129 names submitted during this phase. The second consisted of a community-wide vote to select the official name from a short list of finalists selected by the Student Senate. Voting was conducted via the homepage of the College website with over 1,400 votes tabulated. The results were as follows:

Comet: 371 (25%)
Petey: 265 (18%)
Roary: 845 (57%)

BOARD ACTION: _____

AGENDA ITEM #X-B-6
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD

REAFFIRMATION OF POLICY GOVERNANCE PHILOSOPHY

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees reaffirms the Board's philosophy of operating under the policy governance framework.

BACKGROUND: The Board has been operating under the policy governance framework, using the Carver model, since Dr. Ruth Mercedes Smith was president. Feedback received from our Academic Quality Improvement Program (AQIP) quality check-up visit in the spring of 2009 suggested that the Board should review and clarify the College's use of that model to govern the institution.

Several aspects of the Board's role in governing the institution relate to the Carver Policy Governance Model, including our annual monitoring reports on ends statements, the consent agenda, reports to the Board from community groups (as feasible), and the Board's annual self-evaluation.

BOARD ACTION: _____

AGENDA ITEM #X-D-1
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD

ADDITIONAL ANNUAL MATCHING GRANT SPEND

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves an additional annual Matching Grant Funds spend in the amount of \$225,000 for fiscal year 2016. This amount is in addition to the amount of spend to be drawn from the Matching Grant Funds determined by the formula approved by the Board of Trustees on April 15, 2015.

BACKGROUND: The Matching Grant was a restricted federal grant originally awarded to the College Foundation in 1988. The grant required a 50% match, which was accomplished through fundraising efforts. In 2008, the grant restrictions expired and the College earmarked the funds for repayment of the 2008 debt certificates issued to finance the nursing wing and wind technology building, if needed to supplement fundraising efforts. Debt certificate payments are payable biannually through 2024.

During fiscal year 2014, budget challenges for fiscal year 2015 were forecasted. At that time, the College, the Foundation Investment Committee, and the Common Fund (the investment firm managing the funds), reviewed options to utilize the Matching Grant earnings to support the College budget while still maintaining the investment principal. An annual spend calculation of four percent of the three-year rolling average of the December 31 market value of the investment accounts that comprise the Matching Grant was approved by the College Board of Trustees at the April 15, 2014 Board meeting. The annual Matching Grant Funds spend using this formula began in fiscal year 2015.

For fiscal year 2016, the College's budget includes both an additional spend and the spend calculated as mentioned above, totaling \$475,000. At this time, the State of Illinois has not yet passed a budget and has not released any unrestricted funds to community colleges. The College's budget includes about \$1.5 million in unrestricted State funds, which may not be received at all in fiscal year 2016. The additional annual Matching Grant Funds spend is needed in order to support the College's operations.

BOARD ACTION: _____

**AGENDA ITEM #X-D-2
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

COURSE FEE

RECOMMENDATION OF THE PRESIDENT: That the course fee listed below be approved beginning with the Fall 2016 semester.

<u>Course</u>	<u>Proposed fee</u>
HUMA104 Introduction to Humanities	\$99.00

BACKGROUND: The purpose of the fee is to cover the cost of field trip(s) included in the curriculum. This course has been revamped to reflect the addition of field trips.

BOARD ACTION: _____

**AGENDA ITEM #X-D-3
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the March 2016 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 318614 through 319283 amounting to \$619,487.41, Automated Clearing House (ACH) debits W0000359 through W0000363 amounting to \$7,785.50, Other Debits D0000054 amounting to \$46.73, and Electronic Refunds of \$245,580.42 with 6 adjustments of \$4,721.83, such warrants amounting to \$868,178.23. Transfers of funds for payroll amounted to \$834,841.04.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for March consist of replenishing petty cash for the cashier's office. Electronic Refunds are issued to students. Financial Aid disbursed Pell in March. March had three payrolls.

BOARD ACTION: _____

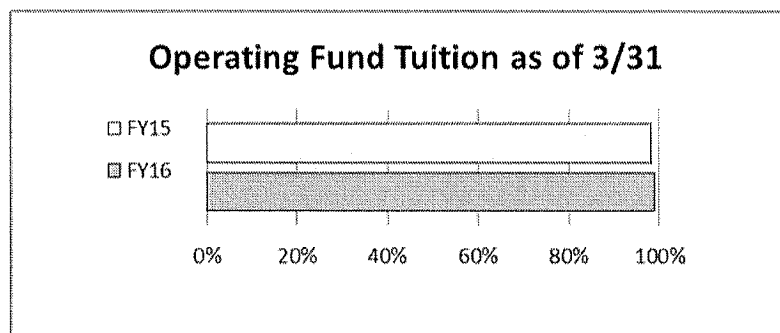
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2016**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$237,798.19	\$416.67	\$0.00	\$238,214.86
FIFTH THIRD	2,848.44	0.00	0.00	2,848.44
UNION LOAN AND SAVINGS	171,532.42	153.18	0.00	171,685.60
TOTAL ASSETS	\$412,179.05	\$569.85	\$0.00	\$412,748.90
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	51,711.83			51,711.83
1017 HCC ROAD AND LOT	74,288.76			74,288.76
1018 YMCA ROAD AND LOT	72,204.59	416.67		72,621.26
1019 YMCA BLDG/MAINT	48,644.29			48,644.29
1020 HCC BLDG/MAINT	65,734.63			65,734.63
1021 YMCA/HCC INTEREST	95,765.20	153.18		95,918.38
1022 HCC SECTION 125 PLAN	2,848.44			2,848.44
TOTAL	\$412,179.05	\$569.85	\$0.00	\$412,748.90

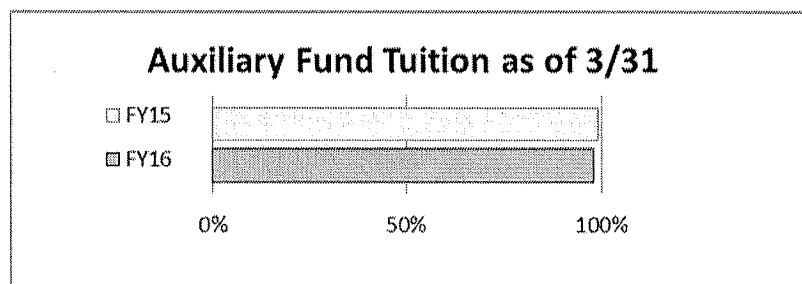
AGENDA ITEM #XI-A
APRIL 26, 2016
HIGHLAND COMMUNITY COLLEGE BOARD
FY16

TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE
(Cash basis, encumbrances included.)

- As of March 31, we are 75% of the way into FY16.
- **Current Results as of Month End:** The following charts show the comparison of the FY16 financial results for various items, as labeled, to FY15 results as of March 31. The FY15 bar is the year-to-date results as of March 31, 2015, divided by the actual year end results for FY15. The FY16 bar is the year-to-date results for March 31, 2016, divided by the annual budgeted amount for FY16.



Operating Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Operating Fund tuition revenue is 1% lower than budgeted for the fiscal year, that amounts to about \$51,000.



Auxiliary Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% lower than budgeted for the fiscal year, that amounts to about \$2,000.