

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

June 21, 2011 – 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: May 17, 2011 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Appointment: Coordinator, Student Programming (Page 1)
 - 2. Appointment: Student Advisor (Page 2)
 - 3. New Job Description: Coordinator, Testing Center (Page 3)
 - C. Personnel (None)
 - D. Financial
 - 1. Prevailing Wage Rates (Page 6)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel (None)
 - D. Financial
 - 1. Course Fees for New Equine Science Program (Page 16)
 - 2. Health Insurance Rates (Page 17)
 - 3. Payment of Bills and Agency Fund Report (Page 18)

IX. Reports

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

X. Old Business

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Semi-annual Review of All Closed Session Minutes and Tapes

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Semi-annual Review of All Closed Session Minutes and Tapes

XIII. New Business

XIV. Dates of Importance

- A. Budget Work Session – July 19, 2011 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- B. Next Regular Board Meeting – July 19, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center

XV. Adjournment

**AGENDA ITEM #VII-B-1
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, STUDENT PROGRAMMING**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the appointment of Mr. Brian Moore as full-time Coordinator, Student Programming in the Upward Bound program. Mr. Moore is currently teaching nine contact hours in the Humanities and Social Sciences division during the summer session. It is therefore recommended that he be hired on a part-time basis beginning May 31, 2011, with the full-time appointment beginning on July 25, 2011 at an FY'12 salary of \$29,000 plus appropriate fringe benefits. This grant-funded position is within the FY'12 budget and is dependent upon continued grant funding. This position became available due to the retirement of Janet Deetz.

BACKGROUND: Mr. Moore brings a wealth of experience to this position. He previously taught at the middle school, junior high and high school levels in several area school districts including Durand, Stillman Valley, Pecatonica, and Freeport, and is currently teaching two sections of Rhetoric and Composition I at Highland this summer.

In addition to teaching in the traditional classroom, Mr. Moore has a broad array of experience building relationships with students outside the classroom. He served as co-advisor of the Englewood Technical Preparatory Academy's chapter of Mayor Daley's Book Clubs of Chicago, and volunteered to teach a six-week ACT preparation class for juniors and seniors. He also served as the co-advisor of the Durand High School Drama Club, class advisor to the Durand sophomore class, assistant director for the high school play, and after-school tutor at Freeport Junior High School, where he assisted at-risk students with a variety of homework. Mr. Moore began as a part-time instructor at Highland Community College in the fall of 2005, most recently having taught in the 2010 – 2011 academic year.

Mr. Moore is a graduate of Highland Community College and received his bachelor of arts degree in English with a minor in history from Northern Illinois University, and a master of arts in English with a concentration in British and American Literature, also from NIU. Mr. Moore's education, as well as his experience with junior high, high school, and college students both in and outside the classroom, make him the ideal candidate for this grant-funded position.

BOARD ACTION: _____

**AGENDA ITEM #VII-B-2
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
STUDENT ADVISOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the appointment of Ms. Karissa Patefield as full-time Student Advisor beginning July 5, 2011, at an FY'12 salary of \$33,000, with appropriate fringe benefits. This exempt professional position is being filled due to the retirement of Cecilia Gloden and is within the FY'12 budget.

BACKGROUND: Ms. Patefield comes to Highland from Northern Illinois University where she worked as a complex coordinator supervising housing hall directors and a team of community advisors. In this role she worked closely with student residents regarding day-to-day issues and conflicts and served as a liaison between the students and academic offices that supported their academic needs. She managed the budget for the complex and conducted all administrative duties related to maintaining the housing area for students. While at Northern she taught a course for incoming NIU students as an introduction to the university. Prior to working at NIU she served as a residence director at Plymouth State University in New Hampshire. In this role she managed budgets, resolved student conflicts, supervised community advisors and provided housing programming for a hall with over 270 beds. Her previous work experience at Eastern Illinois University includes associate residence director and work as an academic advising intern.

Ms. Patefield obtained her bachelor of arts in social sciences from University of Wisconsin-Platteville and her master of science in college student affairs from Eastern Illinois University. Her master's thesis centered on the community college environment. She has a long list of professional development and committee and university involvement including volunteering in the admissions office, answering campus crisis hotline, participating as a member of the Bias Incident Response Team, Residential Communities Training and Development Team and the Community Advisor Recruitment Committee. She is a current member of the Phi Kappa Phi Honor Society and was awarded a presidential award in higher education while obtaining her master's. She was also named staff member of the semester in her past employment.

Ms. Patefield's variety of experience in student services and demonstrated success in the hectic residence life environment working with students make her a great addition to the advising team.

BOARD ACTION: _____

**AGENDA ITEM #VII-B-3
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
COORDINATOR, TESTING CENTER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached new job description for Coordinator, Testing Center with placement at Range 38 on the Highland Salary Range Table. This is a non-exempt, hourly position. Funding for this position is included in the FY'12 budget.

BACKGROUND: After reviewing all staffing requisition requests for FY'12, the Leadership Team recommended that this position be funded for the upcoming fiscal year. Beginning in August, the new Highland Community College Testing Center will open. Funded by the recent bond sale, the comprehensive center will be fully equipped with 26 testing stations in a secure and monitored environment. The testing center will allow one central location for a variety of consistent testing services. Currently, these tests are administered under diverse conditions by a wide variety of staff, leading to inconsistencies in the testing experience for the student. With greater enrollment at the College, especially in hybrid and online courses, the need for a dedicated testing staff person who can provide consistency within the testing process has become increasingly important. This position is needed to coordinate the testing center operations including testing program policies, procedures, and schedules. The Coordinator, Testing Center position, working in conjunction with his/her supervisor, will also be developing and implementing new testing contracts. It is hoped that the salary for the new position can be partially offset by revenue generated through the testing center by becoming an official ACT Testing Center, and by providing certification tests such as Microsoft, AT&T, and CISCO.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Coordinator, Testing Center*

GENERAL STATEMENT OF RESPONSIBILITIES: To coordinate the operations of the HCC Testing Center for internal and external customers.

PRINCIPAL DUTIES: (essential functions)

- Administers, proctors, and transmits results of various tests conducted through the Testing Center including standardized tests such as CLEP, ACT and DSS.
- Communicates testing program policies, procedures, and schedules.
- Maintains integrity and security of testing environment by tracking inventory of tests and materials, reviewing procedures for security, and insuring proper storage and return of test materials to testing companies.
- Trains, mentors, and schedules the work of other Testing Center staff, including hiring and overseeing work of student workers.
- Observes college, state, federal and test agency policies and procedures for security/confidentiality of testing records.
- In conjunction with supervisor, develops and updates testing services, policies, and procedures. Expands testing services through exploration and development of new testing contracts to meet student and community needs.
- Tracks and generates reports relating to Testing Center usage and statistics.
- Gathers feedback from faculty and students on Testing Center services.
- Collaborates with Coordinator, ADA to ensure appropriate testing accommodations are made when necessary.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles, practices and processes of testing.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of computer operations and software applications.

Knowledge of report preparation and formatting.

Knowledge of customer service techniques.

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

Skill in operating office equipment and computer hardware and software applications.

Skill in communicating effectively.

Skill in maintaining confidential information.

Skill in composing memos, letters, reports and other documents.

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 required, with two (2) years experience providing tests in an academic setting or standardized testing environment preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. Bachelor's degree is required for administering certain tests.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: Director, Learning Services

APPOINTED BY: President

FLSA CLASSIFICATION: Non-exempt

CLASS CODE: 4716

JOB SERIES/FAMILY: Student Support Services Series/Learning Services Group

ADOPTED: 06/21/11 *[Pending Board Approval]

**AGENDA ITEM #VII-D-1
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

PREVAILING RATE OF WAGES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees adopt the attached Resolution regarding the prevailing rate of wages.

BACKGROUND: In order to be in compliance with the Prevailing Wage Act as defined in the Illinois Compiled Statutes, Highland Community College must pass the attached Resolution in June of each year. This Resolution includes a list of wages, by craft, for Stephenson County furnished to us by the Illinois Department of Labor. A notice of the prevailing wage rates will be published in the newspaper and a copy of the Resolution will be provided to “any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rate and the particular class of workers whose wages will be affected by such rates in the district,” in accordance with the Act.

BOARD ACTION: _____

RESOLUTION - PREVAILING RATE OF WAGES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and,

WHEREAS, the aforesaid Act requires that Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Stephenson, Ogle, Jo Daviess and Carroll Counties, employed in performing construction of public works, for said Illinois Community College District #519; and,

Now, therefore, be it ordained by the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois, as follows:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Stephenson County area as determined by the Department of Labor of the State of Illinois as of June 2011, a copy of that determination being attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Illinois Community College District #519 to the extent required by the aforesaid Act.

SECTION 3: The Illinois Community College District #519 Board Secretary shall publicly post or keep available for inspection by any interested party in the main office of Illinois Community College District #519 this determination of such prevailing rate of wage.

SECTION 4: The Illinois Community College District #519 Board Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Illinois Community College District #519 Board Secretary shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Illinois Community College District #519 Board Secretary shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the Board of Trustees of Illinois Community College District #519 and is effective.

PASSED THIS _____ day of _____, 2011.

APPROVED:

Chair, Board of Trustees

(SEAL)

ATTEST:

Board Secretary

EXHIBIT "A"

Stephenson County Prevailing Wage for June 2011

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	==	=	=====	=====	=====	==	==	=====	=====	=====	=====
ASBESTOS ABT-GEN		BLD		29.400	30.400	1.5	1.5	2.0	8.040	12.02	0.000	0.800
ASBESTOS ABT-MEC		BLD		18.950	0.000	1.5	1.5	2.0	2.700	3.350	0.000	0.000
BOILERMAKER		BLD		34.170	37.170	2.0	2.0	2.0	6.820	8.550	0.000	0.350
BRICK MASON		BLD		35.000	37.750	1.5	1.5	2.0	6.900	11.58	0.000	0.540
CARPENTER		BLD		32.040	35.560	1.5	1.5	2.0	8.190	11.87	0.000	0.600
CARPENTER		HWY		31.550	33.300	1.5	1.5	2.0	8.190	10.99	0.000	0.490
CEMENT MASON		ALL		32.500	35.250	1.5	1.5	2.0	6.900	12.88	0.000	0.250
CERAMIC TILE FNSHER		BLD		30.530	0.000	1.5	1.5	2.0	6.900	4.840	0.000	0.470
COMMUNICATION TECH		BLD		34.000	37.400	1.5	1.5	2.0	9.740	10.60	0.000	0.680
ELECTRIC PWR EQMT OP		ALL		34.240	45.510	1.5	1.5	2.0	5.000	10.62	0.000	0.260
ELECTRIC PWR GRNDMAN		ALL		26.480	45.510	1.5	1.5	2.0	5.000	8.200	0.000	0.200
ELECTRIC PWR LINEMAN		ALL		41.000	45.510	1.5	1.5	2.0	5.000	12.71	0.000	0.310
ELECTRIC PWR TRK DRV		ALL		27.420	45.510	1.5	1.5	2.0	5.000	8.500	0.000	0.210
ELECTRICIAN		BLD		40.000	44.000	1.5	1.5	2.0	9.740	15.83	0.000	0.800
ELEVATOR CONSTRUCTOR		BLD		43.790	49.260	2.0	2.0	2.0	10.53	10.71	2.630	0.000
GLAZIER		BLD		32.730	33.730	1.5	1.5	2.0	8.950	8.200	0.000	1.250
HT/FROST INSULATOR		BLD		33.280	35.770	1.5	1.5	2.0	7.450	14.32	0.000	0.000
IRON WORKER		ALL		35.000	36.750	2.0	2.0	2.0	8.000	19.34	0.000	1.200
LABORER		BLD		29.400	30.400	1.5	1.5	2.0	8.040	12.02	0.000	0.800
LABORER		HWY		30.100	30.850	1.5	1.5	2.0	8.040	12.02	0.000	0.800
LABORER, SKILLED		HWY		32.250	33.000	1.5	1.5	2.0	8.040	12.02	0.000	0.800
LATHER		BLD		32.040	35.560	1.5	1.5	2.0	8.190	11.87	0.000	0.600
MACHINIST		BLD		43.160	45.160	1.5	1.5	2.0	7.640	8.700	0.000	0.000
MARBLE FINISHERS		BLD		30.530	0.000	1.5	1.5	2.0	6.900	4.840	0.000	0.470
MARBLE MASON		BLD		33.380	33.630	1.5	1.5	2.0	6.900	6.980	0.000	0.500
MILLWRIGHT		BLD		33.970	37.370	1.5	1.5	2.0	6.550	12.35	0.000	0.500
OPERATING ENGINEER		BLD	1	40.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD	2	39.650	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD	3	37.200	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD	4	35.200	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD	5	44.100	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD	6	43.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD	7	40.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	1	40.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	2	39.650	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	3	38.350	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	4	36.900	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	5	35.450	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	6	43.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY	7	41.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
PAINTER		ALL		35.000	37.000	1.5	1.5	1.5	8.950	8.200	0.000	1.250
PILEDRIIVER		BLD		33.040	36.670	1.5	1.5	2.0	8.190	11.87	0.000	0.600
PILEDRIIVER		HWY		31.550	33.300	1.5	1.5	2.0	8.190	10.99	0.000	0.490
PIPEFITTER		BLD		38.500	41.200	1.5	1.5	2.0	7.890	10.38	0.000	0.900
PLASTERER		BLD		32.540	35.790	2.0	2.0	2.0	6.900	10.70	0.000	0.250
PLUMBER		BLD		38.500	41.200	1.5	1.5	2.0	7.890	10.38	0.000	0.900
ROOFER		BLD		37.650	40.650	1.5	1.5	2.0	7.750	6.570	0.000	0.430
SHEETMETAL WORKER		BLD		35.190	37.120	1.5	1.5	2.0	5.250	14.43	0.520	0.290
SPRINKLER FITTER		BLD		36.140	38.890	1.5	1.5	2.0	8.100	8.200	0.000	0.350
STONE MASON		BLD		35.000	37.750	1.5	1.5	2.0	6.900	11.58	0.000	0.540
TERRAZZO FINISHER		BLD		30.530	0.000	1.5	1.5	2.0	6.900	4.840	0.000	0.470
TERRAZZO MASON		BLD		33.380	33.630	1.5	1.5	2.0	6.900	6.980	0.000	0.500
TILE LAYER		BLD		32.040	35.560	1.5	1.5	2.0	8.190	11.87	0.000	0.600
TILE MASON		BLD		33.380	33.630	1.5	1.5	2.0	6.900	6.980	0.000	0.500

TRUCK DRIVER	ALL 1	32.960	33.420	1.5	1.5	2.0	6.900	8.220	0.000	0.000
TRUCK DRIVER	ALL 2	33.110	33.420	1.5	1.5	2.0	6.900	8.220	0.000	0.000
TRUCK DRIVER	ALL 3	33.310	33.420	1.5	1.5	2.0	6.900	8.220	0.000	0.000
TRUCK DRIVER	ALL 4	33.420	33.420	1.5	1.5	2.0	6.900	8.220	0.000	0.000
TUCKPOINTER	BLD	35.000	37.750	1.5	1.5	2.0	6.900	11.58	0.000	0.540

Legend:

- M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
- OSA (Overtime is required for every hour worked on Saturday)
- OSH (Overtime is required for every hour worked on Sunday and Holidays)
- H/W (Health & Welfare Insurance)
- Pensn (Pension)
- Vac (Vacation)
- Trng (Training)

Explanations

STEPHENSON COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the

installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.); Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists,

one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving and Extracting); Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier

Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) / 2 ton capacity or more; Non-Self Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man

operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

LEGAL NOTICE**Notice of Resolution
Prevailing Wage Rates**

TAKE NOTICE that the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College), pursuant to “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, has determined on, and as effective from June 21, 2011, that the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is the same as determined by the Department of Labor of the State of Illinois for Stephenson County as of June 2011. A copy of the full Resolution and the Department of Labor determination is available for inspection by any interested party in the Office of the President of Illinois Community College District #519, 2998 West Pearl City Road, Freeport, IL 61032, and to any employer, and to any association of employers, and to any person or association of employees who have filed, or file their names and addresses, requesting copies of the same.

Illinois Community College District #519 -
Counties of Stephenson, Ogle,
Jo Daviess and Carroll, and State of Illinois

By:
Terri A. Grimes, Board Secretary

**AGENDA ITEM #VIII-D-1
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

COURSE FEES FOR NEW EQUINE SCIENCE PROGRAM

RECOMMENDATION OF THE PRESIDENT: That the course fees listed below be approved beginning with the Summer 2011 semester.

BACKGROUND: These fees are for courses that are a part of our new Equine Science program that was approved by the Illinois Board of Higher Education at their April 12, 2011 meeting. The purpose of course fees is to cover the cost of facility usage and supplies used in a course.

EQUI107 – Equine Healthcare I	\$70.00
EQUI117 – Equine Physiology	\$50.00
EQUI125 – Horse Handler First Aid	\$20.00
EQUI127 – Horse Handling I	\$200.00
EQUI129 – Horse Handling II	\$200.00
EQUI131 – Horse Shoeing	\$70.00
EQUI133 – Horse Training I	\$200.00
EQUI135 – Horse Training II	\$200.00
EQUI137 – Riding I	\$320.00
EQUI139 – Riding II	\$320.00
EQUI141 – Riding Instruction I	\$100.00
EQUI143 – Riding Instruction II	\$100.00
EQUI145 – Stable Management I	\$20.00
EQUI147 – Stable Management II	\$20.00

BOARD ACTION: _____

AGENDA ITEM #VIII-D-2
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD

HEALTH INSURANCE RATES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees establish the following monthly rates for health insurance during FY'12 under the self-insured health plan as listed below:

Employee Only	\$ 570.74	Retiree Only	\$ 523.80
Family Plan	\$1,357.41	Retiree with Family Plan	\$1,071.85

The Employee Only and Family Plan rates are 3% lower than those adopted in July of FY'11. The Retiree rates are adjusted to allow a little more affordability for Retirees under the plan, yet keeping in-line with the State Universities Retirement System levels.

BACKGROUND: The College and Cottingham and Butler recently completed a competitive quoting process for the reinsurance cost element of our self-insured health plan. The most competitive quote includes a "Lock 24" provision that prevents the carrier from specifying, or "lasering," certain participants for which the College must cover a higher level of claims in FY'13. The FY'12 level of claims or "specific attachment point" for each participant is \$60,000. In the case of a "laser", a reinsurance carrier would set a specific attachment point on an individual based on health conditions. The amount of claims to be covered by the College in this situation could be significant. The most competitive quote also includes a guaranteed maximum rate increase in FY'13. The overall cost of the reinsurance element for FY'12 amounts to a 6 % decrease over the previous year, with a 5% increase in the aggregate attachment point.

The claims cost element of our health plan for FY'11 was about 5.6% higher than the previous year. Using this experience as the basis for estimating FY'12 claims in combination with the accumulated fund balance, the College is able to slightly reduce the total premiums for FY'12 at this time.

The health plan will continue to include a Wellness Program that offers an incentive of \$300 per year to qualifying participants, with the long term goal of reduced claims through the promotion of a healthy lifestyle. Vision coverage, implemented in FY'09, will also continue to be offered in FY'12.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-3
JUNE 21, 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 May 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 281837 through 282628 amounting to \$1,038,760.59 and Automated Clearing House (ACH) debits W0000106 through W0000110 amounting to \$219,150.43 and Electronic Refunds of \$3,824.66 with 15 adjustments of \$1,886.99 such warrants amounting to \$1,259,848.69. Transfers of funds for payroll amounted to \$657,736.27.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	-----	-----	-----	-----
US BANK	\$265,680.26	\$1,250.00	\$0.00	\$266,930.26
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
	-----	-----	-----	-----
TOTAL ASSETS	\$451,716.07	\$1,250.00	\$0.00	\$452,966.07
	=====	=====	=====	=====
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	93,304.09	416.67		93,720.76
1019 YMCA BLDG/MAINT	37,091.22	833.33		37,924.55
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
	-----	-----	-----	-----
TOTAL	\$451,716.07	\$1,250.00	\$0.00	\$452,966.07

AGENDA ITEM #IX-D-1
JUNE 21, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

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

- As of May 31st, we are 92% of the way through FY'11.
- At this point in time last year, Tuition & Fees revenue in the Operating Funds had reached 97% of the total Tuition & Fees revenue for FY'10. Now, Tuition & Fees revenue is 97% of the total Tuition & Fees revenue budgeted for FY'11. For most of FY'11, tuition revenue has been falling short of the FY'10 benchmark by about 2%. Tuition and fee revenue fluctuates slightly at year-end due to the overlap of semesters into the upcoming fiscal year. Year-end adjustments will be made in June to determine a final FY'11 tuition and fee revenue amount.
- At this point in time last year, Corporate Personal Property Replacement Tax (CPPRT) had reached 98% of the total revenue for FY'10. Now, CPPRT is 104% of the total amount budgeted for FY'11. According to the Illinois Department of Revenue website, (www.revenue.state.il.us/LocalGovernment/Replacement) replacement taxes are "revenues collected by the state and paid to local governments to replace money that was lost...when local governments' powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away". The amount budgeted each year is based on state estimates and on the prior year actual results. Actual amounts received are based on annual tax returns filed by the above mentioned entities.
- At this point in time last year, Bookstore Sales in the Auxiliary Enterprise Fund had reached 98% of the total revenue for FY'10. Now, Bookstore Sales are at 104% of the total amount budgeted for FY'11. Similar to tuition and fees, this line will be impacted by year-end adjustments.
- Final property tax computation reports have been received from the County Clerks' offices. Overall, District equalized assessed valuation decreased by 1.5% from tax year 2009 to tax year 2010. The FY'11 budget assumed a 1% increase. The variance of actual from budget in the Operating Funds will be about \$85,000 once year-end adjustments are completed.
- As the fiscal year comes to an end, the grants accounted for in the Restricted Purpose Funds will be spent down so the amount of revenue granted will be equal to the amount spent. Any unspent funds are returned to the granting agency.

AGENDA ITEM #IX-D-1
 JUNE 21, 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 May 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	1,238,443	92.0%
Equalization	344,555	114,204	33.1%
ICCB Career/Tech Education	60,000	53,502	89.2%
CPP Replacement Tax	325,000	369,077	113.6%
Dept. of Educ.	38,600	45,269	117.3%
DCEO	137,700	114,100	82.9%
Other Federal Sources	20,700	8,250	39.9%
Tuition & Fees	5,649,000	5,495,847	97.3%
Sales & Services	39,950	55,185	138.1%
Facilities Revenue	49,430	33,920	68.6%
Interest on Investments	10,000	1,740	17.4%
Non-Govt. Gifts, Grants	448,888	386,594	86.1%
Miscellaneous	1,391	6,890	495.3%
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Total Revenue	\$15,106,533	\$11,236,678	74.4%
<u>EXPENDITURES:</u>			
Salaries	\$9,493,302	\$8,276,138	87.2%
Employee Benefits	1,741,816	1,541,137	88.5%
Contractual Services	824,028	778,963	94.5%
Materials & Supplies	990,987	849,849	85.8%
Conference & Meeting	183,438	117,969	64.3%
Fixed Charges	132,652	108,096	81.5%
Debt Certificate Payment	448,888	351,944	78.4%
Utilities	893,483	745,722	83.5%
Capital Outlay	56,734	85,288	150.3%
Other Expenditures	248,699	31,513	12.7%
Contingency	87,506	-	0.0%
Transfers In	(45,000)	-	0.0%
Transfers Out	50,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$15,106,533	\$12,886,619	85.3%
Excess of Revenues Over Expenditures	\$0	(\$1,649,941)	
Fund Balance 7/1/10	2,656,007	2,656,007	
	-----	-----	
Fund Balance 5/31/11	\$2,656,007	\$1,006,066	

AGENDA ITEM #IX-D-1
 JUNE 21, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended May 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	-	454	100.0%
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Total Revenue	\$2,200,000	\$1,999,297	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	1,178,172	49.5%
-----	-----	-----	-----
Total Expenditures	2,508,815	1,264,292	50.4%
Excess of Revenues Over Expenditures	(\$308,815)	\$735,005	
Fund Balance 7/1/10	\$1,712,206	\$1,712,206	
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Fund Balance 5/31/11	\$1,403,391	\$2,447,211	

AGENDA ITEM #IX-D-1
 JUNE 21, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

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

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$100,000	\$92,454	92.5%
Bookstore Sales	1,553,124	1,626,445	104.7%
Athletics	49,384	35,990	72.9%
Gifts	-	-	0.0%
Other	197,100	172,481	87.5%
-----	-----	-----	-----
Total Revenue	\$1,899,608	\$1,927,370	101.5%
EXPENDITURES:			

Salaries	\$267,233	\$266,559	99.7%
Employee Benefits	57,487	33,646	58.5%
Contractual Services	37,760	56,545	149.7%
Materials & Supplies	1,393,227	1,553,210	111.5%
Conference & Meeting	71,900	45,507	63.3%
Capital Outlay	6,950	14,446	207.9%
Utilities	3,096	800	25.8%
Other Expenditures	111,955	76,505	68.3%
Transfers In	(50,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,899,608	\$2,047,218	107.8%
Excess of Revenues Over Expenditures	\$0	(\$119,848)	
Fund Balance 7/1/10	\$36,354	\$36,354	
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Fund Balance 5/31/11	\$36,354	(\$83,494)	

AGENDA ITEM #IX-D-1
 JUNE 21, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended May 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	125,487	0.0%
Other Illinois Sources	205,684	191,221	93.0%
Department of Education	4,274,231	7,061,941	165.2%
DCEO	2,921,080	3,002,970	102.8%
RSVP	64,764	33,385	51.5%
Other Federal Sources	291,557	123,021	42.2%
Tuition & Fees	405,000	409,986	101.2%
Sales & Service Fees	13,200	19,304	146.2%
Interest	16,019	16,893	105.5%
Non-govt. Gifts, Grants	13,000	3,600	27.7%
Other	197,468	105,696	53.5%
	-----	-----	-----
Total Revenue	\$8,863,845	11,168,031	126.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,850,929	\$1,716,518	92.7%
Employee Benefits	420,532	358,239	85.2%
Contractual Services	381,310	329,966	86.5%
Materials & Supplies	170,460	171,571	100.7%
Conference & Meeting	178,907	175,817	98.3%
Fixed Charges	87,366	58,292	66.7%
Utilities	20,082	11,721	58.4%
Capital Outlay	79,280	76,753	96.8%
Other Expenditures	2,369,748	2,831,633	119.5%
Financial Aid	3,513,072	6,487,726	184.7%
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Total Expenditures	\$9,071,686	\$12,218,236	134.7%
Excess of Expenditures Over Revenue	(\$207,841)	(\$1,050,205)	
Fund Balance 7/1/10	<u>2,065,729</u>	<u>2,065,729</u>	
Fund Balance 5/31/11	\$1,857,888	\$1,015,524	

AGENDA ITEM #IX-D-1
 JUNE 21, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11
 AUDIT FUND

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

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

Contractual Services	\$45,000	\$45,000	100.0%
	-----	-----	-----
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	
	-----	-----	
Fund Balance 5/31/11	\$26,379	(\$2,561)	

AGENDA ITEM #IX-D-1
 JUNE 21, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended May 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%
	-----	-----	-----
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 5/31/11	\$495,722	\$106,989	

AGENDA ITEM #IX-D-1
 JUNE 21, 2011
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY'11

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

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,096,607	\$573,453	52.3%
Total Revenue	\$1,096,607	\$573,453	52.3%
EXPENDITURES:			
Salaries	\$200,283	\$190,905	95.3%
Employee Benefits	365,533	327,436	89.6%
Contractual Services	400,780	263,308	65.7%
Conference & Meetings	6,000	2,254	37.6%
Fixed Charges	133,547	120,467	90.2%
Contingency	25,000	-	0.0%
Total Expenditures	\$1,131,143	\$904,370	80.0%
Excess of Revenues Over Expenditures	(\$34,536)	(\$330,917)	
Fund Balance 7/1/10	\$718,308	\$718,308	
Fund Balance 5/31/11	\$683,772	\$387,391	