

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

July 19, 2016

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

3:00 p.m. Budget Work Session

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: June 1, 2016 Board Retreat
June 21, 2016 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic
 1. Revised Effective Dates of Joint Use and Vocational Education Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College (Page 1)
 - B. Administration
 1. Curriculum & Instruction Committee Report (Page 2)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel (None)
 - D. Financial
 1. Tentative Budget for Fiscal Year 2017 (Page 10)
 2. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund (Page 33)
 3. Payment of Bills and Agency Fund Report (Page 34)

IX. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 36)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

XI. 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

XII. 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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – August 16, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Opening Days Activities – August 11, 2016 (schedule to follow)
- C. Shindig VI – August 20, 2016, at Kathy and Scott King's home on Woodside Drive in Freeport
- D. Next Quarterly Board Retreat – September 7, 2016, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-A-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED EFFECTIVE DATES OF THE JOINT USE AND
VOCATIONAL EDUCATION AGREEMENTS BETWEEN CAREER AND
TECHNICAL EDUCATION CONSORTIUM (CareerTEC)
AND HIGHLAND COMMUNITY COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised effective dates of the joint use and vocational education agreements between the Career and Technical Education Consortium (CareerTEC) and Highland Community College. These agreements will be in effect from July 1, 2016 through June 30, 2018.

BACKGROUND: The agreements were presented to trustees for approval at the June 21, 2016, regular meeting, however, the effective dates that were listed in the recommendation were July 1, 2017 through June 30, 2018, necessitating this additional action. No changes were made to the actual agreements.

BOARD ACTION: _____

**AGENDA ITEM #VII-B-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

CURRICULUM & INSTRUCTION COMMITTEE REPORT

RECOMMENDATION OF THE PRESIDENT: That the attached report of the course and curriculum changes for the July 1, 2015 through June 30, 2016 period be approved.

BACKGROUND: The annual report of the Curriculum & Instruction Committee is presented each July for Board of Trustees' approval of the course and curriculum changes. In this FY16 report there were the following:

<u>FY16</u>	<u>FY15</u>
25 course additions	13 course additions
4 curriculum additions	4 curriculum additions
25 course changes	42 course changes
6 course withdrawals	29 course withdrawals
10 curriculum changes	5 curriculum changes
	1 curriculum withdrawal
<u>FY14</u>	<u>FY13</u>
14 course additions	6 course additions
1 curriculum addition	1 curriculum addition
10 course changes	18 course changes
1 curriculum change	2 curriculum changes
11 course withdrawals	

BOARD ACTION: _____

**Curriculum & Instruction
FY16**

COURSE CHANGES

CHEM123 General College Chemistry I – changed prerequisite to Math166 (College Algebra) or MATH163 (Pre-Calculus) with a grade of C or better or concurrent enrollment and CHEM120 (Elementary General Chemistry) or two semesters of High School Chemistry with a C or better or consent of instructor. **Approved by C&I 9/15**

MTEC151 Machine Processes I – changed lecture hours from 3 to 2; lab hours from 0 to 2
Approved by ICCB 11/15

AUTB195 – Glass, Upholstery, & Trim – changed title to Automotive Trim and Hardware
Approved by ICCB 10/15

NURS292 – Clinical Development IIIA – changed title to Health and Illness II, changed prerequisite, updated course description **Approved by ICCB 12/15**

CHEM123 General College Chemistry I – updated prerequisite to two semesters of High School Chemistry both with a C or better. **Approved by C&I 2/16**

ACCT220 Advanced Quickbooks Accounting – changed title to Quickbooks Accounting
Approved by ICCB 2/16

MTEC220 – Motors and Controls – changed prefix to ELET **Approved by ICCB 3/16**

ECE125 – Curriculum & Assessment in Early Childhood Settings – change title to Assessment in EC Settings and updated course description. **Approved by ICCB 3/16**

ECE202 – Role of Learning Envir & Play in EC – changed title to Curriculum in EC Settings and updated course description. **Approved by ICCB 3/16**

OCED250 – Career Seminar – changed title to Workplace Preparation and updated syllabus.
Approved by ICCB 3/16

PHYS246 – Intro to Circuit Analysis – changed from 4 credits, 4 lecture to 4 credits, 3 lecture, 2 lab, updated course description. **Approved by ICCB 5/16**

EQUI147 – Stable Management II – added prerequisite of EQUI145 Stable Management I
Approved by C&I 5/16

MATH168 – Analytic Geometry and Calculus I – changed course description **Approved by C&I 5/16**

MATH 268 – Analytic Geometry and Calculus II – changed course description **Approved by C&I 5/16**

MATH269 – Analytic Geometry and Calculus III – changed course description **Approved by C&I 5/16**

EQUI129 – Horse Handling II – added prerequisite of EQUI127 Horse Handling I **Approved by C&I 5/16**

ECE124 – Language & Literacy Dev in EC – changed course title to Literature for Young Children and updated description **Approved by ICCB 7/16**

NURS294 – Clinical Development IIIB – changed title to Health and Illness III, changed prerequisite and updated description

NURS126 – Administrative Procedures in Health Care – changed from 4 credits, 2 lecture, 4 lab to 5 credits, 3 lecture, 4 lab

NURS120 – Medical Assistant Clinical Procedures I – changed from 4 credits, 3 lecture, 2 lab to 5 credits, 3 lecture, 4 lab

PHYS246 – Intro to Circuit Analysis – changed prerequisite to PHYS144 and MATH268 with co-requisites of either MATH265 or MATH269 or instructor approval.
 EQUI109 - Equine Health Care II – changed from 2 credits, 1 lecture, 2 lab to 2 credits, 2 lecture and added a prerequisite of EQUI107 Equine Health Care I
 NURS122 – Medical Assistant Seminar – changed from 2 credits, 2 lecture to 3 credits, 3 lecture
 NURS095 – Phlebotomy Techniques – changed to NURS108 – Phlebotomy Techniques – changed from 3 credits, 1 lecture to 4 credits, 2 lecture, 4 lab

NEW COURSES

CJS203 Criminal Law – 3 credits, 3 lecture **Approved by ICCB 10/15**
 CJS204 Ethics in Criminal Justice – 3 credits, 3 lecture **Approved by ICCB 10/15**
 CJS220 Probation and Parole – 3 credits, 3 lecture **Approved by ICCB 11/15**
 MCOM125 Intro to Video Production – Multi-Camera – 3 credits, 2 lecture, 2 lab **Approved by ICCB 10/15**
 EDUC125 Navigating/Teaching/Learning at HCC - .5-3 credits (variable) **Approved by ICCB 9/15**
 MCOM240 Video Field Production II – 3 credits, 1 lecture, 4 lab **Approved by ICCB 12/15**
 MCOM245 Multi-Camera Video Production II – 3 credits, 1 lecture, 4 lab **Approved by ICCB 12/15**
 MCOM250 Motion Picture Production – 3 credits, 1 lecture, 4 lab **Approved by ICCB 12/15**
 INFT141 Intermediate Excel – 1 credit, 1 lecture **Approved by ICCB 2/16**
 INFT146 Intermediate Access – 1 credit, 1 lecture **Approved by ICCB 2/16**
 LIBS201 Career Exploration – 1 credit, 1 lecture **Approved by ICCB 2/16**
 MTEC120 Equipment Maintenance Skills – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 MTEC130 Intro to Remote Monitoring – 1 credit, 1 lecture **Approved by ICCB 3/16**
 MTEC165 3D Printing – 2 credits, 1 lecture, 2 lab **Approved by ICCB 3/16**
 MTEC170 Intro to Lean Manufacturing Concepts – 2 credits, 2 lecture **Approved by ICCB 3/16**
 MTEC285 Advanced CNC Machining – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 WTEC121 Wind Technology I – 4 credits, 3 lecture, 2 lab **Approved by ICCB 3/16**
 WTEC221 Wind Technology II – 4 credits, 3 lecture, 2 lab **Approved by ICCB 3/16**
 ELET293 Intro to Programmable Logic Controllers – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 OCED118 Workforce Safety Training – 1 credit, 1 lecture, 0 lab **Approved by ICCB 3/16**
 ELET297 Adv Programmable Logic Controllers – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 ELET291 Intro to Automation – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 CJS205 Criminal Investigation – 3 credits, 3 lecture **Approved by ICCB 3/16**
 CJS206 Policing in America – 3 credits, 3 lecture **Approved by ICCB 3/16**
 NURS107 Intro to Phlebotomy – 2 credits, 2 lecture

CURRICULUM ADDITIONS

Criminal Justice Certificate - 21 credits **Approved by ICCB 09/15**
 Criminal Justice AAS – 61 credits **Approved by ICCB 10/15**

CNC Machinist certificate – 37 credits **Approved by ICCB 3/16**

Basic Wind Turbine Technology certificate – 19 credits **Approved by ICCB 3/16**

Mechatronics AAS – 60 credits

CURRICULUM CHANGES

Wind Turbine Technician certificate – changed title to Advanced Wind Turbine technology; changed total credit hours from 33 credit hours to 36 **Approved by ICCB 3/16**

Machine Processes certificate – changed total credit hours from 23 credit hours to 26 **Approved by ICCB 3/16**

Industrial Manufacturing Technology AAS – changed title to Industrial Manufacturing; changed total credit hours from 65 to 60 credit hours **Approved by ICCB 3/16**

Wind Turbine Technician AAS – changed title to Wind Turbine Technology; changed total credit hours from 63 to 62 **Approved by ICCB 3/16**

Infant/Toddler Level 3 Credential certificate – changed from 36 credit hours to 35 **Approved by ICCB 3/16**

Infant/Toddler Level 2 Credential certificate – changed from 16 credit hours to 21 **Approved by ICCB 3/16**

Level 3 ECE Credential certificate – changed from 38 credit hours to 29 **Approved by ICCB 3/16**

Level 2 ECE Credential certificate – changed from 17 credit hours to 18 **Approved by ICCB 3/16**

Industrial Maintenance Technology certificate – changed from 36 credit hours to 35; changed title to Industrial Maintenance **Approved by ICCB 3/16**

Industrial Electronics & Controls certificated – changed from 31 credit hours to 42 **Approved by ICCB 3/16**

COURSE WITHDRAWALS

ACCT120 Intro to Quickbooks – withdrawal **Approved by ICCB 3/16**

AUTB280 Adv Auto Electrical Systems – withdrawal

AGOC120 Principles of Farm Management – withdrawal

AGOC141 Grain Conditional and Handling Systems – withdrawal

AGOC223 The Dairy Industry – withdrawal

AGOC241 Applied Swine Science - withdrawal

**AGENDA ITEM #VII-C-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload, and other assignments be approved for the Spring/Summer 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
Robert	Baker	6917	DATP110BCC	Internet/Email for Srs	10		\$24.96	\$249.60
Summer 2016								
Miscellaneous								
Kim	Pool		Curriculum Development - HS Servant Ldrship			6	\$479.40	\$2,876.40
Suzanne	Miller	7349	WFD052E	Diversity Training				\$1,250.00
Suzanne	Miller	7349	WFD052E	Diversity Training				\$500.00
Anthony	Boyle	1032	PHYD221A	Physical Fitness II	2	\$520.91	\$1,041.82	
Anthony	Boyle	1029	PHYD121A	Physical Fitness I	1.8	\$520.91	\$937.64	
Anthony	Boyle	1028	PHYD115A	Intro to Recreation	3	\$520.91	\$625.09*	
Pete	Norman	1033	PHYD227N	Sports Officiating	3	\$628.22	\$1,884.66	
Pete	Norman	1030	PHYD135N	Games in Elem Ed	3	\$628.22	\$1,884.66	
Laura	Early		Stage Director for Joseph					\$1,500.00
Sarah	Long		Choreographer for Joseph					\$1,000.00
Allen	Redford		Musical Director for Joseph					\$1,500.00
Dave	Vrtol		Technical Director for Joseph					\$1,500.00
Kathleen	Williams		Costume Shop Assistant					\$900.00
Success Center								
Kate	Perkins	1316	CED020ACC	Fast Forward/English		1	\$1,256.45	\$1,256.45
Adam	Moderow	1005	RDG120A	College Reading Strategies		3	\$520.91	\$1,562.73
Elizabeth	Niesman	1002	COMM087Y1A	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	1003	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Vicki	Schulz	1004	LIBS199HBB	FYES		2	\$628.22	\$1,256.44
Don	Tresemmer		MATH058-159 Lab			4	\$464.40	\$1,857.60
Ellen	McGinnis		MATH N1	MAC Lab		2.5	\$479.40	\$1,198.50
Ellen	McGinnis		MATH B1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH A1	MAC Lab		2	\$479.40	\$958.80
Jan	Butterfield		MATH N1	MAC Lab		2.5	\$479.40	\$1,198.50
Jan	Butterfield		MATH B1	MAC Lab		2	\$479.40	\$958.80
Science/Math/Allied Health								
Elizabeth	Chambers	1260	NURS091BX	Nursing Asst Lab	40		\$30.00	\$1,200.00
David	Esch	1175	PHYS140A	Survey of Physics		3	\$1,256.45	\$3,015.48*
David	Esch	1176	PHYS140AX	Survey of Physics Lab		1.8	\$1,256.45	\$1,809.29*
Karla	Giuffre	1095	BIOL117Y1	Nutrition		3	\$1,256.45	\$3,769.35
Leanne	Grahame	1261	NURS091BXX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Jen	Grobe	1179	NURS103HB	Pharmacology		2	\$628.22	\$1,256.44
Cassie	Mekeel	1258	NURS091B	Portion of Nursing Asst		5.5	\$1,256.45	\$6,910.48
Derek	Paulsen	1088	MATH177A	Statistics		3	\$520.91	\$1,562.73
Jenna	Rancingay	1087	MATH177Y2	Statistics		3	\$1,256.45	\$3,769.35
Steve	Simpson	1142	GEOL205HB	Field Geol & Paleontology		1	\$1,256.45	\$1,256.45
Steve	Simpson	1143	GEOL205HBX	Field Geol & Paleontology Lab		1.8	\$1,256.45	\$2,261.61
Kay	Sperry	1180	NURS296HB	Physical Assessment		2	\$1,256.45	\$1,507.74*
John	Sullivan	1089	CHEM120HB	Elem General Chem		3	\$1,256.45	\$3,769.35
John	Sullivan	1090	CHEM120HBX	Elem General Chem Lab		1.8	\$1,256.45	\$2,261.61
Laura	Weter	1181	NURS296HBX	Physical Assessment Lab		2.16	\$1,256.45	\$1,633.39*
*Based on enrollment								

Summer 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
HSS/FA								
Andrew	Dvorak	1312	HIST144IS	US History I		3	\$1,256.45	\$376.94*
Laura	Early	1007	HUMA104Y1	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1212	HUMA104Y1A	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1189	THEA283AXX	Theatre Practicum		1	\$1,256.45	\$1,256.45
Melissa	Entzminger	1012	SPCH191Y1	Fund of Speech Comm		3	\$1,256.45	\$3,769.35
Kim	Goudreau	1018	SOCI276Y1	Racism & Diversity		3	\$1,256.45	\$3,769.35
Kim	Goudreau	1384	SOCI273A	Social Serv Field Exp		3	\$1,256.45	\$376.94*
Kent	Johnson	1213	ENGL224Y1	Intro to Poetry		3	\$1,256.45	\$3,015.48*
Chelsea	Martinez	1011	PSY161Y1	Intro to Psych		3	\$1,256.45	\$3,769.35
Heather	Moore	1165	ENGL121Y1	Rhet & Comp I		3	\$628.22	\$1,884.66
Kay	Ostberg	1019	COMM090A	Preface to Rhet		3	\$1,256.45	\$3,769.35
Kay	Ostberg	1020	ENGL121A	Rhet & Comp I		3	\$1,256.45	\$3,392.42*
Kathrine	Perkins	1022	ENGL121B	Rhet & Comp I		3	\$1,256.45	\$3,769.35
Kathrine	Perkins	1023	COMM090B	Preface to Rhet ALP		3	\$1,256.45	\$3,769.35
Allen	Redford	1026	MUS267Y1	Intro to Music		3	\$1,256.45	\$3,769.35
Loretts	Swanson	1139	ART110Y1	Intro to Art		3	\$535.91	\$1,607.73
Donna	Tufariello	1138	ENGL122HB	Rhet & Comp II		3	\$1,256.45	\$3,769.35
Daryl	Watson	1141	GEOG132A	Reg Geography of World		3	\$535.91	\$1,607.73
Daryl	Watson	1140	HIST143Y1	US History I		3	\$535.91	\$1,607.73
Alan	Wenzel	1283	SPCH295JXX	Jo Daviess Leadership Forum		3	\$1,256.45	\$3,769.35
James	Yeager	1177	MCOM250A	Motion Picture Production		3	\$1,256.45	\$3,392.42*
James	Yeager	1015	SPCH191HB	Fund of Speech Comm		3	\$1,256.45	\$3,769.35
Dagny	Brandt			Asst Vocal Director for Joseph				\$250.00
Business/Technology								
Jennifer	Alderman	1062	ACCT105Y2	Elements of Accounting		3	\$1,256.45	\$3,769.35
Amy	Chamberlin		COSM	Cosmetology Classes		5	\$1,256.45	\$6,282.25
Justin	Ebert	1071	OCED290A	Work PI Exp-AG		4	\$1,256.45	\$502.58*
Joseph	Grove	1068	BUSN121Y2	Intro To Business		3	\$1,256.45	\$3,769.35
Joseph	Grove	1069	ECON111Y2	Prin of Economics I-Macro		3	\$1,256.45	\$3,769.35
Joseph	Grove	1070	ECON112Y2	Prin of Economics II-Micro		3	\$1,256.45	\$3,769.35
Denise	Johnson		OFFT	Office Tech Classes		5	\$1,256.45	\$6,282.25
Jeremy	Monigold	1067	BUSN141HB	Business Comm		3	\$1,256.45	\$3,392.42*
Jeremy	Monigold	1065	INFT180HB	Intro to Information Systems		3	\$1,256.45	\$3,769.35
Jeremy	Monigold	1066	INFT180Y1	Intro to Information Systems		3	\$1,256.45	\$3,769.35
Jeremy	Monigold	1267	OCED290F	Work PI Exp-INFT		4	\$1,256.45	\$502.58*
Anki	Bauer	1161	EQUI101Y1	Equine Business		3	\$479.40	\$958.80*
Anki	Bauer	1153	OCED290C	Work PI Exp-EQUINE		2	\$479.40	\$191.76*
Anki	Bauer	1155	OCED290E	Work PI Exp-Equine 638		2	\$479.40	95.88*
Carol	Engelkens	1061	INFT295Y1A	MS Publisher 2013-Online		1	\$479.40	\$81.50*
Thomas	Harrison	1143	BUSN125HB	Math Of Business		3	\$479.40	\$1,198.50
Bruce	Pittluck	1063	INFT140Y1	Beginning Excel		1	\$535.91	\$444.81*
*Based on enrollment								

Summer 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Crimson	Pulver	1146	EQUI127HB	Horse Handling I		2	\$479.40	\$445.84*
Crimson	Pulver	1147	EQUI133HB	Horse Training I		2	\$479.40	\$445.84*
Brandi	Widmer	1148	EQUI107HB	Equine Health Care I		2	\$479.40	\$671.16*
Brandi	Widmer	1149	EQUI131HB	Horse Shoeing		1	\$479.40	\$225.32*
Casey	Anderson		COSMETOLOGY LAB- P/T Instructor		TBD		\$24.38	TBD
Diane	DeWitt		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD
Carol	Engelkens		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD
Gloria	Maurer		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD
Jean	Meyers		COSMETOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Dorie	Oloff		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$25.17	TBD
Angela	Pierson		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Bruce	Pittluck		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD
Heidi	Lessen		COSMETOLOGY LAB - Lab Assistant		TBD		\$13.00	TBD
Other Assignments								
Devin	Best		Basketball Camp Worker					\$180.00
Lonnie	Boga		Basketball Camp Worker					\$500.00
Charles	Born		Softball Camp Worker					\$200.00
Tone	Boyle		Basketball Camp Worker					\$1,000.00
Halie	Fransen		Softball Camp Worker					\$85.00
Kylie	Fransen		Softball Camp Worker					\$100.00
Antwon	Harrison		Basketball Camp Worker					\$235.00
Luke	Norman		Basketball Camp Worker					\$450.00
Keeley	Schulz		Basketball Camp Worker					\$140.00
Chasitee	Shroyer		Basketball Camp Worker					\$100.00
Courtney	Swalve		Softball Camp Worker					\$100.00
*Based on enrollment								

**AGENDA ITEM #VIII-D-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

TENTATIVE BUDGET FOR FISCAL YEAR 2017

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2016-2017 and setting the public hearing date thereon for September 20, 2016.

RESOLUTION: Be it resolved that the attached Tentative Budget for the fiscal year 2016-2017 be conveniently made available for public inspection after this date through September 20, 2016, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

BACKGROUND: The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 20, 2016, Board Meeting. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY17 Operating Funds budget includes expenses in excess of revenues amounting to \$605,141. At this time, it is estimated that ending Operating Funds fund balance at the end of FY17 will be \$2,053,701, or 14% of budgeted expenditures, which is lower than ICCB guidelines (20% - 25% of budgeted expenditures). As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Final State funding allocations, Fall semester enrollment levels, FY16 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

TENTATIVE BUDGET

JULY 1, 2016 - JUNE 30, 2017

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2016-2017
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,347,571	\$ 628,814	\$ 2,976,385	21.6%
Back Taxes	2,324,328	622,588	2,946,916	21.4%
Corporate Personal Prop. Replacement Tax	157,189	267,811	425,000	3.1%
Total Local Government	\$ 4,829,088	\$ 1,519,213	\$ 6,348,301	46.1%
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	557,618	90,775	648,393	4.7%
ICCB Equalization Grant	28,355	-	28,355	0.2%
ICCB Performance Based Grant	58,713	-	58,713	0.4%
ICCB Career/Tech Education	3,500	-	3,500	0.0%
Total State Government	\$ 648,186	\$ 90,775	\$ 738,961	5.4%
FEDERAL GOVERNMENT SOURCES				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	27,241	-	27,241	0.2%
Total Federal Government	\$ 35,541	\$ -	\$ 35,541	0.3%
STUDENT TUITION AND FEES				
Tuition	5,003,875	-	5,003,875	36.4%
Fees	651,125	-	651,125	4.7%
Total Tuition and Fees	\$ 5,655,000	\$ -	\$ 5,655,000	41.1%
OTHER SOURCES				
Facilities Rental	28,000	64,784	92,784	0.7%
Interest on Investments	5,000	-	5,000	0.0%
Other Revenue	851,344	300	886,644	6.4%
Total Other Sources	\$ 884,344	\$ 65,084	\$ 984,428	7.2%
Total 2016-2017 Budgeted Revenue	\$ 12,052,159	\$ 1,675,072	\$ 13,762,231	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2016-2017
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,185,524	-	\$7,185,524	50.0%
Academic Support	841,354	-	841,354	5.9%
Student Services	1,226,003	-	1,226,003	8.5%
Public Services	471,228	-	471,228	3.3%
Oper./Maint. of Plant		1,479,259	1,479,259	10.3%
General Administration	1,291,516	-	1,291,516	9.0%
Institutional Support	1,663,335	-	1,663,335	11.6%
Transfers	(185,847)	-	(185,847)	-1.3%
Scholarships, Grants, Waivers	395,000	-	395,000	2.8%
Total 2016-2017 Budgeted Expenditures	12,888,113	1,479,259	14,367,372	100.0%
Less tuition chargeback	6,000	-	6,000	
Adjusted expenditures	\$ 12,882,113	\$ 1,479,259	\$14,361,372	
BY OBJECT:				
Salaries	\$8,274,640	\$582,994	\$8,857,634	61.7%
Employee Benefits	2,094,468	230,925	2,325,393	16.2%
Contractual Services	643,898	146,756	790,654	5.5%
General Materials and Supplies	685,184	162,228	847,412	5.9%
Conferences and Meetings	227,121	200	227,321	1.6%
Fixed Charges	484,168	-	484,168	3.4%
Utilities	19,000	608,251	627,251	4.4%
Capital Outlay	-	-	-	0.0%
Other	645,481	(252,095)	393,386	2.7%
Transfers	(185,847)	-	(185,847)	-1.3%
Total 2016-2017 Budgeted Expenditures	12,888,113	1,479,259	14,367,372	100.0%
Less tuition chargeback	6,000	-	6,000	
Adjusted expenditures	\$ 12,882,113	\$ 1,479,259	\$14,361,372	

HIGHLAND COMMUNITY COLLEGE
2016-2017 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 5,665,893	
Employee Benefits	1,147,814	
Contractual Services	87,648	
General Materials and Supplies	219,308	
Conference and Meetings	46,750	
Fixed Charges	14,530	
Utilities	600	
Other	<u>2,981</u>	
Total Instruction		\$ 7,185,524
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 532,085	
Employee Benefits	177,571	
Contractual Services	25,115	
General Materials and Supplies	99,504	
Conferences and Meetings	<u>7,079</u>	
Total Academic Support		841,354
<u>STUDENT SERVICES</u>		
Salaries	\$ 785,679	
Employee Benefits	278,103	
Contractual Services	22,440	
General Materials and Supplies	18,361	
Conferences and Meetings	28,120	
Fixed Charges	8,100	
Other	<u>85,200</u>	
Total Student Services		1,226,003

**Estimated Expenditures 2016-2017
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$	181,744	
Employee Benefits		15,033	
Contractual Services		206,283	
General Materials and Supplies		22,894	
Conferences and Meetings		42,220	
Fixed Charges		<u>3,054</u>	
 Total Public Services			 \$ 471,228

GENERAL ADMINISTRATION

Salaries	\$	705,796	
Employee Benefits		235,967	
Contractual Services		100,059	
General Materials and Supplies		212,903	
Conferences and Meetings		33,891	
Other		<u>2,900</u>	
 Total General Administration			 1,291,516

INSTITUTIONAL SUPPORT

Salaries	\$	403,443	
Employee Benefits		239,980	
Contractual Services		202,353	
General Materials and Supplies		112,214	
Conference and Meetings		69,061	
Fixed Charges		458,484	
Utilities		18,400	
Other		<u>159,400</u>	
 Total Institutional Support			 1,663,335

**Estimated Expenditures 2016-2017
Educational Fund (Cont.)**

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries		
Employee Benefits		
Contractual Services		
General Materials and Supplies		
Conference and Meetings		
Fixed Charges		
Utilities		
Capital Outlay		
Other	\$	<u>395,000</u>
Total Scholarships, Grants, & Waivers	\$	395,000
Transfers		<u>(185,847)</u>
Total Educational Fund	\$	<u>12,888,113</u>

2016-2017 Estimated Expenditures**Operations and Maintenance Fund**

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	\$ 582,994	
Employee Benefits	230,925	
Contractual Services	146,756	
General Materials and Supplies	162,228	
Conferences and Meetings	200	
Utilities	608,251	
Other	<u>(252,095)</u>	
 Total Operations and Maintenance Fund		 <u>\$ 1,479,259</u>

2016-2017 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 400,000	
Back Taxes	<u>400,000</u>	
Total Local Governmental Sources		<u>\$ 800,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ 73,418	
General Materials & Supplies	9,835	
Capital Outlay	2,719,942	
Transfer	<u>118,650</u>	
Total Expenditures		<u>\$ 2,921,845</u>

2016-2017 Auxiliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 245,000	
Bookstore Sales	968,000	
Athletics	43,430	
Other	<u>134,850</u>	
Total Revenue		\$ <u>1,391,280</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 284,533	
Employee Benefits	40,729	
Contractual Services	75,260	
General Materials and Supplies	868,792	
Conferences and Meetings	181,259	
Fixed Charges	1,766	
Capital Outlay	700	
Utilities	600	
Other	<u>15,356</u>	
Total Expenditures		\$ <u>1,468,995</u>

2016-2017 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 475,500	
Back Taxes	<u>475,500</u>	
		\$ <u>951,000</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	\$ 273,215	
Employee Benefits	353,019	
Contractual Services	300,512	
Materials & Supplies	19,658	
Conferences & Meetings	15,700	
Fixed Charges	222,331	
Utilities	<u>6,822</u>	
Total Expenditures		\$ <u>1,191,257</u>