

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
August 16, 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: July 19, 2011 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Presentation of United Way's Spirit of Caring Award to Support Staff
- VII. Foundation Report
- VIII. Monitoring Report: Transfer
- IX. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Appointment of Voting Delegate to the Association of Community College Trustees 2011 Leadership Congress (Page 1)
 - 2. Authorization for Submission of the Annual Audit to the Illinois Community College Board (Page 2)
 - 3. Reaffirmation of Academic Quality Improvement Program (AQIP) Accreditation Method (Page 3)
 - C. Personnel (None)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Revised Policy: Ethics (Page 4)
 - C. Personnel
 - 1. Revised Position Placements on the Highland Salary Range Table and Job Title/Job Description Revisions (Page 15)
 - 2. Appointment of Tenure: Kay Sperry (Page 17)

D. Financial

1. Transfer of Interest (Page 18)
2. Approval of Independent Contractor for the National Science Foundation Grant (Page 21)
3. Payment of Bills and Agency Fund Report (Page 24)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance – FY'11 and FY'12 (Page 26)
- B. Writing Center
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

XII. Old Business

XIII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Purchase or Lease of Real Property
- C. Pending Litigation

XIV. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Purchase or Lease of Real Property
- C. Pending Litigation

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – September 7, 2011 at 8:30 a.m. in the Student/Conference Center room H-206 (Breakfast available at 8:00 a.m.)
- B. Audit Committee Meeting – September 20, 2011 at 2:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- C. Budget Work Session – September 20, 2011 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- D. Next Regular Board Meeting – September 20, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center

XVII. Adjournment

**AGENDA ITEM #IX-B-1
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF VOTING DELEGATE TO THE
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2011 LEADERSHIP CONGRESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees appoint Mrs. Diane Gallagher, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2011 Leadership Congress in Dallas, Texas, October 12 – 15, 2011. It is further recommended that Mr. Robert B. Urish, Trustee, serve as the alternate delegate, if Mrs. Gallagher is unable to fulfill this responsibility.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual convention. Mrs. Gallagher has served as the voting delegate in the past and is familiar with the responsibilities.

BOARD ACTION: _____

**AGENDA ITEM #IX-B-2
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION FOR SUBMISSION OF ANNUAL AUDIT
TO THE ILLINOIS COMMUNITY COLLEGE BOARD**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorize the Audit Committee of the Board to review the FY'11 annual audit and authorize submission to the Illinois Community College Board prior to the October 15, 2011 deadline.

BACKGROUND: The Illinois Community College Board requires that community colleges submit an annual audit each year by October 15. A draft of the FY'11 audit is not expected to be available until mid-September. At that time, the Audit Committee will meet with the auditors to review the draft and authorize submission to ICCB in order to meet the deadline.

Representatives from Wipfli will review the audit with the full Board at the October 25, 2011 regular meeting.

BOARD ACTION: _____

**AGENDA ITEM #IX-B-3
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**REAFFIRMATION OF ACADEMIC QUALITY IMPROVEMENT PROGRAM (AQIP)
ACCREDITATION METHOD**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees reaffirm Highland Community College's Academic Quality Improvement Program (AQIP) accreditation method.

BACKGROUND: The AQIP process is a proactive method of seeking accreditation that is more formative than the traditional self-study method and parallels the Malcolm Baldrige process. The College completed its first seven-year cycle for and accreditation was reaffirmed in the Spring of 2010 by the Higher Learning Commission. Our next accreditation visit will take place in 2016 – 2017.

Those involved in the AQIP process at the College have found it to be beneficial and would like the College to continue to use this method for accreditation.

BOARD ACTION: _____

**AGENDA ITEM #X-B-1
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY
ETHICS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for second reading the attached revision to Policy 5.081 Ethics.

BACKGROUND: The attached policy is in Chapter V of the Policy Manual, Finance and Facilities. The recommended updates include wording to make this policy compliant with the recently enacted State of Illinois Civil Union Act. The Policy Committee is currently conducting the regular review of Chapter IV, Personnel, and will make many additional updates related to the Civil Union Act as part of that review. Chapter IV will be brought forth to the Board in its entirety at the conclusion of the Policy Committee’s regular review.

No changes have been made to this policy since the Board approved the first reading at their July 19, 2011 regular meeting.

BOARD ACTION: _____

| 5.081 Ethics (Revised 4/20/10)

A. Definitions and General Provisions

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

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

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

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

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

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

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

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

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

“Employer” means the College.

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

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

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

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

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

“Prohibited political activity” means:

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

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

“Prohibited source” means any person or entity who:

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

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

B. Prohibited Political Activities

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

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

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

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

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

C. Gift Ban

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

The Gift Ban has the following exceptions:

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

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

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

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

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

D. Ethics Advisor

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

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

E. Ethics Commission

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

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

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

The Commission shall have the following powers and duties:

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

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

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

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

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

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

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

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

F. Board Action on Recommendation of Commission

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

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

G. Internal Ethics

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

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

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

**AGENDA ITEM #X-C-1
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED POSITION PLACEMENTS ON THE
HIGHLAND SALARY RANGE TABLE
AND JOB TITLE/JOB DESCRIPTION REVISIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the changes in placement on the Highland Salary Range Table for the attached positions, and change in job title for the Cafeteria Supervisor to Cafeteria Cashier and revised job description, as a result of the regular Market Study review.

BACKGROUND: As a part of the classification and compensation process for non-union support staff, exempt professionals and administrative positions, a regular review of one-third of the position groups has been completed.

The results of the FY'11 study included 22 positions with summary recommendations outlined below.

- Salary range placement change for 7 positions
- Title change for 1 position
- No change for 14 positions

Salary increases are not being requested to the position incumbents as a result of this market study.

BOARD ACTION: _____

FY'11 Market Study Recommendations**Salary range placement change for 7 positions**

Communications Operator	25 to 26
Student Advisor	45 to 46
Student Advisor [Transfer Coordinator]	46 to 48
<i>Transfer Coordinator/Academic Advisor</i>	46 to 47
<i>Student Advisor [Coordinator, Career Services]</i>	48 to 49
Cafeteria Assistant Manager	23 to 25
Cafeteria Manager	28 to 32

Title change for 1 position

Cafeteria Cashier (from Cafeteria Supervisor)

No change for 20 positions

Secretary (grant and non-grant)
 Administrative Assistant (grant and non-grant)
 Office Coordinator
 Executive Assistant
 Executive Assistant (Board)
 Physical Plant Assistant
 Manager, Custodial Services
 Manager, Maintenance Services
Retention Coordinator/Academic Advisor
 Student Information Specialist
 Bookstore Manager
 Director, Athletics & Physical Education
 Coordinator, Women's Athletics
 Cafeteria Assistant

Grant positions Italicized

**AGENDA ITEM #X-C-2
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF TENURE
KAY SPERRY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve a request for tenure for Ms. Kay Sperry.

BACKGROUND: Full-time faculty member, Ms. Kay Sperry, will complete her third year of service to Highland Community College this academic year and has been recommended for tenure by the Associate Dean of Nursing and Allied Health after reviewing input from her faculty tenure committee. A faculty tenure committee is formed for each full-time faculty member progressing toward tenure. The Vice President of Academic Services concurs with this recommendation.

BOARD ACTION: _____

**AGENDA ITEM #X-D-1
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

TRANSFER OF INTEREST

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approve this Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$40,256.12 for FY '11, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate resolution directing the treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION: _____

**BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST
FROM WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the “District”) is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$40,256.12, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

Section 1: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$40,256.12 from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of August, 2011, by the following roll call vote upon the motion of _____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

President, Board of Trustees

Attest:

Secretary, Board of Trustees

AGENDA ITEM #X-D-2
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD

APPROVAL OF INDEPENDENT CONTRACTOR
FOR THE NATIONAL SCIENCE FOUNDATION GRANT

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approve a contract in the amount of \$45,078 for Dr. Xueshu Song to develop learning models which will support the goals of the National Science Foundation (NSF) Wind Technician Training grant project.

BACKGROUND: One of the goals of the NSF Wind Technician Training grant project is to develop a set of animated learning modules to instruct students in physics principles associated with wind turbines. Dr. Song, during the first year of the grant, was employed by Northern Illinois University (NIU) and began working on the initial learning modules. He was paid by NIU through a subcontract between Highland Community College and NIU. Since Dr. Song retired from full-time teaching/research at NIU at the end of the Spring semester, we wish to contract directly with him to develop the physics learning modules. He has a great deal of knowledge and experience in engineering, physics, and computer animation and has done similar work on other NSF grant projects. The amount of money to be paid Dr. Song is consistent with the cost of developing approximately 60 minutes of specialized animation learning module materials.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

Module Development Contract

THIS CONTRACT made the ____ day of ____, 2011, by and between Xueshu Song, hereafter called "Co-PI", and Highland Community College, hereafter called "Institution."

Project Name: The Development and Field Test of a Remote Laboratory and Web-Based Learning Modules for Wind Turbine Technician Training - Project # NSF DUE 1003448

Contract Dates: August 6, 2011 through June 30, 2012

I. Scope of Work: Co-PI will function in his role of the Co-Principal Investigator as specified in the proposal for NSF 1003448. In addition, he will research and develop a Wind Turbine Generator Gearbox module. This module will include the following four sub-modules. Each sub-module will be multimedia, may be interactive, and will last approximately 15 minutes.

- (1) Functions and Failures of Lubricants and Maintenance Implications. Estimated delivery by December 31, 2011.
- (2) Force Loadings on Bearings; Symptoms and Phases of Bearing Failure and Maintenance Implications. Estimated delivery by February 28, 2012.
- (3) Force Loadings on Gears; Modes of Tooth Wear; Failures of Gears and Maintenance Implications. Estimated delivery by April 30, 2012.
- (4) Gearbox System Heat Transfer and Maintenance Implications. Estimated delivery by June 30, 2012.

Contents may be developed per the general description as outlined above as the Co-PI's research continues. An outline of the contents and the draft scripts for the narration of each of the 4 sub-modules listed above will be shared by the Co-PI with the project leadership for approval before software development begins.

II. Work to be Performed: The Co-PI will perform the work under the direction of the Principal Investigator (hereinafter "PI"), and will deliver proofs of each sub-module for review by the PI and the project advisory committee. Any necessary revisions required by the PI will be made by Co-PI before final delivery. The Co-PI will also direct the work of the project Animator, Guangli Zhang, and/or other animators and illustrators who may contribute to the module, and are compensated by the Institution. Co-PI shall supply all equipment, materials and labor necessary to perform the work. All work to be performed by Co-PI hereunder shall be completed by June 30, 2012.

In order for the PI assess Co-PI's progress, status reports may be requested by the PI and, if so requested, shall be submitted by Co-PI in a timely manner. The PI may audit and review the progress of the work being performed by Co-PI and Co-PI shall cooperate with any such audits. All work to be performed and services to be rendered hereunder shall be subject to written acceptance by the PI.

III. Subcontracting by Co-PI: It is understood that Co-PI is an independent contractor and may subcontract portions of the work to be performed hereunder to his employees, agents or independent contractors and that such employees, agents or independent contractors retained by Co-PI shall not be considered employees or agents of the PI or Institution, nor shall Co-PI or any subcontractor hold themselves out to any third party to be an employee or



HIGHLAND COMMUNITY COLLEGE

agent of the PI or Institution. Nothing herein shall be construed to grant to Co-PI any right or authority to create any obligation, expressed or implied, on behalf of the PI or the Institution, or to bind the PI or Institution in any manner whatsoever to Subcontractor’s employees, agents or independent contractors, or to any other third parties.

IV. Contract Price: The Institution shall pay the Co-PI for services described above the sum of \$ 45,078, in installments as set forth below:

- (1) Five thousand dollars (\$5,000) on or before September 15, 2011, and five thousand dollars (\$5,000) on or before November 15, 2011, as progress payments; and
- (2) Seven thousand five hundred dollars (\$7,500) within ten (10) days of successful completion of each sub-module for sub-modules 1-3; and
- (3) The final balance owed, twelve thousand five hundred and seventy eight dollars (\$12,578) within ten (10) days of successful completion and the written acceptance by the PI of all of the work to be performed and services to be rendered under this contract.

V. Ownership or Work: Ownership of and all right, title and interest in and to the Web-Based Learning Modules (as described in paragraph I.) developed by Co-PI or his subcontractors shall reside with the Institution and shall be deemed to be “work made for hire” to the fullest extent allowed by law. Per the grant goals, said modules shall be made available to colleges, technical schools and individuals free of charge. The Co-PI is granted a perpetual, irrevocable and non-exclusive right to use said modules, sub-modules, and/or sub-components.

VI. Confidential and Proprietary Information: Co-PI understands that the Institution and the PI may possess proprietary information of third parties and may have ongoing obligations to third parties with respect thereto. The Institution and the PI expressly require that Co-PI shall honor such ongoing obligations to such third parties that are made aware to Co-PI in writing and that the Co-PI shall not use or disclose any such proprietary information except as expressly authorized by the PI.

Signed this _____ day of _____, 2011

Director, Special Projects and Grant Research

Xueshu Song

**AGENDA ITEM #X-D-3
AUGUST 16, 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 July 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 283774 through 284336 amounting to \$1,155,671.99 and Automated Clearing House (ACH) debits W0000118 through W0000121 amounting to \$168,022.03 and Electronic Refunds of \$18,974.00 with 3 adjustments of \$1,652.60 such warrants amounting to \$1,341,015.42. Transfers of funds for payroll amounted to \$615,331.52.

BOARD ACTION: _____

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$283,180.26	\$1,250.00	\$2,300.00	\$282,130.26
FIFTH THIRD	13,420.43	0.00	0.00	13,420.43
UNION LOAN AND SAVINGS	168,958.96	0.00	0.00	168,958.96
TOTAL ASSETS	\$465,559.65	\$1,250.00	\$2,300.00	\$464,509.65
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		766.67	71,633.33
1017 HCC ROAD AND LOT	99,969.96		766.67	99,203.29
1018 YMCA ROAD AND LOT	94,137.43	416.67	766.66	93,787.44
1019 YMCA BLDG/MAINT	38,757.88	833.33		39,591.21
1020 HCC BLDG/MAINT	52,700.90			52,700.90
1021 YMCA/HCC INTEREST	93,191.74			93,191.74
1022 HCC SECTION 125 PLAN	13,420.43			13,420.43
TOTAL	\$465,559.65	\$1,250.00	\$2,300.00	\$464,509.65

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD

TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE
FY'11 AND FY'12

FY'11 Operating Funds as of June 30, 2011

- The FY'11 reports include unaudited year-to-date figures as of June 30, 2011. It is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's EAV decreased from tax year 2009 to 2010 by 1.5%. The budget includes a 1.0% increase in EAV. The resulting property tax revenue is about \$70,000 less than budgeted.
- Corporate Personal Property Replacement Tax revenue was about \$96,000 more than budgeted. This is a State level tax on corporations and has fluctuated dramatically the past several fiscal years. In FY'10, CPP Replacement Tax revenue was \$93,000 less than FY'11 levels, while FY'09 was about \$22,000 less than FY'11 levels.
- Year-end Tuition & Fees revenue is about 3% less than budgeted. This revenue is based on a tuition rate of \$99 and a slight enrollment increase from FY'10.
- Non-Governmental Gifts and Grants includes the payment received from the Foundation fund-raising efforts to make the scheduled payments on the debt certificates used to finance the nursing wing and wind turbine technician facility. There is an expense equal to the amount of the donation included in the Fixed Charges line item to reflect the payment made by the College.
- Overall, total Operating Funds revenue was about .2% less than the amount budgeted.
- In the salaries expenditure line item, the actual amount spent was about 4.8% lower than budgeted. This is due to retirements, open positions, and positions that were filled later in the year than anticipated. In conjunction with this, employee benefits are lower than budgeted.
- The Materials & Supplies line item, Contractual Services line item, and the Conference & Meeting line item are lower than budgeted. This is based on departmental needs for items such as instructional supplies, consultants, publications & dues, advertising, travel costs, and training.

- The Utilities line item is about 8% under budget. This is due to electricity usage during the year, a number of efficiency projects implemented, and a renegotiated rate for electricity.
- The Other Expenditures line item includes the write-off of student accounts that were deemed uncollectible.
- The Transfer In line item includes transfers of net investment income from the Working Cash Fund. This is lower than budgeted due to the fluctuation in interest rates during the fiscal year.
- The Transfer Out line item includes a \$50,000 transfer to supplement the Auxiliary Funds and a transfer of \$50,000 to the Operations and Maintenance, Restricted Funds to use for deferred maintenance and capital items in FY'12.
- Total expenditures were about 2.9% lower than budgeted. The net result for the fiscal year is an Operating Funds surplus of \$406,339, which includes \$282,154 due from the State as of year-end.

FY'11 Other Funds as of June 30, 2011

- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for several Protection, Health, and Safety Projects such as energy efficiency projects and a new campus phone system. This fund also includes receipt of the 2010 funding bond monies and expenditures for bond projects.
- The Bond and Interest Fund reflects payments made on the 2006 and 2010 funding bonds and the 2009 working cash bond.
- The Auxiliary Enterprise Fund includes bookstore and cafeteria sales, as well as the costs of operating such. In addition, this fund includes the costs of athletics, theater, and all student activities. The fund was supplemented by a transfer of \$50,000 from the Operating Funds.
- The Restricted Purpose Fund includes all restricted grants received by the College during the fiscal year. In addition, the health insurance fund is included here.
- The expenses in the Liability, Protection, and Settlement Fund include liability insurance, workman's compensation insurance, and safety related services such as the contract for Sheriff's deputies housed on campus. These costs are in accordance with our Risk Management Program

FY'12 All Funds as of July 31, 2011

- The budget column reflects amounts included in the tentative budget and may change prior to the adoption of the permanent budget in September.
- Tuition and Fees in the Operating Funds are about 5% lower as a percent of budget than at this point in time last year, using FY'11 final revenue amounts. This may indicate that the budgeted amount should be decreased by as much as 10% in the permanent budget.
- Bookstore revenue as a percent of budget is about 1% higher as a percent of budget than as this point in time last year, using FY'11 actual amounts. This may indicate that the budgeted amount should be increased in the permanent budget.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.

June 2011
Financials
(FY'11)

AGENDA ITEM #XI-A
AUGUST 16, 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 June 30, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,635,745	\$6,565,613	98.9%
Credit Hour Grants	1,345,574	1,345,574	100.0%
Equalization	344,555	344,554	100.0%
ICCB Career/Tech Education	60,000	107,004	178.3%
CPP Replacement Tax	325,000	420,881	129.5%
Dept. of Educ.	38,600	51,840	134.3%
DCEO	137,700	136,093	98.8%
Other Federal Sources	20,700	14,876	71.9%
Tuition & Fees	5,649,000	5,485,785	97.1%
Sales & Services	39,950	59,423	148.7%
Facilities Revenue	49,430	44,745	90.5%
Interest on Investments	10,000	4,131	41.3%
Non-Govt. Gifts, Grants	448,888	483,537	107.7%
Miscellaneous	1,391	7,126	512.3%
	-----	-----	-----
Total Revenue	\$15,106,533	\$15,071,182	99.8%
<u>EXPENDITURES:</u>			
Salaries	\$9,493,302	\$9,036,765	95.2%
Employee Benefits	1,741,816	1,665,273	95.6%
Contractual Services	824,028	811,910	98.5%
Materials & Supplies	990,987	888,836	89.7%
Conference & Meeting	183,438	124,557	67.9%
Fixed Charges	132,652	112,302	84.7%
Debt Certificate Payment	448,888	448,888	100.0%
Utilities	893,483	819,566	91.7%
Capital Outlay	56,734	88,881	156.7%
Other Expenditures	248,699	608,121	244.5%
Contingency	87,506	-	0.0%
Transfers In	(45,000)	(40,256)	89.5%
Transfers Out	50,000	100,000	0.0%
	-----	-----	-----
Total Expenditures	\$15,106,533	\$14,664,843	97.1%
Excess of Revenues Over Expenditures	\$0	\$406,339	
Fund Balance 7/1/10	2,656,007	2,656,007	
	-----	-----	
Fund Balance 6/30/11	\$2,656,007	\$3,062,346	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$450,000	\$448,843	99.7%
Bond Proceeds	\$1,750,000	1,750,000	100.0%
Interest	-	10,640	100.0%
-----	-----	-----	-----
Total Revenue	\$2,200,000	\$2,209,483	100.4%
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	905,341	38.0%
Transfers	-	(50,000)	100.0%
-----	-----	-----	-----
Total Expenditures	2,508,815	941,461	37.5%
Excess of Revenues Over Expenditures	(\$308,815)	\$1,268,022	
Fund Balance 7/1/10	\$1,712,206	\$1,712,206	
-----	-----	-----	
Fund Balance 6/30/11	\$1,403,391	\$2,980,228	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$100,000	\$92,436	92.4%
Bookstore Sales	1,553,124	1,655,453	106.6%
Athletics	49,384	37,478	75.9%
Gifts	-	-	0.0%
Other	197,100	180,304	91.5%
	-----	-----	-----
Total Revenue	\$1,899,608	\$1,965,671	103.5%
EXPENDITURES:			

Salaries	\$267,233	\$278,524	104.2%
Employee Benefits	57,487	39,023	67.9%
Contractual Services	37,760	55,810	147.8%
Materials & Supplies	1,393,227	1,356,365	97.4%
Conference & Meeting	71,900	50,391	70.1%
Capital Outlay	6,950	15,784	227.1%
Utilities	3,096	782	25.3%
Other Expenditures	111,955	84,251	75.3%
Transfers In	(50,000)	(50,000)	0.0%
	-----	-----	-----
Total Expenditures	\$1,899,608	\$1,830,930	96.4%
Excess of Revenues Over Expenditures	\$0	\$134,741	
Fund Balance 7/1/10	\$36,354	\$36,354	
	-----	-----	
Fund Balance 6/30/11	\$36,354	\$171,095	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2011

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$49,616	\$49,616	0.0%
Vocational Education	161,993	161,573	0.0%
Adult Education	250,233	250,233	0.0%
Other Illinois Sources	205,684	232,052	112.8%
Department of Education	4,274,231	7,219,823	168.9%
DCEO	2,921,080	3,352,080	114.8%
RSVP	64,764	64,764	100.0%
Other Federal Sources	291,557	260,936	89.5%
Tuition & Fees	405,000	416,457	102.8%
Sales & Service Fees	13,200	19,304	146.2%
Interest	16,019	18,488	115.4%
Non-govt. Gifts, Grants	13,000	3,600	27.7%
Other	197,468	223,158	113.0%
	-----	-----	-----
Total Revenue	\$8,863,845	12,272,084	138.5%
 <u>EXPENDITURES:</u>			
Salaries	\$1,850,929	\$1,817,394	98.2%
Employee Benefits	420,532	396,088	94.2%
Contractual Services	381,310	363,250	95.3%
Materials & Supplies	170,460	169,380	99.4%
Conference & Meeting	178,907	202,231	113.0%
Fixed Charges	87,366	80,975	92.7%
Utilities	20,082	17,111	85.2%
Capital Outlay	79,280	119,745	151.0%
Other Expenditures	2,369,748	2,991,980	126.3%
Financial Aid	3,513,072	6,487,877	184.7%
	-----	-----	-----
Total Expenditures	\$9,071,686	\$12,646,031	139.4%
Excess of Expenditures Over Revenue	(\$207,841)	(\$373,947)	
Fund Balance 7/1/10	<u>2,065,729</u>	<u>2,065,729</u>	
Fund Balance 6/30/11	\$1,857,888	\$1,691,782	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,024	\$37,153	84.4%
	-----	-----	-----
Total Revenue	\$44,024	37,153	84.4%
EXPENDITURES:			

Contractual Services	\$45,000	\$45,000	100.0%
	-----	-----	-----
Total Expenditures	\$45,000	45,000	100.0%
Excess of Revenues Over Expenditures	(\$976)	(\$7,847)	
Fund Balance 7/1/10	\$27,355	\$27,355	
	-----	-----	
Fund Balance 6/30/11	\$26,379	\$19,508	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2011

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$777,907	\$762,622	98.0%
Interest	-	33,000	100.0%
	-----	-----	-----
Total Revenue	\$777,907	\$795,622	102.3%
EXPENDITURES:			

Fixed Charges	\$592,576	\$617,838	104.3%
	-----	-----	-----
Total Expenditures	\$592,576	\$617,838	104.3%
Excess of Revenues Over Expenditures	\$185,331	\$177,784	
Fund Balance 7/1/10	\$310,391	\$310,391	
	-----	-----	
Fund Balance 6/30/11	\$495,722	\$488,175	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended June 30, 2011

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,096,607	\$1,097,105	100.0%
-----	-----	-----	-----
Total Revenue	\$1,096,607	\$1,097,105	100.0%
EXPENDITURES:			

Salaries	\$200,283	\$187,805	93.8%
Employee Benefits	365,533	344,605	94.3%
Contractual Services	400,780	296,874	74.1%
Conference & Meetings	6,000	2,254	37.6%
Fixed Charges	133,547	119,763	89.7%
Contingency	25,000	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,131,143	\$951,301	84.1%
Excess of Revenues Over Expenditures	(\$34,536)	\$145,804	
Fund Balance 7/1/10	\$718,308	\$718,308	
-----	-----	-----	
Fund Balance 6/30/11	\$683,772	\$864,112	

**July 2011
Financials
(FY'12)**

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE
FY'12

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

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,535,440	\$0	0.0%
Credit Hour Grants	1,345,574	107,131	8.0%
Equalization	507,809	-	0.0%
ICCB Career/Tech Education	55,000	-	0.0%
CPP Replacement Tax	370,000	-	0.0%
Dept. of Educ.	8,300	-	0.0%
DCEO	137,700	11,290	8.2%
Other Federal Sources	51,000	-	0.0%
Tuition & Fees	5,735,767	2,642,191	46.1%
Sales & Services	39,950	2,223	5.6%
Facilities Revenue	50,097	2,863	5.7%
Interest on Investments	10,000	-	0.0%
Non-Govt. Gifts, Grants	448,688	-	0.0%
Miscellaneous	1,392	817	58.7%
	-----	-----	-----
Total Revenue	\$15,296,717	\$2,766,515	18.1%
<u>EXPENDITURES:</u>			
Salaries	\$9,657,126	\$668,840	6.9%
Employee Benefits	1,726,901	55,920	3.2%
Contractual Services	919,261	147,350	16.0%
Materials & Supplies	944,264	224,952	23.8%
Conference & Meeting	230,877	4,932	2.1%
Fixed Charges	129,000	86,983	67.4%
Debt Certificate Payment	448,688	-	0.0%
Utilities	920,520	28,823	3.1%
Capital Outlay	56,734	5,671	10.0%
Other Expenditures	201,346	11,426	5.7%
Contingency	84,000	-	0.0%
Transfers In	(22,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$15,296,717	\$1,234,897	8.1%
Excess of Revenues Over Expenditures	\$0	\$1,531,618	
Fund Balance 7/1/11	3,062,346	3,062,346	
	-----	-----	
Fund Balance 7/31/11	\$3,062,346	\$4,593,964	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$425,000	\$0	0.0%
-----	-----	-----	-----
Total Revenue	\$425,000	\$0	0.0%
EXPENDITURES:			

Materials & Supplies	5,000	1,889	37.8%
Contractual Services	31,350	29,871	95.3%
Capital Outlay	2,133,487	905,341	42.4%
-----	-----	-----	-----
Total Expenditures	2,169,837	937,101	43.2%
Excess of Revenues Over Expenditures	(\$1,744,837)	(\$937,101)	
Fund Balance 7/1/11	\$2,980,228	\$2,980,228	
-----	-----	-----	
Fund Balance 7/31/11	\$1,235,391	\$2,043,127	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$100,000	\$49,187	49.2%
Bookstore Sales	1,607,415	90,511	5.6%
Athletics	37,884	6,080	16.0%
Other	188,100	6,315	3.4%
-----	-----	-----	-----
Total Revenue	\$1,933,399	\$152,093	7.9%
EXPENDITURES:			

Salaries	\$278,111	\$18,288	6.6%
Employee Benefits	34,800	181	0.5%
Contractual Services	56,660	3,298	5.8%
Materials & Supplies	1,371,277	671,309	49.0%
Conference & Meeting	74,600	919	1.2%
Capital Outlay	9,950	858	8.6%
Utilities	3,096	800	25.8%
Other Expenditures	104,905	17,645	16.8%
-----	-----	-----	-----
Total Expenditures	\$1,933,399	\$713,298	36.9%
Excess of Revenues Over Expenditures	\$0	(\$561,205)	
Fund Balance 7/1/11	\$171,095	\$171,095	
-----	-----	-----	
Fund Balance 7/31/11	\$171,095	(\$390,110)	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
ICCB Restricted Grants	\$49,616	\$0	0.0%
Vocational Education	165,067	-	0.0%
Adult Education	250,233	-	0.0%
Other Illinois Sources	118,513	-	0.0%
Department of Education	4,739,105	18,603	0.4%
DCEO	2,180,234	115,366	5.3%
RSVP	35,218	-	0.0%
Other Federal Sources	335,055	-	0.0%
Tuition & Fees	405,000	171,832	42.4%
Sales & Service Fees	13,200	9,903	75.0%
Interest	18,633	18,633	100.0%
Non-govt. Gifts, Grants	19,000	-	0.0%
Other	185,200	-	0.0%
	-----	-----	-----
Total Revenue	\$8,514,074	334,337	3.9%
 <u>EXPENDITURES:</u>			
Salaries	\$1,738,695	\$197,541	11.4%
Employee Benefits	403,917	15,800	3.9%
Contractual Services	442,031	21,051	4.8%
Materials & Supplies	186,591	104,455	56.0%
Conference & Meeting	169,370	10,919	6.4%
Fixed Charges	78,440	9,334	11.9%
Utilities	16,629	670	4.0%
Capital Outlay	79,457	-	0.0%
Other Expenditures	1,726,335	246,881	14.3%
Financial Aid	4,046,220	1,075	0.0%
	-----	-----	-----
Total Expenditures	\$8,887,685	\$607,726	6.8%
Excess of Expenditures Over Revenue	(\$373,611)	(\$273,389)	
Fund Balance 7/1/11	<u>1,691,782</u>	<u>1,691,782</u>	
Fund Balance 7/31/11	\$1,318,171	\$1,418,393	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12
AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,024	\$0	0.0%
	-----	-----	-----
Total Revenue	\$44,024	\$0	0.0%
EXPENDITURES:			

Contractual Services	\$45,000	\$0	0.0%
	-----	-----	-----
Total Expenditures	\$45,000	\$0	0.0%
Excess of Revenues Over Expenditures	(\$976)	\$0	
Fund Balance 7/1/11	\$19,508	\$19,508	
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Fund Balance 7/31/11	\$18,532	\$19,508	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$914,912	\$0	0.0%
-----	-----	-----	-----
Total Revenue	\$914,912	\$0	0.0%
EXPENDITURES:			

Fixed Charges	\$908,232	\$0	0.0%
-----	-----	-----	-----
Total Expenditures	\$908,232	\$0	0.0%
Excess of Revenues Over Expenditures	\$6,680	\$0	
Fund Balance 7/1/11	\$488,175	\$488,175	
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Fund Balance 7/31/11	\$494,855	\$488,175	

AGENDA ITEM #XI-A
AUGUST 16, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'12

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,047,000	\$0	0.0%
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Total Revenue	\$1,047,000	\$0	0.0%
EXPENDITURES:			

Salaries	\$226,928	\$20,192	8.9%
Employee Benefits	383,037	141,782	37.0%
Contractual Services	357,500	31,328	8.8%
Conference & Meetings	6,000	1,276	21.3%
Fixed Charges	157,155	162,750	103.6%
-----	-----	-----	-----
Total Expenditures	\$1,130,620	\$357,328	31.6%
Excess of Revenues Over Expenditures	(\$83,620)	(\$357,328)	
Fund Balance 7/1/11	\$864,112	\$864,112	
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Fund Balance 7/31/11	\$780,492	\$506,784	