

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

September 21, 2010

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- 1:00 p.m. Dedication of Dorothy and Robert Rimington Student Success Center
- 2:00 p.m. Audit Committee Meeting
- 3:00 p.m. Budget Work Session
- 4:00 p.m. Regular Meeting

I. Call to Order/Roll Call

II. Approval of Agenda

**III. PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 COUNTIES OF STEPHENSON, OGLE, JO DAVIESS, AND CARROLL AND STATE OF ILLINOIS TO SELL \$1,750,000 FUNDING BONDS**

**IV. PUBLIC HEARING CONCERNING THE 2010 – 2011 BUDGET**

V. Approval of Minutes: August 17, 2010 Regular Meeting

VI. Public Comments

VII. Introductions

VIII. Recognition of Eric Dietmeier, Outstanding Faculty Nominee

IX. Foundation Report

X. Consent Items

A. Academic (None)

B. Administration

- 1. Second Reading – Policy Committee Appendix (Page 1)
- 2. Second Reading – New, Revised and Reaffirmed Policies: Policy Manual Chapter II – Instruction (Page 3)

C. Personnel

- 1. Appointment: Associate Dean, Nursing and Allied Health (Page 25)
- 2. Part-time Instructors/Overload (Page 26)

D. Financial

1. Child Care/Training Center Keyless Entry System (Page 33)

XI. Main Motions

A. Academic (None)

B. Administration

1. Revised Job Descriptions: Vice President of Academic Services, Vice President of Administrative Services, Associate Vice President of Student Services, and Associate Vice President of Human Resources (Page 34)

C. Personnel (None)

D. Financial

1. 2010 – 2011 Budget (Page 44)
2. Resolution on Protection, Health or Safety Project: Energy Efficient Lighting in the Clarence Mitchell Library (Page 50)
3. Resolution on Protection, Health or Safety Project: Voice Over Internet Protocol (VOIP) Telephone System (Page 52)
4. Payment of Bills and Agency Fund Report (Page 54)

XII. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 56)
- B. WorkKeys
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

XIII. Old Business

**XIV. CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

**XV. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

XVI. New Business

XVII. Dates of Importance

- A. Foundation Scholarship Awards Ceremony – September 26, 2010 at 2:00 p.m. in room H-201 in the Highland Community College Student/Conference Center
- B. ICCTA Northwest Region Meeting – October 7, 2010 at 5:30 p.m. in room H-201 in the Highland Community College Student/Conference Center
- C. Next Regular Board Meeting – October 12, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- D. Next Quarterly Board Retreat – December 1, 2010 at 8:30 a.m. in room H-206 in the Highland Community College Student/Conference Center – breakfast available at 8:00 a.m.

XVIII. Adjournment

**AGENDA ITEM #X-B-1  
AUGUST 17, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING  
POLICY COMMITTEE APPENDIX**

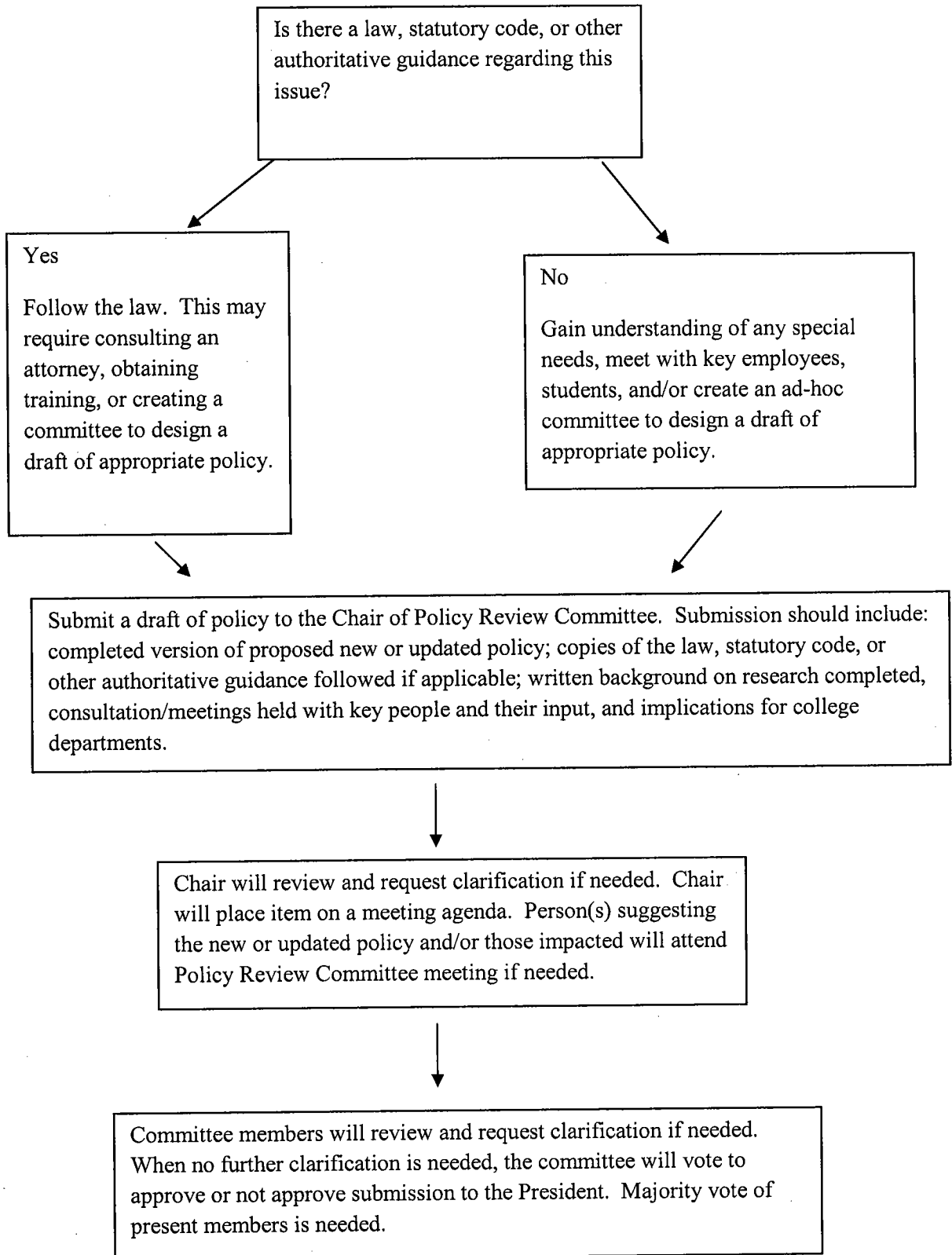
**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the second reading of the attached appendix to the Policy Manual.

**BACKGROUND:** The attached appendix will be included in the Policy Manual. The recommended appendix provides clarification for the submission of new policies or revisions to existing policies and will ensure that information and input is gathered as appropriate.

No changes have been made since the Board approved the first reading on August 17, 2010.

BOARD ACTION: \_\_\_\_\_

New policies and updates to current policies shall be presented to the Policy Review Committee as outlined herein:



**AGENDA ITEM #X-B-2  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW, REVISED, AND UNCHANGED POLICIES  
POLICY MANUAL CHAPTER II – INSTRUCTION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve for second reading the attached new and revised policies in Chapter II of the Policy Manual and affirm for second reading the unchanged policies in Chapter II of the Policy Manual.

**BACKGROUND:** The list of attached policies incorporates minor changes in words, titles, or clarification.

The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College.

Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<b><u>Policy #</u></b>	<b><u>Change</u></b>
2.01	<u>Statement on General Education</u> – Capitalize “State”
2.04	<u>Curriculum Development</u> – Capitalize “State”
2.05	<u>Academic Program Evaluation</u> – End last sentence after “faculty handbook.” The Academic Review Committee is not in existence any longer.
2.07	<u>Instructional Materials</u> – Update the Library Bill of Rights date adopted and reaffirmed
2.08	<u>Class Size</u> – Job title update
2.12	<u>Articulation</u> – Job title update
2.16	<u>Assignment of Schedules</u> – Job title update

All other policies within Chapter II remain unchanged, with Board affirmation recommended.

No changes have been made since the Board approved the first reading on August 17, 2010.

BOARD ACTION: \_\_\_\_\_

## CHAPTER II

## INSTRUCTION

TABLE OF CONTENTS

<u>Page &amp; Policy No.</u>	<u>Description</u>
2.00	Curricular Offerings
2.01	Statement on General Education
2.02	Cooperation with District and Area Institutions, Agencies and Persons
2.03	Oral English Language Proficiency
2.04	Curriculum Development
2.05	Academic Program Evaluation
2.051	Occupational Course Guarantees
2.052	Transfer Course Guarantees
2.06	Course Syllabi
2.07	Instructional Materials
2.08	Class Size
2.09	Text Selection
2.10	Academic Freedom
2.11	Advisory Committees
2.12	Articulation
2.13	Semester Schedules
2.14	Transfer Program Preparedness
2.15	Academic Integrity
2.16	Assignment of Schedules
2.17	Office Hours for Instructional Staff

| 2.00 Curricular Offerings (~~Revised 9/20/05~~ Reaffirmed)

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet special educational needs of the citizens of the College District.
- E. Public Service Activities at Highland Community College—that segment of the total college program which endeavors to initiate and coordinate community educational and cultural activities in the district.

| 2.01 Statement on General Education (~~Revised 9/20/05~~ Reaffirmed)

| Highland Community College recognizes the importance of educating its students in a wide range of course curricula to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various ~~state~~ State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons (Revised 8/16/05 Reaffirmed)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement distance learning opportunities as well.

The College recognizes the use of institutions, agencies and persons as educational resources.

| 2.03 Oral English Language Proficiency (~~Revised 9/20/05~~ Reaffirmed)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

2.04 Curriculum Development (~~Revised 9/20/05~~ Reaffirmed)

In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and ~~state~~ State offices.

| 2.05 Academic Program Evaluation (Revised ~~9/20/05~~)

| All academic programs should be relevant, high quality, effective, cost effective and should achieve the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the procedures found in the Faculty Handbook and periodically updated by the Academic Review Committee.

2.051 Occupational Course Guarantees (Revised 9/20/05 Reaffirmed)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his/her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology.

The guarantee becomes effective with students enrolling in summer 1993. Furthermore, the sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

2.052 Transfer Course Guarantees (Adopted 9/20/05 Reaffirmed)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. This policy becomes effective with students enrolling for the first time at HCC fall semester, 2003. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

| 2.06 Course Syllabi (~~Revised 9/20/05~~Reaffirmed)

Course Syllabi shall be available for inspection in the appropriate division office or on the College network group drive.

| 2.07 Instructional Materials (~~Reaffirmed 9/20/05~~Revised)

The resources of the Learning Resource Center are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in ~~1967~~1980 and reaffirmed in 1996.

| 2.08 Class Size (Revised ~~9/20/05~~)

| Class size limits shall be determined by the Deans and Associate Deans in consultation with the Vice President of Academic and ~~Student~~ Services and the instructor involved.

| 2.09 Text Selection (~~Revised 9/20/05~~ Reaffirmed)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean or Associate Dean.

| 2.10 Academic Freedom (Reaffirmed 9/20/05)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

| 2.11 Advisory Committees (Reaffirmed-9/20/05)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.

| 2.12 Articulation (Revised ~~9/20/05~~)

| The Office of the Vice President of Academic and ~~Student~~ Services shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.

| 2.13 Semester Schedules (Reaffirmed ~~9/20/05~~)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

2.14 Transfer Program Preparedness (Revised 9/20/05 Reaffirmed)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.

2.15 Academic Integrity (Revised 9/20/05 Reaffirmed)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Revised 9/20/05)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans and Associate Deans after consultation with the Vice President of Academic and Student Services. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.
- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

| 2.17 Office Hours for Instructional Staff (~~Revised 9/20/05~~ Reaffirmed)

It is required that faculty members establish and maintain posted office hours each week. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.

**AGENDA ITEM #X-C-1  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
ASSOCIATE DEAN, NURSING AND ALLIED HEALTH**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the appointment of Donna Kauke as full-time Associate Dean, Nursing and Allied Health beginning August 30, 2010, at an FY'11 salary of \$80,000 plus appropriate fringe benefits. This administrative position is being filled due to the resignation of Dr. Shannon Lizer and is within the FY'11 budget.

**BACKGROUND:** For the last seven years, Ms. Kauke has served as a full-time faculty member in the Highland Community College Nursing department. In her faculty role she has not only taught a full course load but also attended national and state-wide meetings staying on top of what is up and coming in nursing education and participated on many College committees. Since 2008, Ms. Kauke has also worked as a Neonatal Clinical Nurse Specialist at SwedishAmerican Hospital. In this job, she develops and revises policies and procedures, along with collecting data for outcome analysis and state reports. Prior to her time at Highland, she worked at Hinsdale Hospital as a Neonatal Clinical Nurse Specialist. In this position she educated staff nurses in the Intensive Care Nursery and pediatric units on various topics and skills. Ms. Kauke also worked as a staff nurse at Lutheran General Hospital and Vanderbilt University Medical Center and has worked as a Neonatal Nurse Practitioner. Ms. Kauke received her Bachelor of Science in Biology from Northern Illinois University and her Master of Science in Nursing with Neonatal Specialty from Vanderbilt University. Ms. Kauke's willingness to support and lead positive improvements in the nursing department, solicit input from stakeholders, and her commitment to the College and its students make her an ideal fit to transition into this administrative position.

BOARD ACTION: \_\_\_\_\_

**AGENDA ITEM #X-C-2  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS/OVERLOAD**

**RECOMMENDATION OF THE PRESIDENT:** That the part-time/overload instructors listed be approved to teach during the Fall semester of 2010.

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

**BOARD ACTION:** \_\_\_\_\_

<b>Athletics</b>							
<b>Fall 2010</b>							
			<b>Course</b>	<b>Clock</b>	<b>Credit</b>		<b>Total</b>
<b>First</b>	<b>Last</b>	<b>Subject</b>	<b>Title</b>	<b>Hrs</b>	<b>Hrs</b>	<b>Rate</b>	<b>Salary</b>
William	Beal	PHYD222A	Weight Training		1.6	\$429.04	\$686.46
Pete	Norman	PHYD227N	Sports Officiating		3	\$1,113.00	\$3,339.00
Zac	Roman	PHYD124N	Theory of Football Coaching		2	\$429.04	\$858.08
Zac	Roman	PHYD221	Physical Fitness II		2	\$429.04	\$858.08
Zac	Roman	PHYD220CXX	Team Sport Basketball		1.6	\$429.04	\$686.46
Zac	Roman	PHYD121A	Physical Fitness I		1.6	\$429.04	\$686.46
Zac	Roman	Mens' Basketball Coach					\$5,342.40
Zac	Roman	PHYD130	General Conditioning		1.6	\$429.04	\$686.46
Jennifer	Smith	PHYD239A	Body Mechanics		1.6	\$429.04	\$686.46
YMCA		PHYD236N	Aqua Aerobics		1.6	\$429.04	\$457.64*
YMCA		PHYD116N	Int. Tae Kwon Do		1.6	\$429.04	\$114.41*
Janice	Weber	PHYD236A	Aerobics		1.6	\$429.04	\$686.46
*Pro rated based on students							

Business/Technology							
Fall 2010							
				Clock	Credit		Total
First	Last		Course Title	Hours	Hours	Rate	Salary
Scott	Anderson	OCED290E	Work Place Exp-MFG		4.00	\$1,113.00	\$445.20*
Thomas	Bergstrom		Auto Body Classes		3.00	\$1,113.00	\$3,339.00
					1.60	\$1,224.30	\$1,958.88
Thomas	Bergstrom		Auto Body Early Start		1.40	\$1,224.30	\$1,714.02
					.70	\$1,335.60	\$932.92
Thomas	Bergstrom	WELD135A	Shield Arc/Oxy Welding + 2 LABS		5.40	\$1,335.60	\$7,212.24
Eric	Dietmeier	BUSN125C	Math Of Business		3.00	\$1,113.00	\$3,339.00
Eric	Dietmeier	BUSN141HB	BusinessCommunications		3.00	\$1,224.30	\$3,672.90
Eric	Dietmeier	BUSN141AHB	BusinessCommunications		3.00	\$1,335.60	\$4,006.80
Eric	Dietmeier	MATH111A	Technical Math		1.64	\$1,335.60	\$2,190.38
Steve	Gellings	ELET179N	Electronic Principles		3.00	\$1,113.00	\$3,339.00
Steve	Gellings	ELET295A	Program Logic Controllers		1.40	\$1,224.30	\$1,714.02
Joseph	Grove	ECON111B	Economics I		3.00	\$1,113.00	\$3,339.00
Joseph	Grove	ECON111Y	Economics I		1.50	\$1,224.30	\$1,836.45
Jeremy	Monigold	INFT180HB	Intro to Information Systems		3.00	\$1,113.00	\$3,339.00
Jeremy	Monigold	INFT250HB	Macromedia Dreamweaver		2.40	\$1,224.30	\$2,938.32
James	Palmer		Auto Mechanics classes		3.00	\$1,113.00	\$3,339.00
					3.00	\$1,224.30	\$3,672.90
					.85	\$1,335.60	\$1,113.26
James	Palmer		Auto Mechanics ADDITIONAL LAB		8.50	\$1,335.60	\$11,352.60
Craig	Pence	ACCT105Y	Elements of Accounting		3.00	\$1,113.00	\$3,339.00
Craig	Pence	ACCT105A	Elements of Accounting		1.60	\$1,224.30	\$1,958.88
Ellen	Rice	INFT140A	Beginning Excel		1.00	\$1,113.00	\$1,113.00
Ellen	Rice	INFT145A	Beginning Access		1.00	\$1,113.00	\$1,001.70*
William	Robertson		Auto Mechanics classes		3.00	\$1,113.00	\$3,339.00
					3.00	\$1,224.30	\$3,672.90
					.85	\$1,335.60	\$1,135.26
William	Robertson		Auto Mechanics ADDITIONAL LAB		8.50	\$1,335.60	\$11,352.60
Cathie	Schmerse		Cosmetology classes		3.00	\$1,113.00	\$3,339.00
					3.00	\$1,224.30	\$3,672.90
					2.03	\$1,335.60	\$2,711.27
James	Setterstrom	AGRI186A	Intro Animal Science		3.00	\$1,113.00	\$3,339.00
					1.00	\$1,224.30	\$1,224.30
James	Setterstrom	AGRI284A	Introduction Soils		2.00	\$1,224.30	\$2,448.60
					.80	\$1,335.60	\$1,068.48
Dana	Zimmerman	OCED250N	Career Seminar		1.60	\$1,113.00	\$1,780.80
*Pro rated based on students							

<b>Business/Technology</b>					
<b>Fall 2010</b>					
<b>First</b>	<b>Last</b>	<b>Subject</b>	<b>Clock</b>		<b>Total</b>
			<b>Hrs</b>	<b>Rate</b>	<b>Salary</b>
Anne	Breed	OFFICE TECHNOLOGY LAB	TBD	\$23.32	TBD
Diane	DeWitt	OFFICE TECHNOLOGY LAB	TBD	\$26.06	TBD
Carol	Engelkens	OFFICE TECHNOLOGY LAB- Lab Assistant	TBD	\$11.69	TBD
Karen	Kiesling	COSMETOLOGY LAB	TBD	\$23.32	TBD
Sandra	Kuelling	COSMETOLOGY LAB-	TBD	\$23.32	TBD
Dianne	Maresch	COSMETOLOGY LAB	TBD	\$23.32	TBD
Gloria	Maurer	OFFICE TECHNOLOGY LAB	TBD	\$25.27	TBD
Jean	Meyers	COSMETOLOGY LAB	TBD	\$23.32	TBD
Sarah	Miller	OFFICE TECHNOLOGY LAB	TBD	\$23.32	TBD
Dorie	Oloff	OFFICE TECHNOLOGY LAB	TBD	\$22.53	TBD
Bruce	Pittluck	OFFICE TECHNOLOGY LAB- Lab Assistant	TBD	\$11.69	TBD
Vicki	Standley	OFFICE TECHNOLOGY LAB	TBD	\$23.32	TBD
Dortaya	Triplett	COSMETOLOGY LAB	TBD	\$23.32	TBD
Dortaya	Triplett	COSMETOLOGY LAB-Lab Assistant	TBD	\$17.55	TBD
Todd	Vacek	AUTO BODY LAB	TBD	\$23.32	TBD
Todd	Vacek	AUTO BODY LAB - Lab Assistant	TBD	\$17.03	TBD
Kristine	Young	COSMETOLOGY LAB	TBD	\$23.32	TBD

Business/Technology							
Fall 2010							
			<b>Course</b>	<b>Clock</b>	<b>Credit</b>		<b>Total</b>
<b>First</b>	<b>Last</b>	<b>Subject</b>	<b>Title</b>	<b>Hrs</b>	<b>Hrs</b>	<b>Rate</b>	<b>Salary</b>
Peggy	Davidson	ECE124A	Language, Literacy in ECE		3.00	\$481.25	\$1,443.75
Gloria	Davis	ECE206HB	Creative Activities Yng Child		3.00	\$444.04	\$1,332.12
Joyce	Duncan	ECE126N	Observ/Guidance Yng Child		3.00	\$444.04	\$1,332.12
Carol	Engelkens	INFT295Y	MS Publisher		1.00	\$444.04	\$222.02*
Anki	Fockstedt	SPTP261N	Equine Stress Points		3.00	\$429.04	\$1,068.31*
Tamara	Haight	BUSN141N	BusinessCommunications		3.00	\$429.04	\$1,287.12
Roger	Hicks	WELD130N	Intro to Welding + 2 LABS		5.40	\$444.04	\$2,397.82
Faniqua	Hughes	ECE203N	Home,Sci,ComRelations ECE		3.00	\$496.25	\$1,488.75
Hank	Ils	WELD233N	Adv Welding Processes		3.70	\$444.04	\$1,642.95
Steven	Jordan	ACCT105N	Elements of Accounting		3.00	\$429.04	\$1,287.12
Michelle	Jubeck	ITHC220NN	Anatomy for Info Tech		3.00	\$429.04	\$1,287.12
Steven	Kocmoud	INFT145Y	Beginning Access		1.00	\$429.04	\$429.04
Steven	Kocmoud	INFT182N	Microcomputer Hardware		3.00	\$429.04	\$1,287.12
Jolene	Martens	ITHC220NN	Anatomy for Info Tech		3.00	\$444.04	\$1,332.12
Rudolph	Nielsen	INFT180E	Intro to Info Systems + 3 LABS		5.00	\$496.25	\$2,481.25
Scott	Piehn	INFT284N	Net+ Certification		3.00	\$444.04	\$1,332.12
Bruce	Pittluck	INFT110A	Intro to Personal Computers		1.00	\$444.04	\$444.04
Bruce	Pittluck	INFT140Y	Beginning Excel		1.00	\$444.04	\$444.04
Jeffrey	Reuter	MATH111B	Technical Math		3.00	\$481.25	\$1,443.75
Cynthia	Runte	ECE205HB	Intro to Infant/Toddler Care		3.00	\$444.04	\$1,332.12
Carl	Scace	INFT295N	Computer Forensics		3.00	\$444.04	\$1,332.12
Jeannine	Scherenberg	ACCT214N	Managerial Accounting		4.00	\$481.25	\$1,925.00
Carl	Setterstrom	BUSN141NA	BusinessCommunications		3.00	\$481.25	\$1,443.75
Katherine	Shaw	BUSN125D	Math Of Business		3.00	\$481.25	\$1,443.75
Carol	Wilhelms	ACCT211N	Fed Income Tax Accounting		3.00	\$444.04	\$1,332.12
Carol	Wilhelms	ACCT213A	Financial Accounting		4.00	\$444.04	\$1,776.16
Carol	Wilhelms	ACCT220Y	Adv Quickbooks Accounting		2.00	\$444.04	\$888.08
*Pro rated based on students							

Miscellaneous							
Fall 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Rose	Ferguson	Affirmative Action Office/Harassment					\$1,000.00
Georgia	Balsamo	HMEC192ACC	Food Sanitation		1	\$444.04	\$444.04
Kim	Pool	SPTP215/115/119	HS Servant Leadership		6	\$444.04	\$2,664.24
Annette	Caudle	MATH162PXX	Int. Algebra		4	\$429.04	\$1,716.16
Annette	Caudle	MATH061PXX	Arithmetic Skills		4	\$429.04	\$1,716.16
Cliff	Klenke	WFD048M	Solder Qualification				\$1,113.00
Cliff	Klenke	WFD048L	Solder Qualification				\$1,113.00
<b>Fine Arts</b>							
<b>Fall 2010</b>							
Linda	Foat	Costumer for Fine Arts					\$11,491.00
Reed	Bakken	ART117/217A	Pottery I/II		3	\$843.63	\$2,530.89
Reed	Bakken	ART117/217B	Pottery I/II		3	\$843.63	\$2,530.89
Reed	Bakken	Art117/217N	Pottery I/II		3	\$843.63	\$2,530.89
James	Davis	MUS268A	Music of the USA		3	\$496.25	\$1,488.75
James	Davis	MUS267WDB	Intro to Music		3	\$496.25	\$1,488.75
John	Hartman	MUS157A	Class Guitar I		2	\$444.04	\$888.08
John	Hartman	MUS161A	Theory I		3	\$444.04	\$1,332.12
John	Hartman	MUS261B	Theory III		3	\$444.04	\$1,332.12
Bill	Peterson	MUS182NXX	Jazz Ensemble		2	\$496.25	\$992.50
James	Planting	ART211/212A	Painting I/II		3	\$843.63	\$1,695.70*
James	Planting	ART113B	Drawing I		3	\$843.63	\$2,530.89
James	Planting	ART115B	Basic Design I		3	\$843.63	\$2,530.89
Renee	Setterstrom	MUS177A	Class Piano I		2	\$429.04	\$858.08
Scott	Stitch	MUS179	Concert Band		2	\$496.25	\$992.50
Randall	Welp	THEA183A	Principles of Acting		3	\$481.25	\$1,443.75
Randall	Welp	THEA196A	Intro to Theatre		3	\$481.25	\$1,443.75
Robert	Apolloni	ART219N	Modern Art		3	\$1,113.00	\$3,339.00
Robert	Apolloni	ART110Y	Intro to Art		3	\$1,224.30	\$3,672.90
Thompson	Brandt	HUMA104Y	Intro to Humanities		3	\$1,113.00	\$3,339.00
Thompson	Brandt	MUS268Y	Music of the USA		3	\$1,224.30	\$3,672.90
Allen	Redford	MUS183AXX	Chamber Singers		1	\$1,113.00	\$1,113.00
Allen	Redford	MUS153HBN	Intro to Audio		2	\$1,113.00	\$1,335.60*
Elwyn	Webb	THEA187N	Intro to Tech Theatre		3	\$1,113.00	\$3,339.00
Elwyn	Webb	THEA283AXX/BXX	Theatre Practicum		3	\$1,224.30	\$3,672.90
John	Webb	HUMA104A	Intro to Humanities		3	\$1,113.00	\$3,339.00
John	Webb	HUMA104B	Intro to Humanities		3	\$1,224.30	\$3,672.90
John	Webb	HUMA106HB	Intro to Humanities II		3	\$1,335.60	\$4,006.80
Renee	Setterstrom	Chamber Singers Accompanist					\$1,300.00
*Pro rated based on students							

Success Center							
Fall 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Colette	Binger	LIBS199DHB	First Year Exp		2	\$496.25	\$992.50
Colette	Binger	LIBS199HB	First Year Exp		2	\$496.25	\$992.50
Cheryl	Heise	COMM120C	Reading Strategies		3	\$481.25	\$1,443.75
Cheryl	Heise	COMM120D	Reading Strategies		3	\$481.25	\$1,443.75
Cheryl	Heise	COMM120E	Reading Strategies		3	\$481.25	\$1,443.75
Keith	Lathan	LIBS199NXX	First Year Exp		2	\$481.25	\$962.50
Keith	Lathan	LIBS199KXX	First Year Exp		2	\$481.25	\$962.50
Keith	Lathan	COMM085B	Basic Lang Skills		5	\$481.25	\$2,406.25
Rudolph	Nielsen	LIBS199MXX	First Year Exp		2	\$496.25	\$992.50
Elizabeth	Niesman	LIBS199IXX	First Year Exp		2	\$496.25	\$992.50
Elizabeth	Niesman	LIBS199HXX	First Year Exp		2	\$496.25	\$992.50
Elizabeth	Niesman	COMM087Y	Writing Workshop		1	\$496.25	\$496.25
Elizabeth	Niesman	COMM087B	Writing Workshop		1	\$496.25	\$496.25
Elizabeth	Niesman	COMM087C	Writing Workshop		1	\$496.25	\$496.25
Elizabeth	Niesman	COMM085A	Basic Lang Skills		1	\$496.25	\$496.25
Elizabeth	Niesman	COMM085A	Basic Lang Skills		1	\$496.25	\$496.25
Teresa	Reel	COMM085	Basic Lang Skills		3	\$481.25	\$1,443.75
Beverly	Stearns	LIBS199AXX	First Year Exp		2	\$429.04	\$858.08
Beverly	Stearns	LIBS199CXX	First Year Exp		2	\$429.04	\$858.08
Beverly	Stearns	LIBS199EXX	First Year Exp		2	\$429.04	\$858.08
Beverly	Stearns	COMM120N	Reading Strategies		3	\$429.04	\$1,287.12
Connie	Visel	COMM120B	Reading Strategies		3	\$496.25	\$1,488.75
Connie	Visel	COMM120AHB	Reading Strategies		3	\$496.25	\$1,488.75
Joyce	Vogt-Lebaron	LIBS199OXX	First Year Exp		2	\$429.04	\$712.20*
Frederick	Williams	LIBS199Y	First Year Exp		2	\$429.04	\$858.08
Kathy	Young	COMM087YYY	Writing Workshop		1	\$429.04	\$429.04
Kathy	Young	COMM087YY	Writing Workshop		1	\$429.04	\$429.04
Kathy	Young	COMM087CY	Writing Workshop		1	\$429.04	\$429.04
Kathy	Young	COMM087A	Writing Workshop		1	\$429.04	\$429.04
Anthony	Sago	LIBS199JXX	First Year Exp		2	\$1,113.00	\$2,226.00
Vicki	Schulz	LIBS199FXX	First Year Exp		2	\$1,113.00	\$2,226.00
Virginia	Ware	LIBS199LXX	First Year Exp		2	\$1,113.00	\$2,226.00
*Pro rated based on students							

**AGENDA ITEM #X-D-2  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CHILD CARE/TRAINING CENTER KEYLESS ENTRY SYSTEM**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the use of Agency funds for the expense of purchasing equipment and installation of a keyless entry system at the Child Care/Training Center. Funds for this purpose are available through the shared Agency fund.

**BACKGROUND:** The College has performed a safety assessment of all areas of campus in order to be compliant with the Campus Security Act. Safety at the Child Care/Training Center building, which is owned by the College and occupied and run by the YMCA, could be enhanced through the installation of a keyless entry system at the front entry. This requires the purchase and installation of new hardware, a computerized system, and the necessary electrical work quoted at a cost of \$2,640. The YMCA Board of Directors has approved the use the shared Agency fund for such an expense.

BOARD ACTION: \_\_\_\_\_

**AGENDA ITEM #XI-B-3  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTIONS  
VICE PRESIDENT OF ACADEMIC SERVICES,  
VICE PRESIDENT OF ADMINISTRATIVE SERVICES  
ASSOCIATE VICE PRESIDENT OF STUDENT SERVICES  
ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the attached revised job descriptions for Vice President of Academic Services, Vice President of Administrative Services, Associate Vice President of Student Services, and Associate Vice President of Human Resources. No changes are being made to the position placements on the Highland Salary Range Table. These are exempt administrative positions.

**BACKGROUND:** Changes to the position of Vice President of Academic Services are being recommended at this time to bring the duties and responsibilities up-to-date. A national search is currently being conducted for this position, replacing Dr. Jeff Davidson who has served eight years in the position and over 34 years of total service to the College. In addition, the Vice President and Associate Vice President positions are being updated to include risk management language to serve as the designated Chief Campus Administrator in the absence of the President.

BOARD ACTION: \_\_\_\_\_

## Highland Community College Position Description

**TITLE: Vice President, Academic Services\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide vision, leadership, direction and operational management to the College's Academic and Academic Support Services areas.

**PRINCIPAL DUTIES: (essential functions)**

- Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the academic services area.
- Supervises, directs and interacts with staff to establish, plan, implement, manage and evaluate academic resources and services.
- Provides input, coordination and leadership as required for institutional planning and effectiveness.
- Works with internal and external stakeholders to continually scan changes in academic services programs and standards and insures optimal planning and effective strategic decisions.
- Leads achievement of academic institutional priorities. Develops academic strategic plans and tactical goals for the division, placement and evaluation, determines scope and priorities of projects; coordinates resources required to achieve goals. Plans and develops division's policies and procedures.
- Provides leadership and policy direction to achieve the highest standards of excellence in instruction and academic programs.
- ~~Leads and coordinates a quality program that defines, collects and evaluates the measures used to assess the effectiveness of academic programs.~~
- Investigates and initiates viable new academic programs.
- Leads and eCoordinates and leads the achievement of NCA-Higher Learning Commission (HLC) accreditation using the Academic Quality Improvement Program (AQIP) model.
- ~~Leads and coordinates a quality program that defines, collects and evaluates the measures used to assess the effectiveness of academic programs.~~
- Develops and monitors budget schedules, planning and implementation reports, statistics and other written and electronic documents.
- Leads and coordinates the articulation of quality programs and courses with secondary and post secondary institutions.
- Monitors and accesses operating results in areas such as curriculum, articulation, accessibility, and student academic success, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
- In coordination with the Associate Vice President of Student Services eEnsures compliance with all federal and state laws/regulations as they apply to academics and students accessibility and ensures internal policies and procedures are followed.
- Coordinates preparation of annual reports on academic services required by federal and state agencies.
- Leads and coordinates quality partnerships with other institutions and grant funding entities.
- Actively and fully engages in academic functions and events.

- In accordance with the Risk Management Policy and Program:
  - ~~Administers student discipline policy.~~
  - Administers student discipline as it relates to Academic Integrity, Academic Misconduct, and Other Student Academic Complaints.
  - As requested, serves as the chief campus administrator; in the absence of the president.
- Performs other duties as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge and in-depth understanding of academic programs and development of a learning-focused environment.

Knowledge of grant administration techniques, budget preparation and expenditure control.

Knowledge of strategic planning techniques and research and analysis strategies.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of comprehensive academic assessment models.

Knowledge of budget preparation, bid and purchasing procedures and expense control.

Knowledge of interpersonal skills using tact and diplomacy.

Skill in planning and developing academic curriculum.

Skill in leading, supervising and team building.

Skill in researching and writing grants and operational reports.

Skill in conducting feasibility and cost benefit analysis studies of academic programs.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in negotiation and management of a faculty collective bargaining agreement.

Skill in creating and presenting effective written and oral communication pieces.

Skill in developing, implementing and evaluating policies and procedures.

Skill in establishing effective community partnerships and effective relationships with external stakeholders.

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 20 pounds.

**MINIMUM QUALIFICATIONS:** Master's degree in education, administration or a related field, Doctorate degree from an accredited institution or significant progress and identified completion date for the Doctorate preferred and three-five (3-5) years ~~three (3) — five (5) years in a managerial role or of increasingly responsible administrative~~ experience leading to in-depth understanding of academic programs in a college level academic administration or position ~~experience~~ OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None.

**SECURITY SENSITIVE POSITION:** May require a criminal background check.

**REPORTS TO:** President

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 6320

**JOB SERIES/FAMILY:** Administrative Series/Executive Group

**LAST REVISED:** 1/23/08 ~~9/21/08 Pending Board Approval~~

**REVISION HISTORY:** 10/24/06, 1/23/08

## Highland Community College Position Description

**TITLE: Vice President, Administrative Services\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide leadership, direction and operational management to the College's Administrative Services areas.

**PRINCIPAL DUTIES: (essential functions)**

- Supervises, directs and interacts with staff to establish, plan, implement, manage and evaluate administrative resources and services.
- Works with internal and external stakeholders to continually scan changes in administrative services programs and standards and insures optimal planning and effective strategic decisions.
- Advises the President and Board on matters of finance, sources of revenue and budgeting.
- Prepares and monitors the annual budget for the College. Prepares tax levy and monthly financial reports to the Board, cabinet and Leadership Team. Investigates and recommends solutions for significant unbudgeted purchases and obligations.
- Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the administrative services area.
- Develops strategic plans and tactical goals for the financial and business divisions within the College, determines scope and priorities of projects; coordinates resources required to achieve goals. Plans and develops division's policies and procedures.
- Monitors and accesses finance and business operating results, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
- Ensures compliance with all federal and state laws/regulations as they apply to the financial and business operations of the College and ensures internal policies and procedures are followed.
- Implements and monitors the College's risk management program by working with other staff to determine the appropriate use of tort funds and reviewing the College's practices in relation to the written risk management program in determining needed updates or modification.
- In accordance with the Risk Management Policy and Program:
  - Develops and maintains the College's Risk Management Program.
  - Assigns risk management and safety duties to other employees.
  - Plans campus security procedures and processes.
  - Oversees the Sheriff security contract.
  - Oversees Protection, Health, Safety projects.
  - Coordinates weather related school closings.
  - Creates a budget for insurance and security related items.
  - Supervises insurance bids and recommend coverage.
  - Performs safety assessments of College property and correct any unsafe conditions or potential safety hazards.
  - As requested, serves as the chief campus administrator in the absence of the president.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of current practices in the administration of College financial, business and risk management operational areas.

**KNOWLEDGE AND SKILLS REQUIRED CONTINUED:**

Knowledge of governmental accounting and reporting requirements.

Knowledge of budgetary preparation, revenue sources and the financial management of an educational institution.

Knowledge of strategic planning and research and analysis strategies.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of computerized accounting and record keeping systems.

Skill in assessing College's financial operational needs and developing responsive programs.

Skill in conducting feasibility and cost benefit analysis studies.

Skill in researching and writing grant and other financial reports.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in developing, implementing and evaluating policies and procedures.

Skill in creating and presenting analytical and complex financial data in written and graphic formats.

Skill in selecting, organizing and evaluating staff performance.

Skill in operating computer equipment and performing complex calculations.

Skill in establishing effective community partnerships and other funding sources.

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 20 pounds.

**MINIMUM QUALIFICATIONS:** Certified Public Accountant (CPA) or Master's degree in accounting, finance, business administration or a related field and five (5) years administrative management experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None. Three-five years of relevant administrative leadership in higher education or government agency preferred.

**SECURITY SENSITIVE POSITION:** May require a criminal background check.

**REPORTS TO:** President

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 6325

**JOB SERIES/FAMILY:** Administrative Series/Executive Group

**LAST REVISED:** 10/24/06 9/21/10 \*Pending Board Approval

## Highland Community College Position Description

**TITLE: Associate Vice President, Student Services\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide leadership, direction and operational management to the College's student services, marketing, and institutional research areas.

**PRINCIPAL DUTIES: (essential functions)**

- Supervises, directs and interacts with staff to establish, plan, implement, manage and evaluate student resources and services. Works with internal and external stakeholders to continually scan changes in student services programs and standards and insures optimal planning and effective strategic decisions.
- Leads the College's strategic planning process, which follows a five-year cycle.
- Develops and monitors budget schedules, planning and implementation reports, statistics and other written and electronic documents.
- Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the student services, marketing, and institutional research areas.
- Develops strategic plans and tactical goals for the division, in areas such as enrollment management, quality improvement, development of a new Common Intake System, student learning support, determines scope and priorities of projects; and coordinates resources required to achieve goals.
- Plans and develops division's policies and procedures.
- Develops and oversees implementation of the College's marketing plan. Evaluates and revises the plan and associated activities.
- Develops tools and strategies to communicate internally and externally. Oversees the development of the website to facilitate internal communication. Writes communications for the board, president and other executives.
- Responds to all freedom of information requests and serves as the point of contact for external inquiries.
- Monitors and accesses operating results in areas such as articulation, accessibility, and student success, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
- Ensures compliance with all federal and state laws/regulations as they apply to students and student services and ensures internal policies and procedures are followed.
- In accordance with the Risk Management Policy and Program;
  - ~~a.~~ Develops and oversees student mental health services.
  - ~~b.~~ Leads the College's Violence Prevention Committee and Campus Threat Assessment Team.

If requested, serves as the chief campus administrator in the absence of the president.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of student academic advising policies and practices.

Knowledge of admissions policies and procedures, assessment test administration and scoring.

Knowledge of course transfer and articulation policies and practices.  
Knowledge of strategic planning techniques and research and analysis strategies.  
Knowledge of data management and institutional research.  
Knowledge of current marketing and enrollment management practices.

**KNOWLEDGE AND SKILLS REQUIRED CONTINUED:**

Knowledge of personnel management and supervisory principles and practices.  
Knowledge of budget preparation, bid and purchasing procedures and expense control.  
Knowledge of interpersonal skills using tact and diplomacy.

Skill in planning and developing academic support curriculum and student services.  
Skill in conducting feasibility and cost benefit analysis studies.  
Skill in identifying problems, evaluating alternatives and implementing effective solutions.  
Skill in selecting, organizing and evaluating staff performance.  
Skill in creating and presenting written and oral communication pieces.  
Skill in developing, implementing and evaluating policies and procedures.  
Skill in establishing effective community partnerships and effective relationships with external stakeholders.  
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 20 pounds.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in education, administration, or a related field and five (5) years administrative management experience, Master's degree preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None. Three-five years of relevant administrative leadership in higher education preferred.

**SECURITY SENSITIVE POSITION:** May require a criminal background check.

**REPORTS TO:** President

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 6330

**JOB SERIES/FAMILY:** Administrative Series/Executive Group

**ADOPTED:** 1/23/08

**REVISED:** 9/21/10 \*Pending Board Approval

**2/23/10 ADOPTED:** 1/23/08

## Highland Community College Position Description

**TITLE: Associate Vice President, Human Resources\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide leadership, direction and operational management for the College's Human Resource functions.

**PRINCIPAL DUTIES: (essential functions)**

- Counsels, assists and makes recommendations to leadership, supervisors and employees in matters regarding performance management, disciplinary issues, union negotiations, conflict resolution, complaints, terminations, staffing proposals, grievances, motivation, and leadership.
- Directs contract administration and wage and salary administration. Recommends salaries for new hires, changes to salaries.
- Provides resource information to Vice Presidents and the President for internal and external compensation and benefit studies.
- Coordinates, receives, summarizes and takes action and follows up on 60 day and annual feedbacks.
- Coordinates staff searches and ensures compliance with applicable employment laws.
- Consults with executives in strategic planning for organizational change and current and future staffing needs.
- Recommends and manages benefits and insurances provided by the College. Interprets benefit and leave policies, administers special leave requests and accommodations with employees and supervisors.
- Directs department staff in payroll and human resources day-to-day activities.
- Supervises and evaluates staff in payroll, human resources and Retired and Senior Volunteer Program.
- Interprets, implements and recommends new and revised College policies and procedures. Ensures compliance with federal and state labor and employment laws, rules and regulations.
- Develops and implements training programs concerning search and interviewing committees, new employee orientation, performance management, progressive discipline, conflict management, supervisor training, benefits and other human resource issues. Assists other departments within the College with other appropriate training programs.
- Develops and monitors the annual budget and budget schedules for department.
- Provides strategic plans, reports, statistics and other written and electronic documents.
- Develops strategic plans and tactical goals for the department, determines scope and priorities of projects; coordinates resources required to achieve goals. Plans and develops department's policies and procedures.
- Monitors and accesses operating results, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
- In accordance with the Risk Management Policy and Program:
  - Serves as the College's Equal Employment Opportunity (EEO)/Affirmative Action Officer.
  - As designated Equal Employment Opportunity (EEO)/Affirmative Action Officer, the Associate Vice President of Human Resources acts as the chairperson of the Student Judicial Review Board.
  - If requested, serves as the chief campus administrator in the absence of the president.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of city, state and federal laws, regulations and ordinances that pertain to employment law.

Knowledge of principles and practices of human resource management and administration.

Knowledge of position analysis and classification development.

Knowledge of principles, practices and methods of management and supervision.

Knowledge of principles and practices of compensation and benefit administration.

Knowledge of budget preparation, bid and purchasing procedures and expense control.

Knowledge of interpersonal skills using tact and diplomacy.

Knowledge of principles of employee relations, grievance procedures and investigative strategies.

Skill in effectively supervising, leading and delegating tasks and authority.

Skill in interacting with people of different social, economic and ethnic backgrounds.

Skill in reviewing and preparing narrative and statistical reports and records.

Skill in interpreting and applying rules, regulations, policies and procedures.

Skill in making decisions, maintaining composure and working effectively under stressful conditions and emergency situations.

Skill in preparing budgets and monitoring the disbursement of funds.

Skill in communicating and mediating difficult situations.

Skill in maintaining confidentiality of information.

Skill in operating computer equipment and software applications.

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

**PHYSICAL REQUIREMENTS:** Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in human resource management, business, management or a related field and five (5) years human resource management experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Notary and Senior Human Resource Management Certificate (SPHR) preferred.

**SECURITY SENSITIVE POSITION:** May require a criminal background check.

**REPORTS TO:** President

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 6310

**JOB SERIES/FAMILY:** Administrative Series/Executive Group

**LAST REVISED:** ~~2/23/10~~ 9/21/10 **\*Pending Board Approval**  
10/24/06

**AGENDA ITEM #XI-D-1  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE**

**2010-2011 BUDGET**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the attached Resolution providing for the adoption of the 2010-2011 budget.

**BACKGROUND:** On September 21, 2010, a public hearing on the 2010-2011 budget was declared and held in accordance with State law. The attached budget, as compared to the FY'11 Tentative Budget, includes changes in the Operating, Operations and Maintenance, Restricted, and Restricted Funds for changes in State and federal grant funding, changes in tuition revenue, bond proceeds and projects, and known and estimated changes in operating costs.

BOARD ACTION: \_\_\_\_\_

The Board of Trustees of Highland Community College formally adopted the Fiscal Year 2011 budget with the following resolution:

RESOLUTION PROVIDING FOR ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011 BY BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND THE STATE OF ILLINOIS.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board; and

WHEREAS, said budget in tentative form has been made conveniently available to public inspection for at least 30 days prior to final action thereon; and

WHEREAS, on September 21, 2010, a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District as required by law, and all other legal requirements have been complied with; and,

WHEREAS, the State of Illinois, in 110 ILCS 805/3-20.3, provides for the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes,

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board as follows:

That the following Annual Budget, which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes of each item and amount needed for each object or purpose, be and the same hereby is adopted as the Budget of said College District for said fiscal year beginning July 1, 2010, and ending June 30, 2011, and that the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes.

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(A true, complete and correct copy of such budget is attached to and made a part of the minutes of this meeting.)

Board action: \_\_\_\_\_

A copy of the adopted budget is enclosed.

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chairman, Board of Trustees

**2010-2011 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
OPERATING FUNDS**

	Educational Fund			Operations and Maintenance Fund			Operating Funds
	Final Budget	Tentative Budget	Increase (Decrease)	Final Budget	Tentative Budget	Increase (Decrease)	Net Inc/Dec
<b><u>REVENUE</u></b>							
Local							
Resources	\$5,222,841	\$5,235,962	(\$13,121)	\$1,766,418	\$1,766,418	\$0	(\$13,121)
State	1,570,348	1,570,348	0	179,781	179,781	0	0
Federal	197,000	176,300	20,700	0	0	0	20,700
Tuition	5,649,000	5,300,000	349,000	0	0	0	349,000
Other	<u>520,729</u>	<u>520,729</u>	<u>0</u>	<u>28,930</u>	<u>28,930</u>	<u>0</u>	<u>0</u>
Totals	<u>\$13,159,918</u>	<u>\$12,803,339</u>	<u>\$356,579</u>	<u>\$1,975,129</u>	<u>\$1,975,129</u>	<u>\$0</u>	<u>\$356,579</u>
<b><u>EXPENSES BY OBJECT</u></b>							
Salaries	\$8,672,768	\$8,489,388	\$183,380	\$820,534	\$820,534	\$0	\$183,380
Employee							0
Benefits	1,506,775	1,516,920	(10,145)	235,041	235,041	0	(10,145)
Contractual	709,283	709,283	0	114,745	114,745	0	0
Materials	811,937	810,561	1,376	179,050	179,050	0	1,376
Conference	180,693	185,560	(4,867)	2,745	2,745	0	(4,867)
Fixed Charges	581,540	558,531	23,009	0	0	0	23,009
Utilities	88,440	88,478	(38)	805,043	805,043	0	(38)
Capital	49,530	49,530	0	7,204	7,204	0	0
Other	523,033	523,033	0	(274,334)	(274,334)	0	0
Contingency	87,506	87,506	0				
Transfer	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTALS	<u>\$13,216,505</u>	<u>\$13,023,790</u>	<u>\$192,715</u>	<u>\$1,890,028</u>	<u>\$1,890,028</u>	<u>\$0</u>	<u>\$192,715</u>

**2010-2011 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
OPERATIONS AND MAINTENANCE,  
RESTRICTED FUND**

<b>Operations &amp; Maintenance, Restricted Fund</b>			
	<b>Final Budget</b>	<b>Tentative Budget</b>	<b>Net Inc/Dec</b>
<b><u>REVENUE</u></b>			
Local Govt Sources	<u>\$2,200,000</u>	<u>\$450,000</u>	<u>(\$1,750,000)</u>
Totals	<u>\$2,200,000</u>	<u>\$450,000</u>	<u>(\$1,750,000)</u>
 <b><u>EXPENSES BY OBJECT</u></b>			
Contractual Service:	\$55,010	\$0	\$55,010
Materials	5,000	5,000	-
Fixed Charges	67,950	-	67,950
Capital	<u>2,380,855</u>	<u>1,032,540</u>	<u>1,348,315</u>
<b>TOTALS</b>	<u>2,508,815</u>	<u>1,037,540</u>	<u>\$1,471,275</u>

**2010-2011 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
RESTRICTED PURPOSE FUNDS**

	Restricted Purpose Funds		
	Final Budget	Tentative Budget	Net Inc/Dec
<b><u>REVENUE</u></b>			
State	\$667,526	\$560,965	\$106,561
Federal	\$7,551,632	\$7,260,075	291,557
Other	<u>644,687</u>	<u>644,687</u>	<u>0</u>
Totals	<u>\$8,863,845</u>	<u>\$8,465,727</u>	<u>\$398,118</u>
 <b><u>EXPENSES BY OBJECT</u></b>			
Salaries	\$1,850,929	\$1,639,983	\$210,946
Employee			
Benefits	420,532	387,231	\$33,301
Contractual	381,310	359,935	21,375
Materials	170,460	157,501	12,959
Conference	178,907	173,808	5,099
Fixed Charges	87,366	86,910	456
Utilities	20,082	20,361	(279)
Capital	79,280	28,650	50,630
Financial Aid	3,513,072	3,513,072	-
Other	<u>2,369,748</u>	<u>2,306,117</u>	<u>63,631</u>
TOTALS	<u>\$9,071,686</u>	<u>\$8,673,568</u>	<u>\$398,118</u>

**AGENDA ITEM #XI-D-2  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION ON PROTECTION, HEALTH OR SAFETY PROJECT  
ENERGY EFFICIENT LIGHTING IN THE CLARENCE MITCHELL LIBRARY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the submission of an application to the Illinois Community College Board for a Protection Health and Safety project for the installation of new energy efficient lighting in the Highland Community College Clarence Mitchell Library.

**BACKGROUND:** Housed in the Marvin Burt Liberal Arts Center (Building "M"), the College's oldest building, lighting in the Clarence Mitchell Library is currently magnetic start metal halide lighting, in place since the construction of the building. This lighting uses nearly twice the energy of modern high efficient fluorescent lighting fixtures. Electrical costs can be significantly reduced by replacing these fixtures, while providing a brighter, more natural lighting for the Library's patrons. Replacing this lighting would also be a continuation of the energy conservation projects begun in the College's Fiscal Year 2010.

This project will be funded with Protection, Health, and Safety monies.

BOARD ACTION: \_\_\_\_\_

**RESOLUTION**

WHEREAS, the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 (HIGHLAND COMMUNITY COLLEGE) COUNTIES OF STEPHENSON, OGLE, JO DAVIESS and CARROLL, in State of Illinois has hired the architectural firm of Richard L. Johnson Associates to review the health and safety issues associated with the lighting in the Highland Community College Clarence Mitchell Library, and to make recommendations to reduce the potential for health and safety issues; and,

WHEREAS, Richard L. Johnson Associates has reviewed the conditions and has recommended projects to improve health and safety conditions; and,

WHEREAS, the cost of this project has been estimated at \$51,300;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of Trustees, having considered the matter, hereby declares that there are not and will not be sufficient funds available in the Operations and Maintenance Fund to pay for the necessary work associated with this project.

Section 2. The Board of Trustees hereby authorizes and directs the Administration of the College to apply to the Illinois Community College Board pursuant to the Protection, Health or Safety Code to defray the cost of the needed project.

Section 3. The Officers of the College are authorized and directed to execute and deliver, on behalf of the College, any and all documents necessary to complete the application and receipt for any funds received pursuant to such application.

Section 4. This Resolution shall be effective upon its passage and approval as provided by law.

Adopted this 21st day of September 2010, by a majority vote of the Board of Trustees at a regularly scheduled meeting thereof at which a quorum was present at all times.

APPROVED:

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

**AGENDA ITEM #XI-D-3  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION ON PROTECTION, HEALTH OR SAFETY PROJECT  
VOICE OVER INTERNET PROTOCOL (VOIP) TELEPHONE SYSTEM**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the submission of an application to the Illinois Community College Board for a Protection Health and Safety project for the installation of a new Voice Over Internet Protocol (VOIP) telephone system.

**BACKGROUND:** Highland Community College's current phone system, installed new in 1999, is a centralized communications platform controlled by a single processor. We have been informed by our telecommunications vendor that this system is no longer being produced, parts for it are scarce, and that the system will no longer be supported. If this central point were to fail for any reason, the entire campus would have no communication internally or externally. These facts, and the legal requirements of the 911 system, make this an issue which must be addressed.

Highland's ongoing Emergency Response planning is also a major factor in addressing the phone system. As part of the response plan, Highland implemented a campus-wide voice announcement emergency broadcast system which is activated through the phone system. Failure of the phone system renders the emergency broadcast system inoperable.

The College will implement a new VOIP telephone system which addresses these issues. This new system will provide centralized management with decentralized call control, eliminating a single point of failure. Each building individually will have complete phone operation with connection to Plain Old Telephone Service (POTS) lines when disconnected from the main phone system. This will insure complete survivability for every building in a case where a natural or hostile event takes the main telecommunications equipment out of service.

The new system will be connected to the College's Local Area Network (LAN)), however, it will run in a parallel network independent of the data network. The new system will also alert administration, emergency personnel and first responders when 911 is dialed from any phone on the campus. The notification will be displayed on predetermined PCs giving detailed information of the extension and its location.

The project will be funded with Protection, Health, and Safety monies.

**BOARD ACTION:** \_\_\_\_\_

**RESOLUTION**

WHEREAS, the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 (HIGHLAND COMMUNITY COLLEGE) COUNTIES OF STEPHENSON, OGLE, JO DAVIESS and CARROLL, in State of Illinois has hired the architectural firm of Richard L. Johnson Associates to review the health and safety issues associated with the telephone system for Highland Community College, and to make recommendations to reduce the potential for health and safety issues; and,

WHEREAS, Richard L. Johnson Associates has reviewed the conditions and has recommended projects to improve health and safety conditions; and,

WHEREAS, the cost of this project has been estimated at \$446,000;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of Trustees, having considered the matter, hereby declares that there are not and will not be sufficient funds available in the Operations and Maintenance Fund to pay for the necessary work associated with this project.

Section 2. The Board of Trustees, hereby authorizes and directs the Administration of the College to apply to the Illinois Community College Board pursuant to the Protection, Health or Safety Code to defray the cost of the needed project.

Section 3. The Officers of the College are authorized and directed to execute and deliver, on behalf of the College, any and all documents necessary to complete the application and receipt for any funds received pursuant to such application.

Section 4. This Resolution shall be effective upon its passage and approval as provided by law.

Adopted this 21st day of September 2010 by a majority vote of the Board of Trustees at a regularly scheduled meeting thereof at which a quorum was present at all times.

APPROVED:

ATTEST:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**AGENDA ITEM #XI-D-4  
SEPTEMBER 21, 2010  
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 August 2010 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 272721 through 273437 amounting to \$876,574.64 and Automated Clearing House (ACH) debits W0000066 through W0000069 amounting to \$209,595.47 and Electronic Refunds of \$7,988.41 with 16 adjustments of \$4,754.09 such warrants amounting to \$ 1,089,404.43. Transfers of funds for payroll amounted to \$624,883.61.

BOARD ACTION: \_\_\_\_\_

**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, August 31, 2010**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	-----	-----	-----	-----
US BANK	\$257,708.19	\$1,250.00	\$0.00	\$258,958.19
FIFTH THIRD	17,857.56	0.00	0.00	17,857.56
UNION LOAN AND SAVINGS	167,416.80	0.00	0.00	167,416.80
	-----	-----	-----	-----
<b>TOTAL ASSETS</b>	<b>\$442,982.55</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$444,232.55</b>
	=====	=====	=====	=====
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	89,554.06	416.67		89,970.73
1019 YMCA BLDG/MAINT	31,231.26	833.33		32,064.59
1020 HCC BLDG/MAINT	44,338.82			44,338.82
1021 YMCA/HCC INTEREST	91,649.58			91,649.58
1022 HCC SECTION 125 PLAN	17,857.56			17,857.56
	-----	-----	-----	-----
<b>TOTAL</b>	<b>\$442,982.55</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$444,232.55</b>

**AGENDA ITEM #XII-A  
SEPTEMBER 21, 2010  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY'11**

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

- As of August 31<sup>st</sup>, we are 16.6% of the way into FY'11.
- The FY'11 reports include amounts from the tentative budget. The permanent budget amounts will be included in the September 30<sup>th</sup> reports.
- The State has made the first monthly FY'11 payment on the Credit Hour Grant; however, the fourth quarter FY'10 payment on the Equalization Grant is still outstanding. The State is required to make the payment by December 31<sup>st</sup>, which is in the amount of \$329,711.
- The percentage of tuition and fees revenue as of this time last year to the actual tuition revenue for FY'10 was 52%. Now, using the tentative budget amount, the percentage of tuition and fee revenue to the total amount budgeted is 56%. In the permanent budget, an increase in this revenue line item is recommended. This would bring the percentage of revenue to the amount budgeted as of now in line with the prior year.
- Non-Governmental Gifts and Grants will account for 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 labeled Debt Certificate Payment to account for the payments made by the College (in January and June).
- In the Restricted Purpose Funds, most State grant funding has not been received at this point for FY'11. About \$55,000 in grant funding payments remain outstanding from FY'10.
- In the Auxiliary Enterprise Fund, bookstore sales are higher than this point in time last year. This is due in part to the timing of posting financial aid students' bookstore charges and to the increase in enrollment.

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 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 August 31, 2010

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,652,380	\$477,842	7.2%
Credit Hour Grants	1,345,574	107,131	8.0%
Equalization	344,555	-	0.0%
ICCB Career/Tech Education	60,000	-	0.0%
CPP Replacement Tax	350,000	6,380	1.8%
Dept. of Educ.	38,600	10,302	26.7%
DCEO	137,700	22,814	16.6%
Tuition & Fees	5,300,000	3,000,662	56.6%
Sales & Services	39,950	6,176	15.5%
Facilities Revenue	49,430	5,956	12.0%
Interest on Investments	10,000	63	0.6%
Non-Govt. Gifts, Grants	448,888	-	0.0%
Miscellaneous	1,391	425	30.6%
	-----	-----	
Total Revenue	\$14,778,468	\$3,637,751	24.6%
<u>EXPENDITURES:</u>			
Salaries	\$9,309,922	\$1,276,422	13.7%
Employee Benefits	1,751,961	316,771	18.1%
Contractual Services	824,028	268,586	32.6%
Materials & Supplies	989,611	342,341	34.6%
Conference & Meeting	188,305	7,698	4.1%
Fixed Charges	558,531	89,215	16.0%
Utilities	893,521	106,755	11.9%
Capital Outlay	56,734	4,022	7.1%
Other Expenditures	248,699	(18,389)	-7.4%
Contingency	87,506	-	0.0%
Transfers In	(45,000)	-	0.0%
Transfers Out	50,000	-	0.0%
	-----	-----	
Total Expenditures	\$14,913,818	\$2,393,421	16.0%
Excess of Revenues Over Expenditures	(\$135,350)	\$1,244,330	
Fund Balance 7/1/10	2,656,007	2,656,007	
	-----	-----	
Fund Balance 8/31/10	\$2,520,657	\$3,900,337	

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'11

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended August 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
-----			
Local Taxes	\$450,000	\$34,200	7.6%
Interest	-	-	100.0%
Total Revenue	\$450,000	\$34,200	7.6%
EXPENDITURES:			
-----			
Materials & Supplies	5,000	-	0.0%
Capital Outlay	753,815	455,983	60.5%
Other	-	-	0.0%
Total Expenditures	758,815	455,983	60.1%
Excess of Revenues Over Expenditures	(\$308,815)	(\$421,783)	
Fund Balance 7/1/10	\$1,712,206	\$1,712,206	
Fund Balance 8/31/10	\$1,403,391	\$1,290,423	

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'11

AUXILIARY ENTERPRISE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended August 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$100,000	\$47,222	
Bookstore Sales	1,553,124	802,690	51.7%
Athletics	49,384	8,806	17.8%
Gifts	-	-	0.0%
Other	197,100	27,715	14.1%
-----	-----	-----	-----
Total Revenue	\$1,899,608	\$886,433	46.7%
EXPENDITURES:			
-----			
Salaries	\$267,233	\$34,029	12.7%
Employee Benefits	57,487	9,506	16.5%
Contractual Services	37,760	9,592	25.4%
Materials & Supplies	1,393,227	808,404	58.0%
Conference & Meeting	71,900	2,913	4.1%
Fixed Charges	0	0	100.0%
Capital Outlay	6,950	3,475	50.0%
Utilities	3,096	800	25.8%
Other Expenditures	111,955	20,912	18.7%
Transfers In	(50,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,899,608	\$889,631	46.8%
Excess of Revenues Over Expenditures	\$0	(\$3,198)	
Fund Balance 7/1/10	\$36,354	\$36,354	
-----	-----	-----	
Fund Balance 8/31/10	\$36,354	\$33,156	

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'11

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended August 31, 2010

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
ICCB Restricted Grants	\$49,616	\$0	0.0%
Vocational Education	161,993	-	0.0%
Adult Education	247,823	-	0.0%
Other Illinois Sources	101,533	-	0.0%
Department of Education	4,274,231	79,443	1.9%
DCEO	2,921,080	535,593	18.3%
RSVP	64,764	2,549	3.9%
Tuition & Fees	405,000	207,467	51.2%
Sales & Service Fees	13,200	12,978	98.3%
Interest	16,019	19,519	121.8%
Non-govt. Gifts, Grants	13,000	-	0.0%
Other	197,468	48	0.0%
	-----	-----	-----
Total Revenue	\$8,465,727	857,597	10.1%
 <u>EXPENDITURES:</u>			
Salaries	\$1,639,983	\$314,771	19.2%
Employee Benefits	387,231	77,432	20.0%
Contractual Services	359,935	40,485	11.2%
Materials & Supplies	157,501	133,031	84.5%
Conference & Meeting	173,808	30,572	17.6%
Fixed Charges	86,910	18,089	20.8%
Utilities	20,361	2,061	10.1%
Capital Outlay	28,650	500	1.7%
Other Expenditures	2,306,117	827,213	35.9%
Financial Aid	3,513,072		0.0%
Transfers In	-	-	0.0%
Transfers Out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$8,673,568	\$1,444,154	16.7%
Excess of Expenditures Over Revenue	(\$207,841)	(\$586,557)	
Fund Balance 7/1/10	<u>2,065,728</u>	<u>2,065,728</u>	
Fund Balance 8/31/10	\$1,857,887	\$1,479,171	

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'11  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended August 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
----- Local Taxes	\$44,024	\$6,383	14.5%
Total Revenue	\$44,024	6,383	14.5%
EXPENDITURES:			
----- Contractual Services	\$45,000	\$22,500	50.0%
Total Expenditures	\$45,000	22,500	50.0%
Excess of Revenues Over Expenditures	(\$976)	(\$16,117)	
Fund Balance 7/1/10	\$27,355	\$27,355	
Fund Balance 8/31/10	\$26,379	\$11,238	

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'11

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended August 31, 2010

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$777,907	\$28,882	3.7%
-----	-----	-----	-----
Total Revenue	\$777,907	\$28,882	3.7%
EXPENDITURES:			
-----			
Fixed Charges	\$592,576	\$0	0.0%
-----	-----	-----	-----
Total Expenditures	\$592,576	\$0	0.0%
Excess of Revenues Over Expenditures	\$185,331	\$28,882	
Fund Balance 7/1/10	\$310,391	\$310,391	
-----	-----	-----	
Fund Balance 8/31/10	\$495,722	\$339,273	

AGENDA ITEM #XII-A  
 SEPTEMBER 21, 2010  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY'11

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended August 31, 2010

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,096,607	\$87,967	8.0%
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Total Revenue	\$1,096,607	\$87,967	8.0%
EXPENDITURES:			
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Salaries	\$200,283	\$35,293	17.6%
Employee Benefits	365,533	160,954	44.0%
Contractual Services	400,780	206,429	51.5%
Materials & Supplies	-	-	100.0%
Conference & Meetings	6,000	804	13.4%
Fixed Charges	133,547	119,385	89.4%
Contingency	25,000	-	0.0%
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Total Expenditures	\$1,131,143	\$522,865	46.2%
Excess of Revenues Over Expenditures	(\$34,536)	(\$434,898)	
Fund Balance 7/1/10	\$718,308	\$718,308	
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Fund Balance 8/31/10	\$683,772	\$283,410	