

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting

May 18, 2010 – 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: April 20, 2010 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel (None)
 - D. Financial
 - 1. Part-time Instructors/Overload (Page 1)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Revised Policy: Requisitions for Supplies and Services (Page 2)
 - 2. Second Reading – Revised Policies: Policy Manual Chapter V – Finance & Facilities (Page 4)
 - C. Personnel (None)
 - D. Financial
 - 1. Resolution on Matching Grant Fund (Handout)
 - 2. Payment of Bills and Agency Fund Report (Page 17)
- IX. Reports
 - A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 19)

- B. Status of the College: Wind Turbine Technician Training Program
 - C. Student Trustee
 - D. ICCTA Representative
 - E. Administration
- X. Old Business
- XI. CLOSED SESSION**
- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
 - B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
 - C. Probable, Imminent or Pending Litigation
- XII. 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
 - C. Probable, Imminent or Pending Litigation
- XIII. New Business
- XIV. Dates of Importance
- A. Next Regular Board Meeting – June 15, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
 - B. Next Quarterly Board Retreat – June 2, 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.)
 - C. Audit Committee Meeting – June 2, 2010 at 1:30 p.m.
- XV. Adjournment

**AGENDA ITEM #VII-D-1
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS/OVERLOAD

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

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

Spring 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Kay	Sperry	NURS294	Portion of Clinical		.76	\$1,224.30	\$930.47
					.64	\$1,335.60	\$854.78
Cliff	Klenke	WFD048H	Solder Qualification				\$1,113.00
Cliff	Klenke	WFD048J	Solder Requalification				\$278.24
Cliff	Klenke	WFD048C	Solder Requalification				\$278.24
Anki	Fockstedt	SPTP167ACC	Horse Training I				\$506.26
Nancy	Barker	WFD011CCC	Promote Your Business				\$240.00
Georgia	Balsamo	CED020BCC	Food Sanitation Refresher	5		\$23.05	\$138.30
Bob	Baker	DATP110DCC	E-mail for Seniors	10		\$23.05	\$230.50
Bob	Baker	DATP110BCC	Computers Made Easy	10		\$23.05	\$230.50
Bob	Baker	DATP110CCC	E-mail for Seniors	10		\$23.05	\$230.50

BOARD ACTION: _____

**AGENDA ITEM #VIII-B-1
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY
REQUISITIONS FOR SUPPLIES AND SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the second reading of the attached policy.

BACKGROUND: The attached policy is included in the Finance and Facilities chapter (V) of the Policy Manual. The recommended changes include wording to clarify the threshold amounts for required signatures for purchase requisitions and to update the policy for the position of Associate Vice President.

BOARD ACTION: _____

5.06- Requisitions for Supplies and Services (Revised 9/20/05)

All requisitions by faculty and staff for supplies and services not exceeding in the amount of \$500 or less must be signed by the respective cost center supervisor. Those requisitions between \$500 and \$2,000 also require the signature of the appropriate Vice President or Associate Vice President. In addition, all requisitions exceeding in the amount of \$2,000 or more require the signature of the President. All requisitions are to be forwarded to the Purchasing Office following completion. Invoices which do not bear a purchase order number, except in certain situations, will be the responsibility of the individual and not the obligation of the College.

**AGENDA ITEM #XIII-B-2
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICIES
POLICY MANUAL CHAPTER V – FINANCE AND FACILITIES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for second reading the attached revised Chapter V – Finance and Facilities section of the Policy Manual.

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

The policies are being revised as part of the regular cycle of general updating and review of the Board Policy Manual. Revisions to 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:

<u>Policy #</u>	<u>Change</u>
5.01	Wording change to correspond with State statute
5.07	Title change
5.08	Clarification
5.09	Minor word change and clarification
5.11	Minor word change
5.131	Word change to correspond with State statute
5.133	Minor word change
5.15	Add title
5.22	Title change

No changes have been made since the Board approved the first reading on April 20, 2010.

BOARD ACTION: _____

5.01 Investment of Current Operating Funds (Revised 9/20/05)

A. Scope

This investment policy applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule". Investment of funds under this policy shall be in accordance with the requirements of 30 ILCS 235 (Public Funds Investment Act).

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal. Insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The investments of the District shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - Non-liquid investments shall be made with the institution or institutions offering the highest rate for a specified length of time.
4. Maintaining the Public's Trust - The Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the District Treasurer.

C. Investment Management

The District Treasurer is authorized to purchase and redeem investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this policy including, but not limited to: wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The District Treasurer shall further establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or impudent actions by employees of the District.

D. Qualified Depository Institutions

It shall be the duty and responsibility of the District Treasurer to invest funds only with the following institutions:

1. Banks and savings and loan associations located within District #519 that are insured by the Federal Deposit Insurance Corporation (FDIC).
2. The Illinois Funds (formerly the Illinois Public Treasurer's Investment Pool).
3. The Illinois School District Liquid Asset Fund.

E. Allowable Investment Instruments

While the District may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois, the Board of Trustees has chosen to limit allowable investment instruments to the following:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by, or which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Interest-bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
3. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) of this subsection and to agreements to repurchase such obligations. Examples would include the Illinois Funds and the Illinois School District Liquid Asset Fund.

District investments with those entities identified at Section D.2 and D.3 above shall be permitted notwithstanding the limitations set forth in this Section, provided that those entities invest District funds solely as permitted under the Public Funds Investment Act.

F. Diversification

Since it is the policy of the Board to limit investments to only those listed in E.1, E.2, and E.3, up to 100% of investments may be placed in any one of the three listed investment instruments.

G. Limits on Deposits

The aggregate sum on deposit with any bank, whether a demand deposit or time deposit, shall not exceed 40 percent of such bank's capital and surplus.

H. FDIC Insurance

The District will not invest funds in any financial institution that is not a member of the FDIC system. In addition the District will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing required private insurance in excess of FDIC insurable limits.

I. Collateralization

It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default. Collateralization must be in the College's name. Acceptable collateralization includes U.S. Treasury Securities, Federal National Mortgage Securities, or other securities issued by the United States Government. Such collateralization must be:

1. in writing.
2. approved by the board of directors of the depository institution or its loan committee with such approval reflected in the minutes of said board or committee.
3. an official record of the depository institution from the time of its execution.
4. be received by the College no later than 14 days after the investment is placed with the bank.
5. held for safekeeping by a third party bank such as:
 - a. a Federal Reserve Bank or its branch office.
 - b. at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - c. by an escrow agent of the pledging institution.
 - d. by the trust department of the issuing bank.

J. Performance

The Treasurer will strive to earn an average rate of return on certificates equal to or greater than the U.S. Treasury Bill rate for a given period of time.

K. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business that could conflict with the proper execution of the investment

program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act the Treasurer shall not have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

L. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Policy and written operation procedures as have or may be established and exercising due diligence shall be relieved of personal liability for an individual investment's risk.

M. Reporting

The Treasurer shall submit to the Board of Trustees and President a ~~bi-annual~~ quarterly investment report which shall include information regarding funds invested.

N. The investment portfolio will be reviewed at least annually by the District Treasurer. The effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance will be evaluated.

| 5.07 Salespersons and Agents (Revised-9/20/05)

| Salespersons making unsolicited calls to the campus should be directed to the Purchasing & Insurance Specialist or the ~~Business Office~~Manager, Accounting.

The Purchasing Office will contact other interested personnel, such as deans or administrative supervisors, to determine if they wish to see or talk with a visiting salesperson. If possible, these personnel should be advised ahead of time when the salesperson is coming.

5.08 Gifts, Contributions, Bequests to Highland Community College (~~Reaffirmed~~ Revised
9/20/05)

The Board of Trustees or the College President may accept for the College any gift, contribution or bequest that is consistent with the goals and objectives of the College and encourages such gifts, contributions or bequests to be made through the Highland Community College Foundation. The President shall report all such gifts, contributions or bequests with a dollar value of over \$500 to the Board; provided however, when the donor shall inform the President that the donor wishes to remain anonymous, the President shall not disclose the donor's identity.

5.09 Reimbursement for Travel and Meeting Expenses (Revised ~~9/20/05~~)

Personnel and members of the Board of Trustees traveling on ~~College-college~~ business will be reimbursed for approved expenses.

Approved expenses may include transportation costs, registration fees for conferences or meetings, meals, lodging, and incidental expenses, which include necessary limousine hire, parking fees, tolls, taxi fares, tips and similar expenses.

Itemized reimbursement requests must be accompanied by receipts, paid bills, or similar evidence to support any singular expenditure of \$10 or more, and any expenditure for lodging. The receipt should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure.

Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by receipts for all items.

A ~~College-college~~ vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see the Employee Handbook.)

All settlement of travel advances must take place within 5 working days of the completion of the trip.

5.11 Waiving of Tuition (~~New 9/20/05~~ Revised)

The College Board authorizes the President to waive the tuition and fees for selected courses which enable the College to better fulfill its mission in relation to promoting student success and retention; accelerated entry into college or the workforce; public service and community leadership; cultural enrichment; and general wellness. The request to waive the tuition and fees for specific course offerings would come from the Vice President of Academic and Student Services and would be reviewed by the Board on an annual basis. Some examples of courses that may qualify for this waiver ~~might be~~ College Success Skills, Articulated to Dual Credit Offerings, Servant Leadership, HCC Chorale, Community Band and Orchestra.

| 5.131 Smoking (~~Reaffirmed 9/20/05~~Revised)

| Smoking is banned in all Highland Community College buildings subject to Public Act 095.0017.

Smoking is banned in all vehicles in the College fleet.

5.133 Use of Skate Equipment and Recreational Vehicles (Adopted 3/18/08 Revised)

Use of skate equipment such as, but not limited to, skateboards, roller blades, and/or ice skates on Campus is prohibited. Use of personal recreational vehicles such as, but not limited to snowmobiles, dirt bikes, and/or all-terrain vehicles on College property is also prohibited, with the exception of motorcycle training programs, and other College approved activities.

5.15 Trespassing (Revised-9/20/05)

In order to maintain the security of the College community and its property, unoccupied or unused College facilities will be locked. The campus will be closed from 11:00 p.m. to 5:00 a.m. Any employee or student organization needing access to campus during off hours (including weekends) must contact security at 599-3451.

College organizations must complete a facilities request for utilizing campus facilities.

If an authorized College official declares that any or all facilities of Highland Community College are closed, any unauthorized person on the premises will be considered a trespasser. There may be emergency situations where certain employee positions are required to stay or come onto campus when the facilities are closed. The President, Vice Presidents, Associate Vice Presidents and the Director of Physical Plant and Maintenance will make this determination as well as having the authority to issue an order to an individual(s) and/or group(s) that they will be considered as trespassers.

5.22 Computer Software (Revised ~~9/20/05~~)

Highland Community College employees that are provided with a personal computer by the College will not install software on that computer unless the College possesses a license for that software. Under no circumstances can a user install any software to the network server without prior authorization of the ~~Director of Informational Technology Services~~ Director, ITS for Network, Desktop and AV Support.

**AGENDA ITEM #VIII-D-2
MAY 18, 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 April 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 269258 through 270192 amounting to \$1,008,598.53 and Automated Clearing House (ACH) debits W0000044 through W0000048 amounting to \$205,489.06 and Electronic Refunds of \$0.00 with 4 adjustments of \$2,181.77 such warrants amounting to \$ 1,211,905.82. Transfers of funds for payroll amounted to \$639,610.42.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, April 30, 2010**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$232,708.19	\$1,250.00	\$0.00	\$233,958.19
FIFTH THIRD	18,118.53	0.00	0.00	18,118.53
UNION LOAN AND SAVINGS	167,310.13	0.00	0.00	167,310.13
TOTAL ASSETS	\$418,136.85	\$1,250.00	\$0.00	\$419,386.85
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	67,400.00	0.00		67,400.00
1017 HCC ROAD AND LOT	89,969.96			89,969.96
1018 YMCA ROAD AND LOT	87,887.38	416.67		88,304.05
1019 YMCA BLDG/MAINT	27,897.94	833.33		28,731.27
1020 HCC BLDG/MAINT	34,338.82			34,338.82
1021 YMCA/HCC INTEREST	91,542.91			91,542.91
1022 HCC SECTION 125 PLAN	18,118.53			18,118.53
TOTAL	\$418,136.85	\$1,250.00	\$0.00	\$419,386.85

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

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

- As of April 30th, we are 83% of the way into FY'10.
- At this point in time last year, Tuition & Fees revenue in the Operating Funds had reached 97% of the total Tuition & Fees revenue for FY'09. Now, Tuition & Fees revenue is 97% of the total Tuition & Fees revenue budgeted for FY'10.
- At this point in time last year, Bookstore Sales in the Auxiliary Enterprise Fund had reached 94% of the total amount budgeted for FY'09. Now, Bookstore Sales are at 98% of the total amount budgeted for FY'10.
- It appears that in the March 31st report (included in the April 20th Treasurer's Report) for the Restricted Purpose Fund, the year-to-date amounts for the Department of Education and DCEO were transposed. The amount of funds received from the Department of Education as of March 31st, 2010 should have been reported as \$3,958,669 and DCEO as \$2,316,204.
- The process is underway for building the FY'11 budget. Budget managers have submitted their requests to their Vice President or Associate Vice President for review. The reviewed requests have been forwarded to me for compilation. The next steps will include sharing the information with College leadership and prioritizing requests once more factors such as State funding are known.
- The information we have received from the Illinois Community College Board regarding the State FY'11 budget indicates that the community college system will receive a decrease in funding of about 2% from FY'10. The amount of funding allocated to each community college is determined using formulas that include factors such as student enrollment, reimbursable credit hours, and District property values. At this point in time, Highland's State funding for FY'11 is unknown.

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE
FY'10

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,658,778	\$3,269,721	49.1%
Credit Hour Grants	1,498,175	1,138,631	76.0%
Equalization	659,227	329,517	50.0%
ICCB Career/Tech Education	112,155	56,078	50.0%
CPP Replacement Tax	410,000	230,737	56.3%
Dept. of Educ.	38,600	41,426	107.3%
DCEO	137,700	115,364	83.8%
Tuition & Fees	4,850,000	4,736,783	97.7%
Sales & Services	40,950	33,038	80.7%
Facilities Revenue	50,888	37,793	74.3%
Interest on Investments	50,000	6,019	12.0%
Non-Govt. Gifts, Grants (debt cert paymen	346,689	244,743	70.6%
Miscellaneous	1,391	2,802	201.4%
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Total Revenue	\$14,854,553	\$10,242,652	69.0%
<u>EXPENDITURES:</u>			
Salaries	\$9,469,527	\$7,353,059	77.6%
Employee Benefits	1,840,143	1,493,641	81.2%
Contractual Services	912,465	529,994	58.1%
Materials & Supplies	920,196	785,759	85.4%
Conference & Meeting	198,526	105,202	53.0%
Fixed Charges	63,643	47,739	75.0%
Debt Certificate Payment	346,688	244,743	70.6%
Utilities	907,631	686,025	75.6%
Capital Outlay	109,967	65,737	59.8%
Other Expenditures	141,773	65,915	46.5%
Contingency	-	-	0.0%
Transfers In	(63,000)	-	0.0%
Transfers Out	105,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,952,559	\$11,377,814	76.1%
Excess of Revenues Over Expenditures	(\$98,006)	(\$1,135,162)	
Fund Balance 7/1/09	2,327,798	2,327,798	
	-----	-----	
Fund Balance 4/30/10	\$2,229,792	\$1,192,636	

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$575,000	\$309,228	53.8%
Interest	-	3,415	100.0%

Total Revenue	\$575,000	\$312,643	54.4%
EXPENDITURES:			

Capital Outlay	1,382,540	809,231	58.5%
Contractual Services	-	4,900	0.0%
Materials & Supplies	5,000	-	0.0%
Other	-	269	0.0%

Total Expenditures	\$1,387,540	814,400	58.7%
Excess of Revenues Over Expenditures	(\$812,540)	(\$501,757)	
Fund Balance 7/1/09	\$1,811,899	\$1,811,899	

Fund Balance 4/30/10	\$999,359	\$1,310,142	

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

REVENUE:	Budget	Year to-Date	Percent
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Bookstore Sales	\$1,502,000	\$1,480,657	98.6%
Athletics	57,134	30,351	53.1%
Gifts	-	-	0.0%
Other	188,100	163,749	87.1%
-----	-----	-----	-----
Total Revenue	\$1,747,234	\$1,674,757	95.9%
EXPENDITURES:			

Salaries	\$251,180	\$195,408	77.8%
Employee Benefits	44,166	36,543	82.7%
Contractual Services	29,260	50,867	173.8%
Materials & Supplies	1,344,227	1,368,508	101.8%
Conference & Meeting	71,900	53,249	74.1%
Utilities	3,096	800	25.8%
Capital Outlay	6,950	7,264	104.5%
Other Expenditures	101,455	86,469	85.2%
Transfers In	(105,000)	-	0.0%
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Total Expenditures	\$1,747,234	\$1,799,108	103.0%
Excess of Revenues Over Expenditures	\$0	(\$124,351)	
Fund Balance 7/1/09	\$4,803	\$4,803	
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Fund Balance 4/30/10	\$4,803	(\$119,548)	

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
ICCB Restricted Grants	\$50,391	\$50,391	100.0%
Vocational Education	153,638	110,759	72.1%
Adult Education	247,831	185,867	75.0%
Other Illinois Sources	101,533	6,695	6.6%
Department of Education	3,041,967	4,065,055	133.6%
DCEO	3,538,913	2,947,267	83.3%
RSVP	63,054	39,308	62.3%
Tuition & Fees	405,000	426,040	105.2%
Sales & Service Fees	13,200	13,187	99.9%
Interest	21,500	22,947	106.7%
Non-govt. Gifts, Grants	13,000	28,708	220.8%
Other	195,468	103,088	52.7%
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Total Revenue	\$7,845,495	7,999,312	102.0%
 <u>EXPENDITURES:</u>			
Salaries	\$1,733,643	\$1,411,760	81.4%
Employee Benefits	429,445	309,589	72.1%
Contractual Services	317,764	282,066	88.8%
Materials & Supplies	132,933	175,228	131.8%
Conference & Meeting	180,930	145,086	80.2%
Fixed Charges	83,587	44,954	53.8%
Utilities	17,361	10,862	62.6%
Capital Outlay	24,775	34,141	137.8%
Other Expenditures	2,697,269	2,427,174	90.0%
Financial Aid	2,304,454	3,452,778	149.8%
Transfers In	-	-	0.0%
Transfers Out	-	-	0.0%
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Total Expenditures	\$7,922,161	\$8,293,638	104.7%
 Excess of Expenditures Over Revenue	(\$76,666)	(\$294,326)	
 Fund Balance 7/1/09	<u>1,903,800</u>	<u>1,903,800</u>	
 Fund Balance 4/30/10	\$1,827,134	\$1,609,474	

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$43,768	\$21,462	49.0%
Total Revenue	\$43,768	21,462	49.0%
EXPENDITURES:			
Contractual Services	\$42,000	\$42,000	100.0%
Total Expenditures	\$42,000	42,000	100.0%
Excess of Revenues Over Expenditures	\$1,768	(\$20,538)	
Fund Balance 7/1/09	\$25,871	\$25,871	
Fund Balance 4/30/10	\$27,639	\$5,333	

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$698,367	\$298,192	42.7%
Other	-	509	100.0%
-----	-----	-----	-----
Total Revenue	\$698,367	\$298,701	42.8%
EXPENDITURES:			

Fixed Charges	\$580,987	\$556,393	95.8%
Other	-	-	100.0%
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Total Expenditures	\$580,987	\$556,393	95.8%
Excess of Revenues Over Expenditures	\$117,380	(\$257,692)	
Fund Balance 7/1/09	\$313,188	\$313,188	
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Fund Balance 4/30/10	\$430,568	\$55,496	

AGENDA ITEM #IX-A
MAY 18, 2010
HIGHLAND COMMUNITY COLLEGE BOARD
FY'10

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended April 30, 2010

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$1,128,600	\$552,178	48.9%
Total Revenue	\$1,128,600	\$552,178	48.9%
EXPENDITURES:			

Salaries	\$202,265	\$161,252	79.7%
Employee Benefits	353,019	310,710	88.0%
Contractual Services	355,020	213,242	60.1%
Conference & Meetings	6,000	2,717	45.3%
Fixed Charges	190,287	172,670	90.7%
Contingency	25,000	-	0.0%
Total Expenditures	\$1,131,591	\$860,591	76.1%
Excess of Revenues Over Expenditures	(\$2,991)	(\$308,413)	
Fund Balance 7/1/09	\$566,645	\$566,645	
Fund Balance 4/30/10	\$563,654	\$258,232	