

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

February 20, 2018 – 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: January 16, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic
 1. CollegeNOW Agreements Between Highland Community College and Dakota High School, Forreston High School, Lena-Winslow High School, Orangeville High School, Pearl City High School, and Warren High School (Page 8)
 2. CollegeNOW Agreements Between Highland Community College and Freeport High School and Pecatonica High School (Page 21)
 - B. Administration
 1. Second Reading – Revised Policy 1.23: Board Self-Evaluation (Page 26)
 2. Second Reading – New Policy 2.001: Dual Credit Course Offerings (Page 28)
 3. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel (Page 31)
 4. First Reading – Revised Policy 4.17: Leave, Military (Page 127)
 5. First Reading – Revised Policy 4.131: Leave, Family and Medical Leave Act (FMLA) (Page 133)
 6. First Reading – Revised Policy 4.223: Tuition Waivers (Page 142)

C. Personnel

1. Appointment: Coordinator, Upward Bound (Page 147)
2. Appointment: Director, Marketing & Community Relations (Page 148)
3. Revised Job Description: Student Retention Specialist (Page 149)
4. Revised Job Description: Testing and Career Services Specialist (Page 152)
5. Revised Job Description: Coordinator, Testing Center (Page 155)
6. Revised Job Description: Fine Arts Technical Coordinator (Page 158)

D. Financial

1. First Reading: Tuition (Page 161)
2. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered Into an Agreement by Illinois Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois (Page 162)
3. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2019 Lease (Handout)
4. Payment of Bills and Agency Fund Report (Page 166)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 168)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XI. Old Business

XII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 1. Appointment of Tenure (Handout)
 2. Appointment of Tenure (Handout)
 3. Appointment of Tenure (Handout)
 4. Appointment of Tenure (Handout)

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIV. New Business

- A. April 2018 Board Meeting Date
- B. Faculty Report

XV. Dates of Importance

- A. Next Regular Board Meeting – March 20, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – March 7, 2018, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVI. Adjournment

**AGENDA ITEM #VIII-C-I
FEBRUARY 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Spring semester of 2018.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Spring 2018				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Misc.								
Kirk	Pearson	6127	SPCH295JXX	Comm Ldrship Jo Daviess		3	\$464.40	\$1,393.20
Kirk	Pearson		Curriculum Dev	Comm Ldrship				\$600.00
Kirk	Pearson	6126	SPCH295SXX	Comm Ldrship Stephenson		3	\$464.40	\$1,393.20
Kirk	Pearson		Curriculum Dev	Comm Ldrship				\$600.00
Aaron	Sargent	7014	WFD048A	Print Reading & Inspection				\$546.18
Laura	Watson			Chair, Library Services				\$1,675.27
Michael	Skwara			Coordinator, Lrng Mgmt Svcs				\$1,675.27
Betty	Sorenson	6941	PHYD121ACC	Walk and Stretch	30		\$18.00	\$540.00
Bobby	Shallenberger	6926	PERS032BCC	Intro to Shopify	4		\$37.60	\$150.40
Math/Science/Allied Health								
Jim	Dole	6585	NSCI134Y1	Intro to Astronomy		3	\$535.91	\$1,607.73
Tony	Grahame	6517	BIOL110A	Portion of Princ of Bio		0.3	\$1,256.45	\$376.94
Angela	Hartman-Sheddan	7005	BIOL120N	Found of A&P		4	\$520.91	\$2,083.64
Angela	Hartman-Sheddan	7006	BIOL120NX	Found of A&P Lab		1.8	\$520.91	\$937.64
Karla	Giuffre	6504	BIOL214A	Portion of A&P II		2.1	\$1,256.45	\$2,638.55
Steve	Mihna	6130	MATH268A	Portion of analytic Geo/Calculus		3	\$1,256.45	\$3,769.35
Al	Nowicki	6502	BIOL213A	Portion of A&P I		1.2	\$1,256.45	\$1,507.74
Kaydra	Heller	6765	NURS124A	Patho-pharmacology	56		\$30.00	\$1,680.00
Becky	Holbert	6654	NURS192AX	Health&Illness Lab	72		\$38.00	\$2,736.00
Patti	Jackson	6767	NURS108A	Phlebotomy Techniques	32		\$30.00	\$960.00
Patti	Jackson	6768	NURS108AX	Phlebotomy Tech Lab	64		\$30.00	\$1,920.00
Jenny	Kremer	6688	NURS294BXX	Health&Illness III Lab	96		\$38.00	\$3,648.00
Alane	McFadden	6680	NURS291BXX	Fund of Nursing Lab	24		\$38.00	\$912.00
Alane	McFadden	6693	NURS291XAA	Fund of Nursing Lab	24		\$38.00	\$912.00
Connie	O'Brien	6766	NURS122A	Med Asst Seminar	40		\$30.00	\$1,200.00
Phil	Troxel	6687	NURS294BXX	Health&Illness III Lab	96		\$38.00	\$3,648.00
Jen	Wessel	6661	NURS291AXX	Family Nursing Lab	24		\$38.00	\$912.00
Jen	Wessel	6661	NURS291XBB	Family Nursing Lab	24		\$38.00	\$912.00
Jessica	Larson	6684	NURS29AX	Portion of H&I III Lab		3	\$1,256.45	\$3,769.35
						0.4	\$1,382.10	\$552.84
Shelly	Morgan	6655	NURS192AXX	Portion of H&I I Lab		2.96	\$1,256.45	\$3,319.10
Christine	Sanders	6896	NURS191NXX	Portion of Fund of Nurs Lab		3	\$1,256.45	\$3,769.35
						0.58	\$1,382.10	\$801.62
Chrislyn	Senneff	6697	NURS291BX	Portion of Fam Nurs Lab		1.96	\$1,256.45	\$2,462.65
Kay	Sperry	6686	NURS294B	Portion of H&I III		2.48	\$1,256.45	\$3,116.00
Jen	Yeager	6657	NURS192BX	Portion of H&I I Lab		1.48	\$1,256.45	\$1,859.55
Fine Arts								
Dagny	Brandt			Youth Choir Director				\$1,550.00
Rianna	Caswell			Orchestra Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$500.00
Heidi	Spotts-Manthey			Concert Choir Director				\$1,550.00
Scott	Stitch			Concert Band Director				\$1,500.00
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00

				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Athletics									
Charles	Born	6548	PHYD225A	Theory of Baseball/Softball		2	\$520.91	\$1,041.82	
Chad	Boudreau	6539	PHYD115N	Intro to Recreation		3	\$520.91	\$1,562.73	
Chad	Boudreau	6546	PHYD222A	Weight Training		1.4	\$520.91	\$729.27	
Chad	Boudreau	6547	PHYD222B	Weight Training		1.4	\$520.91	\$729.27	
Aaron	Johnson		Assistant Women's Basketball Coach						\$980.18
Pete	Norman	6545	PHYD221A	Physical Fitness II		2	\$628.22	\$1,256.45	
Pete	Norman	6549	PHYD227N	Sports Officiating		3	\$628.22	\$1,884.69	
Pete	Norman	6541	PHYD135N	Games in Elem Ed		3	\$628.22	\$1,256.45***	
Pete	Norman	6540	PHYD121ACC	Physical Fitness I		1.8	\$628.22	\$1,130.80	
Math Lab/Success Center									
Roberta	Andrews	6133	MATH058A	Pre-Algebra I Lecture		2	\$464.40	\$464.40*	
Roberta	Andrews		MATHE1	MAC LAB		2	\$464.40	\$928.80	
Roberta	Andrews		MATHY2	MAC LAB		2	\$464.40	\$928.80	
Nancy	Luepke	6198	MATH066A	Basic Algebra I Lecture		2	\$479.40	\$958.80	
Nancy	Luepke		MATHG1	MAC LAB		2	\$479.40	\$958.80	
Nancy	Luepke		MATHM1	MAC LAB		2.5	\$479.40	\$1,198.50	
Ellen	McGinnis		MATHB1	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		MATHC1	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		MATHD1	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		MATHE1	MAC LAB		2	\$479.40	\$958.80	
Mark	Miller		MATHC1	MAC LAB		2	\$535.91	\$1,071.82	
Mark	Miller		MATHD1	MAC LAB		2	\$535.91	\$1,071.82	
Mark	Miller		MATHY4	MAC LAB		2	\$535.91	\$1,071.82	
Don	Tresemmer	6132	MATH055A	Basic Math Lecture		2	\$479.40	\$958.80	
Kathleen	Sleezer	6253	MATH158A	Int Algebra I Lecture		2	\$535.91	\$1,071.82	
Kathleen	Sleezer		MATHA1	MAC LAB		2	\$535.91	\$1,071.82	
Kathleen	Sleezer		MATHF1	MAC LAB		2	\$535.91	\$1,071.82	
Steve	Young		MATHH1	MAC LAB		2	\$535.91	\$1,071.82	
HSS/FA									
Lenie	Adolphson	6001	HIST142A	Western Civ		3	\$535.91	\$1,607.73	
Lenie	Adolphson	6003	HIST142Y1	Western Civ		3	\$535.91	\$1,607.73	
Lenie	Adolphson	6002	HIST244A	History of Africa II		3	\$535.91	\$1,607.73	
Lenie	Adolphson		Curriculum Dev for HIST244					\$450.00	
Colette	Binger	6008	PSY160N	Psych of Human Rel		2	\$535.91	\$1,071.82	
Colette	Binger	6009	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73	
Thompson	Brandt	6631	HUMA104HB	Intro to Humanities		3	\$628.22	\$1,884.66	
Thompson	Brandt	6011	MUS268Y1A	Music of the USA		3	\$628.22	\$1,884.66	
Thompson	Brandt	6998	MUS268Y1C	Music of the USA		3	\$628.22	\$1,884.66	
Denny	Diduch	6952	HIST13DC	US History I		3	\$535.91	\$535.91*	
Evan	Dutmer	6643	PHIL282Y1A	Ethics		3	\$520.91	\$1,562.73	
Evan	Dutmer	6644	PHIL282Y1B	Ethics		3	\$520.91	\$1,562.73	
Andrew	Dvorak	7046	HIST299B	The Sixties		3	\$1,256.45	\$376.94*	
Laura	Early	6023	THEA201A	Play Analysis for Prod		0.9	\$1,256.45	\$1,130.81	
Samuel	Fiorenza		Writing Center				0.75	\$1,256.45	\$942.34
Adrian	Kostallari	6031	COMM214N	Bus/Tech Writing		3	\$535.91	\$1,339.78*	
William	Lucio	6097	SPCH191D	Fund of Speech Comm		3	\$1,256.45	\$3,769.35	
Tracy	Mays	6060	ENGL121D	Rhet & Comp I		1	\$1,256.45	\$1,256.45	

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Heather	Moore	6065	COMM090B	Pref to Rhet		3	\$628.22	\$1,884.66
Heather	Moore	6069	ENGL121Y1A	Rhet/Comp I		3	\$628.22	\$1,884.66
Kay	Ostberg		Comm090 Coordinator			1	\$1,256.45	\$1,256.45
Kay	Ostberg		Writing Center			0.75	\$1,256.45	\$942.34
Kathrine	Perkins		Writing Center			0.75	\$1,256.45	\$942.34
Anthony	Peska	6415	CJS203DCY	Criminal Law		3	\$520.91	\$1,562.73
James	Planting	6092	ART117/217B	Pottery I/II		3	\$911.05	\$2,733.15
James	Planting	6004	ART115A	Two-Dimensional Design		3	\$911.05	\$1,822.10*
James	Planting	6038	ART116A	Three-Dimensional Design		3	\$911.05	\$1,366.58*
James	Planting		Curriculum Dev for ART117					\$400.00
James	Planting		Curriculum Dev for ART217					\$400.00
Paul	Rabideau	6073	PSY161Y2B	Intro to Psych		3	\$1,256.45	\$3,769.35
Heidi	Spotts-Manthey	6089	MUS267A	Intro to Music		3	\$535.91	\$1,607.73
Heidi	Spotts-Manthey	6632	MUS267Y1	Intro to Music		3	\$535.91	\$1,607.73
Scott	Stitch	6102	MUS158A	Aural Skills II		1	\$535.91	\$444.82*
Scott	Stitch	6101	MUS162A	Theory II		3	\$535.91	\$1,339.78*
Loretta	Swanson	6106	ART110Y1A	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6107	ART110Y1B	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6105	ART216HB	Art History II		3	\$535.91	\$1,607.73
Sam	Tucibat	6114	ART201HBN	Intro Photography I		3	\$628.22	\$1,884.66
Sam	Tucibat	6112	ART218A	Graphic Design II		3	\$628.22	\$1,884.66
Daryl	Watson	7019	HIST143DC1	US History I		3	\$535.91	\$1,071.82*
Daryl	Watson	6115	HIST144DC	US History I		3	\$535.91	\$1,607.73
Daryl	Watson	6116	HIST145DC	US History III		3	\$535.91	\$1,607.73
Brittany	Williams		Part-time Forensics Coach					\$2,250.00
Nadia	Wirchnianski	6118	MUS160A	Music for Elementary Teachers		3	\$535.91	\$1,607.73
James	Yeager	7045	MCOM231A	News Reporting		3	\$1,256.45	\$376.94*
James	Yeager	7044	MCOM250A	Motion Picture Prod		3	\$1,256.45	\$376.94*
James	Yeager	7043	MUS153A	Intro to Audio Prod		3	\$1,256.45	\$376.94*
James	Yeager	6634	SPCH191Y1B	Fund of Speech Comm		2.1	\$1,256.45	\$2,638.55
						0.9	\$1,382.10	\$1,243.89
Success Center								
Dan	Campbell	6209	RDG120N	College Rdg Strategies		3	\$520.91	\$1,562.73
Cheryl	Heise	6206	RDG20A	College Rdg Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	6207	RDG120B	College Rdg Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	6203	RDG083A	College Rdg Found		3	\$535.91	\$1,607.73
Adam	Moderow	6220	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	7012	LIBS199Y1B	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6229	LIBS199BXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6202	RDG082A	Basic College Rdg		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6169	COMM084A	Basic Written Comm		3	\$535.91	\$1,607.73
Samantha	Schaible	6232	LIBS199Y1A	FYES		2	\$628.22	\$1,256.45
Daniel	Campbell		Success Center		TBD		\$24.31	TBD
Cheryl	Heise		Success Center		TBD		\$25.00	TBD
Chris	Hill		Success Center		TBD		\$22.37	TBD
Adam	Moderow		Success Center		TBD		\$25.00	TBD
Carla	Myers		Success Center		TBD		\$25.00	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.00	TBD

				COURSE	CLOCK	CREDIT			TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Elena	Rodriquez		Success Center		TBD		\$22.37	TBD	
Katherine	Schoonhoven		Success Center		TBD		\$21.67	TBD	
Beverley	Stearns		Success Center		TBD		\$22.37	TBD	
Business/Technology									
Amy	Chamberlin			Part-time Instruction Supervision				\$125.65	
Amy	Chamberlin			Part-time Instruction Supervision				\$1,256.45	
Justin	Ebert			Part-time Instruction Supervision				\$125.65	
Denise	Johnson			Part-time Instruction Supervision				\$879.55	
Jeremy	Monigold			Part-time Instruction Supervision				\$125.65	
Todd	Vacek			Part-time Instruction Supervision				\$251.29	
Todd	Vacek			Part-time Instruction Supervision				\$125.65	
Kayla	Clark			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Diane	DeWitt			Office Technology Lab - P/T Instructor	TBD		\$28.14	TBD	
Carol	Engelkens			Office Technology Lab - P/T Lab Asst	TBD		\$12.66	TBD	
Steve	Lambert			Auto Body Lab - P/T Instructor	TBD		\$24.38	TBD	
Heidi	Lessen			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Gloria	Maurer			Office Technology Lab - P/T Instructor	TBD		\$28.14	TBD	
Jean	Meyers			Cosmetology Lab - P/T Instructor	TBD		\$25.17	TBD	
Dorie	Oloff			Office Technology Lab - P/T Instructor	TBD		\$25.17	TBD	
Eric	Piper			Auto Body Lab - P/T Instructor	TBD		\$24.38	TBD	
Bruce	Pittluck			Office Technology Lab - P/T Lab Asst	TBD		\$12.66	TBD	
Kristine	Rush			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Melissa	Schleuning			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Vicki	Standley			Office Technology Lab - P/T Instructor	TBD		\$25.17	TBD	
Sarah	Warfield			Office Technology Lab - P/T Instructor	TBD		\$25.17	TBD	
Kerry	Weber			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Amy	Chamberlin			Cosmetology Classes		3	\$1,256.45	\$3,769.35	
						3	\$1,382.10	\$4,146.30	
						1.03	\$1,507.74	\$1,552.97	
Justin	Ebert	6330	AGRI182A	Intro to Ag Mech		3	\$1,256.45	\$3,769.35	
						0.8	\$1,328.10	\$1,105.68	
Justin	Ebert	6353	AGOC229Y1	Agri Business Seminar		0.84	\$1,382.10	\$1,160.96	
Joe	Grove	6194	ECON112Y2	Princ of Economics II		3	\$1,256.45	\$3,769.35	
Richard	Jacobs	6279	BUSN221A	Business Statistics		0.3	\$1,256.45	\$376.94	
Denise	Johnson	6610	OFFT255HB	Office Procedures		1.6	\$1,256.45	\$2,010.32	
Melissa	Johnson	6409	ECE209HBN	ECE Internship		1.03	\$628.22	\$647.07	
Jeremy	Monigold	6424	INFT180HB	Intro to Info Systems		2.7	\$1,256.45	\$3,392.42	
James	Palmer			Auto Mech Classes		3	\$1,256.45	\$3,769.35	
						3	\$1,382.10	\$4,146.30	
						0.15	\$1,507.74	\$226.16	
Monica	Pierce	6646	AGRI184Y1	Intro Ag Economics		2.82	\$1,256.45	\$3,543.19	
William	Robertson			Auto Mech Classes		3	\$1,256.45	\$3,769.35	
						3	\$1,382.10	\$4,146.30	
						0.15	\$1,507.74	\$226.16	
William	Robertson	6296	AUTB193A	Frame/Body/Alignment		2.52	\$1,507.74	\$3,799.50	
Aaron	Sargent	6386	MATH111A	Technical Math		3	\$1,256.45	\$3,769.35	
Aaron	Sargent	6388	MTEC164A	Mfg Processes		3	\$1,382.10	\$4,146.30	
Aaron	Sargent	6384	DRAF260A	CAD-3D Modeling		3.34	\$1,507.74	\$5,035.85	

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Todd	Vacek	6296	AUTB193A	Frame/Body/Alignment		2.52	\$1,256.45	\$3,166.25
Todd	Vacek		Auto Body Classes			0.48	\$1,256.45	\$603.10
						0.32	\$1,382.10	\$442.27
Todd	Vacek		Auto Body Early Start			2.1	\$1,382.10	\$2,902.41
Carol	Wilhelms	6291	ACCT214A	Managerial Accounting		3	\$1,256.45	\$3,769.35
						0.7	\$1,382.10	\$967.47
Joseph	DeParasis	6268	EQUI103HB	Equine Evaluatioin		2	\$535.91	\$359.06*
Joseph	DeParasis	6269	EQUI105HB	Equine Facilities		3	\$535.91	\$680.61*
Joseph	DeParasis	6272	EQUI127HB	Horse Handling I		0.93	\$535.91	\$498.40*
Pamela	Harrison	6262	BUSN141HB	Bus Communications		3		\$2,740.16**
Thomas	Harrison	6260	BUSN125A	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	6261	BUSN125Y2	Math of Business		3	\$479.40	\$1,438.20
Roger	Hicks	6263	WELD130N	Intro Welding + 2 labs		5.6	\$479.40	\$2,684.64
Marissa	Hurlbert	7009	EQUI111HBN	Equine Massage I		2	\$464.40	\$868.43*
Hank	Ils	6267	WELD233N	Adv Weld Processes		3.8	\$535.91	\$2,036.46
Mark	Kloeping	6917	WELD103NB/NC	Intro to Welding		3.8	\$464.40	\$1,764.72
Mark	Kloeping	6624	WELD232DC	Int Welding		3.8	\$464.40	\$1,764.72
Bruce	Pittluck	6427	INFT140Y1	Beg Excel		1	\$535.91	\$535.91
Crimson	Pulver	6273	EQUI129HB	Horse Handling II		2	\$479.40	\$671.16*
Crimson	Pulver	6274	EQUI133HB	Horse Training I		2	\$479.40	\$896.48*
Crimson	Pulver	6275	EQUI139HB	Riding II		2.33	\$479.40	\$1,117.00
Jeanne	VanOrsdal	6418	ECE123HBN	Hlth,Safety,Nutrition		3	\$535.91	\$1,607.73
Brandi	Widmer	6270	EQUI109HB	Equine Health Care II		2	\$479.40	\$479.40*
Brandi	Widmer	6271	EQUI115Y1	Equine Nutrition		3	\$479.40	\$1,438.20
Brandi	Widmer	6276	EQUI143HB	Riding Instruction II		2	\$479.40	\$896.48*
Project Succeed								
Thedford	Jackson		Program Asst - Upward Bound					\$2,544.00
Constance	Taylor		Project Succeed Tutor		TBD		\$19.51	TBD
Constance	Taylor	6410	MATH066AXX	Basic Algebra I		2	\$464.40	\$928.80
Constance	Taylor	6411	MATH067AXX	Basic Algebra II		2	\$464.40	\$928.80
Don	Tresemmer		Project Succeed Tutor		TBD		\$19.51	TBD
Don	Tresemmer	6412	MATH158AXX	Int Algebra I		2	\$464.40	\$928.80
Don	Tresemmer	6413	MATH159AXX	Int Algebra II		2	\$464.40	\$928.80
*Pro rated based on students								
** Estimated - based on non exempt overtime calculation								
***Load Waiver Request approved by Faculty Senate								
Applied Music								
Dagny	Brandt		MUS171A	Applied Music Major				\$1,200.00
Dagny	Brandt		MUS172A	Applied Music Minor				\$200.00
Jody	Brubaker		MUS171A	Applied Music Major				\$400.00
Jody	Brubaker		MUS172A	Applied Music Minor				\$400.00
Rianna	Caswell		MUS171A	Applied Music Major				\$800.00
Jeffrey	DeLay		MUS172A	Applied Music Minor				\$400.00
John	Hartman		MUS172A	Applied Music Minor				\$200.00
Brandon	Lamm		MUS172A	Applied Music Minor				\$200.00
Bill	Petersen		MUS171A	Applied Music Major				\$400.00
Nadia	Wirchnianski		MUS172A	Applied Music Minor				\$200.00

January 1, 2018			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments							
Jared	Eden	Shirt design - graphic design work					\$ 75.00
John	Hartman	Piano tuning					\$ 65.00
Quincy	Carter	Opening Days panel discussion					\$ 150.00
Patricia	Cook	Opening Days panel discussion					\$ 150.00
Everett	Fenwick	Women's basketball game 1/16/18 official					\$ 150.00
Michelle	Gosa	Women's basketball game 1/13/18 official					\$ 150.00
Tom	Knight	Men's basketball game 1/13/18 official					\$ 150.00
Erin	Korte	Opening Days panel discussion					\$ 150.00
Randy	Leitner	Men's basketball game 1/13/18 official					\$ 150.00
Shane	Parker	Men's basketball game 1/13/18 official					\$ 150.00
Michael	Pfeil	Men's basketball game 1/16/18 official					\$ 150.00
Valerie	Russell	Women's basketball game 1/13/18 official					\$ 150.00
Valerie	Russell	Women's basketball game 1/16/18 official					\$ 150.00
Scott	Tierney	Men's basketball game 1/16/18 official					\$ 150.00
Bernard	Branch	Women's basketball game 1/13/18 official					\$ 150.00
Brian	Rewerts	Women's basketball game 1/16/18 official					\$ 150.00
Heidi	Seals	Opening Days panel discussion					\$ 150.00
Michael	Boyd	Keynote speaker for spring 2018 Opening Days					\$ 1,000.00
William	Oostdyk	Men's basketball game 1/16/18 official					\$ 150.00
Robert	Shellard	Stand by Me arrangement					\$ 30.00
Jeff	Carr	Men's basketball game 1/20/18 official					\$ 150.00
Myron	Ellingson	Women's basketball game 1/20/18 official					\$ 150.00
Everett	Fenwick	Women's basketball game 1/20/18 official					\$ 150.00
Drew	Middleton	Women's basketball game 1/20/18 official					\$ 150.00
Michael	Pfeil	Men's basketball game 1/20/18 official					\$ 150.00
Steve	Spivey	Men's basketball game 1/20/18 official					\$ 150.00
Bernard	Branch	Women's basketball game 1/25/18 official					\$ 150.00
Jaime	Hare	Security guard for basketball games 1/20/18 12pm-6pm					\$ 150.00
John	Hartman	Piano tuning					\$ 130.00
Don	King	Men's basketball game 1/25/18 official					\$ 150.00
Shane	Parker	Men's basketball game 1/25/18 official					\$ 150.00
Gene	Rayford	Men's basketball game 1/25/18 official					\$ 150.00
Joseph	Thompson	Women's basketball game 1/25/18 official					\$ 150.00
Bret	Bruington	Women's basketball game 1/25/18 official					\$ 150.00
David	Brost	Women's basketball game 1/31/18 official					\$ 150.00
Jeff	Carr	Men's basketball game 1/31/18 official					\$ 150.00
Robert	Dixon	January 2018 graphic design services					\$ 11,055.00
Everett	Fenwick	Women's basketball game 1/31/18 official					\$ 150.00
Scott	Huffman	Women's basketball game 1/31/18 official					\$ 150.00
Leroy	Nesmith	Women's basketball game 2/1/18 official					\$ 150.00
Lloyd	Schreiner	Women's basketball game 2/1/18 official					\$ 150.00
Rick	Shaffer	Women's basketball game 2/1/18 official					\$ 150.00

**AGENDA ITEM #IX-A-1
FEBRUARY 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DAKOTA HIGH SCHOOL, FORRESTON HIGH SCHOOL, LENA-WINSLOW
HIGH SCHOOL, ORANGEVILLE HIGH SCHOOL, PEARL CITY HIGH SCHOOL,
AND WARREN HIGH SCHOOL**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached College*NOW* agreements for qualified students attending Dakota, Forreston, Lena-Winslow, Orangeville, Pearl City, and Warren high schools.

BACKGROUND: The College*NOW* program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to nine participating high schools in the Fall Semester of 2017. The College is renewing annual agreements with the nine participating high schools. The terms of the agreement for the six schools listed above are consistent with the agreements approved in previous years.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2018 – 2019 Academic Year (FY'19)
Dakota High School and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Dakota High School will pay all charges including tuition, universal, lab and course fees for the Summer, fall and spring semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Dakota High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.

- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Dakota School District

 President Date

 Superintendent Date

 Chair Date
 Board of Trustees

 President Date
 Board of Education

CollegeNOW
TERMS of AGREEMENT
2018 – 2019 Academic Year (FY'19)
Forreston High School and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. Students are responsible for providing their own transportation.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.