

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

February 21, 2017 – 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 17, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic
    - 1. CollegeNOW Agreement Between Highland Community College and Lena-Winslow High School (Page 9)
    - 2. Joint Educational Agreement Between Highland Community College and Blackhawk Technical College (Page 12)
    - 3. Memorandum of Agreement Between Northern Illinois University and Highland Community College for the Reverse Transfer Credit Articulation Project (Page 23)
  - B. Administration
    - 1. Second Reading – Revised Policy 1.06: Duties and Responsibilities of the Board (Page 28)
    - 2. Second Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 32)
    - 3. Second Reading – Revised Policy 5.09: Reimbursement for Travel Expenses (Page 34)
  - C. Personnel (None)

D. Financial

1. First Reading: Tuition (Handout)
2. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2018 Lease (Page 37)
3. Payment of Bills and Agency Fund Report (Page 50)

IX. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 52)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

**XI. CLOSED SESSION**

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

**XII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  1. Appointment of Tenure (Handout)
  2. Appointment of Tenure (Handout)
  3. Appointment of Tenure (Handout)
  4. Appointment of Tenure (Handout)
  5. Consideration of Tenure Extension (Handout)
  6. Resolution: Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (Highland Community College) Non-Grant of Tenure (Handout)
  7. Resolution Reducing Number of Faculty (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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – March 21, 2017, 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 1, 2017, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-C-1  
FEBRUARY 21, 2017  
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 2017.

**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 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kim	Pool		SPTP117JXX/MX)	HS Servant Leadership		6	\$479.40	\$2,876.40
Kim	Pool			Curriculum Development - HS Servant Ldrship				\$1,438.20
Kathy	Heid	6960	PHYD121ACC	Walk and Stretch	30		\$18.00	\$540.00
Beth	Gilmour	6734	HMEC192ACC	Food Sanitation		1	\$464.40	\$464.40
Michael	Skwara			Coordinator, Learning Mgmt System				\$1,288.83
Laura	Watson			Chair Library Services				\$1,288.83
Cassie	Mekeel	6901	WFD051ACC	AHA Basic Life Support				\$120.00
Cassie	Mekeel	6902	WFD051BCC	AHA Basic Life Support				\$120.00
Aaron	Sargent	7021	WFD048A	CNC Training				\$2,034.72
<b>Athletics</b>								
Charles	Born			Softball Coach				\$5,025.80
Charles	Born	6311	PHYD225A	Theory of Baseball Coaching		2	\$520.91	\$1,041.82
Anthony	Boyle	6307	PHYD221A	Physical Fitness II		2	\$520.91	\$1,041.82
Anthony	Boyle	6301	PHYD115N	Intro to Recreation		3	\$520.91	\$1,562.73
Anthony	Boyle	6302	PHYD121ACC	Physical Fitness I		1.8	\$520.91	\$937.64
Anthony	Boyle	6308	PHYD222A	Weight Training		1.4	\$520.91	\$729.27
Pete	Norman	6312	PHYD227N	Sports Officiating		3	\$628.23	\$1,884.69
Pete	Norman	6303	PHYD135N	Games in Elementary PE		2	\$628.23	\$1,256.44
<b>Fine Arts</b>								
Dave	Vrtol			Spring Theatre Salary				\$4,200.00
Dagny	Brandt			Youth Choir Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi Spotts-Manthey				Concert Choir Director				\$1,550.00
Scott	Stitch			Concert Band Director				\$1,550.00
<b>Math Lab</b>								
Roberta	Andrews		MATH058A	Pre-Algebra I		2	\$464.40	\$928.80
Roberta	Andrews		MATHE1	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews		MATHY2	MAC Lab		2	\$464.40	\$928.80
Gael	Brewbaker		MATHF1	MAC Lab		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATHH1	MAC Lab		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATHY4	MAC Lab		2	\$535.91	\$1,071.82
Jan	Butterfield		MATHG1	MAC Lab		2	\$497.40	\$958.80
Jan	Butterfield		MATHA1	MAC Lab		2	\$497.40	\$958.80
Bill	Kloopping		MATH055A	Basic Math		2	\$479.40	\$958.80
Bill	Kloopping		MATH158A	Int. Algebra		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
Nancy	Luepke		MATH066A	Basic Algebra		2	\$479.40	\$958.80
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		MATHA1	MAC Lab		2	\$520.91	\$1,041.82
Mark	Miller		MATHC1	MAC Lab		2	\$520.91	\$1,041.82
Steve	Young		MATHF1	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATHH1	MAC Lab		2	\$535.91	\$1,071.82

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
HSS/FA								
LeNie	Adolphson		Curriculum Development					\$450.00
LeNie	Adolphson	6367	HIST141Y1	Western Civilization		3	\$535.91	\$1,607.73
LeNie	Adolphson	6366	HIST142A	Western Civilization		3	\$535.91	\$1,607.73
LeNie	Adolphson	6368	HIST142Y1	Western Civilization		3	\$535.91	\$1,607.73
Colette	Binger	6005	PSY160N	Psych of Human Rel		2	\$535.91	\$1,071.82
Colette	Binger	6006	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,071.73
Thompson	Brandt	6008	MUS268Y1	Music of the USA		3	\$628.23	\$1,884.69
Amanda	Bulger	6126	ART117/217A	Pottery I/II		3	\$885.54	\$2,656.64
Amanda	Bulger	6127	ART117/217B	Pottery I/II		3	\$885.54	\$2,656.64
Edward	Finch	6755	HUMA104B	Intro to Humanities		3	\$535.91	\$1,607.73
John	Hartman		Curriculum Development					\$450.00
John	Hartman	6059	MUS162A	Theory II		3	\$479.40	\$1,438.20
James	Planting	6093	ART116A	Three-Dimensional Design		3	\$911.05	\$2,733.15
James	Planting	6097	ART211/212A	Painting I/II		3	\$911.05	\$911.05*
Heidi	Spotts-Manthey	6122	MUS267A	Intro to Music		3	\$520.91	\$1,562.73
Heidi	Spotts-Manthey		Youth Choir Accompanist					\$200.00
Loretta	Swanson	6131	ART110Y1A	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6132	ART110Y1B	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6133	ART216HBN	Art History II		3	\$535.91	\$1,607.73
Sam	Tucibat	6134	ART201HBN	Intro Photography		3	\$628.23	\$1,319.28*
Sam	Tucibat	6135	ART218A	Graphic Design II		3	\$628.23	\$188.47*
Sam	Tucibat	6136	ART238A	Graphic Design IV		3	\$628.23	\$942.35*
Daryl	Watson	6719	HIST144DC	US History II		3	\$535.91	\$1,607.73
Daryl	Watson	6718	HIST142DC	Western Civilization		3	\$535.91	\$1,607.73
Daryl	Watson	6997	GEOG132DC	Regional Geography		3	\$535.91	\$1,607.73
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
Laura	Early	6993	HUMA104Y1B	Intro to Humanities		3	\$1,256.45	\$3,769.35
Sam	Fiorenza		COMM090 Coordinator			1	\$1,256.45	\$1,256.45
Sam	Fiorenza		Writing Center			0.75	\$1,256.45	\$942.34
Kent	Johnson	6062	ENGL224Y1	Intro to Poetry		3	\$1,256.45	\$3,769.35
Chelsea	Martinez	6071	PSY268Y2	Intro to Personality		3	\$1,256.45	\$3,769.35
Tracy	Mays		Writing Center			0.75	\$1,256.45	\$942.34
Kay	Ostberg		Writing Center			0.75	\$1,256.45	\$942.34
Kathrine	Perkins		Coordinator of Transitional Communication			3	\$1,256.45	\$3,769.35
Kathrine	Perkins		Writing Center			0.75	\$1,382.10	\$1,036.58
Paul	Rabideau	6103	PSY161Y2	Intro to Psychology		3	\$1,256.45	\$3,769.35
Allen	Redford	6108	MUS177A	Class Piano I		2	\$1,256.45	\$1,256.45*
Donna	Tufariello		Writing Center			0.75	\$1,256.45	\$942.34
Alan	Wenzel	6105	SPCH295SXX	Leadership Institute		3	\$1,256.45	\$3,769.35
Alan	Wenzel	6106	SPCH295JXX	Jo Daviess Leadership Forum		3	\$1,382.10	\$4,146.30
James	Yeager	6148	HUMA110A	Intro to Critical Thinking		3	\$1,256.45	\$3,769.35
James	Yeager	7053	MCOM290A	Mass Comm Internship		3	\$1,382.10	\$414.63*
Brian	Moore	6078	ENGL122HBC	Rhet & Comp II		3		\$2,944.98**
Heather	Moore	6079	ENGL122Y1B	Rhet & Comp II		3	\$628.23	\$1,884.69
** Estimated - based on non exempt overtime calculation								
*Pro rated based on enrollment								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
<b>Science/Math</b>								
Jim	Dole	6509	NSCI134Y1	Intro to Astronomy		3	\$535.91	\$1,607.73
Karla	Giuffre	6663	BIOL214A	A&P II		3	\$1,256.45	\$3,769.35
Karla	Giuffre	6664	BIOL214AX	Portion of A&P II Lab		1.8	\$1,382.10	\$2,487.78
Angela	Hartman-Sheddan	6898	BIOL120N	Foundations of A&P		4	\$520.91	\$2,083.64
Angela	Hartman-Sheddan	6899	BIOL120NX	Foundations of A&P Lab		1.8	\$520.91	\$937.64
Juliet	Moderow	6633	BIOL214N	Portion of A&P II		2.4	\$1,256.45	\$3,015.48
Jenna	Rancingay	6662	MATH177Y3	Portion of Statistics		1	\$1,256.45	\$1,256.45
David	Esch	6648	PHYS142A	Portion of Intro Physics II		2.08	\$1,256.45	\$2,613.42
Tony	Grahame	6671	BIOL116A	Portion of Intro to Ecology		0.3	\$1,256.45	\$376.94
Steve	Mihina	6199	MATH268A	Portion of Analytic Geometry		3	\$1,256.45	\$3,769.35
Steve	Mihina	6198	MATH169Y1	Portion of Applied Pract Math		2.6	\$1,382.10	\$3,593.46
Steve	Simpson	6504	GEOL126A	Portion of Geology		1.08	\$1,256.45	\$1,356.97
John	Sullivan	6694	CHEM120B	Elem Gen Chem		3	\$1,256.45	\$3,769.35
John	Sullivan	6583	CHEM124A	Portion of Gen College Chem		2.19	\$1,382.10	\$3,026.80
<b>Nursing</b>								
Patty	Aronson	6479	NURS192AXX	Health&Illness I Lab	72		\$38.00	\$2,736.00
Becky	Holbert	6477	NURS192AAX	Health&Illness I Lab	72		\$38.00	\$2,736.00
Patti	Jackson	6701	NURS107A	Intro to Phlebotomy	36		\$30.00	\$1,080.00
Patti	Jackson	6702	NURS108A	Phlebotomy Techniques	45.5		\$30.00	\$1,365.00
Patti	Jackson	6703	NURS108AX	Phlebotomy Techniques Lab	65		\$30.00	\$1,950.00
Connie	O'Brien	6704	NURS122A	Medical Asst Seminar	40		\$30.00	\$1,200.00
Leanne	Grahame	6708	NURS091HXB	BNA Clinical	40		\$30.00	\$1,200.00
Jessica	Larson	6490	NURS294AAX	Portion of Health&Illness Lab		3	\$1,256.45	\$3,769.35
						0.12	\$1,382.10	\$165.86
Shelly	Morgan	6473	NURS191A	Portion of Fund of Nursing		3	\$1,256.45	\$3,769.35
						1.68	\$1,382.10	\$2,321.93
Kay	Sperry	3476	NURS192A	Portion of Health & Illness		1.8	\$1,256.45	\$2,261.61
Laura	Weter	6486	NURS294AAX	Portion of Health & Illness III		1.96	\$1,256.45	\$2,462.65
<b>Project Succeed</b>								
Constance	Taylor	6759	MATH066AXX	Basic Algebra I		2	\$464.40	\$928.80
Constance	Taylor	6760	MATH067AXX	Basic Algebra II		2	\$464.40	\$928.80
Don	Tresemmer	6761	MATH158AXX	Int. Algebra I		2	\$464.40	\$928.80
Don	Tresemmer	6762	MATH159AXX	Int. Algebra II		2	\$464.40	\$928.80
Constance	Taylor			Basic Skills Tutor	TBD		\$19.51	TBD
William	Kloopping			Tutor	TBD		\$19.51	TBD
Constance	Taylor			Tutor	TBD		\$19.51	TBD
Don	Tresemmer			Tutor	TBD		\$19.51	TBD
*Pro rated based on students								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
<b>Success Center</b>								
Michelle	Bowers		Success Center		TBD		\$21.67	TBD
Chris	Hill		Success Center		TBD		\$21.67	TBD
Adam	Moderow		Success Center		TBD		\$25.00	TBD
Carla	Myers		Success Center		TBD		\$21.67	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.00	TBD
Elena	Rodriquez		Success Center		TBD		\$21.67	TBD
Katherine	Schoonhoven		Success Center		TBD		\$21.67	TBD
Mary	Conerton	6034	RDG082A	Basic College Reading		2	\$535.91	\$714.55*
Michelle	Griggs	6045	LIBS199D	FYES		2		\$1,132.13**
Cheryl	Heise	6041	RDG120N	College Reading Strategies		3	\$535.91	\$1,607.73
Cheryl	Heise	6038	RDG120B	College Reading Strategies		3	\$535.91	\$1,607.73
Suzanne	Miller	6044	LIBS199D	FYES		2	\$628.23	\$753.88*
Adam	Moderow	6036	RDG120A	College Reading Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	6040	RDG083B	College Reading Found		3	\$535.91	\$1,607.73
Adam	Moderow	6037	RDG083A	College Reading Found		3	\$535.91	\$1,071.82*
Elizabeth	Niesman	6043	LIBS199B	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6029	COMM084	Basic Written Communication		3	\$535.91	\$803.87*
Elizabeth	Niesman	6030	COMM087A	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	6031	COMM087B	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	6033	COMM087Y1A	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	6032	COMM087Y1B	Writing Workshop		1	\$535.91	\$535.91
Samantha	Schaible	3502	LIBS199	FYES		2		\$1,391.39**
** Estimated - based on non exempt overtime calculation								
*Pro rated based on students								



				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Rod	Anderson			Men's basketball game 1/3/17 official				\$ 140.00
Jeff	Carr			Men's basketball game 1/3/17 official				\$ 140.00
Scott	Huffman			Women's basketball game 1/7/17 official				\$ 140.00
Jeff	Rutledge			Men's basketball game 1/3/17 official				\$ 140.00
Ron	King			Men's basketball game 1/7/17 official				\$ 140.00
Gene	Rayford			Men's basketball game 1/7/17 official				\$ 140.00
Everett	Fenwick			Women's basketball game 1/7/17 official				\$ 140.00
Leroy	Nesmith			Women's basketball game 1/7/17 official				\$ 140.00
Mark	Yoder			Men's basketball game 1/7/17 official				\$ 140.00
Brad	Carrell			Men's basketball game 1/14/17 official				\$ 140.00
Everett	Fenwick			Women's basketball game 1/17/17 official				\$ 140.00
Scott	Huffman			Women's basketball game 1/17/17 official				\$ 140.00
Bill	Oostdyk			Men's basketball game 1/17/17 official				\$ 140.00
Scott	Tierney			Men's basketball game 1/17/17 official				\$ 140.00
Joseph	Brownfield			Men's basketball game 1/14/17 official				\$ 140.00
Drew	Middleton			Women's basketball game 1/17/17 official				\$ 140.00
Shane	Parker			Men's basketball game 1/14/17 official				\$ 140.00
Richard	Parsons			Men's basketball game 1/17/17 official				\$ 140.00
Dale	Brady			Men's basketball game 1/24/17 official				\$ 140.00
Jeff	Carr			Men's basketball game 1/24/17 official				\$ 140.00
Everett	Fenwick			Women's basketball game 1/24/17 official				\$ 140.00
Jeremy	Gerlach			Men's basketball game 1/24/17 official				\$ 140.00
Doug	Huey			Women's basketball game 1/24/17 official				\$ 140.00
Lloyd	Schreiner			Women's basketball game 1/24/17 official				\$ 140.00
Aaron	Hartman			Manufacturing Day workshop and prep				\$ 200.00
John	Hartman			Harpsichord tuning				\$ 40.00
Misty	Witt			Scorer's table 8 basketball games in January				\$ 200.00
Kim	Grimes			Scorer's table 8 basketball games in January				\$ 200.00
Cody	Drake			Manufacturing Day workshop and prep				\$ 200.00
Diane	Navickis			Business Institute instructor				\$ 100.00

Spring 2017			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Business/Technology</b>								
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- Lab Assistant	TBD		\$12.66	TBD
Steve	Lambert			AUTO BODY 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- Lab Assistant	TBD		\$12.66	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
Heidi	Lessen			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Kerry	Weber			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Melissa	Schleuning			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Scott	Anderson	6534	OCED290E	Work Pl Exp Equine		2	\$628.23	\$628.23*
Claire	Brinkmeier	6436	AGOC243HB	Swine Mgmt		3.8	\$520.91	\$1,979.46
Elizabeth	Chambers	6623	ITHC220N	Anatomy for Info Tech		3	\$464.40	\$1,393.20
Jeffrey	Cowman	6550	INFT282N	A+ Certification		3.8	\$464.40	\$1,764.72
Joseph	DeParasis	6525	EQUI117Y1	Equine Physiology		3	\$535.91	\$1,071.82*
Larry	Ellison	6444	BUSN141A	Business Communications		3	\$520.91	\$1,562.73
Pamela	Harrison	3512	BUSN141HB	Business Communications		3		\$2,764.78**
Thomas	Harrison	6419	BUSN125A	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	6420	BUSN125Y2	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	6465	MATH111A	Technical Math		3	\$479.40	\$1,438.20
Roger	Hicks	6422	WELD130N	Intro to Welding		5.6	\$479.40	\$2,684.64
Hank	Ils	6426	WELD233N	Adv. Welding Processes		3.8	\$535.91	\$2,036.46
Scott	Maddox	6581	WELD232DC	Int. Welding/Fabrication		3.8	\$520.91	\$1,979.46
Scott	Maddox			Curriculum Development				\$520.91
Bruce	Pittluck	6547	INFT140Y1	Beg Excel		1	\$535.91	\$535.91
Crimson	Pulver	6526	EQUI127HB	Horse Handling		2	\$479.40	\$445.84*
Crimson	Pulver	7031	EQUI129IS	Horse Handling II		2	\$479.40	\$225.32*
Crimson	Pulver	6528	EQUI133HB	Horse Training		2	\$479.40	\$225.32*
Crimson	Pulver	6529	EQUI135HB	Horse Training II		2	\$479.40	\$445.84*
Crimson	Pulver	6531	EQUI139HB	Riding II		2.33	\$479.40	\$1,117.00
Crimson	Pulver	6532	EQUI141HB	Riding Instruction I		2.33	\$479.40	\$1,117.00
Cynthia	Runte	6460	ECE127HBN	Music/Movement/ECE		3	\$479.40	\$1,438.20
Peggy	Tell	6457	ECE207A	Math/Science Young Child		3	\$535.91	\$1,607.73
Jeanne	VanOrsdal	6458	ECE123N	Health/Safety/Nutrition		3	\$535.91	\$1,607.73
Brandi	Widmer	6520	EQUI109Y2	Equine Health Care II		2	\$479.40	\$479.40*
Brandi	Widmer	6522	EQUI115Y1	Equine Nutrition		3	\$479.40	\$1,198.50*
Brandi	Widmer	6530	EQUI137HB	Riding I		2	\$479.40	\$445.84*
Fred	Taylor			Mechatronics Program Lab Assistant	TBD		\$10.00	TBD
Jeremy	Monigold			Credit Hour Compliance/HLC Work		2	\$1,256.45	\$2,512.90
*Based on enrollment								
** Estimated - based on nonexempt overtime calculation								

Spring 2017			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Melissa	Johnson	6455	ECE209HBN	ECE Internship		1.84	\$628.23	\$1,155.94*
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	6430	AGOC222A	Marketing Ag Products		3	\$1,256.45	\$3,769.35
Justin	Ebert	6434	AGRI182A	Intro Ag Mechanization		3	\$1,382.10	\$4,146.30
						0.4	\$1,507.74	\$603.10
Joseph	Groves	6160	ECON112Y2	Principles of Econ		3	\$1,256.45	\$3,769.35
Denise	Johnson	6622	OFFT255A	Office Procedures		4	\$1,256.45	\$3,518.06*
Jeremy	Monigold	6540	INFT180A	Intro to Info Systems		1	\$1,256.45	\$1,256.45
						2	\$1,382.10	\$2,764.20
Jeremy	Monigold	6558	INFT145A	Beg Access		1	\$1,382.10	\$276.43*
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
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	6416	AUTB193A	Frame/Body Alignment		2.8	\$1,507.74	\$4,221.67
Aaron	Sargent	6467	MTEC164A	Manufacturing Processes		3	\$1,256.45	\$3,769.35
Aaron	Sargent	6466	MTEC151A	Machine Processes		2.4	\$1,382.10	\$3,317.04
Todd	Vacek	6416	AUTB193A	Frame/Body Alignment		2.8	\$1,256.45	\$3,518.06
Todd	Vacek		Auto Body Classes			0.02	\$1,256.45	\$251.29
						0.6	\$1,382.10	\$829.26
Todd	Vacek		Auto Body Early Start			2.1	\$1,382.10	\$2,902.41
Carol	Wilhelms	6401	ACCT105A	Elements of Accounting		3	\$1,256.45	\$3,769.35
Carol	Wilhelms	6405	ACCT214A	Managerial Accounting		3	\$1,382.10	\$4,146.30
						0.6	\$1,507.74	\$904.64
*Pro rated based on students								
Amy	Chamberlin		Part-time Instruction Supervision					\$125.65
Amy	Chamberlin		Part-time Instruction Supervision					\$1,005.16
Justin	Ebert		Part-time Instruction Supervision					\$502.58
Denise	Johnson		Part-time Instruction Supervision					\$879.55
Jeremy	Monigold		Part-time Instruction Supervision					\$376.95
Todd	Vacek		Part-time Instruction Supervision					\$251.29
Todd	Vacek		Part-time Instruction Supervision					\$125.65

**AGENDA ITEM #VIII-A-1  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND LENA-WINSLOW HIGH SCHOOL**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached CollegeNOW agreement for qualified students attending Lena-Winslow High School.

**BACKGROUND:** The CollegeNOW 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 seven students enrolling from two participating high schools in the Fall of 2012 to 30 total students from eight participating high schools in the Fall of 2016. The first class graduated in May 2014. The College is renewing annual agreements with the eight participating high schools. The terms of the agreement are consistent with the agreements for other high schools in the Highland district, which were previously approved at the January 19, 2016, regular meeting.

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

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Lena-Winslow 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 2017-2018 year, the CollegeNOW students and their parent or guardian from Lena-Winslow 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 Lena-Winslow 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 2017, 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 would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, 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.

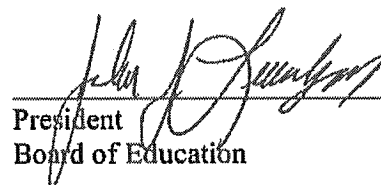
For Highland Community College

For Lena-Winslow School District

\_\_\_\_\_  
President Date

  
\_\_\_\_\_  
Superintendent Date 1/24/17

\_\_\_\_\_  
Chair  
Board of Trustees Date

  
\_\_\_\_\_  
President  
Board of Education Date 1/24/17

**AGENDA ITEM #VIII-A-2  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**JOINT EDUCATIONAL AGREEMENT BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND BLACKHAWK TECHNICAL COLLEGE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the Joint Educational Agreement between Highland Community College (HCC) and Blackhawk Technical College (BTC).

**BACKGROUND:** This agreement will allow students in the Highland Community College district to access specific programs that are not offered at HCC, through Blackhawk Technical College, at one of their locations in Wisconsin (including Janesville and Monroe). This agreement will allow students in the Blackhawk Technical College district access to applied degree and certificate programs at HCC that are not available through BTC.

The Liberal Arts and Sciences Collaborative Agreement (Addendum B) outlines the specific requirements for students intending to transition from BTC to HCC to complete an associate's degree. Students who reside in the BTC district will complete appropriate transitional and general studies courses at BTC prior to transitioning to HCC. Highland will administer financial aid for students who are enrolled in both institutions, and students will be served by advisors in both institutions to ensure course selection meets the specification of the agreement.

Given the proximity of the two colleges, in particular the Monroe and Freeport campuses, some students have increased access to programs not offered in their home district as a result of this agreement. Specific programs, degrees and courses included in this agreement are listed in the Addendum Agreement. According to the Agreement, amendments and/or revisions may be made every two years or on an as-needed basis. Because of changes in program offerings at both institutions, the Addendum to the Agreement eliminates and adds eligible programs.

The Joint Educational Agreement with Blackhawk Technical College (BTC) has been in place since January 2013. Since the 2013-2014 academic year through the fall 2016 semester, 14 HCC district residents have enrolled at Blackhawk Technical College (BTC). During the same timeframe, 62 total residents of BTC's district have attended HCC.

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