

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting  
March 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: February 21, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration
    - 1. Rescheduling of April 2017 Board Meeting (Page 1)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic
    - 1. College*NOW* Agreement Between Highland Community College and Dakota High School, Durand School District #322, Forreston High School, Orangeville High School, and Pecatonica School District #321 (Page 4)
    - 2. New Program: Workplace Service Certificate (Page 17)
  - B. Administration
    - 1. First Reading – New Policy 3.27: Sexual Misconduct and Violence (Page 24)
    - 2. National Intercollegiate Mutual Aid Agreement (Page 32)
  - C. Personnel
    - 1. Appointment: Dean, Humanities, Social Sciences, and Fine Arts (Page 38)
  - D. Financial
    - 1. Third Reading: Tuition (Page 39)
    - 2. Proposed Course Fee Changes/Additions for Fall 2017 (Page 40)
    - 3. Resolution to Expand the Northwest Illinois Enterprise Zone (aka Freeport/Stephenson Enterprise Zone) and Abate Property Taxes for the Rose Ridge Housing Development (Page 42)

4. Appointment of Auditor for Fiscal Year 2017 (Page 51)
5. Payment of Bills and Agency Fund Report (Page 53)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 55)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

- A. Strategic Plan

**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
- 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 – April 25, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Honors Convocation – May 11, 2017, at 7:00 p.m. in the Fine Arts Theatre
- C. Commencement – May 13, 2017, at 10:00 a.m. on the Highland campus
- D. Next Quarterly Board Retreat – June 7, 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-B-1  
MARCH 21, 2017  
HIGHLAND COMMUNITY COLLEGE**

**RESCHEDULING OF APRIL 2017 BOARD MEETING**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees approves changing the April 2017 Board meeting date from April 25, 2017, to April 24, 2017. The meeting will be held at 4:00 p.m. in the Highland Community College Board Room.

**BACKGROUND:** Meetings of the Illinois Community College Trustees Association and Illinois Council of Community College Presidents have recently been scheduled for April 25, 2017, necessitating the change in the April Board meeting date, which is the organizational meeting of the Board.

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

**AGENDA ITEM #VII-C-1  
MARCH 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
Denny	Diduch	6741	HIST143DC	US History I		3	\$535.91	\$ 1,607.73
Terri	Musser		Part-Time Forensics Coach					\$ 2,250.00
Ellen	Rice		Success Center		TBD		\$21.67	TBD
Kathy	Heid	7124	PHYD121BCC	Walk and Stretch	30		\$18.00	\$ 540.00
<b>Applied Music</b>								
Rianna	Caswell		MUS171A	Applied Music Major				\$ 800.00
Dagny	Brandt		MUS171A	Applied Music Major				\$ 800.00
Jody	Brubaker		MUS171A	Applied Music Major				\$ 400.00
Allen	Redford		MUS172A	Applied Music Minor				\$ 400.00
Rianna	Caswell		MUS172A	Applied Music Minor				\$ 800.00
Dagny	Brandt		MUS172A	Applied Music Minor				\$ 400.00
John	Hartman		MUS172A	Applied Music Minor				\$ 600.00
<b>Other Assignments</b>								
Michael	Bromley		Women's basketball game 2/2/17 official					\$ 140.00
Dean	Buckwalter		Scorer's table 7 basketball games in January					\$ 175.00
Terry	Glaub		Women's basketball game 2/2/17 official					\$ 140.00
John	McGann		Women's basketball game 2/2/17 official					\$ 140.00
Rod	Anderson		Men's basketball game 2/7/17 official					\$ 140.00
Dale	Brady		Men's basketball game 2/7/17 official					\$ 140.00
Myron	Ellingson		Women's basketball game 2/7/17 official					\$ 140.00
Everett	Fenwick		Women's basketball game 2/7/17 official					\$ 140.00
Drew	Middleton		Women's basketball game 2/7/17 official					\$ 140.00
Tim	Petersen		Men's basketball game 2/7/17 official					\$ 140.00
Kim	Ramirez		Medical coding course first installment					\$ 4,140.00
John	Hartman		Piano tuning					\$ 65.00
Rocky	Jones		Women's basketball game 2/11/17 official					\$ 140.00
Alegra	Koser		Security guard for basketball game 2/11/17, 12-6 pm					\$ 120.00
Debra	Majeed		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Leroy	Nesmith		Women's basketball game 2/11/17 official					\$ 140.00
William	Oostdyk		Men's basketball game 2/11/17 official					\$ 140.00
Michael	Pfeil		Men's basketball game 2/14/17 official					\$ 140.00
Kanwal	Prashar		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Rick	Shaffer		Women's basketball game 2/11/17 official					\$ 140.00
Steve	Spivey		Men's basketball game 2/14/17 official					\$ 140.00
Michael	Stebbins		Men's basketball game 2/11/17 official					\$ 140.00
Steve	Hansen		Men's basketball game 2/14/17 official					\$ 140.00
Rod	Anderson		Men's basketball game 2/21/17 official					\$ 140.00
Dale	Brady		Men's basketball game 2/21/17 official					\$ 140.00
Beth	Brownstein Wing		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Brad	Carrell		Men's basketball game 2/21/17 official					\$ 140.00
Eric	Gillam		Women's basketball game 2/21/17 official					\$ 140.00
Rick	Shaffer		Women's basketball game 2/21/17 official					\$ 140.00
Arshad	Shaikh		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Jim	Kalina		Women's basketball game 2/21/17 official					\$ 140.00
Christopher	Stukenberg		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Stuart	Berg		Business Institute instructor					\$ 627.12
Lynell	Mitchell		Men's basketball game 2/11/17 official					\$ 140.00

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

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND DAKOTA HIGH SCHOOL, DURAND SCHOOL DISTRICT #322,  
FORRESTON HIGH SCHOOL, FREEPORT SCHOOL DISTRICT #145,  
ORANGEVILLE HIGH SCHOOL, AND PECATONICA SCHOOL DISTRICT #321**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached CollegeNOW agreements for qualified students attending Dakota High School, Durand School District #322, Forreston High School, Freeport School District #145, Orangeville High School, and Pecatonica School District #321.

**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)**  
 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 2017-2018 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 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 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

Craig A. Mathew  
Superintendent

2/23/2017  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board of Trustees

\_\_\_\_\_  
Date

Colette Birge  
President

\_\_\_\_\_  
Board of Education

2-23-17  
Date



**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Durand School District #322 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 cost of \$5,000 includes tuition, universal, lab and course fees for the Fall and Spring Semesters only; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW each Fall and Spring Semester. Books, supplies and transportation not included.
- 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 Durand 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 2016, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.



**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Forreston High School and Highland Community College

**General Provisions**

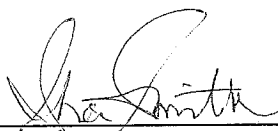
- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will 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 2017-2018 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 2016, 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.
- 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.

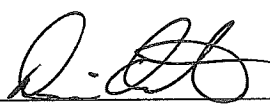
For Highland Community College

For Forreston School District

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

  
 \_\_\_\_\_  
 Superintendent Date 2/15/17

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

  
 \_\_\_\_\_  
 President Date 2/15/17  
 Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Freeport School District #145 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 cost of \$5,000 includes tuition, universal, lab and course fees for the Fall and Spring Semesters only; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Students may enroll in full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW each Fall and Spring Semester. Books, supplies and transportation not included.
- 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 Freeport 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 2016, 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 each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will

present this letter to the College cashier's office upon registration.


- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Freeport School District by September 15<sup>th</sup> and February 15<sup>th</sup> in two payments of \$2,500 per student to occur by fall and spring deadlines.
- 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. 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 Freeport School District #145

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

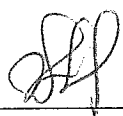
  
Superintendent

8/28/17  
Date

\_\_\_\_\_  
Chair

Board of Trustees

\_\_\_\_\_  
Date

  
President

Board of Education

3-7-17  
Date

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Orangeville 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 2016-2017 year, the CollegeNOW students and their parent or guardian from Orangeville 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 Accuplcer, 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 Orangeville 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.





**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Pecatonica School District #321 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 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 cost of \$5,000 includes tuition, universal, lab and course fees for the Fall and Spring Semesters only; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies and transportation not included.
- 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; successfully completed Geometry and Algebra II; 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 Pecatonica 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 each participating student with an approval on the Participation Agreement indicating the High School's intent to pay the student's tuition, universal fees, and

course fees. The student will present this Participation Agreement to the College cashier's office upon registration.

- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Pecatonica School District by September 15<sup>th</sup> and February 15<sup>th</sup> two payments of \$2,500 per student to occur by fall and spring deadlines. [Pecatonica School District requests a list of all participating students on a bill following our 10<sup>th</sup> day.]
- Reimbursement for students who drop or withdraw from all classes 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 Pecatonica School District #321

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

*W. Dean C. Tally* 2/27/17  
 \_\_\_\_\_  
 Superintendent Date

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

*Sally L. Hoff* 2/27/17  
 \_\_\_\_\_  
 President Date  
 Board of Education

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

**NEW PROGRAM  
WORKPLACE SERVICE CERTIFICATE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the new Workplace Service Certificate program.

**BACKGROUND:** This entry level Workplace Service Certificate will allow students to develop introductory skills needed to support sustainable employment in positions such as customer service, and ground and general maintenance. Students will learn customer support foundations concentrated in areas that support frontline services.

This will provide training for students with varied levels of ability to develop the minimum level of desired customer service skills needed to obtain, retain and excel in employment. The courses in this program could lead to stackable certifications, dependent on the student's education and occupational goal(s).

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

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