

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

April 24, 2017

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

**3:00 p.m.** Ceremonial Signing of the Reverse Transfer Credit Articulation Project Agreement with Northern Illinois University

**4:00 p.m.** Regular Meeting

### Present Board as Organized

- I. Call to Order/Roll Call
- II. Approval of Minutes:     March 1, 2017 Board Retreat  
                                  March 1, 2017 Audit Committee Meeting  
                                  March 13, 2017 Special Meeting  
                                  March 21, 2017 Regular Meeting
- III. Approval of Resolution Declaring Results of Board of Trustees Election Held April 4, 2017 (Handout)
- IV. Comments from Outgoing Trustee
- V. Comments from Outgoing Student Trustee
- VI. Other
- VII. Adjournment Sine Die of Old Board

### Organizational Meeting – Convening of New Board

- I. Call to Order/Roll Call
- II. Seating of Newly Elected Trustees
- III. Seating of Newly Elected Student Trustee
- IV. Board Reorganization and Election of Board Officers
  - A. Chair
  - B. Vice Chair
  - C. Secretary
- V. Establishment of the Board Meeting Schedule (Page 1)
- VI. Approval of Agenda
- VII. Public Comments
- VIII. Introductions

- IX. Foundation Report
- X. Consent Items
  - A. Academic
    - 1. CollegeNOW Agreement Between Highland Community College and Freeport School District #145 (Page 1)
  - B. Administration
    - 1. Part-time Instructors, Overload and Other Assignments (Page 2)
  - C. Personnel (None)
  - D. Financial (None)
- XI. Main Motions
  - A. Academic
    - 1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Area High Schools, and Career Centers for the 2017 – 2018 Academic Year (Page 5)
  - B. Administration
    - 1. First Reading – New Policy 1.211: Community College Trustee’s Leadership Training (Page 6)
    - 2. New Job Description: Coordinator, High School Servant Leadership Program (Page 8)
    - 3. Authorization to Enter Into Utility Contracts (Page 11)
    - 4. Second Reading – New Policy 3.27: Sexual Misconduct and Violence (Page 12)
  - C. Personnel (None)
  - D. Financial
    - 1. Interfund Transfer from Restricted Purposes Fund to the Operating Fund (Page 20)
    - 2. Interfund Transfer from Restricted Purposes Fund to the Educational Fund (Page 21)
    - 3. Interfund Transfer from Operations and Maintenance, Restricted Fund to the Educational Fund (Page 22)
    - 4. Interfund Transfer from Auxiliary Fund to the Operating Fund (Page 23)
    - 5. Governet Hosting, Maintenance, and Support Extension Agreement for the CurricUNET System (Page 24)
    - 6. Payment of Bills and Agency Fund Report (Page 28)
- XII. Reports
  - A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 30)
  - B. Student Trustee
  - C. Audit Committee Chair
  - D. ICCTA Representative

- E. Board Chair
- F. Administration

XIII. Old Business

**XIV. 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

**XV. 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

XVI. New Business

XVII. Dates of Importance

- A. Freeport Area Chamber of Commerce Rise 'n Shine Breakfast, co-sponsored by the Highland Alumni Association and HCC Foundation – May 3, 2017 at 7:30 a.m. – Chemistry Lab, Natural Science Center
- B. Honors Convocation – May 11, 2017 at 7:00 p.m. in the Ferguson Fine Arts Theatre
- C. Graduation – May 13, 2017 at 10:00 a.m.; nursing graduation to follow at 12:30 p.m.
- D. Next Regular Board Meeting – May 16, 2017 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- E. 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.)

XVIII. Adjournment

**AGENDA ITEM #V**  
**APRIL 24, 2017**  
**HIGHLAND COMMUNITY COLLEGE**

**ESTABLISHMENT OF THE BOARD MEETING SCHEDULE**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees sets its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2019 meeting, which will be held on the fourth Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2019:

May 16, 2017	January 16, 2018	January 15, 2019
June 20, 2017	February 20, 2018	February 19, 2019
July 18, 2017	March 20, 2018	March 19, 2019
August 15, 2017	April 17, 2018	April 23, 2019 (4 <sup>th</sup> Tuesday)
September (no regular meeting)	May 15, 2018	
October 17, 2017	June 19, 2018	
November 21, 2017	July 17, 2018	
December (no regular meeting)	August 21, 2018	
	September 18, 2018	
	October 16, 2018	
	November 20, 2018	
	December (no regular meeting)	

**BACKGROUND:** The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

Due to schedule conflicts, there will be no September regular meeting, but required action will be taken at the September 13, 2017, quarterly Board retreat, including a public hearing and approval of the FY18 permanent budget.

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

**AGENDA ITEM #X-A-1  
APRIL 24, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND FREEPORT SCHOOL DISTRICT #145**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees ratifies and clarifies the CollegeNOW agreement with Freeport School District #145 that was originally presented to trustees for approval at the March 21, 2017, regular meeting.

**BACKGROUND:** Although the agreement was presented to trustees at the March meeting, it was not formally listed on the agenda, due to an oversight. This action ratifies the action taken at last month's meeting.

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

**AGENDA ITEM #X-B-1  
APRIL 24, 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
Constance	Taylor			Tutor for Project Succeed	TBD		\$19.51	TBD
Lee	Dixon	6938	PERS011ECC	Facebook for Business	3		\$40.00	\$120.00
Cassie	Mekeel	6709	NURS091HBB	BNA		3	\$1,256.45	\$3,769.35
						2.5	\$1,382.10	\$3,455.25
Cassie	Mekeel	6841	NURS121AX	Portion of MA Clinical		0.5	\$1,382.10	\$691.05
						0.18	\$1,507.74	\$271.40
Leanne	Grahame	6710	NURS091XBH	Nursing Asst Clinical	40		\$30.00	\$1,200.00
Joseph	DeParasis	6519	EQUI105HB	Equine Facilities		3	\$535.91	\$680.61*
Joseph	DeParasis	6517	EQUI103HBN	Equine Evaluation		2	\$535.91	\$535.91*
Brian	Dinderman	6433	AGOC224A	Artificial Insemination		2.8	\$464.40	\$1,300.32
Ashley	Harms	6461	ECE206HBN	Creative Activities		3	\$520.91	\$1,562.73
Roger	Hicks	6425	WELD232N	Interm Welding		3.8	\$479.40	\$1,821.72
Bruce	Pittluck	6642	INFT133Y1A	Adv. Word		1	\$535.91	\$444.81*
Bruce	Pittluck	6549	INFT141Y1/142Y1	Int. Excel/Adv Excel		1	\$535.91	\$535.91
Teresa	Vowell	6554	INFT260HB	Computer Animation		3	\$479.40	\$1,438.20
Brandi	Widmer	6533	EQUI143HB	Riding Instruction II		2.33	\$479.40	\$1,117.00
Dagny	Brandt			Assisting with Chamber Singers				\$300.00
Shara	Ibalio	6943	DATP110OCC	Int Computers for Seniors	8		\$25.00	\$200.00
Mark	Peterson	6931	PERS036LCC	WW2 in the Pacific	7.5		\$30.00	\$225.00
Mark	Peterson	6930	PERS036KCC	Volunteering for Natl Parks	1.5		\$15.00	\$22.50
Gary	Price	6923	PERS036JCC	Beg Genealogy	4		\$35.00	\$140.00
Allen	Reed	6937	PERS036RCC	Intro to Beekeeping	5		\$20.00	\$100.00
Michael	Staver	7020	SPTP160MCC	Vegetarian Cooking	9		\$25.00	\$225.00
Michael	Jazo	6962	PERS037ACC	How to Trade Stocks/Bonds	4		\$25.00	\$100.00
Jeremy	Monigold	6556	INFT146Y1	Int Access		1	\$1,382.10	\$276.42*
Jeremy	Monigold	6561	INFT150Y1	MS Office Integration		1	\$1,382.10	\$691.05*
Jeremy	Monigold	7152	OCED290K	Work Pl Exp INFT		4	\$1,382.10	\$590.53*
Bruce	Pittluck	6548	INFT141Y1	Int Excel/Advanced Excel		1	\$535.91	\$535.91
Kay	Sperry	6904	WFD051ECC	AMA Basic Life Support				\$120.00
Pete	Norman			Golf Coach				\$1,256.45
Aaron	Burke			Golf Coach				\$1,256.45
Michael	Staver	7019	PERS037LCC	Tapas Cooking	3		\$25.00	\$75.00
*Pro rated based on enrollment								
<b>Other Assignments</b>								
Dale	Brady			Region IV Tournament 3/2/17 6:00 game				\$ 150.00
Dean	Buckwalter			Scorer's table 7 basketball games in February				\$ 175.00
Brad	Carrell			Region IV Tournament 3/2/17 6:00 game				\$ 150.00
Edward	Draper			Region IV Tournament 3/2/17 8:00 game				\$ 150.00
Kim	Grimes			Scorer's table 10 basketball games in February				\$ 250.00
Jake	Kilberg			Region IV Tournament 3/2/17 8:00 game				\$ 150.00
Don	King			Region IV Tournament 3/2/17 4:00 game				\$ 150.00
Tony	Lasek			Region IV Tournament 3/2/17 8:00 game				\$ 150.00
Andrew	Milton			Region IV Tournament 3/2/17 6:00 game				\$ 150.00
Diane	Navickis			Business Institute instructor				\$ 998.44
Jessica	Oladapo			HCC Diversity training - Professional Development 2/3/17				\$ 500.00
Kim	Ramirez			Medical coding course second installment				\$ 4,140.00

Spring 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Gene	Rayford		Region IV Tournament	3/2/17 4:00 game				\$ 150.00
Edward	Schaffer		Stats for 3 games at Region IV Tournament					\$ 120.00
Jeff	Slattengren		Stats for 6 games at Region IV Tournament					\$ 240.00
Misty	Witt		Scorer's table	10 basketball games in February				\$ 250.00
Rod	Anderson		Region IV Tournament	3/4/17 8:00 game				\$ 150.00
Tom	Fuller		Region IV Tournament	3/4/17 6:00 game				\$ 150.00
Todd	Gilmore		Region IV Tournament	3/2/17 4:00 game				\$ 150.00
Matt	Hanley		Region IV Tournament	3/4/17 3:00 game				\$ 150.00
Chris	Head		Region IV Tournament	3/4/17 8:00 game				\$ 150.00
John	Hodel		Region IV Tournament	3/4/17 6:00 game				\$ 150.00
Rhonda	Mont		Region IV Tournament	3/6/17 5:00 game				\$ 150.00
Dorran	Stewart		Region IV Tournament	3/4/17 3:00 game				\$ 150.00
Leanne	Surmin		Region IV Tournament	3/6/17 5:00 game				\$ 150.00
Scott	Tierney		Region IV Tournament	3/6/17 7:30 game				\$ 150.00
Scott	Tierney		Region IV Tournament	3/4/17 8:00 game				\$ 150.00
Jennifer	Washo		Region IV Tournament	3/6/17 5:00 game				\$ 150.00
Andrew	Williams		Region IV Tournament	3/6/17 7:30 game				\$ 150.00
Tyrone	Williams		Region IV Tournament	3/4/17 1:00 game				\$ 150.00
Kevin	St. John		Region IV Tournament	3/4/17 1:00 game				\$ 150.00
John	Hartman		Piano tuning					\$ 65.00
Deborah	Lischwe		Demographics presentation for Jo Daviess Leadership Forum	2/8/17				\$ 350.00
Christopher	Mays		Region IV Tournament	3/4/17 6:00 game				\$ 150.00
Dean	Buckwalter		Scorer's table	9 games for Region IV Tournament				\$ 360.00
Mau	Cason		Region IV Tournament	3/6/17 7:30 game				\$ 150.00
Kim	Grimes		Scorer's table	9 games for Region IV Tournament				\$ 360.00
Gregory	Gunhus		Region IV Tournament	3/4/17 1:00 game				\$ 150.00
Alegra	Koser		Security guard	3/4/17 12pm-11pm for Region IV Tournament				\$ 220.00
Derrick	McCullough		Region IV Tournament	3/4/17 3:00 game				\$ 150.00
Lindsey	McNamer		Security guard	3/4/17 6pm-11pm for Region IV Tournament				\$ 100.00
Robert	Sutter		Security guard	3/2/17 3pm-11pm for Region IV Tournament				\$ 160.00
Robert	Sutter		Security guard	3/6/17 4pm-10:30pm for Region IV Tournament				\$ 130.00
Randi	Wilken		Security guard	3/4/17 12pm-6pm for Region IV Tournament				\$ 120.00
Pamela	Wilson		Security guard for basketball games	2/25/17, 12pm-6pm				\$ 120.00
Misty	Witt		Scorer's table	9 games for Region IV Tournament				\$ 360.00
Claire	Cifonie		Assisted with Chamber singers					\$ 250.00
Julie	Dale		Ballroom dance instruction					\$ 1,064.00
Diamond	Couch		Filmed	33 basketball games				\$ 330.00
Durson	Durmus		Umpire for	3/19/17 baseball games				\$ 170.00
Craig	Zimmerman		Umpire for	3/19/17 baseball games				\$ 170.00
John	Reed		Softball game assignor					\$ 120.00



**AGENDA ITEM #XI-A-1  
APRIL 24, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION TO ENTER INTO DUAL CREDIT AGREEMENTS  
WITH CAREERTEC, AREA HIGH SCHOOLS, AND CAREER CENTERS  
FOR THE 2017 – 2018 ACADEMIC YEAR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes the College President to enter into dual credit agreements for the 2017 – 2018 academic year with CareerTEC, Jo Daviess Carroll CTE Academy, Whiteside Area Career Center, and area high schools including, but not limited to, the following: Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Milledgeville, Orangeville, Oregon, Pearl City, Pecatonica, River Ridge, Scales Mound, Stillman Valley, Stockton, Warren, and West Carroll.

**BACKGROUND:** The dual credit agreements represent the ongoing relationship and partnership between Highland Community College and CareerTEC, area school districts, and career centers. Through these agreements, we are able to provide a mechanism that allows high school students to enroll in specific classes at their high school, career center, or Highland Community College and simultaneously earn high school and college credit, as approved by each local district. These agreements conform with the guidelines and directive of the Illinois Community College Board.

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

**AGENDA ITEM #XI-B-1**  
**APRIL 24, 2017**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 1.211**  
**COMMUNITY COLLEGE TRUSTEE’S LEADERSHIP TRAINING**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a first reading the attached new policy 1.211, Community College Trustee’s Leadership Training, which will be included in Chapter I, Board of Trustees, of the Policy Manual.

**BACKGROUND:** The proposed new policy is required by Public Act 99-0692. The new law includes requirements on the amount of training to be obtained by Trustees and the topics on which Trustees must be trained. Amongst others, training topics include open meetings law, ethics, and financial oversight and accountability audits. Board members’ training completion must be published on the College’s website and certification must be made to the Board Secretary. Training will be only recognized as meeting requirements if provided and/or approved by the Illinois Community College Board or Illinois Community College Trustees Association.

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

1.211 Community College Trustee's Leadership Training (Adopted )

In accordance with Public Act 99-0692, trustees must complete a minimum of four hours of professional development leadership training during the first, third, and fifth year of his/her term covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee. The College shall maintain on its website the names of all elected or appointed voting trustees of the board who have successfully completed the training, as well as the names of all elected or appointed voting trustees of the board who have not successfully completed the training, as required.

The board member shall certify completion of the required training to the secretary of the board. If a board member does not satisfy all requirements outlined above or the certification indicates that a board member has not completed the training, the secretary shall send a notice to all elected or appointed members serving on the board and the president or acting chief executive officer of the College of that fact.

In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board (ICCB). A list of ICCB-approved community college trustee training providers is available at the following link:

[https://www.iccb.org/iccb/wp-content/pdfs/Trustee\\_Training\\_Approved\\_Provider\\_List.pdf](https://www.iccb.org/iccb/wp-content/pdfs/Trustee_Training_Approved_Provider_List.pdf)

**AGENDA ITEM #XI-B-2  
APRIL 24, 2017  
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION  
COORDINATOR, HIGH SCHOOL SERVANT LEADERSHIP PROGRAM**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached new job description for Coordinator, High School Servant Leadership Program with placement at range 43 on the Highland Salary Range Table. This is a part-time, non-exempt classified position and is included in the budget for FY18.

**BACKGROUND:** Ms. Kim Pool has served in this position since September 1998. This position has never had an official job description. With the upcoming retirement of Ms. Pool, it was important to develop a regular job description that outlines the position information prior to advertising. The position is being advertised as a 28 hours per week position and was approved for funding in FY18 by the College's Core Cabinet.

This position will continue to oversee the successful High School Servant Leadership Program that provides leadership skill development opportunities for over 100 high school students in northwest Illinois annually. This year, the program celebrates 20 years at Highland. The position establishes learning outcomes and curriculum for the program, develops assessment processes and monitors student progression. The position works with high school administrators and recruits and supports mentors and trainings. The program also supports fundraising efforts on behalf of the program. The program offers a regional project, a summer program and a senior retreat activity annually. The job description was developed by both the current incumbent and supervisor, Liz Gerber. The mentors in the program also provided input before finalizing the job description.

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

## **Highland Community College Position Description**

**TITLE: Coordinator, High School Servant Leadership Program\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide coordination and leadership for the High School Servant Leadership Program.

**PRINCIPAL DUTIES: (essential functions)**

- Establish learning outcomes and curriculum for the program that meets credit hour compliance standards.
- Develop assessment processes for the program.
- Work with area high school administrations to promote the program and encourage participation.
- Recruit mentors for the program.
- Monitor and assess student progression in the program through face-to-face and technological methods.
- Facilitate mentor development and training.
- Develop and maintain current materials related to the program.
- Recruit qualified trainers to present for the program.
- Facilitate selection of a regional project, summer program, and senior retreat activity.
- Manage the budget allocated to the HSSL program.
- Plan, attend and facilitate meetings as needed to maintain the connection between the College and the program.
- Complete reports required by the College and meet deadlines for grading and registration activities.
- Establish, maintain and assess communication with volunteers and network of mentors.
- With support from the Marketing and Community Relations Department, develop public relations strategies on behalf of the program.
- Facilitate completion of work by delegating to student assistants, volunteers and support staff.
- Support Foundation fundraising efforts on behalf of the program.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of leadership development practice and theory.  
Knowledge of servant leadership philosophy and practices.  
Knowledge of effective coaching and mentorships practices  
Knowledge of computer hardware and software applications.  
Knowledge of budget management.  
Knowledge of facilitator and training skills.

Skill in leadership development.  
Skill in communicating effectively in writing, and orally in large and small groups.  
Skill in operating computer hardware and software applications  
Skill in effectively using organization and planning skills, including the use of attention to detail and follow through.  
Skill in identifying problems, evaluating alternatives and implementing effective solutions.  
Skill in working independently and demonstrating initiative.  
Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

**MINIMUM QUALIFICATIONS:** Master's degree required in leadership studies, organizational psychology, or another related degree from the humanities and social science area. Previous experience in leadership programs preferred. Experience with high school students such as teaching, mentoring, coaching or other youth work preferred.

**REQUIRED LICENSE/CERTIFICATION:** Valid Driver's License.

**SECURITY SENSITIVE POSITION:** Requires a criminal background check.

**REPORTS TO:** Vice President, Student Development and Support Services

**APPOINTED BY:** President.

**FLSA CLASSIFICATION:** Non-exempt

**CLASS CODE:** 5110

**JOB SERIES/FAMILY:** Community and Partnership Series/ Servant Leadership Group

**ADOPTED:** 04/24/17 \*[Pending Board Approval]

**AGENDA ITEM #XI-B-3  
APRIL 24, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION TO ENTER INTO UTILITY CONTRACTS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes the Director of Facilities and Safety to enter into utility contracts with prior approval of the President, and that such contracts be presented to Trustees for formal approval at the next regularly scheduled Board meeting.

**BACKGROUND:** In the past, the Director of Facilities and Safety has investigated costs and procured utilities from providers including execution of multi-year contracts. Board Policy 1.06 now states that the Board of Trustees must “give prior approval for contracts with a duration of more than 3 years or an amount of more than \$25,000”. Due to the volatile nature of utility prices, it is not unusual for providers to require contract offerings to be executed in as little as three days. A contract offering that would allow for approval at the next Board of Trustees meeting could cost the College a substantial amount of money in higher utility rates. The College needs to be poised to act quickly on beneficial utility contract offerings as markets vary to get the lowest price possible by allowing the Director of Facilities and Safety to enter into agreements with utility providers with the approval of the President.

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

**AGENDA ITEM #XI-B-4**  
**APRIL 24, 2017**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW POLICY 3.27**  
**SEXUAL MISCONDUCT AND VIOLENCE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a second reading the attached new policy, 3.27 Sexual Misconduct and Violence, which is recommended for inclusion in Chapter III, Student, of the Policy Manual.

**BACKGROUND:** The new policy is a requirement of a new law that creates the “Preventing Sexual Violence in Higher Education Act”. All higher education institutions in Illinois must comply with this Act, which prescribes the components that must be included in each institution’s comprehensive policy. Due to concerns about the law, approval of the policy by the Policy Review Committee was not unanimous.

No additions or revisions have been made since Trustees approved the first reading during the March 21, 2017, regular meeting.

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



## Sexual Misconduct and Violence (Approved )

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

Highland Community College definitions for the purposes of enacting this policy include:

**Sexual Misconduct** includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.

**Consent** is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

**Sexual Assault** is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.

**Domestic Violence** is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).

Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.

**Stalking** is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

### Reporting Procedures:

It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on college property, any incident of sexual misconduct should be reported as follows:

1. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:

When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to the Director of Adult Education (investigator) or the Associate Vice President of Human Resources (investigator) who will investigate the complaint. Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
- Send a private email to the Title IX Coordinator at [liz.gerber@highland.edu](mailto:liz.gerber@highland.edu);
- Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;
- Reporting to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.
- File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

2. Anonymous Reporting: