

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting

July 21, 2015

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center  
Freeport, Illinois

**3:00 p.m. Budget Work Session**

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     June 3, 2015 Board Retreat  
                                      June 3, 2015 Audit Committee Meeting  
                                      June 16, 2015 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration
    - 1. Curriculum & Instruction Committee Report (Page 1)
    - 2. Reaffirmation of Academic Quality Improvement Program (AQIP) Accreditation Method (Page 5)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    - 1. New Job Description: Coordinator, Nursing Program and Lab (Page 10)
    - 2. New Job Description: Natural Science Lab Assistant (Page 13)
    - 3. Appointment: Hospitality Management Instructor (Page 16)
    - 4. Appointment: Medical Assistant Instructor (Page 17)

D. Financial

1. Tentative Budget for Fiscal Year 2016 (Page 18)
2. Sports Center/YMCA Basement Exit Stairwell Drainage Improvements (Page 40)
3. Service Provision Agreement Between FHN Family Counseling Center and Highland Community College (Page 41)
4. Testing Center Fees (Page 48)
5. Salary Range Table Adjustment (Page 49)
6. Payment of Bills and Agency Fund Report (Page 50)

IX. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 52)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. ACCT Central Region Representative
- F. Board Chair
- G. 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
- 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
  1. Memorandum of Understanding Regarding Extension of Collective Bargaining Agreement Between Highland Community College and the Highland Custodial and Maintenance Council Local #1957 (Handout)

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – August 18, 2015, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Opening Days Activities – August 13, 2015 (schedule to follow)
- C. Shindig V – August 15, 2015 at Woody Burt's South Park Farm
- D. Next Quarterly Board Retreat – September 2, 2015, 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  
JULY 21, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CURRICULUM & INSTRUCTION COMMITTEE REPORT**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the attached report of the course and curriculum changes for the July 1, 2014 through June 30, 2015 period be approved.

**BACKGROUND:** The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustees approval of the course and curriculum changes. In this FY15 report there were the following:

FY15

- 13 course additions
- 4 curriculum additions
- 42 course changes
- 29 course withdrawals
- 5 curriculum changes
- 1 curriculum withdrawal

FY14

- 14 course additions
- 1 curriculum addition
- 10 course changes
- 11 course withdrawals
- 1 curriculum change

FY13

- 6 course additions
- 1 curriculum additions
- 18 course changes
- 2 curriculum change

FY12

- 27 course additions
- 5 curriculum additions
- 15 course changes
- 6 course withdrawals
- 1 curriculum change

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

**Curriculum & Instruction  
FY15**

**COURSE CHANGES**

ART113 – Drawing I – update course description

ART114 – Drawing II – update course description

ART115 – Basic Design I – change title to Two-Dimensional Design; update course description

**Approved by ICCB 10/14**

ART116 – Basic Design II – change title to Three-Dimensional Design; update course description **Approved by ICCB 10/14**

EDUC225 – Educational Technology – update course description

PSY162 – Child Psychology – update course description

PSY268 – Intro to Personality – update course description

MUS153 – Intro to Audio – change course title to Intro to Audio Production, change credit hours from 2 to 3, lecture hours from 1 to 2 **Approved by ICCB 1/15**

CHEM123 – General College Chemistry I – change prerequisite to ‘MATH166 or MATH163 with a grade of C or better or concurrent enrollment’

PHYS142 – Intro to Physics II – change prerequisite to “MATH 166 or MATH163 with a grade of C & PHYS141 with a grade of C or better”

PHYS141 – Introductory Physics I – change prerequisite to “MATH 166 or MATH163 with a grade of C or better”

BIOL104 – Pharmacology – change to NURS103, change from 3 credits to 2 credits **Approved by ICCB 1/15**

NURS191 – Clinical Development I – change title to Fundamentals of Nursing and update course description. **Approved by ICCB 1/15**

SOCI171/177/271/273/274/275/276 – update course descriptions

ACCT215 – Intermediate Accounting I – reactivate **Approved by ICCB 2/15**

ACCT216 – Intermediate Accounting II – reactivate **Approved by ICCB 2/15**

ECE122 – Child Growth & Development – update course description

PHYS145 – General Physics III – change from 4 credits 3 lab to 3 credits 0 lab **Approved by ICCB 3/15**

SPCH289 – Film History & Appreciation – change to MCOM205 **Approved by ICCB 3/15**

SPCH187 – Radio Management – change to MCOM187 **Approved by ICCB 3/15**

SPCH186 – Radio Practicum – change to MCOM186, change from 2 credits to 1 credit and change prerequisite **Approved by ICCB 3/15**

SPCH290 – Intro to Film – change to MCOM150 **Approved by ICCB 3/15**

ECE128 – Practicum II – change title to Practicum **Approved by ICCB 3/15**

ECE209 – Practicum III – change title to ECE Internship **Approved by ICCB 3/15**

MATH165/169/177 – remove prerequisite of Geometry

NURS198 – First Responder – change curriculum from 3000/419 to 3090/421 **Approved by ICCB 3/15**

JOUR131 – Journalism Practicum – change to MCOM131; credit hours to 2 (from 3), lab hours to 4 (from 15) **Approved by ICCB 3/15**

JOUR232 – News Reporting & Writing II – change to MCOM232 – News Editing **Approved by ICCB 3/15**

JOUR231 – News Reporting and Writing I – change to MCOM231 – News Reporting

**Approved by ICCB 3/15**

ENGL221 – Creative Writing – change prerequisite from ENGL122 to ENGL121 and update course description.

ECE204 – Exceptional Child – change from 2 credits 2 lecture to 3 credits 3 lecture **Approved by ICCB 4/15**

MTEC151 – Machine Processes I – change lecture hours to 3 (from 2); change lab to 0 (from 2) **Approved by ICCB 4/15**

NURS192 – Clinical Development II – change title to Health and Illness I, change prerequisite to completion of NURS191 with a C or better or consent of instructor and change course description. **Approved by ICCB 5/15**

NURS091 – Nursing Assistant – change title to Basic Nursing Assistant **Approved by ICCB 6/15**

### **COURSE ADDITIONS**

AGRI190 – Intro to Agriculture Education – 3 credits, 3 lecture **Approved by ICCB 11/14**

NURS208 – LPN Transitions Course – 3 credits, 3 lecture **Approved by ICCB 12/14**

ECE213 – Inclusive Environments for Infant/Toddler – 3 credits, 3 lecture **Approved by ICCB 2/15**

NURS127 – Community Nursing – 2 credits, 2 lecture **Approved by ICCB 3/15**

CJS101 – Intro to Criminal Justice – 3 credits, 3 lecture **Approved by ICCB 3/15**

CJS102 – Intro to Corrections – 3 credits, 3 lecture **Approved by ICCB 3/15**

CJS201 – Criminology – 3 credits, 3 lecture **Approved by ICCB 3/15**

CJS202 – Juvenile Delinquency – 3 credits, 3 lecture **Approved by ICCB 3/15**

MCOM110 – Intro to Mass Communication – 3 credits, 3 lecture **Approved by ICCB 3/15**

MCOM120 – Intro to Video Production – Field – 3 credits, 3 lecture **Approved by ICCB 3/15**

MCOM220 – Intro to Public Relations – 3 credits, 3 lecture **Approved by ICCB 3/15**

MCOM290 – Mass Communication Internship – 3 credits, 6 lab **Approved by ICCB 3/15**

MCOM299 – Mass Communication Portfolio – 1 credit, 2 lab **Approved by ICCB 3/15**

### **COURSE WITHDRAWALS**

NUR178/179/181/182/183/280/281/282/283/284/285/286/287/288 – online nursing courses for the NION program **Approved by ICCB 2/15**

LAW120/ 191/208 courses **Approved by ICCB 3/15**

LAW105/130/200/210/214/227/230/231/236/240/299 courses **Approved 5/15**

NURS099 Practical Nursing and the Family **Approved by ICCB 6/15**

### **CURRICULUM ADDITIONS**

Infant/Toddler Level 2 Credential certificate (16 credit hours) **Approved by ICCB 1/15**

Infant/Toddler Level 3 Credential certificate (36 credit hours) **Approved by ICCB 3/15**

Criminal Justice AAS Degree

Criminal Justice Certificate

**CURRICULUM CHANGES**

Medical Assistant – change from 65 to 63 credit hours **Approved by ICCB 1/15**

Nursing – change from 78 to 73 credit hours **Approved by ICCB 1/15**

Nursing Certificate – change to Basic Nursing Assistant **Approved by ICCB 5/15**

ECE AAS – change total hours from 61 to 62 **Approved by ICCB 6/15**

Level 2 ECE Credential certificate – change total hours from 17 to 17/18

**CURRICULUM WITHDRAWALS**

Hybrid Online Nursing **Approved by ICCB 6/15**

**AGENDA ITEM #VII-B-2  
JULY 21, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**REAFFIRMATION OF ACADEMIC QUALITY IMPROVEMENT PROGRAM (AQIP)  
ACCREDITATION METHOD**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the Board of Trustees reaffirms Highland Community College's Academic Quality Improvement Program (AQIP) accreditation method.

**BACKGROUND:** The AQIP process is a proactive method of seeking accreditation that is more formative than the traditional self-study method and parallels the Malcolm Baldrige process. The College completed its first seven-year cycle and accreditation was reaffirmed in the Spring of 2010 by the Higher Learning Commission. Our updated AQIP portfolio was submitted at the end of last year, and our next accreditation visit will take place in 2016 – 2017.

Those involved in the AQIP process at the College have found it to be beneficial and would like the College to continue to use this method for accreditation.

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



**AGENDA ITEM #VII-C-1  
JULY 21, 2015  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the part-time instructors, overload, and other assignments be approved for the Summer semester of 2015.

**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: \_\_\_\_\_

Summer 2015				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kathy	Heid	1269	PERS036A	Walk & Stretch	30		\$24.96	\$748.80
James	Palmer	1112	AUTB280A	Adv Auto Electrical		3	\$1,234.85	\$3,704.55
Teresa	Vowell			Written proficiency eval				\$25.00
Cliff	Klenke	1311	WFD048A	Solder Requalify				\$308.72
Cliff	Klenke	1312	WFD048B	Solder Requalify				\$308.72
Amanda	Pierce		WFD011ACC	Up & Running w/Illustrator				\$250.00
Brandi	Brown			Project Succeed Tutor	TBD		\$19.51	TBD
Don	Tresemmer	1259	MATH066/067	Beg Algebra/Int Algebra		4	\$464.40	\$1,857.60
Dagny	Brandt			Asst Vocal Director Mary Poppins				\$250.00
Mark	Jansen			Stage Director Mary Poppins				\$1,500.00
Dave	Vrtol			Technical Director Mary Poppins				\$1,000.00
Kathleen	Williams			Costume Shop Assistant				\$900.00
Leni	Adolphson	1243	HIST144A	US History II		3	\$535.91	\$1,607.73
Colette	Binger	1155	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73
Thompson	Brandt	1156	HUMA104Y1	Intro to Humanities		3	\$617.43	\$1,852.29
James	Breed	1157	PHIL282A	Ethics		3	\$535.91	\$1,607.73
Andrew	Dvorak	1319	POL253A	International Relations		3	\$1,234.85	\$370.46*
Melissa	Entzminger	1159	SPCH191HBA	Fund of Speech Comm		3	\$1,234.85	\$3,704.55
Melissa	Entzminger	1160	SPCH191HBB	Fund of Speech Comm		3	\$1,234.85	\$3,704.55
Kim	Goudreau	1163	SOCI273A	Social Serv Field Exp		3	\$1,234.85	\$740.91*
Kim	Goudreau	1162	SOCI276Y1	Racism & Diversity		3	\$1,234.85	\$3,704.55
Christine	Henderson	1183	ENGL121A	Rhet & Comp I		3	\$535.91	\$1,607.73
Kent	Johnson	1164	ENGL222Y1	Modern Literature		3	\$1,234.85	\$2,593.19*
Chelsea	Martinez	1185	PSY161Y1	Intro to Psychology		3	\$1,234.85	\$3,704.55
Heather	Moore	1187	ENGL121Y1	Rhet & Comp I		3	\$617.43	\$1,852.29
Kay	Ostberg	1195	COMM090A	Preface to Rhet		3	\$1,234.85	\$2,593.19*
Kay	Ostberg	1197	COMM090B	Preface to Rhet		3	\$1,234.85	\$3,704.55
Kathrine	Perkins	1198	ENGL122HB	Rhet & Comp II		3	\$1,234.85	\$3,704.55
Daryl	Watson	1233	HIST143Y1	US History I		3	\$535.91	\$1,607.73
Daryl	Watson	1320	HIST143Y1B	US History I		3	\$535.91	\$1,607.73
John	Webb	1204	HUMA104B	Intro to Humanities		3	\$1,234.85	\$3,704.55
Eric	Welch	1205	POL257Y1	Understanding the Const.		3	\$617.43	\$555.69*
Alan	Wenzel	1283	SPCH295JXX	Comm Leadership-Jo Daviess		3	\$1,234.85	\$3,704.55
James	Yeager	1206	SPCH289A	Film History & Appreciation		3	\$1,234.85	\$3,704.55
Karen	Barth	1236	NURS091HXB	Nursing Asst Lab	40		\$30.00	\$1,200.00
Elizabeth	Chambers	1217	NURS091HBX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Brendan	Dutmer	1240	CHEM124AX	Gen College Chemistry II Lab		3.6	\$1,234.85	\$3,556.37*
Brendan	Dutmer	1239	CHEM124AX	Gen College Chemistry II		3	\$1,234.85	\$2,963.64*
Karla	Giuffre	1080	BIOL117Y1	Nutrition		3	\$1,234.85	\$3,704.55
Paul	Logan	1077	MATH177Y2	Statistics		3	\$520.91	\$1,562.73
Al	Nowicki	1079	BIOL116HBX	Intro to Ecology Lab		2	\$1,234.85	\$2,222.73*
Al	Nowicki	1078	BIOL116HBX	Intro to Ecology		3	\$1,234.85	\$3,704.55
Al	Nowicki	1219	BIOL120AX	Found of A&P Lab		2	\$1,234.85	\$2,222.73*
Al	Nowicki	1218	BIOL120AX	Found of A&P		3	\$1,234.85	\$3,704.55
Derek	Paulsen	1076	MATH177A	Statistics		3	\$520.91	\$1,562.73
Angie	Schleicher	1237	NURS091HXX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Kay	Sperry	1216	NURS091XHB	Nursing Asst Lab		2.7	\$1,234.85	\$3,334.10

Summer 2015				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
John	Sullivan	1083	CHEM120HB	Elem Gen Chemistry		3	\$1,234.85	\$3,704.55
John	Sullivan	1084	CHEM120HBX	Elem Gen Chemistry Lab		1.8	\$1,234.85	\$2,222.73
Anthony	Boyle	1100	PHYD115N	Intro to Recreation		3	\$520.91	\$1,562.73
Pete	Norman	1105	PHYD227N	Sports Officiating		2	\$617.43	\$1,234.86
Pete	Norman	1102	PHYD135N	Games in Elementary Ed		3	\$617.43	\$1,852.29
Casey	Anderson		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Rebecca	Boyden		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Diane	DeWitt		Office Technology - P/T Instructor		TBD		\$28.14	TBD
Gloria	Maurer		Office Technology - P/T Instructor		TBD		\$28.14	TBD
Jean	Meyers		Cosmetology Lab - P/T Instructor		TBD		\$25.17	TBD
Dorie	Oloff		Office Technology - P/T Instructor		TBD		\$25.17	TBD
Kristine	Rush		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Vicki	Standley		Office Technology - P/T Instructor		TBD		\$25.17	TBD
Carol	Engelkens		Office Technology - Lab Asst		TBD		\$12.66	TBD
Bruce	Pittluck		Office Technology - Lab Asst		TBD		\$12.66	TBD
Anki	Bauer	1138	EQUI101Y1	Equine Business		3	\$479.40	\$479.40*
Anki	Bauer	1147	OCED290B	Work PI Exp Equine		2	\$479.40	\$321.20*
Anki	Bauer	1148	OCED290C	Work PI Exp Equine		1	\$479.40	\$158.20*
Anki	Bauer	1149	OCED290D	Work PI Exp Equine		2	\$479.40	\$158.20*
Joseph	DeParasis	1139	EQUI103N	Equine Evaluation		2	\$535.91	\$535.91*
Joseph	DeParasis	1145	EQUI137A	Riding I		2	\$535.91	\$750.27*
Carol	Engelkens	1196	INFT295Y1A	MS Publisher		1	\$479.40	\$81.50*
Thomas	Harrison	1133	BUSN125HB	Math of Business		3	\$464.40	\$1,393.20
Roger	Hicks	1136	WELD130NA	Intro to Welding + Lab		3.8	\$479.70	\$1,822.86
Steven	Kocmoud	1114	INFT145Y1	Beg Access		1	\$479.40	\$479.40
Bruce	Pittluck	1113	INFT140Y1	Beg Excel		1	\$535.91	\$535.91
Crimson	Pulver	1142	EQUI127HB	Horse Handline I		2	\$479.40	\$671.16*
Brandi	Widmer	1141	EQUI107HB	Equine Health Care I		2	\$479.40	\$671.16*
Jennifer	Alderman	1108	ACCT105Y2	Elements of Acct		3	\$1,234.85	\$3,704.55
Amy	Chamberlin		Cosmetology Classes			5	\$1,234.85	\$6,174.25
Justin	Ebert	1271	AGOC220IS	Finance Ag Production		3	\$1,234.85	\$370.46*
Justin	Ebert	1209	SPTP260N	Plant Pest ID		3	\$1,234.85	\$2,963.64*
Joseph	Grove	1118	BUSN121Y2	Intro to Business		3	\$1,234.85	\$3,704.55
Joseph	Grove	1119	ECON111Y2	Principles of Econ I		3	\$1,234.85	\$3,704.55
Joseph	Grove	1120	ECON112Y2	Principles of Econ II		3	\$1,234.85	\$3,704.55
Denise	Johnson		Office Technology Classes			5	\$1,234.85	\$6,174.25
Melissa	Johnson	1246	ECE209A	Ece Internship		3	\$617.43	\$185.23*
Jeremy	Monigold	1117	BUSN141HB	Business Communications		3	\$1,234.85	\$3,334.10*
Jeremy	Monigold	1115	INFT180HB	Intro to Info Systems		3	\$1,234.85	\$3,704.55
Jeremy	Monigold	1116	INFT180Y1	Intro to Info Systems		3	\$1,234.85	\$3,704.55
Carol	Wilhelms	1234	ACCT214Y2	Managerial Accounting		4	\$1,234.85	\$3,951.52*
Allison	Thulen		2015 Summer Softball Camp Staff					\$100.00
Halle	Fransen		2015 Summer Softball Camp Staff					\$100.00
Courtney	Swalve		2015 Summer Softball Camp Staff					\$100.00
Jennifer	Smith	1111	PHYD239N	Body Mechanics		1.8	\$520.91	\$778.24*
Kate	Perkins	1306	CED020BCC	Fast Forward - Writing		1	\$1,234.85	\$1,234.85
Luke	Norman		2015 Summer Basketball Camp Staff					\$1,500.00

Summer 2015			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Eric	Norman		2015 Summer Basketball Camp Staff					\$1,500.00
Tone	Boyle		2015 Summer Basketball Camp Staff					\$2,000.00
Miranda	Grisham		2015 Summer Basketball Camp Staff					\$75.00
Chasitee	Shroyer		2015 Summer Basketball Camp Staff					\$200.00
Colby	Smith		2015 Summer Basketball Camp Staff					\$125.00
Giovanni	Offard		2015 Summer Basketball Camp Staff					\$225.00
Pat	Jackson		2015 Summer Basketball Camp Staff					\$350.00
Grant	Holman		2015 Summer Basketball Camp Staff					\$350.00
Courtney	Walker		2015 Summer Basketball Camp Staff					\$25.00
Marcia	Bennett		Math N1	Math Lab		2.5	\$535.91	\$1,339.78
Jan	Butterfield		Math A2	Math Lab		2	\$479.40	\$958.80
Jan	Butterfield		Math B1	Math Lab		2	\$479.40	\$958.80
Ellen	McGinnis		Math A1	Math Lab		2	\$479.40	\$958.80
Ellen	McGinnis		Math B2	Math Lab		2	\$479.40	\$958.80
Ellen	McGinnis		Math N2	Math Lab		2.5	\$479.40	\$1,198.50
Kim	Ramirez		Professional Medical Coding Class					\$5,440.00
Elias	Noble, Jr.		Honorarium for Boyer Colloquium & Travel					\$989.45
Pat	Trask		Honorarium for Boyer Colloquium					\$750.00
Luke	Norman		Painted dugouts					\$150.00
Diann	Cassens	1095	RDG120A	College Reading Strategies		3	\$520.91	\$1,562.73
Elizabeth	Niesman	1091	LIBS199	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	1091	COMM087	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	1089	COMM084	Basic Written Comm		3	\$535.91	\$1,071.82*
Vicki	Schulz	1092	LIBS199	FYES		2	\$617.43	\$1,234.86
Don	Tresemmer		Tutor		TBD		\$19.51	TBD
John	Hartman		Piano Tuning					\$195.00
Sarah	Long		Choreographer for Mary Poppins					\$1,000.00
Loretta	Swanson	1202	ART110Y1	Intro to Art		3	\$535.91	\$1,607.73
Allen	Redford	1201	MUS267Y1	Intro to Music		3	\$1,234.85	\$3,704.55
Reed	Bakken	1153	ART117/217N	Pottery I/II		3	\$911.05	\$2,733.15
Annette	Hartman		HCC Catalog/Kanosky Retirement					\$1,575.00
Scott	Anderson		Written Mechanical Testing					\$40.00
Steven	Gellings		Written Electrical Assessment					\$100.00
Steven	Gellings	1309	SPTP160C	PLC Training Program				\$610.65
Marcia	Bennett		MATH N3	Math Lab		2.5	\$535.91	\$1,339.78
Jan	Butterfield		MATH A4	Math Lab		2	\$479.40	\$958.80
Jan	Butterfield		MATH B3	Math Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH N4	Math Lab		2.5	\$479.40	\$1,198.50
Ellen	McGinnis		MATH B4	Math Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH A3	Math Lab		2	\$479.40	\$958.80
*Pro rated based on enrollment								

**AGENDA ITEM #VIII-C-1  
JULY 21, 2015  
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION  
COORDINATOR, NURSING PROGRAM AND LAB**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the Board of Trustees approves the attached new description for Coordinator, Nursing Program and Lab with placement at range 47 on the Highland Salary Range Table. This is a full-time, exempt position and is included in the budget for FY16.

**BACKGROUND:** The College Cabinet has been reviewing staffing requisition requests for FY16. At the May 27, 2015, College Cabinet meeting, the Executive Vice President, in conjunction with College Cabinet, recommended that this position be funded for FY16. This position is taking responsibilities and duties from the Coordinator, Nursing/Allied Health Programs and Coordinator, Nursing and Allied Health Lab to merge into one position. The Coordinator, Nursing/Allied Health Programs position will be vacated by its incumbent, Alicia Kepner, effective August 13, 2015. Ms. Kepner's appointment to the full-time Certified Medical Assistant Instructor is being submitted for approval as part of this month's Board agenda. The Coordinator, Nursing and Allied Health Lab position has been advertised previously, but has not been filled. In addition to the responsibilities of the previously mentioned positions, this position will also teach one class or lab/clinical each fall and spring semester, not to exceed six contact hours per semester, support faculty in online nursing course material design, and assist in curriculum review and revision as part of the Board of Nursing accreditation standards. The Coordinator, Nursing/Allied Health Programs and Coordinator, Nursing and Allied Health Lab positions will be archived upon the Board's approval of the Coordinator, Nursing Program and Lab position.

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

## Highland Community College Position Description

**TITLE: Coordinator, Nursing Program and Lab\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide assistance to the dean in the day-to-day management of the nursing program, promote student success through support services, and oversee and maintain the nursing lab.

**PRINCIPAL DUTIES: (essential functions)**

- Teaches a minimum of one class or lab/clinical each fall and spring semester not to exceed six contact hours.
- Supervises, instructs, and assists with clinical skills and skill remediation.
- Maintains inventory of all nursing lab supplies and equipment; verifies that current equipment is in order and functioning properly.
- Regulates the nursing lab utilization and assignments with internal and external users.
- Assists faculty with running computerized scenarios and developing/programming new scenarios for the simulators.
- Advises students following admittance to the Nursing program individually or through group presentations on processes, courses, degrees, transfer options and skill development.
- Collects and reviews data for Board of Nursing accreditation standards; assists in curriculum revisions as necessary.
- Supports faculty in online nursing course material design and development; encourages consistent instructional design practices.
- Coordinates student clinical sites to meet compliance standards.
- Helps faculty in setting up and cleaning up skills labs.
- Manages the selection process for the nursing students and maintains student files.
- Coordinates student events for the Nursing programs such as orientations and pinning ceremonies.
- Participates in recruiting events and other outreach programs to provide program and general information.
- Gathers and enters information into the computer for reports and other documents.
- Represents the College at various meetings on and off campus.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of state and federal laws, rules, and regulations associated with approval and operation of the Nursing program.

Knowledge of curriculum development.

Knowledge of computer equipment and software applications.

Knowledge of technology used in teaching and learning.

Knowledge of advising practices, principles, and processes.

Knowledge of evaluating student learning and performance effectively.

Skill in communication effectively one-on-one or in groups.

Skill in effectively using organization and planning skills.

Skill in operating computer hardware and software programs, office equipment and nursing equipment.

Skill in maintaining confidential information.  
Skill in developing and evaluating policies and procedures.  
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 25 pounds.

**MINIMUM QUALIFICATIONS:** Master's degree in Nursing with (1) year of patient care experience and (1) year of nursing education experience in a hospital or academic setting OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Registered Nurse.

**SECURITY SENSITIVE POSITION:** May require a criminal background check.

**REPORTS TO:** Dean, Health, Science, and Mathematics

**APPOINTED BY:** Board of Trustees

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 8110

**JOB SERIES/FAMILY:** Academic Series/ Health, Natural Science and Mathematics

**ADOPTED:** 07/21/15 \*[Pending Board Approval]

**Salary Range:** 47

**Current Incumbent:** Vacant

**Past Incumbent:**

**AGENDA ITEM #VIII-C-2**  
**JULY 21, 2015**  
**HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION**  
**NATURAL SCIENCE LAB ASSISTANT**

**RECOMMENDATION OF THE PRESIDENT AND CEO:** That the Board of Trustees approves the attached new description for Natural Science Lab Assistant with placement at range 39 on the Highland Salary Range Table. This is a part-time, non-exempt, hourly position and is included in the budget for FY16.

**BACKGROUND:** The College Cabinet has been reviewing staffing requisition requests for FY16. At the May 13, 2015, College Cabinet meeting, the Executive Vice President, in conjunction with College Cabinet, recommended that this position be funded for FY16. This position will be responsible for setting up and preparing equipment/supplies for assigned labs, cleaning up following lab experiments, maintaining the inventory of laboratory supplies and purchasing chemicals and supplies as needed, properly handling, maintaining, storing and disposing of chemicals, microbiological and biological specimens, and serving as the Laboratory Standard Training Instructor. The position will work 20 – 28 hours per week. Employing a Natural Science Lab Assistant that is dedicated to lab work and preparation will increase the quality of labs for our students. The benefits of the position include allowing faculty to focus greater time on teaching rather than lab preparation, more involved labs for increased student learning and engagement, more appealing labs, displays and aquaria, and increased opportunities for students to learn in a lab environment.

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



## Highland Community College Position Description

**TITLE: Natural Science Lab Assistant\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** Plans and coordinates laboratory activities in Natural Science to support instructional programs.

**PRINCIPAL DUTIES: (essential functions)**

- Sets up and prepares equipment/supplies for assigned labs. Cleans up following lab experiments including benches, hoods, and reagent tables.
- Supervises lab student workers.
- Performs basic maintenance of laboratory and greenhouse instrumentation/equipment. Serves as liaison for contracted maintenance when necessary.
- Maintains inventory of laboratory supplies and purchases chemicals and supplies as needed.
- Participates in recruitment, learning events, building tours, fundraisers and transfer programs related to area of assignment.
- Assists with the preparation of annual budgets for assigned areas, including proposed expenditures for equipment, supplies, repair and maintenance.
- In accordance with the Risk Management Policy and Program:
  - Provides expertise on safety and regulatory issues.
  - Participates in academic laboratory safety program and chemical hygiene committee.
  - Properly handles, maintains, stores and disposes of chemicals, microbiological and biological specimens, including human cadaver and potentially infectious microorganisms.
  - Acts as the Laboratory Standard Training Instructor.
  - Trains faculty/staff on lab safety procedures as necessary; enforces lab safety to assure student and employee safety.
  - Serves as liaison with regulatory agencies and assists with external inspections.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of laboratory methods, practices, procedures.

Knowledge of laboratory equipment, safety and hazardous waste disposal procedures.

Knowledge of OSHA standards.

Knowledge of Material Safety Data Sheets.

Knowledge of the care and maintenance of living organisms

Skill in reading and interpreting lab manuals.

Skill in calibration, operation and maintenance of technical laboratory equipment and instruments.

Skill in organizing, planning and prioritizing laboratory activities.

Skill in communicating effectively both orally and in writing.

Skill in scheduling and assigning work to others.

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 50 pounds.

**MINIMUM QUALIFICATIONS:** Associate's degree in Biology or related field with two years of related work experience, Bachelor's degree preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Valid drivers license and ability to successfully pass motor vehicle record check preferred.

**SECURITY SENSITIVE POSITION:** May require a criminal background check.

**REPORTS TO:** Dean, Health, Natural Science and Mathematics

**APPOINTED BY:** President.

**FLSA CLASSIFICATION:** Non-exempt

**CLASS CODE:** 8111

**JOB SERIES/FAMILY:** Academic Series/Health, Natural Science and Math Group

**ADOPTED:** 07/21/15\* [Pending Board Approval]

**Old Job Code/Title:**

**Salary Range:** 39

**Current Incumbent:** Vacant

**Past Incumbent:**