

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

August 15, 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. Moment of Silence in Honor of Former Trustee Frank Walker
- III. Approval of Agenda
- IV. Approval of Minutes: July 18, 2017 Budget Work Session
July 18, 2017 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2017 Leadership Congress (Page 1)
 - 2. Authorization to Submit the Annual Audit to the Illinois Community College Board (Page 2)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 3)
 - D. Financial
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Memorandum of Agreement between Highland Community College and the Early EdU Pilot Program through the University of Washington (Page 6)
 - C. Personnel (None)
 - D. Financial
 - 1. Service Provision Agreement Between FHN Family Counseling Center and Highland Community College for Mental Health Services (Page 16)
 - 2. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes (Page 20)

3. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund (Page 23)
4. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund (Page 24)
5. Interfund Transfer from the Educational Fund to the Restricted Fund (Page 25)
6. Plante & Moran, PLLC Payment Card Audit/PCI Compliance Professional Services Agreements (Page 26)
7. Direct Energy Business, LLC Electricity Supply Commodity Master Agreement (Page 42)
8. Payment of Bills and Agency Fund Report (Page 53)

X. Reports

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

XI. Old Business

XII. CLOSED SESSION

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

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 1. Salary Amendment to Coordinator, Nursing Program and Lab Appointment

XIV. New Business

XV. Dates of Importance

- A. Next Quarterly Board Retreat – (combined with September regular meeting) September 13, 2017 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVI. Adjournment

**AGENDA ITEM #VIII-B-1
AUGUST 15, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF VOTING DELEGATE AND ALTERNATE DELEGATE
TO THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2017 LEADERSHIP CONGRESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Jim Endress, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2017 Leadership Congress in Las Vegas, Nevada, September 25 – 28, 2017. It is further recommended that Ms. Pennie Groezinger, Trustee, serve as the alternate delegate, if Mr. Endress is unable to fulfill his responsibilities at the meeting.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual leadership congress each year.

BOARD ACTION: _____

**AGENDA ITEM #VIII-B-2
AUGUST 15, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**AUTHORIZATION TO SUBMIT THE ANNUAL AUDIT
TO THE ILLINOIS COMMUNITY COLLEGE BOARD**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the Audit & Finance Committee of the Board to review the FY17 annual audit and authorize submission to the Illinois Community College Board prior to the October 15, 2017, deadline.

BACKGROUND: The Illinois Community College Board requires that community colleges submit an annual audit each year by October 15. A draft of the FY17 audit is not expected to be available until mid-September. The Audit & Finance Committee will meet with the auditors prior to the October regular Board meeting to review the draft and authorize submission to ICCB in order to meet the deadline.

Representatives from Wipfli will review the audit with the full Board at the October 17, 2017, regular meeting.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-I
AUGUST 15, 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 Summer 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: _____

Summer 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Randa	Noble			Business Institute instructor				\$ 871.20
Dan	Dick			Servant Leadership trainer for January/February 2017				\$ 400.00
Annette	Hartman			HCC catalog design, graduation program, Boyer design, After 3 design, tuition waiver design				\$ 1,906.25
Diane	Navickis			Business Institute instructor				\$ 2,841.72
Kim	Ramirez			Medical Coding course				\$ 6,800.00
Tammy	Abell			Servant Leadership Trainer June 2017				\$ 500.00
Paul	Vehmeier			Assistant technical director				\$ 1,000.00
Jessica	Oladapo			Diversity training Instructor				\$ 1,138.03
Miscellaneous								
Doug	Meyers	1216	PERS011FCC	Make 1st Video Game	15		\$20.00	\$300.00
Evan	Talbert	1395	WFD048B	BASSET				\$91.66
Kathy	Heid	3866	PHYD121ACC	Walk & Stretch	30		\$18.00	\$540.00
Chad	Boudreau	1060	PHYD115A	Intro to Recreation		3	\$520.91	\$1,562.73
Chad	Boudreau	1062	PHYD221A	Physical Fitness II		2	\$520.91	\$416.73*
Pete	Norman	1059	PHYD121A	Physical Fitness I		1.8	\$520.91	\$937.64
Pete	Norman	1063	PHYD227N	Sports Officiating		2	\$628.23	\$1,256.46
Pete	Norman	1060	PHYD135N	Games in Elem Ed		3	\$628.23	\$1,884.69
Ellen	McGinnis		MATH N2	MAC Lab		2.5	\$479.40	\$1,198.50
Ellen	McGinnis		MATH B2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH A2	MAC Lab		2	\$479.40	\$958.80
Eric	Piper			Summer Worker in Auto Body	TBD		\$10.00	TBD
Jeremy	Monigold			HLC Work & Assessment		1	\$1,256.45	\$1,256.45
Cassie	Mekeel	1187	NURS091ISX	Nursing Asst Lab	8		\$30.00	\$240.00
Steve	Mihina			Facutly Senate President		0.76	\$1,256.45	\$954.90
Evan	Talbert	1418	WFD048C	BASSET				\$80.00
Steve	Gellings			PLC Assessments				\$550.00
Scott	Anderson			Mechanical Written Assessments				\$60.00
Jeremy	Monigold			Beg & Int Excel Training				\$1,456.48
*Pro rated based on students								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
Kristin	Brandt			Orchestra for Summerset 44 (Annie)				\$ 250.00
Claire	Cifonie			Orchestra for Summerset 44 (Annie)				\$ 700.00
Jon	Fromi			Orchestra for Summerset 44 (Annie)				\$ 200.00
Annette	Hackbarth			Orchestra for Summerset 44 (Annie)				\$ 250.00
Andrea	Hartman			Orchestra for Summerset 44 (Annie)				\$ 200.00
Kyle	Kleckner			Orchestra for Summerset 44 (Annie)				\$ 175.00
Chandler	Lindsay			Sound engineer for Annie performances				\$ 200.00
Almonzo	Moore-Oesterreich			Assisted with Annie performances				\$ 100.00
Brittany	Myers			Orchestra for Summerset 44 (Annie)				\$ 200.00
Michaela	Myers			Orchestra for Summerset 44 (Annie)				\$ 200.00
Camelot Costumes LLC				Annie labor				\$ 4,000.00
Robert	Dixon			Annie design and formatting				\$ 135.00

**AGENDA ITEM #IX-B-1
AUGUST 15, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND THE EARLY EdU PILOT PROGRAM
ACTING THROUGH THE UNIVERSITY OF WASHINGTON**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Agreement between Highland Community College and Early EdU Alliance Program acting through the University of Washington (UW), a public institution of higher education and an agency of the state of Washington as the designated entity to manage and license rights for EarlyEdU.

BACKGROUND: The interest in collaborating with the Early EdU through the University of Washington to participate in a national pilot began when the program was introduced to Ms. Melissa Johnson, Early Childhood Education Coordinator, during a meeting with Rockford University. Ms. Christi Chadwick from the Governor's Office of Early Childhood presented the project to Ms. Johnson for consideration. Highland participated in the pilot from Spring 2016 through Spring 2017. Ms. Johnson taught four EarlyEdU courses and is currently utilizing the EarlyEdU Coaching Companion for her own (non EarlyEdU) course this summer.

The pilot, which officially ended June 30, 2017, was a federally funded grant project through the Office of Head Start. The goal of the Early EdU project is to develop a research-based program that will prepare early childhood educators in understanding child development and mastering instructional practices that engage young children in learning. The University of Washington and the University of Virginia collaborated to create a series of now 18 courses, eight of which are offered online. It is a goal of the project to have online format options for all of the courses by Fall 2017. Early EdU has established an alliance of higher education institutions to continue the work throughout the country and has received funding through the Bill and Melinda Gates Foundation to continue the work through 2020.

Upon approval to continue as a member of the EarlyEdU Alliance, the benefits to Highland's Early Childhood Program include:

- Use of EarlyEdU courses to be taught during the membership period
- Access to multimedia resources faculty can use in their own courses
- Use of the EarlyEdU Coaching Companion, access to EarlyEdU Fundamentals – a self-paced online course in effective online teaching
- Opportunities for collaboration on courses and research with other alliance members and the EarlyEdU team

BOARD ACTION: _____

- For faculty teaching EarlyEdU courses: invitation, with complimentary lodging and hosted meals to the annual EarlyEdU Alliance Institute.

Ms. Johnson is researching the possibility of designing an online early childhood degree option. The courses and online resources provided through EarlyEdU will offer an opportunity to research evidenced-based and best practices to online learning for early childhood students. Members of the Alliance include faculty and researchers who continually research to create innovative approaches to teacher preparation. EarlyEdU holds monthly Faculty Community of Practice online meetings, which allow faculty to share ideas, challenges, and success from teaching and research. Ms. Johnson was a presenter for one of the sessions during the pilot. A valuable resource for the Highland Early Childhood Program is to have access to utilize Coaching Companion during Practicum and ECE Internship. It allows students to upload videos of teaching practices so that they can receive individual feedback from the instructor as well as build a supportive peer community. This is especially constructive for students in remote areas of the district.

Attached at the end of the agreement is a fact sheet that provides additional details on Early EdU.



Institution of Higher Education (IHE) Member License

This EarlyEdU Alliance Membership Agreement ("Agreement") is between the University of Washington, a public institution of higher education ("UW"), and the undersigned Institution of Higher Education ("IHE") Member of the Early Edu Alliance ("IHE Member"). The Agreement is entered into as of the last date upon which this Agreement is fully executed ("Effective Date").

Background:

The EarlyEdU Alliance ("EarlyEdU") is a diverse community of higher education, government, non-profit, and philanthropic stakeholders dedicated to strengthening US early care and educational workforce by working together to increase access to affordable bachelor's degrees, by offering offer relevant coursework and effective college instruction to improve teaching interactions and practices for early care and education professionals. EarlyEdU courses, technology, and instructional resources, ("Works), along with EarlyEdU's Communities of Practice and its Annual Institute ("Services").

The Works and Services are UW's intellectual property and are protected by copyright and trademark laws and international treaties and licensed by UW on the terms and conditions set forth below.

1. Definitions

"Authorized User" means current employees of the IHE Member who meet the following qualifications: they are working for the IHE Member; they are teaching courses for the IHE Member's non-commercial benefit; and they have been notified of the terms and conditions of the Agreement.

"EarlyEdU Contact" means the email contact at: info@earlyedualliance.org

"Feedback" means information in written or verbal form provided by IHE Member to the designated UW EarlyEdU Contact on use of the Works by IHE Member. Feedback includes, but is not limited to:

- Demographic information about Students enrolled in any EarlyEdU course or in IHE-developed courses using EarlyEdU Coaching Companion.
- Information about how course materials have been used in adherence to the conditions in section 2 of this Agreement.
- Information about how Works have been used in professional development activities and/or in public presentations.

"Students" means persons enrolled in credit-bearing courses offered by the IHE Member.

"Works and Services" means the copyright Works and Services described in Schedule A.

2. Grant and Conditions of IHE Membership



Institution of Higher Education (IHE) Member License

Provided the Individual Member conforms to the terms and conditions of this Agreement, UW hereby grants, and Individual Member accepts:

- a limited, no-fee, non-transferable, non-exclusive license to access, display, and perform the Works and print and distribute digital access and printed output from the Works, provided such access and printouts are primarily for IHE Member's use by its Authorized Users and Students. Any other use, including all commercial use, requires prior written permission of UW;
- a license to access and participate in Services including use of the EarlyEdU Coaching Companion Service for use by Authorized Users and Students.

IHE Member gains no ownership in the Works and Services, and will retain in the Works and Services the copyright, trademark, or other notices pertaining to the Works and Services as provided by UW.

IHE Member do not have a right to distribute, publish, or otherwise transfer or allow to be transferred the copies of the Works, in whole or in part, for commercial use without prior written permission of UW.

IHE Member will neither provide third parties access to the Works and Services, nor allow third parties to use the Works and Services. IHE Member's Students using the Works as a part of their normal matriculation are not considered third parties.

During the membership year, IHE Member agrees to:

- Inform all Authorized Users using Works of the terms and conditions of this agreement.
- Use most of an EarlyEdU course and/or use the EarlyEdU Coaching Companion with an IHE Member course.
- Use EarlyEdU content and materials for the sole purpose of teaching courses that conform to the following guidelines:
 - Courses are expected to have students make videos of themselves demonstrating specific teaching practices. IHE Member may use the EarlyEdU Coaching Companion, other video annotation tools, or its own learning management system.
 - Courses are expected to include small group communities of reflection and practice, to develop student capacity to provide feedback and to build professional connections.
 - Have instructors provide regular feedback to students on implementation of specific teaching practices as specified in course assignments and support students' providing feedback to one another.
- Accepts its sole responsibility for obtaining any permissions, releases, institutional or regulatory agreements required to have its Authorized Users and Students use the Works and Services. Agrees and accepts its sole responsibility for obtaining any permissions, releases, institutional or regulatory agreements required to have its Authorized Users and Students use the Works and Services. IHE is solely responsible for providing Authorized Users with information on the IHE's Student privacy policy and records retention policies and, as needed, conditions contained in the Family Educational Rights and Privacy Act and regulations



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("FERPA") including obtaining required FERPA-related releases and forms and Subscriber-policies related to gathering and storing FERPA-related forms.

- Require IHE Member faculty teaching an EarlyEdU course to complete an EarlyEdU Fundamentals course.
- Provide the EarlyEdU Alliance with feedback in a timely manner.
- Agrees that UW EarlyEdU Alliance, at its sole discretion, is permitted to use IHE Member's Feedback at no charge or royalty in making changes to the Works.

IHE Membership Benefits

During the membership year, IHE Member will receive the following Works and Services as are further detailed in Schedule A.

- In-person and online course materials for courses to be taught during the membership year
- Access to EarlyEdU Coaching Companion
- Technology support for the EarlyEdU Coaching Companion
- Access to media and other resources on the Alliance members website
- Opportunity to participate in a national community of practice
- For faculty teaching EarlyEdU courses: attendance, with complimentary lodging and hosted meals, at the EarlyEdU Annual Institute. Note: the IHE Member is responsible for personal travel expenses to attend the Institute. The time and location are to be determined.

4. UW Modification and Trademarks

UW reserves the right to modify or make improvements in the Works at any time without notice. UW shall endeavor to correct defects as identified by UW relating to the Works' operation.

This Agreement does not grant permission to use the trade names, identifiers, trademarks, service marks, or product names of the UW or EarlyEdU Alliance, except as required for reasonable and customary use in describing the origin of the Works and Services. The IHE Member shall not use the name "University of Washington," its logo, marks, or any abbreviation thereof to without prior written approval from UW except as otherwise expressly provided in this Agreement.

5. Term and Termination

Access to the Works and Services is for 1 year ("Term") and may be renewed by the Parties for additional Terms.

Either Party may terminate this Agreement at any time upon written notice to the other Party. The provisions under which this Agreement may be terminated will be in addition to any and all other legal remedies which either party may have for the enforcement of any and all terms hereof, and do not in any way limit any other legal remedy such party may have.

Termination of this Agreement will terminate all rights and licenses granted IHE Member relating to the Works and Services.



Institution of Higher Education (IHE) Member License

6. Warranties and Disclaimers

The Works and Services are intended for educators and professionals involved in early education ("Audience"). The IHE Member is responsible for ensuring the use of the Works and Services is appropriate

IHE Member acknowledges that the Works and Services are for informational and educational purposes only and is not a substitute for IHE Member's professional judgment. IHE MEMBER'S RELIANCE UPON THE WORKS AND SERVICES IS SOLELY AT IHE MEMBER'S OWN RISK AND IF IHE MEMBER USES THE WORKS AND SERVICES IN THE TRAINING OF OTHERS, IHE MEMBER ASSUMES THE RESPONSIBILITY AND THE RISK FOR EVERYONE TO WHOM IHE MEMBER GIVES ACCESS, OR FOR WHOM IHE MEMBER DISPLAYS OR PERFORMS THE WORKS AND SERVICES.

The Works and Services are an academic research tool that is experimental in nature and is supplied "AS IS", without obligation by the UW to provide accompanying services or support. The entire risk as to the quality and performance of the Works and Services is with IHE Member.

UW EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, PERTAINING TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF WORKS AND SERVICES OR ANY OTHER MATERIALS OTHERWISE PROVIDED TO IHE MEMBER UNDER THIS AGREEMENT.

7. General

This Agreement shall be construed in accordance with, and its performance shall be governed by, the laws of the State of Washington. Any suit, action, or proceeding arising out of or relating to this Agreement shall be decided in King County, Washington, U.S.A. IHE Member accepts the venue and jurisdiction of the Federal District Court of Western Washington, Seattle, or the King County Superior Courts.

No omission or delay of either party hereto in requiring due and punctual fulfillment of the obligations of any other party hereto shall be deemed to constitute a waiver by such party of its rights to require such due and punctual fulfillment, or of any other of its remedies hereunder. Amendments to this Agreement must be in writing, reference this Agreement, and be signed by duly authorized representatives of UW and IHE Member. Headings are provided for convenience only.

If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the parties will work together in good faith to amend the Agreement to retain the original intent of the of the invalid clause and the validity, legality and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

This Agreement and the rights and benefits conferred upon IHE Member hereunder may not be assigned or otherwise transferred by IHE Member without the prior written consent of UW. This Agreement may be assigned by UW.



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Failure of UW to perform or delay in the performance of UW’s obligations under this Agreement due to any cause or event not reasonably within UW’s control, including but not limited to casualty, labor disputes, failure of equipment, compliance with government authority or Act of God, shall not constitute a breach of this Agreement, and UW’s performance shall be excused during such delay.

This Agreement embodies the entire understanding of the parties and supersedes all previous communications, representations, or understandings, either oral or written, between the parties relating to the subject matter hereof.

This Agreement may be executed in one or more counterparts, or by facsimile or electronic signature.

UW and the IHE Member have caused this Agreement to be duly executed by their respective authorized representatives.

For University of Washington

IHE Member

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address: UW CoMotion
4545 Roosevelt Way NE, Suite 400
Seattle, WA 98105

Address: _____

Phone: 206-534-3970

Phone: _____

Email: license@uw.edu

Email: _____



Institution of Higher Education (IHE) Member License

**Schedule A
Works and Service**

Works	Description	Available to	To be provided by IHE Member or Authorized Users
Courses	For each course, complete set of materials, required to teach college-level course in person (syllabus, assignments, digital presentations, activities, and handouts), to be delivered as electronic files, or instance of online course in EarlyEdU Canvas LMS, or electronic course files to be uploaded to IHE Member's LMS	Authorized Users teaching EarlyEdU course(s) during the membership period (access only to course(s) being taught, not to all EarlyEdU courses)	Subscriber: Contact information for Authorized Users Authorized Users: Feedback on Courses; documentation of any changes made to course materials and how changes maintained fidelity to EarlyEdU guidelines
Media Library	Videos of teaching practices in early learning settings; videos of scholars speaking about their research	Authorized Users	Feedback; information about how videos were used in teaching or other professional activities



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Services	Description	Available To	To be provided by IHE Member or Authorized User
Annual Institute	Annual conference of Alliance members; 2 nights' lodging and hosted meals during Institute	Authorized Users who taught an EarlyEdU course during the membership period	Feedback
Community of Practice	Virtual meetings of faculty, held once or twice per month during academic year	Authorized Users	Feedback
Coaching Companion	Video sharing and coaching feedback web-hosted LMS for students and instructors to share videos of teaching practices; provide feedback to one another; and engage in dialogue about teaching practices	Authorized Users and Students at IHE Member in classes using Coaching Companion. All users will agree to the Coaching Companion Participation Terms prior to having password access to EarlyEdU Coaching Companion.	Feedback; acknowledgment of EarlyEdU guidelines for use of Coaching Companion
Coaching Companion Technical Support	Tech support for Authorized Users and their students between the hours of 9 am and 5 pm PT, Monday-Friday	Authorized Users and Students at IHE Member in classes using Coaching Companion	Feedback
Additional Technical Support and Customization	TBD Any added customization or additional technical support provided on a fee basis by UW EarlyEdU	TBD Must be authorized by the Subscriber and mutually agreed by in writing by Subscriber/Licensee and UW EarlyEdU	TBD