

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

January 16, 2018 – 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: November 21, 2017 Regular Meeting
 December 6, 2017 Board Retreat
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Board Meeting Schedule (Page 1)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – New Policy Manual Appendix: Tenure Review Process (Page 6)
 - 2. Second Reading – Revised Policy 3.10: Financial Aid “Standards of Satisfactory Academic Progress” (Page 9)
 - 3. First Reading – Revised Policy 1.23: Board Self-Evaluation (Page 13)
 - 4. First Reading – New Policy 2.001: Dual Credit Course Offerings (Page 15)
 - 5. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel (Page 18)
 - 6. Resolution to Prohibit Sexual Harassment, and First Reading and Waiving Second Reading – Revised Policy 4.034: Sexual and Other Harassment (Page 104)
 - C. Personnel
 - 1. Seniority Lists (Page 139)
 - 2. Appointment: Nursing Instructor (Page 147)

3. Revised Job Description: Network Administrator (Page 148)
4. Revised Job Description: Coordinator, Disability Services (Page 151)

D. Financial

1. Payment of Bills and Agency Fund Report – November 2017 (Page 154)
2. Payment of Bills and Agency Fund Report – December 2017 (Page 156)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 158)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

XI. CLOSED SESSION

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

XII. ACTION, IF NECESSARY

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

- A. Appoint Trustees to Review Closed Session Minutes

XIV. Dates of Importance

- A. Next Regular Board Meeting – February 20, 2018 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – March 7, 2018 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
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE**

BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms 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:

January 16, 2018	January 15, 2019
February 20, 2018	February 19, 2019
March 20, 2018	March 19, 2019
April 17, 2018	April 23, 2019 (4 th Tuesday)
May 15, 2018	
June 19, 2018	
July 17, 2018	
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.

BOARD ACTION: _____

**AGENDA ITEM #VII-C-I
JANUARY 16, 2018
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 Fall 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: _____

Fall 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jeremy	Monigold	3849	PERS036OCC	3D Printing	2		\$25.00	\$50.00
Shara	Ibalio	3808	DATP110ECC	Using Spreadsheets	3		\$25.00	\$75.00
Shara	Ibalio	3789	DATP110CCC	Internet Browsers	3		\$25.00	\$75.00
Art	Dawson	3787	PERS037JCC	Wire Wrapped Pendant	3		\$20.00	\$60.00
Jeremy	Monigold	3852	DATP110PCC	Intro to Coding	2		\$25.00	\$50.00
Terry	Feinberg	3818	PERS037VCC	Genealogy	4		\$35.00	\$140.00
Michael	Staver	3859	PERS036VCC	Spanish Cuisine	3		\$25.00	\$75.00
Mark	Peterson	3822	PERS037ZCC	WW II Pacific	4.5		\$22.50	\$101.25
Cliff	Klenke	4364	WFD048E	Solder Qualification I				\$1,256.48
Dr. Gordon	Dammann	3788	SPTP120ACC	Basic Look at Civil War	9		\$40.00	\$360.00
Michael	Staver	3853	PERS036PCC	Cajun Cuisine	3		\$25.00	\$75.00
Michael	Staver	3856	PERS036SCC	Italian Cuisine	3		\$25.00	\$75.00
Cassie	Mekeel		Part-time Instruction Supervision (D/C)					\$125.00
Nov. 1, 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
James	Winker		Speaker at the 2017-2018 Leadership Institute opening retreat Sept 10-12					\$ 400.00
Robert	Dixon		Graphic design freelance work					\$ 3,030.00
Randa	Noble		Business Institute instructor					\$ 956.71
Doug	Meyers		Self-defense training 11/1/17 - student activity					\$ 150.00
Rod	Anderson		Men's basketball game 11/14/17 official					\$ 150.00
Camelot Costumes LLC			Labor for From Stage & Screen					\$ 240.00
Andrew	Milton		Men's basketball game 11/14/17 official					\$ 150.00
Michael	Pfeil		Men's basketball game 11/14/17 official					\$ 150.00
Allison	Barr		Drawing Assistant				3	\$ 39.00
Gregory	Sloane		Drawing Assistant				4.5	\$ 54.00
Myron	Ellingson		Men's basketball game 11/14/17 official					\$ 150.00
Wayne	Gerlach		Men's basketball game 11/14/17 official					\$ 150.00
Eric	Gillam		Men's basketball game 11/14/17 official					\$ 150.00
Julie	Lee		Volleyball team poster					\$ 150.00
Dashacla	Runkle		Hair and makeup for James and the Giant Peach					\$ 200.00
Robert	Dixon		Graphic design for marketing					\$ 2,133.00
Michael	Bromley		Women's basketball game 11/18/17 official					\$ 150.00
Everett	Fenwick		Women's basketball game 11/21/17 official					\$ 150.00
Eric	Gillam		Women's basketball game 11/21/17 official					\$ 150.00
John	McGann		Women's basketball game 11/18/17 official					\$ 150.00
Valerie	Russell		Women's basketball game 11/21/17 official					\$ 150.00
Gary	Callow		Women's basketball game 11/18/17 official					\$ 150.00
David	Brost		Women's basketball game 11/27/17 official					\$ 150.00
Rocky	Jones		Women's basketball game 11/27/17 official					\$ 150.00
Leroy	Nesmith		Women's basketball game 11/27/17 official					\$ 150.00
James	Gabehart		Men's basketball game 11/29/17 official					\$ 150.00
Kenji	Grahame		Sound for the Holiday Concert					\$ 100.00
Shane	Parker		Men's basketball game 11/29/17 official					\$ 150.00
Shane	Rainey		Men's basketball game 11/29/17 official					\$ 150.00
Breann	White		High School Servant Leadership trainer November 2017					\$ 200.00

Nov. 1, 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jacqueline	Bennett		Careers to Consider event host					\$200.00
Steve	Gellings		Careers to Consider event presenter					\$200.00
Jeremy	Monigold		Careers to Consider event presenter					\$200.00
Jim	Palmer		Careers to Consider event presenter					\$200.00
Eric	Piper		Careers to Consider event presenter					\$200.00
Lily	Priewe		Careers to Consider event presenter					\$200.00
Jennifer	Roser		Careers to Consider event presenter					\$200.00
Kristine	Rush		Careers to Consider event presenter					\$200.00
Aaron	Sargent		Careers to Consider event presenter					\$200.00
Todd	Vacek		Careers to Consider event presenter					\$200.00
Kerry	Weber		Careers to Consider event presenter					\$200.00
December 1, 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Ben	Buum		Men's basketball game 12/2/17 official					\$ 150.00
Jeff	Carr		Men's basketball game 12/2/17 official					\$ 150.00
Eric	Gillam		Women's basketball game 12/2/17 official					\$ 150.00
Rocky	Jones		Women's basketball game 12/2/17 official					\$ 150.00
Kevin	Moore		Men's basketball game 12/2/17 official					\$ 150.00
Leroy	Nesmith		Women's basketball game 12/2/17 official					\$ 150.00
Dean	Buckwalter		Worked scorer's table for 5 November basketball games					\$ 125.00
Kim	Grimes		Worked scorer's table for 6 November basketball games					\$ 150.00
Jeff	Slattengren		Stats for William R Bear tournament - 9 games					\$ 360.00
Misty	Witt		Worked scorer's table for 3 November basketball games					\$ 75.00
Pamela	Wilson		Security guard for men's and women's basketball 12/2/17 12pm-6pm					\$ 120.00
Pamela	Wilson		Security guard for William R Bear tournament 12/8/17 2pm-6pm					\$ 80.00
Jeff	Carr		William R Bear tournament official 12/9/17 3:00 pm					\$ 150.00
Jeff	Carr		William R Bear tournament official 12/9/17 7:00 pm					\$ 150.00
Edward	Draper		William R Bear tournament official 12/8/17 3:00 pm					\$ 150.00
Edward	Draper		William R Bear tournament official 12/8/17 7:00 pm					\$ 150.00
Edward	Draper		William R Bear tournament official 12/9/17 9:00 am					\$ 150.00
Edward	Draper		William R Bear tournament official 12/9/17 1:00 pm					\$ 150.00
James	Gabehart		William R Bear tournament official 12/9/17 1:00 pm					\$ 150.00
Larhone	Miles		William R Bear tournament official 12/9/17 5:00 pm					\$ 150.00
Lynell	Mitchell		William R Bear tournament official 12/9/17 11:00 am					\$ 150.00
Lynell	Mitchell		William R Bear tournament official 12/9/17 3:00 pm					\$ 150.00
Colin	Mix		William R Bear tournament official 12/8/17 5:00 pm					\$ 150.00
Colin	Mix		William R Bear tournament official 12/9/17 11:00 am					\$ 150.00
Colin	Mix		William R Bear tournament official 12/9/17 5:00 pm					\$ 150.00
Kevin	Moore		William R Bear tournament official 12/8/17 5:00 pm					\$ 150.00
Leroy	Nesmith		William R Bear tournament official 12/9/17 5:00 pm					\$ 150.00
Shane	Parker		William R Bear tournament official 12/9/17 11:00 am					\$ 150.00
Richard	Parsons		William R Bear tournament official 12/8/17 3:00 pm					\$ 150.00
Richard	Parsons		William R Bear tournament official 12/8/17 7:00 pm					\$ 150.00
Richard	Parsons		William R Bear tournament official 12/9/17 9:00 am					\$ 150.00

December 1, 2017			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Richard	Parsons		William R Bear tournament official	12/9/17 1:00 pm				\$ 150.00
Michael	Pfeil		William R Bear tournament official	12/9/17 3:00 pm				\$ 150.00
Michael	Pfeil		William R Bear tournament official	12/9/17 7:00 pm				\$ 150.00
Jason	Robinson		William R Bear tournament official	12/9/17 7:00 pm				\$ 150.00
Daniel	Schieber		William R Bear tournament official	12/8/17 5:00 pm				\$ 150.00
Michael	Stebbins		William R Bear tournament official	12/9/17 9:00 am				\$ 150.00
Scott	Tierney		William R Bear tournament official	12/8/17 3:00 pm				\$ 150.00
Scott	Tierney		William R Bear tournament official	12/8/17 7:00 pm				\$ 150.00
Tammy	Abell		Servant Leadership Trainer					\$ 500.00
Bryn	Buckwalter		Worked scorer's table for 1 game for William R Bear tournament					\$ 25.00
Dean	Buckwalter		Worked scorer's table for 2 games 12/2/17 & 9 games for William R Bear tournament					\$ 275.00
Robert	Dixon		Eastland, Le-Win, Forreton, and Oregon Experience Highland postcards design					\$ 180.00
Kim	Grimes		Worked scorer's table for 2 games 12/2/17 & 9 games for William R Bear tournament					\$ 275.00
Misty	Witt		Worked scorer's table for 2 games 12/2/17 & 9 games for William R Bear tournament					\$ 275.00
Camelot Costumes LLC			Labor for James and The Giant Peach					\$ 500.00
Camelot Costumes LLC			Labor for Madrigal Dinner					\$ 500.00
Rhonda	Arends		Business Institute instructor					\$ 1,667.50
Robert	Dixon		Journal Standard ad development - spring registration					\$ 90.00
Jaime	Hare		Security guard for William R Bear tournament 12/9/17 3pm-10pm					\$ 140.00
Kevin	Krahmer		Security guard for William R Bear tournament 12/9/17 8am-3pm					\$ 140.00

**AGENDA ITEM #VIII-B-1
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY MANUAL APPENDIX
TENURE REVIEW PROCESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached proposed new appendix, Tenure Review Process, for inclusion in the Appendix section of the Policy Manual.

BACKGROUND: The proposed new appendix was created with input from faculty and administration. The appendix is intended to provide a process for all faculty tenure committees. This will improve consistency in the process used, time line followed, evaluation factors utilized, and documentation created amongst the College's divisions when tenure committees are formed to consider a non-tenured faculty member for tenure.

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

BOARD ACTION: _____

**Highland Community College
Tenure Review Process
2017**

Notwithstanding the important charge given to hiring committees in selecting high-quality faculty to serve the college's educational mission, the work of tenure review committees—and the processes followed by such committees—is vital to the long-term success of Highland Community College. To that end, the following guidelines should be followed by all tenure committees.

1. Tenure committees should consist of tenured faculty members from the same department and from the same division as that of the tenure candidate whenever possible and practical; if extenuating circumstances make this difficult or impractical, then faculty membership from outside divisions should make sense (i.e., one's area(s) of expertise should directly pertain to the field of specialty of the tenure candidate). Doing so will help to ensure all faculty members can contribute meaningfully to the tenure review process. Division deans will not serve as members of these tenure committees. Tenure committees, whenever possible, shall be formed prior to the beginning of the semester that the tenure process is to begin. It will be the responsibility of the dean to initiate the process.
2. Any tenured faculty member who wishes to serve on a prospective tenure committee—in accordance with the guidelines set forth on page 21 of the Faculty Handbook—will be eligible to serve. (The language from the Faculty Handbook, page 21, appears as follows: “. . . a committee consisting of three tenured faculty members from the appropriate division”). As indicated above, preference will be given to those in the same department and division as the tenure candidate. If more than three faculty members wish to serve on a tenure committee, the division dean will determine the membership of the committee. Selection criteria shall include, but is not limited to, needs of the tenure candidate and strengths of the tenured faculty members to support the needs of the tenure candidate. Additionally, if a faculty member has served on a recent hiring committee or tenure committee within the department or division, they may be passed over for faculty who have not served recently. If less than three faculty wish to serve on a prospective tenure committee, the division dean will use the same selection criteria above to fill the remaining spots on a tenure committee.
3. One faculty member from this tenure committee shall serve as chair of the committee. The tenure committee will select the chair of the committee from its membership. Division deans will not serve as chair of these tenure committees.
4. Faculty tenure committees should address the tenure candidate's mastery of knowledge content, teaching and classroom effectiveness, and the rigor of course content and instruction, among other issues related to assessing and evaluating the candidate. This may also include the review of a portfolio submitted by the tenure candidate. Tenure committee members should also be willing to serve as

mentors to the candidate, offering guidance and constructive feedback throughout the tenure review process.

5. The tenure committee shall meet at least once a semester until a recommendation is submitted to the division dean. Each committee member should observe the tenure candidate at least once each semester until a recommendation is submitted to the division dean. The tenure committee and the division dean should reach a conclusion either for or against tenure independent of one another: Each division dean should conduct his or her own independent recommendation of tenure for the candidate, allowing the faculty committee to reach a separate recommendation. The faculty committee will submit its recommendation to the dean. The dean will forward his or her recommendation along with the faculty recommendation to the Executive Vice-President.
6. If a probationary period for the tenure candidate is recommended, rationale and a corrective action plan if required should be provided in writing to all relevant parties: the division dean, the tenure committee members, and the tenure candidate as required by Illinois Tenure Law.
7. If the Dean and/or Executive Vice-President disagrees with the faculty recommendation, a written rationale should be provided to the committee.
8. The division dean, in consultation with the tenure candidate and the faculty chair of the tenure review committee, shall be responsible for filling vacancies on the committee as soon as reasonably possible in the event of a retirement, resignation, sabbatical leave, or any other reason for said vacancy. Once a vacancy has been filled, the replacement committee member will serve until the completion of the tenure process.

**AGENDA ITEM #VIII-B-2
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY 3.10
FINANCIAL AID “STANDARDS OF SATISFACTORY ACADEMIC PROGRESS”**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policy 3.10 Financial Aid “Standards of Satisfactory Academic Progress,” which is included in Chapter III, Student, of the Policy Manual.

BACKGROUND: The proposed revision to the attached policy was made after additional guidance from the Federal Department of Education was obtained. Grade changes are considered in the cumulative calculation of Satisfactory Academic Progress (SAP), however SAP status is not re-evaluated in the semester in which a grade is changed.

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

BOARD ACTION: _____

3.10 Financial Aid “Standards of Satisfactory Academic Progress” (Revised 11/15/16)

Any individual who has been admitted to Highland Community College or who is currently enrolled at Highland Community College in an eligible degree or certificate program is eligible to apply for student financial assistance. Students not demonstrating satisfactory progress toward their degree or certificate fail to continue eligibility.

“Standards of Satisfactory Academic Progress”

Effective fall 2011

As it pertains to students receiving financial aid at Highland Community College, this policy is to ensure that all students meet the Federal, State, and local financial aid program requirements for eligibility (Title 34, Section 668.16, 668.32 and 668.34 U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of:

- A maximum time frame requirement
- A completion requirement
- A minimum grade point average (GPA) requirement

The grade point average, cumulative completion rate and maximum time frame requirements are evaluated at the end of each academic semester – fall, spring and summer. This policy affects any student that has, or will apply for financial aid regardless of enrollment status or educational program. Students on Termination and Warning Status are notified via their HCC email after each evaluation.

1. Grade Point Average Requirement

In order to receive Federal, State, and/or Highland Community College Foundation financial aid funds, a student must remain in good academic standing. The Highland College minimum standards are:

- 1.75 after attempting 12 credit hours
- 2.00 after attempting 24 credit hours

Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student’s entire academic career at HCC. A student placed on academic probation will also be placed on Financial Aid Warning status. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

2. Definitions

Financial Aid Warning – When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is placed on Financial Aid Warning. A student may stay on Financial Aid Warning for one semester.

Financial Aid Termination – A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid Termination status upon two successive semesters of Financial Aid Warning or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid until the student meets satisfactory academic progress.

Financial Aid Probation – A student is on probation if he or she fails to make satisfactory academic progress and who has appealed and has had eligibility reinstated. It is the responsibility of the student to follow their academic plan while on probation.

Grades – Successful completion includes only grades of A, B, C, D, P, R or S.

Withdrawals after the no-record drop date count as enrolled hours but do not count as successfully completed credit hours.

Repetition of a course, which has been successfully completed, only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.

Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.

- Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours. Incomplete grades are not included in the GPA calculation.
- ~~SAP status will be re-evaluated if there is a grade change.~~

3. Maximum Time Frame Requirement (150% Rule)

The maximum time frame students have to complete a degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC and hours transferred from other institutions that are accepted by HCC will be considered, even if financial aid was not received during a particular semester. Students who change their major or choose to pursue a 2nd degree will have all credits previously attempted under their old major/degree counted against their new major/degree's time frame. (Example: A degree requiring 62 credit hours would have a maximum of 93 attempted credit hours of available financial aid.) Financial aid is limited to 30 credits of remedial level courses, but all remedial credits attempted are counted

toward attempted hours. Credits from which the student has withdrawn are counted toward the maximum time frame. Students that have exceeded the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

Completion Requirement

Semester requirement:

If a student does not successfully complete any classes in a semester, he or she is immediately placed on Financial Aid Termination.

Cumulative requirement:

Students must complete at least 67% of all courses taken. This includes all courses taken at HCC and transfer courses accepted by HCC.

4. Appeal Procedure

If a student feels that extenuating circumstances (such as a student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may submit an appeal to the Director of Financial Aid. The appeal must be accompanied by the documentation necessary to support the student's claim and a completed academic plan. The Financial Aid Appeals Committee (including representatives from Admissions, Business Office, Financial Aid, Advising and a member at-large) will determine if the student will have financial aid reinstated. The decision of the Financial Aid Appeals Committee will be final. Students will be notified of the final decision through their HCC email. Only if the student does not have a current HCC email account will the notification be made by US mail.

If the student's appeal is denied, eligibility for financial aid is reestablished by meeting the Standards of Satisfactory Academic Progress outlined in this policy.

**AGENDA ITEM #VIII-B-3
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 1.23
BOARD SELF-EVALUATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy, 1.23 Board Self-Evaluation, which is included in Chapter I, Board of Trustees, of the Policy Manual.

BACKGROUND: The proposed revision to the attached policy was made in order to adjust the timing of the Board self-evaluation. Currently the self-evaluation occurs only a few months after new Board members are seated. Under the proposed revision, new Trustees would be on the Board for almost a year when the self-evaluation occurs. The self-evaluation process will be more meaningful after the new Board members are more familiar with their roles and with the College, and new and incumbent Board members have worked together for a longer period of time.

BOARD ACTION: _____

1.23 Board Self-Evaluation (Revised ~~12/18/12~~)

The Board shall conduct a self-evaluation in ~~odd-even~~ numbered calendar years, which shall include, but not be limited to, the consideration of each member's capacity to fulfill the duties of office.

**AGENDA ITEM #VIII-B-4
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 2.001
DUAL CREDIT COURSE OFFERINGS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached new policy, 2.001 Dual Credit Course Offerings, which is proposed to be included in Chapter II, Instruction, of the Policy Manual.

BACKGROUND: The proposed new policy, attached, was developed by a work group led by Executive Vice President Chris Kuberski that included the academic Deans and several faculty members. The proposed language includes the academic criteria that must be met by dual credit courses and identifies the process by which dual credit courses will be evaluated. Instructor credentials and teaching competencies for dual credit courses are also addressed in the proposed new policy.

BOARD ACTION: _____

Policy 2.001 Dual Credit Course Offerings (Adopted)

The College recognizes that dual credit credit-bearing courses are college courses, regardless of where they are being offered. Therefore, dual credit courses must meet the same academic standards as those courses offered on campus.

The established criteria must be met for a dual credit course to be offered:

- Proficiencies and standards of the course are met.
- The learner outcomes of the dual credit course are the same as the established and previously approved HCC course.
- Comparable college-level materials are being used in the course (i.e., reading material, writing assignments, etc.).
- Students enrolled in the course have met the appropriate prerequisites and/or placement exam standards.

Additional items that will be considered in the review process include, but are not limited to, the following:

- Where and how the course will be offered.
- If/how the course will impact program enrollment.

All new dual credit course offerings taught by a high school instructor at the high school will be evaluated by the full-time faculty in the content area and the appropriate division dean. Dual credit courses will be evaluated following policy 4.35, Evaluation of Instruction. College faculty devoting significant time and effort in hiring, supervising, and evaluating part-time dual credit instructors will be compensated as stated in the Board-Faculty contract.

Dual credit shall follow State Laws and Regulations and meet Accreditation Standards. College policies, instructional procedures, and academic standards will also apply to these courses and the students, faculty, and staff associated with them.

Employment of dual credit instructors

In keeping with laws and policies enacted by the State of Illinois and the Illinois Board of Higher Education, all dual credit instructors teaching courses for credit at Highland Community College are employees of Highland Community College. As such, all dual credit instructors teaching courses for credit at Highland Community College will be treated equitably with other part time instructors at Highland Community College.

Instructors teaching credit bearing college level courses for dual credit must meet the same academic criteria as faculty teaching on campus, and possess the same credentials and teaching competencies appropriate to field of instruction.

In accordance with the Dual Credit Quality Act, dual credit instructors will be offered an opportunity to participate in all activities available to other part time faculty, including professional development.

In accordance with the ICCB regulation pertaining to dual credit courses, dual credit instructors that are not full-time HCC faculty, will be selected, employed, and annually evaluated by the College.

**AGENDA ITEM #VIII-B-5
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER IV, PERSONNEL

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached new and revised policies in Chapter IV of the Policy Manual and affirms for first reading the unchanged policies in Chapter IV of the Policy Manual.

BACKGROUND: The policies in Chapter IV are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
4.001	Wording change to better organize the information.
4.02	Wording change to reflect current process.
4.03	Wording change to reflect current job titling.
4.031	Wording change to reflect state and federal law.
4.033	Wording change to reflect state and federal law.
4.04	Wording change to reflect state law.
4.041	Wording change to reflect state law.
4.051	Wording addition to include employee characteristics and service standards.
4.06	Wording addition to include additional situations.
4.07	Wording change to include state requirements.
4.08	Wording change to reflect current job titling.
4.093	Wording change to reflect current job titling.
4.094	Wording change to address additional situations.
4.095	Wording change to provide clarification.
4.097	Wording change to provide clarification.
4.12	Wording update to reflect state and federal law.
4.121	Wording update to reflect state and federal law.
4.13	Wording update to reflect state and federal law.
4.192	Wording change to remove outdated reference.

BOARD ACTION: _____

- 4.221 Wording update to reflect state and federal law.
- 4.222 Wording update to reflect federal law.
- 4.224 Wording update to reflect changes in process due to position reductions.
- 4.23 Wording update to reflect current job titling and process.
- 4.34 Wording update to reflect current job titling and process.
- 4.35 Wording update to provide clarification and reflect current job titling.
- 4.39 Job title update.

All other policies within Chapter IV remain unchanged, with Board affirmation recommended.

CHAPTER IV

PERSONNEL

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PERSONNEL

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4.00 Basic Concept of Administrative Organizations (~~Reaffirmed~~ ~~Revised 12/10/11~~)

- A. To provide unity of effort, the basic authority for the Administration of Highland Community College is a function of the chief executive officer of the Board of Trustees, namely, the President of the College. The President derives authority from the Board of Trustees. The President is responsible for the formulation of policy and procedure recommendations for Board action, the implementation of Board policies, procedures, and other actions, and the authorization of administrative procedures and practices.
- B. In the interest of efficient administration, the President may delegate functions to members of his or her staff. The duties and responsibilities as outlined in position descriptions are a guide to incumbents in these positions; they do not in any way limit the responsibility or basic authority of the President for the administration of any part of the College's functions.
- C. Servant-leadership is at the core of Highland Community College. It is infused in the governance structure up through the Board of Trustees. Administration, faculty, staff and the Board of Trustees will actively support the Servant-leadership philosophy in working toward the College's vision, mission, core values, and principles of operation.
- D. Annual employee feedbacks should include measurable goals which support the College's use of the AQIP principles, our institutional goals/priorities, and the Kouzes and Posner "Leadership Challenge Model."

4.001 Job Descriptions (Reaffirmed ~~Revised 4/28/15~~)

Job descriptions (position classifications) will be prepared for all positions and will be kept on file in the Human Resources Office. Each employee will receive a copy of the most current Board-approved job description upon hiring and, thereafter, whenever it is revised. All job descriptions may be found on myHCC Staff portal.

The Board of Trustees empowers the College Human Resources department to make the following changes to job descriptions, without formal Board approval, as long as such changes do not have any substantive effect on the job description:

- (i) Following Board approval of a title change, consequent changes to effected job descriptions in the reporting structure;
- (ii) Following Board approval of an institutional or departmental reorganization, consequent changes to effected job descriptions;
- (iii) Changes to originally approved Class Codes and/or Job Series/Family; and
- (iv) Minor word changes that do not affect the meaning or intent of the job description.

~~Job descriptions (position classifications) will be prepared for all positions and will be kept on file in the Human Resources Office. Each employee will receive a copy of the most current Board-approved job description upon hiring and, thereafter, whenever it is revised. All job descriptions may be found on myHCC Staff portal.~~

4.002 Conflict of Interest (Reaffirmed ~~Revised 12/10/11~~)

~~See Policy 5.081 Ethics, Section G.3. It shall be considered a conflict of interest for any HCC employee to personally benefit from the required use by the College or any College employee, of any product or service in which the employee, an employee's immediate family, or a business in which the employee has an ownership interest. Immediate family shall include spouse or Civil Union partner, child, parent, sibling, stepparent, and stepchild.~~

4.01 Basic Principles of Employee Participation in Policymaking (Revised ~~6/17/14~~)

The following principles govern the participation of employees in policy-making:

- A. Effective means of communication between employee groups should exist and be used.
- B. Employees may be asked to assist the Board of Trustees and Administration in formulating policy.
- C. Policy-recommending committees, composed of faculty, classified staff, custodial/maintenance staff, professionals and administrators, should be a part of the committee structure.
- D. All committees should be constituted so as to utilize fully the potential of all employees.
- E. Ad hoc committees and/or task forces are not meant to take the place of standing committees but to complement them with work and tasks as needed. should be kept at a minimum; problems should be referred to standing committees whenever possible.

4.02 Committees (~~Revised~~ ~~Reaffirmed 12/20/11~~)

The President, at the beginning of each academic year, may, in consultation with faculty and staff, assign members and chairpersons of committees deemed necessary by the President. The Student Senate shall assign student members to each committee, if requested. A list of committees will be reviewed and updated annually and ~~distributed by the President's Office annually and will be located on the College~~ computer Group Drive (G:).

4.03 Employment of Personnel (Revised ~~12/20/11~~)

The Board shall make appointments and fix the salaries of the chief executive officer, administrative, exempt professional and faculty employees. It may employ such other personnel as may be needed, establish policies governing their employment and dismissal, and fix the amount of compensation.

4.031 Non-Discrimination (Revised ~~Reaffirmed 12/20/11~~)

Highland Community College ~~does~~will not discriminate on the basis of race, ~~creed~~, religion, political philosophy, color, national origin or ancestry, gender, sexual orientation, age, sex and gender identity, ~~physical or mental handicap disability~~ unrelated to ability, marital status, military status, citizenship status, unfavorable discharge from military service or other factors prohibited by applicable federal and state laws, regulations and Executive Orders, ~~and Highland Community College is~~ committed to equal opportunity for all applicants and members of its student body, faculty, staff and officers. In addition, there will be no discrimination because of membership or lawful participation in the activities of any political party, organization or union, or because of his or her refusal to join or participate in the activities of any political party, organization or union. (See Policy 4.034, Sexual and Other Harassment.)

4.032 Statement of Political Activity (Reaffirmed ~~12/20/11~~)

The College recognizes the right of employees as individuals to engage in political activity, run for political office, and express their political opinions as they see fit as long as those activities do not interfere with the performance of their contractual obligations or interfere with the normal operations of the College. Personal opinions expressed by employees may not reflect the position of the College. (See also Policy 5.081, Ethics)

An employee whose election to a political office may necessitate an approved absence during a limited period of time is to negotiate a satisfactory salary adjustment with the Administration.

4.033 Nepotism (Revised ~~12/20/11~~)

There shall be no restriction in the full or part-time employment of more than one member of a family (parents, children, siblings, grand-relatives, step-relatives, in-laws, and spouses, ~~or Civil Union partners or domestic partners~~) or household member as long as there is no direct or indirect reporting relationship or where one would have an audit or control function over a family or household member. No preference will be given to a member of a family or household over any other applicant. All individuals will be required to go through the usual application and interviewing process, and the usual hiring standards that apply.

Nepotism should not play any role in decisions relating to employment, including but not limited to: evaluations, discipline, work assignments, compensation, or career development. As a result, an employee or employee's spouse, ~~or Civil Union partner or domestic partner~~, household member or other close relative may not be in roles where there is a supervisory relationship or where one would have direct involvement in decisions regarding the terms and conditions of employment of a family or household member; or where one would advocate, participate in, solicit or cause the employment, appointment, promotion, transfer or discipline of a family or household member. Exceptions to this policy may be made only at the direction of the President of the College or his or her designee.

4.04 Hiring (Revised 7/16/13)

Hiring of personnel shall be in accordance with established procedures, as found in the Affirmative Action Plan, Board policies pertaining to hiring and on myHCC Staff portal.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-096 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a "critical operations" need, or the Affected Annuitant chooses to suspend their SURS annuity prior to employment.

~~If the Annuitant suspends their SURS annuity, that individual will continue their suspended annuity status while employed by the College or resign prior to restarting their annuity. An annuitant must give their supervisor and Human Resources a notice of their intent to restart their annuity no later than 60 days prior the date their annuity will restart. If the employee restarts their annuity and chooses not to voluntarily resign, the College will terminate their employment. Termination would be due to misrepresentation of status and for being in conflict with College policy. The College will seek reimbursement from an Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status. In addition, the College will terminate the Affected Annuitant's employment for misrepresentation of status and conflict of this policy.~~

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

Hiring of personnel shall be in accordance with established procedures, as found in the Affirmative Action Plan, Board policies pertaining to hiring and on myHCC Staff portal.

4.041 Rehiring of Employees (Revised 5/17/16)

Previous employees rehired after a break in service of four months will be considered new employees.

As a result of regulations enacted by the Patient Protection and Affordable Care Act (PPACA), full-time employees who terminate from the College will not be considered for re-employment at the College on a part-time or temporary basis unless they have had a break in service of at least 26 weeks. Under the PPACA, full-time status includes employees who average 30 or more hours of service per week. For the purpose of this policy, full-time status is defined as employees who average 30 or more hours of service per week. Any exception to this policy will need to be due to critical needs and will require the President's approval.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-0968 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a "critical operations" need, or the Affected Annuitant chooses to suspend their SURS annuity prior to employment.

~~If an Affected Annuitant suspends their SURS annuity and is then re-employed by the College, that individual will continue their suspended annuity status while employed by the College or resign prior to restarting their annuity. An annuitant must give their supervisor and Human Resources a notice of their intent to restart their annuity no later than 60 days prior the date their annuity will restart. If that annuitant begins receiving a SURS annuity and chooses not to voluntarily resign, the College will terminate their employment. Termination would be due to misrepresentation of status and for being in conflict with College policy. The College will seek reimbursement from the Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status. In addition, the College will terminate the Affected Annuitant's employment for misrepresentation of status and conflict of this policy.~~

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

4.042 Promotions and Transfers (Reaffirmed ~~12/20/11~~)

- A. Current Highland Community College employees shall receive consideration in filling established vacancies.
- B. Transfers will be considered whenever it may be in the best interest of the College and the employee.
- C. Among the criteria to be considered for promotion and transfer are evaluations by supervisors relating to performance and ability. If applicants are equally qualified except in seniority, the employee having the most seniority will be appointed.
- D. The immediate supervisor of an employee may recommend promotions and transfers to the Administration.

4.05 Minimum Requirements for Employment: Instructional Staff (Reaffirmed ~~12/20/11~~)

- A. Instructors of baccalaureate and pre-professional curricula:
 - 1. A master's degree in the subject area or a master's degree with a graduate major in the teaching subject field.
 - 2. In addition, the role of the faculty member indicates a need for a thorough understanding of, and competence in, professional teaching skills.
- B. Instructors of Occupation Oriented Curricula: A bachelor's degree with a major in the area(s) of specialization or appropriate business or industrial experience in the field of specialization.
- C. Instructors for Community Education: Demonstrated competence in the field of specialization based upon education or experience which is acceptable in lieu of a degree requirement.
- D. Part-time Instructors: Requirements for part-time instructors shall be the same as for full-time instructors in the particular instructional areas.
- E. In special cases and for certain fields (in A-D above), experience and demonstrated skills in the area of specialization may be acceptable in lieu of the degree requirements.

4.051 Recruitment of Faculty and Staff (Revised ~~12/20/11~~)

Highland Community College is committed to the recruitment of a faculty and staff whose members believe strongly in the philosophy, objectives and purposes of the College and who will give complete support to the total educational program of the College. Specifically, prospective faculty and staff members will be recommended who:

- A. Will contribute in every way possible to furthering the philosophy, objectives and purposes of the College as illustrated by the Mission, Vision, Core Values and Principles of Operation.
- B. Will understand the diversity of the community college student body, both in interest and abilities and will, therefore, give every possible assistance in helping orient students toward realistic educational achievement.
- C. Will possess a set of employee characteristics and service standards that help the College to successfully achieve its stated mission and goals. It is expected that each employee possesses these characteristics and service standards and will strive to strengthen and enhance these characteristics as they continue their employment with Highland Community College. The employee characteristics and service standards are available on the G: drive.

4.06 Part-Time Instructors (Revised ~~12/20/11~~)

Salary and Benefits:

- A. Part-time instructors shall be paid in accordance with the part-time college credit pay schedule or the continuing education or Lifelong Learning pay schedule in effect for the period of their employment.
- B. Part-time instructors shall be eligible for fringe benefits according to fringe benefit schedule. (See myHCC Staff portal or Faculty Handbook.)
- C. A part-time instructor is expected to hold classes as scheduled. In the event that an absence is unavoidable, the part-time instructor shall notify the appropriate administrator prior to the absence. Efforts must be made to provide the scheduled instruction either by obtaining a substitute instructor, using an alternative delivery method, or rescheduling the missed class. In the event of an unavoidable lengthy absence, salary will be pro-rated equal to that portion of services missed.

4.07 Volunteer Services (Revised New 4/17/12)

Highland Community College values volunteerism and utilizes volunteers, at its discretion, to accomplish its mission and goals and provide valuable educational experiences.

A. Definition of Volunteer

A volunteer is an individual who performs services for and directly related to the mission and goals of Highland Community College, without expectation of compensation. Volunteers perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. Volunteers must be willing to provide services in accordance with Highland Community College policies and procedures. An individual shall not be considered a volunteer if the individual is otherwise employed by Highland Community College to perform the same type of services as those for which the individual proposes to volunteer. Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be part-time, sporadic, or of limited duration.

B. Volunteer Expectations

While performing assigned duties, a Highland volunteer is an agent of the College. Therefore, each volunteer shall abide by applicable federal and state statutes and college policies. This includes, but is not limited to, properly maintaining ethical behavior, confidentiality, and complying with conduct policies including those related to drugs and alcohol, sexual and other harassment and non-violence. All volunteers and their immediate supervisor are required to sign a Volunteer Service Agreement form prior to performing services (see G drive or myHCC Staff portal).

C. College Expectations

The volunteer's supervisor is responsible for the direct day-to-day management and guidance of the volunteer and must be available for consultation and assistance. It is the volunteer supervisor's responsibility to be certain the volunteer has adequate experience, qualifications, and training for the task he or she will be required to perform. The supervisor's responsibilities include, but are not limited to, proper screening; orientation; training; and documenting the actions taken to ensure that volunteers understand their duties, rights, and responsibilities. Proper screening may need to include developing a volunteer service description, performing reference checks, background checks, and verifying qualifications.

4.08 Contracts and Notices of Employment (Full-Time Faculty, Administrative and ~~Exempt~~ Professional Employees) (Revised ~~9/27/16~~)

A. Faculty (Full-Time)

Contracts shall be issued each year for full-time faculty. This contract will state at minimum the individual's salary, educational attainment, and years of experience.

B. Administrative/Professional

1. Prior to the last 90 days of their current contract or notice of employment, any administrative or ~~exempt~~ professional employee that is under a formal performance plan or that the College does not intend to employ during the next fiscal year will receive a letter from the College President stating that their contract or notice of employment may not, or will not, be renewed.
2. On or before July 1 of each fiscal year, the Executive Vice President's contract will be reviewed. Any amendment, renewal or extension of a contract would be issued before July 1, not to exceed two years, if renewed. This contract will state remuneration applicable and eligibility for fringe benefits. The Executive Vice President's contract will not be valid until signed by the employee and authorized representatives of the Highland Community College Board of Trustees. This contract must be signed and returned to the Human Resources Office within two weeks after receiving the contract. If the contract is not signed and returned, the College may deem the employee's assignment to be vacant.
3. On or before July 1 of each fiscal year, or at the beginning of a federal grant year, all other administrative and ~~exempt~~ professional employees will receive a Notice of Employment for the next fiscal year. This Notice of Employment will state remuneration applicable and eligibility for fringe benefits. Continued employment for grant-funded employees is dependent on continuation of grant funding.
4. Administrative or ~~exempt~~ professional employees who work before and/or after their stipulated Notice of Employment dates, may be paid on a per diem basis subject to such arrangement made between the administration and the employee.

4.084 Suspension—All Employees (Reaffirmed ~~Revised 12/20/11~~)

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be suspended with or without pay.

- A. The suspension may be initiated by the President, his or her designee, or by majority vote of the Board of Trustees. Before the conclusion of the next regular working day following the initiation of the suspension the employee shall receive written notification of the allegations, the name of the person or persons making the allegations, and the duration of the suspension.
- B. The suspended employee may appeal the suspension by initiating one of the grievance procedures listed on myHCC Staff portal, or Article V, of the current Agreement between the Board of Trustees and the Faculty Senate or Article VIII between the Board of Trustees and the Custodial/Maintenance Union, whichever applies.

4.085 Dismissal—Administrative/Professional/Classified Employees (~~Reaffirmed~~ Revised
~~12/20/11~~)

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be dismissed only with the approval of the Board of Trustees, the President, or President's designee.

4.09 Employment—~~Non-Contractual~~ Classified Employees (Reaffirmed ~~Revised 12/20/11~~)

- A. Salaries of all classified positions shall be subject to periodic review.
- B. All classified personnel shall be directly responsible to their immediate supervisor regarding all matters relative to their employment, performance and working conditions.
- C. Classified personnel may participate in various fringe benefits in accordance with the fringe benefit schedule (See myHCC Staff portal.)

4.091 Letters of Employment—Classified Employees (Reaffirmed ~~12/20/11~~)

Letters of employment shall be issued each year for full-time and part-time benefited classified employees. Such letters of employment shall state the salary and fringe benefits appropriate for the position.

4.092 Evaluation—Administrative/Professional/Classified Employees (Reaffirmed Revised
~~12/20/11~~)

- A. New employees shall be evaluated in written form by their immediate supervisor after 60 days of employment.
- B. All supervisors will provide annual written feedbacks, including performance review, on their employees.
- C. The President is evaluated by the Highland Community College Board of Trustees on an annual basis.

4.093 Disciplinary Action—Classified, Professional, and Administrative
Administrative/Professional/Classified Employees
(Revised 12/20/11)

Disciplinary action relative to classified, professional, and administrative/professional personnel shall be performed according to established procedures. (See myHCC Staff portal.)

4.094 Layoff/Reduction in Force and Recall—Administrative/Professional/Non-Contractual Classified Employees (Revised ~~12/20/11~~)

When it is necessary, an administrative/professional/non-contractual classified employee may be laid off or subjected to a reduction in force due to elimination of a job, lack of available funds, or other circumstances which do not discredit the employee's performance.

Four weeks notice will be given prior to layoff/reduction in force.

For incumbents holding the same job description, layoffs/reductions in force will be on a seniority basis provided skill and ability are equal.

Every effort shall be made to transfer an employee subject to layoff/reduction in force.

All employees laid off/subject to a reduction in force shall be entitled to pay-out of vacation time accrued at the date of layoff.

All employees enrolled in the College's health insurance plans, when laid off/subjected to a reduction in force, shall be eligible to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) provided the employee pays all premiums for a period not to exceed eighteen (18) months. No other fringe benefits are available during the layoff/reduction in force period.

As soon as the College is able to re-employ, those who have been laid off/subjected to a reduction in force within the previous twelve (12) months will be considered for job openings for which they qualify. Former employees rehired within the previous twelve (12) months will be given credit for past work experience at the College.

4.095 Leave, Vacation—Administrative/Professional/Classified Employees (Revised ~~4/26/16~~)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment. New full time employees, placed at range 1 through 64 on the Highland salary range table, earn .83 vacation days per month not to exceed ten (10) days per year and will continue accruing at the following rates:

1 year through 5 years of employment 10 days vacation (accrued at .83 days per month)

After 5 years of employment 15 days vacation (accrued at 1.25 days per month)

After 15 years of employment 20 days vacation (accrued at 1.66 days per month)

Full time employees placed at range 65 and above earn 21 vacation days per year (accrued at 1.75 days per month).

The President (if employed Full time) earns 28 vacation days per fiscal year (2.333 days per month). Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.

Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro rata basis to the schedule for full time employees.

Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted to ~~the Payroll Office, through the College's payroll system.~~

Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.

An employee may carry over no more than five vacation days into the next fiscal year. These carry-over days must be used during the first six months of that year. If an employee carries more than five days into the next fiscal year, the days in excess of five will convert to sick days and will remain on the employee's sick leave account until needed or until the employee retires or terminates employment. If an employee fails to use the five carry-over vacation days during the first six months of the next fiscal year, those days will automatically convert to sick leave days and will remain on the employees sick leave account until needed or until the employee retires or terminates employment.

Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time or compensatory time. If more vacation time is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay.

4.097 Overtime (Revised ~~5/27/14~~)

The College defines Exempt and Non-Exempt employees following the provisions of the Fair Labor Standards Act (FLSA) and the Illinois Act.

All overtime compensation will be paid to non-exempt employees in accordance with requirements of the Fair Labor Standards Act and the Illinois Act. Overtime work is not permitted on a voluntary basis, but must be authorized by the supervisor and the appropriate Vice President or Executive Vice President and must be a critical need.

Classified employees may be required by their supervisors to work overtime. It is a requirement that non-exempt employees appropriately report the number of hours that they work and are permitted to work ~~away from the College off-site~~ only with specific authority from a supervisor. Employees who work additional hours without the approval of their supervisor may be subject to discipline.

~~The~~ Non-exempt employees may take compensatory time off for overtime worked equal to one and one-half hours ~~off~~ for each hour of overtime worked. Use of sick leave, bereavement, and compensatory hours taken in the same work week do not count in the calculation of overtime (hours or pay) unless otherwise specified in a bargaining agreement. Compensatory time may be taken at some other time with the approval of the supervisor. It is the employee's choice whether to use overtime hours as compensatory time or for pay unless an agreement is reached by the employee and the supervisor before the hours are worked. Pre-approval of overtime is still required whether the employee elects to take the overtime as compensatory time or for pay.

~~Beginning FY15, a~~ Accrued compensatory time earned through May of a given fiscal year will be paid to non-exempt employees in June of each fiscal year. A maximum of 40 hours of compensatory time earned through May of a given year may be carried over to the next fiscal year, including any additional comp hours earned in June of that year. Non-exempt employees under a different fiscal year will be paid similarly according to their particular fiscal year.

Exempt employees do not qualify for overtime pay or comp time under FLSA.

4.12 Leave, Sick—Administrative/Professional/Classified Employees (Revised ~~4/26/16~~)

Employees are credited with one day of paid sick leave for each month of their employment contract or expected term of employment during each fiscal year. Sick days may accumulate without limitation. Regular part-time employees who work at least 20 but less than 33 hours per week will accrue sick leave on a pro rata basis to the schedule for full-time employees.

You may use paid sick leave in either half or full-day increments for absences as follows:

- personal illness
- injury
- dental care
- exposure to a contagious disease
- death not covered by bereavement policy
- illness, injury, or medical appointment of a child, spouse, or Civil Union partner, domestic partner, or parents
- illness, injury, or medical appointment of a sibling, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury (this time is limited to a period of no less than the personal sick leave that would be accrued during six months at the employee's then current rate of entitlement)

Residence of a member of the immediate family within or outside of the employee's home is not a factor in this policy.

An employee who must be absent from duty because of illness shall notify the employee's supervisor, supervisor's designee or call the Human Resources Office at the earliest practicable time.

A medical exam, at board expense, or a doctor's certificate regarding a release to work may be required for sick leave absences of more than three consecutive days. Verification from a covered relative's medical provider may be required for sick leave absences of more than three consecutive days. Supervisors shall notify Human Resources of any employee's sick leave absence of three (3) or more consecutive days due to medical reasons for purposes of the Family and Medical Leave Act (Policy 4.131).

Abuse of the sick leave privilege is cause for disciplinary action, possibly including termination.

The Payroll Office maintains the official sick leave use and accrual records on the employee's time records. Every half day or full day of absence for sickness should be indicated on the employee's time sheet.

If an employee has used all accumulated, accrued leave time (personal, sick, vacation and any compensatory time where applicable) and is not released to return to work, a request of withdrawal of sick days from the sick leave bank may be made through the Human Resource Office. An employee must be a member of the sick leave bank for one year and

meet other sick leave bank guidelines to be eligible to before they may request a withdrawal sick leave days from the bank (see myHCC Staff portal).

An employee will not be paid for unused sick leave when termination or resignation from the college occurs unless the employee is retiring and applies for and meets all eligibility requirements set forth in the Sick Leave Payout Program (see myHCC Staff portal). If more sick leave is used than earned when an employee resigns, retires, or is terminated, it will be deducted from the last pay.

4.121 Leave, Bereavement—Full-Time Active Employees (Revised- 12/20/11)Full-time Active Employees

The College will grant one day paid leave for bereavement of extended family: aunt, uncle, cousin, niece or nephew. Three consecutive days paid leave for family including brother or sister-in-law, son or daughter-in-law, mother or father-in-law, grandparent or grandparent-in-law or grandchild. Five consecutive days paid leave for immediate family: spouse or Civil Union partner, child (biological, adopted, foster, step, legal ward, or a child for whom the employee stood in loco parentis), parent, sibling, stepsibling, stepchild, stepparent. Bereavement leave days cannot be accrued. Under the Illinois Child Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child. The first five days will be paid as noted above and the remaining five days will be unpaid. Employees meeting the eligibility requirements of the Illinois Child Bereavement Leave Act, may elect to substitute paid leave they have accrued, such as sick, vacation or personal days, for any unpaid portion of the leave. Leave under the Illinois Child Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid personal leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

Part-time Active Employees

Under the Illinois Child Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12 month period, an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child. Child is defined as a biological, foster, adopted or step child, a legal ward or a child for whom the employee stood in loco parentis.- Bereavement leave days cannot be accrued. Employees meeting the eligibility requirements of the Illinois Child Bereavement Leave Act may elect to substitute leave they have accrued such as sick, vacation or personal days for any portion of the leave. Leave under the Illinois Child Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under,

or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

4.13 Leave of Absence—Full-Time Employees (Revised ~~Reaffirmed~~ 12/20/11)

The College may grant a leave of absence if, in the opinion of the College, such a leave would serve the best interest of the College and the employee.

For the following purposes, an employee is eligible for a leave of absence:

- a. Without salary for a personal reason which involves travel, study, or research;
- b. For ~~sickness or their personal illness or injury~~, maternity/paternity, or to care for a spouse or dependent who is ill or injured (use of accumulated unused leave time must be taken concurrently with this leave);
- c. Without salary for any other reason determined to be at the convenience of the College.

Leave of absence may be granted to any employee normally after completion of one year of employment.

If leave of absence for ~~illness or injury~~ sickness is FMLA qualified, leave time under FMLA policy 4.131 will be followed first. The College may require periodic recertification by an employee's medical care provider, or the medical provider of the spouse or dependent, when the College in its discretion deems recertification is warranted.

A leave of absence normally does not exceed twelve (12) consecutive calendar months. The College guarantees the same or similar job at the end of the leave, unless the job itself is abolished during the period of leave.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

~~During leaves of absence without pay.~~ If an absence falls under a. or c., above, an employee currently enrolled in the College health/dental and/or life insurance plan may continue participation in those insurances by paying 100% of the monthly premiums amounts to the Human Resources Office. During a leave of absence under b., above, Highland will continue to pay the employer portion of the health/dental and basic life premium amounts. If leave for maternity/paternity extends past twelve weeks (inclusive of FMLA qualified time), the employee will be responsible for 100% of the premium amounts. Employees with ten or more years of continuous service to the College who are on an unpaid leave of absence due to personal illness or injury will have health, dental (if enrolled) and basic life insurance premiums waived for six months or the period of the leave, whichever is less. Employees with fifteen or more years of continuous service to the College who are on an unpaid leave of absence due to personal illness or injury will have health, dental (if enrolled) and basic life insurance premiums waived for twelve months or the period of the leave, whichever is less. All other fringe benefits and credit for employment will be forfeited for only the period of "on leave without pay." When and if the recipient is reinstated, according to policy, the individual will receive credit for employment previous to the leave for purposes of salary placement.

If the College learns that an employee does not intend to return to work after completion of the approved leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made, if any, to maintain the employee's benefits during the leave of absence, unless the reason not to come back is out of the employee's control. If the employee decides not to return to work, they have the ability to continue health insurance coverage for 18 months from the date benefits are terminated.

4.131 Leave, Family and Medical Leave Act (FMLA) (Reaffirmed ~~Revised 12/20/11~~)

The College may grant family or medical leave of absence, or both, for eligible employees for up to 12 weeks per year (52 consecutive weeks). For purposes of this policy, the family or medical leave year will commence on the first day that family or medical leave is taken. This leave of absence must be necessary for medical reasons or result from family circumstances. The College may grant a leave of absence for medical reasons to any employee who cannot work because of a serious health condition. Serious health conditions must prevent the employee from performing the functions of his or her position. These conditions include pregnancy or pregnancy-related conditions that prevent the employee from performing the functions of her position.

The College may also grant a leave of absence under certain critical family circumstances: the birth of an employee's child; the placement of a child with an employee for adoption or foster care; or when the employee is needed to care for a child, spouse, or parent who has a serious health condition. A serious health condition is an illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. Civil Union partners are not covered under Federal law and therefore are excluded from this policy.

Family or medical leave of absence, or both, is available in addition to, and not in lieu of, other policies such as sick leave, personal leave, vacation time, etc. Accumulated, unused leave days (sick leave, vacation, personal days) must be used concurrently with FMLA. When accrued leave days have been exhausted, an employee on FMLA may request a withdrawal of days from the Sick Leave Bank, if they are a participant, only if the leave is for their own serious medical condition. The employee on leave will work with Human Resources to request a withdrawal of days from the Sick Leave Bank.

The College may also grant a leave of absence under Section 585 of the National Defense Authorization Act where employees otherwise eligible for FMLA may take up to 12 weeks of FMLA-protected leave because of any qualifying exigency arising from the fact that the employee's spouse, son, daughter or parent is on or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation as defined by the Secretary of Labor. Under this same act, an employee is allowed to take up to 26 workweeks of leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves. Next of kin is defined as "nearest blood relative."

A. Eligibility for Family and Medical Leave of Absence:

To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and most part-time employees are not entitled to family or medical leave of absence.

B. Application for Leave/Notice by Employee:

Any employee who desires a leave of absence pursuant to this policy must notify the Human Resources Office as soon as practicable.

A leave of absence pursuant to this policy may be taken by an employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary and as a result of an employee's serious health condition or that of his or her spouse, child, or parent. However, except as allowed by local law, a leave of absence pursuant to this policy may not be taken on an intermittent basis when the reason for the leave is the birth of a child or the placement of a child for adoption or foster care.

C. Certification Procedure:

Every request for a Leave of Absence pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). It is the responsibility of the employee to submit the written medical certification ***within 15 calendar days of the date the certification is requested by Highland***. FMLA certification forms may be obtained in Human Resources and must be submitted in a timely manner.

The written medical certification must state:

1. The date of which the serious medical condition commenced.
2. The probable duration of the condition.
3. The appropriate medical facts regarding the condition and its duration.
4. If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of a spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

If the leave is to care for an injured servicemember, the employee must provide a health care provider certification indicating the servicemember is:

- Undergoing medical treatment, recuperation or therapy;
- Assigned as an outpatient to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care; or
- Otherwise on the temporary disability retired list.

If an employee requests leave due to a “qualifying exigency” due to a spouse, son, daughter or parent’s active duty service, the employee must provide a supporting certification issued at such time and in such manner as the Secretary may by regulation prescribe.

D. Conditions of Family and Medical Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking an approved leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.
5. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

E. Conditions if on FMLA to Care for Injured Servicemember under National

Defense Authorization Act:

The law provides that leave taken under this section is only available during a single 12-month period. Additionally, employees who utilize this provision are eligible for a combined total of 26 weeks of FMLA leave. For example, an employee who, in a single 12-month period, has already taken 12 weeks of FMLA leave for the birth of a child would be entitled to only 14 additional weeks to care for a "covered servicemember." When both husband and wife work for the same employer, the total amount of available leave to which both are entitled is limited to a combined total of 26 workweeks. In addition, the provisions under numbers D1, 2, 3 and 5 above apply to this section.

F. Compensation and Benefits During Family and Medical Leave:

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions, rests with the employee.

G. Return From an Approved Family and Medical Leave of Absence:

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. If leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence). If the College learns that an employee does not intend to return to work after completion of an approved leave of absence, the College may recover from the employee the cost of payments made, if any, to maintain the employee's benefits during the leave of absence.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried Highland employee who is among the highest paid 10 percent of those Highland employees (salaried or hourly) working within 75 miles of the College location at which the employee is assigned.

4.132 Leave, Victims Economic Security and Safety Act (VESSA) (Reaffirmed Revised 12/20/11)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA) of 2003, leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member (defined as spouse or Civil Union partner, parent, son, daughter, and persons jointly residing in the same household) who is a victim. Up to twelve (12) weeks of unpaid leave per year (52 consecutive weeks) may be taken. For purposes of this policy, the initial one year period will commence on the first day that VESSA is taken. VESSA does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12 week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the 12 week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA.

Employees taking leave under VESSA must use accumulated, unused leave days. Sick leave may not be used for VESSA leave for non-medical reasons. Accumulated, unused vacation and personal days must be used for non-medical reasons. When an employee is taking VESSA leave of absence concurrently with FMLA, they will be required to use accumulated, unused leave days (sick leave, vacation, personal days) as outlined in FMLA policy 4.131.

A. Eligibility for VESSA Leave of Absence:

All active full-time and part-time employees are eligible to take leave under this policy.

B. Entitlement of Leave:

Leave shall be granted for the following:

1. To seek medical attention or counseling for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
2. To obtain victim services for the employee or employee's family or household member.
3. To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence.
4. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

C. Application for Leave/Notice by Employee:

Any employee who desires a leave pursuant to this policy must notify the Human Resources Office with 48 hours notice in advance, unless providing such notice is not practicable.

A leave pursuant to this policy may be taken by an employee on an intermittent basis or on a reduced work schedule.

D. Certification Procedure:

Every request for leave under this policy must include a written medical certification from the employee's, the employee's family or household member's licensed medical care provider if the employee is requesting VESSA leave for a serious health condition as outlined under FMLA policy 4.131. If the employee is requesting leave under VESSA for reasons other than medical, the employee must provide certification in the form of a sworn statement and documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from who the employee or the employee's family or household member has sought assistance; a police or court order; or other corroborating evidence.

E. Conditions of VESSA Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved VESSA leave of absence to periodically report on his or her status and intention to return to work.
2. Any employee taking an approved VESSA leave of absence due to a serious health condition, may not engage in other work or employment during the leave. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.
3. If an employee is granted a VESSA leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. If at the time of applying for a VESSA leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence for reasons other than the continuation, recurrence or onset of domestic or sexual violence or other circumstances beyond the employee's control, the employee will be liable to and required to reimburse the College for the cost of payments

made to maintain the employee's benefits during the leave of absence. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

F. Compensation and Benefits during VESSA Leave of Absence:

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence policy started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources Office to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions, rests with the employee.

G. Return from an Approved VESSA Leave of Absence:

Upon returning from an approved VESSA leave of absence, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If the employee returns from an approved leave of absence granted as a result of an employee's own serious health condition, the employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. If leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence). The College may recover from the employee the cost of payments made, if any, to maintain the employee's benefits during the leave of absence if the employee fails to return from leave for a reason other than continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control. Human Resources may require an employee who is unable to return to work due to the continuation, recurrence or onset of domestic or sexual violence or other circumstances beyond the employee's control, to provide, within a reasonable period after making the claim, certification that they are unable to return to work for that reason. Certification procedures are the same as when the employee initially requested the leave.

H. Non-discrimination:

The College will not discharge or otherwise discriminate against an employee who is a victim of domestic or sexual violence. The College will not discharge, harass, discriminate or retaliate against an employee taking leave from work as a result of domestic or sexual violence in order to: seek medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance or participate in a related court proceeding.

4.14 Leave, Absent Without Authorization (Reaffirmed- ~~12/20/11~~)

Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College. Such measures may include, but are not limited to, loss of pay and/or dismissal.

4.16 Leave, Personal Days (Reaffirmed ~~Revised 5/27/14~~)

Each full-time college administrative, professional or classified employee is entitled, subject to prior supervisory approval, to three (3) paid personal leave days per fiscal year, accrued one-half day every two months, specifically for the purpose of completing personal business.

4.17 Leave, Military (Reaffirmed ~~12/20/11~~)

A. Eligibility and Request:

Military leave benefits (including job restoration rights) shall be applicable to all full-time employees. A leave of absence for military service must be requested by the employee in order to be granted, and must be requested with as much advance notice as possible in order to enable the work of the department to be continued.

B. Extended Active Duty:

1. A leave of absence for extended military service is granted to an employee as a means of protecting the re-employment rights of a full-time employee during the absence from the position.
2. Military Leave of Absence (without pay) for service in the armed forces of the United States or the State of Illinois shall be granted, upon application, when a full-time employee is required to perform such service. Such service may occur through enlistment through Selective Service, or through membership in the National Guard or a Reserve component of the armed forces of the United States.
3. The provisions of this policy shall apply both to voluntary enlistment and to induction into service by draft or conscription.
4. The terms of Military Leave of Absence for military training and service may extend to such date as the employee is able to obtain release from active duty plus sixty calendar days.
5. If an employee re-enlists after the expiration of the first enlistment, or draft obligation, or voluntarily remains in service beyond the expiration of required service, the employee shall not be eligible for further Military Leave of Absence.
6. Employees who have not taken their annual vacation prior to call into the armed forces shall be granted such vacation, or portion thereof, earned. The effective date of their Military Leave of Absence is the date immediately following the termination of such vacation. Vacation credit will not accumulate during the period of the Military Leave of Absence.
7. Upon return to active employment from Military Leave of Absence, the employee shall have the Military Leave of Absence time credited to the employee's length of service.
8. Sick leave credit will not accumulate during Military Leave of Absence; however, upon return to active service, the employee's previous accumulated balance, if any, of sick leave will be restored to the employee's account.

9. When a State Universities Retirement System member is placed on Military Leave, they receive their service credit with no contributions required as long as they meet the return from leave qualifications under SURS.
10. Within sixty (60) calendar days after release from active duty, an employee shall be restored by the College to the employee's former position or at the discretion of the College, to one of similar requirements and compensation providing:
 - a. The employee has not received a type of military service discharge which would render him/her unfit for the position;
 - b. The employee requests re-employment at the earliest possible date but not to exceed forty (40) days after release from active duty or from hospitalization continuing after discharge for a period of not more than one year;
 - c. The employee is qualified to perform the duties of the position;
 - d. That the College's circumstances have not so changed as to make it impossible or unreasonable to do so.

Such person shall not be discharged from such position without cause within one year after such restoration.

11. If, as a result of service in the armed forces, the employee is not physically or mentally qualified to perform the duties of the former or equivalent position, the College will make every effort to offer employment in a position for which the employee's physical and mental condition permits performance, at the rate of normal compensation provided for that position.
12. The College may request evidence of the employee's date of discharge or release from active duty.
13. Replacement appointments to the position vacated by an employee on a Military Leave of Absence shall be made with the understanding that the new employee is being employed pending the return of the original employee.
 - a. However, the new employee, during the period of replacement, shall be considered a regular employee and will be accorded the privileges of such an employment status.
 - b. It shall be the responsibility of the immediate supervisor to inform the new employees at the time of appointment of their employment status.

C. Annual Military Training or Emergency Duty:

1. Highland Community College's employees employed on a full-time basis who are also members of the Illinois National Guard or of the Reserve components of the naval, air, or ground forces of the United States, may be granted leave of absence for such periods of time as:

- a. Members of the National Guard are in the Military service on training, civil disturbance, or emergency duty of the State of Illinois under the order of the Governor as Commander-In-Chief.
 - b. Members of any Reserve component under the order of the authority thereof, are performing limited military training service.
2. Leave for training duty will normally be limited to a maximum of fifteen (15) days in any one calendar year. However, for involuntary service on state duty for civil disturbance or an emergency situation, the leave granted will be for the duration of such duty.
3. Such leaves of absence for annual training or emergency duty will be without pay. However, for involuntary service on state duty for civil disturbance of an emergency situation, vacation credit, personal leave days, and sick leave credit will accrue.
4. If the employee prefers, the employee may request that all or part of their absence for annual military training or emergency duty be charged to vacation and/or personal leave days, rather than have the time granted as a leave without pay.

4.18 Leave, Witness and Jury Duty (Reaffirmed ~~12/20/11~~)

Full-time and part-time personnel required by the courts to perform witness and jury duty will be excused for the time required to perform such duties from regular duties upon presentation to the immediate supervisor of evidence indicating the necessity for a legal appearance.

Such witness and/or jury duty shall not result in any loss of compensation or fringe benefit rights that the employee is otherwise eligible for from the college.

In the case of an employee being a litigant (plaintiff or defendant in a lawsuit) this policy is not applicable. Days of absence so involved may be applied to any personal leave days, vacation days or unpaid leave days to which the employee is entitled or shall be counted as days of absence without pay. Proper prior notification should be given to the immediate supervisor relative to the circumstances.

Those eligible for witness and jury duty benefits applicable to their circumstances are:

- A. Those who are employed on approximately a 40 hour per week schedule or otherwise have administrative and/or teaching responsibilities that are regarded as full-time.
- B. Classified personnel who are regularly employed at least one-half time.

4.191 Leave, Sabbatical for Administrative and Professional Employees (Reaffirmed
Revised 12/20/11)

The policy on sabbatical leave provisions as written in the Faculty Contract shall be extended to the administrative and professional employees.” Applications for such leave shall be submitted directly to the President by January 15 of the year preceding the academic year for which leave is desired. The President shall bring such sabbatical leave requests with a recommendation to the board at the March meeting.

4.192 Educational Assistance (Revised ~~8/19/14~~)

After completion of one full year of employment, full-time administrative, professional and classified employees may receive, at an educational institution other than the College and subject to approval of the immediate supervisor, educational assistance from the College at the rate of \$350 per semester hour, or the actual tuition cost per semester hour, whichever is less. Educational assistance will be paid upon submission of evidence indicating satisfactory course completion. ~~In FY14, total allowable grants shall not exceed \$4,500 (non-accumulative) to any one person during any two-year period starting at the time initial coursework is commenced. In FY15,~~ Total allowable grants shall not exceed \$5,000 (non-accumulative) to any one person during any two-year period starting at the time initial coursework is commenced.

4.20 Holidays Observed (Reaffirmed ~~12/20/11~~)

The following days are recognized as holidays, at least eleven of which shall be observed each year: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Washington's Birthday, Casimir Pulaski's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, the day preceding Thanksgiving, Thanksgiving, the Friday following Thanksgiving, Christmas, and the day preceding Christmas. If the holiday falls on a Saturday, it will be observed at Highland Community College on the preceding Friday, and if the Holiday is on a Sunday, it will be observed at Highland Community College on the following Monday. Holidays to be observed are listed in the annual calendar. Where an employee has an assigned weekly work schedule other than Monday through Friday and holiday observed by the College falls on one of the assigned non-work days, the employee's supervisor will schedule the workday either immediately before or after the holiday to be observed as the holiday for this employee.

4.21 Payroll (Reaffirmed ~~Revised 9/27/16~~)

- A. All employees shall normally be paid at the end of alternate work weeks.
- B. All employees shall default to direct deposit. If the employee does not wish to participate in direct deposit, they will complete and submit an opt out form to the Payroll Office.
- C. Employees under direct deposit will automatically be signed up for paperless vouchers and can view and print them on the College's payroll system. HR/Payroll staff can assist with accessing on-line vouchers. Live payroll checks will be mailed prior to pay day
- D. Payroll Deductions: The Payroll Office shall provide all personnel the opportunity for payroll deductions according to administrative procedures.

4.22 Fringe Benefits (Reaffirmed ~~Revised 12/20/11~~)

Employees are eligible for fringe benefits that are in force from time to time as approved by the Board of Trustees. See Fringe Benefit Schedule on myHCC Staff portal. All employee fringe benefits remain in effect during use of paid vacation, paid personal leave, and paid sick leave.

4.221 Bookstore—Purchase by Employees (Revised ~~2/18/14~~)

All full-time and part-time faculty and staff may purchase textbooks, for use by themselves, their ~~spouse or Civil~~spouse, Civil Union partner, ~~or domestic partner~~ or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).

All full-time and part-time faculty and staff may purchase clothing and gift items at a 20 percent discount. The discount on technology and software products will be determined by the bookstore on an item by item basis. There will be no discounts on the following items: rental texts, meal cards, computer math software licenses, magazine subscriptions, and transit passes.

No discounts will be applied to sale items unless specified by the bookstore manager.

The employee eligible for the discount must be present when the discounted purchase is made.

4.222 Insurance, Group Hospitalization and Group Major Medical - (Revised ~~8/19/14~~)

- A. A group hospitalization and major medical plan or plans adopted and paid by the Board of Trustees is available to all full-time-regular employees working 30 or more hours per week, their spouses, Civil Union partners or domestic partners, as well as dependent children as defined in the insurance contract. Employees are required to contribute a portion of the cost of coverage.
1. ~~Full-time-Regular~~ Administrators, Professional, Faculty, and Classified employees working 30 or more hours per week will be covered from their first day of employment and dependents' coverage may begin simultaneously.
- B. The Highland Community College district will pay the hospitalization and life insurance premiums on continuing full-time or adjunct faculty working the equivalent of 30 or more hours per week during those months of the year that the continuing employee is not working at Highland Community College.

4.223 Tuition Waiver Scholarship Fund (Reaffirmed ~~Revised 7/17/12~~)

Full-Time Employees and Adjunct Faculty

The Board will provide a scholarship fund for full tuition coverage only at Highland Community College for all full-time employees and adjunct faculty, their spouses or Civil Union partners, dependent children, and dependent grandchildren providing space is available in the classroom and the full-time employee or adjunct faculty are actively employed in a full-time or adjunct faculty position during the semester of attendance.

Employees wishing to take a course during their normal working hours must secure the permission of their immediate supervisor for released time or compensatory time.

The number of courses taken during a normal working day by any full-time employee will be limited to one course.

Part-Time Employees

The Board will provide a scholarship fund for full tuition coverage only at Highland Community College for all part-time employees providing space is available in the classroom. The policy will be effective upon one continuous full year of employment for part-time employees and after completion of four continuous semesters of instruction for part-time instructors. In both cases, the part-time employee must be actively employed at Highland during the semester of attendance for the scholarship to be effective.

In addition, the Board will provide a scholarship fund for partial tuition coverage only at Highland Community College for all half time and three-quarter time regular administrative and classified employee's spouse or Civil Union partner, dependent children, and dependent grandchildren providing space is available in the classroom. The scholarship will provide half of the tuition coverage for half time regular administrative and classified employee's dependents (including spouse or Civil Union partner) and will provide three-quarters of the tuition coverage for three-quarter time regular administrative and classified employee's dependents (including spouse or Civil Union partner).

The Board will provide a scholarship fund for partial tuition coverage only at Highland Community College for all part-time faculty's spouses or Civil Union partners, dependent children, and dependent grandchildren providing space is available in the classroom. The scholarship will provide half the tuition coverage after completion of five cumulative years of instruction for part-time instructors' dependents (including spouse or Civil Union partner). At any time after the completion of five years of cumulative instruction by the part-time faculty, dependents and spouse or Civil Union partner will qualify for the waiver as long

as the part-time faculty is actively employed at Highland during the semester of attendance.

All fees, books and supplies will be the responsibility of the employee, unless different in a union agreement.

Those wishing to use the tuition waiver scholarship fund must present the Tuition Waiver Approval Form (available on the G: drive) to the cashier's office upon registration. Regular payment guidelines apply for any remaining balance.

If an employee is eligible to take advantage of the tuition waiver scholarship fund in addition to a financial aid award or scholarship, these combined forms of assistance will be applied in a manner that is most beneficial to the employee, while meeting the awarding parties' requirements.

"Dependent" is defined as:

1. An employee's legal spouse or Civil Union partner who is a resident of the same country in which the employee resides. For the purposes of this definition, a common-law spouse will not be considered a dependent.
2. An employee's child or grandchild who meets all of the following requirements:
 - a. Is a resident of the same country in which the employee resides.
 - b. Is unmarried.
 - c. Is a natural child, stepchild, legally adopted child, a child placed in the employee's physical custody whom the employee intends to adopt, a child for whom the employee and/or employee's spouse or Civil Union partner has been named legal guardian, or a child for whom the employee is legally financially responsible.
 - d. The employee and/or the employee's spouse or Civil Union partner must have joint custody or any shared time arrangement.
 - e. The child must be dependent upon the employee and/or the employee's spouse or Civil Union partner for support.
 - f. Is less than twenty-five (25) years of age.

4.224 Reporting of Accidents (Revised ~~12/20/11~~)

Once an employee is aware of a work-related injury or illness, it must be reported to the supervisor via written, verbal or voice messaging within 24 hours. Human Resources must be informed of any work related injury or illness. Accidents involving anyone other than employees must be reported to the ~~Purchasing and Insurance Specialist~~ Vice President of Administrative Services within 24 hours.

4.225 Educational Advancement (Reaffirmed ~~12/20/11~~)

The continued growth in one's profession and discipline often requires formal academic study. In view of this fact, the College encourages its employees to continue their academic work and shall, in addition to schedule advancement, where applicable, reimburse such approved activity to the amount and limit established by the Board of Trustees.

Any academic activity to be considered for reimbursement or schedule advancement must have the prior approval of the appropriate supervisor and administrator through established procedures. An academic activity which does not carry credit; i.e., summer seminars or workshops, may be granted such credit equivalency as certified by letter from the seminar director or as determined by the appropriate administrator.

4.226 Employee Assistance Program (Reaffirmed ~~12/20/11~~)

The College shall make available to full-time employees, spouses, and dependent family members, an employee assistance program. The program shall provide confidential professional assistance in the form of a personal evaluation interview to identify the nature of the concern and possible methods of resolution of persistent behavioral, personal, emotional or medical problems.

4.23 Full-Time Administrative, ~~or~~ Professional, or Classified Pay for Instructional Assignments (Revised ~~7/16/13~~)

Full-time Administrative, ~~or~~ professional, or classified employees may be asked to teach a maximum of six contact hours per semester. The instructional assignment may qualify for reimbursement if the instructional responsibilities are in excess of those specified within the employee's job description and are outside the employee's normal administrative-workday hours. Approval must be obtained from the Executive Vice President prior to offering an instructional assignment to a non-exempt professional or classified employee by submitting a Request to Hire Full-Time Non-Exempt Employee for Teaching Assignment form. Reimbursement will be at 50% of the lowest overload instructional pay schedule rate of the College or \$600 per credit hour, whichever is greater.

4.24 Reimbursements for Job Applicants (~~Reaffirmed~~ ~~Revised 12/20/11~~)

Job applicants for full-time faculty positions and ~~Administrative positions Range 65 and above~~ may be reimbursed for some travel expenses. Any exceptions to this policy for a position search will be made by Human Resources to the College President for approval.

4.25 Resignations (Reaffirmed ~~12/20/11~~)

As soon as an employee determines that he or she wishes to resign, the employee must notify the supervisor and forward a written letter of resignation to the Human Resources Office. A two week notice is generally expected from part-time and classified personnel. A one month notice is generally expected from all other employees.

4.251 Retirement Notice (Reaffirmed ~~Adopted 7/16/13~~)

As soon as an employee determines that he or she wishes to retire, the employee must notify the supervisor and forward a written letter of retirement to the Human Resources Office indicating their last working day and their retirement date with the State Universities Retirement System (SURS). A two month notice is generally expected.

4.26 Attendance and Absenteeism (Reaffirmed ~~12/20/11~~)

Regular attendance at work is a necessary condition of employment at the College.

Unauthorized absence from work shall be grounds for termination, unless such absence is:

- A. permitted under these policies, or
- B. required by law; or
- C. is permitted by the specific contract of employment applicable to the employee.

4.27 Personnel Records (Reaffirmed ~~12/20/11~~)

Personnel files are business records of the College and remain the sole property of the College. Employees, however, are entitled to review their own files at least two times in a calendar year unless otherwise provided for in a collective bargaining agreement. An employee wishing to review his or her file(s) should submit a written request to his or her supervisor or to the human resources representative. The employee will be permitted to review the file during normal business hours and in the presence of a supervisor or a member of HR. Employees will not be entitled to remove any information from the file, but the College will provide copies of one or two documents at the employee's request. An employee will have the right of access to his or her own personnel files provided in the Illinois Personnel Records Act, except for privileged communications relating to initial employment and other exceptions listed in the Act. Access to a supervisor's working file is the same as the employee's personnel file.

All personnel, academic and evaluative records pertaining to all employees shall be maintained by the Human Resources Office in the employee's Official Personnel File (OPF). Employee files are considered confidential. Managers and supervisors other than the HR Department may only have access to personnel file information on a need-to-know basis. Responsibility for the confidentiality and use of information in the OPF shall rest with the Human Resources Office, from whom permission must be obtained for access to any portion of the personnel folder.

It is important that an employee be aware of all items which might be used in developing a periodic evaluation. Supervisors, therefore, shall notify an employee whenever any item is placed in the OPF. The employee may add written comments for inclusion in the personnel file for any document with which they disagree. However, the College encourages employees to submit written responses at the time action is taken, not during a personnel file review that may be remote in time to the actual occurrence with which an employee may disagree.

Payroll records and absence records will be kept by the Payroll Office.

4.28 Confidential Information Statement (Reaffirmed ~~12/20/11~~)

Any employee of Highland Community College must protect against unauthorized access of private personal information contained in institutional records, as well as ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. Employees are expected to deal with private personal information in a respectful and professional manner, confidential information contained in institutional records. See also Policies 3.09 Student Records and 5.30 Information Security.

4.29 Rest and Meal Periods (Reaffirmed ~~Revised 1/15/13~~)

An employee who is to work 7.5 continuous hours or more shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than five hours after the start of the workday (820 ILCS 140/3).

Rest periods are left to the discretion of the individual supervisor unless provided for in a collective bargaining agreement. All hourly employees except those working less than 20 hours per week shall receive at least 24 consecutive hours of rest each calendar week in addition to the regular period of rest at the close of each working day (820 ILCS 140/2).

4.291 Nursing Mothers (Reaffirmed ~~New 4/17/12~~)

Highland supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The College will provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth. In addition, Highland has identified rooms across campus where nursing mothers are able to pump. This policy is in accordance with the U.S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act (PPACA).

Employees who wish to express their breast milk during the workday should notify their supervisor and the Human Resources Office, either before or after returning to work from leave for the birth of their child.

Human Resources has designated contacts in each campus building to work directly with nursing mothers who would require a place to express milk during the day. Upon notification that a nursing mother requires a place to express milk, Human Resources will give the nursing mother the name of the contact for the appropriate building. All rooms are equipped with a chair, a table, an electrical outlet and have a lock. While Federal law requires the employer to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public," it also states, "a space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view."

If the employee is a non-exempt (paid hourly) employee and if the break taken is longer than 20 minutes and not a regular lunch break, then the break period will be unpaid. Employees may make arrangements with their supervisor to make-up time that may be needed beyond the normal break schedule, or to use available paid leave or compensatory time.

4.30 Outside Employment (Reaffirmed ~~Revised 7/16/13~~)

No employee will engage in outside employment which will interfere with the performance of their assignment. The employee has the responsibility for obtaining permission of the immediate supervisor before accepting a position which might conflict with a College assignment. An employee that is a State Universities Retirement System (SURS) annuitant has the obligation to consult with the College and receive permission before accepting employment at any other SURS-covered employer. In addition, an employee that is a SURS annuitant that is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

This policy shall not preclude any employee from such other employment which does not conflict with College responsibilities.

4.32 Personal Protective Equipment and Clothing (Reaffirmed ~~Revised 7/17/12~~)

Workplace hazards will be assessed and the College will provide personal protective equipment as required, to protect employees from work place hazards, based on the *Occupational Safety and Health Act, CFR Part 1910.132-138, Personal Protective Equipment Standard*. It is the responsibility of all employees to follow the requirements of this policy and procedure where they pertain to their respective activities and job duties.

In an instructional situation, students shall purchase or obtain the necessary and approved Personal Protective Equipment designated by the department or instructor responsible for the course. Students must be trained in the proper usage and care of the Personal Protective Equipment.

4.33 Grievance or Appeal Procedures—Non-Union Employees (Reaffirmed ~~Revised~~
~~12/20/11~~)

The detailed grievance procedure is stated in the Affirmative Action Plan and on myHCC Staff portal.

4.34 Salary Review—Administrative, Professional, and Classified and Exempt Professional Employees
(Revised ~~Reaffirmed 12/20/11~~)

Salaries of all administrative, ~~and exempt professional, and classified~~ positions shall be subject to a periodic review, ~~that shall occur on or before the end of the fiscal year according to the established procedure.~~

4.35 Evaluation of Instruction (~~Revised~~ ~~Reaffirmed 12/20/11~~)

The purpose of the formal instructional evaluation process is to encourage and actively promote ongoing development in the teaching and learning process. It intentionally offers an opportunity for ~~dean~~Deans and instructors to establish strong, professional relationships so that improvement in and enhancement of student academic achievement can be attained. The process should be timely, consistent, and meaningful.

The evaluation process varies depending upon if the instructor is non-tenured, tenured, or a part-time instructor. In all cases there are four components to the evaluation process. These components are:

- administrative classroom visits,
- use of a student evaluation of instruction course survey,
- a self-evaluation, and
- an evaluation meeting between the instructor and the appropriate ~~dean~~Dean or ~~associate~~Associate ~~dean~~Dean.

The data collected from these four evaluation components are combined into a summary evaluation document.

Administrative Evaluation of Instructors

Full-time Tenured Faculty

Procedure:

1. All tenured faculty will be evaluated formally a minimum of once every three years.
2. During the year of this formal evaluation, all students in the faculty members' classes, for at least one of the semesters, will be asked to complete the institutional student evaluation form.
3. At the conclusion of the evaluation year, the faculty member will complete a written self-evaluation and submit it to his or her supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. A class visitation by the supervisor will occur in the same semester during which student evaluations take place (see Item #2 above). The visit is scheduled and a lesson plan of the class is submitted to the supervisor showing the class goals and objectives.

5. After the class visitation, the supervisor will compose a written evaluation of the faculty member in a timely fashion that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. If considerable improvement is needed or serious deficiencies are present, the evaluation process shall revert back to the frequency of second and third year non-tenured faculty evaluations until two successive years of satisfactory evaluations occur. Faculty may respond in writing to the evaluation and/or the improvement strategies.
6. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the Executive Vice President of Academic Services and will be placed in the faculty member's personnel file in the Human Resources Office.
7. Other evaluation criteria and methods, including peer evaluation and professional certification, are encouraged.
8. Prescriptive recommendations and/or suggested improvements will be monitored throughout the year.

Full-time Non-tenured Faculty

The following procedures have been developed to evaluate non-tenured faculty in compliance with the State Tenure Law (110 ILCS 805/Article IIIb). In addition to course improvement, a primary objective of this evaluation is to recommend retention or non-retention of a faculty member beyond the probationary period. This evaluation procedure complements the existing procedure for evaluation of instruction that will continue to be used for tenured full-time faculty and part-time faculty.

Procedure:

1. All non-tenured faculty will be evaluated formally for the first three years of employment by the ~~dean~~Dean or ~~associate~~Associate deanDean.
2. Each semester during those three years, all students in the faculty member's classes will be asked to complete the institutional student evaluation form.
3. At the conclusion of each fall and spring semester~~year~~, the faculty member will complete a written self-evaluation and submit it to the supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. Class visitation by the supervisor will occur a minimum of twice a semester during the first year of employment, and a minimum of once a semester during the second and third years of employment. The visits are scheduled, and prior to the visit a lesson plan with the class goals or objectives for these classes will be submitted to his or her supervisor.

5. Other senior faculty members may be requested by the ~~dean~~Deans or ~~associate~~Associate ~~dean~~Deans to visit classes of non-tenured faculty at least once during the semester.
6. Additional evaluative criteria and methods as determined by the Executive Vice President of Academic Services and/or the ~~dean~~Dean or ~~associate~~Associate ~~dean~~Dean may be used.
7. The ~~supervisor~~Dean or Associate Dean will then compose a written evaluation of the faculty member that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. Faculty may respond in writing to the evaluation and/or the improvement strategies.
8. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the Executive Vice President of Academic Services and will be placed in the faculty member's personnel file.
9. The ~~dean~~Dean or ~~associate~~Associate ~~dean~~Dean will consider, but will not be required to adopt, an advisory recommendation concerning dismissal or extension of probation of non-tenured faculty or the granting of tenure to a non-tenured faculty member. Such recommendation will be made by a faculty peer committee of three tenured faculty from the appropriate division.
10. In case of a decision not to rehire, or a decision to extend the probation period, the ~~Vice President of Academic Services~~Executive Vice President and ~~dean~~Dean or ~~associate~~Associate ~~dean~~Dean shall consult with the individual in question in advance of the notification dates required in the Tenure Law.
11. The administration may require the faculty member to serve a fourth year as a non-tenured faculty member and be evaluated according to procedure before a decision is made on tenure. Notice will be given to the faculty member not later than 60 days before the end of the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions that the faculty member should take in order to satisfactorily complete service requirements for tenure.
12. If tenure status is not recommended, notice shall be given to faculty at least 60 days before the end of the school year or term, and such recommendations will be made to the Board of Trustees for action.
13. At the conclusion of the third year, or if necessary fourth year, of employment, the President will make a recommendation regarding tenure to the Board of Trustees for action.

Part-time Faculty

For the purpose of this policy, part-time faculty includes dual credit. Procedure:

1. All new part-time faculty will be evaluated during their first teaching assignments using one or more of the following methods:
 - class visitation, scheduled or on a walk-in basis
 - student evaluation
 - self-evaluation
 - peer evaluation
 - other evaluation criteria and methods may be used at the discretion of the supervisor and the Executive Vice President of Academic Services.
2. Re-employed part-time faculty may be evaluated on a regular basis according to the same methods.
3. Part-time faculty will be evaluated a minimum of once each semester of the first ~~three~~ four semesters they teach. After three successive satisfactory evaluations, each part-time instructor will be evaluated a minimum of once every three years.
- ~~3.4.~~ Dual credit courses and instruction will be evaluated annually according to ICCB regulations, including class visitations.

Student Evaluation of Instruction

1. Standard Evaluation Instrument: A standard evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This standard evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive positive evaluations previously. The instructor and ~~dean~~ Dean or ~~associate~~ Associate dean ~~dean~~ Dean should jointly select the classes to be used for the standard student evaluation.
2. Additional/Special Evaluation: Additional or special student evaluation of instructor instruments or methods may be used to meet special needs not addressed by the standard evaluation instrument. Special needs may include, but shall not be limited to; the evaluation of new courses or new teaching methods; the investigation of student complaints; the investigation of complaints by the faculty or staff; or, investigation of matters before the Judicial Review Board. These additional/special student evaluations may be implemented at the prerogative of the instructor with ~~dean~~ Dean or ~~associate~~ Associate dean ~~dean~~ Dean approval or by the ~~dean~~ Dean, the ~~associate~~ Associate dean ~~dean~~ Dean or Executive Vice President of Academic

~~Services.~~ If an additional or special evaluation is administered to a particular class during the regular school term, the evaluation shall be conducted during a regular class session. If the evaluation is administered when the class is not in session during the regular school term, the students receiving the evaluation instrument shall be instructed to not share or discuss the instrument with other students before the due date for returning the instrument has expired.

3. If an additional/special evaluation is used to investigate any complaint or allegation of misconduct on the part of the faculty, the individual involved in any such complaint shall be informed of the allegation prior to use of the additional/special evaluation instrument, provided with a copy of the instrument for review and comment at least three (3) business days prior to the use of the instrument, and shall be provided a typed compilation of the student responses, unless such disclosure is prohibited by law. Any information which may be used to identify a particular respondent on the typed compilation shall be redacted. Initial notification and a copy of the instrument shall be provided via college email to the faculty member and to the Faculty Senate President or the Faculty Senate President's designee. The typed compilation of the student responses will also be provided via email to the faculty member and the Faculty Senate President or the Faculty Senate President's designee, and it will be sent prior to any meeting scheduled with the administration or its representatives to discuss the results.
4. Student evaluations shall not be used as the sole basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members.
5. A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.

4.36 Abused and Neglected Child Reporting (Reaffirmed ~~Adopted 1/15/13~~)

Highland is committed to the safety and welfare of children as governed by Illinois Law. The Abused and Neglected Child Reporting Act (ANCRA) states that: All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services by calling the Child Abuse Hotline at 1-800-252-2873 or 1-800-25-ABUSE. College personnel who are mandated reporters specifically include all athletic program personnel and/or athletic facility personnel. Students enrolled in an academic program leading to a position as a child care worker, school service personnel and/or education degree are also mandated reporters pursuant to the Act. Under this policy, College personnel includes student workers. Highland considers volunteers as defined under Highland's Volunteer Services Policy (4.07) also to be mandated reporters.

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones) or sexual (such as fondling or incest). Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

Failure to Report:

Any mandated reporter of Highland Community College who fails to report suspected child abuse or neglect in violation of this policy may be subject to discipline, up to and including termination, expulsion and/or other sanctions. In addition, willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation).

Immunity for Good Faith Reports:

Individuals who in good faith make reports of suspected abuse or neglect are provided with certain statutory immunities from civil and/or criminal liability.

Confidentiality:

The confidentiality of a report of suspected child abuse or neglect, including the identity of an individual who makes a report under this policy, will be protected consistent with state law.

Retaliation:

Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

Procedures related to this policy will be published through the College's Human Resources Department and on Highland's web site.

4.37 Controlled Substances (including alcohol) (Reaffirmed ~~12/20/11~~)

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by Highland Community College. Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal. The use of alcohol, while on Highland Community College owned or controlled property, including meal periods and breaks is prohibited, except as authorized below. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including dismissal. In accordance with State Law, the College Board of Trustees or its designee may authorize the availability of alcoholic beverages in designated on-campus facilities or property at College, Foundation, or Alumni Association events for which the Foundation is the host or considered a sponsor or co-sponsor. The authorization shall be given in writing by the President of the College.

4.38 Criminal Background Investigations (~~Reaffirmed~~ ~~Revised 9/15/15~~)

Criminal background investigations will be conducted on all successful candidates for security sensitive positions as required by the Campus Security Act of the State of Illinois.

To comply with National Service laws under the Serve America Act, National Service Criminal History checks will be conducted on all successful candidates for positions paid from federal grant programs funded by the Corporation for National and Community Service (CNCS), such as Retired and Senior Volunteer Program (RSVP).

4.39 Non-Violence (Revised ~~Reaffirmed~~ 12/20/11)

Introduction

Highland Community College is committed to providing and maintaining a safe workplace and campus environment that is free from violence.

Prohibited Conduct

The College prohibits any type of violence committed by or against employees, students or third parties. The definition of “violence” includes any conduct or statements, which is sufficiently threatening, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety and/or the safety of his or her family, friends and/or property. The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

- Fighting or causing physical injury to another person;
- Making threatening remarks of physical or aggressive conduct;
- Demonstrating aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging College property or property of another or the threat of such damage;
- Use of any object as a weapon;
- Harassing or threatening another either in person, by telephone, in e-mail or other; and
- Stalking or using surveillance with intent to harm.

Reporting Procedures

Employees, students or third parties who experience, observe or have reason to fear such prohibited conduct are urged to report their concerns.

Employees should report any potentially violent situations immediately to their supervisor, the ~~Associate~~Associate Vice President of Human Resources, Director, Facilities and Safety or the campus Deputy Sheriff on duty.

Any student or third party should report such activity to a Highland employee, a faculty member, ~~dean~~Dean, Vice President of ~~Academic and Student Development and~~Support~~Student~~ Services, or the campus Deputy Sheriff on duty.

To the extent possible, the College will protect the confidentiality of reports commensurate with the need to investigate, resolve reported problems and comply with any discovery or disclosure obligations. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis. Individuals involved in an investigation are expected to refrain from discussing it with others.

Non-Retaliation

This policy strictly prohibits retaliation against employees, students or third parties who report in good faith incidents of threats, violence, intimidating conduct, weapons possession, or workplace violence or who cooperate with an investigation. Any person engaged in retaliatory conduct shall be subject to disciplinary action, up to and including discharge, suspension/expulsion and/or exclusion.

Risk Reduction Measures

The Human Resources department will take reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals who may have a history of violent behavior.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace or on campus will not be tolerated. All reports will be reviewed and appropriate corrective action will be taken against individuals found to have violated this policy. Corrective action may include physical removal from the workplace/campus. Employees or students or others who engage in prohibited behavior shall be held accountable under College policy, as well as local, state, and federal law. Any employee, student or third party determined to have committed such acts will be subject to disciplinary action, up to and including dismissal or expulsion, as well as and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Any third party who commits or threatens to commit violent behavior shall be subject to exclusion from the campus, termination of business relationships, and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Highland Community College reserves the right to take any necessary legal action to protect its employees, students and third parties, including the filing of criminal complaints against individuals violating this policy.

4.40 Student Worker Program (~~Reaffirmed~~ Adopted 1/19/16)

The Student Worker Program will abide by all existing regulations and policies, as set forth by Highland Community College's Policy Manual, the Federal Student Aid handbook, and the Code of Regulations for the Federal Work Study Program.

AGENDA ITEM #VIII-B-6
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

RESOLUTION TO PROHIBIT SEXUAL HARASSMENT,
AND FIRST READING AND WAIVING SECOND READING – REVISED
POLICY 4.034 SEXUAL AND OTHER HARASSMENT

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves the attached Resolution to prohibit sexual harassment, and approves and accepts for a first reading, and waives a second reading, the attached corresponding revised policy 4.034 Sexual and Other Harassment, which is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: During the Policy Review Committee's review of Board Policy Manual, Chapter IV, numerous changes were considered by the Policy Review Committee to bring Policy 4.034, Sexual and Other Harassment up to date and to better outline various steps. In addition, in mid-November, the Illinois General Assembly enacted Public Act 100-554 which, within 60 days, requires governmental units to establish a policy prohibiting sexual harassment and to ensure the policy addresses: (1) a prohibition on sexual harassment; (2) details for reporting an allegation of sexual harassment; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Whistleblower Act; and (4) the consequence of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. The College has, for many years, been proactive in its efforts to address concerns relating to sexual and other harassment, inclusive of prior adoption of formal policies and prohibiting the same. The College attorney has approved and is comfortable with the recommended revisions which were then reviewed and approved by the Policy Review Committee. Due to the deadline imposed by the Public Act, it is necessary to waive the second reading of the policy.

Due to the number of proposed changes in the policy, attached are both a copy of the policy with "track changes" and with "track changes" accepted.

BOARD ACTION: _____

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519
COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL
AND STATE OF ILLINOIS

RESOLUTION TO PROHIBIT SEXUAL HARSSMENT AND
FIRST READING AND WAIVING SECOND READING – REVISED
POLICY 4.034 SEXUAL AND OTHER HARASSMENT

January 16, 2018

WHEREAS, the Illinois General Assembly enacted Public Act 100-554, which requires establishment of a policy prohibiting sexual harassment for all governmental units; and

WHEREAS, the College has, for many years, been proactive in its efforts to address concerns relating to sexual harassment inclusive of prior adoption of formal policies prohibiting the same; and

WHEREAS, on the 16th day of January, 2018, there was held a meeting of the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS, AND CARROLL AND STATE OF ILLINOIS (hereinafter referred to as the “Board”) in and for such district, and, whereas revisions to College Policy 4.034 Sexual and Other Harassment were reviewed; and

WHEREAS, the said policy and revisions to said policy contain, at minimum, revisions to conform to the new requirements under Public Act 100-554.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL AND STATE OF ILLINOIS:

Section 1: Highland Community College Policy 4.034 prohibits sexual harassment;

Section 2: Policy 4.034 includes details for reporting allegations of sexual harassment;

Section 3: Retaliation for reporting sexual allegations is prohibited, with protections available under Public Act 100-554, the Whistleblower Act, and the Illinois Human Rights Act;

Section 4: Policy 4.034 outlines consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report; and,

Section 5: The Board has reviewed attached Policy 4.034, as revised, in compliance with Public Act 100-554 and formally accepts the same and waives the second reading of the policy.

AYES: _____

NAYES: _____

ABSENT: _____

Date this ____ day of January, 2018.

Douglas R. Block, Chairperson
Board of Trustees of Community College District No. 519,
Counties of Stephenson, Ogle, Jo Daviess, and Carroll and
State of Illinois

Terri A. Grimes, Secretary
Board of Trustees of Community College District No. 519,
Counties of Stephenson, Ogle, Jo Daviess, and Carroll and
State of Illinois

4.034 Sexual and Other Harassment (Revised ~~12/17/13~~ 1/16/18)

Harassment of any kind is ~~not acceptable~~ prohibited at Highland Community College whether it is sexual harassment or harassment based on the basis of age, color, disability, ethnic or national origin, ~~sex, gender identity, sexual orientation, pregnancy, race, or religion~~ or sexual orientation, or any other legally protected classification under federal or state law. Sexual and bias-related harassment are prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Education Amendment of 1972, and the Illinois Human Rights Act. Highland Community College is committed to respecting all individuals. Highland Community College is also committed to the free and dynamic discussion of ideas and issues.

This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with of the College.

Definition of ~~Other~~ Harassment:

This policy prohibits discrimination or harassment on the basis of actual or perceived membership in a protected class (as mentioned above), by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment. Harassment is the creation of a hostile or intimidating environment may be created by ~~in which verbal, written, electronic, visual, virtual, visual and/or physical conduct~~, that is sufficiently severe, persistent, or pervasive so as to ~~because of its severity and/or persistence, is likely to interfere with~~ withhold, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities, ~~unreasonably with an individual's work or education, such conduct being directed at an individual because of race, national origin, disability, age, religion, sexual orientation or other legally protected classification~~. The College will not wait until conduct is unlawful before prohibiting or responding to reports of harassment. The College will provide prompt and equitable resolution.

Sexual Harassment:

The College shall provide students, employees and third parties an environment free from unwelcome sexual- or gender-based advances, requests for sexual favors and other verbal, written, electronic, visual, virtual, and/or physical conduct constituting sexual harassment as herein defined and as otherwise prohibited by state or federal law. College employees, students, and third persons are prohibited from sexually harassing other employees, students, or third persons.- For purposes of this policy, third persons include any person other than College employees and students, on College property, or at any College-sponsored event activities or at any activity which bears a reasonable relationship to the College. Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law. Sexual harassment is illegal under both state and federal law and objectionable under any circumstance.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a student, or a third-party on campus.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the offender.
- The harasser's conduct must be unwelcome.

Definitions of Sexual Harassment:

1. In the case of sexual harassment of an employee by another employee or third person, sexual harassment means:
 - a. Any unwelcome sexual advances toward an employee; or
 - b. Any request by an employee or third person to an employee for sexual favors; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to or participation in such conduct is made, either whether explicitly or implicitly, a term or condition of an individual's employment at the College, or

- (2) submission to or rejection of such conduct ~~by an individual~~ is used as the basis for employment decisions affecting such individual's employment at the College, or
 - (3) such conduct has the purpose or effect of ~~unreasonably~~ substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
2. In the case of sexual harassment of a student by an employee or third person, sexual harassment means:
 - a. Any sexual advance by an employee or third person toward a student; or
 - ~~a-b.~~ Any request by an employee or third person to a student for sexual favors; or
 - ~~a- c.~~ Any acceptance by an employee or third person of a sexual advance or _____ request for sexual favors from a student; or
 - ~~b- d.~~ Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by an employee or third person directed toward a student when:
 - (1) the student's submission to or rejection of such conduct is, ~~either whether~~ explicitly or implicitly, a term or condition of the student's grade, extent or nature of work necessary to successfully complete course work, or work, or the student's participation in any College-sponsored event or activity; or
 - (2) submission to or rejection of such conduct ~~by a student~~ is used as the basis for decisions concerning the student's grade or the student's selection or participation in any College-sponsored event or activity; or
 - (3) such conduct has the purpose or effect of ~~unreasonably~~ substantially interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment.
 - (3) Academic discussion of sensitive content matter included in a course or academic presentation is not meant to be in violation of this policy.
3. In the case of sexual harassment of a student or employee by a student, sexual harassment means:
 - a. Any sexual advance by a student toward an employee; or
 - b. Any request by a student to an employee for sexual favors from the employee; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by a student directed toward an employee when such conduct has the purpose or effect:
 - (1) of ~~unreasonably~~ substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive environment; or

- (2) of influencing either the student's grade or participation in any College-sponsored event or activity; or
 - d. Any conduct of a sexual nature or any verbal, written, electronic visual, virtual, or ~~physical~~ conduct based on sex by a student directed toward another student when:
 - (1) such conduct has the purpose or effect of creating a Collegiate collegiate environment that is intimidating, hostile or offensive; or
 - (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the College administration.
- 4. In the case of sexual harassment of a third person by an employee or student, sexual harassment means:
 - a. Any unwelcome sexual advances by an employee or student toward a third person; or
 - b. Any request by an employee or student for sexual favors from the third person; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of, or is used as the basis for decisions concerning, of an individual's participation in a College-related event or activity; or
 - ~~(2) submission to or rejection of such conduct by an individual is used as the basis for decisions concerning the individual's participation in a College-related activity, or~~
 - ~~(3)~~(2) such conduct has the purpose or effect of unreasonably substantially interfering with an individual's performance in a College-sponsored event or activity or creating an College environment that is intimidating, hostile or offensive. For purposes of this section, a College-related event or activity includes an event or activity on College grounds involving College facilities, staff or students, any College-sponsored event or activity, and any event or activity which bears a reasonable relationship to the College.
- 5. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic, visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation,

including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:

- sexual advances
- touching of a sexual nature
- graffiti of a sexual nature
- displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
- sexual gestures
- sexual or "dirty" jokes
- pressure for sexual favors
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other individuals as to sexual activity or performance
- offering employment benefits in exchange for sexual favors
- retaliating or threatening retaliation after a negative response to a sexual advance or after an employee or student has made or threatened to make a harassment complaint.

The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in the light of all of the circumstances.

Definition of Other Harassment:

~~Harassment is the creation of a hostile or intimidating environment in which verbal, written, visual or physical conduct, because of its severity and/or persistence, is likely to interfere unreasonably with an individual's work or education, such conduct being directed at an individual because of race, national origin, disability, age, religion, sexual orientation or other legally protected classification.~~

General Provisions:

All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of

discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.

The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.

The College will:

- 1. Respond to every complaint of harassment reported;
- 2. Implement temporary resolutions, where appropriate, through the course of the investigation;
- 3. Take action to provide remedies when harassment is discovered;
- 4. Impose appropriate sanctions on offenders in a case-by-case manner; and
- 5. Protect the privacy of all those involved in harassment complaints to the extent it is possible.

The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

Confidentiality:

A reasonable effort will be made to promptly investigate any allegation of sexual or other harassment in a confidential manner to the extent appropriate or required possible by law. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.
Requests not to investigate complaints cannot be honored.

Responsibilities:

Internal Reporting Procedures:

The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.

Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:

- Monitoring the workplace environment for signs of sexual or other harassment;
- Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, or the Director of Adult Education at (815) 599-3455.
- Immediately stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.

- Immediately reporting any complaint of harassment or discrimination to one of the College investigators.

Each employee is responsible for assisting in the prevention of discrimination and harassment by:

- Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
- Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
- Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.

In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

Bringing a Report of Harassment or Suspected Harassment:

Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.

Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:

~~It is the express policy of the College to encourage victims of sexual or other harassment to come forward with such claims. We encourage employees to report harassment to management before it becomes severe or pervasive. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence, as follows:~~

Students may report incidents to the Title IX Coordinator or an investigator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator) or the Director of Adult Ed (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.

Employees, volunteers, Board of Trustees and third parties, may report incidents to the Associate Vice President of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) or an investigator who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to the Director of Adult Education (investigator) or the Title IX Coordinator (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees, the President or Executive Vice President of the College.

Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531, for the EE/AAO at (815) 599-3402, or the Director of Adult Education at (815) 599-3455;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu; the EE/AA Officer at rose.ferguson@highland.edu, or the Director of Adult Education mark.jansen@highland.edu;
- Mail a letter to the Title IX Coordinator's office, the EE/AAO's office, or the Director of Adult Education's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the appropriate investigator (although it is best to make an appointment first to ensure availability) at: Marvin-Burt Liberal Arts Center room 101 for Title IX Coordinator;; Student/Conference Center room 232 for the EE/AA Officer;; or the Community Services Center room 132 for the Director of Adult Education;;
- Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
- File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

1. ~~Employees:~~

~~Employees are encouraged to report any incidents of sexual or other harassment to the Associate Vice President of Human Resources (Affirmative Action Officer and Investigator). If the Associate Vice President of Human Resources is the offending person, the report should be made to the Director of Adult Education (Investigator) or the Associate Vice President of Student Services (Title IX Coordinator and Investigator) who will investigate the complaint. The investigator will meet with the complainant, the alleged offender, and any potential witnesses in order to investigate the complaint.~~

2. ~~Students:~~

~~Students are encouraged to report any incidents of sexual or other harassment to the Associate Vice President of Student Services (Title IX Coordinator and Investigator). If the complaint involves the Associate Vice President of Student Services, the report should be made directly to the Director of Adult Education (Investigator) or the Associate Vice President of Human Resources (Affirmative Action Officer and Investigator) who will investigate the complaint. The investigator will meet with the complainant, the alleged offender, and any potential witnesses in order to investigate the complaint.~~

3. ~~Third Persons:~~

~~Third persons are encouraged to report any incidents of sexual or other harassment to the Associate Vice President of Human Resources (Affirmative Action Officer and Investigator). If the Associate Vice President of Human Resources is the offending person, the report should be made to the Associate Vice President of Student Services (Title IX Coordinator and Investigator) or the Director of Adult Education (Investigator). The investigator will meet with the complainant, the alleged offender, and any potential witnesses in order to investigate the complaint.~~

Complaint and Investigation:

Any person who believes that he or she has been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:

1. ~~An employee or third party who believes he/she has been harassed must file a written and signed complaint with the Associate Vice President of Human Resources (AAO) within 45 days of the date of the alleged event or incident. A student who believes he/she has been harassed must file a written and signed complaint with the Associate Vice President of Student Services (Title IX Coordinator) within 45 days of the date of the alleged event or incident.~~

Informal Complaint Process:

2. Individuals who feel they have been harassed may desired to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true). Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.

Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.

The investigator may, if circumstances warrant, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.

The College may offer alternative dispute resolution (ADR) which shall be completed within 30 days from the receipt of the written complaint. ADR resolution-The informal process will include:

- a. Explanation of the rights and responsibilities of the person filing the report aggrieved, and the procedures for filing a formal complaint;
- b. Review and determination of the legal basis of the issues being raised in the complaint;
- c. Seeking resolution of the matter;
- d. Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process ADR report;
- e. Preparing a report on the informal ADR process.

————— If the conflict is not resolved during the ADR process, the complainant may still file

~~_____ a written and signed complaint within 15 days following receipt of the ADR _____ report.~~

The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

3. Formal Complaint Process:

~~_____ Formal cComplaints must be filed within 45 days of the date of the alleged event or incident. Or after attempts to resolve the situation informally have been unsuccessful _____ occurred or within 15 days after attempts to resolve the situation informally have been unsuccessful.~~

While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint. ~~_____ The written complaint must be sufficiently precise to:~~

- ~~i. identify the aggrieved individual;~~
- ~~ii. identify the alleged offender(s) agency or individuals responsible for the basis;~~
- ~~iii. identify the basis or bases of discrimination/harassment identify the details concerning the incident or conduct giving rise to the complaint;~~
 - ~~• describe the actions or practices deemed harassment and/or discriminatory;~~
 - ~~• provide the dates, times, and locations of the conduct;~~
 - ~~• include names of any witnesses to the alleged incident(s) or conduct;~~
 - ~~• whether conduct of a similar nature and has occurred on prior occasions;~~
 - ~~• whether there are any documents which would support the allegations;~~
 - ~~• what impact the conduct had on the person filing the report; and~~
- ~~iv. action requested to resolve the complaint and prevent future violations of the policy.~~

The College will investigate formal complaints when complaints are submitted orally or in writing. The College must will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complainant party, as well as the alleged offenderharasser, of the appeal process.

Process for Investigation of Formal Complaints: The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written statement if desired. Typically after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons

who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the investigation. –If the complaint involves evidence found on the complaining partyant’s or alleged harasser’s personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).

4. Right to Dismiss: The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:

- a. 1. The complainingant party fails to state a claim;
- b. 2. The claim is moot or under adjudication elsewhere;
- 3. The complainingant party failed to file the complaint within the time frame allotted;
- e. 4. The complaining party provides a written request to withdraw their formal complaint;
- d. 5. The complaining partyant cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
- e. 6. The complaint is part of a clear pattern of misuse of the process.

5. —The investigation will include a written record of testimony; all testimony will be sworn; the investigating officer will be entitled to any and all College documents, recordings, emails or information requested by a Request for Information that may pertain to the investigation; and the investigating officer may extend the time of the investigation by up to 30 days if necessary to complete the investigation.

6. The College President or designee shall be informed of every written reported incident of sexual or other harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

Confidentiality:

A reasonable effort will be made to promptly investigate any allegation of sexual or other harassment in a confidential manner to the extent appropriate or required by

~~law. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.~~

Written Report:

Within ten (10) school days or “a reasonable time” from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College’s Board of Trustees if the College President is the alleged offending person/harasser, which will include at a minimum the following:

1. T1. _____ the date the complaint was received;
2. T _____ 2. the complaining party’s name;
3. T _____ 3. the name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
4. A _____ 4. a statement detailing the alleged offender’s response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);
5. A _____ 5. a statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. -The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.

Within five ~~school~~ (5) business days or “a reasonable time” after the investigator’s written report is ~~completed~~ received, the College President or designee, or the Chair of the Board of Trustees if the College President is the offending person/alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.

The President or designee, the supervisor (if the accused is an employee), the Executive Vice President, or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

Disciplinary Action:

If a complaint is found to be valid, appropriate disciplinary action appropriate to the action or other appropriate action will be taken. - Any College employee who is

determined, after an investigation, to have engaged in ~~sexual or other~~ harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College's Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes. Referral to the appropriate law enforcement agencies will be made in appropriate cases.

This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

Knowingly Filing False or Malicious Complaints Prohibited:

Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

Retaliation:

The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this policy, ~~because the person has opposed that which he or she believes to be sexual or other harassment~~ or because he or she has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the "Disciplinary Action" Section, paragraphs #1 and #2 of this policy will not be considered retaliation.

Retaliation is illegal under State and Federal Law and includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the "Disciplinary Action" ~~S~~section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.

Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Appeal of Formal Complaint Resolution: Disciplinary Action

Disciplinary Action:

1. ~~Any College employee who is determined, after an investigation, to have engaged in sexual or other harassment in violation of this policy will be subject to disciplinary action up to and including discharge, consistent with: (a) established disciplinary procedure as outlined in the myHCC Staff portal if the employee is an administrative, or classified employee, or a part-time faculty, or (b) contractual rights and obligations as outlined in the collective bargaining agreement with the HCC Faculty Senate Local 1957 up to and including arbitration if the employee is a faculty member covered by such agreement, or (c) contractual rights and obligations as outlined in the collective bargaining agreement with the HCC Custodial and Maintenance Council Local 1957 up to and including arbitration if the employee is a custodial or maintenance worker. Referral to the appropriate law enforcement agencies will be made in appropriate cases.~~
2. ~~Any student of the College who is determined, after an investigation, to have engaged in sexual or other harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the College's Student Code of Conduct. Referral to the appropriate law enforcement agencies will be made in appropriate cases.~~
3. ~~Any third person who is determined, after an investigation to have engaged in sexual or other harassment in violation of this policy may be subject to restriction from participation in activities on College property, at College-sponsored activities or at any College-related activity. Referral to the appropriate law enforcement agencies will be made in appropriate cases.~~

The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.

An employee may appeal the decision of the President by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following: If the appeal alleges: a. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis; b. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the

investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation; c. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or d. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for the reasons and basis for this belief/allegation.

In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

Dissemination of Policy/Procedures-Communication:

Information on this policy will be distributed in the College's Policy Manual, Faculty Handbook, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy

will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information. Students registered at Highland Community College will receive information annually related to this policy. Students registered in the First Year Experience classes will receive information related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and attend an informational complete on-line session on harassment training. Employees are to complete bi-annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and Managers are required to report any known or reported harassment and will be trained bi-annually via on-line training to recognize and take action against harassment of any kind. The sexual misconduct and violence policy 3.27, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to that those policies for additional guidance related to reporting responsibilities and protocol.

Identification of Reporting Officers:

If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

Resolution Outside the College:

It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. -Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to The-the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission may be contacted as follows:

Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr

U.S. Equal Employment Opportunity Commission
500 West Madison Street, Suite 2000
Chicago, IL 60661
Telephone (312) 353-2713; (800) 669-4000; or (312) 869-8001 (TTY)
www.eeoc.gov

Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

4.034 Sexual and Other Harassment (Revised 1/16/18)

Harassment of any kind is prohibited at Highland Community College whether it is sexual harassment or harassment based on age, color, disability, ethnic or national origin, sex, gender identity, pregnancy, race, or religion or sexual orientation, or any other legally protected classification under federal or state law. Sexual and bias-related harassment are prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Education Amendment of 1972, and the Illinois Human Rights Act. Highland Community College is committed to respecting all individuals. Highland Community College is also committed to the free and dynamic discussion of ideas and issues.

This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with the College.

Definition of Harassment:

This policy prohibits discrimination or harassment on the basis of actual or perceived membership in a protected class (as mentioned above), by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment. A hostile or intimidating environment may be created by verbal, written, electronic, visual, virtual, and/or physical conduct, that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. The College will not wait until conduct is unlawful before prohibiting or responding to reports of harassment. The College will provide prompt and equitable resolution.

Sexual Harassment:

The College shall provide students, employees and third parties an environment free from unwelcome sexual- or gender-based advances, requests for sexual favors and other verbal, written, electronic, visual, virtual, and/or physical conduct constituting sexual harassment as herein defined and as otherwise prohibited by state or federal law. College employees, students, and third persons are prohibited from sexually harassing other employees, students, or third persons. For purposes of this policy,

third persons include any person other than College employees and students, on College property, or at any College-sponsored event or at any activity which bears a reasonable relationship to the College. Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a student, or a third-party on campus.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the offender.
- The harasser's conduct must be unwelcome.

Definitions of Sexual Harassment:

1. In the case of sexual harassment of an employee by another employee or third person, sexual harassment means:
 - a. Any unwelcome sexual advances toward an employee; or
 - b. Any request by an employee or third person to an employee for sexual favors; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment at the College, or
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual's employment at the College, or
 - (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
2. In the case of sexual harassment of a student by an employee or third person, sexual harassment means:
 - a. Any sexual advance by an employee or third person toward a student; or
 - b. Any request by an employee or third person to a student for sexual favors; or
 - c. Any acceptance by an employee or third person of a sexual advance or request for sexual favors from a student; or

d. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by an employee or third person directed toward a student when:

- (1) the student's submission to or rejection of such conduct is, whether explicitly or implicitly, a term or condition of the student's grade, extent or nature of work necessary to successfully complete course work, or student's participation in any College-sponsored event or activity; or
- (2) submission to or rejection of such conduct is used as the basis for decisions concerning the student's grade or the student's selection or participation in any College-sponsored event or activity; or
- (3) such conduct has the purpose or effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment.

Academic discussion of sensitive content matter included in a course or academic presentation is not meant to be in violation of this policy.

3. In the case of sexual harassment of a student or employee by a student, sexual harassment means:
 - a. Any sexual advance by a student toward an employee; or
 - b. Any request by a student to an employee for sexual favors from the employee; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by a student directed toward an employee when such conduct has the purpose or effect:
 - (1) of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive environment; or
 - (2) of influencing either the student's grade or participation in any College-sponsored event or activity; or
 - d. Any conduct of a sexual nature or any verbal, written, electronic visual, virtual, or physical conduct based on sex by a student directed toward another student when:
 - (1) such conduct has the purpose or effect of creating a collegiate environment that is intimidating, hostile or offensive; or
 - (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the College administration.
4. In the case of sexual harassment of a third person by an employee or student, sexual harassment means:

- a. Any unwelcome sexual advances by an employee or student toward a third person; or
 - b. Any request by an employee or student for sexual favors from the third person; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of, or is used as the basis for decisions concerning, an individual's participation in a College-related event or activity; or
 - (2) such conduct has the purpose or effect of substantially interfering with an individual's performance in a College-sponsored event or activity or creating an environment that is intimidating, hostile or offensive. For purposes of this section, a College-related event or activity includes an event or activity on College grounds involving College facilities, staff or students, any College-sponsored event or activity, and any event or activity which bears a reasonable relationship to the College.
5. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic, visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:
- sexual advances
 - touching of a sexual nature
 - graffiti of a sexual nature
 - displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
 - sexual gestures
 - sexual or "dirty" jokes
 - pressure for sexual favors
 - touching oneself sexually or talking about one's sexual activity in front of others

- spreading rumors about or rating other individuals as to sexual activity or performance
- offering employment benefits in exchange for sexual favors
- retaliating or threatening retaliation after a negative response to a sexual advance or after an employee or student has made or threatened to make a harassment complaint.

The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in the light of all of the circumstances.

General Provisions:

All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.

The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.

The College will:

- Respond to every complaint of harassment reported;
- Implement temporary resolutions, where appropriate, through the course of the investigation;
- Take action to provide remedies when harassment is discovered;
- Impose appropriate sanctions on offenders in a case-by-case manner; and
- Protect the privacy of all those involved in harassment complaints to the extent it is possible.

The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

Confidentiality:

A reasonable effort will be made to promptly investigate any allegation of sexual or other harassment in a confidential manner to the extent possible by law. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.

Responsibilities:

The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.

Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:

- Monitoring the workplace environment for signs of sexual or other harassment;
- Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, or the Director of Adult Education at (815) 599-3455.
- Immediately stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
- Immediately reporting any complaint of harassment or discrimination to one of the College investigators.

Each employee is responsible for assisting in the prevention of discrimination and harassment by:

- Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
- Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
- Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.

In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

Bringing a Report of Harassment or Suspected Harassment:

Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.

Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:

Students may report incidents to the Title IX Coordinator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator) or the Director of Adult Ed (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.

Employees, volunteers, Board of Trustees and third parties, may report incidents to the Associate Vice President of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to the Director of Adult Education (investigator) or the Title IX Coordinator (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees, the President or Executive Vice President of the College.

Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531, for the EE/AAO at (815) 599-3402, or the Director of Adult Education at (815) 599-3455;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu; the EE/AA Officer at rose.ferguson@highland.edu, or the Director of Adult Education mark.jansen@highland.edu;
- Mail a letter to the Title IX Coordinator's office, the EE/AAO's office, or the Director of Adult Education's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the appropriate investigator (although it is best to make an appointment first to ensure availability) at: Marvin-Burt Liberal Arts Center room 101 for Title IX Coordinator; Student/Conference Center room 232 for the EE/AA Officer; or the Community Services Center room 132 for the Director of Adult Education;

- Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
- File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

Informal Complaint Process:

Individuals who feel they have been harassed may desire to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true).

Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.

Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.

The investigator may, *if circumstances warrant*, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.

The informal process will include:

- Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
- Review and determination of the legal basis of the issues being raised in the complaint;
- Seeking resolution of the matter;
- Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;

- Preparing a report on the informal process.

The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

Formal Complaint Process:

Formal complaints must be filed within 45 days of the date of the alleged event or incident or within 15 days after attempts to resolve the situation informally have been unsuccessful.

While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint:

- identify the alleged offender(s);
- identify the details concerning the incident or conduct giving rise to the complaint;
- describe the actions or practices deemed harassment and/or discriminatory;
- provide the dates, times, and locations of the conduct;
- include names of any witnesses to the alleged incident(s) or conduct;
- whether conduct of a similar nature and has occurred on prior occasions;
- whether there are any documents which would support the allegations;
- what impact the conduct had on the person filing the report; and
- action requested to resolve the complaint and prevent future violations of the policy.

The College will investigate formal complaints when complaints are submitted orally or in writing. The College will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complaining party, as well as the alleged harasser, of the appeal process.

Process for Investigation of Formal Complaints: The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written statement if desired. Typically after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to

or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).

Right to Dismiss: The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:

1. The complaining party fails to state a claim;
2. The claim is moot or under adjudication elsewhere;
3. The complaining party failed to file the complaint within the time frame allotted;
4. The complaining party provides a written request to withdraw their formal complaint;
5. The complaining party cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
6. The complaint is part of a clear pattern of misuse of the process.

The College President or designee shall be informed of every written reported incident of harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

Written Report:

Within ten (10) school days or “a reasonable time” from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College’s Board of Trustees if the College President is the alleged harasser, which will include at a minimum the following:

1. The date the complaint was received;
2. The complaining party’s name;
3. The name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
4. A statement detailing the alleged offender’s response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);
5. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews.

The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.

Within five (5) business days or “a reasonable time” after the investigator’s written report is received, the College President or designee, or the Chair of the Board of Trustees if the College President is the alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.

The President or designee, the supervisor (if the accused is an employee), the Executive Vice President, or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

Disciplinary Action:

If a complaint is found to be valid, appropriate disciplinary action or other appropriate action will be taken. Any College employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College’s Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes.

This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

Knowingly Filing False or Malicious Complaints Prohibited:

Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

Retaliation:

The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this policy, or because he or she has testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College

prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the "Disciplinary Action" Section, paragraphs #1 and #2 of this policy will not be considered retaliation.

Retaliation is illegal under State and Federal Law and includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the "Disciplinary Action" section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.

Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Appeal of Formal Complaint Resolution:

The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.

An employee may appeal the decision of the President by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following: If the appeal alleges: a. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis; b. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation; c. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or d. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process

outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

Dissemination of Policy/Procedures:

Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete bi-annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained bi-annually via on-line training to recognize and take action against harassment of any kind. The sexual misconduct and violence policy 3.27, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.

Identification of Reporting Officers:

If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

Resolution Outside the College:

It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission as follows:

Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr

U.S. Equal Employment Opportunity Commission
500 West Madison Street, Suite 2000
Chicago, IL 60661
Telephone (312) 353-2713; (800) 669-4000; or (312) 869-8001 (TTY)
www.eeoc.gov

Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**AGENDA ITEM #VIII-C-1
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

SENIORITY LISTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that show the services each faculty member is competent to render.

BACKGROUND: An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

BOARD ACTION: _____

Business and Technology FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Amy Chamberlin	3	Cosmetology	
Justin Ebert	3	Agriculture	
Steve Gellings	30	Electronics	BUSN 141/COMM 101/MTEC 164
Joe Grove	8	Economics	BUSN 121
Rich Jacobs	7	Business	
Denise Johnson	10	Information Technology	
Jeremy Monigold	12	Information Technology	BUSN 141
Jim Palmer	16	Automotive	
Jeff Robertson	10	Automotive	
Aaron Sargent	3	Industrial Manufacturing	
Evan Talbert	2	Hospitality Management	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 13**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 13**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Business and Technology FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Todd Vacek	3	Auto Body	
Carol Wilhelms	5	Accounting	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 13**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 13**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Robert Apolloni	15	Art	
Andrew Dvorak	22	History/Political Science	
Laura Early	1.5	Theatre	
Sam Fiorenza	19	English	
Chelsea Martinez	5	Psychology/Education	
Tracy Mays	15	English/German	
Kay Ostberg	9	English	PHIL 281
Katherine Perkins	4	English	
Paul Rabideau	14.5	Psychology	
Jennifer Roser	2	Criminal Justice	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 13**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 13**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Humanities, Social Sciences and Fine Arts FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Donna Tufariello	14.5	English	
Jim Yeager	12	Speech	HUMA 110 and MCOM 205

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 13**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 13**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Library FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Position Title</u>	<u>Date of Position Hire</u>
Michael Skwara	User Services Librarian	01/24/2005
Laura Watson	Reference Librarian	03/25/1998

Natural Science and Mathematics FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
David Esch	2	Physics/Engineering	
Karla Giuffre	8	Biology	
Tony Grahame	21	Biology	
Steve Mihina	21	Mathematics	
Juliet Moderow	11	Biology	
Alan Nowicki	24	Biology	
Jenna Rancingay	5	Mathematics	
Steve Simpson	30	Earth Sciences	
John Sullivan	18	Chemistry	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 13**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 13**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Nursing and Allied Health FT Faculty
(Updated at the end of May, 2017)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jessica Larson	6.5	Nursing	
Cassie Mekeel	2	Nursing	
Shelly Morgan	2.5	Nursing	
Christine Sanders	4	Nursing	
Chrislyn Senneff	8	Nursing	
Kay Sperry	8.5	Nursing	

Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by November 13. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by November 13. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**AGENDA ITEM #VIII-C-2
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
NURSING INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Dr. Jennifer Yeager as full-time Nursing Instructor in the Nursing Department beginning January 11, 2018, at a FY18 Spring semester salary of \$33,497 (based on DNP+0, 0 years' experience, which is \$66,994 for the full academic year), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY18 budget.

BACKGROUND: Dr. Yeager comes to us from University of Wisconsin Foundation in Madison, Wisconsin where she served as a Trauma Surgery Nurse Practitioner, working with a health team including trauma surgeons and residents, providing care to acutely ill trauma patients, educating patients and families, and developing trauma protocols based on best evidence. Dr. Yeager also developed and participated in learning opportunities for nursing and medical students. In her previous positions with University of Wisconsin Hospital and Clinics, Dr. Yeager served as a Nurse/Care Team Leader for the Trauma and Life Support Center where she oversaw daily operations of a Level 1 Critical Care unit, participated in and developed training and educational opportunities for more than 100 staff members, and provided care to critically ill patients; and as a Nurse Resident for D6/5 GI, Pulmonary and Renal Nurse/Care Team where she completed her nurse residency program.

Dr. Yeager obtained her Associate of Applied Science from University of Wisconsin in Rock County and a Bachelor of Science in Nursing from University of Wisconsin – Madison. From the University of Illinois in Chicago, Dr. Yeager, earned a Master of Science, Acute Care Nurse Practitioner, and a Doctorate of Nursing Practice.

Dr. Yeager has a commitment to education, organization and leadership skills, as well as hands-on med-surg experience, and trauma experience. This experience, along with her enthusiasm and engaging teaching methods, makes her an excellent choice for the Nursing Instructor position at Highland Community College.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-3
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
NETWORK ADMINISTRATOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Network Administrator with placement remaining at range 58 on the Highland Salary Range Table. This is an exempt professional position and is included in the FY18 College budget.

BACKGROUND: Pete Fink was promoted from Network Administrator to Director, IT on October 16, 2017. The Network Administrator job description is being amended at this time to bring the job responsibilities, knowledge, and skills up to date prior to advertising. This position is being advertised as a full-time position.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Network Administrator*

GENERAL STATEMENT OF RESPONSIBILITIES: To design, ~~and implement~~ implement, and maintain ~~access to campus network, servers, storage, data, applications,~~ and services to meet the needs of students, faculty and staff while ensuring high levels of availability.

PRINCIPAL DUTIES: (essential functions)

- Maintains and provides network and email accounts, file storage and printing for students, faculty and staff, ensuring proper access to proper resources as authorized by appropriate channels.
- Manages and implements new networks, servers, storage, and applications, including timely upgrades of those systems.
- Plans and applies necessary security measures and software patches to safeguard the College's data and systems.
- Monitors and maintains campus network and server system. Reviews usage patterns and upgrades systems and services when necessary to maintain optimal system configuration and performance.
- Works with network users in maintaining optimal configuration of their user environment and access to data and applications.
- ~~Maintains related file storage services, print services, applications and online services that may run on different operating systems.~~
- ~~Coordinates new network services, including system upgrades.~~
- ~~Coordinates and works with other technical and non-technical staff as well as vendors; plans and implements capacity and resource expansion.~~
- ~~Assists technician's IT Support Specialists and Audio Visual Specialist with deployments and upgrades as needed. Provides backup coverage to Audio Visual.~~
- Troubleshoots and resolves user issues/questions.
- ~~Maintains and provides network identities for students, faculty and staff, ensuring proper access to proper resources as authorized by appropriate channels.~~
- ~~Maintains core network infrastructure, including network cabling and campus wiring closets, network inventory, and physical security of wiring closets.~~
- Maintains physical network infrastructure, inventory and network maps. Also maintains server and storage and system inventory and network maps.
- Researches and stays current on solutions for support issues and future growth projects.
- Administers, monitors, and tests campus data backup solutions and refines the campus data recovery plan. Performs periodic sample data restore operations, fine-tunes backup software settings and ensures tapes are rotated off site for disaster recovery purposes.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of network operating system software such as Linux, VMware or Windows and storage administration.

Knowledge of email suite/collaboration administration.

Knowledge of backup system administration such as VMware/agent based backups, LTO tapes and cloud-based backups.

~~Knowledge of network operating system service administration such as disk storage, user and application security and managed network printing.~~

Knowledge of directory services such as eDirectory/Active Directory, LDAP.

Knowledge of application specific administration (document imaging, mobile management, workstation/application management system).

Knowledge of hardware, tools, equipment and materials used in networking such as switches, routers, protocols, fiber cabling and devices.

Knowledge of security and vulnerability administration such as; firewalls, antivirus software and deployment, email spam filtering, and spyware prevention and removal.

Skill in operating and maintaining network operating systems.

Skill in solving technical problems involving integrated operating systems and hardware platforms.

Skill in PC desktop administration (deployment, management, troubleshooting).

Skill in safely utilizing specialized testing equipment and tools.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in prioritizing multiple tasks, projects and demands.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: The physical requirements of this position are medium work, exerting up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects. 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 20 pounds.

MINIMUM QUALIFICATIONS: Associate's degree in information technology, computer science or a related field, Bachelor's degree preferred, and five (5) years work experience administering an enterprise class network of a similar size and configuration OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ComTIANetwork+ or other nNetwork administration certifications preferred required within six (6) months of hire. Open Enterprise Server Certification preferred.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Information Technology Services

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2317

JOB SERIES/FAMILY: General Administrative Series/Information Technology Group

LAST REVISED: 10/25/11-1/16/18 *Pending Board Approval

**AGENDA ITEM #VIII-C-4
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
COORDINATOR, DISABILITY SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Coordinator, Disability Services with placement remaining at range 46 on the Highland Salary Range Table. This is a non-exempt professional position and is included in the FY18 College budget.

BACKGROUND: Due to the resignation Caley Marten, Coordinator, Disability Services, this job description is being amended at this time to bring the job responsibilities, knowledge, and skills up to date prior to advertising. This position is being advertised as a full-time position.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Coordinator, Disability Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To coordinate the college's compliance with civil rights legislation prohibiting discrimination based on disability.

PRINCIPAL DUTIES: (essential functions)

- Provides and facilitates reasonable accommodative services for individual students with appropriate documentation, using a case management system, in consultation with faculty members, advisors and administrators.
- Develops, implements and ~~evaluates~~ assesses programs, policies, procedures and new services.
- Acts as a liaison with various campus offices, ~~as well as with area high schools, state,~~ and community agencies in providing services to students with disabilities.
- Maintains and updates current knowledge of pertinent laws and regulations and their applicability to the college.
- Provides appropriate referrals and facilitates arrangements for services including readers, note-takers and interpreters.
- Initiates and coordinates service provision of alternatively formatted textbooks.
- Researches, recommends, maintains and instructs students in the use of adaptive equipment and software.
- Maintains accurate confidential records that document the provision of disability services.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles, practices and procedures related to students with disabilities.
 Knowledge of Americans with Disabilities Act and how it relates to educational institutions.
 Knowledge of college programs, degree requirements and policies and procedures.
 Knowledge of computer operations and software applications.

Skill in providing assistance to students with various disabilities.
 Skill in assessing eligibility for accommodation, adaptive equipment and materials.
 Skill in interpreting ADA laws and regulations.
 Skill in operating a computer and software applications.
 Skill in communicating one-on-one and in small groups.
 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: Bachelor's degree in special education, learning disabilities, ~~assessment~~ psychology, adult education or a related field, Master's degree preferred and ~~three-two~~ (32) years teaching experience with adult or post-secondary disabled students OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

Adopted 5/21/2003

2017 Coordinator, Disability Services position description 2Coordinate

REPORTS TO: Director, Learning and Transitional Education Services

APPOINTED BY: President

FLSA CLASSIFICATION: Non-exempt

CLASS CODE: 4814

JOB SERIES/FAMILY: Student Support Services Series/Student Support Services Group

LAST REVISED: ~~11/21/16~~ 1/16/18 *Pending Board Approval

**AGENDA ITEM #VIII-D-1
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
NOVEMBER 2017**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 2017 bills, including Board travel.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 327743 through 328081 amounting to \$765,825.10, Automated Clearing House (ACH) debits W0000446 through W0000450 amounting to \$10,188.99 and Electronic Refunds of \$32,596.55, with 7 adjustments of \$3,328.29, such warrants amounting to \$805,282.35. Transfers of funds for payroll amounted to \$549,121.04.

Automated Clearing House (ACH) debits are SISCO payments. Electronic Refunds are issued to students.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, November 30, 2017

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$227,414.72	\$833.34	\$0.00	\$228,248.06
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,193.57	0.00	0.00	172,193.57
TOTAL ASSETS	\$420,177.55	\$833.34	\$0.00	\$421,010.89
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	80,029.59	833.34		80,862.93
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,426.35			96,426.35
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
TOTAL	\$420,177.55	\$833.34	\$0.00	\$421,010.89

**AGENDA ITEM #VIII-D-2
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
DECEMBER 2017**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 2017 bills, including Board travel.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 328082 through 328491 amounting to \$302,618.53, Automated Clearing House (ACH) debits W0000451 through W0000453 amounting to \$7,296.67. Other Debits D0000073 through D0000075 amounting to \$37,096.84 and Electronic Refunds of \$44,291.70, with 1 adjustments of \$234.00, such warrants amounting to \$391,069.74. Transfers of funds for payroll amounted to \$500,856.51.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for December consist of replenishing petty cash in the cashier's office \$96.84 and bookstore buyback \$37,000.00. Electronic Refunds are issued to students. Financial aid disbursed late MAP.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

AGENCY FUND

Balance Sheet, December 31, 2017

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$228,248.06	\$0.00	\$0.00	\$228,248.06
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,193.57	268.78	0.00	172,462.35
TOTAL ASSETS	\$421,010.89	\$268.78	\$0.00	\$421,279.67
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	80,862.93			80,862.93
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,426.35	268.78		96,695.13
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
TOTAL	\$421,010.89	\$268.78	\$0.00	\$421,279.67

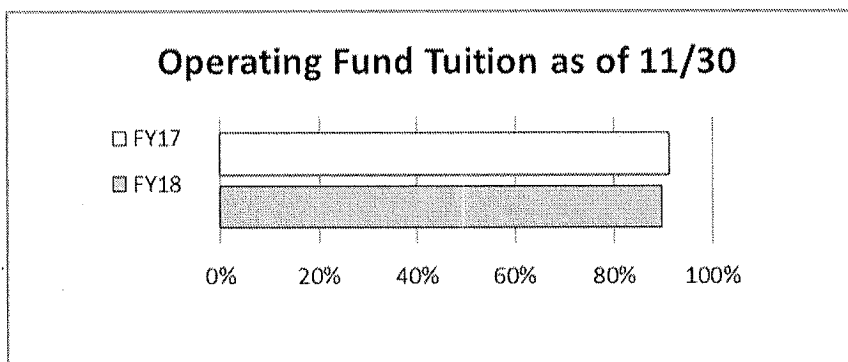
**AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18**

**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

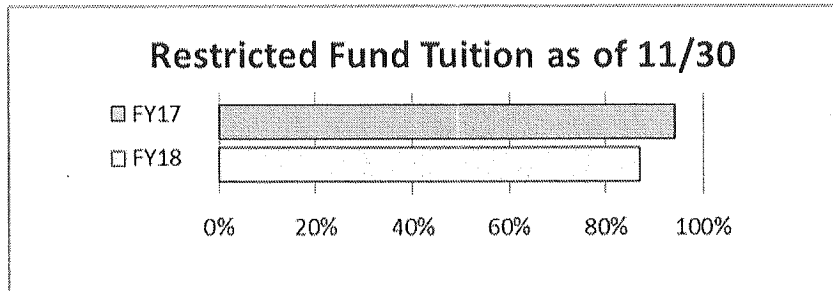
- You might recall the discussion at the December Board retreat in which I shared an email that Ellen Andres sent to community college CFOs indicating that the payment process had been identified by the State Comptroller for avoiding the Court of Claims in paying community colleges the FY17 allocations. I am happy to share that the State made payments totaling \$294,256 in December that are for outstanding FY17 allocations. This reduces the amount owed to Highland for FY17 to \$603,652.

Results as of November 30, 2017

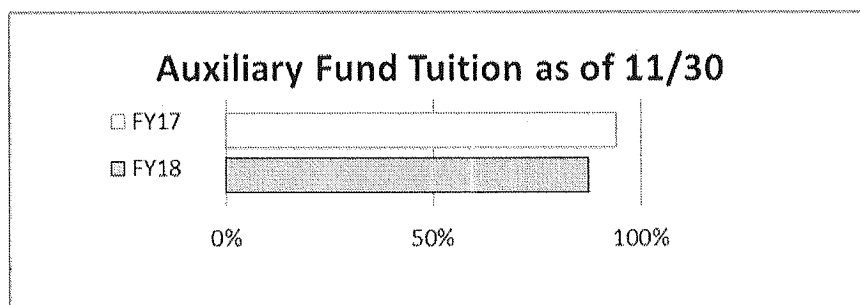
- The following charts show the comparison of the FY18 financial results for various items, as labeled, to FY17 results as of November 30. The FY17 bar is the year-to-date results as of November 30, 2016, divided by the actual year-end results for FY17. The FY18 bar is the year-to-date results for November 30, 2017 divided by the annual budgeted amount for FY18.



Operating fund tuition revenue appears to be about 2% lower than anticipated at this point in time. If operating fund tuition revenue is 2% less than budgeted for the fiscal year, that amounts to about \$108,000.



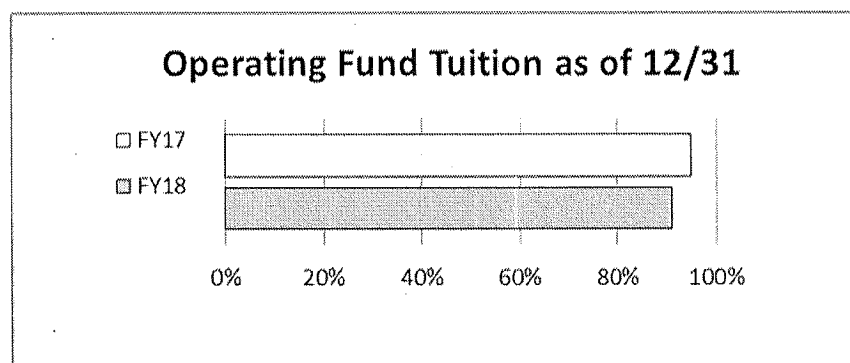
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 7% less than anticipated at this point in time. If restricted fund tuition revenue is 7% less than budgeted for the fiscal year, that amounts to about \$40,000.



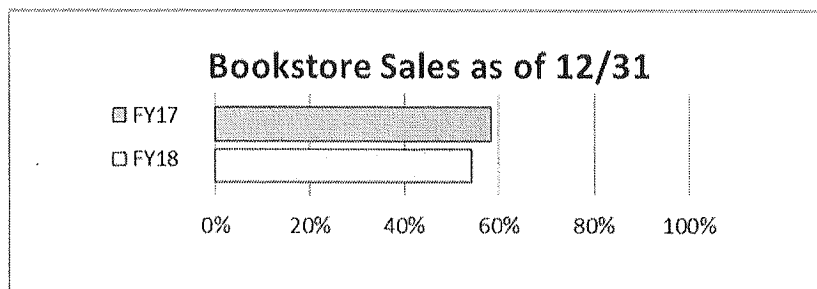
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 7% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 7% less than budgeted for the fiscal year, that amounts to about \$22,000.

Results as of December 31, 2017

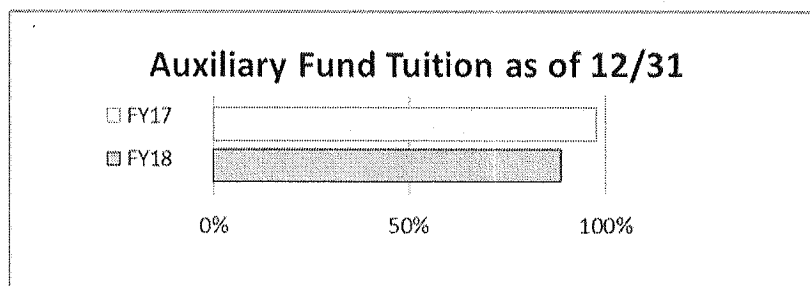
- The following charts show the comparison of the FY18 financial results for various items, as labeled, to FY17 results as of December 31. The FY17 bar is the year-to-date results as of December 31, 2016, divided by the actual year-end results for FY17. The FY18 bar is the year-to-date results for December 31, 2017, divided by the annual budgeted amount for FY18.



Operating Fund tuition revenue is \$36,000 less than it was at this point in time last year.



Bookstore sales are about \$45,000 less than at this point in time last year.



Auxiliary Fund tuition revenue is \$45,000 more than it was at this point in time last year.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2018 semester, variances from budget will be analyzed.
- In the Operating Funds, the \$410,866 debt certificate payment due on January 1 is included as an expense. A non-governmental gift, grant (from the HCC Foundation) is the funding source used to pay the Operating Funds portion.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

November 2017

Financials

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE
FY18

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$3,002,501	49.8%
Credit Hour Grants	1,084,350	482,714	44.5%
Equalization	50,000	25,000	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	62,491	18.8%
Dept. of Educ.	6,000	756	12.6%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	4,866,290	89.8%
Sales & Services	39,250	22,128	56.4%
Facilities Revenue	108,876	43,407	39.9%
Interest on Investments	8,000	5,235	65.4%
Non-Govt. Gifts, Grants	889,398	-	0.0%
Miscellaneous	16,489	26,283	159.4%
	-----	-----	-----
Total Revenue	\$14,128,087	\$8,536,805	60.4%
 <u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$3,662,216	41.2%
Employee Benefits	2,324,610	1,106,074	47.6%
Contractual Services	805,650	322,735	40.1%
Materials & Supplies	926,435	408,090	44.0%
Conference & Meeting	282,618	84,436	29.9%
Fixed Charges	57,612	31,200	54.2%
Debt Certificate Payment	439,431	-	93.7%
Utilities	659,741	411,538	1.2%
Capital Outlay	-	7,864	100.0%
Other Expenditures	447,484	250,698	0.0%
Transfers (In) Out	105,119	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,928,441	\$6,284,851	42.1%
 Excess of Revenues Over Expenditures	 (\$800,354)	 \$2,251,954	
 Fund Balance 7/1/17	 3,880,209	 3,880,209	
	-----	-----	
Fund Balance 11/30/17	\$3,079,855	\$6,132,163	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$741,500	\$400,812	54.1%
Interest on Investments	-	-	0.0%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$741,500	\$400,812	100.0%
EXPENDITURES:			

Contractual Services	125,698	23,074	18.4%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	1,974,653	411,977	20.9%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,109,346	\$435,051	20.6%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$34,239)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
-----	-----	-----	
Fund Balance 11/30/17	\$515,007	\$1,848,614	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

AUXILIARY ENTERPRISE FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$276,192	87.7%
Bookstore Sales	834,000	438,211	52.5%
Athletics	42,460	12,601	29.7%
Other	121,100	122,400	101.1%
-----	-----	-----	-----
Total Revenue	\$1,312,560	\$849,404	64.7%
EXPENDITURES:			

Salaries	\$302,850	\$113,579	37.5%
Employee Benefits	33,489	16,367	48.9%
Contractual Services	86,770	31,103	35.8%
Materials & Supplies	816,562	483,854	59.3%
Conference & Meeting	182,965	73,057	39.9%
Fixed Charges	5,470	95	1.7%
Utilities	600	600	100.0%
Capital Outlay	500	-	0.0%
Other Expenditures	15,016	17,258	114.9%
Transfers	(135,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,309,222	\$735,913	56.2%
Excess of Revenues			
Over Expenditures	\$3,338	\$113,491	
Fund Balance 7/1/17	\$3,062	\$3,062	
-----	-----	-----	
Fund Balance 11/30/17	\$6,400	\$116,553	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$0	0.0%
Adult Education	273,927	149,090	54.4%
Other Illinois Sources	56,394	-	0.0%
Department of Education	4,422,960	1,914,657	43.3%
Other Federal Sources	34,443	11,719	34.0%
Tuition & Fees	575,000	500,230	87.0%
Sales & Service Fees	26,510	25,234	95.2%
Interest	18,581	18,581	100.0%
Non-govt. Gifts, Grants	23,400	100	0.4%
Other	304,785	106,070	34.8%
	-----	-----	-----
Total Revenue	\$5,842,727	2,725,681	46.7%
 <u>EXPENDITURES:</u>			
Salaries	\$871,765	\$411,435	47.2%
Employee Benefits	181,984	74,288	40.8%
Contractual Services	588,030	79,887	13.6%
Materials & Supplies	85,982	72,066	83.8%
Conference & Meeting	55,760	13,563	24.3%
Fixed Charges	24,221	300	1.2%
Utilities	4,152	-	0.0%
Capital Outlay	31,299	1,926	6.2%
Other Expenditures	43,703	6,832	15.6%
Financial Aid	4,042,939	1,832,103	45.3%
Transfers out	13,881	-	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$2,492,400	41.9%
 Excess of Expenditures Over Revenue	 (\$100,989)	 \$233,281	
 Fund Balance 7/1/17	 901,263	 901,263	
	-----	-----	
Fund Balance 11/30/17	\$800,274	\$1,134,544	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,075	50.2%
	-----	-----	-----
Total Revenue	\$44,000	\$22,075	50.2%
 EXPENDITURES:			

Contractual Services	\$46,000	\$46,000	100.0%
	-----	-----	-----
Total Expenditures	\$46,000	\$46,000	100.0%
 Excess of Revenues Over Expenditures	(\$2,000)	(\$23,925)	
 Fund Balance 7/1/17	\$13,048	\$13,048	
	-----	-----	
Fund Balance 11/30/17	\$11,048	(\$10,877)	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,694,688	\$841,292	49.6%
-----	-----	-----	-----
Total Revenue	\$1,694,688	\$841,292	49.6%
EXPENDITURES:			

Fixed Charges	\$1,680,721	\$515	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,680,721	\$515	0.0%
Excess of Revenues Over Expenditures	\$13,967	\$840,777	
Fund Balance 7/1/17	\$964,572	\$964,572	
-----	-----	-----	
Fund Balance 11/30/17	\$978,539	\$1,805,349	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended November 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$993,000	\$476,424	48.0%
Other	0	32	100.0%
-----	-----	-----	-----
Total Revenue	\$993,000	\$476,456	48.0%
EXPENDITURES:			

Salaries	\$285,461	\$125,696	44.0%
Employee Benefits	347,553	179,286	51.6%
Contractual Services	296,012	223,016	75.3%
Materials & Supplies	11,900	3,569	30.0%
Conference & Meetings	13,200	325	2.5%
Fixed Charges	214,916	213,571	99.4%
Utilities	6,822	3,406	49.9%
-----	-----	-----	-----
Total Expenditures	\$1,175,864	\$748,869	63.7%
Excess of Revenues			
Over Expenditures	(\$182,864)	(\$272,413)	
Fund Balance 7/1/17	\$386,040	\$386,040	
-----	-----	-----	
Fund Balance 11/30/17	\$203,176	\$113,627	

December 2017

Financials

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE
FY18

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$3,003,419	49.8%
Credit Hour Grants	1,084,350	804,387	74.2%
Equalization	50,000	25,000	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	62,491	18.8%
Dept. of Educ.	6,000	894	14.9%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	4,942,554	91.2%
Sales & Services	39,250	27,036	68.9%
Facilities Revenue	108,876	44,430	40.8%
Interest on Investments	8,000	7,115	88.9%
Non-Govt. Gifts, Grants	889,398	-	0.0%
Miscellaneous	16,489	28,691	174.0%
 Total Revenue	 \$14,128,087	 \$8,946,017	 63.3%
 <u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$3,965,769	44.7%
Employee Benefits	2,324,610	1,120,307	48.2%
Contractual Services	805,650	329,164	40.9%
Materials & Supplies	926,435	433,342	46.8%
Conference & Meeting	282,618	85,700	30.3%
Fixed Charges	57,612	32,154	55.8%
Debt Certificate Payment	439,431	410,866	93.7%
Utilities	659,741	411,538	1.2%
Capital Outlay	-	7,864	100.0%
Other Expenditures	447,484	259,970	0.0%
Transfers (In) Out	105,119	-	0.0%
 Total Expenditures	 \$14,928,441	 \$7,056,674	 47.3%
 Excess of Revenues Over Expenditures	 (\$800,354)	 \$1,889,343	
 Fund Balance 7/1/17	 3,880,209	 3,880,209	
 Fund Balance 12/31/17	 \$3,079,855	 \$5,769,552	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$741,500	\$400,935	54.1%
Interest on Investments	-	-	0.0%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$741,500	\$400,935	100.0%
EXPENDITURES:			

Contractual Services	125,698	23,074	18.4%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	1,974,653	411,977	20.9%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,109,346	\$435,051	20.6%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$34,116)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
-----	-----	-----	
Fund Balance 12/31/17	\$515,007	\$1,848,737	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$280,152	88.9%
Bookstore Sales	834,000	453,025	54.3%
Athletics	42,460	16,601	39.1%
Other	121,100	126,130	104.2%
-----	-----	-----	-----
Total Revenue	\$1,312,560	\$875,908	66.7%
EXPENDITURES:			

Salaries	\$302,850	\$122,712	40.5%
Employee Benefits	33,489	16,367	48.9%
Contractual Services	86,770	31,103	35.8%
Materials & Supplies	816,562	594,551	72.8%
Conference & Meeting	182,965	73,184	40.0%
Fixed Charges	5,470	95	1.7%
Utilities	600	600	100.0%
Capital Outlay	500	-	0.0%
Other Expenditures	15,016	17,093	113.8%
Transfers	(135,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,309,222	\$855,705	65.4%
Excess of Revenues Over Expenditures	\$3,338	\$20,203	
Fund Balance 7/1/17	\$3,062	\$3,062	
-----	-----	-----	
Fund Balance 12/31/17	\$6,400	\$23,265	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$0	0.0%
Adult Education	273,927	149,090	54.4%
Other Illinois Sources	56,394	-	0.0%
Department of Education	4,422,960	1,914,657	43.3%
Other Federal Sources	34,443	11,719	34.0%
Tuition & Fees	575,000	507,270	88.2%
Sales & Service Fees	26,510	25,234	95.2%
Interest	18,581	19,458	104.7%
Non-govt. Gifts, Grants	23,400	100	0.4%
Other	304,785	106,154	34.8%
	-----	-----	-----
Total Revenue	\$5,842,727	2,733,682	46.8%
 <u>EXPENDITURES:</u>			
Salaries	\$871,765	\$443,127	50.8%
Employee Benefits	181,984	75,799	41.7%
Contractual Services	588,030	79,962	13.6%
Materials & Supplies	85,982	100,378	116.7%
Conference & Meeting	55,760	16,690	29.9%
Fixed Charges	24,221	300	1.2%
Utilities	4,152	-	0.0%
Capital Outlay	31,299	1,926	6.2%
Other Expenditures	43,703	6,925	15.8%
Financial Aid	4,042,939	-	0.0%
Transfers out	13,881	1,832,103	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$2,557,210	43.0%
 Excess of Expenditures Over Revenue	 (\$100,989)	 \$176,472	
 Fund Balance 7/1/17	 901,263	 901,263	
	-----	-----	
Fund Balance 12/31/17	\$800,274	\$1,077,735	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,082	50.2%
	-----	-----	-----
Total Revenue	\$44,000	\$22,082	50.2%
EXPENDITURES:			

Contractual Services	\$46,000	\$46,000	100.0%
	-----	-----	-----
Total Expenditures	\$46,000	\$46,000	100.0%
Excess of Revenues Over Expenditures	(\$2,000)	(\$23,918)	
Fund Balance 7/1/17	\$13,048	\$13,048	
	-----	-----	
Fund Balance 12/31/17	\$11,048	(\$10,870)	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

BOND AND INTEREST FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,694,688	\$841,549	49.7%
	-----	-----	-----
Total Revenue	\$1,694,688	\$841,549	49.7%
 EXPENDITURES:			

Fixed Charges	\$1,680,721	\$1,615,053	96.1%
	-----	-----	-----
Total Expenditures	\$1,680,721	\$1,615,053	96.1%
 Excess of Revenues Over Expenditures	\$13,967	(\$773,504)	
 Fund Balance 7/1/17	\$964,572	\$964,572	
	-----	-----	
Fund Balance 12/31/17	\$978,539	\$191,068	

AGENDA ITEM #IX-A
JANUARY 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended December 31, 2017

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$993,000	\$476,569	48.0%
Other	0	32	100.0%
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Total Revenue	\$993,000	\$476,601	48.0%
 EXPENDITURES:			

Salaries	\$285,461	\$136,697	47.9%
Employee Benefits	347,553	184,360	53.0%
Contractual Services	296,012	223,568	75.5%
Materials & Supplies	11,900	3,569	30.0%
Conference & Meetings	13,200	325	2.5%
Fixed Charges	214,916	213,571	99.4%
Utilities	6,822	3,406	49.9%
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Total Expenditures	\$1,175,864	\$765,496	65.1%
 Excess of Revenues Over Expenditures	 (\$182,864)	 (\$288,895)	
 Fund Balance 7/1/17	 \$386,040	 \$386,040	
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Fund Balance 12/31/17	\$203,176	\$97,145	