

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting  
November 21, 2017 – 4:00 p.m.  
Robert J. Rimington Board Room (H-228)  
Highland Community College Student/Conference Center  
Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     October 4, 2017 Audit & Finance Committee Meeting  
  October 4, 2017 Special Meeting  
  October 24, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. Second Reading – Revised Policy: Policy on Definitions (Page 5)
    - 2. Second Reading – Revised Policy 3.22: Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities (Page 11)
    - 3. First Reading – New Policy Manual Appendix: Tenure Review Process (Page 13)
    - 4. First Reading – Revised Policy 3.10: Financial Aid “Standards of Satisfactory Academic Progress” (Page 16)
    - 5. Revised Job Description: Executive Assistant (Page 20)
    - 6. Revised Job Description: Director, Marketing and Community Relations (Page 23)
  - C. Personnel (None)
  - D. Financial
    - 1. Education and Building Fund Levy (Page 26)
    - 2. Insurance Levy (Page 29)
    - 3. Audit Levy (Page 32)

4. Social Security and Medicare Levy (Page 34)
5. Resolution Authorizing Project “Campus Wide Hazardous Sidewalk Replacement Project” and to Authorize Approval for a Health and Safety Levy (Page 36)
6. Resolution Authorizing Project “Air Quality and Building Materials Safety Testing” and to Authorize Approval for a Health and Safety Levy (Page 39)
7. Resolution Authorizing Project “Building F Room #10 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy (Page 42)
8. Payment of Bills and Agency Fund Report (Page 45)

IX. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 47)
- 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

**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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – January 16, 2018 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – December 6, 2017 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-C-I  
NOVEMBER 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the list of part-time instructors, overload, and other assignments be approved for the 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: \_\_\_\_\_

September				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Other Assignments</b>								
Rick	Howarth			Alumni softball game umpire 9/2/17				\$ 60.00
Roger	Thinnes			Volleyball game 9/6/17 official				\$ 100.00
Rhonda	Arends			Business Institute instructor				\$ 1,214.00
Bryn	Buckwalter			Scorer's table 9/6/17 volleyball game				\$ 25.00
Bradley	Patterson			Volleyball game 9/6/17 official				\$ 100.00
Lamont	Hail			Hail's Coaching for National Positive Thinking Day program				\$ 225.00
Taylor	Rockwell			Community Drum Circle facilitation- International Peace Day 9/21/17				\$ 175.00
Roger	Garrett			Umpire 3 games 9/9/17				\$ 200.00
Jonathan	Wiggins			Umpire 3 games 9/9/17				\$ 200.00
Allison	Barr			Drawing Assistant	12.5		13	\$ 162.50
Bradley	Patterson			Volleyball game 9/15/17 official				\$ 100.00
Roger	Thinnes			Volleyball game 9/15/17 official				\$ 100.00
Bryn	Buckwalter			Scorer's table 9/15/17 volleyball game				\$ 20.00
Deborah	Lischwe			Demographics presentation for Stephenson Cty Ldrship Inst 9/20/17				\$ 350.00
Candace	Humphrey			Volleyball game 9/26/17 official				\$ 100.00
Amanda	Meier			Lifelong Learning instructor				\$ 140.00
John	Wasserstrass			Volleyball game 9/26/17 official				\$ 100.00
Robert	Dixon			Design Fine Arts fall calendar				\$ 481.50
Candace	Humphrey			Triangular volleyball game 9/30/17				\$ 300.00
Connie	Scott			Triangular volleyball game 9/30/17				\$ 300.00
<b>Fall 2017</b>								
Betty	Sorenson	3988	PHYD121BCC	Walk and Stretch	30		\$18.00	\$540.00
Brittany	Bollito			Part Time Forensics Coach				\$2,250.00
Kate	Perkins		ENGL121	Rhet & Comp I		1.9	\$1,256.45	\$2,387.26
Deb	Miller	3758	CED020ACC	Card Making	10		\$25.50	\$255.00
Deb	Miller	3760	CED020BCC	Card Making	10		\$25.50	\$255.00
Jim	Dole	3767	SPTP118ACC	Astronomy	8		\$25.00	\$200.00
Roberta	Andrews	3103	MATH059B	Pre-Algebra II		2	\$464.40	\$928.80
Roberta	Andrews		MATHE2	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews		MATHY3	MAC Lab		2	\$464.40	\$928.80
Nancy	Luepke	3154	MATH067B	Basic Algebra II		2	\$479.40	\$958.80
Nancy	Luepke		MATHG2	MAC Lab		2	\$479.40	\$958.80
Nancy	Luepke		MATHM2	MAC Lab		2.5	\$479.40	\$1,198.50
Ellen	McGinnis		MATHB2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHC2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHD2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHE2	MAC Lab		2	\$479.40	\$958.80
Mark	Miller		MATHC2	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHD2	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHY5	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer	3196	MATH159B	Int. Algebra II		2	\$535.91	\$1,071.82
Kathleen	Sleezer		MATHA2	MAC Lab		2	\$535.91	\$1,071.82

				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Kathleen	Sleezer		MATHF2	MAC Lab		2	\$535.91	\$1,071.82	
Don	Tresemmer	3082	MATH058B	Basic Math		2	\$479.40	\$958.80	
Steve	Young		MATHF2	MAC Lab		2	\$535.91	\$1,071.82	
Steve	Young		MATHH2	MAC Lab		2	\$535.91	\$1,071.82	
Kyle	Knoll		Substitution for Jim Palmer						\$150.00
Kristin	Stinnett		Substitution for Jeff Robertson						\$300.00
Cheri	Heise		Success Center		TBD		\$22.37	TBD	
Daniel	Campbell		Success Center		TBD		\$24.31	TBD	
Terry	Feinberg	3786	PERS037ICC	Introducing Genealogy	4		\$35.00	\$140.00	
Lee	Dixon	3795	PERS011ACC	Facebook for Business	3		\$40.00	\$120.00	
Allen	Reed	3800	PERS037QCC	Intro to Beekeeping	6		\$20.00	\$120.00	
Shara	Ibalio	3809	DATP110FCC	Creating Doc in Word	6		\$25.00	\$150.00	
Michael	Staver	3854	PERS036QCC	French Cuisine	3		\$25.00	\$75.00	
Shara	Ibalio	3792	DATP110MCC	Using Cloud Storage	3		\$25.00	\$75.00	
Gary	Price	3784	PERS037GCC	Beg Genealogy	4		\$35.00	\$140.00	
Paul	Vehmeier		Theatre Technician/Set Building 9/5/17-10/7/17						\$2,000.00
Paul	Vehmeier		Theatre Technician/Set Building 10/16/17-11/18/17						\$2,000.00
Shelly	Morgan	3671	NURS191BXX	Portion of Fund of Nursing Lab		0.54	\$1,382.10	\$746.34	
Joseph	DeParasis	3439	EQUI147HB	Stable Mgmt II		2	\$535.91	\$750.27*	
Roger	Hicks	3274	WELD232N	Int Welding		3.8	\$479.40	\$1,821.72	
Bruce	Pittluck	3557	INFT133Y1A	Adv. Word		1	\$535.91	\$359.06*	
Bruce	Pittluck	3424	INFT141Y1	Int. Excel		1	\$535.91	\$535.91	
Melissa	Johnson	3409	ECE213Y1	Incl Evniro for Inf/Toddler		3	\$628.22	\$1,884.66	
Jeremy	Monigold	3428	INFT146Y1	Int Access		1	\$1,256.45	\$125.65*	
Jeremy	Monigold	3580	SPTP165A	Portion of 3D Printing		1	\$1,256.45	\$251.29*	
Aaron	Sargent	3580	SPTP165A	Portion of 3D Printing		1	\$1,256.45	\$251.29*	
Leanne	Grahame	3647	NURS091HXB	Nursing Asst Clincial	40		\$30.00	\$1,200.00	
Evan	Talbert	4056	WFD048C	BASSET				\$120.00	
Roger	Goodspeed	3777	SPTP160CCC	Beg Watercolor	16		\$37.50	\$600.00	
Shara	Ibalio	3790	PERS037KCC	Selling on eBay	6		\$25.00	\$150.00	
*Pro rated based on enrollment									
<b>October</b>				<b>COURSE</b>	<b>CLOCK</b>	<b>CREDIT</b>		<b>TOTAL</b>	
<b>FIRST</b>	<b>LAST</b>	<b>CRN</b>	<b>SUBJECT</b>	<b>TITLE</b>	<b>HRS</b>	<b>HRS</b>	<b>RATE</b>	<b>SALARY</b>	
<b>Other Assignments</b>									
Barton	Macomber		Speaker's honorarium fee for September Leadership Forum meeting						\$ 400.00
Jacob	Olberding		Umpire for 9/23/17 & 9/30/17 baseball games						\$ 250.00
Jonathan	Wiggins		Umpire for 9/23/17 baseball game						\$ 125.00
Misty	Witt		Worked scorers table for 6 volleyball games in September						\$ 150.00
Adam	Carroll		Student Activities performance by Adam and Chris Carroll in Studio 136						\$ 750.00
Robert	Dixon		Various designs for HCC						\$ 1,042.00
Annette	Hartman		Lifelong Learning mailer design						\$ 300.00
Bradley	Patterson		Volleyball game 10/11/17 official						\$ 100.00
Roger	Thinnes		Volleyball game 10/11/17 official						\$ 100.00
Allison	Barr		Drawing Assistant		6		13	\$ 78.00	
Stephanie	Garner		Midterm Madness Massages						\$ 90.00

October				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kenji	Grahame		Sound for The Crucible					\$ 200.00
Dashaela	Runkle		Hair and makeup for The Crucible					\$ 200.00
Gregory	Sloane		Drawing Assistant		3		12	\$ 36.00
Damon	Thomas		Midterm Madness Massages					\$ 90.00
Bryn	Buckwalter		Worked clock at 10/11/17 volleyball game					\$ 20.00
Robert	Dixon		Created books for Facebook for Business CRN 3795					\$ 260.00
Connie	Scott		Volleyball game 10/17/17 official					\$ 100.00
Roger	Thinnes		Volleyball game 10/17/17 official					\$ 100.00
Bryn	Buckwalter		Worked 10/17/17 volleyball game					\$ 20.00
Kenji	Grahame		Sound for From Stage & Screen					\$ 100.00
Rick	Howarth		Umpire for 10/15/17 softball game					\$ 100.00
John	Reed		Umpire for 10/15/17 softball game					\$ 100.00
Richard	Andrews		Instrumentalist for From Stage & Screen					\$ 75.00
Camelot Costumes LLC			Labor for The Crucible					\$ 1,500.00
Claire	Cifonie		Accompanist for the HS Music Festival					\$ 50.00
Doug	Meyers		Self-defense training 10/4/17 - student activity					\$ 150.00
Ronda	Paulson		Catering for Leadership Institute meeting 10/18/17					\$ 515.00
Allison	Barr		Drawing Assistant		6		13	\$ 78.00
Gregory	Sloane		Drawing Assistant		3		12	\$ 36.00
John	Hartman		Piano tuning					\$ 65.00
Bradley	Patterson		Volleyball game 10/28/17 official					\$ 100.00
Roger	Thinnes		Volleyball game 10/28/17 official					\$ 100.00
Lauren	Birmingham		Worked softball camp June 2017					\$ 80.00
Bryn	Buckwalter		Worked scorer's table for 9/28/17 volleyball game					\$ 20.00
Misty	Witt		Worked scorer's table for October volleyball games					\$ 75.00
Robert	Dixon		Various graphic design projects					\$ 495.00
Doug	Meyers		Self-defense training 10/18/17 & 10/25/17 - student activity					\$ 300.00

**AGENDA ITEM #VIII-B-1  
NOVEMBER 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY  
POLICY ON DEFINITIONS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading the attached revised policy, Policy on Definitions, which is included in the Policy Manual.

**BACKGROUND:** The proposed revisions to the attached policy provide updated categorizations of employment status, pay status, and employee classification. The categories have changed over time due to state and federal regulatory changes, the College's classification and compensation structure, and the College's personnel requirements.

No additions or revisions have been made since Trustees approved the first reading during the October 24, 2017, regular meeting.

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

## POLICY ON DEFINITIONS

### A. State Regulations

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

### B. Policy

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

### C. Procedure

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

### D. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

#### 1. Employment Status:

##### a. Regular Full-Time Employee

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

##### b. Adjunct

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

##### c. Regular Part-time Employee (Benefit Eligible)

A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for health and life insurance benefits, and generally work 12 months out of the year.

##### d. Regular Part-Time Employee



A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.

e. Part-Time Limited Employee

A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

f. Temporary Full-Time Employee

A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).

g. Temporary Part-Time Employee

A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.

h. Seasonal

Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

2. Pay Status:

a. Exempt

Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

b. Non-exempt

Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

### 3. Employee Classification:

#### a. Administrative

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are exempt and placed at 65 or higher on the salary schedule. Administrative employees include the president, vice presidents, associate vice presidents, deans, associate deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

#### b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions are placed at 64 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

#### c. Non-exempt Salaried Professional

A non-exempt salaried professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. As a result, these employees are paid a consistent salary based on working 40 hours per week instead of being paid an hourly rate. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

#### d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

#### e. Classified

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

#### f. Student Worker

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at

HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

D. Regular Full-Time Employee

~~A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year.~~

E. Regular Part-Time Employee

~~A regular part-time employee is one who is employed at least 20 hours per week for nine months of the year or more.~~

F. Temporary Full-Time Employee

~~A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment.~~

G. Temporary Part Time Employee

~~A temporary part-time employee is one who works less than 20 hours per week or is hired for a temporary job and works less than full-time, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. This classification includes but is not limited to part-time faculty, and student employees.~~

H. Classified Employees

~~Classified personnel are all employees that would be considered non-exempt on the basis of the Federal hourly wage guidelines and subject to the provisions of the Fair Labor Standards Act (FLSA) governing overtime pay. Custodial and Maintenance members are covered by the current agreement between the Board of Trustees and the Custodial/Maintenance Union.~~

I. Administration

~~An Administrator is a full-time, exempt employee paid under administrative salary ranges I, II, III, IV or V. These employees are paid on a salaried basis not dependent upon hours worked.~~

J. Faculty

~~Faculty members are full-time employees covered by the current agreement between the Board of Trustees and the Faculty Senate.~~

K. Adjunct Faculty

~~The term Adjunct Faculty refers to faculty who teach more than 9 contact hours per semester up to a maximum of 13 contact hours per semester.~~

~~L. Part-Time Faculty~~

~~The term Part-Time Faculty refers to faculty who teach 9 contact hours per semester or less.~~

EM. Grievance Procedures

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.