

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

February 20, 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: January 16, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- IX. Main Motions
  - A. Academic
    1. CollegeNOW Agreements Between Highland Community College and Dakota High School, Forreston High School, Lena-Winslow High School, Orangeville High School, Pearl City High School, and Warren High School (Page 8)
    2. CollegeNOW Agreements Between Highland Community College and Freeport High School and Pecatonica High School (Page 21)
  - B. Administration
    1. Second Reading – Revised Policy 1.23: Board Self-Evaluation (Page 26)
    2. Second Reading – New Policy 2.001: Dual Credit Course Offerings (Page 28)
    3. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel (Page 31)
    4. First Reading – Revised Policy 4.17: Leave, Military (Page 127)
    5. First Reading – Revised Policy 4.131: Leave, Family and Medical Leave Act (FMLA) (Page 133)
    6. First Reading – Revised Policy 4.223: Tuition Waivers (Page 142)

C. Personnel

1. Appointment: Coordinator, Upward Bound (Page 147)
2. Appointment: Director, Marketing & Community Relations (Page 148)
3. Revised Job Description: Student Retention Specialist (Page 149)
4. Revised Job Description: Testing and Career Services Specialist (Page 152)
5. Revised Job Description: Coordinator, Testing Center (Page 155)
6. Revised Job Description: Fine Arts Technical Coordinator (Page 158)

D. Financial

1. First Reading: Tuition (Page 161)
2. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered Into an Agreement by Illinois Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois (Page 162)
3. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2019 Lease (Handout)
4. Payment of Bills and Agency Fund Report (Page 166)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 168)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XI. Old Business

**XII. CLOSED SESSION**

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

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

- 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

XIV. New Business

- A. April 2018 Board Meeting Date
- B. Faculty Report

XV. Dates of Importance

- A. Next Regular Board Meeting – March 20, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- 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.)

XVI. Adjournment

**AGENDA ITEM #VIII-C-I  
FEBRUARY 20, 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 Spring semester of 2018.

**BACKGROUND:** The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

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



Spring 2018				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Misc.</b>								
Kirk	Pearson	6127	SPCH295JXX	Comm Ldrship Jo Daviess		3	\$464.40	\$1,393.20
Kirk	Pearson		Curriculum Dev	Comm Ldrship				\$600.00
Kirk	Pearson	6126	SPCH295SXX	Comm Ldrship Stephenson		3	\$464.40	\$1,393.20
Kirk	Pearson		Curriculum Dev	Comm Ldrship				\$600.00
Aaron	Sargent	7014	WFD048A	Print Reading & Inspection				\$546.18
Laura	Watson			Chair, Library Services				\$1,675.27
Michael	Skwara			Coordinator, Lrng Mgmt Svcs				\$1,675.27
Betty	Sorenson	6941	PHYD121ACC	Walk and Stretch	30		\$18.00	\$540.00
Bobby	Shallenberger	6926	PERS032BCC	Intro to Shopify	4		\$37.60	\$150.40
<b>Math/Science/Allied Health</b>								
Jim	Dole	6585	NSCI134Y1	Intro to Astronomy		3	\$535.91	\$1,607.73
Tony	Grahame	6517	BIOL110A	Portion of Princ of Bio		0.3	\$1,256.45	\$376.94
Angela	Hartman-Sheddan	7005	BIOL120N	Found of A&P		4	\$520.91	\$2,083.64
Angela	Hartman-Sheddan	7006	BIOL120NX	Found of A&P Lab		1.8	\$520.91	\$937.64
Karla	Giuffre	6504	BIOL214A	Portion of A&P II		2.1	\$1,256.45	\$2,638.55
Steve	Mihna	6130	MATH268A	Portion of analytic Geo/Calculus		3	\$1,256.45	\$3,769.35
Al	Nowicki	6502	BIOL213A	Portion of A&P I		1.2	\$1,256.45	\$1,507.74
Kaydra	Heller	6765	NURS124A	Patho-pharmacology	56		\$30.00	\$1,680.00
Becky	Holbert	6654	NURS192AX	Health&Illness Lab	72		\$38.00	\$2,736.00
Patti	Jackson	6767	NURS108A	Phlebotomy Techniques	32		\$30.00	\$960.00
Patti	Jackson	6768	NURS108AX	Phlebotomy Tech Lab	64		\$30.00	\$1,920.00
Jenny	Kremer	6688	NURS294BXX	Health&Illness III Lab	96		\$38.00	\$3,648.00
Alane	McFadden	6680	NURS291BXX	Fund of Nursing Lab	24		\$38.00	\$912.00
Alane	McFadden	6693	NURS291XAA	Fund of Nursing Lab	24		\$38.00	\$912.00
Connie	O'Brien	6766	NURS122A	Med Asst Seminar	40		\$30.00	\$1,200.00
Phil	Troxel	6687	NURS294BXX	Health&Illness III Lab	96		\$38.00	\$3,648.00
Jen	Wessel	6661	NURS291AXX	Family Nursing Lab	24		\$38.00	\$912.00
Jen	Wessel	6661	NURS291XBB	Family Nursing Lab	24		\$38.00	\$912.00
Jessica	Larson	6684	NURS29AX	Portion of H&I III Lab		3	\$1,256.45	\$3,769.35
						0.4	\$1,382.10	\$552.84
Shelly	Morgan	6655	NURS192AXX	Portion of H&I I Lab		2.96	\$1,256.45	\$3,319.10
Christine	Sanders	6896	NURS191NXX	Portion of Fund of Nurs Lab		3	\$1,256.45	\$3,769.35
						0.58	\$1,382.10	\$801.62
Chrislyn	Senneff	6697	NURS291BX	Portion of Fam Nurs Lab		1.96	\$1,256.45	\$2,462.65
Kay	Sperry	6686	NURS294B	Portion of H&I III		2.48	\$1,256.45	\$3,116.00
Jen	Yeager	6657	NURS192BX	Portion of H&I I Lab		1.48	\$1,256.45	\$1,859.55
<b>Fine Arts</b>								
Dagny	Brandt			Youth Choir Director				\$1,550.00
Rianna	Caswell			Orchestra Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$500.00
Heidi	Spotts-Manthey			Concert Choir Director				\$1,550.00
Scott	Stitch			Concert Band Director				\$1,500.00
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00

				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
<b>Athletics</b>									
Charles	Born	6548	PHYD225A	Theory of Baseball/Softball		2	\$520.91	\$1,041.82	
Chad	Boudreau	6539	PHYD115N	Intro to Recreation		3	\$520.91	\$1,562.73	
Chad	Boudreau	6546	PHYD222A	Weight Training		1.4	\$520.91	\$729.27	
Chad	Boudreau	6547	PHYD222B	Weight Training		1.4	\$520.91	\$729.27	
Aaron	Johnson		Assistant Women's Basketball Coach						\$980.18
Pete	Norman	6545	PHYD221A	Physical Fitness II		2	\$628.22	\$1,256.45	
Pete	Norman	6549	PHYD227N	Sports Officiating		3	\$628.22	\$1,884.69	
Pete	Norman	6541	PHYD135N	Games in Elem Ed		3	\$628.22	\$1,256.45***	
Pete	Norman	6540	PHYD121ACC	Physical Fitness I		1.8	\$628.22	\$1,130.80	
<b>Math Lab/Success Center</b>									
Roberta	Andrews	6133	MATH058A	Pre-Algebra I Lecture		2	\$464.40	\$464.40*	
Roberta	Andrews		MATHE1	MAC LAB		2	\$464.40	\$928.80	
Roberta	Andrews		MATHY2	MAC LAB		2	\$464.40	\$928.80	
Nancy	Luepke	6198	MATH066A	Basic Algebra I Lecture		2	\$479.40	\$958.80	
Nancy	Luepke		MATHG1	MAC LAB		2	\$479.40	\$958.80	
Nancy	Luepke		MATHM1	MAC LAB		2.5	\$479.40	\$1,198.50	
Ellen	McGinnis		MATHB1	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		MATHC1	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		MATHD1	MAC LAB		2	\$479.40	\$958.80	
Ellen	McGinnis		MATHE1	MAC LAB		2	\$479.40	\$958.80	
Mark	Miller		MATHC1	MAC LAB		2	\$535.91	\$1,071.82	
Mark	Miller		MATHD1	MAC LAB		2	\$535.91	\$1,071.82	
Mark	Miller		MATHY4	MAC LAB		2	\$535.91	\$1,071.82	
Don	Tresemmer	6132	MATH055A	Basic Math Lecture		2	\$479.40	\$958.80	
Kathleen	Sleezer	6253	MATH158A	Int Algebra I Lecture		2	\$535.91	\$1,071.82	
Kathleen	Sleezer		MATHA1	MAC LAB		2	\$535.91	\$1,071.82	
Kathleen	Sleezer		MATHF1	MAC LAB		2	\$535.91	\$1,071.82	
Steve	Young		MATHH1	MAC LAB		2	\$535.91	\$1,071.82	
<b>HSS/FA</b>									
Lenie	Adolphson	6001	HIST142A	Western Civ		3	\$535.91	\$1,607.73	
Lenie	Adolphson	6003	HIST142Y1	Western Civ		3	\$535.91	\$1,607.73	
Lenie	Adolphson	6002	HIST244A	History of Africa II		3	\$535.91	\$1,607.73	
Lenie	Adolphson		Curriculum Dev for HIST244					\$450.00	
Colette	Binger	6008	PSY160N	Psych of Human Rel		2	\$535.91	\$1,071.82	
Colette	Binger	6009	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73	
Thompson	Brandt	6631	HUMA104HB	Intro to Humanities		3	\$628.22	\$1,884.66	
Thompson	Brandt	6011	MUS268Y1A	Music of the USA		3	\$628.22	\$1,884.66	
Thompson	Brandt	6998	MUS268Y1C	Music of the USA		3	\$628.22	\$1,884.66	
Denny	Diduch	6952	HIST13DC	US History I		3	\$535.91	\$535.91*	
Evan	Dutmer	6643	PHIL282Y1A	Ethics		3	\$520.91	\$1,562.73	
Evan	Dutmer	6644	PHIL282Y1B	Ethics		3	\$520.91	\$1,562.73	
Andrew	Dvorak	7046	HIST299B	The Sixties		3	\$1,256.45	\$376.94*	
Laura	Early	6023	THEA201A	Play Analysis for Prod		0.9	\$1,256.45	\$1,130.81	
Samuel	Fiorenza		Writing Center				0.75	\$1,256.45	\$942.34
Adrian	Kostallari	6031	COMM214N	Bus/Tech Writing		3	\$535.91	\$1,339.78*	
William	Lucio	6097	SPCH191D	Fund of Speech Comm		3	\$1,256.45	\$3,769.35	
Tracy	Mays	6060	ENGL121D	Rhet & Comp I		1	\$1,256.45	\$1,256.45	

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Heather	Moore	6065	COMM090B	Pref to Rhet		3	\$628.22	\$1,884.66
Heather	Moore	6069	ENGL121Y1A	Rhet/Comp I		3	\$628.22	\$1,884.66
Kay	Ostberg		Comm090 Coordinator			1	\$1,256.45	\$1,256.45
Kay	Ostberg		Writing Center			0.75	\$1,256.45	\$942.34
Kathrine	Perkins		Writing Center			0.75	\$1,256.45	\$942.34
Anthony	Peska	6415	CJS203DCY	Criminal Law		3	\$520.91	\$1,562.73
James	Planting	6092	ART117/217B	Pottery I/II		3	\$911.05	\$2,733.15
James	Planting	6004	ART115A	Two-Dimensional Design		3	\$911.05	\$1,822.10*
James	Planting	6038	ART116A	Three-Dimensional Design		3	\$911.05	\$1,366.58*
James	Planting		Curriculum Dev for ART117					\$400.00
James	Planting		Curriculum Dev for ART217					\$400.00
Paul	Rabideau	6073	PSY161Y2B	Intro to Psych		3	\$1,256.45	\$3,769.35
Heidi	Spotts-Manthey	6089	MUS267A	Intro to Music		3	\$535.91	\$1,607.73
Heidi	Spotts-Manthey	6632	MUS267Y1	Intro to Music		3	\$535.91	\$1,607.73
Scott	Stitch	6102	MUS158A	Aural Skills II		1	\$535.91	\$444.82*
Scott	Stitch	6101	MUS162A	Theory II		3	\$535.91	\$1,339.78*
Loretta	Swanson	6106	ART110Y1A	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6107	ART110Y1B	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6105	ART216HB	Art History II		3	\$535.91	\$1,607.73
Sam	Tucibat	6114	ART201HBN	Intro Photography I		3	\$628.22	\$1,884.66
Sam	Tucibat	6112	ART218A	Graphic Design II		3	\$628.22	\$1,884.66
Daryl	Watson	7019	HIST143DC1	US History I		3	\$535.91	\$1,071.82*
Daryl	Watson	6115	HIST144DC	US History I		3	\$535.91	\$1,607.73
Daryl	Watson	6116	HIST145DC	US History III		3	\$535.91	\$1,607.73
Brittany	Williams		Part-time Forensics Coach					\$2,250.00
Nadia	Wirchnianski	6118	MUS160A	Music for Elementary Teachers		3	\$535.91	\$1,607.73
James	Yeager	7045	MCOM231A	News Reporting		3	\$1,256.45	\$376.94*
James	Yeager	7044	MCOM250A	Motion Picture Prod		3	\$1,256.45	\$376.94*
James	Yeager	7043	MUS153A	Intro to Audio Prod		3	\$1,256.45	\$376.94*
James	Yeager	6634	SPCH191Y1B	Fund of Speech Comm		2.1	\$1,256.45	\$2,638.55
						0.9	\$1,382.10	\$1,243.89
<b>Success Center</b>								
Dan	Campbell	6209	RDG120N	College Rdg Strategies		3	\$520.91	\$1,562.73
Cheryl	Heise	6206	RDG20A	College Rdg Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	6207	RDG120B	College Rdg Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	6203	RDG083A	College Rdg Found		3	\$535.91	\$1,607.73
Adam	Moderow	6220	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	7012	LIBS199Y1B	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6229	LIBS199BXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6202	RDG082A	Basic College Rdg		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6169	COMM084A	Basic Written Comm		3	\$535.91	\$1,607.73
Samantha	Schaible	6232	LIBS199Y1A	FYES		2	\$628.22	\$1,256.45
Daniel	Campbell		Success Center		TBD		\$24.31	TBD
Cheryl	Heise		Success Center		TBD		\$25.00	TBD
Chris	Hill		Success Center		TBD		\$22.37	TBD
Adam	Moderow		Success Center		TBD		\$25.00	TBD
Carla	Myers		Success Center		TBD		\$25.00	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.00	TBD

				COURSE	CLOCK	CREDIT			TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Elena	Rodriquez		Success Center		TBD		\$22.37	TBD	
Katherine	Schoonhoven		Success Center		TBD		\$21.67	TBD	
Beverley	Stearns		Success Center		TBD		\$22.37	TBD	
<b>Business/Technology</b>									
Amy	Chamberlin			Part-time Instruction Supervision				\$125.65	
Amy	Chamberlin			Part-time Instruction Supervision				\$1,256.45	
Justin	Ebert			Part-time Instruction Supervision				\$125.65	
Denise	Johnson			Part-time Instruction Supervision				\$879.55	
Jeremy	Monigold			Part-time Instruction Supervision				\$125.65	
Todd	Vacek			Part-time Instruction Supervision				\$251.29	
Todd	Vacek			Part-time Instruction Supervision				\$125.65	
Kayla	Clark			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Diane	DeWitt			Office Technology Lab - P/T Instructor	TBD		\$28.14	TBD	
Carol	Engelkens			Office Technology Lab - P/T Lab Asst	TBD		\$12.66	TBD	
Steve	Lambert			Auto Body Lab - P/T Instructor	TBD		\$24.38	TBD	
Heidi	Lessen			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Gloria	Maurer			Office Technology Lab - P/T Instructor	TBD		\$28.14	TBD	
Jean	Meyers			Cosmetology Lab - P/T Instructor	TBD		\$25.17	TBD	
Dorie	Oloff			Office Technology Lab - P/T Instructor	TBD		\$25.17	TBD	
Eric	Piper			Auto Body Lab - P/T Instructor	TBD		\$24.38	TBD	
Bruce	Pittluck			Office Technology Lab - P/T Lab Asst	TBD		\$12.66	TBD	
Kristine	Rush			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Melissa	Schleuning			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Vicki	Standley			Office Technology Lab - P/T Instructor	TBD		\$25.17	TBD	
Sarah	Warfield			Office Technology Lab - P/T Instructor	TBD		\$25.17	TBD	
Kerry	Weber			Cosmetology Lab - P/T Instructor	TBD		\$24.38	TBD	
Amy	Chamberlin			Cosmetology Classes		3	\$1,256.45	\$3,769.35	
						3	\$1,382.10	\$4,146.30	
						1.03	\$1,507.74	\$1,552.97	
Justin	Ebert	6330	AGRI182A	Intro to Ag Mech		3	\$1,256.45	\$3,769.35	
						0.8	\$1,328.10	\$1,105.68	
Justin	Ebert	6353	AGOC229Y1	Agri Business Seminar		0.84	\$1,382.10	\$1,160.96	
Joe	Grove	6194	ECON112Y2	Princ of Economics II		3	\$1,256.45	\$3,769.35	
Richard	Jacobs	6279	BUSN221A	Business Statistics		0.3	\$1,256.45	\$376.94	
Denise	Johnson	6610	OFFT255HB	Office Procedures		1.6	\$1,256.45	\$2,010.32	
Melissa	Johnson	6409	ECE209HBN	ECE Internship		1.03	\$628.22	\$647.07	
Jeremy	Monigold	6424	INFT180HB	Intro to Info Systems		2.7	\$1,256.45	\$3,392.42	
James	Palmer			Auto Mech Classes		3	\$1,256.45	\$3,769.35	
						3	\$1,382.10	\$4,146.30	
						0.15	\$1,507.74	\$226.16	
Monica	Pierce	6646	AGRI184Y1	Intro Ag Economics		2.82	\$1,256.45	\$3,543.19	
William	Robertson			Auto Mech Classes		3	\$1,256.45	\$3,769.35	
						3	\$1,382.10	\$4,146.30	
						0.15	\$1,507.74	\$226.16	
William	Robertson	6296	AUTB193A	Frame/Body/Alignment		2.52	\$1,507.74	\$3,799.50	
Aaron	Sargent	6386	MATH111A	Technical Math		3	\$1,256.45	\$3,769.35	
Aaron	Sargent	6388	MTEC164A	Mfg Processes		3	\$1,382.10	\$4,146.30	
Aaron	Sargent	6384	DRAF260A	CAD-3D Modeling		3.34	\$1,507.74	\$5,035.85	

				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Todd	Vacek	6296	AUTB193A	Frame/Body/Alignment		2.52	\$1,256.45	\$3,166.25
Todd	Vacek		Auto Body Classes			0.48	\$1,256.45	\$603.10
						0.32	\$1,382.10	\$442.27
Todd	Vacek		Auto Body Early Start			2.1	\$1,382.10	\$2,902.41
Carol	Wilhelms	6291	ACCT214A	Managerial Accounting		3	\$1,256.45	\$3,769.35
						0.7	\$1,382.10	\$967.47
Joseph	DeParasis	6268	EQUI103HB	Equine Evaluatioin		2	\$535.91	\$359.06*
Joseph	DeParasis	6269	EQUI105HB	Equine Facilities		3	\$535.91	\$680.61*
Joseph	DeParasis	6272	EQUI127HB	Horse Handling I		0.93	\$535.91	\$498.40*
Pamela	Harrison	6262	BUSN141HB	Bus Communications		3		\$2,740.16**
Thomas	Harrison	6260	BUSN125A	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	6261	BUSN125Y2	Math of Business		3	\$479.40	\$1,438.20
Roger	Hicks	6263	WELD130N	Intro Welding + 2 labs		5.6	\$479.40	\$2,684.64
Marissa	Hurlbert	7009	EQUI111HBN	Equine Massage I		2	\$464.40	\$868.43*
Hank	Ils	6267	WELD233N	Adv Weld Processes		3.8	\$535.91	\$2,036.46
Mark	Kloeping	6917	WELD103NB/NC	Intro to Welding		3.8	\$464.40	\$1,764.72
Mark	Kloeping	6624	WELD232DC	Int Welding		3.8	\$464.40	\$1,764.72
Bruce	Pittluck	6427	INFT140Y1	Beg Excel		1	\$535.91	\$535.91
Crimson	Pulver	6273	EQUI129HB	Horse Handling II		2	\$479.40	\$671.16*
Crimson	Pulver	6274	EQUI133HB	Horse Training I		2	\$479.40	\$896.48*
Crimson	Pulver	6275	EQUI139HB	Riding II		2.33	\$479.40	\$1,117.00
Jeanne	VanOrsdal	6418	ECE123HBN	Hlth,Safety,Nutrition		3	\$535.91	\$1,607.73
Brandi	Widmer	6270	EQUI109HB	Equine Health Care II		2	\$479.40	\$479.40*
Brandi	Widmer	6271	EQUI115Y1	Equine Nutrition		3	\$479.40	\$1,438.20
Brandi	Widmer	6276	EQUI143HB	Riding Instruction II		2	\$479.40	\$896.48*
<b>Project Succeed</b>								
Thedford	Jackson		Program Asst - Upward Bound					\$2,544.00
Constance	Taylor		Project Succeed Tutor		TBD		\$19.51	TBD
Constance	Taylor	6410	MATH066AXX	Basic Algebra I		2	\$464.40	\$928.80
Constance	Taylor	6411	MATH067AXX	Basic Algebra II		2	\$464.40	\$928.80
Don	Tresemmer		Project Succeed Tutor		TBD		\$19.51	TBD
Don	Tresemmer	6412	MATH158AXX	Int Algebra I		2	\$464.40	\$928.80
Don	Tresemmer	6413	MATH159AXX	Int Algebra II		2	\$464.40	\$928.80
*Pro rated based on students								
** Estimated - based on non exempt overtime calculation								
***Load Waiver Request approved by Faculty Senate								
<b>Applied Music</b>								
Dagny	Brandt		MUS171A	Applied Music Major				\$1,200.00
Dagny	Brandt		MUS172A	Applied Music Minor				\$200.00
Jody	Brubaker		MUS171A	Applied Music Major				\$400.00
Jody	Brubaker		MUS172A	Applied Music Minor				\$400.00
Rianna	Caswell		MUS171A	Applied Music Major				\$800.00
Jeffrey	DeLay		MUS172A	Applied Music Minor				\$400.00
John	Hartman		MUS172A	Applied Music Minor				\$200.00
Brandon	Lamm		MUS172A	Applied Music Minor				\$200.00
Bill	Petersen		MUS171A	Applied Music Major				\$400.00
Nadia	Wirchnianski		MUS172A	Applied Music Minor				\$200.00

January 1, 2018			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Other Assignments</b>							
Jared	Eden	Shirt design - graphic design work					\$ 75.00
John	Hartman	Piano tuning					\$ 65.00
Quincy	Carter	Opening Days panel discussion					\$ 150.00
Patricia	Cook	Opening Days panel discussion					\$ 150.00
Everett	Fenwick	Women's basketball game 1/16/18 official					\$ 150.00
Michelle	Gosa	Women's basketball game 1/13/18 official					\$ 150.00
Tom	Knight	Men's basketball game 1/13/18 official					\$ 150.00
Erin	Korte	Opening Days panel discussion					\$ 150.00
Randy	Leitner	Men's basketball game 1/13/18 official					\$ 150.00
Shane	Parker	Men's basketball game 1/13/18 official					\$ 150.00
Michael	Pfeil	Men's basketball game 1/16/18 official					\$ 150.00
Valerie	Russell	Women's basketball game 1/13/18 official					\$ 150.00
Valerie	Russell	Women's basketball game 1/16/18 official					\$ 150.00
Scott	Tierney	Men's basketball game 1/16/18 official					\$ 150.00
Bernard	Branch	Women's basketball game 1/13/18 official					\$ 150.00
Brian	Rewerts	Women's basketball game 1/16/18 official					\$ 150.00
Heidi	Seals	Opening Days panel discussion					\$ 150.00
Michael	Boyd	Keynote speaker for spring 2018 Opening Days					\$ 1,000.00
William	Oostdyk	Men's basketball game 1/16/18 official					\$ 150.00
Robert	Shellard	Stand by Me arrangement					\$ 30.00
Jeff	Carr	Men's basketball game 1/20/18 official					\$ 150.00
Myron	Ellingson	Women's basketball game 1/20/18 official					\$ 150.00
Everett	Fenwick	Women's basketball game 1/20/18 official					\$ 150.00
Drew	Middleton	Women's basketball game 1/20/18 official					\$ 150.00
Michael	Pfeil	Men's basketball game 1/20/18 official					\$ 150.00
Steve	Spivey	Men's basketball game 1/20/18 official					\$ 150.00
Bernard	Branch	Women's basketball game 1/25/18 official					\$ 150.00
Jaime	Hare	Security guard for basketball games 1/20/18 12pm-6pm					\$ 150.00
John	Hartman	Piano tuning					\$ 130.00
Don	King	Men's basketball game 1/25/18 official					\$ 150.00
Shane	Parker	Men's basketball game 1/25/18 official					\$ 150.00
Gene	Rayford	Men's basketball game 1/25/18 official					\$ 150.00
Joseph	Thompson	Women's basketball game 1/25/18 official					\$ 150.00
Bret	Bruington	Women's basketball game 1/25/18 official					\$ 150.00
David	Brost	Women's basketball game 1/31/18 official					\$ 150.00
Jeff	Carr	Men's basketball game 1/31/18 official					\$ 150.00
Robert	Dixon	January 2018 graphic design services					\$ 11,055.00
Everett	Fenwick	Women's basketball game 1/31/18 official					\$ 150.00
Scott	Huffman	Women's basketball game 1/31/18 official					\$ 150.00
Leroy	Nesmith	Women's basketball game 2/1/18 official					\$ 150.00
Lloyd	Schreiner	Women's basketball game 2/1/18 official					\$ 150.00
Rick	Shaffer	Women's basketball game 2/1/18 official					\$ 150.00

**AGENDA ITEM #IX-A-1  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND DAKOTA HIGH SCHOOL, FORRESTON HIGH SCHOOL, LENA-WINSLOW  
HIGH SCHOOL, ORANGEVILLE HIGH SCHOOL, PEARL CITY HIGH SCHOOL,  
AND WARREN HIGH SCHOOL**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached College*NOW* agreements for qualified students attending Dakota, Forreston, Lena-Winslow, Orangeville, Pearl City, and Warren high schools.

**BACKGROUND:** The College*NOW* program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to nine participating high schools in the Fall Semester of 2017. The College is renewing annual agreements with the nine participating high schools. The terms of the agreement for the six schools listed above are consistent with the agreements approved in previous years.

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

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Dakota High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Dakota High School will pay all charges including tuition, universal, lab and course fees for the Summer, fall and spring semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Dakota High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.



- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Dakota School District

\_\_\_\_\_  
 President Date

\_\_\_\_\_  
 Superintendent Date

\_\_\_\_\_  
 Chair Date  
 Board of Trustees

\_\_\_\_\_  
 President Date  
 Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Forreston High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. Students are responsible for providing their own transportation.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.

- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Forreston School District

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Chair Date  
Board of Trustees

\_\_\_\_\_  
President Date  
Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Lena-Winslow High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Lena-Winslow High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Lena-Winslow High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.

- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Lena-Winslow School District

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Chair Date  
Board of Trustees

\_\_\_\_\_  
President Date  
Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Orangeville High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Orangeville High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Orangeville High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.



**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Pearl City High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of 8:00 a.m. – 2:30 p.m. Students are responsible for providing their own transportation.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW student and his/her parent or guardian from Pearl City High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Pearl City High School) will be excused from class to complete required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.



- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Pearl City School District

\_\_\_\_\_  
 President Date

\_\_\_\_\_  
 Superintendent Date

\_\_\_\_\_  
 Chair Board of Trustees Date

\_\_\_\_\_  
 President Board of Education Date

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Warren High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW students and their parent or guardian from Warren High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Warren High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.



**AGENDA ITEM #IX-A-2  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND FREEPORT HIGH SCHOOL AND PECATONICA HIGH SCHOOL**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached CollegeNOW agreements for qualified students attending Freeport High School (FHS) and Pecatonica High School (PHS).

**BACKGROUND:** The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The College is renewing annual agreements with the nine participating high schools. The terms of the agreement for FHS and PHS reflect a rate increase from \$5,000 to \$5,700. Rates have remained consistent since the program began in 2012. The previous rate no longer covers the cost of participation for these students.

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

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Freeport High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW cost of \$5,700 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Freeport High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will

present this letter to the College cashier's office upon registration.

- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Freeport School District by September 15<sup>th</sup> and February 15<sup>th</sup> in two payments of \$2,850 per student to occur by fall and spring deadlines.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Freeport School District #145

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Chair Date  
Board of Trustees

\_\_\_\_\_  
President Date  
Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2018 – 2019 Academic Year (FY'19)**  
Pecatonica High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2018-2019 year, the CollegeNOW cost of \$5,700 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; successfully completed Geometry and Algebra II; 3.0 minimum GPA; meet college-level entrance scores on COMPASS, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Pecatonica High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with an approval on the Participation Agreement indicating the High School's intent to pay the student's tuition, universal fees, and

course fees. The student will present this Participation Agreement to the College's cashier's office upon registration.

- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Pecatonica School District by September 15<sup>th</sup> and February 15<sup>th</sup> two payments of \$2,850 per student to occur by fall and spring deadlines. [Pecatonica School District requests a list of all participating students on a bill following our 10<sup>th</sup> day.]
- Reimbursement for students who drop or withdraw from all classes will follow college policy.
- For new students, the Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Pecatonica School District #321

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Tim Hood, President                      Date

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Superintendent                      Date

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Doug Block, Chair                      Date  
Board of Trustees

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President                      Date  
Board of Education



**AGENDA ITEM #IX-B-1  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second 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.

No additions or revisions have been made since Trustees approved the first reading during the January 16, 2018, regular meeting.

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 #IX-B-2  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second 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.

No additions or revisions have been made since Trustees approved the first reading during the January 16, 2018, regular meeting.

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 #IX-B-3  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

<b><u>Policy #</u></b>	<b><u>Change</u></b>
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.

No additions or revisions have been made since Trustees approved the first reading during the January 16, 2018, regular meeting.

## CHAPTER IV

## PERSONNEL

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## CHAPTER IV

## 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.

4.034 Sexual and Other Harassment (Reaffirmed Revised 12/17/13)

Harassment of any kind is not acceptable at Highland Community College whether it is sexual harassment or on the basis of age, color, disability, ethnic or national origin, gender, race, religion or sexual orientation, or any other legally protected classification. 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.

Sexual Harassment:

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, at any College-sponsored activities or at any activity which bears a reasonable relationship to the College. Sexual harassment is illegal under both state and federal law and objectionable under any circumstance.

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, visual, or physical conduct based on sex when:
    - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
    - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
    - (3) such conduct has the purpose or effect of unreasonably 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:  
Any sexual advance by an employee or third person toward a student; or
  - a. Any request by an employee or third person to a student for sexual favors; or
  - b. Any acceptance by an employee or third person of a sexual advance or request for sexual favors from a student; or
  - c. Any conduct of a sexual nature or any verbal, written, visual, or physical conduct based on sex by an employee or third person directed toward a student when:
    - (1) the student's submission to such conduct is either explicitly or implicitly a term or condition of the student's grade or the student's participation in any College-sponsored 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 participation in any College-sponsored activity; or
    - (3) such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment.
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, visual, or physical conduct based on sex by a student directed toward an employee when such conduct has the purpose or effect:
    - (1) of unreasonably 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 activity; or
  - d. Any conduct of a sexual nature or any verbal, written, visual, 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, visual or physical conduct based on sex when:
    - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a College-related 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) such conduct has the purpose or effect of unreasonably interfering with an individual's performance in a College-sponsored activity or creating a College environment that is intimidating, hostile or offensive. For purposes of this section, a College-related activity includes an activity on College grounds involving College facilities, staff or students, any College-sponsored activity and any activity which bears a reasonable relationship to the College.
5. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, visual, 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
  - 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

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.

#### Internal Reporting Procedures:

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:

##### 1. Employees:

Employees are encouraged to report any incidents of sexual or other harassment to the ~~Associate~~ Associate Vice President of Human Resources (Affirmative Action Officer and Investigator). If the ~~Associate~~ 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~~ 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~~ Associate Vice President of Student Services (Title IX Coordinator and Investigator). If the complaint involves the ~~Associate~~ Associate Vice President of Student Services, the report should be made directly to the Director of Adult Education (Investigator) or the ~~Associate~~ 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~~Associate Vice President of Human Resources (Affirmative Action Officer and Investigator). If the ~~Associate~~Associate Vice President of Human Resources is the offending person, the report should be made to the ~~Associate~~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~~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~~Associate Vice President of Student Services (Title IX Coordinator) within 45 days of the date of the alleged event or incident.
2. The College may offer alternative dispute resolution (ADR) which shall be completed within 30 days from the receipt of the written complaint. ADR resolution will include:
  - a. Explanation of the rights and responsibilities of the aggrieved and the procedures for filing a 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 ADR report;
  - e. Preparing a report on the ADR process.
3. If the conflict is not resolved during the ADR process:
  - a. The complainant must file a written and signed complaint within 15 days following receipt of the ADR report;
  - b. The written complaint must be sufficiently precise to:
    - i. identify the aggrieved individual;
    - ii. identify the agency or individuals responsible for the basis;

- iii. identify the basis or bases of discrimination/harassment;
    - iv. describe the actions or practices deemed harassment and/or discriminatory.
  - c. The College must acknowledge receipt of the complaint in writing;
  - d. The College will notify the complainant of the appeal process.
- 4. The College has the right to dismiss a complaint in its entirety for any of the following reasons:
  - a. The complainant fails to state a claim;
  - b. The claim is moot or under adjudication elsewhere;
  - c. The complainant failed to file the complaint within the time frame allotted;
  - d. The complainant cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
  - e. 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.

#### 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 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 offending person, which will include at a minimum the following:

- 1. the date the complaint was received;
- 2. the complainant'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 complainants 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.

Within five school days or "a reasonable time" after the written report is completed, the College President, or the Chair of the Board of Trustees if the College President is the offending person, will evaluate the report of the investigator(s) to determine the validity of the complaint. If a complaint is found to be valid, disciplinary action appropriate to the action will be taken. This is not a legal proceeding, so the College will not award any compensation to a victim of harassment.

#### 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.

#### Knowingly Filing False or Malicious Complaints:

Any person who knowingly makes a false accusation regarding sexual or other harassment will likewise be subject to disciplinary action as outlined previously in this section of the policy.

Retaliation:

The College prohibits retaliation against a person 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 #1 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 participation in campus and/or College-related activities, with regard to third persons.

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 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. The Illinois Department of Human Rights and the Equal Employment Opportunity Commission may be contacted as follows:

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

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](http://www.eeoc.gov)



Policy Communication:

Information on this policy will be distributed in the College's Policy Manual, Faculty Handbook, College Catalog, the College website, and via posters and brochures placed around campus. Students registered in the First Year Experience classes will receive information related to this policy. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and attend an informational session on harassment. Employees are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Managers are required to report any known or reported harassment and will be trained to recognize and take action against harassment of any kind.

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 e~~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 premium 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 ~~12/2011~~)

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 Civilspouse, 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 aAdministrators, pProfessional, Ffaculty, and cClassified 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 ~~12/2011~~ Revised)

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 dean~~Dean~~.
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 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 approval or by the ~~dean~~Dean, the ~~associate~~Associate ~~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 #IX-B-4  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.17  
LEAVE, MILITARY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve for first reading the attached revised policy 4.17 Leave, Military, which is included in Chapter IV, Personnel, of the Policy Manual.

**BACKGROUND:** The proposed revisions to the policy are attached. Some changes were required by law, other changes were made to clarify and better organize the information within the policy. The revision to Policy 4.17 is being considered separately from the second reading of Chapter IV because the updates were not included in the first reading of Chapter IV, which was approved at the January 16, 2018, Board meeting.

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

4.17 Leave, Military (Revised affirmed 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. All part-time and full-time employees (excluding temporary positions) are eligible for military leave. As outlined in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), leaves of absence will be granted to an employee as a means of protecting the re-employment rights (job and benefits restoration) of an employee who voluntarily or involuntarily leaves their position to undertake military service. In order to be eligible for reemployment, the employee must:

1. give advance notice of the service;
2. have no more than five years of cumulative service in the uniformed services while employed at Highland Community College;
3. return to work in a timely manner after conclusion of service, and;
4. have not been separated from service with a disqualifying discharge or under other than honorable conditions.

B. Returning From Leave:

1. Upon completion of active military service, employees shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA.
  - a. If the employee is gone for up to 30 consecutive days, he/she must report back to work for the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and safe transportation, plus an 8-hour period for rest, unless this deadline is "impossible or unreasonable" through no fault of the employee.
  - b. If the employee is gone for 31 – 180 days the employee must return to work no later than 14 days after completion of the period of service.
  - c. After a period of 181 or more days, the employee must return to work no later than 90 days after completion of the period of service.
  - d. The deadlines may be extended up to two years to accommodate a period during which the employee was hospitalized for or convalescing from an injury or illness that occurred or was aggravated during a period of military leave.

2. If, as a result of service in the armed services, 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 is qualified to perform, at the rate of normal compensation for that position.
3. The College may request evidence of the employee's date of discharge or release from active duty.
4. Upon completion of the leave, the employee may apply to the State Universities Retirement System for service credit for the length of their leave as long as they meet the return from leave qualifications under SURS.
5. 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.
6. 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 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.
7. An employee returning from Military Leave shall not be discharged from the employee's position without cause for up to one year after such restoration, depending on length of leave.

C. Compensation and Benefits for Employees on Extended Leave:

1. Consistent with the Illinois Public Community College Act (110 ILCS 805-3-26.1) and the Illinois Military Leave of Absence Act (5ILCS 325/1), employees who are also members of the Illinois National Guard, Illinois State Militia, or the Reserve components of the naval, air, or ground forces of the United States and who are mobilized to active duty shall continue during the period of active duty to receive their regular compensation at the College, minus an amount equal to their military service active pay.
2. During active duty leave, employees' seniority and other benefits, including health insurance, with continue to be received or accrued.



3. The employee is required to furnish proof of military compensation prior to receiving pay from the College.

D. Compensation and Benefits for Full-time Employees in Military Training:

1. Consistent with the Illinois Military Leave of Absence Act (5ILCS 325/1), full-time employees who are also members of the Illinois National Guard, Illinois State Militia, or 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. basic training;
  - b. special or advanced training, whether or not within the State, and whether or not voluntary;
  - c. annual training, and;
  - d. any other training or duty required by the United States Armed Forces.
2. During these leaves, employees' seniority and other benefits, including health insurance, will continue to be received or accrued.
3. During leaves for annual training, the employee shall continue to receive their regular compensation.
4. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's compensation for military activities is less than their regular compensation at the College, they will receive their regular compensation minus the amount of their base pay for military activities.
5. During leaves for basic training, special or advanced training or any other training or duty required by the United States Armed Forces, the employee is required to furnish proof of military proof of military compensation prior to receiving pay from the College.

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 or 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.~~

**AGENDA ITEM #IX-B-5  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.131  
LEAVE, FAMILY AND MEDICAL LEAVE ACT (FMLA)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policy 4.131 Leave, Family and Medical Leave Act, which is included in Chapter IV, Personnel, of the Policy Manual.

**BACKGROUND:** The proposed revisions to the policy are attached. Some changes were required by law, other changes were made to clarify and better organize the information within the policy. The revision to Policy 4.131 is being considered separately from the second reading of Chapter IV because the updates were not included in the first reading of Chapter IV, which was approved at the January 16, 2018, Board meeting.

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

4.131 Leave, Family and Medical Leave Act (FMLA) (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. FMLA also provides military caregiver leave for up to 26 weeks during a "single 12-month period" for the care of a covered servicemember with a serious injury or illness. A leave taken under this policy must be a qualified leave reason as defined below. ~~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.~~

A. Qualified Leave Reasons:

The college will grant FMLA leave to eligible employees for the following reasons:

1. The employee's serious health condition which is defined as:
  - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider; and
  - b. the condition prevents the employee from performing the essential functions of the employee's job.
2. Pregnancy or pregnancy-related conditions that prevent the employee from performing the essential functions of her position.
3. The birth of a child and to bond with the newborn child within one year of birth.
4. Placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
5. Care of the employee's spouse, child, or parent with a serious health condition which is defined as:
  - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition; and
  - b. the condition prevents the qualified family member from participating in school or other daily activities.
6. A "qualifying exigency" relating to the active-duty status or call to active-duty in the National Guard or Reserves of a spouse, son, daughter, or parent of the employee. Qualifying exigencies include:

- a. short-notice deployment (i.e., seven or less days of notice) for up to seven days;
  - b. military events and related activities;
  - c. to arrange for childcare, or provide childcare on an urgent basis, or for school activities;
  - d. to make financial or legal arrangements;
  - e. to attend counseling;
  - f. to spend time with the service member while on short-term leave for up to five days;
  - g. for post-deployment activities for a period of 90 days following the termination of the covered military member's active duty status; and
  - h. other events that the employee and college agree is a qualifying exigency.
7. Care is required for a child, parent, spouse or next of kin who is a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status on the temporary disability retired list as a result of a serious injury or illness incurred in the line of duty on active. A serious injury or illness may also result from the aggravation of a pre-existing condition in the line of duty on active duty. A serious injury or illness is defined as one that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.
8. Care is required for a child, parent, spouse or next of kin who is a recent veteran as a result of a serious injury or illness incurred in the line of duty on active. The veteran's discharge must have been other than dishonorable and occurred within a five-year period prior to the date the leave is to begin. Serious injury or illness is defined for a veteran as:
- a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
  - b. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or more and the need for care is related to that condition; or
  - c. a physical or mental condition because of a disability or disabilities related to military service that substantially impairs the veteran's ability to work, or would do so absent treatment; or
  - d. an injury for which the veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

Civil union partners and domestic partners are not covered under Federal law and therefore are excluded from this policy.

~~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.~~

B. Compensation and Benefits During Family and Medical Leave:

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, compensatory, vacation, personal days) must be used concurrently with FMLA. When accrued leave days have been exhausted, an employee on FMLA may request approval for a withdrawal of days from the Sick Leave Bank, following Sick Leave Bank guidelines, if they are an eligible participant. Requests for Sick Leave Bank days can only be made 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. Any portion of the FMLA period for which accrued leave or Sick Leave Bank days are not available will be unpaid.

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 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 for LTD, 403(b), YMCA, Foundation contribution, union dues, etc., rests with the employee.

~~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."~~

CA. 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.

DB. 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. Leave due to qualifying exigencies may also be taken on an intermittent basis. 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. The College may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the College is not obligated to grant such requests and will do so based on the supervisor's discretion.

EE. Certification Procedure (non-military):

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 completion of the appropriate certification document and delivery of any required supporting documents (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). ~~(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).~~

To request leave for an employee's own serious health condition, form WH-380-E must be completed by the employee's health care provider. It is the responsibility of the employee to must 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.

To request leave for the serious health condition of a qualified family member, form WH-380-F must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification within 15 calendar days of the date the certification is requested by Highland.

FMLA certification forms are available in Human Resources.

F. Certification Procedures (military caregiver or qualified exigency):

Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents.

To request leave for a "qualifying exigency" due to a spouse, son, daughter or parent's active duty service, an employee is required to complete form WH-384 and submit the form along with supporting documents within 15 calendar days of the date the certification is requested by Highland.

To request leave to care for an injured service member (defined as spouse, child, parent or "next of kin") form WH-385 must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification within 15 calendar days of the date the certification is requested by Highland.

FMLA certification forms are available in Human Resources.

~~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.~~

#### G. Approval/Denial of Leave

Once the College is aware of the request for FMLA, a "Notice of Eligibility and Rights and Responsibilities" form will be provided to the employee to establish eligibility and request additional documentation, if necessary, to determine whether the leave qualifies under FMLA. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the "Designation Notice" form, absent extenuating circumstances.

#### DH. 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. The College may contact the provider to authenticate or clarify information contained in the medical certification. Additionally, the College may contact the appropriate unit of the Department of Defense to confirm that the covered military member is on active duty or call to active duty status.
3. An employee taking an approved leave of absence may not work for another employer doing the same or similar duties that the employee's medical certification form says he or she is unable to perform, engage in other work or employment during the leave of absence. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider 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.
43. 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.
45. ~~When applicable, s~~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 (or 26 weeks in total in the case of caring for a covered servicemember) if the leave is for the birth or care of a child, the placement of a child for adoption or foster, or a qualifying military exigency.

56. 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, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control. 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.

67. Engaging in fraud, misrepresentation or providing false information to the College or any health care provider is prohibited. If an employee is found to have engaged in this behavior, they may be subject to discipline, up to and including termination. If the employee is terminated, the employee would not be eligible to continue health insurance under COBRA.

EI. 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 DIII, 2, 3, 4, 6 and 57 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.~~

GJ. 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.

**AGENDA ITEM #IX-B-6  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.223  
TUITION WAIVERS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policy 4.223 Tuition Waivers, which is included in Chapter IV, Personnel, of the Policy Manual.

**BACKGROUND:** The proposed revisions to the policy are attached. A work group of those involved in implementation/operation of the policy developed the recommendations to address common situations and areas of confusion. Because the benefit is not funded by an outside source, it is more accurately described as a tuition waiver, rather than a scholarship. The recommendations clarify the waiver eligibility for each employment group and address loss of eligibility. The revision to Policy 4.223 is being considered separately from the second reading of Chapter IV because the updates were not included in the first reading of Chapter IV, which was approved at the January 16, 2018, Board meeting.

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

4.223 Tuition Waivers-Scholarship Fund (Revised 7/17/12)

The purpose of the tuition waiver benefit is to develop a financially sustainable benefit that encourages and supports employee professional and personal growth and adds value to the College's recruitment and retention efforts.

A. Full-Time Employees/~~and~~ Adjunct Faculty and their Dependents/Spouse or Civil Union Partner

1. The Board will provide a ~~scholarship fund~~ tuition waiver 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 must be actively employed in a full-time or adjunct faculty position during the semester of attendance.
2. This benefit is available on the employee's first day of employment or rehire. Eligibility is not retroactive; an employee must be actively employed at the start of the term to use the benefit.
3. 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.
4. The number of courses taken during a normal working day by any full-time employee will be limited to one course (up to 3 credit hours); ~~unless special permission is granted by the employee's supervisor and the Executive Vice President.~~

B. Part-Time Classified Employees and their Dependents/Spouse or Civil Union Partner

1. The Board will provide a ~~scholarship fund~~ for full tuition coverage only at Highland Community College for all classified part-time employees ~~providing space is available in the classroom~~ working at least 14 hours per week. Temporary and on-call part-time employees, as well as student workers, are not eligible for this benefit.
2. The policy will be effective upon one continuous full year of employment for classified 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.

3. If a part-time classified employee has a break in service of more than four months, their eligibility for this benefit will start over.
4. Part-time classified employees must be actively employed at Highland during the semester of attendance for the benefit to be effective. Eligibility is not retroactive; an employee must meet the eligibility criteria at the start date of the term to use the benefit.
5. Part-time classified employees are encouraged to take classes during non-work hours unless their work schedule can be adjusted.
6. ~~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 who meet the eligibility requirements as outlined above.~~
  - a. The scholarship will provide half of the tuition coverage for half time (equivalent to working 20-27 hours per week) regular administrative and classified employee's dependents, (including spouse or Civil Union partner);
  - b. and will provide three-quarters of the tuition coverage for three-quarter time (equivalent to working 28-32 hours per week) regular administrative and classified employee's dependents, (including spouse or Civil Union partner).

C. Part-time Faculty and their Dependents/Spouse or Civil Union Partner

1. Part-time instructors, including instructors teaching dual credit courses, are eligible for full tuition coverage only at Highland Community College if teaching at least 6 contact hours per semester. Part-time instructors paid on an hourly basis must teach at least 14 hours per week. Instructors hired to teach Lifelong Learning or Business Institute classes are not eligible.
2. Part-time instructors, including instructors teaching dual credit courses, are eligible for this benefit after completion of four consecutive semesters of instruction (instructors must teach 6 contact hours or 14 hours per week each of those four semesters). Examples of consecutive semesters are teaching fall/spring/fall/spring with no gap of employment, four consecutive fall semesters, or four consecutive spring semesters. Pre-summer and summer terms are not given consideration when determining consecutive semesters.
3. The Board will provide a scholarship fund for partial half tuition coverage only at Highland Community College for all part-time faculty's instructors' spouses or Civil Union partners, dependent children, and

~~dependent grandchildren providing space is available in the classroom meeting the eligibility outlined above. 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.~~

4. ~~Part-time instructors must be actively teaching Highland course(s) during the semester of attendance for the benefit to be effective. An instructor teaching 8 week classes will be treated similarly to an instructor teaching a full semester as long as they meet other eligibility criteria. For example, if an instructor teaches classes during the second eight weeks of the semester, and they or their dependent/spouse or Civil Union partner takes a class during the first 8 weeks or a full semester class, they would be eligible for the tuition waiver.~~

#### D. Part-time Coaches and their Dependents/Spouse or Civil Union Partner

1. ~~Coaches and assistant coaches who are employed at least 50% time (equivalent to 20 hours per week) during the coaching season qualify for the full tuition waiver benefit.~~
2. ~~Coaches and assistant coaches will be eligible upon completion of two consecutive coaching seasons.~~
3. ~~Coaches and assistant coaches must be actively employed at Highland during the semester of attendance for the benefit to be effective.~~
4. ~~The Board will provide half tuition coverage only at Highland Community College for all part-time coaches and assistant coaches' spouses or Civil Union partners, dependent children, and dependent grandchildren meeting the eligibility criteria outlined above.~~

#### E. Loss of Eligibility

~~If an employee terminates employment from Highland Community College prior to the start of the term for which they or their spouse, Civil Union partner, or dependent are receiving a tuition waiver, the waiver will be removed from the student's account. If the student chooses to remain enrolled in the class(es) they will be responsible for the cost of the tuition. If an employee terminates after the term has already started, the tuition waiver will remain on the account.~~

~~Other instances that may result in the loss of tuition waiver eligibility include the employee's hours being reduced below the minimum requirement prior to the~~



start of classes or a part-time instructor's class load falling below 6 contact hours before or soon after the start of classes.

#### F. Application of Tuition Waiver

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) after being approved by Payroll/Human Resources 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.

#### G. Dependent Definition "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.

**AGENDA ITEM #IX-C-1  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
COORDINATOR, UPWARD BOUND**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Ms. Sarah Leif as full-time Coordinator, Upward Bound, beginning January 18, 2018, at an annual salary of \$36,000, plus appropriate fringe benefits. This is a full-time exempt professional position and is within the FY18 Upward Bound grant budget.

**BACKGROUND:** Ms. Leif is a recent graduate from Northern Illinois University earning a Bachelor of Arts degree in Non-profit and NGO Studies with an emphasis in Advocacy. Sarah completed a long-term internship at United Way of Northwest Illinois in Freeport where she gained experience in communications and organizational management duties, grant writing, event planning, recruitment, along with responsibilities for updating the website. Sarah was a student worker in the TRIO Student Support Services office in DeKalb, Illinois where she assisted students with mentoring, and partnered with the student director and student engagement officer. She also collaborated and communicated with students in financial crisis and educational risk management. Ms. Leif has social medial outreach, press release writing, and allocation management experience. In addition, Ms. Leif has served as a mentor for the NIU Service Leaders group, a mentor for the Global Friends Network, and in FY16, was a student speaker for the TRIO Student Support Services. Ms. Leif received her Associate of Arts degree from Highland Community College.

With her experience and skills, we are pleased to have Ms. Leif join our Upward Bound team at Highland Community College.

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

**AGENDA ITEM #IX-C-2  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
DIRECTOR, MARKETING & COMMUNITY RELATIONS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Ms. Leslie Schmidt as full-time Director, Marketing & Community Relations, beginning January 29, 2018, at an annual salary of \$60,055 plus appropriate fringe benefits. This is a full-time exempt administrative position and is within the FY18 budget.

**BACKGROUND:** Ms. Schmidt comes to us with experience in all aspects of the Marketing & Community Relations position, such as marketing strategy, media buying, emergency communications, and public relations. Leslie comes to us from Monroe Clinic, a similarly structured environment, where she served as a Marketing Specialist for approximately eight years. Ms. Schmidt was an adjunct instructor at Blackhawk Technical College in Monroe, Wisconsin, teaching Marketing and Community Education. Leslie also has experience through employment at The Monroe Times where she held a Circulation Sales Specialist position and then a Media Consultant position. Ms. Schmidt has a Master's degree in Health Communication from the University of Illinois Urbana-Champaign. Prior to that, she obtained a Bachelor of Arts degree in Journalism from NIU in DeKalb and an Associate of Arts from Lincoln College in Lincoln, Illinois.

Ms. Schmidt is a recent graduate of the Highland Community College Leadership Institute. She has received numerous honors and distinctions in her field.

With her experience and skills, we are pleased to have Ms. Schmidt lead our Marketing & Community Relations department and advocate for Highland Community College.

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

**AGENDA ITEM #IX-C-3  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION  
STUDENT RETENTION SPECIALIST**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Student Retention Specialist with placement remaining at range 34 on the Highland Salary Range Table. This is a non-exempt support staff position and is included in the FY18 College budget.

**BACKGROUND:** Due to the resignation Jessica Polsean, Student Retention Specialist, this job description is being amended at this time to bring the job responsibilities, knowledge, and skills up to date. This position remains and is being advertised as a part-time, 32-hour per week position.

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

## Highland Community College Position Description

**TITLE: Student Retention Specialist\***

**GENERAL STATEMENT OF RESPONSIBILITIES:** Assists with retention efforts by supporting the student population of the college.

**PRINCIPAL DUTIES: (essential functions)**

- Provides assistance to students with disabilities in Learning Services by administering and proctoring placement testing accommodations, following up with students to provide support and encouragement, and providing educational information to faculty and staff about services available to students with disabilities. Trains students in the use of adaptive equipment and schedules Disability Services testing.
- Assists and supports at-risk students through the Early Alert System. Acts as a liaison and resource for students to facilitate the use of academic and support programs.
- ~~Coordinates the emergency book payment plan, serves~~ Serves as back-up for testing data upload process, and assists with departmental activities.
- Communicates verbally and in writing with students and prospective students regarding the enrollment process; appropriately communicates to specialists in Financial Aid, Advising, Success Center and other College departments as appropriate. Proactively responds to and follows-up on student inquiries.
- Coordinates services and student needs with advisors, specialists, Career Services and other College departments as necessary.
- Administers and proctors various tests for the Testing Center including: Pearson, CLEP, ~~DHSDSST~~, Accuplacer, and make-up exams.
- Provides administrative support to Success Center staff such as course evaluation processing, syllabi management using CurricUNET, entering course semester schedules in Banner, preparing faculty contracts, and PTK support. Submits and receives purchase orders and invoices.
- May coordinate the peer mentor program by supervising peer mentors, pairing mentors and mentees based on their needs, developing support plans for mentees, and guiding mentors to help students succeed.
- May be required to flex weekly hours as needed to cover the Testing Center during the day and/or evenings.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of principles and practices of office administration.

Knowledge of Financial Aid, Admissions & Records and Academic Advising policies and procedures.

Knowledge of basic functions of departments and areas around campus in order to serve as a campus resource.

Knowledge of computer operations and software applications.

Knowledge of principles, practices and processes of testing.

Knowledge of principles, practices and procedures related to students with disabilities.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of customer service techniques.

Skill in operating office equipment and computer hardware and software applications.  
Skill in maintaining confidential information.  
Skill in communicating effectively verbally and in writing.  
Skill in establishing and maintaining effective relationships with co-workers and others.  
Skill in providing excellent customer service.  
Skill in interpreting policies and procedures regarding the enrollment process and record keeping.  
Skill in responding to inquiries.

**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:** ~~Associate's degree~~ Bachelor's degree and two (2) years working in a customer service or communication field OR an equivalent combination of education and work experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None.

**REPORTS TO:** Director, Learning and Transitional Education Services

**SELECTION:** This position is appointed by the President.

**FLSA CLASSIFICATION:** Non-Exempt

**CLASS CODE:** 4813

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

**LAST REVISED:** ~~09/27/16~~ 2/20/18 Pending board Approval

**AGENDA ITEM #IX-C-4  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION  
TESTING AND CAREER SERVICES SPECIALIST**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Testing and Career Services Specialist with placement remaining at range 30 on the Highland Salary Range Table. This is a non-exempt support staff position and is included in the FY18 College budget.

**BACKGROUND:** Due to the resignation Theresa Kepner, Testing and Career Services Specialist, this job description is being amended at this time to bring the job responsibilities, knowledge, and skills up to date. This position remains, and is being advertised as, a 32-hour per week position.

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

## Highland Community College Position Description

**TITLE:** Testing & Career Services Specialist\*

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide placement testing and other testing services for internal and external College customers and to provide assistance and support in Career Services.

**PRINCIPAL DUTIES: (essential functions)**

- Assists and supports traditional and high-risk students.
- Administers and proctors placement test to prospective HCC students, including those given in area high schools.
- ~~Immediately processes completed student~~ Perform testing data entry/upload processes to enter placement test data in BANNER.
- Assists Career Services with the Student Worker Program, such as determining student worker program eligibility and processing student worker hiring paperwork.
- Provides administrative support for Career Services, such as assisting with maintenance and utilization of College Central Network, arranging facilities for workshops and classes, coordinating job postings. Assist with supervision of Career Services/Advising student workers. Assists with special projects such as the Job Fair and on-site employer visits.
- Provides essential customer service to students, faculty and staff.
- Provides testing services for other internal and external customers, including administering the ~~TEAS Kaplan~~ for prospective nursing students, CLEP, DSST and ISU Math Placement tests.
- Assists the Director of Learning and Transitional Education Services with generation of placement test reports and statistics. ~~Mails placement test results when appropriate.~~
- ~~Maintains and transmits Compass data to ACT and assists with ordering placement test supplies.~~ Provide support for the Fast Forward and Quick Start programs.
- Processes changes to the ~~Highland Placement Test Manual~~ all testing and Career Service related manuals.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of principles, practices and processes of testing.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of computer operations and software applications.

Knowledge of report preparation and formatting.

Knowledge of customer service techniques.

Skill in operating office equipment and computer hardware and software applications.

Skill in maintaining confidential information.

Skill in composing memos, letters, reports and other documents.

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 20 pounds.

Adopted 1/23/2008

Testing & Career Srvc Specialist position description1TG



**MINIMUM QUALIFICATIONS:** High school diploma, with ~~Associate's~~ Bachelor's degree preferred and two (2) years office experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None.

**REPORTS TO:** Director, Learning and Transitional Education Services

**APPOINTED BY:** President.

**FLSA CLASSIFICATION:** Non-Exempt

**CLASS CODE:** 4715

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

**LAST REVISED:** ~~06/17/14~~ 2/20/18 \*Pending Board Approval

**AGENDA ITEM #IX-C-5  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION  
COORDINATOR, TESTING CENTER**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Coordinator, Testing Center with placement remaining at range 38 on the Highland Salary Range Table. This is a non-exempt support staff position and is included in the FY18 College budget.

**BACKGROUND:** Due to the resignation Tracy Conerton, this job description is being amended at this time to bring the job responsibilities, knowledge, and skills up to date for advertising. This position remains and is being advertised as a full-time position.

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

## Highland Community College Position Description

**TITLE:** Coordinator, Testing Center\*

**GENERAL STATEMENT OF RESPONSIBILITIES:** To coordinate the operations of the HCC Testing Center for internal and external customers.

**PRINCIPAL DUTIES: (essential functions)**

- Administers, proctors, and transmits results of various tests conducted through the Testing Center including standardized tests such as CLEP, ~~ACT-Pearson~~, and DSST
- Coordinates Quick Start and dual credit testing.
- Communicates testing program policies, procedures, and schedules.
- Maintains integrity and security of testing environment by tracking inventory of tests and materials, reviewing procedures for security, and insuring proper storage and return of test materials to testing companies.
- Trains, mentors, and schedules the work of other Testing Center staff, including hiring and overseeing work of student workers.
- Observes college, state, federal and test agency policies and procedures for security/confidentiality of testing records.
- In conjunction with supervisor, develops and updates testing services, policies, and procedures. Expands testing services through exploration and development of new testing contracts to meet student and community needs.
- Tracks and generates reports relating to Testing Center usage and statistics.
- Gathers feedback from faculty and students on Testing Center services.
- Collaborates with Coordinator, ~~ADA-Disability Services~~ to ensure appropriate testing accommodations are made when necessary.
- Is required to flex weekly hours as needed to cover evening hours.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of principles, practices and processes of testing.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of computer operations and software applications.

Knowledge of report preparation and formatting.

Knowledge of customer service techniques.

Understanding and compliance with Federal and state privacy laws related to students.

Skill in operating office equipment and computer hardware and software applications.

Skill in communicating effectively.

Skill in maintaining confidential information.

Skill in composing memos, letters, reports and other documents.

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 required, with two (2) years experience providing tests in an academic setting or standardized testing environment preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Valid Driver's License. Bachelor's degree is required for administering certain tests.

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

**REPORTS TO:** Director, Learning and Transitional Education Services

**APPOINTED BY:** President

**FLSA CLASSIFICATION:** Non-exempt

**CLASS CODE:** 4716

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

**ADOPTED:** ~~06/17/14~~ 2/10/18 \*Pending Board Approval

**AGENDA ITEM #IX-C-6  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION  
FINE ARTS TECHNICAL COORDINATOR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Fine Arts Technical Coordinator with placement at range 44 on the Highland Salary Range Table. This is an exempt professional position.

**BACKGROUND:** A review of staffing requisitions occurs at College Core Cabinet meetings. At the October 31, 2017, Core Cabinet meeting, the Cabinet recommended that the request for a full-time Fine Arts Technical position be approved. Following Elwyn Webb's retirement in January 2014, the Scene and Lighting Designer job description was archived. With the full-time faculty hire of a Theatre instructor in Spring 2016, the acting track has expanded considerably and has relied on the help of a full-time faculty member from a different division to cover the technical needs of the theater, as well as performing technical assistance to the music and visual arts areas. That faculty member left Highland at the end of the FY17 academic year. The technical theatre needs were contracted out this past fall. Filling a Fine Arts Technical Coordinator position with an MFA in technical theatre emphasis will allow this track of the theatre program to be offered again. It is expected this position will teach up to six contact hours per semester of technical theatre courses and will work to recruit students into the theatre program and especially into the technical theatre area. This position will also work to coordinate the set design, construction, lighting, sound, and other technical needs for theatre productions, music performances, and the visual arts gallery, as needed. This position will be responsible for maintaining, ordering, and properly disposing of equipment and supplies in the Theatre and will ensure all safety protocols are in place and followed. This is being advertised as a full-time position.

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

## Highland Community College Position Description

**TITLE:** ~~Scene and Lighting Designer~~ Fine Arts Technical Coordinator\*

**GENERAL STATEMENT OF RESPONSIBILITIES:** ~~To oversee all aspects of the college's technical theatre productions, provide technical support to the theatre and Fine Arts department and serve as the point of contact for students in the technical theatre.~~

**PRINCIPAL DUTIES: (essential functions)**

- ~~Responsible for designing, constructing and taking down sets for~~ Supervises the construction of the scenery and implements the light and sound plot for approximately five theatrical productions, eight musical performances and four or five other events.
- ~~Designs and researches all productions. Draws floor plans and working drawings for the shows~~ lighting and sound for theatre productions. Designs or oversees the design of lighting and sound for music performances and other events.
- ~~Designs a lighting plot, focus, aim and program lights into the lighting board.~~
- ~~Teaches up to six contact hours each semester (fall, spring and summer).~~
- ~~Maintains scene shop, materials and equipment.~~
- ~~Coordinates technical aspects during performances~~ rental.
- ~~Assists with Visual Arts Gallery preparation and tear down, as needed.~~
- ~~Oversees, trains, and mentors technical theatre student workers.~~
- ~~Recruits students into technical theatre program.~~
- ~~Develops a scenic material budget, orders and gathers materials.~~
- ~~Meets with the production staff to coordinate costumes, sounds, lights and other props.~~
- ~~Instructs shop personnel in safety procedures, maintains GHS/MSDS sheets~~ data, and ensures proper disposal of hazardous materials.
- ~~Maintains power tools, lighting instruments and rigging equipment.~~
- ~~Provides back up support to Box Office.~~
- ~~Evening and weekend hours are required. Expected to be in attendance at all theatre productions and rehearsals; attendance at musical performances and other events as necessary.~~
- ~~Performs other duties as assigned.~~

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of principles, practices and techniques of lighting, sound, and scenery design for stage productions.

Knowledge of construction and building techniques.

Knowledge of technology used in teaching and learning.

Knowledge of computer operation, software applications and electronic equipment.

Knowledge of safe work practices associated with set design and construction and electronic equipment.

Skill in operating tools, and equipment used in set construction and maintaining a safe, hazard free work environment.

Skill in designing theatrical scenery and lighting programs.

~~Skill in maintaining a safe, hazard free work environment.~~ Skill in providing instruction.

Skill in problem solving and critical thinking.

Skill in communicating effectively orally and in writing.

Skill in collaborating with internal and external constituents.

Skill in operating computers, software applications and electronic equipment.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

**PHYSICAL REQUIREMENTS/ACTIVITIES:** The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Work is routinely performed in a theatre. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 60 pounds. Routinely uses paints, solvents and tools associated with construction. Occasionally subjected to fog machines, pyrotechnic devices, electricity and high voltage. Exposure to hazardous physical conditions (mechanical parts, vibration), atmospheric conditions (fumes, odors, dusts), hazardous materials, and work space restrictions.

**MINIMUM QUALIFICATIONS:** Bachelor's-Master's degree in technical theatre design, scenic technology or light or sound design and three-two (32) years scene designer or technical director work experience (graduate coursework experience considered) OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None OSHA Certification within one year of hire.

**REPORTS TO:** Associate Dean, Humanities, & Social Sciences and Fine Arts

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 4312

**JOB SERIES/FAMILY:** Student Support Services Series/Athletics and Arts Group

**LAST REVISED:** 7/21/09 2/20/18 \* Pending Board Approval

**AGENDA ITEM #IX-D-1  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – TUITION**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that Board of Trustees considers for the first reading an increase in the in-district tuition rate from \$141.00 per credit hour to \$148.00 per credit hour effective Fall semester of 2018. In addition, it is recommended that the Board of Trustees considers for the first reading an increase in the senior citizen rate from \$106.00 to \$111.00 per credit hour effective Fall semester 2018. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2018 tuition rates at community colleges contiguous to Highland have been determined.

**BACKGROUND:** While payments of the State of Illinois appropriations for FY2018 have been made regularly, payments for FY2017 have not yet been paid in full. Due to the upcoming political landscape, the likelihood of a State budget for FY2019 is uncertain.

Highland's State funding in FY2015 was \$1,685,712. Had that level been maintained annually for the subsequent three fiscal years, the College would have received about \$1.6 million more in total State funding than has been received and/or allocated. In response to this, tuition has increased, expenses have been reduced, transfers from other funds have been utilized, and the fund balance has absorbed the remaining deficit. With a \$7 tuition increase, it is expected that the fund balance would be reduced to only 9% of operating expenses.

A \$148 tuition rate effective Fall semester of 2018 coupled with our technology fee (\$19) and activity fee (\$13) may be higher than the overall state average in-district tuition and fee rate in FY18, however many colleges have not yet determined tuition and many are discussing significant increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include a small increase in property tax values and significantly diminished State support indicate that this recommended increase in tuition may require the College to evaluate additional revenue increases and/or expense reductions and adopt a deficit budget in FY19, to be offset by a planned decrease in the Operating Funds fund balance.

If (as originally planned when Illinois Community Colleges were established) State funding was one-third of the College's revenue sources, then we would only be looking at a per credit hour tuition rate of about \$120.

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



**AGENDA ITEM #IX-D-2  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT  
PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY COMMUNITY  
COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS  
AND CARROLL AND STATE OF ILLINOIS**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

**BACKGROUND:** As part of the 2014 bond issuance in the amount of \$3,300,000, the College adopted a Resolution on July 15, 2014, to provide for the issuance of debt certificates. The debt certificate Resolution included a requirement for the Board to consider the attached Resolution, which “identifies all or a designated portion of each Work Contract to the Installment Purchase Agreement between the District and the Seller-Nominee of the Project”. In other words, the Board must periodically approve a listing that specifies the purchases made with funds received as part of the bond issuance process to renovate, equip, or improve the College.

The attached Resolution includes a listing of expenditures made (by project), the contractor or vendor to whom the payment was made, and the amount of such payments for the period June 1, 2017 through January 31, 2018. (The Board approved a Resolution in November of 2015 for expenses through September 30, 2015, in August of 2016 for expenses from October 1, 2015 through June 30, 2016, and in June of 2017 for expenses from July 1, 2016 through May 31, 2017.) Multiple payments to one vendor for a particular project are combined. All payments have already been approved by the Board through the monthly approval of the payment of bills. The College has followed any other necessary state regulations or Board policies related to purchasing and selection of vendors. The attached Resolution simply identifies the expenses as those made with funds received as part of the bond issuance process, as required.

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

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

\* \* \*

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively "*Applicable Law*"); and

WHEREAS, on the 15th day of July, 2014, the Board of Trustees of the District (the "*Board*") adopted a resolution (the "*Certificate Resolution*") entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of not to exceed \$3,250,000 Debt Certificates, Series 2014, of said Community College District, evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates.

; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Procedure for Identification.* Contracts ("*Work Contracts*") have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary and Treasurer of the Board. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors

and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

*Section 3. Identification of Work Contracts.* The following Work Contracts are hereby identified to the Agreement:

<u>Brief Description of Work Contract/Expenditure</u>	<u>Name of Contractor/Vendor</u>	<u>Identified Amount</u>
Chemistry Lab and Stockroom Renovation	Miele, Inc.	15,769
Chemistry Lab and Stockroom Renovation	Larson & Larson Builders, Inc.	44,267
Chemistry Lab and Stockroom Renovation	PSA Laboratory Furniture	4,223
Classroom Digital Upgrades	Conference Technologies Inc.	596
Mass Communications Program	B&H Photo	12,207
Website Redesign	Morningstar Media Group Ltd.	15,000
Technology, Campus Network	Provantage	3,772
Technology, Campus Network	CDWG	1,927
Technology, Campus Network	Paragon Development Systems	43,346
Technology, Campus Network	Conference Technologies, Inc.	2,495

*Section 4. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

*Section 5. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted \_\_\_\_\_, 20\_\_.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

**AGENDA ITEM #IX-D-4  
FEBRUARY 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the January 2018 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 328492 through 328860 amounting to \$990,388.27, Automated Clearing House (ACH) debits W0000454 through W0000458 amounting to \$9,360.68. Other Debits D0000076 amounting to \$27.90 and Electronic Refunds of \$4,001.93 with 8 adjustments of \$1,821.44 such warrants amounting to \$1,001,957.34. Transfers of funds for payroll amounted to \$428,025.33.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for January consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

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

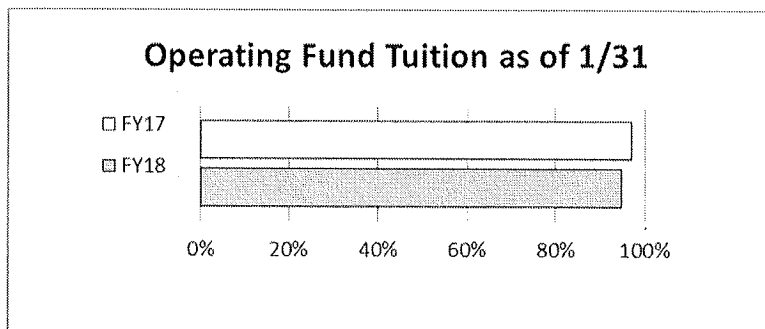
**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, January 31, 2018**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$228,248.06	\$833.34	\$0.00	\$229,081.40
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,462.35	0.00	0.00	172,462.35
<b>TOTAL ASSETS</b>	<b>\$421,279.67</b>	<b>\$833.34</b>	<b>\$0.00</b>	<b>\$422,113.01</b>
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	833.34		81,696.27
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,695.13			96,695.13
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
<b>TOTAL</b>	<b>\$421,279.67</b>	<b>\$833.34</b>	<b>\$0.00</b>	<b>\$422,113.01</b>

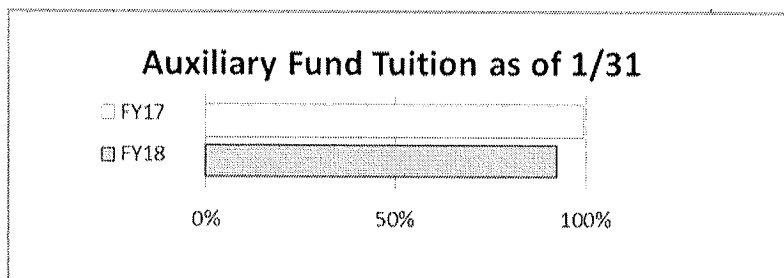
**AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18**

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

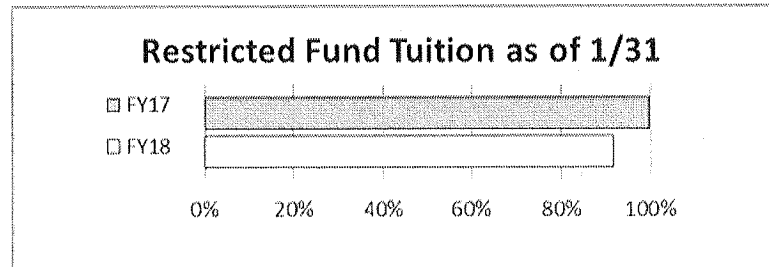
- As of January 31<sup>st</sup>, we are 58% of the way into FY18.
- During January, the State of Illinois paid the College \$249,000 for FY17 allocations. The balance now owed to the College for FY17 is \$355,000 (total allocation was \$1,244,000). Payments for FY18 allocations have been monthly in varying amounts. The total still owed to the College for FY18 is \$373,000 (total allocation was \$1,246,000).
- **Current Results as of Month End:** The following charts show the comparison of the FY18 financial results for various items, as labeled, to FY17 results as of January 31. The FY17 bar is the year-to-date results as of January 31, 2017, divided by the actual year-end results for FY17. The FY18 bar is the year-to-date results for January 31, 2018, divided by the annual budgeted amount for FY18.



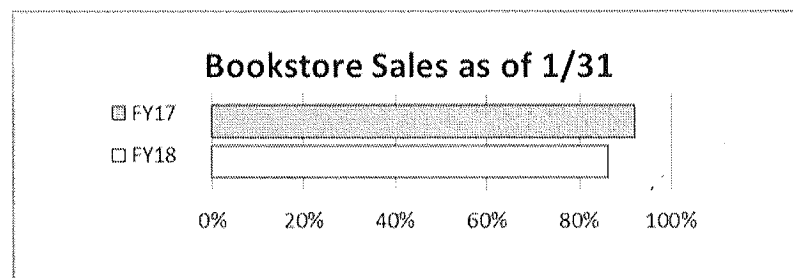
Operating Fund tuition revenue appears to be about 2% less than anticipated at this point in time. If Operating Fund tuition revenue is 2% less than budgeted for the fiscal year that amounts to about \$108,000.



Auxiliary Fund tuition revenue (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.



Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 8% less than anticipated at this point in time. If restricted fund tuition revenue is 8% less than budgeted for the fiscal year that amounts to about \$34,500.



Bookstore sales appear to be about 6% lower than anticipated at this point in time. Based on a review of revenue, inventory levels, and cost of goods sold at this time, it appears that the bookstore net income should end the fiscal year around the amount budgeted. Sales levels are below budgeted and there is a corresponding decrease in the expense of items purchased for resale.

- The College will begin the regular budget process in February to build the FY19 budget. This process will include an information gathering component that involves all staff.



AGENDA ITEM #X-A  
 FEBRUARY 20, 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 January 31, 2018

<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	844,647	77.9%
Equalization	50,000	29,169	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	104,634	31.4%
Dept. of Educ.	6,000	1,057	17.6%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	5,143,055	94.9%
Sales & Services	39,250	30,578	77.9%
Facilities Revenue	108,876	53,355	49.0%
Interest on Investments	8,000	12,164	152.1%
Non-Govt. Gifts, Grants	889,398	679,866	76.4%
Miscellaneous	16,489	33,134	200.9%
	-----	-----	-----
Total Revenue	\$14,128,087	\$9,935,078	70.3%
<u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$4,519,349	50.9%
Employee Benefits	2,324,610	1,504,102	64.7%
Contractual Services	805,650	377,383	46.8%
Materials & Supplies	926,435	485,447	52.4%
Conference & Meeting	282,618	93,342	33.0%
Fixed Charges	57,612	32,504	56.4%
Debt Certificate Payment	439,431	410,866	93.5%
Utilities	659,741	581,560	88.1%
Capital Outlay	-	23,682	0.0%
Other Expenditures	447,484	286,581	64.0%
Transfers (In) Out	105,119	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,928,441	\$8,314,816	55.7%
Excess of Revenues Over Expenditures	(\$800,354)	\$1,620,262	
Fund Balance 7/1/17	3,880,209	3,880,209	
	-----	-----	
Fund Balance 1/31/18	\$3,079,855	\$5,500,471	

AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$741,500	\$400,935	54.1%
Interest on Investments	-	1,943	0.0%
Other	-	-	0.0%
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Total Revenue	\$741,500	\$402,878	100.0%
EXPENDITURES:			
-----			
Contractual Services	125,698	25,510	20.3%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	1,974,653	414,861	21.0%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,109,346	\$440,371	20.9%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$37,493)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
-----	-----	-----	
Fund Balance 1/31/18	\$515,007	\$1,845,360	

AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

AUXILIARY ENTERPRISE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$315,000	\$291,335	92.5%
Bookstore Sales	834,000	718,590	86.2%
Athletics	42,460	18,846	44.4%
Other	121,100	144,286	119.1%
	-----	-----	-----
Total Revenue	\$1,312,560	\$1,173,057	89.4%
EXPENDITURES:			
-----			
Salaries	\$302,850	\$138,113	45.6%
Employee Benefits	33,489	19,064	56.9%
Contractual Services	86,770	40,934	47.2%
Materials & Supplies	816,562	626,935	76.8%
Conference & Meeting	182,965	93,900	51.3%
Fixed Charges	5,470	429	7.8%
Utilities	600	600	100.0%
Capital Outlay	500	602	120.4%
Other Expenditures	15,016	24,295	161.8%
Transfers	(135,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,309,222	\$944,872	72.2%
Excess of Revenues Over Expenditures	\$3,338	\$228,185	
Fund Balance 7/1/17	\$3,062	\$3,062	
	-----	-----	
Fund Balance 1/31/18	\$6,400	\$231,247	

AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2018

<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	1,913,383	43.3%
Other Federal Sources	34,443	23,878	69.3%
Tuition & Fees	575,000	526,886	91.6%
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	178,762	58.7%
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Total Revenue	\$5,842,727	2,836,791	48.6%
<u>EXPENDITURES:</u>			
Salaries	\$871,765	\$503,610	57.8%
Employee Benefits	181,984	88,934	48.9%
Contractual Services	588,030	149,623	25.4%
Materials & Supplies	85,982	102,561	119.3%
Conference & Meeting	55,760	21,388	38.4%
Fixed Charges	24,221	300	1.2%
Utilities	4,152	-	0.0%
Capital Outlay	31,299	33,541	107.2%
Other Expenditures	43,703	8,652	19.8%
Financial Aid	4,042,939	-	0.0%
Transfers out	13,881	1,830,829	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$2,739,438	46.1%
Excess of Expenditures Over Revenue	(\$100,989)	\$97,353	
Fund Balance 7/1/17	901,263	901,263	
	-----	-----	
Fund Balance 1/31/18	\$800,274	\$998,616	

AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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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 1/31/18	\$11,048	(\$10,870)	

AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,694,688	\$841,549	49.7%
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Total Revenue	\$1,694,688	\$841,549	49.7%
EXPENDITURES:			
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Fixed Charges	\$1,680,721	\$1,615,053	96.1%
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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	
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Fund Balance 1/31/18	\$978,539	\$191,068	

AGENDA ITEM #X-A  
 FEBRUARY 20, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$993,000	\$476,570	48.0%
Other	0	5,074	100.0%
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Total Revenue	\$993,000	\$481,644	48.5%
EXPENDITURES:			
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Salaries	\$285,461	\$158,326	55.5%
Employee Benefits	347,553	205,996	59.3%
Contractual Services	296,012	251,439	84.9%
Materials & Supplies	11,900	5,069	42.6%
Conference & Meetings	13,200	325	2.5%
Fixed Charges	214,916	215,321	100.2%
Utilities	6,822	3,880	56.9%
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Total Expenditures	\$1,175,864	\$840,356	71.5%
Excess of Revenues			
Over Expenditures	(\$182,864)	(\$358,712)	
Fund Balance 7/1/17	\$386,040	\$386,040	
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Fund Balance 1/31/18	\$203,176	\$27,328	