

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

April 11, 2018 – 8:00 a.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: March 7, 2018 Board Retreat
 March 7, 2018 Audit & Finance Committee Meeting
 March 20, 2018 Regular Meeting
- IV. Comments from Outgoing Student Trustee
- V. Seating of Newly Elected Student Trustee
- VI. Public Comments
- VII. Introductions
- VIII. Student Focus: American Chemical Society Conference Presentation
- IX. Budget Report
- X. Presentation on Potential Solar Array Project
- XI. Foundation Report
- XII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Request for Illinois Community College Board (ICCB) Status of “Recognition Continued” (Page 1)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- XIII. Main Motions
 - A. Academic
 - 1. College*NOW* Agreement Between Highland Community College and Durand School District #322 (Page 6)
 - B. Administration
 - 1. New Job Description: Director, International Preservation Studies Center (Page 9)

- C. Personnel (None)
- D. Financial
 - 1. Agreement with Rock Gate Capital DBA 160 Driving Academy for Tractor-Trailer Driver Training Program (Page 12)
 - 2. CurricUNET Annual Hosting and Technical Support Agreement (Page 19)
 - 3. Acceptance of Bid for Protection, Health, and Safety Project: Fire Alarm Replacement (Handout)
 - 4. Submission of Facilities Master Plan to the Illinois Community College Board (Page 24)
 - 5. Payment of Bills and Agency Fund Report (Page 36)

XIV. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 38)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XV. OLD BUSINESS

- A. Faculty Senate Report

XVI. 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

XVII. 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: Director, International Preservation Studies Center (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

XVIII. New Business

XIX. Dates of Importance

- A. Next Regular Board Meeting – May 15, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Ceremonial Signing of RN to BSN Agreement with Columbia College – May 15, 2018, at 3:15 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- C. Honors Convocation – May 17, 2018, at 7:00 p.m. in the Ferguson Fine Arts Center
- D. Commencement – May 19, 2018, at 10:00 a.m. in the Courtyard between the Marvin-Burt Liberal Arts Center, Dorothy and RC Clock Technology Center, and the Ray and Betty Stamm Health Science Nursing Wing
- E. Next Quarterly Board Retreat – June 6, 2018, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XX. Adjournment

AGENDA ITEM #XII-B-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

REQUEST FOR ILLINOIS COMMUNITY COLLEGE BOARD (ICCB)
STATUS OF "RECOGNITION CONTINUED"

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees requests the Illinois Community College Board to assign a Status of "Recognition Continued" to District #519.

BACKGROUND: Every five years the College must submit a letter requesting Status of Recognition according to the Illinois Community College Board Recognition Manual. Every five years each community college in the state is reviewed by the Illinois Community College Board. The review involves the submission of a self-evaluation document related to the College's compliance with selected recognition standards and a subsequent audit of College records regarding instruction, finances, personnel, and student services.

BOARD ACTION: _____

**AGENDA ITEM #XII-C-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the 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: _____

Miscellaneous								
Spring 2018				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jenna	Rancingay			Part-time Instruction Supervision D/C				\$75.00
Juliet	Moderow			Part-time Instruction Supervision D/C				\$75.00
David	Esch			Part-time Instruction Supervision D/C				\$75.00
Shara	Ibalio	6847	PERS037QCC	Learn Your Smartphone	2		\$25.00	\$50.00
Shara	Ibalio	6846	PERS037PCC	Learn Your Smartphone	2		\$25.00	\$50.00
Allen	Reed	6908	PERS035VCC	Black Hawk War	5		\$20.00	\$100.00
Cassie	Mekeel	6650	NURS091HBB	Portion of BNA		3	\$1,256.45	\$3,769.35
						2.48	\$1,382.10	\$3,427.61
Leanne	Grahame	7160	NURS091ISX	Nursing Asst Lab	5		\$30.00	\$150.00
Steve	Mihina			Part-time Instruction Supervision D/C				\$75.00
Juliet	Moderow			Part-time Instruction Supervision D/C				\$75.00
Gordon	Dammann	6878	SPTP120ACC	Basic Look at Civil War	8		\$40.00	\$320.00
Shara	Ibalio	6845	DATP110FCC	Word Intro	6		\$25.00	TBD
Shara	Ibalio	6848	PERS037RCC	Learn Your Smartphone	2		\$25.00	\$50.00
Shara	Ibalio	6849	PERS037SCC	Learn Your Smartphone	1.5		\$25.00	\$37.50
Michael	Staver	6883	PERS035CCC	Tapas Cooking	3		\$25.50	\$76.50
Roberta	Andrews	6157	MATH059B	Pre-Algebra II		2	\$464.40	\$928.80
Roberta	Andrews		MATHE2	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews		MATHY3	MAC Lab		2	\$464.40	\$928.80
Kathleen	Sleezer		MATHF2	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer		MATHA2	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer	6329	MATH159B	Int Algebra II		2	\$535.91	\$1,071.82
Nancy	Luepke		MATHG2	MAC Lab		2	\$479.40	\$958.80
Nancy	Luepke		MATHM2	MAC Lab		2.5	\$479.40	\$1,198.50
Nancy	Luepke	6228	MATH067B	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATHB2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHC2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHD2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHE2	MAC Lab		2	\$479.40	\$958.80
Mark	Miller		MATHY5	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHC2	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATHH2	MAC Lab		2	\$535.91	\$1,071.82
Don	Tresemmer	6136	MATH058B	Pre-Algebra I		2	\$479.40	\$958.80
Evan	Talbert			Part-time Instruction Supervision D/C				\$75.00
Roger	Hicks	6266	WELD232N	Int Welding		3.8	\$479.40	\$1,821.72
Jeremy	Monigold	6436	INFT146Y1	Int Access		1	\$1,256.45	\$376.94*
Jeremy	Monigold	6437	INFT147Y1	Adv Access		2	\$1,382.10	\$276.42*
Bruce	Pittluck	6430	INFT140A	Beg Excel		1	\$535.91	\$444.81*
Bruce	Pittluck	6428	INFT141Y1	Int Excel		1	\$535.91	\$535.91
Aaron	Sargent	6626	OCED290DC	Work Pl Exp MTEC		2	\$1,507.74	\$301.55*
Cliff	Klenke	7184	WFD048G	Solder Requalification				\$314.12
*Pro rated based on enrollment								

FIRST	LAST	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	TOTAL SALARY
Other Assignments						
Dale	Brady	Region IV Tournament 3/1/18 4:00 game				\$ 150.00
Edward	Draper	Region IV Tournament 3/1/18 4:00 game				\$ 150.00
Todd	Gilmore	Region IV Tournament 3/1/18 8:00 game				\$ 150.00
Jake	Kilberg	Region IV Tournament 3/1/18 6:00 game				\$ 150.00
Don	King	Region IV Tournament 3/1/18 6:00 game				\$ 150.00
Fritz	Larsen	Region IV Tournament 3/1/18 8:00 game				\$ 150.00
Lynell	Mitchell	Region IV Tournament 3/1/18 8:00 game				\$ 150.00
Michael	Pfeil	Region IV Tournament 3/1/18 4:00 game				\$ 150.00
Gene	Rayford	Region IV Tournament 3/1/18 6:00 game				\$ 150.00
Edward	Schaffer	Stats for 3 tournament basketball games 3/1/18				\$ 120.00
Rod	Anderson	Region IV Tournament 3/3/18 6:00 game				\$ 150.00
Mau	Cason	Region IV Tournament 3/3/18 8:00 game				\$ 150.00
Bradley	Curtis	Security guard Region IV tournament 3/1/18 3pm-11pm				\$ 200.00
Bradley	Curtis	Security guard Region IV tournament 3/3/18 12pm-11pm				\$ 275.00
Bradley	Curtis	Security guard Region IV tournament 3/5/18 4pm-10:30pm				\$ 162.50
Dan	Fisher	Region IV Tournament 3/3/18 3:00 game				\$ 150.00
Jaime	Hare	Security guard Region IV tournament 3/3/18 12pm-5pm				\$ 125.00
John	Hodel	Region IV Tournament 3/3/18 8:00 game				\$ 150.00
Nick	LoCicero	Region IV Tournament 3/3/18 1:00 game				\$ 150.00
Christopher	Mays	Region IV Tournament 3/3/18 8:00 game				\$ 150.00
Derrick	McCullough	Region IV Tournament 3/3/18 3:00 game				\$ 150.00
Paul	Novak	Region IV Tournament 3/3/18 3:00 game				\$ 150.00
Jonah	Piper	Security guard Region IV tournament 3/3/18 5pm-11pm				\$ 150.00
Jeff	Slattengren	Stats for Region IV tournament basketball games 3/3/18 & 3/5/18				\$ 240.00
Dorran	Stewart	Region IV Tournament 3/3/18 1:00 game				\$ 150.00
Tom	Knight	Region IV Tournament 3/5/18 7:30 game				\$ 150.00
John	Mariani	Region IV Tournament 3/5/18 5:00 game				\$ 150.00
Rhonda	Mont	Region IV Tournament 3/5/18 5:00 game				\$ 150.00
Scott	Tierney	Region IV Tournament 3/5/18 7:30 game				\$ 150.00
Andrew	Williams	Region IV Tournament 3/5/18 7:30 game				\$ 150.00
Amy	Wright	Choreographer for Sense and Sensibility				\$ 500.00
Victoria	Landron	Region IV Tournament 3/3/18 1:00 game				\$ 150.00
Leanne	Surmin	Region IV Tournament 3/5/18 5:00 game				\$ 150.00
Dean	Buckwalter	Worked scorer's table for 9 Region IV tournament games				\$ 360.00
Kim	Grimes	Worked scorer's table for 9 Region IV tournament games				\$ 360.00
Jeff	Slattengren	Stats for 3/10/18 men's basketball game				\$ 40.00
Misty	Witt	Worked scorer's table for 9 Region IV tournament games				\$ 360.00
Dale	Dunn	Official 3/10/18 for district championship game				\$ 527.00
Brian	Fitzgerald	Official 3/10/18 for district championship game				\$ 385.00
Tom	Knight	Official 3/10/18 for district championship game				\$ 356.00
Julie	Lee	Team pictures for men's/women's basketball, softball				\$ 195.00
Ciarah	Mitchell	Filmed 18 women's basketball games and 2 men's basketball games				\$ 200.00
Kim	Ramirez	Medical coding course second installment				\$ 4,830.00
Dean	Buckwalter	Worked scorer's table 3/10/18 men's basketball game				\$ 40.00
Kim	Grimes	Worked scorer's table 3/10/18 men's basketball game				\$ 40.00
Misty	Witt	Worked scorer's table 3/10/18 men's basketball game				\$ 40.00

			COURSE	CLOCK	CREDIT	TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	SALARY
Robert	Dixon	Graphic design work for Job Fair, Boyer, Library poetry poster, growl towel, bookmarks, Dual Credit fact cards, Top 10% card, Spring calendar updates				\$ 9,517.50
Bradley	Curtis	Security guard Region IV basketball tournament 3/10/18 6pm-10pm				\$ 100.00
Mateo	Diaz	Worked backstage for Sense & Sensibility				\$ 310.00
John	Hartman	Piano tuning				\$ 65.00
Jonah	Piper	Security guard Region IV basketball tournament 3/10/18 6pm-10pm				\$ 100.00
Toby	Causby	Professional fees - Professional Development Day 3/20/18				\$ 3,000.00
John	Reed	Softball assignor fee				\$ 120.00
Camelot Costumes LLC		Labor for Sense & Sensibility				\$ 1,500.00
Jada	Bolden	Filming and stats for 11 men's and 13 women's basketball games				\$ 240.00
Peter	Jimenez	Region IV Tournament 3/3/18 game				\$ 150.00

AGENDA ITEM #XIII-A-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DURAND SCHOOL DISTRICT #322

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreement for qualified students attending Durand High School (DHS).

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 DHS reflect a rate increase. Rates have remained consistent since the program began in 2012. The previous rate no longer covers the cost of participation for these students. For 2018 – 2019, Durand High School will pay half of the cost of CollegeNOW participation (\$1,425) per semester and the remaining charges will be the responsibility of the student and his/her parent or guardian.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2018 – 2019 Academic Year (FY'19)
Durand School District #322 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 in the Summer Semester.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW for the 2018 Fall Semester.
- 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 Durand 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 \$1425 toward the Fall Semester 2018 charges. 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.

**AGENDA ITEM #XIII-B-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION
DIRECTOR, INTERNATIONAL PRESERVATION STUDIES CENTER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Director, International Preservation Studies Center with placement at range 53 on the Highland Salary Range Table. This is a full-time, exempt professional position.

BACKGROUND: At the March 20, 2018, Board meeting, the Board of Trustees approved the Asset Purchase Agreement for acquisition of the International Preservation Studies Center (IPSC) program. In mid-December 2017, the College employed the Center's former executive director as a temporary consultant due to the urgent need to begin recruiting students and to begin getting commitments from instructors to start classes following this acquisition. This new Director, International Preservation Studies Center position will report to the Dean of Humanities, Social Sciences, and Fine Arts and will provide overall coordination of the program and direction of the day-to-day operations.

BOARD ACTION: _____

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Director, International Preservation Studies Center (IPSC)*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide coordination and direction for the International Preservations Studies Center at Highland Community College.

PRINCIPAL DUTIES: (essential functions)

- Communicates college and program mission, vision, strategy, and policies to IPSC instructors.
- Actively participates in and seeks opportunities to develop and promote new and existing program courses as required to remain responsive to the needs of the pertinent fields of study and learning.
- Recruits, screens, and evaluates the work performance of contracted program instructors.
- Consults with the Dean, Humanities, Social Sciences, and Fine Arts if issues arise with performance of contracted program instructors.
- Oversees the development of program class schedules and program teaching assignments and efficiently distributes instructional loads.
- Consults with the Dean, Humanities, Social Sciences, and Fine Arts about the annual budget and makes recommendations for the purchase of supplies, materials, and equipment.
- Represents program instructors to the administration.
- Represents IPSC at relevant local, national, and international events.
- Seeks out possible grant possibilities, and if appropriate, prepares and submits grant applications, and administers grant awards.
- Regularly communicates with instructors to ensure proper preparation for upcoming courses including ordering and/or preparing necessary materials and supplies, preparing A/V requirements, and updating or creating the course binder.
- Schedules and coordinates set up of classrooms in accordance with instructor's request and take-down of all equipment and supplies to proper storage locations when class is over.
- Communicates with students via email, phone, and written correspondence regarding program information requests.
- Coordinates the writing, publishing, and distribution of the IPSC annual Course Schedule.
- Oversees and processes student registration and ensures that student tuition payments are received and applied.
- Regularly posts on program social media accounts.
- Regularly maintains program website.
- Coordinates with the bookstore to order branded merchandise for the program.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of practices in the administration of instructional programs and related support activities.

Knowledge of curriculum, programs, and staff development.

Knowledge of technology used in teaching and learning.

KNOWLEDGE AND SKILLS REQUIRED CONTINUED:

Knowledge of grant administration techniques, budget preparation, and expenditure control.

Skill in communicating effectively in writing and verbally (in both small and large group settings).

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects, and demands.

Skill in developing short and long-range goals for enrollment and retention, including assisting in marketing and developing new program courses and continuing to promote existing program courses.

Skill in researching and writing grants and other operational reports.

Skill in identifying problems, evaluating alternatives, and implementing effective solutions.

Skill in preparing reports, monitoring budgets, and administering policies and procedures.

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

PHYSICAL REQUIREMENTS: The physical requires of this job are light work. Exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.

MINIMUM QUALIFICATIONS: Master's degree in Museum Studies or a related field and five (5) years experience in preservation, collections care, museum leadership OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check

REPORTS TO: Dean, Humanities, Social Sciences, and Fine Arts

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION:

CLASS CODE:

JOB SERIES/FAMILY:

ADOPTED: 4/11/18* Pending Board Approval

**AGENDA ITEM #XIII-D-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE**

**AGREEMENT WITH ROCK GATE CAPITAL
D.B.A. 160 DRIVING ACADEMY
FOR TRACTOR-TRAILER DRIVER TRAINING PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes administration to enter into a formal agreement with Rock Gate Capital, DBA 160 Driving Academy of Glencoe, Illinois, for the tractor-trailer driver training program. Under the agreement, the College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program (“Full Payment Students”). From January 1 to December 31 annually, the College will pay the Firm as follows: \$4,695.00 less the following fees per student for each enrollment milestone:

Each Calendar Year Student Enrollment	HCC Revenue Per Student
1 to 80	13% of \$4,695.00 or \$610.35 per student
Over 80	15% of \$4,695.00 \$704.25 per student

In addition, the firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student arrives at his designated employer. Full-time Highland Agriculture students shall be entitled to a \$500 discount, half of which (\$250) will be waived by 160 Driving Academy, the other half (\$250) will be deducted from the College’s share of total tuition.

This agreement shall begin on July 1, 2017, and continue through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019, with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

BACKGROUND: Through this agreement, 160 Driving Academy will provide the personnel and equipment, as well as the recruitment, instruction, marketing and job placement services for a tractor-trailer driver training program located on the Highland Community College campus. The company has 12 other locations in Illinois, as well as locations in Wisconsin, Indiana, Missouri, Ohio, and Michigan.

Concerns raised in October 2017 regarding the use of fiscal year versus calendar year have been addressed in the agreement, as well as having a reduced rate for Highland’s Ag students taking the training.

BOARD ACTION: _____

160 Driving Academy & Highland Community College
Driver Training School Agreement

This is a Driver Training School Agreement ("Agreement") made this 15th day of May, 2017, by and between Highland Community College (hereinafter referred to as the "College") and Rock Gate Capital, LLC dba 160 Driving Academy, Evanston, IL (hereinafter referred to as the "Firm").

RECITALS

WHEREAS, the Firm is engaged in the business of recruiting, training and placing qualified commercial truck drivers into the trucking industry; and

WHEREAS, the College maintains a permanent facility for the purpose of providing post-high school education,

NOW, THEREFORE, inconsideration of the mutual covenants and consideration set forth herein, the parties hereto agree as follows:

SECTION ONE

Community College Partnership Concept

The Firm and College have agreed to a Community College Partnership Concept as outlined within this agreement. The College agrees to provide a training facility as outlined within this agreement. The Firm agrees to provide comprehensive training services as outlined within this Agreement. The overall concept is to produce a system that allows the Firm to recruit, train, and place a larger quantity of qualified, safety-oriented graduates into productive driving careers within the trucking industry.

SECTION TWO

Firm's Obligations

2.1 **Marketing.** The Firm agrees to use its best efforts to recruit qualified driver training candidates using various advertising, information seminars, and direct contact to grow the program. The Firm agrees to obtain the approval of the College prior to the commencement of any advertising for marketing purposes. The College agrees to market to all of its constituents through its mailings, course catalogue and on-site advertising materials.

2.2 **Financing.** The Firm agrees to actively participate and assist in candidates' tuition financing, including but not limited to Personal financing (savings, home refinance, etc.), credit card, Workforce Investment Act (WIA) and third-party financing for qualified individuals.

2.3 **Course Offering.** The Firm agrees to provide a four or eight week, one hundred sixty (160) hour training course, as determined by the College, developed to prepare students for the Illinois Secretary of State Class A CDL pre-trip, skills and road tests, and ultimately for an entry level position in the trucking industry.

2.4 **Course Prerequisites.** The Firm will ensure all prospective students in the driver training program will have completed all required drug screenings and Department of Transportation physicals prior to the class start date.

2.5 **Firm's Employees.** The Firm's employees who perform services for the College under this Agreement shall also be bound by the provisions of this Agreement. The Firm's employees are solely employees of the Firm and have no accrued or expected employment or benefit rights through the College. At the request of the College, the Firm shall provide adequate evidence that such persons are employees of the Firm and have proper licenses, experience and other necessary qualifications to perform the services required under this Agreement.

2.6 **Harassment Training.** The Firm's employees, if any, who perform services for the College under this Agreement shall undergo at the College's request, sensitivity, diversity, and sexual harassment awareness training prior to performing any services for the College under this Agreement.

2.7 **Insurance.** The Firm will maintain a single limit \$1,000,000 policy, full workers' compensation statutory coverage, and provide a certificate of insurance naming the College as an additional insured on its policies. The Firm waives any rights to recovery from the College for any injuries that the Firm and/or its employees may sustain while performing services under this Agreement and that are a result of the negligence of the Firm or its employees.

2.8 **Indemnification.** The Firm agrees to indemnify and hold harmless the College from any and all liability of any kind or nature whatsoever for any claims, lawsuits or other adverse actions or activities by employees, students or third parties of any nature whatsoever that relate in any way to the Firm's provision of this program, course offering and anything associated therewith.

2.9 **Administrative Requirement.** The Firm and its instructors will comply with all College program admission requirements, grading, grade recording policies and financial aid preapproval procedures in a timely manner. The on-site branch manager will serve as liaison between the Firm and the College.