

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting  
May 15, 2018

Robert J. Rimington Board Room (H-228)  
Highland Community College Student/Conference Center  
Freeport, Illinois

**3:15 p.m. Ceremonial Signing of RN to BSN Agreement with Columbia College of Missouri**

**4:00 p.m. Regular Meeting**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: April 11, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Student Focus: Forensics Team and Men's Bowling Team
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- X. Main Motions
  - A. Academic
    1. Highland Community College and Northern Illinois University Degree Completion Agreement for Hospitality Management (Page 8)
  - B. Administration
    1. First Reading – Revised Policy 5.14: Inventory (Page 8)
    2. First Reading – Revised and Unchanged Policies: Policy Manual Chapter I – Board of Trustees (Page 10)

C. Personnel

1. Revised Job Description: Digital Media and Creative Specialist (Page 44)
2. Revised Job Description: Vice President, Business, Technology and Community Programs (Page 47)
3. Appointment: Nursing Instructor (Handout)

D. Financial

1. Agreement with Rock Gate Capital D.B.A. 160 Driving Academy for Tractor-Trailer Driver Training Program (Page 51)
2. Maintenance and Services Agreement Renewal and Lease Contract for Copier Equipment, Service, Support and PaperCut Printing Software Licenses (Page 58)
3. Payment of Bills and Agency Fund Report (Page 67)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 69)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

**XII. OLD BUSINESS**

- A. Faculty Senate Report

**XIII. 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

**XIV. 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: Vice President, Business, Technology and Community Programs (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

1. Differential: Director of Mass Communication Position (Handout)
2. Differential: Assessment Mentor Position (Handout)

XV. New Business

XVI. Dates of Importance

- A. Leadership Institute Recognition Dinner and Ceremony – May 16, 2018, at 6:30 p.m. – Student/Conference Center room H-201
- B. Honors Convocation – May 17, 2018, at 7:00 p.m. in the Ferguson Fine Arts Center
- C. 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
- D. Adult Education Program 45<sup>th</sup> Spring Recognition Ceremony – May 23, 2018, at 6:00 p.m. – Community Services Center (Building R) Middle Lobby
- 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.)
- F. Next Regular Board Meeting – June 19, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVII. Adjournment

**AGENDA ITEM IX-C-1  
MAY 15, 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 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
Mark	Kloeping	6871	PERS036MCC	Shield Metal Welding	2.5		\$25.00	\$62.50
Mark	Kloeping	6872	PERS036NCC	Intro to Mig Welding	2.5		\$25.00	\$62.50
Jeremy	Monigold	6924	PERS035ZCC	Keeping Your Computer Clean	2		\$25.00	\$50.00
Mark	Peterson	6858	PERS036ACC	Assassination of Garfield	2		\$25.00	\$50.00
Mark	Peterson	6859	PERS036BCC	Assassination of Garfield	2		\$25.00	\$50.00
Mark	Peterson	6862	PERS036FCC	Assassination of Lincoln	2		\$25.00	\$50.00
Mark	Peterson	6863	PERS036GCC	Assassination of Lincoln	2		\$25.00	\$50.00
Michael	Staver	6884	PERS036ECC	Italian Cuisine II	3		\$25.50	\$76.50
Gary	Price	6838	PERS037MCC	Intro to Genealogy	4		\$35.00	\$140.00
Michael	Staver	6887	PERS035HCC	Mexican Cuisine	3		\$25.50	\$76.50
Pete	Norman		Golf Coach					\$1,256.45
Wes	Bertram		Intramural Director					\$500.00
Aaron	Burke		Golf Coach					\$1,256.45
Elias	Patras	6875	PERS036OCC	Inner Voice Intro	1		\$15.00	\$15.00
Elias	Patras	6873	SPTP160ACC	Tapping your Inner Voice	10		\$22.00	\$220.00
Mark	Peterson	6860	PERS036CCC	Assassination of Kennedy	2		\$25.00	\$50.00
Michael	Staver	6888	PERS035ICC	Tamales	3		\$25.50	\$76.50
Steve	Mihina		Part-time Instruction Supervision D/C					\$75.00
Shara	Ibalio	6850	DATP110GCC	Computer Security	1.5		\$25.00	\$37.50
Shelly	Morgan	6651	NURS091BHX	Nursing Asst Clinical		0.4	\$1,256.45	\$50.26
						2.66	\$1,382.10	\$3,726.65
Kay	Sperry	6652	NURS091XBH	Portion of Nursing Asst Clinical		0.51	\$1,256.45	\$653.36
						0.83	\$1,382.10	\$1,147.15
Cassie	Mekeel	6652	NURS091XBH	Portion of Nursing Asst Clinical		0.52	\$1,382.10	\$718.70
						0.83	\$1,507.74	\$1,251.43
Dagny	Brandt		Summerset Assistance					\$800.00
Jeremy	Monigold	6920	PERS035VCC	3D Printing	2		\$25	\$50
Shara	Ibalio	6844	DATP110ECC	Excel Intoduction	3		\$25	\$75.00
David	Esch		Assessment Mentor			1.02	\$1,256.45	\$1,281.58
						0.98	\$1,382.10	\$1,354.46
Michael	Staver	6889	PERS035JCC	French Cuisine II	3		\$25.50	\$76.50
Jim	Yeager		Pre-Production, Principal Photography & Post-Production for Business Institute/Foresight Financial Work project					\$300.00
Margie	Kochsmier		NURS294AX/AXX	Portion of Health&Illness III	16		\$38.00	\$608.00
Evan	Talbert	7256	WFD048H	BASSET				\$120.00
Michael	Staver	6890	PERS035KCC	Vietnamese/Thai Cuisine	3		\$25.50	\$76.50
Mark	Peterson	6864	PERS036HCC	Trip to Sydney	2		\$25.00	\$50.00
Shara	Ibalio	6840	DATP110BCC	Using Cloud Storage	3		\$25.00	\$75.00
Christine	Sanders		Assessment Mentor			2	\$1,382.10	\$2,764.20
Paul	Rabideau		Dual Credit Observation					\$75.00
Jennifer	Roser		Dual Credit Observation					\$75.00
Jennifer	Roser		Dev/Eval of Written Proficiency Exam					\$100.00
Kathy	Heid	1272	PHYD121ACC	Walk & Stretch	30		\$18.00	\$540.00
Kristin	Stinnette		Substitution for Jim Palmer					\$150.00
Corey	Pulfrey		Substitution for Jeff Robertson					\$150.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
Rick	Howarth			Umpire for 3/25/18 softball game				\$ 120.00
John	Reed			Umpire for 3/25/18 softball game				\$ 120.00
Robert	Dixon			Graphic design work for ForeSight				\$ 1,345.00
Frank	Young			Umpire for 3/27/18 softball game				\$ 120.00
John	Reed			Umpire for 3/27/18 softball game				\$ 120.00
Burdette	Odell			Umpire for 3/29/18 softball game				\$ 120.00
Frank	Young			Umpire for 3/29/18 softball game				\$ 120.00
Eric	Olson			Umpire for 4/17/18 baseball game				\$ 180.00
Chris	Head			Region IV Tournament 3/1/18 game				\$ 150.00
Laura	Caswell			Instrumentalist for Spring 2018 Choral concert				\$ 75.00
Kenji	Grahame			Sound for Spring 2018 Choral concert				\$ 125.00
Lou Ann	McMillion			Instrumentalist for Spring 2018 Choral concert				\$ 100.00
Dashaela	Runkle			Hair and makeup for Sense & Sensibility				\$ 200.00
Donald	Wuebbles			Boyer Colloquium honorarium				\$ 1,000.00
Tim	Seward			Umpire for 4/11/18 baseball game				\$ 180.00
Philip	Pupillo			Umpire for 4/11/18 baseball game				\$ 180.00
Laura	Caswell			Accompanist for Chamber Singers for Spring semester				\$ 250.00
Dylan	Daws			Instrumentalist for Spring 2018 Choral concert				\$ 75.00
Michele	Deck			Faculty development training session 5/7/18				\$ 3,000.00
Tammy	Abell			Presenter for Support Staff retreat 4/6/18				\$ 900.00
John	Hartman			Piano tuning				\$ 130.00
Gary	Bidzinski			Umpire for 4/2/18 baseball game				\$ 180.00
Burdette	Odell			Umpire for 4/17/18 softball game				\$ 120.00
Eric	Olson			Umpire for 4/17/18 baseball game				\$ 180.00
Kurt	Suhr			Umpire for 4/2/18 baseball game				\$ 180.00
Frank	Young			Umpire for 4/17/18 softball game				\$ 120.00
Todd	Gilmore			Umpire for 4/19/18 baseball game				\$ 180.00
Philip	Pupillo			Umpire for 4/19/18 baseball game				\$ 180.00
John	Reed			Umpire for 4/19/18 softball game				\$ 120.00
Camelot Costumes LLC				Play practice "How I Learned to Drive"				\$ 100.00
Forrest	Miller			Umpire for 4/21/18 baseball game				\$ 180.00
Eric	Olson			Umpire for 4/21/18 baseball game				\$ 180.00
Peter	Edwards			Umpire for 4/24/18 softball game				\$ 120.00
Frank	Young			Umpire for 4/24/18 softball game				\$ 120.00
Patrick	Beckman			Played in Royal Scots performance				\$ 400.00
Kenji	Grahame			Sound for Royal Scots & Big Band performance				\$ 100.00
Miles	Manthey			Sound for Youth Choir performance 4/30/18				\$ 100.00
Richard	Andrews			Played in Royal Scots performance				\$ 200.00
Abby	Merriman			Lifelong Learning instructor				\$ 190.00
Douglas	Meyers			Self defense training 10/11/17				\$ 150.00
Dashaela	Runkle			Hair and makeup for the play "How I Learned to Drive"				\$ 100.00
Thomas	Stecher			Business Institute instructor - Foresight Financial training				\$ 7,615.00

**AGENDA ITEM #X-A-1  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**HIGHLAND COMMUNITY COLLEGE AND NORTHERN ILLINOIS UNIVERSITY  
DEGREE COMPLETION AGREEMENT FOR HOSPITALITY MANAGEMENT**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached degree completion agreement for Hospitality Management to support the seamless transition of Highland students completing their Associate of Applied Science degree program at Highland to Northern Illinois University for completion of a Bachelor of Science (B.S.) in Hospitality and Tourism Management.

**BACKGROUND:** This agreement is the result of discussions between Hospitality instructor Evan Talbert and representatives of Northern Illinois University.

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



NORTHERN ILLINOIS UNIVERSITY

## College of Health and Human Sciences

### ***Bachelor of Science (B.S.) in Hospitality and Tourism Management – Degree Completion***

***and***

### ***Highland Community College- Associate in Applied Science (A.A.S) in Hospitality Management<sup>1</sup>***

Northern Illinois University (NIU)'s Bachelor of Science in Hospitality and Tourism Management program prepares you for exciting careers in a global industry. You'll gain the most up-to-date knowledge of hotel operations, food service, meeting and event management, as well as learn the skills you'll need to work in the industry's complex business environment.

The degree completion emphasis is off-campus/online and is designed uniquely for hospitality professionals. Applicants must have completed an Associate in Applied Science (A.A.S.) degree in hospitality management, restaurant management, culinary arts or a related degree and have a cumulative grade point average of at least a 2.0.

	Highland required course	NIU Articulation	NIU Requirement satisfied
<b>AAS Hospitality Management:</b> HCC program requirements and applicability toward NIU general education and major requirements  (29 Credit hours)	ACCT 105 (3)	Elective	Elective toward 120 credits
	ACCT 213 (4)	ACCY 206 – Introductory Financial Accounting	Major
	ACCT 214 (4)	ACCY 207– Introductory Cost Management	Elective toward 120 credits
	BUS 121 (3)	MGMT 101 – Introduction to Business and Entrepreneurship	Major – (substitution for MGMT 333)
	BUSN 125 (3)	Elective	Elective toward 120 credits
	ECON 112 (3)	ECON 260 – Principles of Microeconomics	GE-Society and Culture and Major
	ENGL 121 (3)	ENG 103 – Rhetoric and Composition I	GE-Foundational Studies
	INFT 180 (3)	OMIS 259 – Introduction to Business Information Systems	GE-Nature and Technology
	SPCH 191 (3)	COMS 100 – Fundamentals of Oral Communication	GE-Foundational studies

<sup>1</sup> Articulation Plan based on course work required for the AAS Hospitality Management at Highland in the 2017-18 catalog and the B.S. in Hospitality and Tourism Management – Degree completion emphasis in the 2017-2018 catalog and on the Current NIU Articulation Handbook: <https://www.niu.edu/admissions/pdf/articulation-tables/highland.pdf>. Curricular changes will necessitate an update in the articulation plan.



<b>Additional Highland courses to meet NIU general education and/or major requirements:</b> can be completed concurrently while taking NIU courses          (31 credit hours)	BUSN 229 (3)	MGMT 217	Major
	BUSN 246 (3)	Elective	Major (Substitution for MKTG 280)
	ENGL 122 (3)	ENGL 203 – Rhetoric and Composition II	GE-Foundational Studies
	Humanities (6)	Select course to meet NIU Creativity and Critical Analysis Requirement (see Articulation Handbook – link below)	GE– Knowledge Domain
	MATH 171 <sup>2</sup> (4)	MATH 210 – Finite Mathematics	GE-Foundational Studies and Major
	MATH 177 <sup>2</sup> (3)	STAT 208 – Basic Statistics	GE-Foundational Studies and Major
	PSYC 161 (3)	PSYC 102 – Introduction to Psychology	GE-Knowledge Domain and Major
	Science (3)	Select course to meet NIU Nature and Technology Requirement (see Articulation Handbook – link below)	GE-Knowledge Domain
	Additional General Education (3)	Select course to meet NIU Knowledge Domain Requirement (see Articulation Handbook – link below)	GE-Knowledge Domain
<b>Proficiency Credits</b>  (30 credit hours)	AAS Hospitality Management graduates are eligible proficiency in HOSP 202, HOSP 302, HOSP 303, HOSP 304, HOSP 316, HOSP 319, HOSP 320, HOSP 413, HOSP 418, and HOSP 425. These proficiency credits will be held in escrow and be awarded during the last semester prior to degree completion		
<b>Hospitality and Tourism Management major classes to be taken through NIU</b>  NIU courses are offered online at least once a year          (31 credit hours)	<b>NIU Course Number</b>	<b>NIU Course Title</b>	
	HOSP 301 (2)	Career Planning in the Hospitality Industry	
	HOSP 314 (3)	Hospitality Facility Management	
	HOSP 315 (3)	Casino and Gaming Management	
	HOSP 411 (3)	Yield Management in the Hospitality Industry	
	HOSP 417 (3)	Trade Show and Exhibition Management	
	HOSP 426 (3)	Strategic Management in the Hospitality Industry	
	HOSP 430 (3)	Data Analysis for the Hospitality Industry	
	HOSP 491 (1)	Leadership Seminar in Hospitality and Tourism	
	HOSP 492 (2)	Distinguished Speaker Series	
HOSP 495 (8)	Internship in Hospitality Management		

<sup>2</sup> Students will need to earn a "C" or better in MATH 171 or MATH 177 to meet NIU's Quantitative Literacy requirement

**Admission to the Baccalaureate Completion Program**

- Admission to NIU as a regular degree seeking student – refer to Office of Admissions for application deadlines for regular university admission: <http://www.niu.edu/apply/index.shtml>
- Completed AAS in Hospitality Management

For further information:

Lan Li  
Coordinator of Hospitality and Tourism Management  
School of Family and Consumer Sciences  
Northern Illinois University  
815-753-6385  
[lanli@niu.edu](mailto:lanli@niu.edu)

**Academic Advising**

All NIU students must meet university graduation and general education (GE) requirements. Hospitality and Tourism Management – degree completion students work with an advisor to identify GE deficiencies and monitor progress toward completion of these and other university graduation requirements (i.e. 120 total credit hours with at least 31 hours from NIU.)

Approved 3/8/17  
Updated 8/28/17

**AGENDA ITEM #X-B-1  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 5.14  
INVENTORY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a first reading the attached revised policy 5.14 Inventory, which is included in Chapter V, Finance, of the Policy Manual.

**BACKGROUND:** The proposed revision to the attached policy is recommended in order to comply with the requirements of the Governmental Accounting and Transparency Act (GATA). The College must be compliant with GATA in order to maintain eligibility for state funding. Eligibility is verified through an annual internal control questionnaire completed by the College, with corrective actions being identified. The College's procedures related to inventory and fixed assets were identified as needing strengthening by GATA.

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

5.14 Inventory (Revised 1/19/16)

A periodic inventory will be taken of Highland Community College property with a purchase price over \$2,500. A system of inventory control that is compliance with state and federal regulations shall be established and maintained by the Accounting Department.

**AGENDA ITEM #X-B-2**  
**MAY 15, 2018**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED AND UNCHANGED POLICIES**  
**POLICY MANUAL CHAPTER I: BOARD OF TRUSTEES**

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

**BACKGROUND:** The policies in Chapter I 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>
1.04	Grammatical change.
1.15	Grammatical change.
1.19	Updated for consistency with other policies.

All other policies within Chapter I remain unchanged, with Board reaffirmation recommended.

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

CHAPTER I  
BOARD OF TRUSTEES  
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1.27	Bookstore-Purchase by Current Board Members

1.00 Legal Names and Titles (Reaffirmed ~~12/18/12~~)

- A. The College was established in accordance with the Illinois Public Community College Act (110 ILCS 805/3).
- B. The legal name of the College shall be "Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll."
- C. The Board of the College is a body politic and corporate by the name "Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois" and by that name may sue and be sued in any courts and places where judicial proceedings are had (110 ILCS 805/3-11).
- D. The institutional name of the College shall be "Highland Community College."

1.01 College Motto (Reaffirmed ~~12/18/12~~)

The official motto of the College shall be "Serving Northwestern Illinois."



1.02 College Colors (Reaffirmed ~~12/18/12~~)

The official colors of the College shall be orange, dark brown, white, and dark blue.

1.03 College Mission, Vision and Core Values (Reaffirmed ~~12/18/12~~)

- A. Mission  
The mission statement for Highland Community College shall be “Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.”
  
- B. Vision  
The vision statement shall be “Highland Community College partners with learners in successfully shaping their futures.”
  
- C. Core Values  
The Core Values of the College shall be integrity, compassion, and respect.

1.04 Authority of the College Board and Transaction of Business (Revised Reaffirmed  
12/18/12)

The Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and the State of Illinois derives its authority from the Illinois Public Community College Act (H.B. 17610) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

The Board may exercise all powers consistent with the Illinois Public Community College Act that may be a requisite or proper for the maintenance, operation and development of the College within the rules and regulations of the Illinois Community College Board.

Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instruction by the Board of Trustees.

The Board of Trustees shall transact all business at legal meetings of the Board. When the Board is not in session, all business of the College shall be transacted through the Office of the President or the President's designee.

1.05 Adopting, Rescinding, and Revising Board Policies (Reaffirmed ~~12/18/12~~)

The following procedures shall be observed by the Board to adopt, rescind, or revise Board policies and regulations.

- A. All policies of the Board shall be adopted, rescinded, or revised by a majority of a quorum present at the next regular or special meeting of the Board. All policies shall be presented for a first and second reading at separate meetings of the Board, unless a majority of a quorum votes to waive the second reading of the policy.
- B. Following the election and seating of new members of the Board, the Board, recognizing that it is a continuing body, assumes all policies, regulations, and rules of the preceding Board and continues them in effect until such policies, regulations, and rules are amended or rescinded.
- C. Unless otherwise stated to the contrary, all policies and regulations adopted by the Highland Community College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.
- D. The Board of Trustees empowers the College Policy Review Committee to make the following changes without formal Board approval upon a vote of the majority of the full membership of the Policy Review Committee, so long as such changes do not have any substantive effect on the policy or its applicability:
  - (i) changes in position titles;
  - (ii) changes in policy number systems and/or policy names; or
  - (iii) minor changes in wording of a policy that do not affect the meaning or intent of the policy.

Additionally, in the event of change of statutory citation, the statutory citation may be changed provided no substantive change in law or policy is reflected by the change in citation.