

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

October 22, 2019

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

3:00 p.m. Demonstration of Use of Force Simulator (Marvin Burt Liberal Arts Center Room M-120)

4:00 p.m. Regular Meeting

I. Call to Order/Roll Call

II. Approval of Agenda

III. Approval of Minutes: September 12, 2019 Board Retreat
September 24, 2019 Budget Work Session
September 24, 2019 Regular Meeting

IV. Public Comments

V. Introductions

VI. Audit Report

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 (None)

Mission

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. Administration

1. Second Reading – Revised Policy: Policy 4.034 – Sexual and Other Harassment (Page 4)
2. First Reading – New, Revised, and Reaffirmed Policies: Policy Manual Chapter III – Student (Page 19)
3. First Reading – Revised Policy: Policy 2.19 – Course Credit Hours (Page 68)

C. Personnel (None)

D. Financial

1. Acceptance of FY19 Annual Audit (Page 70)
2. Resolution Authorizing Entry Into a Joint Cooperative Purchasing Agreement With Sourcewell, Formerly National Joint Powers Alliance (Page 71)
3. First Reading – Variable Tuition: Courses NURS 103 – Pharmacology, NURS 296 – Physical Assessment, and NURS 192 – Health and Illness I (Page 74)
4. 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 the District and for the Issue of Approximately \$5,350,000 General Obligation (Limited Tax) Debt Certificates, Series 2019A, of the District, in Order to Alter, Repair and Equip School Buildings and Facilities of the District, and Authorizing the Sale of Said Certificates to the Purchaser Thereof (Handout)
5. Payment of Bills and Agency Fund Report (Page 75)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 77)
- B. Student Trustee
- C. Audit and Finance Committee Chair
- D. Presidential Annual Review Committee Chair
- E. ICCTA Representative
- F. Board Chair
- G. Administration

XII. Old Business

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

Mission

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. 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
- 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

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – November 26, 2019, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – December 12, 2019, at 8:30 a.m. in room H-206 in the Student/Conference Center

XVII. Adjournment

Mission

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**AGENDA ITEM #IX-C-1
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Fall of 2019.

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

BOARD ACTION: _____

Fall 2019								
				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Miscellaneous								
Chad	Boudreau		Men's Basketball Coach					\$6,091.32
Kyle	Heikkinen		Assistant Men's Basketball Coach					\$1,522.83
Lenie	Adolphson		Upward Bound/FHS		TBD		\$19.51	TBD
Alex	Keith		Upward Bound/FHS		TBD		\$15.00	TBD
Steve	Curran	3095	GEOL132B	Portion of Natural Hazards/Dis		0.64	\$1,269.03	\$812.18
Martin	Hilberg	3804	MATH177C	Portion of Statistics		0.8	\$1,269.03	\$1,015.22
Steve	Mihina	3099	MATH169A	Portion of Applied Prac Math		0.8	\$1,269.03	\$1,015.22
John	Sullivan	3444	CHEM123A	Gen College Chem I		3	\$1,269.03	\$3,807.09
John	Sullivan	3445	CHEM123AX	Portion of Gen College Chem I		1.025	\$1,395.93	\$1,430.83
Connie	O'Brien	3536	NURS289N	Legal/Ethical Issues in HC	40		\$38.00	\$1,520.00
Cor�y	Engel	3798	PERS033ECC	Pickleball for Beginners	6		\$25.00	\$150.00
Michael	Staver	3770	PERS032PCC	French Cuisine	3		\$40.00	\$120.00
Amanda	Lessman	3581	NURS091HXB	Portion of BNA Clinical	20		\$30.00	\$600.00
Amanda	Lessman	3580	NURS091HBX	BNA Clinical	40		\$30.00	\$1,200.00
Kathi	Gehrke	3479	NURS191AX	Portion of Fund of Nursing Lab	16		\$38.00	\$2,508.00
Shelly	Morgan		Assessment Mentor			3	\$1,269	\$3,807.09
Shelly	Morgan	3581	NURS091HXB	Portion of BNA Clinical		1.425	\$1,395.93	\$1,989.20
Heather	Fricke		Success Center		TBD		\$22.80	TBD
Chris	Hill		Success Center		TBD		\$22.80	TBD
Kate	Law		Success Center		TBD		\$22.80	TBD
Jessica	Sneek		Success Center		TBD		\$22.80	TBD
Beverley	Stearns		Success Center		TBD		\$22.80	TBD
Dale	Anderson	3693	PERS036QCC	Metal Detecting	2		\$25.00	\$50.00
Alex	Keith		Project Succeed driver		TBD		\$12.66	TBD
Cristina	Szterensus	3664	PERS037GCC	Spanish Movie Night				\$12.50
Kerrylyn	Rodriguez	3723	PERS037YCC	Looking for a New Career After 60?				\$60.00
Michael	Staver	3772	PERS032RCC	Stir Fry/Necessary Knife Skills				\$120.00
Mark	Peterson	3683	PERS037TCC	Kahokia, IL and the Mississippi				\$55.00
Steve	Simpson		Instruction & Van Driver for Geology		TBD		\$22.37	TBD
Doug	Visel	3695	SPTP120CCC	Woodworking	12		\$25.00	\$300.00
Shara	Ibalio	3796	PERS011UCC	Windows 10	3		\$27.50	\$82.50
Shara	Ibalio	3786	PERS011KCC	Pics on My Phone-Now What?	1.5		\$27.50	\$41.25
Constance	Taylor	3003	MATH067AXX	Basic Algebra I		2	\$488.69	\$977.38
Don	Tresemmer	3005	MATH159AXX	Int. Algebra I		2	\$488.69	\$977.38
Michael	Staver	3773	PERS032SCC	Wow Appetizers!	3		\$40.00	\$120.00
Mary	Stayner	3670	PERS036HCC	Zentangle	3		\$45.00	\$135.00
Kevyn-Ann	Sutter		Part Time Forensics Coach					\$2,250.00
Collette	Binger	3102	PSY10N	Psych of Human Relations		2	\$546.33	\$1,092.66
Corey	Engel	3800	PERS033GCC	Pickleball for Beginners	6		\$25.00	\$150.00
Corey	Engel	3801	PERS033HCC	Pickleball for Int. Players	6		\$25.00	\$150.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Barton	Macomber		Speaker for September 2019 Leadership Forum meeting					\$ 400.00
James	Winker		Speaker at the 2019-2020 Leadership Institute opening retreat Sept 8-10					\$ 400.00
Kim	Ramirez		Medical coding course for 6 students - first installment					\$ 4,140.00
John	Hartman		Piano tuning and repair					\$ 148.00
Dylin	Ditsworth		Worked 2 volleyball games in September					\$ 30.00
Coliani	Martinez		Worked 2 volleyball games in September					\$ 30.00
John	Oliveira		Worked 2 volleyball games in September					\$ 30.00
Joseph	Quiroz		Drawing assistant				3	13 \$ 39.00
Misty	Witt		Worked 2 volleyball games in August/September					\$ 50.00
Deborah	Lischwe		Demographics presentation for Leadership Institute 9/18/19					\$ 350.00

**AGENDA ITEM #X-B-1
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY
POLICY 4.034 SEXUAL AND OTHER HARASSMENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policy 4.034, Sexual and Other Harassment, which is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The proposed change in wording to Policy 4.034 occurs on the last page of the policy. Per regulations, the address of the U.S. Equal Opportunity Commission must be included in the policy. The address needed to be updated.

No additions or revisions have been made since Trustees approved the first reading at their September 24, 2019, regular meeting.

BOARD ACTION: _____

4.034 Sexual and Other Harassment (Reaffirmed 2/20/18)

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

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

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

Definition of Harassment:

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

Sexual Harassment:

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

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

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

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

Definitions of Sexual Harassment:

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

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

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

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

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

- a. Any unwelcome sexual advances by an employee or student toward a third person; or
- b. Any request by an employee or student for sexual favors from the third person; or
- c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of, or is used as the basis for decisions concerning, an individual's participation in a College-related event or activity; or
 - (2) such conduct has the purpose or effect of substantially interfering with an individual's performance in a College-sponsored event or activity or creating an environment that is intimidating, hostile or offensive. For purposes of this section, a College-related event or activity includes an event or activity on College grounds involving College facilities, staff or students, any College-sponsored event or activity, and any event or activity which bears a reasonable relationship to the College.

5. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic, visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:

- sexual advances
- touching of a sexual nature
- graffiti of a sexual nature
- displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
- sexual gestures
- sexual or "dirty" jokes
- pressure for sexual favors
- touching oneself sexually or talking about one's sexual activity in front of others

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

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

General Provisions:

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

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

The College will:

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

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

Confidentiality:

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

Responsibilities:

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

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

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

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

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

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

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

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

Bringing a Report of Harassment or Suspected Harassment:

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

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

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

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

Incidents can be reported in the following ways:

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

Coordinator; Student/Conference Center room 232 for the EE/AA Officer; or the Community Services Center room 132 for the Director of Adult Education;

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

Informal Complaint Process:

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

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

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

The informal process will include:

- Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
- Review and determination of the legal basis of the issues being raised in the complaint;
- Seeking resolution of the matter;

- Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;
- Preparing a report on the informal process.

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

Formal Complaint Process:

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

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

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

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

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

investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

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

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

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

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

Written Report:

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

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

5. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.

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

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

Disciplinary Action:

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

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

Knowingly Filing False or Malicious Complaints Prohibited:

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

Retaliation:

The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this

policy, or because he or she has testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the "Disciplinary Action" Section, paragraphs #1 and #2 of this policy will not be considered retaliation.

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

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

Appeal of Formal Complaint Resolution:

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

An employee may appeal the decision of the President by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

If the appeal alleges: a. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis; b. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation; c. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or d. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

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

collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

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

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

Dissemination of Policy/Procedures:

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

those policies for additional guidance related to reporting responsibilities and protocol.

Identification of Reporting Officers:

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

Resolution Outside the College:

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

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

U.S. Equal Employment Opportunity Commission
~~500 West Madison Street, Suite 2000~~
230 South Dearborn, Suite 1866
Chicago, IL ~~60604 60661~~
Telephone ~~(312) 353-2713~~; (800) 669-4000; or ~~(800) 669-6820 (312) 869-8001~~
(TTY)
www.eeoc.gov

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

**AGENDA ITEM #X-B-2
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW, REVISED, AND REAFFIRMED POLICIES
POLICY MANUAL CHAPTER III – STUDENT**

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

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

<u>Policy #</u>	<u>Change</u>
3.03	Language updated.
3.053	Language updated.
3.07	Language updated.
3.071	New policy.
3.27	Title/employee name updates.

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

BOARD ACTION: _____

CHAPTER III

STUDENT

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3.00 Admissions Requirement (Reaffirmed ~~11/15/16~~)

The Board of Trustees shall adopt regulations for the admission of students. If space is not available for all students applying, the College shall give preference to students residing in District 519.

3.001 Student Responsibility for Admission and Registration (Reaffirmed ~~11/15/16~~)

The responsibility for proper registration each semester rests entirely with the student. All students are expected to register for each semester on the dates established on the College calendar and are not admitted to class until they are properly registered. Responsibility for payment of tuition, fees, and other financial obligations rests entirely with the student. All students are expected to make payments for each semester by the established due dates to secure enrollment.

3.01 Waiver of Requirements (Reaffirmed ~~11/15/16~~)

A student may request waiver of admission, academic, or graduation requirements as found in the current College catalog.

3.02 Graduation Requirements (Reaffirmed ~~11/15/16~~)

Highland Community College shall establish graduation requirements for Certificates and Associate Degree Programs.

3.021 Student Responsibility for Graduation (Reaffirmed ~~11/15/16~~)

All students are responsible for satisfying graduation and/or program requirements within their individual curricula at Highland Community College. A student will be allowed to graduate if the student meets the College and program requirements as outlined in the College catalog under which the student matriculated or any Highland Community College catalog in effect during enrollment.

3.03 Attendance (~~Revised affirmed 11/15/16~~)

~~Classroom a~~Attendance is the responsibility of the student. Attendance requirements are set by each instructor for each course and are included in the syllabus. See Student Code of Conduct located in the College catalog for attendance information.

3.035 Attendance—Volunteer Emergency Worker (Reaffirmed ~~11/15/16~~)

The Volunteer Emergency Worker Job Protection Act and the Volunteer Fire Protection Association Act as amended provides that no public university or community college's attendance policy or the attendance policy of a faculty member thereof may in any way penalize a student who is a volunteer emergency worker or volunteer fire protection association member for absence from class caused by the performance of his or her duties as a volunteer.

"Volunteer Emergency Worker" means a volunteer emergency worker as defined in the Volunteer Emergency Worker Job Protection Act. Highland Community College shall have the right to initiate disciplinary action against a student as described in the College Catalog for misuse of this policy.

3.04 Scholastic Requirements (Reaffirmed ~~11/15/16~~)

Minimum scholastic requirements are established by the College and are listed in the College catalog. Failure of the student to meet these requirements as listed in the College catalog, may result in academic probation or academic suspension.

3.041 Evaluation (Reaffirmed ~~11/15/16~~)

Evaluation is considered part of the total requirement for each college credit course according to course syllabi.

3.05 Final Course Grades (Reaffirmed ~~11/15/16~~)

The determination of grades for student class progress and achievement is the sole responsibility of the individual instructor. Except through the grade appeals process, no person, other than the instructor, shall be allowed to give or change a grade. The grade appeals process is found under “Other Student Academic Complaints” in the College Catalog.

When a request is made for a review of a grade originally given by an instructor no longer employed by the College, the Executive Vice President and Dean shall determine if any change is merited.

3.051 Academic Grievance (Reaffirmed ~~11/15/16~~)

In the event of a student academic grievance, excluding disciplinary cases, the student has the right to request a formal hearing according to established procedure as outlined in the College Catalog under "Other Student Academic Complaints."

3.052 Grade Reports (Reaffirmed ~~11/15/16~~)

Verified grade reports of students' progress, attested to by the instructor, shall be made twice each semester, at midterm and the semester conclusion. The midterm report shall be based on the record of scholarship to that date, and will not be a permanent grade of record.

3.053 Grade Point System (Reaffirmed/vised 11/15/16)

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Minimum Passing	1 grade points
F	Failure	0 grade points
S	Satisfactory	0 grade points
P	Passing	0 grade points
R	Needs to be Repeated	0 grade points
U	Unsatisfactory	0 grade points
I	Incomplete	0 grade points
W	Withdrew	0 grade points
XF	Failure due to academic misconduct	0 grade points

S, U, I, P, R, and W grades will not be used in computing grade point averages.

W (withdraw) is a grade after no record/drop period.

3.06 Repeating Courses (Reaffirmed ~~11/15/16~~)

A student is permitted to repeat a course for which a grade of A, B, C or S previously has been earned only with formal permission of the Director of Enrollment and Records. However, the College reserves the right to delay or deny a student's repetition of courses or programs which have limited enrollment.

When a student repeats a course, the last grade becomes the grade of record, and any preceding grades will be disregarded in computation of the cumulative grade point average at Highland Community College.

3.07 Withdrawals (Reaffirmed/vised -11/15/16)

Students shall be able to withdraw from a course according to procedures in the College catalog. Instructors may withdraw a student following the No Record/Drop period according to the procedures in the catalog.

3.071 No Show/Drop (New)

Students shall be able to No Record/Drop a course during the No Record/Drop period according to procedures in the College catalog. Students may be No Record/Drop or "No show" when they do not attend a face-to-face course during the drop period. Logging in without active participation in an online or hybrid course during the No Record/Drop period does not constitute attendance. A student may be No Record/Drop by the instructor from an online or hybrid class if they have not demonstrated active participation. Active participation may include but is not limited to:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

When there is a dispute regarding whether or not a student should have been no show/dropped from a class, the student should follow the grade appeals process.

3.08 Transfer of Credits (Revised ~~11/15/16~~)

A student enrolled in curricula designed to transfer bears the responsibility to be aware of the requirements of the institution to which the student intends to transfer.

3.081 College Credit for Military Training/Experience (~~Adopted 9/18/18~~Reaffirmed)

College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to the Evaluation of Educational Experiences in the Armed Services or evaluation of the student's Joint Services Transcript (JST/SMART). If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose Certificate of Release or Discharge from Active Duty (DD214) verifies at least one year of "active duty" or more upon request.

3.09 Student Records (Reaffirmed ~~11/15/16~~)

The Gramm-Leach-Bliley (GLB) Act (effective 2003) requires colleges to ensure the security and confidentiality of student records. Highland Community College complies with this law by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and subsequent regulations thereto.

The College considers the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended to be directory information and therefore available for dissemination, unless the College is instructed otherwise in writing at the time of registration. The address and phone contact number provided by the student is considered the address and telephone listing information available for dissemination.

3.10 Financial Aid "Standards of Satisfactory Academic Progress" (~~Revised~~ ~~1/16/18~~Reaffirmed)

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

"Standards of Satisfactory Academic Progress" Effective fall 2011

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

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

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

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

1. Grade Point Average Requirement

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

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

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

2. Definitions

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

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

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

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

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

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

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

- Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours. Incomplete grades are not included in the GPA calculation.

3. Maximum Time Frame Requirement (150% Rule)

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

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

Completion Requirement

Semester requirement:

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

Cumulative requirement:

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

4. Appeal Procedure

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

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

3.101 Financial Aid “Unusual Enrollment History” (Reaffirmed ~~11/15/16~~)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment history. These students will be identified by the U.S. Department of Education and reported to the College.

“Unusual Enrollment History” Adopted October 22, 2013

Students may be identified by the U.S. Department of Education as having:

- An unusual enrollment history (UEH) or
- A questionable enrollment pattern.

1. Unusual Enrollment History

If the student is identified by the U.S. Department of Education as having an unusual enrollment history, the College must collect additional information regarding the student's prior enrollment. If during the appropriate 4 year review period the student has received Pell at the College, no additional action is required unless the College has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case the College will review as if the student had received an indicator of a questionable enrollment pattern. If the student did not receive Pell from the College during the appropriate 4 year review period, he or she will be reviewed as having a questionable enrollment pattern.

2. Questionable Enrollment Pattern

If the student is identified by the U.S. Department of Education as having a questionable enrollment pattern, the student's academic records will be reviewed to determine if the student received academic credit during the appropriate 4 year award year period. Students will be required to complete the UEH form and submit academic transcripts for review by the financial aid office (these transcripts do not need to be official). Upon receipt of the UEH form and transcripts, the financial aid office will confirm the schools attended through National Student Loan Data System (NSLDS) and review the academic transcripts to determine credit earned. Based on the review of the documents received, the financial aid office will either approve or deny the student's continued eligibility for federal financial aid.

If approved the student must meet with an academic advisor and submit an academic plan to the financial aid office before aid will be processed. If denied the student will have the opportunity to appeal the decision by submitting the UEH Appeal Form.

3. Appeal Procedure

Students whose aid eligibility is denied as a result of their UEH may be reconsidered for federal student aid after meeting with an academic advisor, enrolling in 12 credit hours only in courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's Standards of Satisfactory Academic Progress (SAP). The 12 credits are not required to be taken in the same semester.

Students will be notified of all decisions via their HCC email account. If a HCC email account has not been established, the student will be notified by either the email address provided on the FAFSA or by U.S. mail.

3.11 Student Activities (Reaffirmed ~~11/15/16~~)

A comprehensive program of student activities to complement the academic program will be offered in which all students are eligible to participate unless otherwise restricted by College regulations.

3.115 Student Code of Conduct (Reaffirmed ~~11/15/16~~)

The activities of students both on campus and at College sponsored events, or on College owned property, are governed by Federal and State laws, College policy, and the Student Code of Conduct. Violations of the Student Code of Conduct are processed as outlined in the Code (see College catalog). Violations of Federal and/or State laws or College policy are under the jurisdiction of the Student Code of Conduct or the "Student Judicial Review Board" and are processed accordingly.

3.12 Campus Speakers (Reaffirmed ~~11/15/16~~)

Any student or employee may recommend to the President or his or her designee any speaker to appear on campus. The speaker must be assured the right to express a point of view; however, the expression of any point of view must be in compliance with local, State and Federal statutes, must respect the rights of others, and must not disrupt the regular essential operation of the College.

It is the responsibility of the College to take such precautions as deemed appropriate to protect its students, employees, guests, facilities and the community from potential harm arising from speaking events at the College. The cost of the precautions will be borne by the originator of the event if it is not sponsored by the College.

3.13 Student Assembly and Dissent (Reaffirmed ~~11/15/16~~)

The right to examine critically, dissent, and support causes in a responsible manner should be fostered at Highland Community College. The exercise of such dissent, however, must be in compliance with College regulations, local, State and Federal laws, must respect the rights of others, and must not disrupt the regular and essential operations of the College.

3.14 Student Government (Reaffirmed ~~11/15/16~~)

Students have the right to organize a student governing body.

3.15 Political Activity (Reaffirmed ~~11/15/16~~)

The College, in order to carry forward its programs of acquainting students with their responsibilities as citizens of a community, will encourage interest and appropriate participation of students, both on and off campus, in political activities. These activities will be governed by College policies and applicable local, State and Federal laws.

3.16 Student Organizations (Reaffirmed ~~11/15/16~~)

Students at Highland Community College shall be free to organize and join associations to promote their common interests and to petition for the recognition of these organizations according to the College procedure obtained from the Vice President of Student Development and Support Services.

3.17 Official Student Publications (Reaffirmed ~~11/15/16~~)

Students at Highland Community College have the right to publish and disseminate information in official student publications. At the same time, the institution must provide editorial freedom and financial autonomy to maintain the integrity of purpose of such official student publications as a vehicle for free inquiry and free expression.

3.18 Student Disciplinary Regulations (Reaffirmed ~~11/15/16~~)

Highland Community College shall have the right to initiate disciplinary action (disciplinary probation, disciplinary suspension, or expulsion) against a student as described in the College catalog.

3.20 Food—Use of in Highland Community College Facilities (Reaffirmed ~~11/15/16~~)

Food and beverage may be consumed only in designated areas such as cafeteria, kitchens, break rooms, offices and commons areas. Food or beverage shall not be consumed in classrooms, computer areas or library, except as allowed by college staff.

3.21 Intoxicants—Use of in Highland Community College Facilities (Reaffirmed ~~11/15/16~~)

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (~~Revised 11/21/17~~Reaffirmed)

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the illegal sale, illegal exchange, or illegal sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

3.23 Substance Abuse Assistance—Information (Reaffirmed ~~11/15/16~~)

The College shall provide a list of resources for students who desire information concerning their substance abuse problem and where to obtain assistance. The list of resources is in the Student's Right to Know publication located on the Highland Community College website in the Admissions section or may be obtained from the Director of Enrollment and Records.

3.24 Sexual and Other Harassment (Reaffirmed ~~11/15/16~~)

See Policy 4.034.

3.25 Non-Violence (Reaffirmed ~~11/15/16~~)

See Policy 4.39.

3.26 Student Optional Disclosure of Private Mental Health Information (Reaffirmed ~~11/15/16~~)

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Highland Community College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

3.27 Sexual Misconduct and Violence (Approved 4/27/17 Revised)

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

Highland Community College definitions for the purposes of enacting this policy include:

Sexual Misconduct includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.

Consent is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.

Domestic Violence is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).

Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

Reporting Procedures:

It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on ~~college~~ College property, any incident of sexual misconduct should be reported as follows:

1. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:

When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to Mark Jansen, the Director of Adult Education (investigator), ~~or Karen Brown, the Associate Vice President~~ Director of Human Resources (investigator), or Christie Lewis, the HRIS Administrator/HR Generalist (investigator), who will investigate the complaint. Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu;
- Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;

- Reporting to another trusted College official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.
- File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

2. Anonymous Reporting:

Anonymous reporting may be made through the College's incident reporting system available on the College web site at:
<https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

The College will investigate anonymous reports, to the extent possible, in an effort to end disruptions of the learning environment and attempt prevent future sexual misconduct.

3. Confidential Reporting:

Individuals who desire to confidentially discuss an occurrence of sexual misconduct, harassment, sexual violence, or stalking, may confidentially report such occurrences to certain individuals. These individuals, unless otherwise required by law to report such matters (e.g. Mandatory Reporters for Abuse/ Neglect under state law) can provide confidential advice and assistance.

Confidential reporting is available through the HCC Counseling Center (~~Kami Himes, LCPC~~ Christa Smith, VOICES counselor) during regularly posted hours of operation, by leaving a message at (815) 599-3654 or by email at counseling@highland.edu. Confidential reporting may also be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

These individuals will listen and identify resources or explain options available to those persons who make a confidential report. They can also supply the individual with information regarding medical care and the range of options available to them for reporting or seeking help from law enforcement. **DISCUSSING OPTIONS WITH THESE INDIVIDUALS DOES NOT CONSTITUTE AN OFFICIAL COLLEGE REPORT AND WILL NOT, ABSENT FURTHER CONSENT AND REPORTING, RESULT IN INVESTIGATION BY THE COLLEGE.**

4. Reporting to law enforcement:

Victims are strongly encouraged to report incidents of sexual misconduct or violence to law enforcement. If requested the College will provide assistance in making reports to law enforcement. Students may also report to a

Stephenson County Sheriff's Sargent or Deputy assigned to the campus. Reports will also be made to the Title IX Coordinator by law enforcement assigned to campus. The Stephenson County Sheriff's Sargent/Deputy may be contacted at (815) 599-3652.

5. Reporting to a Community Based Sexual Assault Crisis Center:

In Stephenson County, the crisis hotline is available 24 hours a day, 7 days a week, at

Sexual Assault Crisis Line: 815-232-7200

Domestic Violence Crisis Line: 815-235-1641

1401 Crestwood Dr. Freeport, IL 61032

<http://voicesofsc.org/>

In Jo Daviess County the crisis hotline is available 24 hours a day, 7 days a week, at

Galena Sexual Assault

1-888-707-8155

Galena Domestic Violence

1-815-777-3680

<http://www.riverviewcenter.org/>

In Carroll County the crisis hotline is available 24 hours a day, 7 days a week, at

Mt. Carroll Sexual Assault

1-877-273-7772

Mt. Carroll Domestic Violence

1-815-244-1320

<http://www.riverviewcenter.org/>

The National Domestic Violence Hotline

1-800-799-SAFE (7233)

<http://www.thehotline.org/>

Confidentiality of Complaints and Reports

The College recognizes that victims, witnesses and those accused have reasonable expectations of confidentiality and sensitivity in the investigation of sexual misconduct allegations. The College will endeavor to honor and respect such privacy/ confidentiality within the parameters of the law. For example the Title IX Coordinator or investigator is required to disclose certain information to the alleged victim, complainant, accused or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the College's compliance with federal law. The written investigation report for formal complaints and written decision will be

disclosed within seven days of the decision to the alleged victim, complainant, respondent, Title IX Coordinator, and Tim Hood, College President, and Liz Gerber, Vice President for Student Development and Support Services. It will be distributed to other ~~college~~ College officials as necessary to prepare for subsequent proceedings (e.g., legal counsel or due process hearings).

Immediate Care, College Response and Interim Measures

Victims of sexual misconduct may obtain a forensic medical examination at no cost pursuant to the Sexual Assault Survivors Emergency Treatment Act. The nearest facility to campus with this service is FHN Hospital at 1045 West Stephenson Street, Freeport, IL. The hospital's telephone number is 815-599-6000.

The College will provide victims and complainants with written information about the survivor's rights and options. To the extent necessary the College may take interim measures to assist or protect the parties during the inquiry or investigation process, as deemed necessary and when appropriate with the alleged victim's consent. Such interim measures may include arranging for changes in class schedules, issuing a campus no-contact order, arranging counseling, and modifying test schedules or other class requirements on a temporary basis.

Retaliation

Highland prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

Complaint Response and Investigation

The College will have a sufficient number of individuals trained to resolve complaints so that a substitution can occur in the case of a conflict of interest or recusal and an individual or individuals with no prior involvement in the initial determination or finding hear any appeal brought by a party.

The College will provide assistance in reporting to law enforcement (if requested) and will investigate complaints made regarding violations of this policy in a timely manner using the process outlined below:

A person who has experienced, witnessed, or otherwise knows of sexual misconduct in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator. A formal complaint may be made either orally or in writing.

Consistent with obligations of due process a copy of the Formal Complaint will be shared with the accused (Respondent) within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent will be given an opportunity to provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

The Title IX Coordinator and investigators will:

- Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees, students, and witnesses. The Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation including attempts to interview the respondent and witnesses;
- Provide opportunities for a complainant, victim and respondent to present evidence and witnesses;
- Allow the complainant, victim and respondent to have an advisor present. Advisors may not speak for the individual or act as an advocate during the process, but are permitted solely for the purpose of providing guidance to the individual;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct--more time is necessary to complete the investigation);
- Present findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ~~ten~~ (10) working days, to the President or designee.

The President shall accept, reject, or modify the recommendation using a preponderance of the evidence standard and provide a written notification of the decision, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within ~~fifteen~~ (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator. Any student of the College who is determined, after an investigation, to have engaged in sexual misconduct or violence in violation of this policy is subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the

College's Student Code of Conduct, and where appropriate or requested by a complaining party, referral to law enforcement.

The respondent, complainant and victim have a right to timely appeal if the party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation. If a student wishes to appeal the decision of the President, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review board within seven days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

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

Amnesty Clause

It is the express policy of the College that individuals who report incidents in good faith will receive immunity from disciplinary procedures for student code of conduct violations committed by them that become known as a result of investigation by the College, except in the case of egregious misconduct. Any person who knowingly makes a false accusation regarding sexual misconduct or violence will be subject to disciplinary action up to and including expulsion or termination of employment. This is not a legal proceeding, so the College will not award any compensation to a victim.

**AGENDA ITEM #X-B-3
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
POLICY 2.19 COURSE CREDIT HOURS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 2.19, Course Credit Hours, which is included in in Chapter II, Instruction, of the Policy Manual.

BACKGROUND: The proposed revision to Policy 2.19 was recommended by a work group, including several faculty members and Student Services, Academic Support, and Financial Aid staff. The revisions coincide with changes recommended to policies 3.053, Grade Point System, 3.07, Withdrawals, 3.071 No Show/Drop, and 3.03, Attendance, to address and clarify student attendance, no show, and withdraw, especially in relation to the federal financial aid requirements for online courses.

BOARD ACTION: _____

2.19 Course Credit Hours (Revised Adopted 12/7/16)

The HCC definition of a credit hour complies with federal, state, and accreditation expectation and applies to credit-bearing courses within degree and certificate programs. It is to be practiced by all faculty: full-time, adjunct, and part-time. With the exception of attendance, All definitions and standards apply equally to courses offered both on-campus and off-campus, and in face-to-face, online, hybrid, distance, and correspondence environments where some or all course content and faculty-student interactions may occur through one or more forms of distance or correspondence education.

The following definitions for lecture, lab, practicum, and independent study credit hours apply to fall and spring courses. Credit hours may also be earned in compressed formats proportionately to those earned for the same course in the fall or spring, at no more than one credit per week (7-day period) of full-time study. These courses require the same amount of contact time and outside work per credit hour as is required of fall and spring courses.

Lecture: 1 Credit Hour = 50 minutes contact + 120 minutes outside work weekly

Lab: 1 Credit Hour = 100-150 minutes contact + 60-90 minutes outside work weekly

Practicum: 1 Credit Hour = 100-200 minutes contact + 60-120 minutes outside work weekly

Independent Study: 1 Credit Hour = 180 minutes outside work weekly

Experiential Learning: 1 Credit Hour = 45 hours outside work total

Internship: 1 Credit Hour = 75-149 hours on-the-job work total

Credit-by-Examination: Credit hours may be awarded for mastery demonstrated through credit-by-examination. Where allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining credit hours required for a degree.

**AGENDA ITEM #X-D-1
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF FY19 ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accepts the annual audit for FY19.

BACKGROUND: The audit was prepared by Wipfli for all funds of the College including Title IV Federal Financial Aid for Students. Retention of the firm's services was approved at the March 19, 2019, Board meeting.

Due to a change in the Illinois Community College Board (ICCB) deadline to submit the annual audit, it is no longer necessary for the Audit & Finance Committee to authorize submission to ICCB.

BOARD ACTION: _____

**AGENDA ITEM #X-D-2
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE**

**RESOLUTION AUTHORIZING ENTRY INTO A JOINT
COOPERATIVE PURCHASING AGREEMENT WITH
SOURCEWELL, FORMERLY NATIONAL JOINT POWERS ALLIANCE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the entry into a Joint Cooperative Purchasing Agreement with Sourcewell, which allows the College to become a member of the cooperative purchasing entity.

BACKGROUND: Sourcewell, formerly the National Joint Powers Alliance, is a service cooperative for government, education, and non-profit entities. Sourcewell holds competitively solicited contracts that are available to members. Savings are realized due to the large volume of the cooperative, which has about 50,000 members. Membership is free for the College. Purchasing opportunities available through the cooperative range from services to capital items to supplies.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING ENTRY INTO A JOINT
COOPERATIVE PURCHASING AGREEMENT WITH
SOURCEWELL, FORMERLY NATIONAL JOINT POWERS ALLIANCE**

WHEREAS, Highland Community College is a public community college district, and therefore authorized under the Intergovernmental Cooperation Act (5 ILCS 220/2) to enter into intergovernmental agreements with other units of local governments within and outside of Illinois; and

WHEREAS, Sourcewell (formerly National Joint Powers Alliance) is a service cooperative authorized by Minnesota Statute, Section 123A.21, thereby qualified as a political subdivision and governmental unit within the State of Minnesota; and

WHEREAS, the Board of Trustees of Community College District No. 519 (Highland Community College) have reviewed and considered the efficacy of entry into a Joint Cooperative Purchasing Agreement with Sourcewell and after so doing believe it to be in the best interests of the College to become a member of the cooperative; and

WHEREAS, the Board of Trustees desire to authorize Highland Community College to enter into a "Joint Exercise of Powers Agreement" with Sourcewell, for the purpose of hourly access to available contracts for goods and services from Sourcewell awarded vendors.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees authorizes entry into agreement with Sourcewell.
2. Highland Community College is authorized to become a participating member of the cooperative and pursue, subject to any necessary future approval by the Board of Trustees, contracts for goods and services through Sourcewell, which opportunities are available to other governmental units.

3. The Chairman of the Board of Trustees is authorized to execute the proposed Joint Powers Agreement, with Sourcewell.

4. The Highland Community College Administration is further authorized to execute all documents and take all actions necessary, to insure that future contracts proposed to be entered into therefore Sourcewell have been properly competitively bid and will be an efficient use of taxpayer resources.

Adopted this _____ day of October, 2019.

Dated: _____

Secretary of the Board

Dated: _____

Board Chairperson

**AGENDA ITEM #X-D-3
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – VARIABLE TUITION
COURSES NURS 103 – PHARMACOLOGY, NURS 296 – PHYSICAL ASSESSMENT,
AND NURS 192 – HEALTH AND ILLNESS I**

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for first reading variable tuition in the amount of 125% of the applicable tuition rate (based on student residency) for courses NURS 103, Pharmacology and NURS 296, Physical Assessment effective with the Summer 2020 semester and course NURS 192, Health and Illness I, effective with the Fall 2020 semester.

BACKGROUND: As discussed at the September 12, 2019, Board of Trustees retreat, the application of variable tuition to the above listed courses is recommended as the next phase of implementation of variable tuition rates for certain nursing program courses. Variable tuition for the course NURS 191, Fundamentals of Nursing, effective for the Spring 2020 semester was approved at the July 23, 2019, Board of Trustees meeting. Communication with potential students, staff, and faculty has occurred. The proposed implementation in the Spring 2020 semester was selected so that only new students enrolling in the part-time nursing program would be assessed variable tuition rates.

BOARD ACTION: _____

**AGENDA ITEM #X-D-5
OCTOBER 22, 2019
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 September 2019 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 337677 through 338134 amounting to \$1,097,508.15, Automated Clearing House (ACH) debits W0000552 through W0000556 amounting to \$35,672.46, Other Debits D0000097 amounting to \$81.22 and Electronic Refunds of \$54,099.81, with 6 adjustments of \$1,645.68 such warrants amounting to \$1,185,715.96. Transfers of funds for payroll amounted to \$574,672.67.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$8,754.78 and Fifth Third Bank in the amount of \$26,917.68. Other Debits for September consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

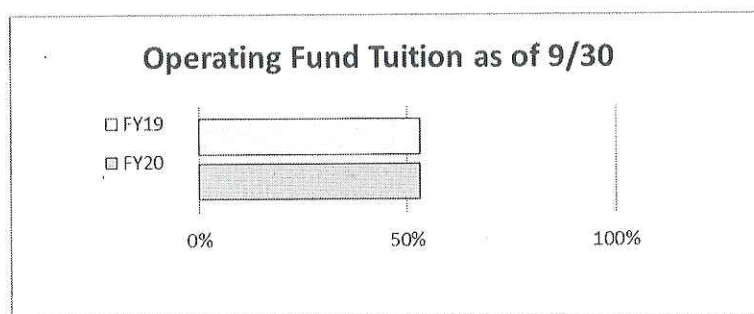
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, September 30, 2019

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$266,016.82	\$416.67	\$0.00	\$266,433.49
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	173,171.12	0.00	0.00	173,171.12
TOTAL ASSETS	\$458,315.09	\$416.67	\$0.00	\$458,731.76
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
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	94,197.03			94,197.03
1018 YMCA ROAD AND LOT	89,613.00	416.67		90,029.67
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	64,222.13			64,222.13
1021 YMCA/HCC INTEREST	97,403.90			97,403.90
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$458,315.09	\$416.67	\$0.00	\$458,731.76

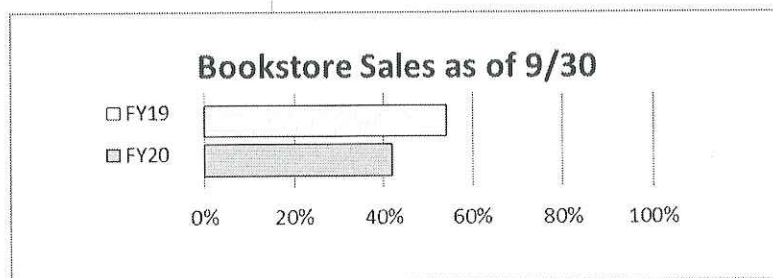
**AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20**

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

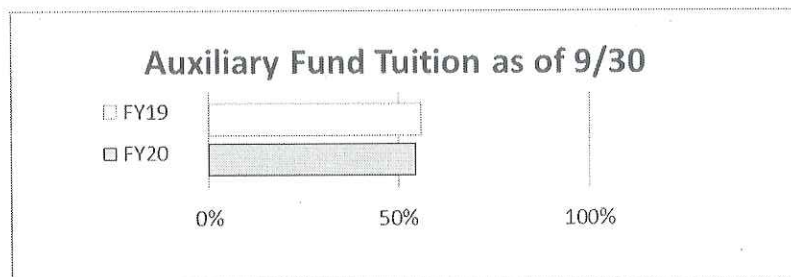
- As of September 30th, we are 25% of the way into FY20.
- The FY20 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers' offices, as reflected in the "local taxes" line items in the funds for which we levy.
- **Current Results as of Month End:** The following chart shows the comparison of the FY19 Operating Funds tuition revenue results to FY20 results as of September 30th. The FY19 bar is the year to date results as of September 30, 2018, divided by the actual year end results for FY19. The FY20 bar is the year to date results for September 30, 2019, divided by the annual budgeted amount for FY20.



Operating Funds tuition revenue appears to be in line with the budget at this point in time.



- Bookstore sales appear to be about 12% lower than anticipated at this point in time. A review of revenue, inventory levels, and cost of goods sold will be completed to determine if bookstore net income should end the fiscal year around the amount budgeted.



- Auxiliary Fund tuition revenue appears to be about 3% below the amount anticipated at this point in time. If Auxiliary Fund tuition revenue is lower than budgeted for the fiscal year that amounts to \$18,000.

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE
FY20

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$2,469,339	38.8%
Credit Hour Grants	1,249,988	304,433	24.4%
Equalization	50,000	12,500	25.0%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	450,000	7,651	1.7%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	22,986	62.6%
Tuition & Fees	5,050,500	2,679,256	53.0%
Sales & Services	44,850	4,147	9.2%
Facilities Revenue	112,714	24,380	21.6%
Interest on Investments	97,000	25,466	26.3%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	21,759	143.6%
<hr/>			
Total Revenue	\$14,132,894	\$5,571,917	39.4%
 <u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$1,974,713	21.0%
Employee Benefits	2,238,847	723,873	32.3%
Contractual Services	835,346	291,585	34.9%
Materials & Supplies	927,789	348,982	37.6%
Conference & Meeting	295,939	47,090	15.9%
Fixed Charges	64,295	34,230	53.2%
Utilities	669,351	653,349	97.6%
Capital Outlay	18,486	7,471	40.4%
Other Expenditures	156,630	107,776	68.8%
Transfers (In) Out	(467,947)	-	0.0%
<hr/>			
Total Expenditures	\$14,132,894	\$4,189,069	29.6%
 Excess of Revenues Over Expenditures	 \$0	 \$1,382,848	
 Fund Balance 7/1/19	 4,192,260	 4,192,260	
<hr/>			
Fund Balance 9/30/19	\$4,192,260	\$5,575,108	

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$816,500	\$286,087	35.0%
Interest on Investments	-	-	100.0%
Non-Govt. Gifts, Grants	-	-	100.0%
Bond Proceeds	5,300,000	-	100.0%
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Total Revenue	\$6,116,500	\$286,087	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	763,390	10.7%
Other	128,000		
Transfers Out	24,761	-	0.0%
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Total Expenditures	7,304,844	\$766,018	10.5%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$479,931)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
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Fund Balance 9/30/19	\$394,590	\$1,103,003	

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$397,000	\$216,426	54.5%
Bookstore Sales	600,000	252,011	42.0%
Athletics	50,140	4,330	8.6%
Other	173,775	57,524	33.1%
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Total Revenue	\$1,220,915	\$530,291	43.4%
EXPENDITURES:			

Salaries	\$311,444	\$57,324	18.4%
Employee Benefits	31,074	10,230	32.9%
Contractual Services	92,745	12,530	13.5%
Materials & Supplies	644,859	288,809	44.8%
Conference & Meeting	240,088	21,990	9.2%
Fixed Charges	5,790	2,424	41.9%
Utilities	600	600	100.0%
Capital Outlay	5,127	174	3.4%
Other Expenditures	22,667	7,608	33.6%
Transfers	(65,000)	-	0.0%
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Total Expenditures	\$1,289,394	\$401,689	31.2%
Excess of Revenues Over Expenditures	(\$68,479)	\$128,602	
Fund Balance 7/1/19	\$191,502	\$191,502	
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Fund Balance 9/30/19	\$123,023	\$320,104	

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$0	0.0%
Adult Education	251,325	-	0.0%
Other Illinois Sources	103,908	-	0.0%
Department of Education	4,427,402	228,685	5.2%
Other Federal Sources	46,956	4,075	8.7%
Tuition & Fees	588,000	316,356	53.8%
Sales & Service Fees	28,000	17,217	61.5%
Interest	19,346	19,346	100.0%
Non-govt. Gifts, Grants	257,364	1,482	0.6%
Other	296,226	7,838	2.6%
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Total Revenue	\$6,150,525	594,999	9.7%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$326,425	30.5%
Employee Benefits	268,454	73,850	27.5%
Contractual Services	662,652	137,798	20.8%
Materials & Supplies	191,899	109,415	57.0%
Conference & Meeting	132,525	130,753	98.7%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	387,611	308.5%
Other Expenditures	29,321	31,739	108.2%
Financial Aid	3,767,071	-	0.0%
Transfers out (in)	370,686	-	0.0%
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Total Expenditures	\$7,029,829	\$1,202,739	17.1%
 Excess of Expenditures Over Revenue	 (\$879,304)	 (\$607,740)	
 Fund Balance 7/1/19	 1,426,009	 1,426,009	
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Fund Balance 9/30/19	\$546,705	\$818,269	

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$44,000	\$17,320	39.4%
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Total Revenue	\$44,000	\$17,320	39.4%
EXPENDITURES:			

Contractual Services	\$47,000	\$25,000	53.2%
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Total Expenditures	\$47,000	\$25,000	53.2%
Excess of Revenues Over Expenditures	(\$3,000)	(\$7,680)	
Fund Balance 7/1/19	\$8,728	\$8,728	
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Fund Balance 9/30/19	\$5,728	\$1,048	

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

BOND AND INTEREST FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$1,754,180	\$688,006	39.2%
Total Revenue	\$1,754,180	\$688,006	39.2%
EXPENDITURES:			

Fixed Charges	\$2,312,155	\$0	0.0%
Other	-	-	0.0%
Total Expenditures	\$2,312,155	\$0	0.0%
Excess of Revenues Over Expenditures	(\$557,975)	\$688,006	
Fund Balance 7/1/19	\$999,650	\$999,650	
Fund Balance 9/30/19	\$441,675	\$1,687,656	

AGENDA ITEM #XI-A
OCTOBER 22, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2019

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,110,000	\$408,270	36.8%
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Total Revenue	\$1,110,000	\$408,270	36.8%
EXPENDITURES:			

Salaries	\$288,304	\$69,630	24.2%
Employee Benefits	340,566	123,426	36.2%
Contractual Services	375,176	294,563	78.5%
Materials & Supplies	8,888	195	2.2%
Conference & Meetings	20,503	3,318	16.2%
Fixed Charges	182,856	123,157	67.4%
Utilities	4,903	1,665	34.0%
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Total Expenditures	\$1,221,196	\$615,954	50.4%
Excess of Revenues			
Over Expenditures	(\$111,196)	(\$207,684)	
Fund Balance 7/1/19	\$302,470	\$302,470	
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Fund Balance 9/30/19	\$191,274	\$94,786	