## HIGHLAND COMMUNITY COLLEGE District #519

# AGENDA

# Board of Trustees Meeting February 25, 2020 – 4:00 p.m. Robert J. Rimington Board Room (H-228) Highland Community College Student/Conference Center Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: January 28, 2020 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- IX. Main Motions
  - A. <u>Academic</u>
    - 1. New Program: Commercial Applicator Certificate (Page 8)
    - 2. New Program: Horticulture Certificate (Page 33)
    - 3. Resolution to Eliminate the Auto Body Repair and Hospitality Management Programs and Effect Honorable Dismissal Due to a Reduction in the Number of Faculty Members to be Employed by Discontinuing a Particular Program (Page 60)
  - B. Administration (None)
  - C. Personnel
    - 1. Extension of Temporary Compensation and Hours Increase for Coordinator, Business Training (Page 63)
  - D. Financial
    - 1. First Reading Tuition (Page 64)
    - 2. Payment of Bills and Agency Fund Report (Page 65)

# X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 67)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Presidential Annual Review Committee
- E. ICCTA Representative
- F. Board Chair
- G. Administration
- H. Strategic Plan

# XI. CLOSED SESSION

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

# XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  - 1. Appointment of Tenure (Handout)
  - 2. Appointment of Tenure (Handout)
  - 3. Appointment of Tenure (Handout)
  - 4. Resolution: Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (Highland Community College) Non-grant of Tenure (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
- XIII. Old Business
- XIV. New Business

# XV. Dates of Importance

- A. Next Quarterly Board Retreat March 11, 2020 at 1:00 p.m. in the Student/Conference Center room H-206 (lunch available at 12:30 p.m.)
- B. Next Regular Board Meeting March 24, 2020 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- XVI. Adjournment

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# AGENDA ITEM #VIII-C-1 FEBRUARY 25, 2020 HIGHLAND COMMUNITY COLLEGE BOARD

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

**RECOMMENDATION OF THE PRESIDENT:** That the list of part-time instructors, overload, and other assignments be approved for the Spring of 2020.

**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.

Spring 2020		I	Ĩ					Tage 2
Shung 2020				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Miscellaneo	us							
Kirk	Pearson	6251	SPCH295SXX	Comm Ldrship ~ Stephenson		3	\$473.69	\$1,421.07
Kirk	Pearson		Curriculum De	velopment				\$600.00
Kirk	Pearson	6250	SPCH295JXX	Comm Ldrship-Jo Daviess		3	\$473.69	\$1,421.07
Kirk	Pearson		Curriculum De	velopment				\$600.00
Leanne	Grahame		Trio-Project Su	cceed	TBD		\$22.81	TB
Patrick	Jackson		Intramural Dire	ectór				\$500.00
Stacy	Miller		Assistant Softb	all Coach				\$2,538.05
Fine Arts								
Dagny	Brandt		Youth Choir Di	rector				\$1,550.00
Brandon	Lamm		Orchestra Dire	ctor				\$1,550.00
BIII	Petersen		<b>Big Band Direc</b>	tor				\$1,550.00
Heidi	Spotts-Manthey		Concert Choir	Director				\$1,550.00
Heidi	Spotts-Manthey		Youth Choir Ac	companist				\$750.00
Scott	Stitch		Concert Band I	Director				\$1,550.00
Kevyn-Ann	Sutter		Part-Time Fore	nsics Coach				\$2,250.00
Nadia	Wirchnianski		Chorale Accom	panist				\$1,400.00
Nursing/Alli	ed Health							
Jeannette	Dorsey	6473	NURS110HB	Princ of Electrocardiography	16		\$35.00	\$560.00
Jeannette	Dorsey	6474	NURS110HBX	Princ of Electrocardiography Lab	32		\$35.00	\$1,120.00
Heather	Fricke	6471	NURS117A	Medical Terminology	42.67		\$30.00	\$1,281.60
Kathy	Gehrke	6486	NURS192AXA	Health&Illness Lab	78		\$38.00	\$2,964.00
Kaydra	Heller		NURS188A	Pathophysiology	32		\$30.00	\$960.00
D'Anne	Homer	6506	NURS294BXX	Health&IIIness Lab	126		\$38.00	\$4,788.00
Patti	Jackson		NURS108A	Phlebotomy Tech	.32		\$30.00	\$960.00
Patti	Jackson	6466	NURS108AX	Phlebotomy Tech Lab	96		\$30.00	\$2,880.00
Amanda	Lessman		NURS109HBH	BNA	88		\$30.00	\$2,640.00
	Lessman	6458	NURS109HXB	BNA Clinical	30		\$30.00	\$900.00
Amanda	Lessman		NURS109HBX	Portion of BNA Clinical	20		\$30.00	\$600.00
Denise	Nesmith		NURS294AXX	Health&IIIness Lab	126		\$38.00	\$4,788.00
	O'Brien		NURS122HB	Med Asst Seminar	40		\$38.00	\$1,520.00
Christine	Sanders	-	NURS191NXX	Portion of Fund of Nursing Lab		4.73	\$634.52	\$3,001.28
Stephanie	Eymann		NURS291A	Portion of Family Nursing		3	\$1,269.03	
							\$1,395.93	\$153.55
Jessica	Larson	6505	NURS294BXB	Portion of Health&Illness Lab			\$1,269.03	
							\$1,395.93	\$4,187.79
							\$1,522.83	\$152.28
Cassie	Mekeel	6468	NURS121AX	Portion of MA Clinical Procedures L	ab		\$1,269.03	\$1,700.50
Cassie	Mekeel		BNA Coordinat				\$1,269.03	\$2,106.59
							\$1,395.93	\$474.62
Cassie	Mekeel	6460	NURS109HBB	BNA Lecture			\$1,395.93	-
Cassie	Mekeel	5400					\$1,522.83	\$4,324.84
Shelly	Morgan		Assessment Mo	entor			\$1,269.03	\$3,807.09
-	Morgan		NURS194HB	Portion of Gerontology for Nurses			\$1,395.93	\$4,152.89

COURSE CLOCK CREDIT TOTAL LAST CRN TITLE HRS RATE SALARY FIRST SUBJECT HRS 3 \$1,269.03 \$3,807.09 Petrelli 6507 NURS294BXB Portion of Health&lliness Lab Brittany 2.39 \$1,395.93 \$3,336.27 Chrislyn Senneff 6484 NURS192AX Portion of Health&Illness Lab 3 \$1,269.03 \$3,807.09 1.96 \$1,395.93 \$2,736.02 3 \$1,269.03 6479 NURS191NX Portion of Fund of Nursing Lab \$3,807.09 Sperry 1.4 \$1,395.93 \$1,954.30 Science/Math Bradbury 6439 BIOL110DC **Principlais of Biology** 3 \$531.33 \$1,539.99\* Abigail Abigaii Bradbury 6441 BIOL110DCW **Principlals of Biology Lab** 1.9 \$531.33 \$1,009.53\* 3 \$531.33 \$1,593.99\* Abigail Bradbury 6863 BIOL116DC Intro to Ecology Abigail Bradbury 6864 BIOL116DCX Intro to Ecology Lab 1.9 \$531.33 \$1,009.53\* 3 -\$546.33 \$1,638.99 6190 NSCI134Y1 Intro to Astronomy Dole Portion of Fund of Meteorology Steve Curran 6191 NSCI232A 0.4 \$1,269.03 \$507.62 David Esch 6214 PHYS140Y1 Survey of Physics 3 \$1,269.03 \$3,807.09 0.34 \$1,395.93 \$474.62 David Esch 6207 PHYS142A Portion of Intro Physics II Portion of Gen Microbiology 2.7 \$1,269.03 \$3,426.38 Karla Giuffre 6089 BIOL211N 1.28 \$1,269.03 \$1,624.36 Grahame 6131 BIOL214B Portion of A&P II 3 \$1,269.03 6063 MATH070A Portion of Math Literacy \$3,807.09 Martin Hilberg 1.7 \$1,395.93 \$2,373.09 Mihina 6204 MATH268A Portion of Analytic Geom 2.7 \$1,269.03 \$3,426.39 Steve 3 \$1,269.03 \$3,807.09 Moderow 6134 BIOL214N A&P II Juliet Moderow 6136 BIOL214NX Portion of A&P II Lab 0.53 \$1,395.53 \$739.85 Nowicki Portion of A&P I 0.5 \$1,269.03 \$634.52 6128 BIOL213A Portion of Gen Col Chem 2.74 \$1,269.03 \$3,477.15 Sullivan 6144 CHEM120N John 📜 \*\*Dual Credit Instructor teaching year long courses, loaded at 4.9 for fall and 4.9 for spring MAC Lab MAC Lab \$488.69 \$977.38 2 Roberta Andrews MATH058A Roberta Andrews MATH E1 MAC Lab 2 \$488.69 \$977.38 2 \$488.69 \$977.38 Roberta Andrews MATH Y2 MAC Lab \$473.69 Fransen MATH M1 MAC Lab 2.5 \$1,184.23 \$488.69 \$977.38 Nancy Luepke MATH066A Basic Algebra I Lecture 2 Int Algebra l'Lecture 2 \$488.69 \$977.38 Nancy Luepke MATH158A MAC Lab 2 \$488.69 \$977.38 Nancy Luepke MATH F1 2 \$488.69 \$977.38 McGinnis MATH A1 MAC Lab 2 \$488.69 \$977.38 McGinnis MATH C1 MAC Lab 2 \$488.69 \$977.38 McGInnis MATH D1 MAC Lab 2 \$488.69 \$977.38 McGinnis MATH E1 MAC Lab MAC Lab 2 \$546.33 \$1,092.66 Miller MATH C1 2 \$546.33 \$1,092.66 Miller MATH D1 MAC Lab MAC Lab 2 \$546.33 \$1,092.66 Miller MATH G1 MAC Lab 2 \$546.33 \$1,092.66 Miller MATH Y4 \$488.69 2 \$977.38 Tresemer MATH 055A Basic Math Success Center Success Center Tutor TBD \$22.80 TBD HIII

Success Center Tutor

TBD

\$22.80

TBD

Kay

Jim

Tony

Juliet

AL

Kristi

Ellen

Ellen

Ellen

Ellen

Mark

Mark

Mark

Mark

Don

Chris

Leanne

Grahame

TOTAL COURSE CLOCK CREDIT HRS RATE SALARY FIRST LAST CRN SUBJECT TITLE HRS \$25.50 Adam Success Center TBD TBD Moderow TBD Elizabeth Niesman Success Center TBD \$25.50 TBD \$22.80 TBD Success Center Beverley Stearns Adam Moderow 6626 RDG120B **College Rdg Strategies** 3 \$546.33 \$1,638.99 3 \$546.33 \$1,638.99 Niesman 6619 COMM084A Basic Written Comm Elizabeth Elizabeth 2 \$546.33 \$1,092.66 6628 RDG082A **Basic College Rdg** Niesman 2 \$546.33 \$1,092.66 Elizabeth Niesman 6621 LIBS199BXX FYES 2 \$546.33 \$1,092.66 6622 LIBs199Y1A FYES Elizabeth Niesman Humanities/Social Science/Fine Arts 3 \$928.76 \$2,786.28 6735/6736 ART117/271A Pottery I/Pottery II lose **Avalos** Colette 6163 PSY262HB Human Growth/Development 3 \$546.33 \$1,638.99 Binger 3 \$634.52 \$1,903.56 6164 HUMA104HB Intro to Humanities Thompson Brandt Music of the USA 3 \$634.52 \$1,903.56 Thompson Brandt 6165 MUS268Y1A Music of the USA 3 \$634.52 \$1,903.56 Thompson Brandt 6166 MUS268Y1B 3 **Ethics** \$531.33 \$1,593.99 Evan Dutmer 6418 PHIL282Y1 6419 PHIL180Y1 **World Religions** 3 \$531.33 \$1,593.99 Evan Dutmer 3 \$546.33 \$1,638.99 Anthony Peska 6249 CJS203DC **Criminal Law** Intro to Music 3 \$546.33 \$1,638.99 Heidi Spotts-Manthey 6299 MUS267A Heldi 6301 MUS267Y1 Intro to Music 3 \$546.33 \$1,638.99 Spotts-Manthey 1 Scott Stitch Aural Skills II \$546.33 \$546.33 6308 MUS158A 3 \$546.33 \$1,638.99 Theory II Scott Stitch 6307 MUS162A Loretta Swanson 6410 ART110Y1A Intro to Art 3 \$546.33 \$1,638.99 3 \$546.33 \$1,638.99 Swanson 6661 ART219N Modern Art Loretta 3 \$546.33 \$1,638.99 Loretta Swanson 6411 HUMA104Y1A Intro to Humanities 3 \$634.52 \$1,903.56 Sam Tucibat 6317 ART201HB Intro Photography I 3 \$634.52 \$1,269.04\* Sam Graphic Design II Tucibat 6314 ART218A **Graphic Design IV** 3 \$634.52 \$634.52\* Sam · Tucibat 6316 ART238A 3 \$546.33 \$1,365.83\* Daryl Watson 6319 HIST145DC US History III 3 \$546.33 \$1,638.99 6318 HIST144DC US History III Daryl Watson 2 \$1,269.03 \$1,269.03\* DeLay 6171 MUS177A Class Plano I Jeffrey 2 \$1,269.03 \$1,269.03\* Class Piano II leffrey DeLay 6170 MUS178A 0.75 \$1,269.03 \$951.77 Writing Center Sam Fiorenza 3 \$1,269.03 \$3,807.09 Julie Hartman-Linck **Assessment Mentor** 1 \$1,269.03 \$1,269.03 6530 ENGL122A Rhet & Comp II Tracy Mays Kathrine Perkins **Coordinator Transitional Communication** 3 \$1,269.03 \$3,807.09 2 \$1,395.93 \$2,791.86 Kathrine 6553 ENGL121H Rhet & Comp I Perkins Kathrine Perkins Writing Center 0.75 \$1,395.93 \$1,046.95 3 \$1,269.03 \$3,807.09 Paul Rabideau 6242 PSY161Y2 Intro to Psychology 3 \$1,269.03 \$3,807.09 lennifer Roser 6293 CJS208DC Intro to Terrorism 4 \$1,395.93 \$558.37\* lennifer 6891 OCED290F Workplace Exp - CJS Roser **Development & Evaluation Written Prof Exams** \$800.00 Jennifer Roser 2 \$1,269.03 \$2,538.06 Jami 1 6545 LTRE097A Rdg, Writing, Reasoning Spencer Writing Center 0.75 \$1,269.03 \$951.77 Jami -Spencer 0.75 \$1,269.03 \$951.77 Writing Center Cristina Szterensus Pro rated based on students

		1		COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
James	Yeager		SPCH191Y1A	Fund of Speech Comm		3		
James	Yeager		HUMA110A	Intro to Critical Thinking		3		1
lames	Yeager		MCOM260A	Adv. Video Production			\$1,522.83	1
Inter	i cuBci	0020					+-/	
Applied M	usic							
Dagny	Brandt		Applied Music	Major - Voice				\$1,200.00
Jody	Brubaker		Applied Music	•				\$1,200.00
lohn	Hartman			Major-Guitar/Harp				\$400.00
Brandon	Lamm			Minor - Strings				\$400.00
Brandon	Lamm			Major - Strings				\$800.00
Bill	Petersen			Minor - Winds				\$200.00
Bill	Petersen		Applied Music					\$400.00
Nadia	Wirchnianski		Applied Music					\$400.00
Business/1	echnology							
Amy .	Chamberlin		Cosmetology C	lasses		3	\$1,269.03	\$3,807.09
-						3	\$1,395.93	\$4,187.79
						1.03	\$1,522.83	\$1,568.51
lustin	Ebert	6374	AGOC229Y1	Agri Business Seminar		1.5	\$1,269.03	\$1,903.55*
lustin	Ebert	6376	AGOC287HB	Precision Farming Tech		1.5	\$1,269.03	\$1,903.55
	e					2.01	\$1,395.93	\$2,805.82
lustin	Ebert	6362	AGRI182HB	Intro Ag Mech & Lab		0.84	\$1,395.93	\$1,172.58
Steve	Gellings		ELET179N	Electronic Principles		1.44	\$1,269.03	\$1,827.40
loe	Grove		ECON111B	Principles of Economics			\$1,269.03	\$3,807.09
Denise	Johnson	· · ·	OFFT255HB	Office Procedures		0.4	\$1,269.03	\$507.61*
eremy	Monigold		INFT180HB	Intro to Information Systems			\$1,269.03	\$3,045.67*
							\$1,395.93	\$418.78
leremy	Monigold	6279	INFT290Y1	Princ of Computer Science II			\$1,269.03	\$761.42
							\$1,395.93	\$418.78
ames	Palmer		Automotive Cla	asses			\$1,269.03	\$3,807.09
							\$1,395.93	\$4,187.79
						2.1	\$1,522.83	
Monica	Pierce	6369	AGOC109HB	Pesticide License Training			\$1,269.03	\$888.32
Monica	Pierce		AGRI190HB	Intro to Ag Education			\$1,269.03	
Aaron	Sargent		DRAF260HB	CAD/Drafting Fund			\$1,269.03	\$3,807.09
							\$1,395.93	\$3,350.23
Kristin	Stinnett		Automotive Cla	isses			\$1,269.03	\$3,807.09
							\$1,395.93	\$4,187.79
							\$1,522.83	\$152.28
Carol	Wilhelms	6448	ACCT213Y2	Financial Accounting			\$1,269.03	
gai oi	·······						\$1,395.93	\$837.56
Carol	Wilheims	6452	ACCT214Y2	Managerial Accounting		· · · ·	\$1,395.93	\$3,071.05
ennifer	Alderman		ACCT116HBN	Intro to Payroll Accounting		2	\$546.33	\$1,092.66
ennifer	Alderman		ACCT218Y1	Business Income Tax		3	\$546.33	\$1,638.99
Scott	Anderson		OCED290D	Workplace Exp - Equine		2	\$634.52	\$126.90*
Scott	Anderson		OCED290E	Workplace Exp - Equine		2	\$634.52	\$126.90*
	Allaciaoli	5000	- vere av vie					

TOTAL COURSE CLOCK CREDIT SALARY FIRST CRN SUBJECT TITLE HRS HRS RATE LAST \$546.33 \$912.37\* Joseph DeParasis 6359 EQUI103HB **Equine Evaluation** 2 6360 EQUI105HB 3.25 \$546.33 \$1,775.57 Joseph DeParasis **Equine Facilities** Horse Handling I 2 \$546.33 \$262.24\* 6361 EQUI127HB Joseph DeParasis 3 \$488.69 \$1,466.07 Thomas Harrison 6146 BUSN125HB Math of Business 13 Math of Business \$488.69 \$1,466.07 Thomas 6147 BUSN125Y2 Harrison \$1,905.89 6149 WELD130N/NNI Intro to Welding & Lab 3.9 \$488.69 Roger Hicks 1 \$488.69 \$488.69 Hicks Curriculum Development Roger 2 \$488.69 \$474.03\* 6694 EQUI113HBN Equine Massage II Marissa Hurlbert 3.9 \$546.33 \$2,130.69 Hank lls 6152 WELD233N Adv. Welding Processes \$1,903.56 3 \$634.52 Child Growth&Develop 6644 ECE122DC Melissa Johnson Assessment in EC Settings 3.9 \$634.52 \$2,474.63 Melissa Johnson 6706 ECE125DC 3 \$634.52 \$634.52\* Melissa Johnson 6217 ECE212Y1 Early Childhood Assessment Int Welding/Fabrication 3.9 \$488.69 \$1,905.89 Mark 6649 WELD232DC Kloepping Horse Handling II 2 \$488.69 \$234.57\* Crimson Pulver 6440 EQUI129HB Crimson 6442 EQUI133HB Horse Training I 2 \$488.69 \$708.60\* Pulver 2 \$488.69 \$234.57\* **Riding II** Crimson 6443 EQUI139HB Pulver Brandi Widmer 6194 EQUI109HB Equine Health Care II 2 \$488.69 \$327.42\* 3 \$488.69 \$488.69\* Brandi 6195 EQUI115Y1 **Equine Nutrition** Widmer 2 \$488.69 Brandi Widmer 6197 EQUI143HB **Riding Instruction II** \$234.57\* \$473.69 \$1,421.07 Jodi York 6221 ECE214Y1 Family Child Care Environm 3 Cosmetology Lab - P/T Instructor TBD \$25.66 TBD Kayla Clark Office Technology Lab - P/T instructor TBD \$28.68 TBD DeWitt Diane TBD TBD \$13.39 Carol Engelkens Office Technology Lab - Lab Assistant TBD TBD \$24.87 Office Technology Lab - P/T Instructor Carol Engelkens Cosmetology Lab - P/T Instructor TBD \$24.87 TBD Nina Harn TBD \$25.66 TBD Cosmetology Lab - P/T Instructor Heidi Lessen \$25.66 TBD Cosmetology Lab - P/T Instructor TBD Jean Meyers Office Technology Lab - P/T Instructor TBD \$25.66 TBD Dorie Olloff TBD Auto Body Lab - P/T instructor TBD \$25.66 Eric Plper Cosmetology Lab - P/T Instructor TBD \$25.66 TBD Melissa Pitzer TBD Office Technology Lab - P/T instructor TBD \$25.66 Vicki Standley Office Technology Lab - P/T instructor TBD \$25.66 TBD Sarah Warfield Cosmetology Lab - P/T instructor TBD \$24.87 TBD Lindsay Vinnedge \$507.64 Part-time Instructor Supervision Chamberlin Amy \$507.62 Amy Chamberlin Part-time Instructor Supervision \$507.64 Denise Johnson Part-time Instructor Supervision \$253.81 Denise Johnson Part-time Instructor Supervision \$126.91 Todd Vacek Part-time Instructor Supervision \*Pro rated based on students

				COURSE	CLOCK	CRÉDIT	1.	TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Lifelong Le	arning							
Mark	Peterson	6727	PERS037GCC	Volunteering for Natl Parks	1.5		\$27.50	\$41.25
Mark	Peterson	6728	PERS037HCC	World War II	4.5		\$27.50	\$123.75
Jay	Van Matre	6795	PERS032NCC	Intro to Guitar	8		\$25.00	\$200.00
Roger	Goodspeed	6767	SPTP160ACC	<b>Beg Watermedia Workshop</b>		· ·		\$500.00
Shara	Ibalio	6707	PERSO11ACC	Smart Phone I	1.5		\$27.50	\$41.25
Roger	Hicks	6725	PERS037ECC	Intro to Oxy Acetylene Weld				\$85.00
Other Assig	nments				-			
Samuel	Gartzman		December 201	9 speaker for High School Servant	Leadership	class		\$ 500.00
Camelot Co	stumes LLC		Labor for Made	rigal Dinner				\$ 500.00
Alexander	Kloepping		October 2019	speaker for High School Servant Lea	adership cla	ss		\$ 500.00
Sarah	Connors		Consulting/Ma	rketing for International Preservati	ion Studies			\$ 630.00
Tammy	Abell		Speaker for Hig	sh School Servant Leadership Nove	mber meet	ing		\$ 750.00
Rachel	Carlson		Choreographe	d a dance for the dance team				\$ 110.00
Bradley	Curtis		Deputy for Me	n's basketball game 1/18/20				\$ 100.00
iordan	Griffin		Drawing assist	ant	2		13	\$ 26.00

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# AGENDA ITEM #IX-A-1 FEBRUARY 25, 2020 HIGHLAND COMMUNITY COLLEGE BOARD

# <u>NEW PROGRAM</u> COMMERCIAL APPLICATOR CERTIFICATE

**<u>RECOMMENDATION OF THE PRESIDENT</u>:** That the Board of Trustees approves the new Commercial Applicator Certificate program.

**BACKGROUND:** The purpose of this certificate is to prepare students for a career in the crop input field. Students will be provided hands-on training, utilizing some of the latest in technology equipment.

Our local agriculture fertilizer and chemical companies have communicated the great need for spray applicators. This certificate was created in response to industry request.

This certificate was approved by the Highland Board of Trustees in March of 2019, but ICCB is requesting different documentation. Therefore, additional action is needed.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: \_

Form 20: Application for Permanent Approval Career & Technical Education Curriculum

# Illinois Community College Board Application for Permanent Approval Career & Technical Education Curriculum

# Submit One Hard Copy & One Electronic Copy

College	Name:	Highland Community College	5-Digit Col	lege #:	51991
Contact	Person:	Justin Ebert		Phone:	815-699-3507
Emell:	Justin.	ebert@highland.edu		Fax:	815-599-3625

Curriculum Information

AAS Title:	Contract the state of the	Credit Hours:	14	CIP Code:	
AAS Title:		Gredit Houre:		CIP Code:	
Certificate Title	Commercial Applicator	Gredit Hours:	35	CIP Code:	01.0204
Cartificate Title:		Credit Hours:		CIP Code	

Proposed Classification:	Distric	t X	Regional	Statewide
Proposed implementation Da	te:	Fall 2020		

Submission includes:

Xe	Part A: Feasibility, Curriculum Quality And Cost Analysis	
Х,	Part B: Supportive Documantation And Data	J

This Curriaulum Was Approved By 77 State Approval is Hereby Requested:	e Colleg	e Boerd	Of Trus	tees On:	Date:	and sense the sense services the
Required-		ministra	tive Off	cer Signat	ura .	Date

ICCB Anormal Date:	445	129 ch Cert	SOt on Certs
IBHE Approval Date Fo			· · ·

Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.

# Application for Permanent Approval: Career & Technical Education Curriculum Instructions

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. The curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.

Please send both copies to:

Tricie Broughton, Associate Director for Academic Affairs Illinois Community College Board 401 East Capitol Avenue Springfield, IL 62701 tricia.broughton@illinois.gov

Application. Complete the Form 20 as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File." NOTE: Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

Notes for Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and Certificate programs, the college should submit a single application that reflects all programs. (For example, a Hospitality Management AAS and a related Hospitality Certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program.

Application Timeline. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB, and potentially the IBHB. The Board considers new program requests at each meeting.

For More Information: Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the <u>Administrative Rules</u>. Contact Tricia Broughton at <u>tricis.broughton@llinols.scv</u> with questions.

Approval Notification. Once approval by all appropriate Boards has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 20 cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards, if necessary. Questions regarding the status of this documentation should be directed to Tricia Broughton at tricia broughton@illingis.pov.

# Career & Technical Education Curriculum Approval Application

## PART A: Feasibility, Curriculum, Quality and Cost Analysis

#### Feeslblifty

- 1. Labor Market Need. Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.
  - a. Program purpose.

The Commercial Applicator Certificate Program is designed to provide the necessary training to gain entry-level employment operating a large commercial chemical and fertilizer applicator.

b. Target population.

The target population for this program is individuals looking for entry level employment as well as potential existing employees looking to increase their skill set.

c. Related occupations.

The Commercial Applicator Certificate will train students to obtain a career applying pesticides, healing material and equipment, and maintaining equipment. For specific job title and codes please refer to the Occupational Chart (Part B).

d. Supply-Demand Information.

See Enrollment Chart (Part B) and the Illinois Virtual Labor Market Information (Part B) for related equipment operator, commercial driver's, and farm worker careers in the counties that are located within our college district. The enrollment chart is a representation of anticipated students entering and completing the certificate. While labor data may be weak in the areas indicated on this application, local business support and outreach for qualified commercial operators justifies the need for the certificate program.

e. Alternate Documentation.

I have included a current job opening at a local crop supply company looking for an agronomy applicator. These positions are frequently available in our immediate area.

- f. Planning and Collaboration.
  - i. Educational & Workforce Partnerships.

In a recent Highland Community College Agriculture Advisory Meeting a few local crop input supply companies reached out to the department indicating a strong need for qualified commercial applicators and operators. Because of a current workflorce in this area that is reaching rationeant age, there was a desire to train younger individuals that had proper chemical applicator licenses and the ability to obtain a Commercial Driver's License. These talks led to further surveying of more businesses with other companies. These talks sparked the creation of the Commercial Applicator Certificate. li. Employer Partners.

Stephenson Service Company	Lena, IL
Carroll Service Company	Milledgeville, IL
Midwest BioAG	Willedgeville, IL
Conserv FS	Rockford, IL
Pearl City Elevetor	Pearl City, IL
Nutries AG	Stockton, IL
Furst-McNess	Freeport, IL
Advanced Crop Care	Forreston, IL
Musser Crop Services	Lena, IL
Keith Hinrichs - Pionser Seed	Freeport, IL
Wyffels Hybrids	Dakota, IL

ill. Employer Input.

Letters of support from local employers are included (Part A)

g. Related Offerings:

Highland Community College already offers a Production Agriculture Certificate. This certificate covers all aspects of production agriculture and does not allow for the specialize training needed to obtain a commercial applicators license or the extensive instruction on soil and crop health. There are no other community college in the region that offer specifically a commercial applicators certificate.

h. Regional Programs:

NA

2. Need Summery.

The labor market data does not provide a true picture of the demand for the career of a commercial applicator. When looking at related occupations such as Agriculture Equipment Operator and Pesticide Handlers, there is a stable outlook for the future. The local employee needs expressed to the college have indicated that this certificate is justified and does lead to a stable career.

# Gurriquium Quality

1. Curriculum Information.

-a. Corristions

1. Catalog description.

The Commercial Applicator Program prepares students for a career in the crop input field. Students will be provided hands on training, utilizing some of the latest in technology equipment.

- ii. Currisalum. See Curricalum Chart (Part B).
- b. Educational alignment: The Commercial Applicator Certificate is technically part of the Agricultural Power Machinery Operation within the Power Structure and Technical Systems Pathway.

Academic/Curricular Alignment.

Many of the high schools in our region teach basic plant and soil science classes. Some of these schools have established dual credit options with our Crop Science class. These dual credit agreements allow students to get a jumpstart on their college degree and are a great introduction into the opportunities in the chemical application industry.

il Rationale.

The certificate is 35 credits hours, five credits above the 30-credit hour recommandation. When the course listing was shared with prospective employers, everyone agreed that the courses were essential in the development of the certificate. The one outlier is the summer term Pest Identification course. This course is a heavy laboratory course that works best in the summer to be able to scout fields to identify pests.

iii. Relationship to existing curricula at the college:

The Coarmannial Applicator Certificate fits seamlessly into our Crop and Soil Science Associates of Applied Science Degree. If students wish to continue with their educational after completion of the Commercial Applicator Certificate all of their coursework will apply towards the Crop and Soil Science AAS degree. See attached AAS Degree (Part A)

iv. Articulation.

Highland Community College is a member of the IAI transfer articulation consortium, which allows easy transfer of our introductory agriculture courses to Illinois Universities. We have also established a great working pertnership with the University of Wisconsin-Platteville. Much of the course in the Commercial Applicator Certificate will transfer to UW-P towards a bachelor's degree in the Soil and Crop Sciences Major. See attached UWP-HCC Transfer Guide (Part A)

- v. Academic & Technical Skill Requirements.
  - 1) Academic Entry Skills:

All students entering the certificate program will need to meet college entrance scores in reading and mathematics. If needed, students will take transitional math and reading courses before completing the required certificate coursework.

2) General Education:

To demonstrate the necessary mathematic skills of a trained commercial applicator students are required to complete a Technical Mathematics course.

3) Technical Skills: Students will complete training and take the exam to obtain and Illinois Pesticide Applicator's License as well as Commercial Driver's License Permit. Both of these licenses are required to obtain an entry level job in the crop application industry. 4) Employability Skills:

The certificate includes several hours of training on an applicator simulator that was donated to the program by Growmark and Stephenson Service Company. The one of a kind training will give students the skill of understanding the controls and procedures for running a real applicator.

vi. Career Development.

The course in the curriculum sequence titled FYES-AG Emphasis provides students the opportunity to explore careers and build their resume. See attached FYES-AG Emphasis syllabus (Part A).

vii. Course Syllabi.

See syllabi for Crop Science, Soil Science, Soil Fertility, AG Equipment Maintanance, Pesticide License Training, COL Training, Corn & Soybean Production, Precision Farming Technology, Plant Pest ID. (Part A).

c. Work-Based Learning.

Work-based learning is an essential piece of the program. Students will begin in the first semester of the certificate working a few hours a week to gain familiarity with the equipment and procedures at the workplace. This will continue into the second semester of courses, gaining more hours getting CDL driving time and preparing for full time employment. See syllabus for the Workplace Experience course (Part A)

d. Accreditation for Programs.

NA

e. Assessment of Student Learning:

Highland Community College has a rigorous assessment schedule where courses and programs are assessment on a regular basis. Course assessments are done each semester for all courses over a three-year rotation. Programs are assessed in the same manner as courses, but with fewer programs that courses the programs tend to be assessed on a more frequent basis. Peer reviewers on campus provide feedback in a timely manner to allow for modifications to curriculum and programs.

- L. Student Learning Objectives.
  - Program Outcomes
  - a. Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
  - b. Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
  - a. Explore the use of precision technology in crop production.
  - d. Maintain and calibrate common agricultural equipment used in crop production.
  - e. Secure en Illinois Commercial Applicators License.

f. Assessment of Student Learning Objectives.

Assessments will be through cumulative course completions, obtainment of the Illinois Pesticide Applicator's License and Commercial Driver's License Permit.

- g. Continuous Quality Improvement.
  - i. The college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant by maintaining relationships with and continue to seek input and respond to suggestions from industry professionals through advisory committee meetings.
  - ii. On a rotational basis with our other agriculture programs, the commercial applicator certificate will be assessed using our campus program assessment plan. As a result of this assessment process each year, we may find that different projects, labs, quizzes, or workplace experiences need to be adjusted to improve student learning. The improvement process will include the employed agriculture instructors, the Highland Community College Assessment Mentors, the Agriculture Department Advisory Committee, and the Vice President of Business, Technology, and Community Programs here on campus.
- 2. Unique or noteworthy features of the program.

Students completing the Commercial Applicator Certificate will be ready for masningful employment with the necessary licenses to carry out the tasks of the applicator career. These licenses take time and considerable knowledge of crops and chemicals to complete. By obtaining these licenses, students will be able to enter the workforce at a higher salary than other non-licensed applicants. Many of the courses offered in the program are on a hybrid format that allows students to complete a portion of the workload online. This cuts down on driving time to campus and allows students work or complete intenship hours during the school week.

3. Faculty Requirements.

No additional faculty will be required to implement the program.

a. Faculty Qualifications.

See Faculty Qualifications Chart (Part B).

b. Faculty Needs.

See Faculty Needs Chart (Part B)

- 4. Academic Control.
  - a. Internal Oversight.

The Vice President of Business, Technology, and Community Programs is responsible for maintaining the academic integrity of the program.

b. Contractual/Cooperative Agreements,

NA

# Cost Analysis

#### 1. Source of Funds.

The courses utilized in this certificate are already in existence on campus and are included in the current budget. To update equipment or provide training materials federal Perkins Funds will used as well as contributions from the Highland Community College Foundation.

2. Equipment.

Stephenson Service Company a Growmark Company gifted the program a Pesticide Applicator Simulator last year. This is the only new piece of equipment needed for the program. Other equipment is already established in the program.

3. Facilities.

The Agriculture Department has an Ag Science lab, a computer lab, an Ag Machanics lab, a greenhouse, a 55-acre land lab with 15 acres devoted to research plots and a community garden space.

## 4. Finance.

No new costs will be added for this certificate to operate. See Finance Chart (Part B)

#### Feasibility 1.e. Alternate Documentation - Agronomy Applicator Announcement

Aeronomy Applicator - Stephenson Service Company - Freeport, IL

Date: Dec 14, 2019 LOCATION: Freeport, IL, US, 61032 Company: GROWMARK, Inc. COMPANY: Stephenson Service Company HIRING MANAGER: Brynn Groezinger LOCATION: Freeport, IL PURPOSE AND SUMMARY STATEMENT

Under the direction of Location Manager/Crop Sales Specialist, delivers products, communicates sales leads, custom applies fertilizers, crop protection products or ag-lime, inspects fields, and maintains or repairs aquipment as needed.

#### ESSENTIAL JOB FUNCTIONS

¢

Delivers products to customers according to company standards and to increase potential sales. Communicates sales leads to their supervisor.

Blends all products according to recommended rates, procedures, and company standards.

Rinses containers and sprayers and disposes of rinse in accordance with state regulation and company standards.

Applies crop production/protection inputs to fields and growing crops according to recommended rates, procedures, and following all pesticide labels. Records all application data according to regulations and standards.

Records pre/post trip inspections on all equipment any time it is used and daily driver logbooks in order to stay in compliance with DOT and company standards.

Responsible for tracking inventory in employee's control, also required to record and turn in application records on a daily basis. Assures all product is accounted for with either an involce or delivery ticket.

Sets up material handling, blending, storage, transport and application equipment for blending and delivery of products. Repairs, rebuilds, and cleans equipment as needed to maintain a professional appearance and extend the life of the equipment. All maintenance requires a worksheat to be completed immediately after work is completed and turned into your supervisor directly.

Adheres to all company sefety rules and regulations.

During winter season employee is responsible for the snow removal and salt spreading at the Fast Stop and around the Lene/Pearl City facilities.

#### OTHER JOB FUNCTIONS

Responsible for maintaining company equipment according to company standards, adheras to the company Uniform Policy, and maintains the appropriate professional image.

May serve on the location Safety Committee and adheres to the company environmental health and safety policies and training.

Needs to be willing to work at any location in any department upon request. Performs other duties as assigned.

#### REQUIREMENTS

Education and Experience

Normally requires previous applicator or related experience and/or training to demonstrate the ability to deliver product, custom apply fertilizers and crop protection products, inspect fields, and do minor equipment maintenance.

Must hold a high school diploma or GED equivalent.

### **Functional Skills**

Proven professional communication and customer service skills and the ability to comprehend simple instructions and communicate one-on-one and in small groups with customers and other employees.

Demonstrated time management and basic math skills including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals along with the ability to compute rate, retio, and percent and to draw and interpret bar graphs.

Proven ability to work independently and in a team-oriented environment.

#### Core Skills

Demonstrated core skills including business knowledge, collaboration, communication, customer focus, decision making and skill development.

#### Other Requirements

Must have or can obtain a Class A CDL with air brake, tanker, and Hazardous Materials endorsements and maintain a current medical card. Employee has to be able to perform Pre and Post trip inspections and record a daily log book when job requires him/her to do so.

Required to obtain an lilinois Commercial Applicators license which requires passing the general standards and field crops tests every three years.

Ability to perform minor equipment maintanance repair, and lift at least 70 lbs.

Nearest Major Market: Freeport

Nearest Secondary Market: Rockford

Job Segment: Logistics, Scientific, Operations, Engineering

### Feasibility 1.f.III. Employer Input - Letters of Support



Tu: Yim tillands Community College Board Per: Highland Community College Applicator Certificate Program Prom: Jay Mempel Date: Descolar 27, 2018

I would like to appress the need for the Highland Community College's Communical Applicator Certificate Program here is Northwest filtesis.

i am the General Menager of Stephension Service Company Wolch is a Farm Supply Cooperative providing Agronomic services to our customers both in Stephenson and Proceeds Counties in Northwest (Snols.

Gur Company currently employees approximate 112 employees, of whom 40 employees currently hold a State of Macin Operators or Applicators License that is required for their fulfilms employment. We conversity employ approximately 4 to 6 new employees each year in the Agronomy Department.

At the size of our form tustomers operations continues to grow and the ability to find younger forming employees becomes more challenging for our customers, the next for our custom Application Services continues to increase.

We name our local Community colleger like Highland Community College to provide as the educated and talented employees we need in Order to fill sur future publices.

Tisnk you for your consideration,

Jay K**ampal** 815-255-7400 Romand Extendenconfit.com

THE NATURAL RESOURCE



#### Fostint Elect

Nutrian Ag Solutions is pleased to see the work that Highland community college is doing to train our anet generation of simployes's to work in the retail ag field. All of agriculture's labor youl is about simply and continues to shrink every day. Your continuous will give these a great start in an agriculture curver.

Our experimition consists of 3 retail locations in nothings IL and nontherest WI. At this time we could use 5-10 operators and 5-7 applications.

We value our operators and applicators as the back bone of our company. Without them our business cannot be successful and in term our producers calmot ascessed. Thanks for your landership in creating this conticulum.

Sincerely,

Las Block Nutries Ag Solutions 19276 U.S. Rt. JOR. Stockton, IL, 61025 Office 215-947-3242 Call \$15-266-9901 Jackhook Supervise symp.



December 23, 2019

Jusiln Sheri, Agriculture Instructure Highland Community College 2998 W Pearl City Road Freeport II. 61032

Deer Jusiin,

Thank you for your efforts in meeting our employment needs in our agricultural industry. As a cooperative agricultural supplier, PCE recognizing the Importance of irolined skilled employees and we commend Highland Community College for Estening, developing and meeting our employment needs.

Our Commercial Applicator from is one of our most valued when it comes to our agronomy business. Without highly skilled employees, we are unable to meet our 1,100 farmer's needs. Our Commercial Applicator from of 21 employees will continue to grow and we are excited about working with HCC to secure these future employees. In addition, we recognize the importance of succession planning and mentating, so we know the importance of bringing in and developing this upcoming talent. Our Commercial Applicators wages range from \$15,00 to \$22,50 with an excellent benefit package - including 100% paid health, dental and vision insurance.

We commend the vision of your Administration, Faculty, Soard of Directors and Support Stalf for recognizing this important opportunity of your Commercial Applicator Certificate Program.

Sinceraly.

Pennie 5. Groezinger () () VP of Human Resources & Communication

# Curriculum Quality 1.b.iil - Relationship to existing curricula at the college - Crop Science AAS

# Agricultural Management (630) Crop and Soil Science Emphasis

# ASSOCIATE OF APPLIED SCIENCE

### About Our Program

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Call Highland at \$53-338.523 for the fallowing program to fallow:

- · Real Andreast Vice President of Bastrees Victoriogy and Catastrumby Programs
- · Justin Finel, Agriculture interaction
- Monici Forse, Agriculture instructor
   With Zehnin, Endont Advint



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Curriculum Quality 1.b.lv - Articulation - HCC/UWP Transfer Guide

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/SOC 245 Applied Sixtee Science AGSCI 4040 Surine Management			
ABOC 243 Skrine Management			
AGOC 245 Dalry Management	AGSCI 4070 Dairy Cattle Manuelment		
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AGOC 1/13 Evaluation of Livesbook	AGSCI 2000 Mean and Animal Evaluation		
AGOC 148 Dairy Production	AGSCI 2020 Intro to Dairy Science		
AGOC 364 Dairy Cattle Evaluation	AGSCI 2050 Dalry Cattle Evaluation		
	tal Norticulture		
Highland Courses	UWP Courses		
AGRU 284 Introductory Solits	AGSCI / SOSCI 2230 Sollis		
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OR CHEW \$23 General College Chemistry 1	OR CHEMSTRY 1140 General Chemistry		

**Occupational Curriculum Approval Application** 

PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrolment, proposed ourricular structure, faculty requirements, and fiscal support.

#### Occupational Demand

1. a) Labor Market Data. <u>Append</u> any occupational or indusiry projections data that supports the need for the proposed program(s).

1. b) Occupational Chart. List occupational tilles related to the proposed program(s) and corresponding employment projections and completer data.

Eco Job Codas & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers** (Indicate from which surrounding districts)
Pesticide Handlers, Sprayers, & Applicators, Vegetation 37-3012	NA NA 14 Kiswau	and the second states of the
Agricultural Equipment Operators 45-2091		Kiswaukee College – 28
Farmworkers & Laborers, Crop, Nursery, & Greenhouse 45-2092	122	NA
Heavy and Tractor-Trailer Truck Drivers 53-3032	92	NA.

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the iDES Illinola Dept. of Employment Security website.

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).

	First Year	Second Year	Third Year
Full-Time Enroliments:	6	6	6
Part-Time Enrollments:	2	2	2
Completiona:	8	8	

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

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#### CURRICULUM STRUCTURE.

 a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk \*\*\* courses with pre-requisites; *Italicize* transferrable courses.

BOLD	new	COURSES.

Program Tille:		and a second sec		1	
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (required coursework). Specify Courses.	MATH 111 LIBS 199	Technical Math Firat Year Experience	3	32	00
Total			5	5	0
Career and Technical Education (CTE) Courses required coursework)	AGOC 110 AGOC 140 AGOC 227 AGOC 285 AGOC 287	Pesticide License Training Commercial Driver's License Prep Agriculture Equipment Maintenance Com & Soybean Production Soil Fertility Precision Farming Technology Pest ID & Control Crop Science Soil Science	2 2 3 3 3 4 4 26	2 2 2 2 2 2 2 2 2 2 2 2 2 3 3 2 0	0 0 2 0 2 2 2 2 2 2 2
Work-Based Learning Courses (Internship, precticum, apprenticeship, etc.)	OCED 290	Workplace Experience	4	0	0
CTE Electives					
Total Gradit Hours			35		R. Le

2. b) Curriculum Sequence. Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

2. c) Contractual/Cooperative Agreements. Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortie, an apprenticeship or labor organization, a private institution, business, or other outside entity.

### Faculty Regulrements

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e., Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
No Degree Required; Extensive Work Experience	Grop Science, Soli Science, Agronomy	CDL, Pesticide License	2 years Preferred	2 years Preferred

3. b) Faculty Needs. Cite the number of feculty, including new and existing faculty that the program willneed for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
Faculty	A DA S					
# of Existing Faculty	2		2		2	

#### FISCAL SUPPORT

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4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include constions of equipment.

	First Year	Second Year	Third Year
Faculty Costs	\$	The second second	
Administrator Costs			
Other Personnel costs (specify positione)	*	018345	
Equipment Costa (append list)			
Library/LRC Costs			
Facility Costs*		Sec. Sta	
Other (specify)			The Contract of
fotal New Coats	\$0	50	\$0

\* Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions.

#### 2.b - Curriculum Sequence

ABOUT OUR PROGRAM The Commercial Applicator Program prepares students for a career in the crop input field. Students will be provided hands on training, utilizing some of the latest in technology comignations.

#### PROGRAM OUTCOMES

- Identify, classify, and describe common Illinois soils, crops, weeds, and posts.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage mitrionts.
- Explore the use of precision technology in crop production.
- Maintain and oslibaste common agricultural equipment used in crop production.
- Secure an Illinois Commercial Applicators License.

### NATURE OF WORK AND EMPLOYMENT

Career pathways in the Communial Applicator program may include employment with a crop input provider, truck driving business, or agriculture mechanic business. Content employment potential in these areas is very good with a variety of options for work and advancement.

#### SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

#### PROGRAM CONTACTS

	Scott Anderson, VP of Burbas	Technology, and Community Programs
Ľ	815-599-3604	scott and erson@hishland.edu
	Justin Ebert, Agriculture button	
-	815-599-3507	justin elseri@highland.edu
ľ	Monica Pierce, Agriculture but	nuclor
Ē.	815-599-3637	monica.pieroo@highland.edu
ľ	Vicki Schulz, Student Advisor	
Ĺ	815-599-3664	vicki.sohula@highland.edn

#### RECOMMENDED COURSE SEQUENCE

Edd (Provide He	SUMMER TERM		3
AGOC 291	Pest ID & Control		1
in the second	SEMESTE	RTOTAL	1

	FALL TERM	2.2
AGOC 127	Forage Production OR	
AGOC 227	Corn and Snybeas Production	-4
AGOC 140	A grietalturs Equipment Maintesanos	3
AGRI 284	Soll Science.	4
MATELII	Technical Math	-3
1.088 199	First Year Experience - AG	2
OCRID 290	Workplace Experience	2
	SEATESTER TOTAL	10

	SPRING TERM	100
AGOC 109	Pesneide License Training	2
AGOC 110	Commercial Driver's Licence Test Prep	2
AGOC 285	Soil Fertility	3
AGRI 286	Crop Science	4
AGOC 287	Procision Farming Technology	3
OCED 290	Workplace Experience	2
	SEMESTER TOTAL	16



# AGENDA ITEM #IX-A-2 FEBRUARY 25, 2020 HIGHLAND COMMUNITY COLLEGE BOARD

# <u>NEW PROGRAM</u> HORTICULTURE CERTIFICATE

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the new Horticulture Certificate program.

**BACKGROUND:** The purpose of this certificate is to provide students the opportunity to explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

According to the Bureau of Labor Statistics, employment of landscapers and grounds maintenance workers is projected to grow 11 percent from 2016-2026, faster than the average for all occupations. More workers will be needed to keep up with increasing demand for lawn care and landscaping services from large institutions and individual homeowners.

This certificate was approved by the Highland Board of Trustees in March of 2019, but ICCB is requesting different documentation. Therefore, additional action is needed.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION:
#### Form 20: Application for Permanent Approval Career & Technical Education Curriculum

# Illinois Community College Board Application for Permanent Approval Career & Technical Education Curriculum

#### Submit One Hard Copy & One Electronic Copy

		de	ghland Community College	5-Digit C	ollege #:	61901
Centact	Person:		Monica Pierce		Phone:	815-599-3837
Email:	monica	a.pla	arce@highland.edu		Fax:	815-509-3625

#### Curriculum Information

AAS Title:	ervice interviewing	Credit Hours:		CIP Code:	
AAS Title:	and the first of the	Credit Hours:		CIP Code:	TT STA
Certificate Title:	Horticulture	Credit Hours:	30	CIP Code:	01.0601
Certificate Title:		Credit Hours:	-	CIP Code:	

Proposed Classification:	District	X	Regional		Statewide	言い言語
Proposed Implementation Date	i je	12020		a Lin ard		

Submission includes:

	s all a second second	Pert A: Feasibility, Curriculum Quality And Cost Analysis	
1		Part B: Supportive Documentation And Data	
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This Curriculum Was Approved By The College Board Of Trustees On:	Date:
State Approval is Hereby Requested:	
Required—Chief Administrative Officer Signatur	e Date

ICCB USE ONLY			
ICCB Approval Datas	AAS:	- 29 ch Cert:	30+ ch Cert:
IBHE Approval Date Fo	or AAS:	A .	

Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.

#### Application for Permanent Approval: Career & Technical Education Curriculum Instructions

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. The curriculum approval application should be completed in its antirety, with one hard copy mailed to ICCB staff and one also route copy (MS Word format only NOT PDF) to ICCB staff.

Please send both copies to:

Tricle Broughton, Associate Director for Academic Affilirs Illinois Community College Board 401 Bast Capitol Avenue Springfield, IL 62701 tricle.broughton@Illinois.cov

Application. Complete the Form 20 as indicated. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File." NOTE: Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

Notes for Approval of Related AAS Degree and Cartificate Curricula. When applying for approval of closely related AAS degree and Cartificate programs, the college should submit a single application that reflects all programs. (For example, a Hospitality Management AAS and a related Hospitality Cartificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program.

Application Thusline. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB, and potentially the IBHE. The Board considers new program requests at each meeting.

For More Information: Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Pertinent information is also contained in the Administrative Rules. Contact Tricia Broughton at <u>tricia.broughton@illingls.cov</u> with questions.

Approval Notification. Once approval by all appropriate Boards has been granted, ICCE Academic Affairs staff will notify the appropriate college staff by smail. Approval documentation will include a copy of the dated Form 20 cover page, a copy of the processed Form 22, and an approval letter from our Executive Director to the College President indicating the approval dates of both Boards, if necessary. Questions regarding the status of this documentation should be directed to Tricia Broughton at tricis.broughton@illhools.gov.

#### Career & Technical Education Curriculum Approval Application

#### PART A: Feasibility, Curriculum Ousliny and Cost Analysis

#### Feesthilly

- 1. Labor Market Need. Verify that the program is feasible from a labor market standpoint and demonstrate convincing avidence of labor market need.
  - a. Program purpose.

The horticulture certificate program provides students the opportunity to explore various careers in horticulture while gaining skills necessary to being working in a horticulture business upon completion of the certificate.

b. Target population.

This program is intended for individuals seeking entry level employment.

c. Related occupations.

This program will prepare students for jobs as landscapers and landscape supervisors, groundskeepers, greenskeepers, fruit and vegetable producers, florists, greenhouse and nursery workers and managers, and lawn care specialists.

d. Supply-Demand Information.

See Enrollment Chart (Part B) and the Illinois Viriual Labor Market Information (Part B) for horticultural careers in the counties that our college serves. The enrollment chart shows the number of students we project will enroll into the certificate program over the next two years and the number of students we project will complete. These supply numbers (under ten per year) will have plenty of opportunity as we see that demand numbers (projected annual openings per year) in various horticulture related occupations are very large in comparison.

e. Alternate Documentation.

See Northwest Illinois Feonomic Development Data (Part B).

- f. Planning and Collaboration.
  - i. Educational & Workforce Partnerships.

The idea for this certificate program was born directly out of data collected by the Northwest Illinois Economic Development project titled "Linking Talent with Opportunity". The project surveyed the region to identify areas of employment that were in high need, but that were not getting filled by employees. Greenskeepers, groundskeepers, and landscapers were identified as one of the top areas of need. By creating a certificate program in horticulture, Highland hopes to shine light on this career area and fill the unfilled jobs in our area. Our horticulture degree will also be stackable with our AAS Crop and Soil Science Degree. Due to our extensive transfer agreement with UW-Flatteville, most of the courses in our AAS Crop and Soil Science Degree will transfer to either their Environmental Horticulture or Crop and Soil Science Bachelor's Degree.

ii. Employer Pariners.

Freeport Park District - Freeport IL

Clara Joyce Flowers - Stockton, IL

Deininger Floral Shop - Freeport, IL

Fritz Nursery - Stockton, IL

Bagle Ridge Resort - Galens, IL

Sparrow - Elroy, IL

NatureScape Lawn Care - Rockford, IL

Plum Creek Landscape Contractors - Lanark, IL

Angelic Organics - Caledonia, IL

Chestnut Cliff Farm -- Freeport, IL

DeMeester Flower Shop, Greenhouses, & Lawn Care - Freeport, IL

InGrown Ferms - Freeport, IL

Park Hills Golf Course - Preeport, IL

University of Illinois Extension - Preeport, IL.

iii. Employer Input.

Letters of support are appended (Part A).

g. Related Offerings:

A similar program offered at Highland Community College includes our Agriculture Production Certificate degree. Neighboring colleges, including Kishwankee College, Joliet Junior College, Lincoln Land, and Kankakee offer various horticulture degrees and certificates. Their completer graduates are outlined in the appended <u>Occupational Chart</u> (Part B).

h. Regional Programs:

NA

2. Need Summary.

The labor market data represented by various careers in the horticulture industry shows a stable outlook for all career areas, including landscapers, groundskeepers, landscape supervisors, nursery and grownhouse managers, and nursery workers. This data is supported by anecdotal information provided by various employers in our district whom seek employees with training in horticulture. Many of the careers require short term training, which is what our one year certificate program plans to offer.

#### Curriculum Quality

- 1. Curriculum Information.
  - a. Curriculum
    - i. Catalog description.

The Horticulture Certificate Program provides students the opportunity to

explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

ii. Curriculum.

See Curriculum Chart (Part B)

- b. Educational alignment: Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: <u>Illinois Programs of Study</u>.
  - i. Academic/Corricular Alignment.

Many high schools in our district teach plant science and horticulture classes. We already provide dual credit with several high schools (Scales Mound and Byron) for their horticulture class, which is requirement for this program, and we will continue to expand these opportunities with other school districts.

- ii. Rationale. NA
- iii. Relationship to existing curriculs at the college:

Our horticulture degree is stackable with our AAS Crop and Soil Science Degree. See attached AAS Degree Requirements (Part A).

iv. Articulation.

Due to our extensive transfer agreement with UW-Platteville, most of the courses in our AAS Crop and Soil Science Degree will transfer to either their Environmental Horticulture or Crop and Soil Science Bachelor's Degree. See attached Transfer Guide (Part A).

- v. Academic & Technical Skill Requirements.
  - 1) Academic Entry Skills:

High school level reading, writing, communication, and math skills will be required. All students must function at this level, as proven by placement tests and entrance exams to be awarded a degree. If students do not meet competency in these areas, they are enrolled in remedial reading, writing, and math courses. These skills are reinforced by the activities and assignments in all courses required for this degree.

2) General Education:

Due to fertilizer, chemical, and spacing calculations required for horizoultural careers, a technical math class has been included in the curriculum.

3) Technical Skills:

An Illinois Pesticide Applicator's License is required for many jobs within the horticulture industry as use of pesticides is a common practice in the industry. As part of the certificate, Highland offers an exam preparatory course (AGOC 109: Pesticide License Training), and students are required to pass the Illinois State exam in order to pass that course. 4) Employability Skills:

Oral communication, collaboration, problem solving, technological skills, and written communication are all skills that are transferable and required for employment. Students practice many of these skills through the assignments, projects, reports, and group work in all classes. Specifically, technology skills and written communication is overthy taught in the Computer Applications. Collaboration and problem solving is taught in the soil science course and vegetable production course, and oral communication is required in both the landscape design and horticulture presentation projects.

vi. Career Development.

The course in the curriculum sequence titled FYES-Ag Emphasis provides students the opportunity to explore careers and build their resume. <u>See</u> attached FYES- Ag Emphasis syllabus (Part A).

vii. Course SyllabL

See syllabi for Introductory Horticulture, Posticide License Training, Landscape Design, and Vegetable Production.

c. Work-Based Learning.

As part of the program requirements, 4 credit hours of work based learning is required. For every 75 hours of work based learning that a student experiences, 1 credit hour is received. Students will be required to complete 300 hours of work based experience through a local horticulture employer. See <u>list of rotential work</u> based learning sites (Part A).

d. Accreditation for Programs.

NA

- e. Assessment of Student Learning:
  - 1. Student Learning Objectives
    - Program Outcomes
      - Explore horticultural production, floral, landsceping, and greahouse careers.
      - Identify, classify, and describe common Illinois soils, plants, weeds, and pests.
      - Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
      - Secure an Illinois Commercial Applicators License.
      - Maintain agricultural tools and equipment necessary for growing plants.
  - il. Assessment of Student Learning Objectives
  - Assessment will be through cumulative course completion and obtainment

of Illinois pesticide applicator's license.

- f. Continuous Quality Improvement.
  - i. The college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant by maintaining relationships with and continue to seek input and respond to suggestions from industry professionals through advisory committee meetings.
  - ii. On a rotational basis with our other agriculture programs, this horticulture certificate will be assessed using our campus program assessment plan. I have included a copy of the <u>Assessment Reporting Form (Part A)</u>. As a result of this assessment process each year, we may find that different projects, labs, quizzes, or workplace experiences need to be switched out in each course to improve student learning. The improvement process will include the employed agriculture instructors, the Highland Community College Assessment Mentors, the Agriculture Department Advisory Committee, the Highland Community College Curriculum and Instruction Committee, and the Vice President of Business, Technology, and Community Programs here on campus.
- 2. Unique or noteworthy features of the program:

Students in this program will gain the unique experience to observe the wide range of careers in the horticulture industry through field trips and guest speakers. Students will be able to network with employers during these encounters and find a workplace experience as part of the requirements of this program. Classes are delivered in a hybrid fashion in which students can access content conveniently and flexible in accordance with their schedule. Students are only required to be on campus 2-3 days per week, increasing flexibility for nontraditional students. This one year certificate program is stackable with our two year Ag Management AAS degree.

3. Faculty Requirements.

No additional faculty will be required to implement and support this program.

- a. Faculty Qualifications. See Faculty Qualifications Chart (Part B).
- b. Faculty Needs. See Faculty Needs Chart (Part B)
- 4. Academic Control. Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.
  - a. Internal Oversight.

Vice President of Business, Technology, and Community Programs is responsible for unsintaining the academic integrity of the program.

b. Contractual/Cooperative Agreements. NA

#### Cost Analysis

- 1. Source of Funds.
- 2. All of the classes in this program already exist and are operating within the current budget. No new costs will be added for this program specifically. Program improvement money and consumable items will continue to come primarily from Post Secondary Parkins dollars including greenhouse and seed supplies, landscope design software, and soil testing lab supplies. Greenhouse construction in 2019 was funded through private donations raised by Highland Community College Foundation. We are in the process to complete the Perkins Programs of Study process for this horticulture program.
- 3. Equipment. No new equipment will be added specifically for this program.
- 4. Facilities. Agriscience lab, agriculture department greenhouse, ag mechanics shop lab, computer lab classroom, 15 agre grop research plots, and community garden space will be utilized to deliver various classes.
- 5. Finance. As previously stated, all of the classes in this program already exist and are operating within the current budget. No new costs will be added for this program specifically.

# Feasibility 1.e. Alternate Documentation - Northwest illinois Economic Development Data

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Northwest Elnois Economic Development Date (http://www.nulled.org/

#### Feasibility 1.f.III. Employer Input - Letters of Support



#### Thursday November 14, 2019

To When It May Concern,

I are writing in support of Highland Community Collign for their consistion of the Out-pair Harikalian Conflicto Program. Highland for base a support of der community for decides. The facility and suff have been and scenario improvides. The college rates grout highlighty to adapt to discipling elicentes in the workplace and the contains). A heritoritary conflicted program will be a great to great to pay community.

When I heard about this, I was overfapped. This program provides integrity in the indecape industry and corresponding fields. I that iteratedate topped from day accountably heavily that my business is valued mough that BCC would treat a program to help adments and using our workforce. We are finding difficulties thing prefilem more than over. This support these Highland will help to uncounter young people to fill these joint.

We will do somything: we use to suppose this program. We will be larger to well: with stations to fulfil their Westplace Reportance regularizeds. We have and will common to provide prostainties to stations in help them grouper for jobs in the fundame and harrivalizes industries. Bit company sear this as a big with the Northwest Rilandol

I reviewed the program contributes and course requirements. Highland has note again done a fine job is propering this course. Easimate will benefit from isoming the contrastical that they will need at they enter jobs in these fields. They will even means an illustif Commercial Applicator's Lingues. We look forward to another applicates out of this program and into our effice. We will particlely contridue these gradenics for any logamin over times without this entitients.

Stanitaly,

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Mark Diddena 1-800-642-2643 37. Ödörna Sigarze Winner com

206 W. Mile C. Flares, U. 61077



December 10, 2019-

Monica Pierce, Agriculture Instructor Highland Community College 2998 W. Peerl City Road Presport, IL 61032

Monies,

Thenks for sharing the wanglerful news of the new hoticulture program! The Prospect Park District extinuitationally supports Highland Community College's effort to establish a Herticulture Contificate Program for its educational offerings and looks forward to partnering with the College and being a resource for the students.

A costilicate program combined with the recent addition of a foll-time Landscope Arthiteoi/Certified Arborist to the Park District's staff will offer students hands-on learning opportunities that can also benefit the community. The park district manages 11 park locations of varying size and complexity that offers a diverse range of opportunities and practical applications for horthoulants andetots.

We look farward to hearing when the program is spinoved and we will do out past to support the program by engaging the students and the positionally in a successful perinership.

Sincerely.

Sack Carey, Accoutive Director Freeport Park District

HE.255.614 THE S. BURCHARD AV. P.O. BOX 417 FARHFORD; 11.61053 manufacture particulations.



To whom it may someon.

I'm in support of the agricultural and isorticaliural programs that highland is speerbanding. As a family not biainess for over 80 years i have seen a lot of charges. We recently closed our flower shop that has been operating for 40 years. We closed is the insbility to find designers. Every year we struggle to fill positions in our garden center and fawn care and innincuping divisions too. The closest college of similar skills is deletib and that's over an hour drive. To have a agricultural and institutional programs offered at Highland College would be large for the industry in Simplement County. Every one would benefit indiviing the customers. If you would like to discuss the mod in further depin open context me at the above phone innoiser or small me at demonstructures lifetimed.

Sitternly

Jim De Mentos



To Whom it May Concein,

My name is Jean Wachiter and I am the Manager of Landscoping at Hagie Ridgs Resort and Spa. Being in the industry for 32 years, I have seen fundhand the need of further education in this field. Hospitality and tervice is a big component in Northwestern Illinois economy. Finding qualified associates to fill our positions has been a major challenge in the years past. By providing a Honticulture Certificans Program, Highland Community College will be contributing to the adaption for those who wish to pursue employment in fields related to those studies. It may turn into employment as a greenskeeper, groundsteeper, or statting their two business. I believe this would be a great benefit for all these involved.

> Sincerely, Jean Wachter

Eagle Ridge Resort & Spa Manager of Resort Landscaping Jean Wachter jwachter@sagleridge.com 815 776 5143

> Bent 177, Unionia, Illinois 60016 (01.5) 777-5000 B-Malli maginahisaania Websita www.austatidaa.com

Curriculum Quality 1.b.III -- Relationship to existing curricula at the college -- Crop Science AAS

# Agricultural Management (630) Crop and Soll Science Emphasis

ASSOCIATE OF APPLIED SCIENCE

#### About Our Program

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#### Program Cancerned

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#### Program Contacts

Coll Mighteet at RE-ZEG-6121 for the Indonesig photoen contexter.

- Scott Anderson, Vice President of Eulerenia, Technology and Continuency Programme
- Justin Storn, Againtown instructor
- Manus Piece, Aghavitute Instructor
   Vicki Schulz, Shaloni Allevitar

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Curriculum Quality 1.b.iv - Articulation - HCC/UWP Transfer Guide

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Animal S	cience Major
Highland Courses	UWP Courses
AGOC 220 Feed and Livestock Industry	AGSCI / ANSCI 3000 Animal Nutritien
Select two	aif the following:
AGOC 2AZ Amplied Beerl Califie Science	AGSCI 4080 Beef Managemant.
AGOC 241 Applied Swine Science	AGSCI 4040 Selfne Management
AGOC 243 Swine Management	
AGOC 245 Daliry Manuscenseite	AGSCI 4070 Dalry Cattle Menagement
Select up to hive o	redits of the following:
AGOC 143 Evaluation of Elvestock	AGSCI 2000 Meet and Aslenal Evaluation
AGOC 145 Dalry Production	AGSCI 2020 Letro to Dairy Scinece
AGOC 344 Dairy Cattle Evaluation	AGSCI 2050 Dairy Cattle Evaluation
	ntal Healthing
Highland Courses	UWP Courses
AGRI 204 Introductory Solis	AGSCI / SCSICI 2280 Solita
BIOL 111 General Botany	BiOLOGY 1350 General Botany
CHE65 120 General, Organic, and Bio Chemistry	CHICKESTRY 3050 General Chamistry
03 O(DM 123 Ganaral College Chambery 4	OR CHEMISTRY 1140 General Chamistry
	smith and Consentation
Highland Courses	UWP Courses
CHEM 124 General College Chemistry II	CHEMISTRY 1240 General Chemistry
AGRI 284 Introductory Solls	AGSCI / SCSCI 2230 Seila
DRAF 101 Drafting Fundamentals OR	INDUSTOV \$230 Technical Drafting OR
DRAF 151 Engineering Grephics	GENENG 2320 Engineering Computer Graphics
BIOL 111 General Boshoy	BOLOGY 1950 General Botery
CHEM 120 General, Organiz, and Big Chemistry	CHERASTRY 2050 General Chemistry
Olt CHIDyl 123 General College Chamistry I	OR CHEMSTRY 1140 General Chemistry
ATH 177 Statistics	MATH 1630 Elementary Statistics
MATH \$43 Precedeulus	MATH 2450 Precalculus
	Grop Science
Highland Courses	UWP Courses
GRI 284 Introductory Solls	AGSCI / SCSCI 2230 Solls
NOL 111 General Botany	8iOLOGY 1950 General Botany
CHEM 120 General, Organic, and Bio Chamistry	CHERGSTRY 1050 General Chemistry
DR CHEM 123 General College Chemistry (	OR CHEMSTRY 1145 General Chemistry

#### Occupational Curriculum Approval Application

#### PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college's projected anrollment, proposed curricular structure, faculty requirements, and fiscal support.

#### Occupational Damand

1. a) Labor Market Data. <u>Append</u> any occupational or industry projections data that supports the need for the proposed program(a).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.

Soc Job Codes & Titles * Other Job titles If alternate data also submitted	Annual District Openings*	Employment Projections: Annual Program Completers** (Incluate from which surrounding districts)
37-3011 Landscaping and Groundskeepin g Workers	281 (150+131) in Northern Stateline EDR	NA
37-1012 1st Une5pvrs/Mgr, Landscaping & Lawn Service	37 (18+19) In Northern Stateline EDR	Kishwaukee Collège- 8 Jollet Junior College- 1 Kankakee-1 Kishwaukee- 8 Lincoln Land 6
37-3012 Pesticide Handiers, Sprayers & Applicators	12 (5+7) In Northern Stateline EDR	NA
45-2092 Farm Workers & Laborers, Nursey & Greenhouse	laborers	Kishwaukee College-1 Joliet Junior College-13 'Kankakee- 4 Kishwaukee- 18
11-9013 Nursery and Greenhouse Managers	809 (250+559) *Includes all agriculture managers	

\* SOC (Standard Occupational Classification) Job titles/codes & AAJC (Average Annual Job Openings) by Community College district can be found through the IDES Illinois Deni, of Employment Security website.

\*\* Program completer data can be used from the most current ICCS Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrolments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).

	First Year	Second Year	Third Year
Full-Time Enroliments:	3	5	7
Full-Time Enroliments: Part-Time Enrollments:	11.	2	3
Completions:	-3	6	9

NOTE: Provide a separate Enrollment Chart for EACH program if submitting multiple programs in one application.

Ends Websile Labor Medical Price surges - Descention in which

Landscaping and Groundskeeping Workers. Stachangen County I.

Wissen Stall Research

Linkinceping and Opposide angles Weekers - Landscope or maintain grounds of property using haad or power tools or equipment. Workers typically perform a verify of tasks, which may include any combination of the following cod bying, moving, tehnning, plending, weitering, feetlising, digging, sking, spinister kushi. More

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20% of the 752 total estimated cornari openings in Saliding and Grounds Claiming and Mahameneo ecceptions. Jacometer Sequence Strengtons, Interpret

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#### Landscaping and Groundskeeping Workers to Daviess County B.

#### D. Stein Bill Bonart,

Landscaping and Grounddeeping Westerns - Landscape or maintain grounds of property using land or power tools or equipment. Workers typically perform a vertexy of tasks, which may include any combination of the followings cod bying, moving, trimming, planting, wetering, lettilizing, digging, inling, uptitier instell... More

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27% of the 778 total estimated annial openings in Building and Grounds Cleaning and Meintenance occupations. Reve Bink Downest of Independing South Replaced

-0710

Wente Venes Labor Market Information - Computer Hutter



First-Line Supervisors of Landscaping

When Bul Extent

Past-Line Repervises of Landscaping, Lange Service, and Great Managing Workney - Directly supervise and coordinate activities of workers anguged in landscaping or gotteninkeeping activities. Work may involve reviewing contracts to assertain service, machine, and workings requirements answering inquires from poten... higgs

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Typical Wages

Projected Annual Openings Northead ISK (no date within the 19 Sector Opening N

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First-Line Supervisors of Lendscaping.... Stanbardon County II.

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First-Line Departments of Landscoping, Lenis Service, and Bestechineping Workers - Directly supervise and coordinate activities of workers engaged in landscoping or Gaundainsping activities Work may involve environing contracts to securitate service, machine, and workforce regulatements wavering highlies from poten\_ More

Horsen 2010 Information II family on DY 1877 "Think O'WET in a instrument sugarand on the U.S. Deposition is a lation and Training Sciences



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Projóctad Annual Opanings "Harbern Schulte EDR (to data available for Saphenson County, 32

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Nursely and Greenhouse Managers Deider County, II.

#### B Shout the Matheret

Manuary and threathence Managery - Plan, organize, direct, control, and coordinate activities of workers angaged in propagating, cultivating, and barvesting borticultural specializes, such as treat, shrube, fistance, musivoorne, and other plants. (Here is no video smallable for Nursery and Ministery and Greek Greenhouse Managent)

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#### Typical Wege

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ent MDM (no date späinsble far Jo Devleys County)



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Projected Assessed Operatings Verman, Ranchura, and Other Apticultural Manager (op Ann available for Massey and Grantysus Mategord

ant JOK (no dirite available for to Deviner County,



20% of the 3,084 total optimated a ogn in Mass asseguement occupations. Wide View Later (Stand Measure) - Connected Profile



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#### Nursery and Greenhouse Managers Stepheneon County IL

#### B Viser Full Report

Nersery and Greesheave Menagers - Plan, organize, threat, control, and coordinate activities of workers arguinged in propagating, culturating, and hervesting horticultural speciation, such as user, shrubs, florant, saudintoons, and other plants. (There is no video weakable for Nursery and Greenhouse Managers.)

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#### Typical Wages

Terment, Ranchers, and Other Agriculturel Managers (no data available for Nummy and Breatbouse Managers)

"Ninels (nr) (its entities for Stephinson County, II)

\$60,088

Madhan Annun Winge Germanian baselood of Scriptopout Sounds Computeral Septement Autors Projected Ammend Openings "Armen, Amders, and Ober Agricultural Managers (no erts available for Numery and Greenhouts Managers) "Northern Stateline IDX (no data see listle for Stathermon County, 2.)

250

17% of the 1,451 total astimuted annual openings in Management occupations. Seem limit transformed destances technic implement interface.

inte R Manie Vytupi Laber Marine Internetics - Oscapettes Papilie

Nursery Workers Stephanion County, IL

None Bel Report

Harminy Workers - Work in nursery facilities or at customer location plenting, custowing, hervisting, and instanting trees, shulls, or plants. Click in the constantional sides for Manager Minimum, such This Manager I instruction of the "state of the instance of the constantional sides for the second side of the seco



Youlul koshe Indituite huides of the expendent peoprophic area. Hower cursor over team for details.

Typolocal Wengan Marmatoland and Laboura, Crop. Nistely, and Resultions for data statistics for Humany Workers)

1996 Cit, B. antida contains Rephaneon County, K. - pa Anta Analistic for Maphaneon County, K.)

\$23,260

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to Deterin Course II.

#### in Visor Bull Brook

Necessry Workness - Work in nursery facilities or at customer location planting, cultivating, berventing, and transpliciting trees, shrubs, or plants, Olds to share the accumulance when for Manage Mindows. Sections Take information is based on DPMET\* does to 1961 is a testimore in maintand to the SUL Sectionant of Labor, Implement, and Training Advisionation



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Typica) Wages Parrounters and Laborer, Crop. Nursery, and Greenhouse (no data available for Nursery Workers)

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34,468 Modilion Assessed Wage

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**Projected Annual Openings** "Parmentarian and Laboran, Grop. Featurey, and Groenhouse the data mellable for Number West Merbars

rhieriternit 1741 (no dote stallable for 14 Daviety County, 13



57% of the 223 total estimated annual openings in Perming, Ricking, and Perenny eccurations. COCUMO . Inverse Break Department of Periphymerskilletarity Sevel approved



Minute Wester Labor Scholast Information - Datapation Proc

Pesticice Handlers, Sprayers, and...

In Davings County, I.

#### A Marin Rull Barrow

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Bourses Tale Maximum is found as String To date String to a train nink tightend to the U.S. Department of Likes, and the Carl State by Admitting time



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Typical Wages "WA 66, 2. Josef cartains to Devise County, R. - no data eventidad for to Devise County, R.)

\$48,579 Modian Annual Wage

ity Gettin

Projected Annual Openings Workset DK (no data wellack for D Devise Charge 7

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154 of the 773 total astisted around openings in Buliding and Grounds Cleaning and Maintenance occupations. Jacob Hent Desenses of Instances Institutes the tables in the second second

#### Rinole Vistual Labor Mediat Information - Cooperation Profile

# Pesticide Handlers, Sprayers, and...

#### I View Full Report

Presticide Handlets, Sprayers, and Application, Vegetation - Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vepors, soil incorporation, or chemical application on trees, shrubs, laters, or botanical crops. Usually requires specific training and State or Federal certification. More

Sources This information is band on O'MET" dote. O'MET is a medianark registered to the U.S. Department of Jahon, Brightpanet and Thaining Administration



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#### Typical Wages

"LWA 03, IL which cantains Stephenson County, IL - no data available for Stephenson County, IL)

\$33,079

Modiliani Antronal Wages Source: Music Department of Employment Meaning, Occupational Bathlemont Bathles

#### **Projected Annual Openings**

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Martheon Stete The EDE (no data evailable for Simpherition County, E)

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1% of the 752 total actinuated annual opertique in Building and Grounds Cleaning and Stainformersta occupetions, seven Shots Department of populations Starby, Employment Projections.

#### Alternate Documentation: Illinois Virtual Labor Market Information

#### CURRICULUM STRUCTURE.

 a) Gurriculum Chart. List general education, carser and technical education, work-based learning, and elective courses within the proposed program. Asteriak ""courses with pre-requisites; *italicize* transferrable courses.

# BOLD new courses.

rogram Little:			1		
	Course	Course Title		Lective	Lab
	Prefix/6		Hours	Hours	Houn

no

2019

#### 2. c) Contractual/Cooperative Agreements. NA

#### Faculty Regulamenta

3. a) Faculty Qualifications. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.s., Cosmetology Instructor Certification to teach Cosmetology).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Master's Degree	Hortlouiture Soll Science	Pesticide License	2 years +	2 years +
100 m				

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	Fire	First Year		Second Year		d Year
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty						
# of Existing Faculty	2		2		2	

FISCAL SUPPORT

4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the ouriculum. Include donations of equipment.

4. b) Finance Chart. Identify projected new direct costs to establish the program over the next three years.

	First Year	Second Year	Third Year
Faculty Costs	\$		Barr sender ger Krister und ger Breiter in State auf der Bereite
Administrator Coets			
Other Personnal costs (specify positions)	and a sector sector		
Equipment Costs (append list) Library/LRC Costs			SPIC Longe PR
Library/LRC Costs			
Facility Coste*			
Other (specify)			

Total New Costs	\$0	\$0	\$0	and the
	슬 ~ ~ ~ ~ ~ ~ ~ ~		LAST REALEST	

\* Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions.

General Education	1165 199	First Year Experience-	\g2	2	0
coursework). Specify	MATH 111'OR	Technical Math	3	3	0
Courses.	MATH 125	Business Math	1		in the second
iotal			5	6	0
arear and	AGOC 285	Soil Fertility and Fertilizers	3	2	2
areer and Teohnical Education CTE) Courses	AGOC 132	Landscape Design	3	2	2
required poursework)	AGRJ 192	Computer Applications	In3	3	0
	A <b>GRI 188</b>	Introductory Horticultur Science	RI3	з	0
	AGRI 284	Soil Science	4	3	2
	AGOC 109	Pesticide License Training	2	2	0
	AGOC 130	Vegetable Production	3	2	2
otal			21	17	8
vork-Based earning Courses ntemship,	GCED 290	Workplace Experience	4	1	6
racticum, pprenticeship, etc.)			4	1	6
otal			-	000	-
otal					
otal Credit Hours aquired For ompletion			30	23	14

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NOTE: Provide a separate Curriculum Chart for EACH program is submitting multiple programs in one application.

2. b) Curriquium Sequence. Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

# Horoculture

#### ABOUT OUR PROGRAM

The Horsiculture Certificase Program provides students the opportunity to explore verious careers in horsiculture while gaining sidis necessary to begin working in a horticulture business upon completion of the certificate.

#### PROGRAM OUTCOMES .

- Bylane hericaltani productor, tend, hericaping, and grandmann convers.
- dentify, chadly, and theories corrected block with, plants, weath, and plants.
- Writes and their reports, steep yield gools, and legal pulse to exepandish comparations.
- Secure on Officely Chernese chil Applicators Denom.
- Multisolis aggletationed tools and applyment necessary for grandpayelasts.

# NATURE OF WORK AND ENPLOYMENT

Conver performent withit institutions infinite production of processorial plants or adiable crups, fictual result, generication measurement, and landscoping. Forestiel conversibilities the delaying:

Landscaper	Pentickie Applicator
Ficulat	Supportation Prophytics
Leson Cere Specialist	Prote Times Grower
Equipment Refrequences	Grouphouse Manager

#### SPECIAL COMSIDERATIONS

Allogishania angeliad are required in complete evenipies aparteness halors graduating. Evolution evenipies apartenessed to make the achieve of exclusions halo-actor or Addeer to make with close achedrics, work plets apparteness, scholardig opportunities, well are dependent placetoric.

#### PROGRAM CONTACTS

	Dean of Business & Technology scott.anderson@highland.adu
Justin Ebert, Age	iculture Instructor
815-599-3507	justin_ebert@highland.adu
and the second se	Agriculture Instructor Inonics.overce@highland.ada
Vidid Schulz, Sh/	dent Advärer
815-599-3664	vickt.achulz@highland.edu

#### RECOMMENDED COURSE SEQUENCE

	FIRST SERVICESTER	
1188 199	First Tour Experience- Ag Emphasis	2
AGRI 284	Sell Science	4
ABOC 137.	Landscape Destgn	з
AGR 192	Computer Applications In Agriculture	3
MATH 111/125	Technical Matils or Matte of Business	3
the second s	CERIFICTER YFITAL	.94

	SECOND SEMILATER	
AGRI 188	Introductory Horticultural Science	3
AGOC 130	Vegetable Crop Production	3
ABOC 109	Pasticide License Training	2
OCED 250	Workplace Experience	4
ELECTIVE	Choose ony course	Э
5-103(2) (L	SEMESTER TOTAL	15

#### HELGHARD TUTAL 30



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## RESOLUTION TO ELIMINATE THE AUTO BODY REPAIR AND HOSPITALITY MANAGEMENT PROGRAMS AND EFFECT HONORABLE DISMISSAL DUE TO A REDUCTION IN THE NUMBER OF FACULTY MEMBERS NEEDED TO BE EMPLOYED BY DISCONTINUING A PARTICULAR PROGRAM

**RECOMMENDATION OF THE EXECUTIVE VICE PRESIDENT:** That the Board of Trustees approves a resolution eliminating the Auto Body Repair and Hospitality Management programs and effect concurrent honorable dismissals following completion of the program term of affected individuals.

**BACKGROUND:** Declining enrollment in the Auto Body Repair and Hospitality Management programs prompted a program review that reviewed enrollments for the last six years. Based on the enrollment trends, it was recommended that the programs not accept new enrollment beginning Fall 2020.

The two faculty members, Todd Vacek, Auto Body instructor, and Evan Talbert, Hospitality Management instructor, will teach out the current students in the programs during the 2020-2021 academic year and then be reassigned to teach in an alternative qualified position. WHEREAS, pursuant to Board Policy 2.05, Academic Program Evaluation, the Administration of Highland Community College has undertaken a program review of the Auto Body Repair and Hospitality Management programs; and,

WHEREAS, the academic program review was conducted consistent with the guidelines set forth within the Faculty Handbook, initiated by the Executive Vice President, and considered the applicable factors as outlined therein, following the timetable established therein for consideration of the same; and,

WHEREAS, the Community College Tenure Act requires, when a particular program is eliminated, that the Board adopt a resolution reducing the number of faculty members employed thereby, as provided in 110 ILCS 805/3B-5; and,

WHEREAS, after due consideration, the Board of Trustees finds it in the best interests of the College, students, and taxpayers of the District to eliminate the Auto Body Repair program, inclusive of the Auto Body Repair certificate, as well as eliminate the Hospitality Management program, inclusive of Hospitality Startup, Hotel Management, and Restaurant Management provisions; and,

WHEREAS, due to the elimination of the above-referenced programs, two faculty member positions will be eliminated applicable to these positions, by virtue of discontinuing the referenced programs.

NOW, THEREFORE, be it resolved by the Board of Trustees of Community College District #519, Highland Community College, as follows:

1. The Auto Body Repair program is eliminated, effective at the end of the 2020-2021 academic year.

2. That the Hospitality Management program is eliminated effective at the end of the 2020-2021 academic year.

3. The following tenured faculty members are to be honorably dismissed due to elimination of the above programs and reduction of the particular type of programs provided by the institution, namely Todd Vacek and Evan Talbert, which elimination will be effective at the end of the 2020-2021 academic year.

4. The President and Secretary of the Board of Trustees are hereby authorized and directed to send the affected faculty members written notice of honorable dismissal by certified

mail, return receipt requested, at least 60 days before the end of the school term, together with the statement of honorable dismissal and the reasons therefore.

5. That the affected faculty members shall be offered teaching assignments in an alternative qualified position beginning the 2021-2022 school year, at no loss in compensation or benefits as would have been received in the two programs being eliminated.

6. This resolution shall be in full force herein upon its passage.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Signed

Secretary of the Board

Date

Signed

Board Chairperson

Date

#### EXTENSION OF TEMPORARY COMPENSATION AND HOURS INCREASE FOR COORDINATOR, BUSINESS TRAINING

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the extension of a temporary increase in compensation of \$158.32 per pay period (based on 28 hours per week) for Ms. Rebecca Anderson, Coordinator, Business Training effective February 23, 2020. In addition, Ms. Anderson's hours will increase from 28 hours per week to full-time status. This temporary increase in hours and compensation will continue through April 4, 2020.

**BACKGROUND:** The Board originally approved an increase in hours and pay for Ms. Anderson effective August 14 – February 22, 2020. The Coordinator, Lifelong Learning Program resigned effective July 18, 2019, and Ms. Anderson has been fulfilling the responsibilities of that position in the interim. On January 28, 2020, the Board of Trustees approved a revised job description that combined the Coordinator, Lifelong Learning Program and the Director, International Preservation Studies Center (IPSC) to create the Coordinator, Lifelong Learning Program and International Preservation Studies Center. Before filling this position, the College wants to ensure that there is enough enrollment in IPSC courses to advocate for the continuation of the Center through the College. As a result, the increase in hours and pay for Ms. Anderson is requested through April 4, 2020. We will have more information on enrollment at that time and will be able to make a better assessment about the sustainability of IPSC. As noted above, the recommendation will be retroactive back to February 23, 2020, ending on April 4, 2020.

**BOARD ACTION:** 

# FIRST READING - TUITION

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that Board of Trustees considers for the first reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$148.00 per credit hour effective Fall semester of 2020. In addition, it is recommended that the Board of Trustees considers for the first reading an increase in the senior citizen rate from \$111.00 to \$112.00 per credit hour effective Fall semester 2020. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2020 tuition rates at community colleges contiguous to Highland have been determined.

**BACKGROUND:** Highland's State funding for the past three fiscal years has been at historically low levels. Despite this, the College has strived to maintain affordable tuition. Tuition was not increased in FY19 and was increased by \$5 in FY20. In addition, expenses have been reduced, transfers from other funds have been utilized, and the fund balance has absorbed the remaining deficit.

A \$148 tuition rate effective Fall semester of 2020 coupled with our technology fee (\$22) and activity fee (\$18) may be higher than the overall State average in-district tuition and fee rate in FY20, however, many colleges have not yet determined tuition and many are discussing increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include a small increase in property tax values and State funding indicate that this recommended increase in tuition may achieve a balanced budget in FY21. Items of significant budget impact are not yet known at this time, such as property tax values, State funding, and medical insurance costs that may require adjustments to current budget projections.

If (as originally planned when Illinois Community Colleges were established) State funding was one-third of the College's revenue sources, then we would only be looking at a per credit hour tuition rate of about \$132.

#### PAYMENT OF BILLS AND AGENCY FUND REPORT

**<u>RECOMMENDATION OF THE PRESIDENT</u>**: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the January 2020 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 339557 through 339925 amounting to \$706,035.17, Automated Clearing House (ACH) debits W0000572 through W0000578 amounting to \$41,285.44, Other Debits D0000100 amounting to \$75.23, and Electronic Refunds of \$5,164.81, with 1 adjustment of \$250.00, such warrants amounting to \$752,310.65. Transfers of funds for payroll amounted to \$768,857.34.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$14,699.73 and Fifth Third Bank in the amount of \$26,585.71. Other Debits for January consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students. January had three payrolls.

BOARD ACTION:

# HIGHLAND COMMUNITY COLLEGE AGENCY FUND Balance Sheet, January 31, 2020

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$267,266.83	\$416.67	\$0.00	\$267,683.50
FIFTH THIRD UNION LOAN AND SAVINGS	19,127.15	0.00 934.31	0.00 0.00	19,127.15 174,105.43
UNION LOAN AND SAVINGS	173,171.12	934.31	0.00	1/4,105.45
TOTAL ASSETS	\$ <b>459,565.10</b>	\$1,350.98	\$0.00	\$460,916.08
1010 HCC ORCHESTRA 1011 TRANSFER FUNDS	\$0.00			\$0.00
1012 FORENSICS SCHOLAR 1013 INTEREST ON INVEST. 1014 TRUSTS AND AGENCIES 1015 CARD FUND	0.00			0.00
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	90,863.01	<b>416.67</b>		91,279.68
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	934.31		<b>98,338.2</b> 1
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$459,565.10	\$1,350.98	\$0.00	\$460,916.08

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

## Results as of January 31, 2020

• The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of January 31. The FY19 bar is the year-to-date results as of January 31, 2019, divided by the actual year-end results for FY19. The FY20 bar is the year-to-date results for January 31, 2020, divided by the annual budgeted amount for FY20.



Operating Fund tuition revenue appears to be about 2% lower than anticipated at this point in time. If Operating Fund tuition revenue is 2% lower than budgeted, that amounts to about \$100,000.



Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 6% less than anticipated at this point in time. If Restricted Fund tuition revenue is 6% less than budgeted for the fiscal year, that amounts to about \$35,000.

	Fund Tuition	
FY19		
] FY20		
0%	50%	100%

Auxiliary Fund tuition (per credit hour activity fee) appears to be about 4% more than anticipated at this point in time. If Auxiliary Fund tuition revenue is 4% more than budgeted for the fiscal year that amounts to about \$16,000.

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# OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED) Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

		Year-	
REVENUE:	Budget	to-Date	Percent
Local Taxes	\$6,362,012	\$3,130,845	49.2%
Credit Hour Grants	1,249,988	819,732	65.6%
Equalization	50,000	25,000	50.0%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	. 8,740	58.3%
CPP Replacement Tax	450,000	204,503	45.4%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	41,320	112.6%
Tuition & Fees	5,050,500	4,859,151	96.2%
Sales & Services	44,850	19,010	42.4%
Facilities Revenue	112,714	55,191	49.0%
Interest on Investments	97,000	54,930	56.6%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	50,609	334.1%
Total Revenue	\$14,132,894	\$9,269,031	65.6%
EXPENDITURES:			
Salaries	\$9,394,158	\$5,509,680	58.7%
Employee Benefits	2,238,847	1,465,474	65.5%
Contractual Services	835,346	525,292	62.9%
Materials & Supplies	927,789	556,094	59.9%
Conference & Meeting	295,939	121,458	41.0%
Fixed Charges	64,295	49,388	76.8%
Utilities	669,351	653,760	97.7%
Capital Outlay	18,486	42,962	232.4%
Other Expenditures	156,630	199,537	127.4%
Transfers (In) Out	(467,947)	-	0.0%
Total Expenditures	\$14,132,894	\$9,123,645	64.6%
Excess of Revenues			
Over Expenditures	\$0	\$145,386	
Fund Balance 7/1/19	4,192,260	4,192,260	
Fund Balance 1/31/19	\$4,192,260	\$4,337,646	

# OPERATIONS AND MAINTENANCE FUND (RESTRICTED) Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

		Year	
REVENUE:	_	to-Date	
Local Taxes		\$362,561	
Interest on Investments	-	· –	100.0%
Non-Govt. Gifts, Grants	-	84,644	100.0%
Other	-	29,627	100.0%
Bond Proceeds	5,300,000		100.0%
Total Revenue		\$476,832	
EXPENDITURES:			
Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	1,655,347	23.2%
. Other	128,000		
Transfers Out	24,761	-	0.0%
Total Expenditures		\$1,657,975	22.7%
Excess of Revenues			
Over Expenditures	(\$1,188,344)	(\$1,181,143)	
Fund Balance 7/1/19		\$1,582,934	
Fund Balance 1/31/20		<b>\$401,79</b> 1	

# AUXILIARY ENTERPRISE FUND Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

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REVENUÉ:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$380,309	95.8%
Bookstore Sales	600,000	447,845	74.6%
Athletics	50,140	13,822	27.6%
Other	173,775	147,265	84.7%
Total Revenue	\$1,220,915	\$989,241	81.0%
EXPENDITURES:			
Salaries	\$311,444	\$163,989	52.7%
Employee Benefits	31,074	21,727	69.9%
Contractual Services	92,745	47,010	50.7%
Materials & Supplies	644,859	501,137	77.7%
Conference & Meeting	240,088	87,334	36.4%
Fixed Charges	5,790	3,646	63.0%
Utilities	600	600	100.0%
Capital Outlay	5,127	638	1 <b>2.4%</b>
Other Expenditures	22,667	16,830	74.2%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$842,911	65.4%
Excess of Revenues			
Over Expenditures	(\$68,479)	\$146,330	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 1/31/20	\$123,023	\$337,832	

# RESTRICTED PURPOSE FUND Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

REVENUE:	Budget	Year-to-Date	Percent
Vocational Education	\$131,998	\$40,056	30.3%
Adult Education	251,325	48,119	1 <b>9.1%</b>
Other Illinois Sources	103,908	80,703	77.7%
Department of Education	4,427,402	2,239,414	50.6%
Other Federal Sources	46,956	29,782	63.4%
Tuition & Fees	588,000	554,660	<del>9</del> 4.3%
Sales & Service Fees	28,000	17,217	61.5%
Interest	1 <b>9,346</b>	28,279	146.2%
Non-govt. Gifts, Grants	257,364	64,748	25.2%
Other	296,226	155,393	52.5%
Total Revenue	\$6,150,525	<b>3,258,37</b> 1	53.0%
EXPENDITURES:			
Salaries	\$1 <b>,071,94</b> 4	\$708,309	66.1%
Employee Benefits	268,454	1 <b>56,299</b>	58.2%
Contractual Services	662,652	274,001	41.3%
Materials & Supplies	1 <b>91,899</b>	113,844	59.3%
Conference & Meeting	132,525	146,619	110.6%
Fixed Charges	4,152	5,148	1 <b>24.0%</b>
Utilities	405,484	-	0.0%
Capital Outlay	1 <b>25,641</b>	420,673	
Other Expenditures	<b>29,32</b> 1	77,149	
Financial Aid	3,767,071	1,721,961	45.7%
Transfers out (in)	370,686	-	0.0%
Total Expenditures	\$7,029,829	\$3,624,003	51.6%
Excess of Expenditures Over Revenue	(\$879,304)	(\$365,632)	
Fund Balance 7/1/19	1 <b>,426,009</b>	1,426,009	
Fund Balance 1/31/20	\$546,705	\$1,060,377	

# Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

REVENUE:	-	Year to-Date	Percent
Local Taxes	\$44,000	\$21,960	
Total Revenue	\$44,000	\$21,960	49.9%
EXPENDITURES:			
Contractual Services	\$47,000	\$47,000	100.0%
Total Expenditures	\$47,000	\$47,000	100.0%
Excess of Revenues Over Expenditures	(\$3,000)	(\$25,040)	
Fund Balance 7/1/19	\$8,728	\$8,728	
Fund Balance 1/31/20	\$5,728		

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# BOND AND INTEREST FUND

# Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

		Year	
REVENUE:	Budget	to-Date	Percent
Local Taxes		\$872,314	
Total Revenue		\$872,314	
EXPENDITURES:			
Fixed Charges	\$2,312,155	\$1,715,850	74.2%
Other	-		0.0%
Total Expenditures		\$1,715,850	
Excess of Revenues			
Over Expenditures	(\$557,975)	(\$843,536)	
Fund Balance 7/1/19	\$999,650	\$999,650	
Fund Balance 1/31/20	\$441,675	\$156,114	

# LIABILITY, PROTECTION, AND SETTLEMENT FUND Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended January 31, 2020

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,110,000	\$517,427	46.6%
Other	-	5,824	
Total Revenue		\$523,251	
EXPENDITURES:			
Salaries	\$288,304	\$176,625	61.3%
Employee Benefits	340,566	198,127	58.2%
Contractual Services	375,176	341,703	91.1%
Materials & Supplies	8,888	11,095	124.8%
Conference & Meetings	20,503	4,192	20.4%
Fixed Charges	182,856	182,856	100.0%
Utilities	4,903	2,096	42.7%
Total Expenditures	\$1,221,196	\$916,694	75.1%
Excess of Revenues			
Over Expenditures	(\$111,196)	(\$393,443)	
Fund Balance 7/1/19	\$302,470	\$302,470	
Fund Balance 1/31/20	\$191,274	(\$90,973)	