

**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. Academic
    - 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**

**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.

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

Spring 2020								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
<b>Miscellaneous</b>								
Kirk	Pearson	6251	SPCH295SXX	Comm Ldrshp - Stephenson		3	\$473.69	\$1,421.07
Kirk	Pearson			Curriculum Development				\$600.00
Kirk	Pearson	6250	SPCH295JXX	Comm Ldrshp-Jo Daviess		3	\$473.69	\$1,421.07
Kirk	Pearson			Curriculum Development				\$600.00
Leanne	Grahame			Trio-Project Succeed	TBD		\$22.81	TBD
Patrick	Jackson			Intramural Director				\$500.00
Stacy	Miller			Assistant Softball Coach				\$2,538.05
<b>Fine Arts</b>								
Dagny	Brandt			Youth Choir Director				\$1,550.00
Brandon	Lamm			Orchestra Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi	Spotts-Manthey			Concert Choir Director				\$1,550.00
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$750.00
Scott	Stitch			Concert Band Director				\$1,550.00
Kevyn-Ann	Sutter			Part-Time Forensics Coach				\$2,250.00
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00
<b>Nursing/Allied Health</b>								
Jeannette	Dorsey	6473	NURS110HB	Princ of Electrocardiology	16		\$35.00	\$560.00
Jeannette	Dorsey	6474	NURS110HBX	Princ of Electrocardiology 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	6475	NURS188A	Pathophysiology	32		\$30.00	\$960.00
D'Anne	Homer	6506	NURS294BXX	Health&illness Lab	126		\$38.00	\$4,788.00
Patti	Jackson	6465	NURS108A	Phlebotomy Tech	32		\$30.00	\$960.00
Patti	Jackson	6466	NURS108AX	Phlebotomy Tech Lab	96		\$30.00	\$2,880.00
Amanda	Lessman	6940	NURS109HBH	BNA	88		\$30.00	\$2,640.00
Amanda	Lessman	6458	NURS109HXB	BNA Clinical	30		\$30.00	\$900.00
Amanda	Lessman	6457	NURS109HBX	Portion of BNA Clinical	20		\$30.00	\$600.00
Denise	Nesmith	6503	NURS294AXX	Health&illness Lab	126		\$38.00	\$4,788.00
Connie	O'Brien	6470	NURS122HB	Med Asst Seminar	40		\$38.00	\$1,520.00
Christine	Sanders	6480	NURS191NXX	Portion of Fund of Nursing Lab		4.73	\$634.52	\$3,001.28
Stephanie	Eymann	6490	NURS291A	Portion of Family Nursing		3	\$1,269.03	\$3,807.09
						0.11	\$1,395.93	\$153.55
Jessica	Larson	6505	NURS294BXB	Portion of Health&illness Lab		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						0.1	\$1,522.83	\$152.28
Cassie	Mekeel	6468	NURS121AX	Portion of MA Clinical Procedures Lab		1.34	\$1,269.03	\$1,700.50
Cassie	Mekeel			BNA Coordinator Differential		1.66	\$1,269.03	\$2,106.59
						0.34	\$1,395.93	\$474.62
Cassie	Mekeel	6460	NURS109HBB	BNA Lecture		2.66	\$1,395.93	\$3,713.18
Cassie	Mekeel					2.84	\$1,522.83	\$4,324.84
Shelly	Morgan			Assessment Mentor		3	\$1,269.03	\$3,807.09
Shelly	Morgan	6482	NURS194HB	Portion of Gerontology for Nurses		2.975	\$1,395.93	\$4,152.89

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

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Adam	Moderow		Success Center		TBD		\$25.50	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.50	TBD
Beverley	Stearns		Success Center		TBD		\$22.80	TBD
Adam	Moderow	6626	RDG120B	College Rdg Strategies		3	\$546.33	\$1,638.99
Elizabeth	Niesman	6619	COMM084A	Basic Written Comm		3	\$546.33	\$1,638.99
Elizabeth	Niesman	6628	RDG082A	Basic College Rdg		2	\$546.33	\$1,092.66
Elizabeth	Niesman	6621	LIBS199BXX	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	6622	LIBS199Y1A	FYES		2	\$546.33	\$1,092.66
<b>Humanities/Social Science/Fine Arts</b>								
Jose	Avalos	6735/6736	ART117/271A	Pottery I/Pottery II		3	\$928.76	\$2,786.28
Colette	Binger	6163	PSY262HB	Human Growth/Development		3	\$546.33	\$1,638.99
Thompson	Brandt	6164	HUMA104HB	Intro to Humanities		3	\$634.52	\$1,903.56
Thompson	Brandt	6165	MUS268Y1A	Music of the USA		3	\$634.52	\$1,903.56
Thompson	Brandt	6166	MUS268Y1B	Music of the USA		3	\$634.52	\$1,903.56
Evan	Dutmer	6418	PHIL282Y1	Ethics		3	\$531.33	\$1,593.99
Evan	Dutmer	6419	PHIL180Y1	World Religions		3	\$531.33	\$1,593.99
Anthony	Peska	6249	CJS203DC	Criminal Law		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	6299	MUS267A	Intro to Music		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	6301	MUS267Y1	Intro to Music		3	\$546.33	\$1,638.99
Scott	Stitch	6308	MUS158A	Aural Skills II		1	\$546.33	\$546.33
Scott	Stitch	6307	MUS162A	Theory II		3	\$546.33	\$1,638.99
Loretta	Swanson	6410	ART110Y1A	Intro to Art		3	\$546.33	\$1,638.99
Loretta	Swanson	6661	ART219N	Modern Art		3	\$546.33	\$1,638.99
Loretta	Swanson	6411	HUMA104Y1A	Intro to Humanities		3	\$546.33	\$1,638.99
Sam	Tucibat	6317	ART201HB	Intro Photography I		3	\$634.52	\$1,903.56
Sam	Tucibat	6314	ART218A	Graphic Design II		3	\$634.52	\$1,269.04*
Sam	Tucibat	6316	ART238A	Graphic Design IV		3	\$634.52	\$634.52*
Daryl	Watson	6319	HIST145DC	US History III		3	\$546.33	\$1,365.83*
Daryl	Watson	6318	HIST144DC	US History III		3	\$546.33	\$1,638.99
Jeffrey	DeLay	6171	MUS177A	Class Piano I		2	\$1,269.03	\$1,269.03*
Jeffrey	DeLay	6170	MUS178A	Class Piano II		2	\$1,269.03	\$1,269.03*
Sam	Florenza		Writing Center			0.75	\$1,269.03	\$951.77
Julle	Hartman-Linck		Assessment Mentor			3	\$1,269.03	\$3,807.09
Tracy	Mays	6530	ENGL122A	Rhet & Comp II		1	\$1,269.03	\$1,269.03
Kathrine	Perkins		Coordinator Transitional Communication			3	\$1,269.03	\$3,807.09
Kathrine	Perkins	6553	ENGL121H	Rhet & Comp I		2	\$1,395.93	\$2,791.86
Kathrine	Perkins		Writing Center			0.75	\$1,395.93	\$1,046.95
Paul	Rabideau	6242	PSY161Y2	Intro to Psychology		3	\$1,269.03	\$3,807.09
Jennifer	Roser	6293	CJS208DC	Intro to Terrorism		3	\$1,269.03	\$3,807.09
Jennifer	Roser	6891	OCED290F	Workplace Exp - CJS		4	\$1,395.93	\$558.37*
Jennifer	Roser		Development & Evaluation Written Prof Exams					\$800.00
Jami	Spencer	6545	LTRE097A	Rdg, Writing, Reasoning		2	\$1,269.03	\$2,538.06
Jami	Spencer		Writing Center			0.75	\$1,269.03	\$951.77
Cristina	Szterensus		Writing Center			0.75	\$1,269.03	\$951.77
* Pro rated based on students								

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
James	Yeager	6322	SPCH191Y1A	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
James	Yeager	6325	HUMA110A	Intro to Critical Thinking		3	\$1,395.93	\$4,187.79
James	Yeager	6329	MCOM260A	Adv. Video Production		2	\$1,522.83	\$1,218.26*
<b>Applied Music</b>								
Dagny	Brandt			Applied Music Major - Voice				\$1,200.00
Jody	Brubaker			Applied Music Major - Voice				\$1,200.00
John	Hartman			Applied Music Major-Guitar/Harp				\$400.00
Brandon	Lamm			Applied Music Minor - Strings				\$400.00
Brandon	Lamm			Applied Music Major - Strings				\$800.00
Bill	Petersen			Applied Music Minor - Winds				\$200.00
Bill	Petersen			Applied Music Major - Winds				\$400.00
Nadia	Wirchnianski			Applied Music Minor - Piano				\$400.00
<b>Business/Technology</b>								
Amy	Chamberlin			Cosmetology Classes		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						1.03	\$1,522.83	\$1,568.51
Justin	Ebert	6374	AGOC229Y1	Agri Business Seminar		1.5	\$1,269.03	\$1,903.55*
Justin	Ebert	6376	AGOC287HB	Precision Farming Tech		1.5	\$1,269.03	\$1,903.55
						2.01	\$1,395.93	\$2,805.82
Justin	Ebert	6362	AGRI182HB	Intro Ag Mech & Lab		0.84	\$1,395.93	\$1,172.58
Steve	Gellings	6118	ELET179N	Electronic Principles		1.44	\$1,269.03	\$1,827.40
Joe	Grove	6264	ECON111B	Principles of Economics		3	\$1,269.03	\$3,807.09
Denise	Johnson	6510	OFFT255HB	Office Procedures		0.4	\$1,269.03	\$507.61*
Jeremy	Monigold	6277	INFT180HB	Intro to Information Systems		2.4	\$1,269.03	\$3,045.67*
						0.3	\$1,395.93	\$418.78
Jeremy	Monigold	6279	INFT290Y1	Princ of Computer Science II		0.6	\$1,269.03	\$761.42
						0.3	\$1,395.93	\$418.78
James	Palmer			Automotive Classes		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						2.1	\$1,522.83	\$3,197.94
Monica	Pierce	6369	AGOC109HB	Pesticide License Training		0.7	\$1,269.03	\$888.32
Monica	Pierce	6365	AGRI190HB	Intro to Ag Education		2.1	\$1,269.03	\$2,664.96*
Aaron	Sargent	6327	DRAF260HB	CAD/Drafting Fund		3	\$1,269.03	\$3,807.09
						2.4	\$1,395.93	\$3,350.23
Kristin	Stinnett			Automotive Classes		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						0.1	\$1,522.83	\$152.28
Carol	Wilhelms	6448	ACCT213Y2	Financial Accounting		3	\$1,269.03	\$3,807.09
						0.6	\$1,395.93	\$837.56
Carol	Wilhelms	6452	ACCT214Y2	Managerial Accounting		2.2	\$1,395.93	\$3,071.05
Jennifer	Alderman	6446	ACCT116HBN	Intro to Payroll Accounting		2	\$546.33	\$1,092.66
Jennifer	Alderman	6453	ACCT218Y1	Business Income Tax		3	\$546.33	\$1,638.99
Scott	Anderson	6799	OCED290D	Workplace Exp - Equine		2	\$634.52	\$126.90*
Scott	Anderson	6860	OCED290E	Workplace Exp - Equine		2	\$634.52	\$126.90*
*Pro rated based on students								



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

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CRÉDIT HRS	RATE	TOTAL SALARY
<b>Lifelong Learning</b>								
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 Gultar	8		\$25.00	\$200.00
Roger	Goodspeed	6767	SPTP160ACC	Beg Watermedia Workshop				\$500.00
Shara	Iballo	6707	PERS011ACC	Smart Phone I.	1.5		\$27.50	\$41.25
Roger	Hicks	6725	PERS037ECC	Intro to Oxy Acetylene Weld				\$85.00
<b>Other Assignments</b>								
Samuel	Gartzman			December 2019 speaker for High School Servant Leadership class				\$ 500.00
Camelot Costumes LLC				Labor for Madrigal Dinner				\$ 500.00
Alexander	Kloeppling			October 2019 speaker for High School Servant Leadership class				\$ 500.00
Sarah	Connors			Consulting/Marketing for International Preservation Studies				\$ 630.00
Tammy	Abell			Speaker for High School Servant Leadership November meeting				\$ 750.00
Rachel	Carlson			Choreographed a dance for the dance team				\$ 110.00
Bradley	Curtis			Deputy for Men's basketball game 1/18/20				\$ 100.00
Jordan	Griffin			Drawing assistant	2		13	\$ 26.00

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

**NEW PROGRAM  
COMMERCIAL APPLICATOR CERTIFICATE**

**RECOMMENDATION OF THE PRESIDENT:** 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 College #:	51001
Contact Person:	Justin Ebert	Phone:	815-599-3507
Email:	Justin.ebert@highland.edu	Fax:	815-599-3625

Curriculum Information

AAS Title:		Credit Hours:		CIP Code:	
AAS Title:		Credit Hours:		CIP Code:	
Certificate Title:	Commercial Applicator	Credit Hours:	35	CIP Code:	01.0204
Certificate Title:		Credit Hours:		CIP Code:	

Proposed Classification:	District	<input checked="" type="checkbox"/> X	Regional		Statewide	
Proposed Implementation Date:	Fall 2020					

Submission Includes:	
<input checked="" type="checkbox"/> X	Part A: Feasibility, Curriculum Quality And Cost Analysis
<input checked="" type="checkbox"/> X	Part B: Supportive Documentation And Data

<i>This Curriculum Was Approved By The College Board Of Trustees On:</i>		<i>Date:</i>	
<i>State Approval is Hereby Requested:</i>		<i>Required—Chief Administrative Officer Signature</i>	<i>Date</i>

<b>ICCB USE ONLY</b>			
ICCB Approval Date:	AAS:	29 ch Cert:	30+ ch Cert:
IBHE Approval Date For AAS:			

**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:

Tricia Broughton, Associate Director for Academic Affairs  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701  
[tricia.broughton@illinois.gov](mailto: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 Administrative Rules. Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) 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@illinois.gov](mailto:tricia.broughton@illinois.gov).

## **Career & Technical Education Curriculum Approval Application**

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

#### **Feasibility**

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, hauling 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 workforce in this area that is reaching retirement 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.

**ii. Employer Partners.**

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

**iii. 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 Summary.**

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.

**Curriculum Quality****1. Curriculum Information.****a. Curriculum:****i. 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. Curriculum. See Curriculum 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.**

#### **I. 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.

#### **ii. Rationale.**

The certificate is 35 credits hours, five credits above the 30-credit hour recommendation. 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 Commercial Applicator Certificate fits seamlessly into our Crop and Soil Science Associates of Applied Science Degree. If students wish to continue with their education 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 partnership 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 an 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 Maintenance, Pesticide License Training, CDL 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 assessed 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.

#### i. **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.
- c. Explore the use of precision technology in crop production.
- d. Maintain and calibrate common agricultural equipment used in crop production.
- e. Secure an 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, 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 completing the Commercial Applicator Certificate will be ready for meaningful 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 internship 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 be used as well as contributions from the Highland Community College Foundation.

#### 2. Equipment.

Stephenson Service Company and 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 Mechanics 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**

**Agronomy 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 equipment 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 invoice 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 worksheet to be completed immediately after work is completed and turned into your supervisor directly.

Adheres to all company safety rules and regulations.

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

**OTHER JOB FUNCTIONS**

Responsible for maintaining company equipment according to company standards, adheres 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, ratio, 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 Illinois Commercial Applicators license which requires passing the general standards and field crops tests every three years.

Ability to perform minor equipment maintenance 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**



**To: The Illinois Community College Board**  
**Per: Highland Community College Applicator Certificate Program**  
**From: Jay Kempel**  
**Date: December 27, 2018**

I would like to express the need for the Highland Community College's Commercial Applicator Certificate Program here in Northwest Illinois.

I am the General Manager of Stephenson Service Company which is a Farm Supply Cooperative providing Agronomic services to our customers both in Stephenson and LaSalle Counties in Northwest Illinois.

Our Company currently employs approximately 112 employees, of whom 40 employees currently hold a State of Illinois Operator or Applicator License that is required for their fulltime employment. We currently employ approximately 4 to 6 new employees each year in the Agronomy Department.

As the size of our farm customers operations continues to grow and the ability to find younger farming employees becomes more challenging for our customers, the need for our Custom Application services continues to increase.

We need our local community colleges like Highland Community College to provide us the educated and talented employees we need in order to fill our future positions.

Thank you for your consideration,

Jay Kempel  
 815-238-7400  
[jkempel@stephensonh.com](mailto:jkempel@stephensonh.com)

**THE NATURAL RESOURCE**  
AGRICULTURE • ENVIRONMENT • ENERGY • FORESTRY

# **Nutrien** **Ag Solutions**

**Justin Elbert**

**Nutrien/Ag Solutions is pleased to see the work that Highland community college is doing to train our next generation of employees to work in the retail ag field. All of agriculture's labor pool is about supply and continues to shrink every day. Your curriculum will give them a great start in an agriculture career.**

**Our organization consists of 8 retail locations in northern IL and southwest WI. At this time we could use 5-10 operators and 3-7 applicators.**

**We value our operators and applicators as the back bone of our company. Without them our business cannot be successful and in turn our producers cannot succeed. Thanks for your leadership in creating this curriculum.**

**Sincerely,**

**Lee Block  
Nutrien Ag Solutions  
19276 U.S. Rt. 308  
Stockton, IL, 61085  
Office 815-647-3248  
Cell 815-366-9901  
lee.block@nutrien.com**



December 23, 2019

Justin Ebert, Agriculture Instructor  
Highland Community College  
2998 W Pearl City Road  
Freeport IL 61032

Dear Justin,

Thank you for your efforts in meeting our employment needs in our agricultural industry. As a cooperative agricultural supplier, PCE recognizes the importance of trained skilled employees and we commend Highland Community College for listening, developing and meeting our employment needs.

Our Commercial Applicator team 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 team 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 mentoring, 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, Board of Directors and Support Staff for recognizing this important opportunity of your Commercial Applicator Certificate Program.

Sincerely,

Pennie S. Groezinger  
VP of Human Resources & Communication



## Curriculum Quality 1.b.iii – 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

This program prepares students for employment in an agricultural business that focuses primarily on the production and management of field crops.

#### Program Outcomes

- Identify, classify, and describe common farm soils, crops, weeds, and pests.
- Describe basic principles of plant growth and reproduction.
- Write soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Scout diseases in crops and explain recommendations for treatment.
- Explain the use of precision technology in crop production.
- Engage in crop research experiments relevant to current production practices.

#### Nature of Work and Employment

Career pathways in the crop and soil science program may include employment in soil and chemical sales, fertilizer application, grain marketing, soil conservation, and precision technology. Current 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 meet with class schedules, work place experiences, scholarship opportunities, and employment placement.

#### Program Contacts

Call Highway at 616-338-6101 for the following program contacts:

- Eric Anderson, Vice President of Business Technology and Community Programs
- Judith Eberle, Agriculture Instructor
- Marlene Pitsch, Agriculture Instructor
- Wendy Seaman, Student Advisor

#### First Semester

15 Sem. Hours

LEIS	199	First Year Experience - Agriculture	3
APPL	284	Soil Science	4
APPL	190	Computer Applications in Agriculture	3
BIOS	124	Math of Business On-Site	2
		Registration Fee	3

#### Second Semester

15 Sem. Hours

APPL	288	Crop Estimation	4
ABOC	287	Precision Farming Technology	3
		Corn and Soybean Production	3
BIOS	144	Business Communications CW	1
		Chemical Registration Fee	3

#### Summer

7 Sem. Hours

OCED	295	Outplacement Experience	4
ABOC	286	Plant Nutrient Identification and Control	4

#### Third Semester

15 Sem. Hours

ABOC	285	Soil Fertility and Fertilizers	3
ABOC	289	Agricultural Fertilizer Program	3
ABOC	288	Applications of Precision Technology	3
BIOS	208	Mathematics On-Site, Science Registration Fee	3
		Math or Science Requirement	3

#### Fourth Semester

12 Sem. Hours

ABOC	289	Agriculture Cooperative Experience	1
ABOC	223	Marketing Agricultural Products	4
ABOC	240	Farm Business Management	2
BIOS	181	Introduction to Business CW	2
		Math or Science Requirement	3

#### Total Hours \*

63

\* Course fee is prorated. See course descriptions.

Crop and Soil Science courses may be selected from courses with prefixes ABOC, ABIS, BOC, CHEM, GEOL, INFT, NECL, and WOLD.



Curriculum Quality 1.b.IV – Articulation – HCC/UWP Transfer Guide

<p align="center"><b>University of Wisconsin- Platteville/Highland Community College</b></p> <p align="center"><b>Transfer Guide: Agriculture</b></p>	<p><b>Highland Contact:</b> 27 Jackson 315-682-9827 hsford.jedrec@highland.edu</p> <p><b>UWP-Platteville Contact:</b> Janey Helmer 608-742-1125 jhelmer@uwp.edu</p>
<p><b>TRANSFER FACTS</b></p> <ul style="list-style-type: none"> <li>The University of Wisconsin – Platteville accepts the Associate in Arts or Science degrees from all Illinois Community Colleges. Transferring with these degrees will ensure students have met all university general education requirements.</li> <li>Students seeking admission must have a cumulative GPA of 2.000 in college transferable coursework and be in good standing at their college or university. Grades of "D" do transfer; however, some major courses may require a minimum grade of "C". Students begin a new GPA upon admission to UWP.</li> <li>Students completing the AAAS degree will have the foreign language requirement waived. Students transferring without the AAAS degree will be required to complete two semesters of a single foreign language, unless they meet the requirement by completing two or more years of high school foreign with a grade of "C" or better.</li> <li>Students are encouraged to apply early to ensure advance registration. For fall admission, students are encouraged to apply by January 1. For spring admission, students are encouraged to apply by September 1.</li> </ul> <p>Visit UWP academic planning guides for Agriculture majors at <a href="http://www.uwp.edu/education">http://www.uwp.edu/education</a></p>	
<p align="center"><b>School of Agriculture Core courses – Required of all Agriculture students</b></p>	
<p><b>Highland Courses</b></p> <p>AGRI 164 – Intro to Agricultural Economics</p> <p>AGRI 165 – Introductory Agricultural Mechanization</p> <p>AGRI 185 – Introduction to Animal Science</p>	<p><b>UWP Equivalent</b></p> <p>AGSC005 1500 – Intro to Agriculture</p> <p>AGRI005 1750 – Equipment, Structures, and Plant Systems</p> <p>AGSCI 1000 – Introduction to Animal Science</p>
<p align="center"><b>Agriculture Major</b></p>	
<p><b>Highland Courses</b></p> <p>AGOC 215 Finance Accounting</p> <p>AGOC 216 Managerial Accounting</p> <p>AGOC 222 Marketing Agricultural Products</p> <p>AGOC 225 Agribusiness Seminar</p> <p>AGOC 226 Principles of Farm Management AND</p> <p>AGOC 240 Farm Business Records and Analysis</p> <p>AGOC 229 Agribusiness Seminar</p> <p>AGOC 240 Workplace Experience</p> <p>MATH 177 Statistics</p>	<p><b>UWP Courses</b></p> <p>AGC1002 2010 Financial Accounting</p> <p>AGC1003 2010 Management Accounting</p> <p>AGRI005 Agricultural Marketing</p> <p>AGRI005 4500 Agribusiness Management</p> <p>AGRI005 3400 Farm Business Management and Record Systems</p> <p>AGRI005 4600 Agribusiness Management</p> <p>AGRI005 4400 Agricultural Business Internship</p> <p>STAT 1030 Elementary Statistics</p>
<p align="center"><b>Agriculture Education Major</b></p>	
<p><b>Highland Courses</b></p> <p>AGOC 222 Marketing Agricultural Products</p> <p>AGOC 226 Principles of Farm Management AND</p> <p>AGOC 240 Farm Business Records and Analysis OR</p> <p>AGOC 225 Agribusiness Seminar</p> <p>AGOC 243 Dairy Production</p> <p>AGOC 226 Feed and Livestock Nutrition</p> <p>PSY 223 Human Growth and Development</p> <p>EDUC 215 Educational Technology</p>	<p><b>UWP Courses</b></p> <p>AGRI005 / AGBUS 2400 Agricultural Marketing</p> <p>AGRI005 3400 Farm Business Management and Record Systems OR</p> <p>AGRI005 4500 Agribusiness Management</p> <p>AGSCI / ANSCI 2020 Introduction to Dairy Science</p> <p>AGSCI / ANSCI 3100 Animal Nutrition</p> <p>TEACHING 2130 Human Growth and Development</p> <p>TEACHING 2010 Computer Applications in Education</p> <p>TEACHING 4020 Educational Media Technology</p>

Animal Science Major	
Highland Courses	UWP Courses
AGOC 228 Feed and Livestock Industry	AGSCI / ANSCI 3080 Animal Nutrition
Select two of the following:	
AGOC 242 Applied Beef Cattle Science	AGSCI 4030 Beef Management
AGOC 243 Applied Swine Science	AGSCI 4040 Swine Management
AGOC 248 Swine Management	
AGOC 245 Dairy Management	AGSCI 4070 Dairy Cattle Management
Select up to three credits of the following:	
AGOC 343 Evaluation of Livestock	AGSCI 2000 Meat and Animal Evaluation
AGOC 348 Dairy Production	AGSCI 2030 Intro to Dairy Science
AGOC 344 Dairy Cattle Evaluation	AGSCI 2080 Dairy Cattle Evaluation
Environmental Horticulture	
Highland Courses	UWP Courses
AGRI 284 Introductory Soils	AGSCI / SCSCI 2230 Soils
BIOL 111 General Botany	BIOLOGY 1190 General Botany
CHEM 120 General, Organic, and Bio Chemistry OR CHEM 123 General College Chemistry I	CHEMISTRY 1050 General Chemistry OR CHEMISTRY 1140 General Chemistry
Reclamation, Environment and Conservation	
Highland Courses	UWP Courses
CHEM 124 General College Chemistry II	CHEMISTRY 1240 General Chemistry
AGRI 284 Introductory Soils	AGSCI / SCSCI 2230 Soils
DRAF 101 Drafting Fundamentals OR DRAF 151 Engineering Graphics	INDUSTDY 1230 Technical Drafting OR GENENG 1320 Engineering Computer Graphics
BIOL 111 General Botany	BIOLOGY 1190 General Botany
CHEM 120 General, Organic, and Bio Chemistry OR CHEM 123 General College Chemistry I	CHEMISTRY 1050 General Chemistry OR CHEMISTRY 1140 General Chemistry
MATH 177 Statistics	MATH 1830 Elementary Statistics
MATH 188 Pre-calculus	MATH 2450 Pre-calculus
Soil and Crop Science	
Highland Courses	UWP Courses
AGRI 284 Introductory Soils	AGSCI / SCSCI 2230 Soils
BIOL 111 General Botany	BIOLOGY 1190 General Botany
CHEM 120 General, Organic, and Bio Chemistry OR CHEM 123 General College Chemistry I	CHEMISTRY 1050 General Chemistry OR CHEMISTRY 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 enrollment, proposed curricular structure, faculty requirements, and fiscal support.

**Occupational Demand**

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

**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** (Indicate from which surrounding districts)
Pesticide Handlers, Sprayers, & Applicators, Vegetation 37-3012	NA	NA
Agricultural Equipment Operators 45-2091	14	Kiswaukee College – 28
Farmworkers & Laborers, Crop, Nursery, & Greenhouse 45-2092	122	NA
Heavy and Tractor-Trailer Truck Drivers 53-3032	82	NA

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES Illinois 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 Enrollments:	6	6	6
Part-Time Enrollments:	2	2	2
Completions:	8	8	8

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



Washington County, IL  
County

Summary / Executive | Executive Order | Executive Order | Executive Order | Executive Order | Executive Order | Executive Order | Executive Order

**Key Words**  
to find

For help with the information here, see the sidebar.

**Available Hazard Symbols and Applications, Vegetation @ Risk** - Use to apply pesticides, herbicides, fungicides, or fumigants through spray, dust, liquid, or fumigation, or chemical application on trees, shrubs, lawn, or ornamental crops. Heavy registration labeling and Data or Federal conditions.

Source: This information is based on OPIET™ data. OPIET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



This information is based on OPIET™ data. OPIET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Total Value**

**\$88,079**

Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Estimated Annual Occupancy**

Estimated Annual Occupancy

75% of the 75% total estimated annual occupancy in building and grounds cleaning and maintenance occupations. Source: U.S. Department of Employment Security, Employment Projections

**Industry by Employment**

Industry Title

Source: U.S. Department of Employment Security, Employment Projections

Source: U.S. Department of Employment Security, Employment Projections

**Work Subsets**

Work Subsets

• Includes occupations that require working with machinery, equipment, and vehicles. They also deal with plants, animals, and products grown in the open, hothouse, and greenhouse. Many of the occupations require working outdoors, and/or are involved in a lot of repetitive working conditions.

• Occupations that require working in a confined space, such as tunnels, mines, and caves. They also require working in a hot and/or cold environment, and/or in a high-altitude or low-altitude area.

• Occupations that require working in a confined space, such as tunnels, mines, and caves. They also require working in a hot and/or cold environment, and/or in a high-altitude or low-altitude area.

Source: This information is based on OPIET™ data. OPIET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Washington County, IL  
County

Summary / Executive | Executive Order | Executive Order | Executive Order | Executive Order | Executive Order | Executive Order | Executive Order

**Key Words**  
to find

For help with the information here, see the sidebar.

**Available Hazard Symbols and Applications, Vegetation @ Risk** - Use to apply pesticides, herbicides, fungicides, or fumigants through spray, dust, liquid, or fumigation, or chemical application on trees, shrubs, lawn, or ornamental crops. Heavy registration labeling and Data or Federal conditions.

Source: This information is based on OPIET™ data. OPIET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



This information is based on OPIET™ data. OPIET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Total Value**

**\$48,579**

Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Estimated Annual Occupancy**

Estimated Annual Occupancy

7% of the 75% total estimated annual occupancy in building and grounds cleaning and maintenance occupations. Source: U.S. Department of Employment Security, Employment Projections

**Industry by Employment**

Industry Title

Source: U.S. Department of Employment Security, Employment Projections

Source: U.S. Department of Employment Security, Employment Projections

**Work Subsets**

Work Subsets

• Includes occupations that require working with machinery, equipment, and vehicles. They also deal with plants, animals, and products grown in the open, hothouse, and greenhouse. Many of the occupations require working outdoors, and/or are involved in a lot of repetitive working conditions.

• Occupations that require working in a confined space, such as tunnels, mines, and caves. They also require working in a hot and/or cold environment, and/or in a high-altitude or low-altitude area.

• Occupations that require working in a confined space, such as tunnels, mines, and caves. They also require working in a hot and/or cold environment, and/or in a high-altitude or low-altitude area.

Source: This information is based on OPIET™ data. OPIET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Agricultural Equipment Operators**

**In Dayton County, IL**  
Census

Secretary | Director | Deputy Director | Assistant Secretary | Chief Financial Officer | Chief Information Officer | Chief of Staff | Chief of Protocol | Chief of Security

4-4-2017

For help with the information look read to each section.

**Related Jobs**

**Agricultural Equipment Operator of Tractor** - Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks such as crop loading or hay baling. May operate stationary equipment to perform post-harvest tasks such as loading, stacking, baling, and drying.

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



View the data for this occupation on the Bureau of Labor Statistics website.

**Typical Tasks**

Use U.S. Census Bureau's Occupational Employment Statistics (OES) data to estimate the number of jobs in this occupation.

**\$54,330**

Median Annual Wage

Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Projected Annual Openings**

Estimated number of new jobs expected to be created in this occupation.

**19**

2% of the 2018 total estimated annual openings in Farming, Fishing, and Forestry occupations.

Source: U.S. Department of Employment Security, Employment Projections

**Industries by Employment**

4-4-2017

**Agricultural Services**

Source: U.S. Department of Employment Security, Employment Projections

**Work Activities**

• **Monitor equipment** frequently involve work activities that include operating, handling, and maintaining. They often deal with plants, animals, and real-world materials like food, tools, and machinery. Many of the occupations require working outdoors, and do not involve a lot of paperwork or working closely with others.

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Agricultural Equipment Operators**

**In Sebastian County, IL**  
Census

Secretary | Director | Deputy Director | Assistant Secretary | Chief Financial Officer | Chief Information Officer | Chief of Staff | Chief of Protocol | Chief of Security

4-4-2017

For help with the information look read to each section.

**Related Jobs**

**Agricultural Equipment Operator of Tractor** - Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May perform tasks such as crop loading or hay baling. May operate stationary equipment to perform post-harvest tasks such as loading, stacking, baling, and drying.

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



View the data for this occupation on the Bureau of Labor Statistics website.

**Typical Tasks**

Use U.S. Census Bureau's Occupational Employment Statistics (OES) data to estimate the number of jobs in this occupation.

**\$35,351**

Median Annual Wage

Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Projected Annual Openings**

Estimated number of new jobs expected to be created in this occupation.

**10**

2% of the 2018 total estimated annual openings in Farming, Fishing, and Forestry occupations.

Source: U.S. Department of Employment Security, Employment Projections

**Industries by Employment**

4-4-2017

**Agricultural Services**

Source: U.S. Department of Employment Security, Employment Projections

**Work Activities**

• **Monitor equipment** frequently involve work activities that include operating, handling, and maintaining. They often deal with plants, animals, and real-world materials like food, tools, and machinery. Many of the occupations require working outdoors, and do not involve a lot of paperwork or working closely with others.

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Department of Labor  
Bureau of Labor Statistics

Handbook of Occupational Statistics and Employment Projections | Occupational Outlook Handbook | Occupational Outlook Handbook | Occupational Outlook Handbook

**Information**  
**Source**

For help with the information here look to each column.

**Handbook of Occupational Statistics and Employment Projections** - Monthly plant, outside, and home-based jobs, such as food prep, retail work, such as cashier, clerk, food, beverage, printing, house, clean, and labor. Data may include OSHA and OSHA's  
Safety compliance, working conditions, or providing crop applying pesticides, cleaning, painting, and laundry services. **Source:** This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



**Annual Salary**

Median Annual Salary, May 2010. Includes all workers in the occupation. Excludes those who are self-employed, own their own business, or are in the military.

NOTE: A job's annual salary may vary by location. For more information, see the text of the job.

**\$23,260**

Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Projected Annual Growth**

Percentage change in the number of jobs in the occupation from 2010 to 2020. Includes all workers in the occupation. Excludes those who are self-employed, own their own business, or are in the military.

NOTE: Projected annual growth may vary by location. For more information, see the text of the job.

**60**

NOTE: The 60% total estimated annual earnings in training, testing, and security occupations. Source: U.S. Department of Employment Security, Employment Projections

**Industry by Employment**

**Industry Title**

Accounting, Tax Preparation, Bookkeeping, and Payroll Services

**Accounting, Tax Preparation, Bookkeeping, and Payroll Services**

Source: U.S. Department of Employment Security, Employment Projections

Estimated Employment

Confidential

Confidential

Confidential

**Source Information**

**Source**

For help with the information here look to each column. They may also help you find the right job for you. They may also help you find the right job for you. They may also help you find the right job for you.

NOTE: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Department of Labor  
Bureau of Labor Statistics

Handbook of Occupational Statistics and Employment Projections | Occupational Outlook Handbook | Occupational Outlook Handbook | Occupational Outlook Handbook

**Information**  
**Source**

For help with the information here look to each column.

**Handbook of Occupational Statistics and Employment Projections** - Monthly plant, outside, and home-based jobs, such as food prep, retail work, such as cashier, clerk, food, beverage, printing, house, clean, and labor. Data may include OSHA and OSHA's  
Safety compliance, working conditions, or providing crop applying pesticides, cleaning, painting, and laundry services. **Source:** This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



**Annual Salary**

Median Annual Salary, May 2010. Includes all workers in the occupation. Excludes those who are self-employed, own their own business, or are in the military.

NOTE: A job's annual salary may vary by location. For more information, see the text of the job.

**\$34,468**

Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Projected Annual Growth**

Percentage change in the number of jobs in the occupation from 2010 to 2020. Includes all workers in the occupation. Excludes those who are self-employed, own their own business, or are in the military.

NOTE: Projected annual growth may vary by location. For more information, see the text of the job.

**127**

NOTE: The 127% total estimated annual earnings in training, testing, and security occupations. Source: U.S. Department of Employment Security, Employment Projections

**Industry by Employment**

**Industry Title**

Accounting, Tax Preparation, Bookkeeping, and Payroll Services

**Accounting, Tax Preparation, Bookkeeping, and Payroll Services**

Source: U.S. Department of Employment Security, Employment Projections

Estimated Employment

Confidential

Confidential

Confidential

**Source Information**

**Source**

For help with the information here look to each column. They may also help you find the right job for you. They may also help you find the right job for you. They may also help you find the right job for you.

NOTE: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



In Dakota County, MN  
Dakota

Summary | Description | Duties and Required Education and Skills | Employment Outlook | Education and Skills | Job Requirements | Other

**Annual Salary**

For help with this information, see [our web content](#).

**Heavy and Tractor-Trailer Truck Drivers @ 12.1m** - Drive a tractor-trailer combination or truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to collect tolls. Requires commercial driver's license.  
Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



**Typical Wage**

**\$32,016**

Median Annual Wage  
Source: BLS, Department of Employment Security, Occupational Employment Statistics

**Projected Annual Openings**

**488**

91% of the 2022 total estimated annual openings in Transportation and Material Moving occupations.  
Source: BLS, Department of Employment Security, Employment Projections

**Includes by Employment**

**Industry Title**

- Trucking
- Transportation
- Management, Business, and Financial Operations
- Other Administrative Services
- Healthcare and Social Assistance

Source: BLS, Department of Employment Security, Employment Projections

**Education & Experience**

High School

7

Equivalent

Equivalent

Equivalent

**Work Activities**

**Analysis**

• **Reading necessary frequently** to follow work instructions, identify problems, and solve them. They often analyze plans, reports, and technical equipment manuals, maps, and schedules. Many of the occupations require work schedules, and others require that all paperwork be working directly with others.

• **Operational equipment frequently** to operate and maintain equipment. These occupations can include working with tools and machinery from a distance. Usually there is a clear line of responsibility to follow.

• **Inspection equipment frequently** to ensure work quality, and provide an accurate amount of finishing. These occupations are involved in inspecting, testing, and repairing and performing assembly.

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



In Hutchinson County, SD  
Dakota

Summary | Description | Duties and Required Education and Skills | Employment Outlook | Education and Skills | Job Requirements | Other

**Annual Salary**

For help with this information, see [our web content](#).

**Heavy and Tractor-Trailer Truck Drivers @ 12.1m** - Drive a tractor-trailer combination or truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to collect tolls. Requires commercial driver's license.  
Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



**Typical Wage**

**\$46,584**

Median Annual Wage  
Source: BLS, Department of Employment Security, Occupational Employment Statistics

**Projected Annual Openings**

**275**

91% of the 2022 total estimated annual openings in Transportation and Material Moving occupations.  
Source: BLS, Department of Employment Security, Employment Projections

**Includes by Employment**

**Industry Title**

- Trucking
- Transportation
- Management, Business, and Financial Operations
- Other Administrative Services
- Healthcare and Social Assistance

Source: BLS, Department of Employment Security, Employment Projections

**Education & Experience**

High School

7

Equivalent

Equivalent

Equivalent

**Work Activities**

**Analysis**

• **Reading necessary frequently** to follow work instructions, identify problems, and solve them. They often analyze plans, reports, and technical equipment manuals, maps, and schedules. Many of the occupations require work schedules, and others require that all paperwork be working directly with others.

• **Operational equipment frequently** to operate and maintain equipment. These occupations can include working with tools and machinery from a distance. Usually there is a clear line of responsibility to follow.

• **Inspection equipment frequently** to ensure work quality, and provide an accurate amount of finishing. These occupations are involved in inspecting, testing, and repairing and performing assembly.

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



**CURRICULUM STRUCTURE.**

2. 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 Title:	Course Prefix/#	Course Title	Credit Hours	Lecture Hours	Lab Hours
General Education Courses (required coursework). Specify Courses.	MATH 111	Technical Math	3	3	0
	LIBS 199	First Year Experience	2	2	0
	<b>Total</b>		5	5	0
Career and Technical Education (CTE) Courses (required coursework)	AGOC 109	Pesticide License Training	2	2	0
	AGOC 110	Commercial Driver's License Prep	2	2	0
	AGOC 140	Agriculture Equipment Maintenance	3	2	2
	AGOC 227	Corn & Soybean Production	2	2	0
	AGOC 285	Soil Fertility	3	2	2
	AGOC 287	Precision Farming Technology	3	2	2
	AGOC 291	Pest ID & Control	3	2	2
	AGRI 286	Crop Science	4	3	2
	AGRI 284	Soil Science	4	3	2
<b>Total</b>		26	20	12	
Work-Based Learning Courses (Internship, practicum, apprenticeship, etc.)	OCED 290	Workplace Experience	4	0	0
<b>Total</b>		4			
CTE Electives					
<b>Total</b>					
<b>Total Credit Hours Required For Completion</b>			35		

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 consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

**Faculty Requirements**

**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	Crop Science, Soil Science, Agronomy	CDL, Pesticide License	2 years Preferred	2 years Preferred

**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.

	First Year		Second Year		Third 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 curriculum. 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	\$		
Administrator Costs			
Other Personnel costs (specify positions)			
Equipment Costs (append list)			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
Total New Costs	\$0	\$0	\$0

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

UPDATED

**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 equipment.

**PROGRAM OUTCOMES**

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

**NATURE OF WORK AND EMPLOYMENT**

Career pathways in the Commercial Applicator program may include employment with a crop input provider, truck driving business, or agriculture mechanics business. Current 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 Business, Technology, and Community Programs 815-599-3604	scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor 815-599-3507	justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor 815-599-3637	monica.pierce@highland.edu
Vicki Schultz, Student Advisor 815-599-3664	vicki.schultz@highland.edu

**RECOMMENDED COURSE SEQUENCE**

SUMMER TERM	
AGOC 291	Pest ID & Control 3
<b>SEMESTER TOTAL 3</b>	

FALL TERM	
AGOC 127	Forage Production OR 2
AGOC 237	Corn and Soybean Production 2
AGOC 140	Agriculture Equipment Maintenance 3
AGRI 284	Soil Science 4
MATH 111	Technical Math 3
LIBS 199	First Year Experience - AG 2
OCED 290	Workplace Experience 2
<b>SEMESTER TOTAL 16</b>	

SPRING TERM	
AGOC 109	Pesticide License Training 2
AGOC 110	Commercial Driver's License Test Prep 2
AGOC 285	Soil Fertility 3
AGRI 286	Crop Science 4
AGOC 287	Precision Farming Technology 3
OCED 290	Workplace Experience 2
<b>SEMESTER TOTAL 16</b>	



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

**NEW PROGRAM  
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**

<b>College Name:</b>	Highland Community College	<b>5-Digit College #:</b>	81801
<b>Contact Person:</b>	Monica Pierce	<b>Phone:</b>	815-599-3837
<b>Email:</b>	monica.pierce@highland.edu	<b>Fax:</b>	815-599-3625

**Curriculum Information**

<b>AAS Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	
<b>AAS Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	
<b>Certificate Title:</b>	Horticulture	<b>Credit Hours:</b>	30	<b>CIP Code:</b>	81.0801
<b>Certificate Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	

<b>Proposed Classification:</b>	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
<b>Proposed Implementation Date:</b>	Fall 2020					

<b>Submission Includes:</b>	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality And Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation And Data

<b>This Curriculum Was Approved By The College Board Of Trustees On:</b>	<b>Date:</b>
<b>State Approval is Hereby Requested:</b>	
<i>Required</i> Chief Administrative Officer Signature	<i>Date</i>

<b>ICCB USE ONLY</b>			
<b>ICCB Approval Date:</b>	<b>AAS:</b>	<b>29 ch Cert:</b>	<b>30+ ch Cert:</b>
<b>IBHE Approval Date For AAS:</b>			

***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:

Tricia Broughton, Associate Director for Academic Affairs  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701  
[tricia.broughton@illinois.gov](mailto: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 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 [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) 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@illinois.gov](mailto:tricia.broughton@illinois.gov).

## Career & Technical Education Curriculum Approval Application

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

#### Feasibility

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 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 Virtual 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 Economic 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-Pittsville, 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 Partners.**

Freeport Park District - Freeport IL  
 Clara Joyce Flowers - Stockton, IL  
 Deininger Floral Shop - Freeport, IL  
 Fritz Nursery - Stockton, IL  
 Eagle Ridge Resort - Galena, IL  
 Sparrow - Elroy, IL  
 NatureScape Lawn Care - Rockford, IL  
 Plum Creek Landscape Contractors - Lenark, IL  
 Angelic Organics - Caledonia, IL  
 Chestnut Cliff Farm - Freeport, IL  
 DeMeester Flower Shop, Greenhouses, & Lawn Care - Freeport, IL  
 InGrown Farms - Freeport, IL  
 Park Hills Golf Course - Freeport, IL  
 University of Illinois Extension - Freeport, 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 Kishwaukee College, Joliet Junior College, Lincoln Land, and Kankakee offer various horticulture degrees and certificates. Their completed graduates are outlined in the appended Occupational Chart (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 greenhouse 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: [Illinois Programs of Study](#).

**i. Academic/Curricular 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 curricula 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 horticultural 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 overtly 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. See attached FYES- Ag Emphasis syllabus (Part A).

#### vii. **Course Syllabi.**

See syllabi for Introductory Horticulture, Pesticide 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 list of potential work based learning sites (Part A).

#### d. **Accreditation for Programs.**

NA

#### e. **Assessment of Student Learning:**

##### i. **Student Learning Objectives**

##### Program Outcomes

- Explore horticultural production, floral, landscaping, and greenhouse 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.

##### ii. **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 Assessment Reporting Form (Part A). 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 maintaining 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 Perkins dollars including greenhouse and seed supplies, landscape 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 acre crop 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.a. Alternate Documentation – Northwest Illinois Economic Development Data**

Northwest Illinois Economic Development Data (<http://www.nwid.org/>)

County	New	Reinstatement	Total	Entry Level	Mid-Level	High-Level
Adair	15	70	85	13	23	
Adams	3	6	9	2	5	
Adams - Lewis Industrial (Joint)	5		5	5		
Adams - Lewis Industrial (Joint)	1		1	1		
Adams - Lewis Industrial (Joint)	1		1	1		
Adams - Lewis Industrial (Joint)	1		1	1		
	26	76	102	22	28	

**Feasibility 1.f.iii. Employer Input – Letters of Support**



Thursday, November 14, 2019

To Whom It May Concern,

I am writing in support of Highland Community College for their acquisition of the One-year Horticulture Certificate Program. Highland has been a staple of our community for decades. The facility and staff has been and remain impeccable. The college takes great initiative to adapt to changing climates in the workforce and the economy. A horticulture certificate program will be a great asset to our community.

When I heard about this, I was overjoyed. This program provides integrity in the landscape industry and corresponding fields. I feel tremendous support from my community knowing that my business is valued enough that HCC would create a program to help educate and train our workforce. We are facing distinctive filling positions more than ever. This support from Highland will help to encourage young people to fill these jobs.

We will do everything we can to support this program. We will be happy to work with students to fulfill their Workplace Experience requirements. We have and will continue to provide promotions to students to help them prepare for jobs in the landscape and horticulture industries. My company sees this as a big win for Northwest Illinois!

I reviewed the program curriculum and course requirements. Highland has once again done a fine job in preparing this course. Students will benefit from learning that core material that they will need at any time for these fields. They will even receive an Illinois Commercial Applicator's License. We look forward to seeing applicants come out of this program and into our office. We will seriously consider these graduates for employment over those without this certificate.

Sincerely,

Mark Didden  
 1-800-642-2643  
 m.didden@sparrowhawk.com

WWW.SPARROWHAWK.COM  
 206 W. Main St., Elmhurst, IL 60122



December 10, 2019

**Monica Pierce, Agriculture Instructor  
Highland Community College  
2998 W. Pearl City Road  
Freeport, IL 61032**

**Monica,**

**Thanks for sharing the wonderful news of the new horticulture program! The Freeport Park District enthusiastically supports Highland Community College's effort to establish a Horticulture Certificate Program for its educational offerings and looks forward to partnering with the College and being a resource for the students.**

**A certificate program combined with the recent addition of a full-time Landscape Architect/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 offer a diverse range of opportunities and practical applications for horticulture students.**

**We look forward to hearing when the program is approved and we will do our part to support the program by engaging the students and the community in a successful partnership.**

**Sincerely,**

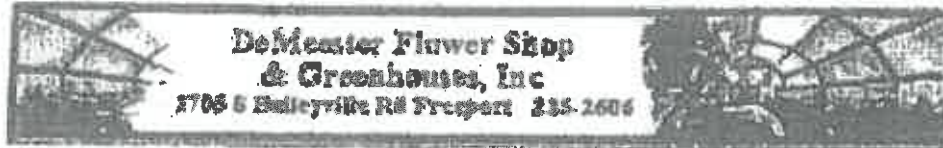
**Jack Carey, Executive Director  
Freeport Park District**

**618-355-6114  
101 S. BOURCHARD AV.  
P.O. BOX 417  
FREEPORT, IL 61032  
[www.freeportparkdistrict.org](http://www.freeportparkdistrict.org)**

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PAGE 02/02



FROM THE DESK OF  
**JIM DEMESTER**  
GARDEN CENTER & LANDSCAPE PROFESSIONAL  
Cell phone # 215-266-9137



To whom it may concern.

I'm in support of the agricultural and horticultural programs that Highland is spearhead-  
ing. As a family run business for over 50 years I have seen a lot of changes. We recently  
closed our flower shop that has been operating for 40 years. We closed it due to the inability  
to find designers. Every year we struggle to fill positions in our garden center and lawn care  
and landscaping divisions too. The closest college of similar skills is Deloit and that's over  
an hour drive. To have a agricultural and horticultural programs offered at Highland Col-  
lege would be huge for the industry in Stephenson County. Every one would benefit includ-  
ing the customers. If you would like to discuss the need in further depth please contact me  
at the above phone number or email me at [demesterjames@gmail.com](mailto:demesterjames@gmail.com)

Sincerely

*Jim DeMaester*



To Whom it May Concern,

My name is Jean Wachter and I am the Manager of Landscaping at Eagle Ridge Resort and Spa. Being in the industry for 32 years, I have seen firsthand the need of further education in this field. Hospitality and service 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 Horticulture Certificate Program, Highland Community College will be contributing to the education for those who wish to pursue employment in fields related to those studies. It may turn into employment as a greenskeeper, groundskeeper, or starting their own business. I believe this would be a great benefit for all those involved.

Sincerely,  
Jean Wachter

Eagle Ridge Resort & Spa  
Manager of Resort Landscaping  
Jean Wachter  
jwachter@eagleridge.com  
815 776 5149

Box 777, Ocala, (Fla) 32066 (815) 777-4000  
E-Mail: [res@eagleridge.com](mailto:res@eagleridge.com) Website: [www.eagleridge.com](http://www.eagleridge.com)

Curriculum Quality 1.b.iii -- 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

This program prepares students for employment in an agricultural business that focuses primarily on the production and management of field crops.

#### Program Outcomes

- Identify, classify and describe common field and row crops, weeds, and pests.
- Describe basic principles of plant growth and reproduction.
- Use soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Select diseases in crops and explain recommendations for treatment.
- Explore the use of precision technology in crop production.
- Engage in crop research experiments relevant to modern production practices.

#### Nature of Work and Employment

Career pathways in the crop and soil science program may include employment in seed and chemical sales, fertilizer application, grain marketing, soil conservation, and precision technology. Current 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 in regard with class scheduling, work place experiences, scholarship opportunities, and employment placement.

#### Program Contacts

Call Highway at 85-226-6221 for the following program contacts:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jesse Boes, Agriculture Instructor
- Marisa Pierce, Agriculture Instructor
- Victi Schulz, Student Advisor

#### First Semester

15 Sem. Hours

UES	095	First Year Experience - Agriculture	3
AGS	204	Soil Science	4
AGM	197	Computer Applications in Agriculture	3
BUSN	105	Math of Business Calculus	2
		Elective	3

#### Second Semester

15 Sem. Hours

AGM	208	Crop Science	4
AGOC	207	Precision Farming Technology	3
AGOC	227	Corn and Soybean Production	3
BUSN	145	Business Calculus for the Life Sciences	3
		Elective	2

#### Summer

7 Sem. Hours

OCEN	280	Workplace Experience	4
AGOC	209	Pest Pesticide Identification and Control	3

#### Third Semester

15 Sem. Hours

AGOC	201	Soil Fertility and Fertilizers	3
AGOC	202	Agricultural Policies and Programs	3
AGOC	203	Applications of Precision Technology	3
BUSN	226	Business Finance and Social Science	3
		Elective or Student Requirement	3

#### Fourth Semester

15 Sem. Hours

AGOC	205	Agriculture Capstone Experience	1
AGOC	202	Marketing Agricultural Products	3
AGOC	240	Farm Business Management	3
BUSN	121	Introduction to Business and	3
		Humanities Requirement	3
		Elective	3

#### Total Hours \*

65

\* Course has a prerequisite. See course descriptions.

Crop and Soil Science electives may be selected from courses with prefixes AGOC, AGM, BDL, CHEM, GEOL, INPT, NED and WELD.



**University of Wisconsin-  
Platteville/Highland Community  
College  
Transfer Guide: Agriculture**

**Highland Contact**      **UWP-Platteville Contact**  
**TJ Jackson**                      **Jeremy Redinger**  
**608-688-2467**                      **608-785-1125**  
**thjackson@highland.edu**      **kriffel@uwplatt.edu**

**TRANSFER FACTS**

- The University of Wisconsin – Platteville accepts the Associate in Arts or Science degrees from all Illinois Community Colleges. Transferring with these degrees will ensure students have met all university general education requirements.
- Students seeking admission must have a cumulative GPA of 2.040 in college-transferable coursework and be in good standing at their college or university. Grades of "D" do transfer; however, some major courses may require a minimum grade of "C". Students begin a new GPA upon admission to UWP.
- Students completing the AA/AS degree will have the foreign language requirement waived. Students transferring without the AA/AS degree will be required to complete two semesters of a single foreign language, unless they met the requirement by completing two or more years of high school foreign with a grade of "C" or better.
- Students are encouraged to apply early to ensure advance registration. For fall admission, students are encouraged to apply by January 1. For spring admission, students are encouraged to apply by September 1.

View UWP academic planning guides for Agriculture majors at: <http://www.uwplatt.edu/agriculture>

**School of Agriculture Core courses—Required of all Agriculture students**

Highland Course	UWP Equivalent
AGRI 184—Intro to Agricultural Economics	AGINDUS 1600—Intro to Agribusiness
AGRI 182—Introductory Agricultural Mechanization	AGINDUS 1750—Equipment, Structures, and Power Systems
AGRI 186—Introduction to Animal Science	AGSCT 1000—Introduction to Animal Science
Agribusiness Major	
Highland Courses	UWP Courses
ACCT 213 Financial Accounting	ACCTING 2010 Financial Accounting
ACCT 214 Managerial Accounting	ACCTING 2010 Management Accounting
AGOC 222 Marketing Agricultural Products	AGINDUS Agricultural Marketing
AGOC 229 Agribusiness Seminar	AGINDUS 4500 Agribusiness Management
AGOC 120 Principles of Farm Management AND AGOC 340 Farm Business Records and Analysis	AGINDUS 3480 Farm Business Management and Record Systems
AGOC 229 Agribusiness Seminar	AGINDUS 4500 Agribusiness Management
OCED 290 Workplace Experience	AGINDUS 4580 Agricultural Business Internship
MATH 177 Statistics	MATH 1830 Elementary Statistics
Agricultural Education Major	
Highland Courses	UWP Courses
AGOC 222 Marketing Agricultural Products	AGINDUS 7 AGBUS 2430 Agricultural Marketing
AGOC 120 Principles of Farm Management AND AGOC 340 Farm Business Records and Analysis OR AGOC 229 Agribusiness Seminar	AGINDUS 3480 Farm Business Management and Record Systems OR AGINDUS 4600 Agribusiness Management
AGOC 145 Dairy Production	AGSCI / ANSCI 2020 Introduction to Dairy Science
AGOC 228 Feed and Livestock Industry	AGSCI / ANSCI 3000 Animal Nutrition
PSY 262 Human Growth and Development	TEACHING 2130 Human Growth and Development
EDUC 225 Educational Technology	TEACHING 2910 Computer Applications in Education TEACHING 4020 Educational Media Technology

Animal Science Major	
Highland Courses	UWP Courses
AGOC 228 Feed and Livestock Industry	AGSCI / ANSCI 3000 Animal Nutrition
Select two of the following:	
AGOC 242 Applied Beef Cattle Science	AGSCI 4080 Beef Management
AGOC 243 Applied Swine Science	AGSCI 4040 Swine Management
AGOC 245 Swine Management	
AGOC 245 Dairy Management	AGSCI 4070 Dairy Cattle Management
Select up to nine credits of the following:	
AGOC 143 Evaluation of Livestock	AGSCI 2000 Meat and Animal Evaluation
AGOC 145 Dairy Production	AGSCI 2020 Intro to Dairy Science
AGOC 144 Dairy Cattle Evaluation	AGSCI 2050 Dairy Cattle Evaluation
Environmental Horticulture	
Highland Courses	UWP Courses
AGRI 284 Introductory Soils	AGSCI / SCSO 2230 Soils
BIOL 111 General Botany	BIOLOGY 1350 General Botany
CHEM 120 General, Organic, and Bio Chemistry OR CHEM 123 General College Chemistry I	CHEMISTRY 1050 General Chemistry OR CHEMISTRY 1140 General Chemistry
Recreation, Environment and Construction	
Highland Courses	UWP Courses
CHEM 124 General College Chemistry II	CHEMISTRY 1240 General Chemistry
AGRI 284 Introductory Soils	AGSCI / SCSO 2230 Soils
DRAF 101 Drafting Fundamentals OR DRAF 351 Engineering Graphics	INDUSTDY 1230 Technical Drafting OR GENENG 1320 Engineering Computer Graphics
BIOL 111 General Botany	BIOLOGY 1350 General Botany
CHEM 120 General, Organic, and Bio Chemistry OR CHEM 123 General College Chemistry I	CHEMISTRY 1050 General Chemistry OR CHEMISTRY 1140 General Chemistry
MATH 177 Statistics	MATH 1630 Elementary Statistics
MATH 163 Precalculus	MATH 1450 Precalculus
Soil and Crop Science	
Highland Courses	UWP Courses
AGRI 284 Introductory Soils	AGSCI / SCSO 2230 Soils
BIOL 111 General Botany	BIOLOGY 1350 General Botany
CHEM 120 General, Organic, and Bio Chemistry OR CHEM 123 General College Chemistry I	CHEMISTRY 1050 General Chemistry OR CHEMISTRY 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 enrollment, proposed curricular structure, faculty requirements, and fiscal support.

**Occupational Demand**

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

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

Soc Job Codes & Titles * Other Job titles if alternate data also submitted	Annual District Openings*	Employment Projections: Annual Program Completers** (Indicate from which surrounding districts)
37-3011 Landscaping and Groundskeeping Workers	281 (150+131) in Northern State line EDR	NA
37-1012 1st Line Spvrs/Mgr, Landscaping & Lawn Service	37 (18+19) in Northern State line EDR	Kishwaukee College- 8 Joliet Junior College- 1 Kankakee-1 Kishwaukee- 8 Lincoln Land 6
37-3012 Pesticide Handlers, Sprayers & Applicators	12 (5+7) in Northern State line EDR	NA
45-2092 Farm Workers & Laborers, Nursery & Greenhouse	187 (60+127) *Includes all agriculture 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 & AAJO (Average Annual Job Openings) by Community College district can be found through the [IDES Illinois Dept. 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 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 Enrollments:	3	5	7
Part-Time Enrollments:	1	2	3
Completions:	3	6	9

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

From: Virtual Labor Market Information - Occupations Profile



**Landscape and Groundskeeping Workers**  
Stephenson County, IL

**View Job Report**

**Landscape and Groundskeeping Workers** - Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, staking, spreading mulch, etc.

Source: BLS Occupational Outlook Handbook, 2018 Edition, published by the U.S. Department of Labor, Employment and Training Administration.



Virtual Labor Market Information is an online tool that provides information on various occupations. For more information, visit [www.vlmi.org](#).

**Typical Wages**

**\$25,527**

Median Annual Wage  
Source: U.S. Department of Employment Security, Occupational Employment Statistics

**Projected Annual Openings**

Marshall Institute EDI (no data available for Stephenson County, IL)

**150**

20% of the 712 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.  
Source: U.S. Department of Employment Security, Occupational Projections

410

State Virtual Labor Market Information - Classification Profile



## Landscaping and Groundskeeping Workers

In Daviess County, IL

### IL State Job Report

**Landscaping and Groundskeeping Workers** - Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler instal., more.

Source: State Job Report is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



\*Federal tests indicate results of an expanded geographic area. Hover cursor over icons for details.

#### Typical Wages

**\$24,393**

Median Annual Wage

Source: State Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

Northwest EDI (no data available for In Daviess County, IL)

**131**

**17%** of the 775 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.

Source: State Department of Employment Security, Employment Projections

410

State Virtual Labor Market Information - Competitive Profile



## First-Line Supervisors of Landscaping...

In Daviess County, IL

### IL State Job Report

**First-Line Supervisors of Landscaping, Lawn Services, and Groundskeeping Workers** - Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to ascertain service, machine, and workload requirements; answering inquiries from potential clients.

Source: State Job Report is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



\*Federal tests indicate results of an expanded geographic area. Hover cursor over icons for details.

#### Typical Wages

**\$71,815**

Median Annual Wage

Source: State Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

Northwest EDI (no data available for In Daviess County, IL)

**19**

**1%** of the 775 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.

Source: State Department of Employment Security, Employment Projections

46

Workforce Labor Market Information - Comparison Fields



## First-Line Supervisors of Landscaping... Stephenson County, IL

### Quick Fact Report

**First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers - Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to describe service, machine, and workforce requirements; answering inquiries from potential clients.**

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*\*Field icon indicates results of an expanded geographic area. Hover cursor over icon for details.*

#### Typical Wages

\*LWA 01, IL (which covers Stephenson County, IL - no data available for Stephenson County, IL)

**\$37,624**

Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

\*Northern Illinois BDR (no data available for Stephenson County, IL)

**18**

2% of the 792 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.

Source: Illinois Department of Employment Security, Employment Projections

468

Workforce Labor Market Information - Comparison Fields



## Nursery and Greenhouse Managers Jo Daviess County, IL

### Quick Fact Report

**Nursery and Greenhouse Managers - Plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties, such as trees, shrubs, flowers, mushrooms, and other plants. (There is no video available for Nursery and Greenhouse Managers)**

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*\*Field icon indicates results of an expanded geographic area. Hover cursor over icon for details.*

#### Typical Wages

\*Farmers, Ranchers, and Other Agricultural Managers (no data available for Nursery and Greenhouse Managers)

\*Northwest BDR (no data available for Jo Daviess County, IL)

**\$56,596**

Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

\*Farmers, Ranchers, and Other Agricultural Managers (no data available for Nursery and Greenhouse Managers)

\*Northwest BDR (no data available for Jo Daviess County, IL)

**559**

29% of the 1,954 total estimated annual openings in Management occupations.

Source: Illinois Department of Employment Security, Employment Projections

2019 [View Your Local Market Information - Occupations Profile](#)



## Nursery and Greenhouse Managers Stephenson County, IL

### View Full Report

**Nursery and Greenhouse Managers** - Plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties, such as trees, shrubs, flowers, mushrooms, and other plants. (There is no video available for Nursery and Greenhouse Managers)

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Map data indicates results of an aggregated geographic area. Hover cursor over icons for details.

#### Typical Wages

Farmers, Ranchers, and Other Agricultural Managers (no data available for Nursery and Greenhouse Managers)

\*Links (no data available for Stephenson County, IL)

**\$60,088**

Median Annual Wage

Source: U.S. Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

Farmers, Ranchers, and Other Agricultural Managers (no data available for Nursery and Greenhouse Managers)

\*Northern Statesline EDR (no data available for Stephenson County, IL)

**250**

17% of the 1,481 total estimated annual openings in Management occupations.

Source: U.S. Department of Employment Security, Employment Projections

2019

[View Your Local Market Information - Occupations Profile](#)



## Nursery Workers Stephenson County, IL

### View Full Report

**Nursery Workers** - Work in nursery facilities or at customer location planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. [Click to view the occupational video for Nursery Workers.](#)

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Map data indicates results of an aggregated geographic area. Hover cursor over icons for details.

#### Typical Wages

Farmworkers and Laborers, Crop, Nursery, and Greenhouse (no data available for Nursery Workers)

\*Link (IL, 1606) contains Stephenson County, IL - no data available for Stephenson County, IL)

**\$23,260**

Median Annual Wage

Source: U.S. Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

Farmworkers and Laborers, Crop, Nursery, and Greenhouse (no data available for Nursery Workers)

\*Northern Statesline EDR (no data available for Stephenson County, IL)

**60**

10% of the 598 total estimated annual openings in Farming, Fishing, and Forestry occupations.

Source: U.S. Department of Employment Security, Employment Projections



2018

Work Wages Labor Market Information - Occupations Profile



## Nursery Workers in Daviess County, IL

### At a Glance

**Nursery Workers -** Work in nursery facilities or at customer location planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. [Click to view the occupational plan for Nursery Workers.](#)

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



\*Federal data indicate results of an expanded geographic area. Hover cursor over icons for details.

#### Typical Wages

\*Farmworkers and Laborers, Crop, Nursery, and Greenhouses (no data available for Nursery Workers)

1990-94, which contains Jo Daviess County, IL - no data available for Jo Daviess County, IL)

**\$34,468**

#### Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

\*Farmworkers and Laborers, Crop, Nursery, and Greenhouses (no data available for Nursery Workers)

1990-94, which contains Jo Daviess County, IL)

**127**

**57%** of the 223 total estimated annual openings in Farming, Fishing, and Forestry occupations.

Source: Illinois Department of Employment Security, Employment Projections

2018

Work Wages Labor Market Information - Occupations Profile



## Pesticide Handlers, Sprayers, and Applicators, Vegetation in Daviess County, IL

### At a Glance

**Pesticide Handlers, Sprayers, and Applicators, Vegetation -** Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification. [More](#)

Source: This information is based on O\*NET data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



\*Federal data indicate results of an expanded geographic area. Hover cursor over icons for details.

#### Typical Wages

\*LAW 04, IL, which contains Jo Daviess County, IL - no data available for Jo Daviess County, IL)

**\$48,579**

#### Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

#### Projected Annual Openings

\*Nonfarm EOR (no data available for Jo Daviess County, IL)

**7**

**1%** of the 773 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.

Source: Illinois Department of Employment Security, Employment Projections

NO

2018

Illinois Virtual Labor Market Information - Occupation Profile



## Pesticide Handlers, Sprayers, and... Stephenson County, IL

### View Full Report

**Pesticide Handlers, Sprayers, and Applicators, Vegetation** - Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification. [More](#)

Source: This information is based on O\*NET® data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*\*Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.*

### Typical Wages

\*LWA 03, IL (which contains Stephenson County, IL - no data available for Stephenson County, IL)

**\$33,079**

### Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

### Projected Annual Openings

\*Northern, Statewide EOE (no data available for Stephenson County, IL)

**5**

**1% of the 752 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.**

Source: Illinois Department of Employment Security, Employment Projections

## Alternate Documentation: Illinois Virtual Labor Market Information

### CURRICULUM STRUCTURE.

2. 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* transferable courses.

**BOLD** new courses.

Program Title:	Course Prefix#	Course Title	Credit Hours	Lecture Hours	Lab Hours

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

**Faculty Requirements**

**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
Master's Degree	Horticulture Soil Science	Pesticide License	2 years +	2 years +

**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.

	First Year		Second Year		Third 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 curriculum. 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	\$		
Administrator Costs			
Other Personnel costs (specify positions)			
Equipment Costs (append list)			
Library/LRC Costs			
Facility Costs*			
Other (specify)			

Total New Costs	\$0	\$0	\$0
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**\* Capital projects that use state funds require prior ICCB approval. Contact ICCB Fiscal Staff with questions.**

General Education Courses (required coursework). Specify Courses.	LIBS 199	First Year Experience- Ag	2	2	0
	MATH-111 OR MATH 125	Emphasis Technical Math Business Math	3	3	0
	<b>Total</b>		5	5	0
Career and Technical Education (CTE) Courses (required coursework)	AGOC 285	Soil Fertility and Fertilizers	3	2	2
	AGOC 132	Landscape Design	3	2	2
	AGRI 192	Computer Applications In Agriculture	3	3	0
	AGRI 188	Introductory Horticultural Science	3	3	0
	AGRI 284	Soil Science	4	3	2
	AGOC 109	Pesticide License Training	2	2	0
	AGOC 130	Vegetable Production	3	2	2
<b>Total</b>		21	17	8	
Work-Based Learning Courses (Internship, practicum, apprenticeship, etc.)	CCED 290	Workplace Experience	4	1	6
	<b>Total</b>		4	1	6
CTE Electives					
<b>Total</b>					
<b>Total Credit Hours Required For Completion</b>			30	23	14

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

**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.

**Horticulture  
Certificate**

**ABOUT OUR PROGRAM**

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.

**PROGRAM OUTCOMES**

- Explain horticultural production, soil, landscaping, and greenhouse careers.
- Identify, classify, and describe common trees, plants, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Secure an Illinois Commercial Applicator License.
- Identify agricultural tasks and equipment necessary for growing plants.

**NATURE OF WORK AND EMPLOYMENT**

Career pathways within horticulture include production of ornamental plants or edible crops, forest management, greenhouse management, and landscaping. Potential careers include the following:

- |                       |                      |
|-----------------------|----------------------|
| Landscaper            | Pesticide Applicator |
| Florist               | Vegetable Producer   |
| Lawn Care Specialist  | Fruit Tree Grower    |
| Equipment Maintenance | Greenhouse Manager   |

**SPECIAL CONSIDERATIONS**

All students enrolled are required to complete work place experience before graduating. Students are strongly encouraged to seek the advice of an agriculture instructor or Advisor to assist with class schedules, work place experience, scholastic opportunities, and employment placement.

**PROGRAM CONTACTS**

Scott Anderson, Dean of Business & Technology	
815-599-3604	scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor	
815-599-3507	justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor	
815-599-3637	monica.pierce@highland.edu
Vicki Schult, Student Advisor	
815-599-3664	vicki.schult@highland.edu

**RECOMMENDED COURSE SEQUENCE**

FIRST SEMESTER		
LIBS 199	First Year Experience- Ag Emphasis	2
AGRI 284	Soil Science	4
AGOC 137	Landscape Design	3
AGRI 192	Computer Applications in Agriculture	3
MATH 111/125	Technical Math or Math of Business	3
<b>SEMESTER TOTAL</b>		<b>15</b>

SECOND SEMESTER		
AGRI 188	Introductory Horticultural Science	3
AGOC 130	Vegetable Crop Production	3
AGOC 109	Pesticide License Training	2
OCED 290	Workplace Experience	4
ELECTIVE	Choose any course	3
<b>SEMESTER TOTAL</b>		<b>15</b>

<b>PROGRAM TOTAL</b>		<b>30</b>
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**AGENDA ITEM #IX-A-3  
FEBRUARY 25, 2020  
HIGHLAND COMMUNITY COLLEGE BOARD**

**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.

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

**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**

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

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

**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: \_\_\_\_\_

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

**FIRST READING – TUITION**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that Board of Trustees considers for the first reading an increase in the in-district tuition rate from \$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.

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

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

**PAYMENT OF BILLS AND AGENCY FUND REPORT**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the January 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**

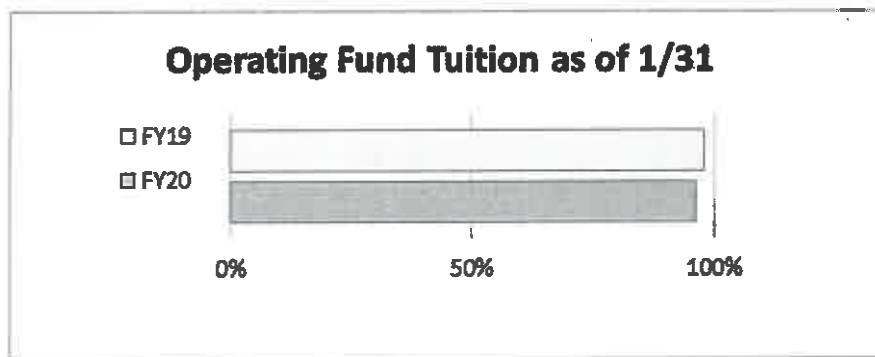
	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
<b>US BANK</b>	<b>\$267,266.83</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$267,683.50</b>
<b>FIFTH THIRD</b>	<b>19,127.15</b>	<b>0.00</b>	<b>0.00</b>	<b>19,127.15</b>
<b>UNION LOAN AND SAVINGS</b>	<b>173,171.12</b>	<b>934.31</b>	<b>0.00</b>	<b>174,105.43</b>
<b>TOTAL ASSETS</b>	<b>\$459,565.10</b>	<b>\$1,350.98</b>	<b>\$0.00</b>	<b>\$460,916.08</b>
<b>1010 HCC ORCHESTRA</b>	<b>\$0.00</b>			<b>\$0.00</b>
<b>1011 TRANSFER FUNDS</b>				
<b>1012 FORENSICS SCHOLAR</b>	<b>0.00</b>			<b>0.00</b>
<b>1013 INTEREST ON INVEST.</b>				
<b>1014 TRUSTS AND AGENCIES</b>				
<b>1015 CARD FUND</b>				
<b>1016 DIST #145 ROAD AND LOT</b>	<b>56,620.09</b>			<b>56,620.09</b>
<b>1017 HCC ROAD AND LOT</b>	<b>94,197.03</b>			<b>94,197.03</b>
<b>1018 YMCA ROAD AND LOT</b>	<b>90,863.01</b>	<b>416.67</b>		<b>91,279.68</b>
<b>1019 YMCA BLDG/MAINT</b>	<b>37,131.79</b>			<b>37,131.79</b>
<b>1020 HCC BLDG/MAINT</b>	<b>64,222.13</b>			<b>64,222.13</b>
<b>1021 YMCA/HCC INTEREST</b>	<b>97,403.90</b>	<b>934.31</b>		<b>98,338.21</b>
<b>1022 HCC SECTION 125 PLAN</b>	<b>19,127.15</b>			<b>19,127.15</b>
<b>TOTAL</b>	<b>\$459,565.10</b>	<b>\$1,350.98</b>	<b>\$0.00</b>	<b>\$460,916.08</b>

**AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20**

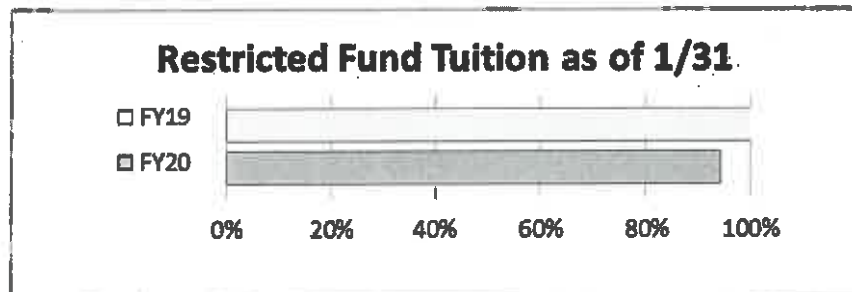
**TREASURER'S REPORT  
STATEMENTS OF REVENUE, EXPENDITURES &  
CHANGES IN FUND BALANCE**

**Results as of January 31, 2020**

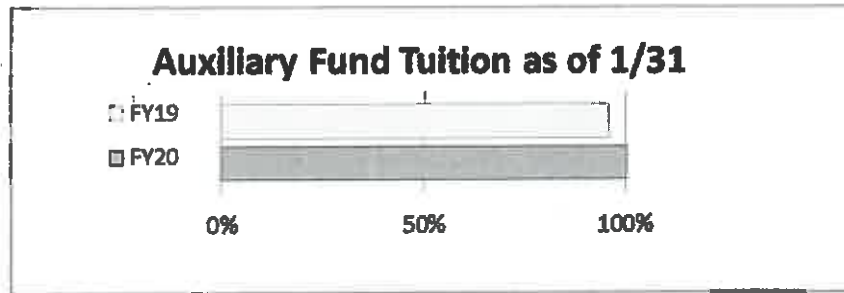
- The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of January 31. The FY19 bar is the year-to-date results as of January 31, 2019, divided by the actual year-end results for FY19. The FY20 bar is the year-to-date results for January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



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.

AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE  
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
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%
<u>EXPENDITURES:</u>			
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	



AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$362,561	44.4%
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	\$6,116,500	\$476,832	100.0%
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	7,304,844	\$1,657,975	22.7%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$1,181,143)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
-----	-----	-----	
Fund Balance 1/31/20	\$394,590	\$401,791	

AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

REVENUE:	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%
<b>Total Revenue</b>	<b>\$1,220,915</b>	<b>\$989,241</b>	<b>81.0%</b>
<b>EXPENDITURES:</b>			
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	12.4%
Other Expenditures	22,667	16,830	74.2%
Transfers	(65,000)	-	0.0%
<b>Total Expenditures</b>	<b>\$1,289,394</b>	<b>\$842,911</b>	<b>65.4%</b>
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	

AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$40,056	30.3%
Adult Education	251,325	48,119	19.1%
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	94.3%
Sales & Service Fees	28,000	17,217	61.5%
Interest	19,346	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	3,258,371	53.0%
<u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$708,309	66.1%
Employee Benefits	268,454	156,299	58.2%
Contractual Services	662,652	274,001	41.3%
Materials & Supplies	191,899	113,844	59.3%
Conference & Meeting	132,525	146,619	110.6%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	420,673	334.8%
Other Expenditures	29,321	77,149	263.1%
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	1,426,009	1,426,009	
	-----	-----	
Fund Balance 1/31/20	\$546,705	\$1,060,377	

AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20  
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
----- Local Taxes	\$44,000	\$21,960	49.9%
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	(\$16,312)	

AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2020

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$1,754,180	\$872,314	49.7%
Total Revenue	\$1,754,180	\$872,314	49.7%
EXPENDITURES:			
-----			
Fixed Charges	\$2,312,155	\$1,715,850	74.2%
Other	-	-	0.0%
Total Expenditures	\$2,312,155	\$1,715,850	74.2%
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	

AGENDA ITEM #X-A  
 FEBRUARY 25, 2020  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY20

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	100.0%
-----	-----	-----	-----
Total Revenue	\$1,110,000	\$523,251	47.1%
EXPENDITURES:			
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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)	