



**Highland Community College Board of Trustees
Retreat Agenda
December 10, 2020 – 8:30 a.m.
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois**

Public access to the meeting is provided online via Zoom at
<https://highland.zoom.us/j/97899055020?pwd=MTRRSXVsTk4eWY4QTRkR2JTUW5Kdz09>
or by phone at 312-626-6799 and Passcode 13579

I. CALL TO ORDER/ROLL CALL

II. PUBLIC COMMENTS

III. OPENING REMARKS

IV. ADMINISTRATIVE UPDATES

- A. Marketing Update
- B. Athletics Strategic Plan
- C. Mid-cycle Budget Update
- D. Tuition
- E. Course and Miscellaneous Fees
- F. Policy 4.20 – Holidays Observed

V. MAIN MOTIONS (ACTION)

- A. Course and Miscellaneous Fee Changes for Fall 2021 (Page 1)
- B. CollegeNOW Agreements Between Highland Community College and Forreton Schools, Freeport School District #145, Lena-Winslow Schools, Pecatonica School District #321, Pearl City Schools, Warren Schools, and West Carroll Schools for the 2021 – 2022 (FY22) Academic Year (Page 3)
- C. New Program: Advanced Nursing Assistant Certificate (Page 18)
- D. Letter of Support to the Village of Elizabeth for the Expansion of the Tax Increment Financing (TIF) District for the US Route 20 and Downtown Elizabeth TIF District (Page 33)

VI. BOARD UPDATES

- A. Foundation Endowment Concept

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

VII. 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
- C. Semiannual Review of All Closed Session Minutes and Tapes

VIII. 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: Interim Coordinator, Academic Technology Resources (Handout)
 - 2. Appointment: Interim Director, Nursing (Handout)
 - 3. Appointment: Interim Vice President of Academic Services/Chief Academic Officer (CAO) (Handout)
 - 4. Appointment: Interim Director, Adult Education Programs (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
- C. Semiannual Review of All Closed Session Minutes and Tapes (Handout)

IX. OLD BUSINESS

X. NEW BUSINESS

- A. Open Discussion

XI. ADJOURN

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

**AGENDA ITEM #V-A
DECEMBER 10, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**COURSE AND MISCELLANEOUS FEE CHANGES
FOR FALL 2021**

RECOMMENDATION OF THE PRESIDENT: That the course and miscellaneous fee changes listed be approved beginning with the Fall 2021 semester.

BACKGROUND: The purpose of course and miscellaneous fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset increased cost of course supplies or to reflect area service costs.

BOARD ACTION: _____

PROPOSED COURSE FEE CHANGES FOR FALL 2021:

Course	Current	Proposed
NSCI133 Intro to Astronomy w/Lab (New online program Skynet)	\$10.00	\$65.00

Removing WorkKeys test information – no longer provide these tests

**AGENDA ITEM #V-B
DECEMBER 10, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND FORRESTON SCHOOLS, FREEPORT SCHOOL DISTRICT #145,
LENA-WINSLOW SCHOOLS, PECATONICA SCHOOL DISTRICT #321,
PEARL CITY SCHOOLS, WARREN SCHOOLS, AND
WEST CARROLL SCHOOLS FOR THE 2021 – 2022 (FY22) ACADEMIC YEAR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for the 2021 – 2022 (FY22) academic year for qualified students attending Forreston schools, Freeport School District #145, Lena-Winslow schools, Pecatonica School District #321, Pearl City schools, Warren schools, and West Carroll schools.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate’s degree. The program has grown from two participating high schools in the Fall Semester of 2012 to an anticipated 15 participating high schools in the Fall Semester of 2021. The terms of the agreement are consistent with the agreements approved for FY21.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Forreston Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

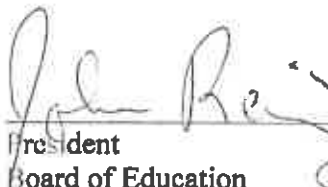
For Forrester School District

Chris Kuberski, President Date

 11/18/2020

Superintendent Date

Jim Endress, Chair
Board of Trustees Date

 11/18/20

President
Board of Education Date

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Freeport School District #145 and Highland Community College

General Provisions

- **Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.**
- **The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.**
- **Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.**
- **For the 2021-2022 year, the CollegeNOW cost of \$5,700 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.**
- **Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.**
- **To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.**
- **Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.**
- **Students (in junior standing at Freeport High School) will be excused from class to complete the required state and college entrance exams.**
- **Students will abide by the Highland Community College calendar.**
- **Individual instructors will determine attendance policies by course.**

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will present this letter to the College cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Freeport School District by September 15th and February 15th in two payments of \$2,850 per student to occur by fall and spring deadlines.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Freeport School District #145

 President Date
 Date

Anna Alvarado 11/17/20

 Superintendent

 Chair Date
 Board of Trustees

George R. McCarty Nov 17, 20

 President Date
 Board of Education

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Lena-Winslow Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Lena-Winslow High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Lena-Winslow High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

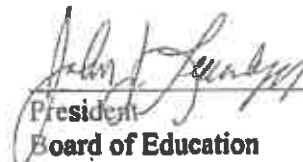
For Lena-Winslow School District

Chris Kuberski, President Date

 11-24-2020

Superintendent Date

Jim Endress, Chair
Board of Trustees Date

 11-24-2020

President
Board of Education Date

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Pearl City Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Pearl City High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Pearl City High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

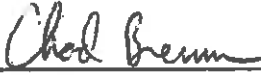
For Pearl City School District

Chris Kuberski, President Date



Superintendent Date 11/18/2020

Jim Endress, Chair Date
Board of Trustees



President Date 11-18-2020
Board of Education

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Pecatonica School District #321 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW cost of \$5,700 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; successfully completed Geometry and Algebra II; 3.0 minimum GPA; meet college-level entrance scores on COMPASS, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Pecatonica High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with an approval on the Participation Agreement indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will present this Participation Agreement to the College's cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Pecatonica School District by September 15th and February 15th two payments of \$2,850 per student to occur by fall and spring deadlines. [Pecatonica School District requests a list of all participating students on a bill following our 10th day.]
- Reimbursement for students who drop or withdraw from all classes will follow college policy.
- For new students, the Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Pecatonica School District #321

Tim Hood, President Date

Superintendent Date

Jim Endress, Chair
Board of Trustees Date

President Date
Board of Education

[Handwritten signature] 11/16/2020

[Handwritten signature] 11/16/20
Date

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
Warren Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from Warren High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Warren High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2021, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Warren School District

Chris Kuberski, President Date



Superintendent Date 11/18/2020

Jim Endress, Chair
Board of Trustees Date



President Date 11-18-2020
Board of Education

CollegeNOW
TERMS of AGREEMENT
2021 – 2022 Academic Year (FY'22)
West Carroll Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2021-2022 year, the CollegeNOW students and their parent or guardian from West Carroll High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at West Carroll High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

**AGENDA ITEM #V-C
DECEMBER 10, 2020
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
ADVANCED NURSING ASSISTANT CERTIFICATE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Advanced Nursing Assistant Certificate.

BACKGROUND: The purpose of this certificate is to provide another path toward entry level health care employment opportunities. The Advanced Nursing Assistant is an employee who is not only trained as a certified nurse's aide, but also has knowledge and skills related to additional patient care. This provides a valuable resource for both students seeking entry level employment and those students seeking a stepping stone toward additional health care careers. This is a new opportunity in the state of Illinois, and if approved, will be only the second program in the state.

According to the Illinois Department of Employment Security (IDES) website, state and local/district data show the increased need for nursing assistants and health care aides at 69%. A local growth prediction of 53 (13 growth/40 replacement) and a short-term growth of 330 hires warrants additional educational expansion. Locally, the need for nursing assistants can be seen with the growth and expansion of senior living facilities and health care facilities.

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

BOARD ACTION: _____

Form 20
(September 2013)

Illinois Community College Board

Application for *Permanent* Approval Career & Technical Education Curriculum

Submit TWO Complete Copies

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Jennifer Grobe	PHONE:	815.599.3688
EMAIL:	Jennifer.grobe@highland.edu	FAX:	815.599.3537

CURRICULUM INFORMATION

AAS TITLE:		CREDIT HOURS:		CIP CODE:	
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:	Advanced Nursing Assistant Certificate	CREDIT HOURS:	16	CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
PROPOSED IMPLEMENTATION DATE:	January, 2021					

SUBMISSION INCLUDES:	
<input checked="" type="checkbox"/>	Part A: Feasibility, Curriculum Quality and Cost Analysis
<input checked="" type="checkbox"/>	Part B: Supportive Documentation and Data

This curriculum was approved by the college Board of Trustees on:	Date:	
State approval is hereby requested:		
Signature	<i>Required- Chief Administrative Officer</i>	<i>Date</i>

ICCB USE ONLY:			
ICCB APPROVAL DATE:	AAS:	7-29 cr. hrs Cert:	30+ Cert:
IBHE APPROVAL DATE for AAS:			

Cover Page must remain in this format, "ICCB USE ONLY" box must remain at the bottom of this page.

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 includes two parts:

Part A: Feasibility, Curriculum Quality and Cost Analysis. This part of the application is designed to:

- 1) verify that the program is feasible from a labor market standpoint and solicits convincing evidence of labor market need,
- 2) demonstrate the college has developed quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational goals, and
- 3) verify the college has the fiscal resources in place or budgeted for to support the program in a cost-effective manner.

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 enrollments, proposed curricular structure, faculty requirements, and fiscal support.

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 Submission. Submit two (2) complete copies of the application.

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. The Board considers new program requests at each meeting. The ICCB meeting schedule is posted on the [ICCB Board Meeting calendar](#).

Timeline Note: Assuming a complete and quality program approval application packet, the ICCB cannot guarantee board approval for programs by the fall semester for applications submitted after March 31st of each year. The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31st of each year.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the [Administrative Rules of the Illinois Community College Board](#).

**OCCUPATIONAL 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: Briefly describe the purpose of the program. (i.e. "....to provide entry-level employment training or support the pursuance of advancement opportunities".) If more than one program is included in the application, delineate the purpose for each program.

The purpose of the program is to direct community resources toward entry level health care employment opportunities. The Advanced Nursing Assistant is an employee who is not only trained as a certified nurse's aid (CNA1), but also has knowledge and skills related to additional patient care. This provides a valuable resource for both students seeking entry level employment and those students seeking a stepping stone toward additional health care careers. This is a new opportunity in the State of Illinois. Currently, only Kankakee Community College offers the CNA II course. Neighboring states such as Wisconsin have been offering the advanced skills opportunities in their nurse's aid courses for a number of years, in order to continue to maintain a high level of safety in patient care, maintain competitiveness in our state, and support the growing in-patient care needs of a growing health care population, the advanced course and subsequent certificate are needed.

b. Target population. Describe the target audience for the proposed program. Indicate whether this program is intended for individuals seeking entry-level employment, for advancement or cross-training opportunities for existing employees, or for those looking to increase their skill set through specialized education and training.

The target audience is high school students seeking a career in one semester post-graduation, adults seeking entry-level job training or re-training. The program is also a potential significant training program for existing CNAs who want to transition into a higher level of care. Currently, the college works with local health care systems to train existing staff. The Certificate would package the courses into a program that allows for confirmation of skills through two levels of state certification exams.

c. Related occupations. Describe the types of jobs for which the program(s) will train graduates (i.e. specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See CTE Career Clusters or Illinois Programs of Study for more information on Career Clusters and Programs of Study in Illinois. Complete the **Occupational Chart** (Part B).

This program trains graduates in the CTE Health Science Career Cluster and has elements of other Common Career Technical Core competencies in Biotechnology Research & Development Career Pathway (HL-BRD), Diagnostics Career Pathway (HL-DIA), Health Informatics Career Pathway (HL-HI), Support Services Career Pathway (HL-SUP), and Therapeutic Services Career Pathway (HL-THR). Students will learn the basics in patient care, therapeutic communication and patient advocacy, confidentiality, and cellular function.

d. Supply-Demand Information. Append in Part B labor market information from current sources (i.e., the Illinois Department of Employment Security) which represent projected demand/job openings versus existing supply/completers in related programs in *your district and/or neighboring districts as appropriate*. For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of all districts to be served. Complete the **Enrollment Chart** (Part B).

There are a large number of entry level jobs in the area for basic nurse assistants (CNA). Upon hire, the facilities have been training their new employees to complete the skills and critical thinking that has been incorporated into the new CNA II skill set. This takes students away from the work environment and costs the institutions a great deal of time and money. By creating a certificate, the college is providing a valuable service to the community. We provide a

certificate that allows the student to gain access to financial aid and come in to a certificate program with little to no preparation. The only requirement for the certificate would be a reading score equal to an 8th grade level (currently required for BNA and ANA). The target would be high school students who are not seeking a degree, but a job right out of high school. The second target would be those adults seeking a job change. The certificate courses transfer into Nursing (ADN), Medical Assistant (MA), and Health Science. The courses also have the potential for work force development funding and other developmental funding.

The second reason for the course offering is the professional development of health care workers in our area. Students who are currently earning these skills through their work experience can now be eligible for a certificate. The students can enter a job with three skills where they previously entered with only one. This also will save time and money for our health care partners in the region.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of Industry employment	Hourly mean wage	Annual mean wage (2)
<u>Nursing Care Facilities (Skilled Nursing Facilities)</u>	594,460	36.66	\$13.20	\$27,470
<u>General Medical and Surgical Hospitals</u>	365,360	6.64	\$14.73	\$30,640
<u>Continuing Care Retirement Communities and Assisted Living Facilities for the Elderly</u>	164,580	18.03	\$12.84	\$26,700
<u>Home Health Care Services</u>	78,940	5.65	\$13.08	\$27,210
<u>Employment Services</u>	39,300	1.09	\$13.88	\$28,870

While the Nurse's Aid is in high demand, adding skills to the role of the CNA continues to add demand and pay increases. A quick search on indeed.com showed 2,153 full-time openings and 955 part-time openings. Most often employed by acute care settings in the Emergency Department or outpatient clinic, these highly skilled individuals are also found in long-term care facilities.

According to the IDES website, state and local/district data show the increased need for nursing assistants and health care aids at 69%. A local growth prediction of 53 (13 growth/40 replacement) and a short-term growth of 330 hires warrants additional seats in educational programs. Locally, the need for nursing assistants can be seen with the growth and expansion of senior living facilities and health care facilities such as Winn Prairie, the Parkview expansion, the Liberty Village expansion, Physician's Immediate Care, and the Monroe Clinic expansion. Not only do we need to produce a workforce for Illinois, but many of our students are drawn out of state to Wisconsin for work. Keeping up with the demands of the work force in the region requires a competitive edge and a renewed interest in growing health care careers. Students can be challenged by the combination of courses to improve their health care training and increase their marketability.

e. Alternate Documentation. If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis:

Ten Easy Steps to Conduct a Basic Analysis for Program Approval” for more information. Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval

f. Planning and Collaboration. Describe how the proposed curriculum fits into the colleges overall plans and goals to meet career and technical education/workforce preparation needs within the district/region.

1) Educational & Workforce Partnerships. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary Institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils and other appropriate partners.

The Division of Nursing and Allied Health has made a commitment to the college to provide stepping stone pathways toward degree completion. The Basic Nursing Assistant courses have been offered regularly at Highland for a number of years with great success. The classes are full and the students are successful upon completion. By joining the two 8-week courses proposed into a certificate, the students would be able to utilize individual courses to create a certificate, sit for a certification exam, and be employable upon completion. This satisfies a large need in the community for health care workers, especially in a time when healthcare workers are retiring in large numbers.

2) Employer Input. Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

g. Related Offerings: Describe what similar programs are being offered by your Institution and other training providers within your district. Include information on neighboring districts or border state providers as appropriate.

The community colleges and regional education programs offer courses such as Basic Nursing Assistant, Phlebotomy, Practical Nursing, Medical Assistant, Emergency Medical Technician, and Associate Degree Nursing. There is only one other college in Illinois offering the Advanced Nursing Assistant training leading to the CNA II certification (Kankakee Community College). No other regional institution is offering this type of programing.

h. Regional Programs: If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (i.e. via distance learning, online education or campus branches) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

The courses will be offered face-to-face, or hybrid style. The region served will be the district of Highland Community College as it stands.

2. Need Summary. Provide a brief summary of your findings which support the need to develop and offer the proposed program(s) within your district. Include any additional information not already reported that illustrates demand for the program(s).

CURRICULUM QUALITY

1. Curriculum Information. Demonstrate the college has developed quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

a. Program purpose: Describe the goal for individuals completing this program(s) in terms of gaining employment and continuing their education. If submitting a degree and certificate together, delineate the level of education, skill and employment for each.

Upon completion of the Advanced Nursing Assistant Program, students will be able to:

- Provide safe, advanced patient care in the role of the CNA II.
- Accommodate the special needs of patients considering cultural, spiritual, and individual patient needs
- Communicate effectively to a health care team

1) Catalog description. Provide a description of the program(s) as it will appear in the college's catalog.

Upon successful completion of the Advanced Nursing Assistant, a student will be eligible to sit for the certification as a CNA II who is active on the Illinois Department of Public Health's Health Care Worker Registry. The Advanced Nursing Assistant will work under the supervision of a Registered Nurse or Licensed Practical Nurse. Emphasis is placed on the introduction to the CNA II role along with rules and regulations. This course includes compliance issues, conflict resolution, critical thinking, mentoring, and learning styles. Advanced Nursing Assistant is a course that focuses on the theory and advanced skills required in the long term and acute care settings.

2) Curriculum. Complete the Curriculum Chart (Part B) indicating the general education, career and technical education, work-based learning and elective requirements and options to complete the program. Include a Curriculum Chart for each program.

Advanced Nursing Assistant (ANAT) (XXX)		
Certificate		16 Credits
Required Courses		
NURS 109	Basic Nursing Assistant	8
NURS 119	Advanced Nursing Assistant	8

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](#).

1) Academic/Curricular Alignment. Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?

As a CTE program, the Advanced Nursing Assistant program seeks to build on the knowledge, skills, and abilities of the high school curriculum to encourage an extension of Biology, Mathematics, English, and Chemistry. Basic skills learned in the secondary environment will translate to the objectives within the program, such as written and oral communication with the patient and the health care team, A&P of the human body in relation to blood products, body systems, and hygiene, and nutrition and calculation of appropriate meals for patients. Students in dual credit-eligible high schools may also take the NURS 109 Basic Nursing Assistant course as a dual credit opportunity. The connection to the post-secondary environment seeks to encourage and engage a student in a higher level of communication, increased knowledge of body systems and patient care, and a higher understanding of the health care population.

Transition from any previous course work (secondary or post-secondary) and previous job experience will be completed through an extensive orientation process. Students will be guided through the expectations of the health care setting and challenged to undergo rigorous professionalism exercises to encourage a smooth transition from pre-health to health care. Courses are also repeatable to allow for changes in the health care sector to be noted in the classes as State and Federal regulations change.

2) Relationship to existing curricula at the college: Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

Students taking the courses within the Advanced Nursing Assistant Program are able to transfer their knowledge into Medical Assistant (AAS), Nursing (AAS), or Emergency Medical Services/Paramedic (AAS). Skills for CNA I and CNA II are required for entry into nursing and other health care fields. All program courses are considered elective or required courses for the other programs within the Division of Nursing and Allied Health at Highland Community College.

3) Articulation. Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e. baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

Part of the Certificate Program is designed to ladder to the Associate Degrees offered at Highland Community College or serve as a stand-alone certificate for entry-level health care careers. Because the courses feed into several options for Nursing and Allied Health and our AAS degrees are articulated to multiple baccalaureate programs, a seamless transition to a BS at multiple locations.

4) Academic & Technical Skill Requirements. Describe how the college ensures that the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

(a) Academic Entry Skills: Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed program. How will the college ensure appropriate remediation for students (e.g. through Academic Support Services or CTE/DevEd Bridge Instruction).

Placement into Reading 083 or higher or 8th grade reading level identified and mastered.

(b) General Education: Describe how the general education requirements support the technical skill requirements of the CTE program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?

This proposed program requires the students to test upon acceptance to HCC at a proficiency level. No additional testing is required. The students are then required to read, write, and compute at the level of proficiency stated at "college ready".

(c) Technical Skills: Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when and through what agency/entity? Is it optional or required (i.e., is licensure or certification required or optional for job entry?) What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Basic Nursing Assistant (CNA I) and Advanced Nursing Assistant (CNA II) are credentialed by IDPH. Students are required to hold a certification as a CNA I for hire, however the credentials for CNA II are at the discretion of the employer. Regardless, the program has been designed to assist the student in preparing for the exams after course completion.

5) Career Development. Describe how career information, resume building and job search activities are incorporated into the curriculum.

Students are encouraged through orientation and the final project to identify professionalism and job readiness. Career information, resume building, and job search is assisted by the Career Center on campus and is available to any student at any time.

6) Course Syllabi. Append in Part B the appropriate ICCB course forms and course syllabi or new courses or any existing courses that are being modified significantly for the proposed curricula.

c. Work-Based Learning. Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

Clinical is mandatory throughout the program and is completed at health care facilities in the region. Simulation and lab experiences also encourage work-based learning in all courses within the program.

d. Accreditation for Programs. Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?)

Illinois Department of Public Health approves and regulates the basic nursing assistant program and advanced nursing assistant program. This professional body also provides testing for certification.

e. Assessment of Student Learning: Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.

- 1) Student Learning Objectives.** Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:
 - the general education component of the curriculum, and
 - the career and technical education component of the curriculum.

Upon completion of the Advanced Nursing Assistant Program, students will be able to:

- Provide safe, advanced patient care in the role of the CNA II.
- Accommodate the special needs of patients considering cultural, spiritual, and individual patient needs
- Communicate effectively to a health care team

- 2) Assessment of Student Learning Objectives.** Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to

ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

The course will be assessed using exams, discussions, rubric-based projects, lab skills with competency check lists, and clinical evaluations.

f. Continuous Quality Improvement.

- 1) Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.

This course will be taught by nursing and allied health professionals employed full-time at the college as well as nursing and allied health professionals employed part-time at the college and employed in another health care setting. This allows the department to constantly stay abreast of changes in best-practices throughout the region. Our faculty attend regional and national conferences, complete continuing education, and have access to updates in the specific courses they teach.

- 2) Describe how the college will use Assessment of Student Learning Information/data to improve the curricula.

The college has a specific and intentional assessment plan that specifically identifies and addresses course and program assessment. First, faculty design the course and program outcomes necessary for student success. Next, the outcomes are documented on the assessment form due at the 10th day of each semester. The outcomes and assessment criteria are reviewed by the faculty, curriculum committee, and the dean of the content area. Next, the faculty carry out the assessment and document the results on the assessment form. The dean once again reviews the data (due one week after the final exam). Finally, a team of assessment mentors review the plans, assessments, and outcomes for consistency, accuracy, and learning opportunities. The assessment mentors communicate suggestions back to the faculty member and the dean and store all comments in the shared drive for reflection in the next semester. Students are made aware of required outcomes and assessments through the syllabus.

- 3) Include a list of educational, business and community partners that participate in the improvement process.

FHN Memorial Hospital, SSM/Monroe Clinic, Swedish American Health System, Mercyhealth/RMH, OSF St. Anthony Medical Center, CGH Medical Center, KSB Hospital, Stephenson County Health Department, Jo-Carroll CTE Academy, HOYA/Career Tech – Freeport School District, U of I Extension Office, Adult Education, and the Regional Office of Education.

2. Unique or noteworthy features of the program. Describe how the proposed program(s) stands apart from other programs similar in nature. Include information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

This program offers a hybrid approach to learning where students get hands-on experience, classroom experience, and online learning. Students are able to take the courses in 8 weeks, allowing for flexibility in their schedules. Students are also able to take one class at a time over one semester or spread over two semesters, allowing for flexibility and employability.

3. Faculty Requirements. Describe the number of other faculty, existing and new, that will be required to implement and support the program.

- a) **Faculty Qualifications.** Complete the **Faculty Qualifications Chart (Part B)**. 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):

Nursing License in the State of Illinois and certification by the IDPH as a CNA I and CNA II Instructor

- b) **Faculty Needs.** Complete the **Faculty Needs Chart (Part B)** to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

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.** Indicate what department and staff at the institution are responsible for maintaining the academic integrity of the program.

The Division of Nursing and Allied Health will maintain academic integrity of the program. The courses are already taught by full- and part-time faculty in this division and the Dean is responsible for the admission and supervision of these students. The courses are annually reviewed by a faculty curriculum committee and the overall course structure is monitored by the College Curriculum and Instruction Committee.

- b.) **Contractual/Cooperative Agreements.** Append to Part B a copy of the contractual or cooperative agreement to the application 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.

COST ANALYSIS

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

1. **Source of Funds.** Specify the source of funds the college will use to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts (i.e. Postsecondary Perkins, \$5,000 for program development; or USDOL Grant, \$10,000 for equipment).

The funding for the courses is already in place. The program is a compilation of the existing courses, therefore no new funding is necessary. Faculty in the Nursing and Allied Health Division will teach the courses and revenue will be generated from student fees, tuition, and other registration funds.

2. **Equipment.** If necessary, append to Part B of the application 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.

No additional equipment is needed to teach the courses. The equipment is already in place from the BNAT training and nursing program.

3. **Facilities.** Verify the college has adequate facilities (i.e. classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e. local businesses; labor councils, community organizations, etc...) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.

The courses are already being taught at HCC. No new space will be necessary. Clinical sites are also secured and available to the students at a variety of institutions.

4. **Finance.** Complete the Finance Chart (Part B) to identify new direct costs to establish the program over the next three years.

**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

OO

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 Titles & Codes * (and other Job titles if alternate date also submitted)	Annual District Openings*	Employment Projections:	
		Annual Program Completers **	(Indicate from which surrounding districts)
31-9099	508	12	
31-1014	7341	14	
31-9097	694	0	

* 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:	10	10	15
Part-Time Enrollments:	15	15	20
Completions:	20	20	25

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:		Mechatronics			
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours (Include contact hrs <i>new</i> courses only)	Lab Hours (Include contact hrs <i>new</i> courses only)
General Education Courses (<i>required</i> coursework). Specify Courses.					
Total					
Career and Technical Education (CTE) Courses (<i>required</i> coursework)					
	NURS 109	Basic Nursing Assistant	8	6	4
	NURS 119	Advanced Nursing Assistant	8	6	4
Total					
Work-Based Learning Courses (Internship, practicum, apprenticeship, etc.)					
Total					
CTE Electives					
Total					
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					
				16	

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.

NURS 109	Basic Nursing Assistant	8
NURS 119	Advanced Nursing Assistant	8

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.** Cite the minimum qualifications for new and existing faculty.

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
BSN	Nursing	BSN with IDPH Course	2	2
RN license	Nursing – State of Illinois	RN	2	n/a

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	1	0	0	1	0	2
# of Existing Faculty	1	0	2	1	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.

	First Year	Second Year	Third Year
Faculty Costs	\$47,000	5,700	11,400
Administrator Costs			
Other Personnel costs (specify positions)			
Equipment Costs	\$200-500 * replacement equipment for extra use		
Library/LRC Costs			
Facility Costs*			
Other (specify)			

TOTAL NEW COSTS	\$47,500	5,700	11,400
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*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

**AGENDA ITEM #V-D
DECEMBER 10, 2020
HIGHLAND COMMUNITY COLLEGE**

**LETTER OF SUPPORT TO THE VILLAGE OF ELIZABETH FOR THE EXPANSION OF
THE TAX INCREMENT FINANCING (TIF) DISTRICT FOR THE US ROUTE 20 AND
DOWNTOWN ELIZABETH TIF DISTRICT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes Mr. Jim Endress, Board Chairman, to provide the Village of Elizabeth, Illinois with the attached requested letter of support in connection with the 12-year expansion of the US Route 20 and Downtown Elizabeth TIF District.

BACKGROUND: In March 2008, the Village of Elizabeth, Illinois, adopted the necessary ordinances to establish the US Route 20 & Downtown Elizabeth TIF District pursuant to the Illinois Tax Increment Allocation Redevelopment Act (the "TIF Act"), 65 ILCS 5/11-74.4-1, *et seq.* In accordance with the TIF Act, the US Route 20 & Downtown Elizabeth TIF is set to expire on December 31, 2031.

The Illinois General Assembly has previously passed bills extending particular TIF districts for an additional 12 years so that the goals and objectives of the applicable redevelopment plan can continue. One of the Village's primary goals, should an extension be granted, is to provide continued support to its businesses that utilize this important economic tool.

The proposed extension would provide the necessary funding to address the above-stated goals in a fiscally responsible manner. According to Mr. Michael Dittmar, Village President of the Village of Elizabeth, the extension would have minimal financial impact on the residents of the Village, while providing a financial tool to local businesses who are looking to make improvements to their property, however, they may not have the means to do so. The TIF provides them with an additional resource to assist with completing their project.

The Village of Elizabeth has utilized the TIF revenue generated to assist existing local businesses, attract new businesses, and fill empty storefronts. To date, the Village has reimbursed over \$250,000 in TIF revenues to local businesses, which has resulted in private investment of over \$3.5 million, along with the rehabilitation of buildings with new businesses.

Support for the requested extension is a good opportunity for taxing bodies within the Village to work together to help facilitate further economic development for the community. The Village believes that extending the US Route 20 & Downtown Elizabeth TIF is the best and most fiscally responsible way to meet the needs of the community.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

November 2020

**Representative Andrew Chesney
Illinois State Representative 89th District
50 West Douglas St.
Stewart Centre, Suite 1001
Freeport, IL 61032**

Re: Letter of Support for Village of Elizabeth Termination Date Extension Request

Dear Representative Chesney,

In 2008, the Village of Elizabeth, Illinois adopted the necessary ordinances to establish the US Route 20 & Downtown Elizabeth Tax Increment Financing Redevelopment Project and Plan pursuant to the Illinois Tax Increment Allocation Redevelopment Act (the "TIF" Act), 65 ILCS 5/11-74.4-1, et seq. In accordance with the TIF Act, the US Route 20 & Downtown Elizabeth TIF District is set to expire in 2031.

Although the US Route 20 & Elizabeth Downtown TIF has already facilitated the completion of numerous public and private redevelopment projects, an extension of its termination date would allow for the completion of critically important projects and foster the continued success and implementation of the original goals and objectives of the redevelopment plan.

Two primary objectives of the US Route 20 & Downtown Elizabeth TIF redevelopment plan are to provide for 1) new investment and development that will preserve or enhance the value of properties within and adjacent to the Project Area, improving the real estate and sales tax base of the Village and other taxing districts; and 2) a strong, vital downtown achieved through retaining businesses and adding new businesses, destination locations, anchor components, developments and improvements.

The Village of Elizabeth has utilized the TIF revenue generated to assist existing local businesses, attract new businesses and to fill empty storefronts. To date, the Village has reimbursed over \$250,000 in TIF revenues to local businesses which has resulted in private investment of over \$3.5 million, along with the rehabilitation of buildings with new businesses.

It is for the above reasons the Village seeks to extend the life of the US Route 20 & Downtown Elizabeth TIF District for an additional 12 years beyond its current termination date, for a total of thirty-five years, resulting in a final termination date of December 31, 2043.

Highland Community College and the Village share a common interest in the continued success of the US Route 20 & Downtown Elizabeth TIF redevelopment plan. We fully support the Village's request for a 12-year extension of the TIF and join in its request for your help in seeking approval of such an extension in the State Legislature. Please do not hesitate to contact me with any questions.

Sincerely,

James G. Endress, Chair
Board of Trustees