



**Highland Community College Board of Trustees  
Retreat Agenda  
February 23, 2021 – 1:00 p.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/93723747413?pwd=Z2R2ZVBsc2dHcVFoNkIuNGp1Z2t1dz09>  
or by phone at 312-626-6799 and Passcode 628175

- I. CALL TO ORDER/ROLL CALL**
- II. PUBLIC COMMENTS**
- III. OPENING REMARKS**
- IV. FOUNDATION REPORT**
- V. ADMINISTRATIVE UPDATES**
  - A. FY21 and FY22 Budgets
  - B. Tuition
  - C. Course and Miscellaneous Fees
  - D. Mission Statement
  - E. Vacation Carryover
- VI. DIVISION FOCUS – NURSING AND ALLIED HEALTH**
- VII. MAIN MOTIONS (ACTION)**
  - A. Course Fee Change for Fall 2021 (Page 1)
  - B. Part-time Instructors, Overload, and Other Assignments (Page 2)
  - C. Acceptance of Bid: Science Renovation Project in Natural Science Building (Page 8)
  - D. Second Reading: Tuition (Page 12)
- VIII. BOARD UPDATES**
  - A. Foundation Endowment Concept
  - B. Regular Board Meeting Schedule

**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.

**IX. 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

**X. 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. Extension of Tenure Due to COVID-19 (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

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

- A. Open Discussion

**XIII. 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 #VII-A  
FEBRUARY 23, 2021  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COURSE FEE CHANGE FOR FALL 2021**

**RECOMMENDATION OF THE PRESIDENT:** That the course fee change listed below be approved beginning with the Fall 2021 semester.

<b>Course</b>	<b>Current</b>	<b>Proposed</b>
NURS119 Advanced Nursing Assistant	\$ 0.00	\$250.00

**BACKGROUND:** The Advanced Nursing Assistant course fee was overlooked when new course submission was sent to Curriculum & Instruction. The \$250.00 fee will cover certification exam, lab supplies, and equipment maintenance.

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

**AGENDA ITEM #VII-B  
FEBRUARY 23, 2021  
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 Spring 2021.

**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 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jennifer	Alderman	6080	ACCT213A	Financial Accounting		3	\$1,294.53	\$3,883.59
						0.2	\$1,423.98	\$284.80
Jennifer	Alderman	6081	ACCT213Y2	Financial Accounting		2.8	\$1,423.98	\$3,987.14
Amy	Chamberlin			Cosmetology classes		3	\$1,294.53	\$3,883.59
						3	\$1,423.98	\$4,271.94
						1.03	\$1,553.43	\$1,600.03
Justin	Ebert	6428	AGOC227HB	Corn/Soybean Production		1	\$1,294.53	\$1,294.53
Justin	Ebert	6440	AGOC287HB	Precision Farming Tech		0.56	\$1,294.53	\$724.94
						0.8	\$1,553.43	\$849.21
Justin	Ebert	6443	AGOC299Y2	Ag Capstone Experience		0.3	\$1,294.53	\$388.36
Justin	Ebert	6445	OCED290D	Work PI Exp-AG		0.8	\$1,294.53	\$1,035.62
Justin	Ebert	6429	AGOC229Y1	Agri Business Seminar		0.34	\$1,294.53	\$440.14
						0.26	\$1,423.98	\$370.23
						0.3	\$1,553.43	\$466.03
Justin	Ebert	6430	AGOC230HB	Animal Health		2.34	\$1,423.98	\$3,332.11
Justin	Ebert	6437	AGOC285HB	Soil Fertility/Fertilizers		0.4	\$1,423.98	\$569.59
						1.55	\$1,553.43	\$2,407.82
Joseph	Grove	6123	ECON112VM	Princ of Economics II		2.7	\$1,294.53	\$3,495.23
Jeremy	Monigold	6162	INFT140Y1A	Beginning Excel		0.8	\$1,294.53	\$1,035.62
Jeremy	Monigold	6166	INFT145Y1	Beginning Access		0.5	\$1,294.53	\$647.27
James	Palmer	6180	AUTM240VM	Automatic Transmissions		3	\$1,294.53	\$3,883.59
						3	\$1,423.98	\$4,271.94
						1.29	\$1,553.43	\$2,003.92
Monica	Pierce	6399	AGRI188HB	Introduction Hort Science		1.8	\$1,294.53	\$2,330.15
Monica	Pierce	6402	AGRI190HB	Intro to Agriculture Ed		0.72	\$1,294.53	\$932.06
Aaron	Sargent	6369	MTEC164A	Manufacturing Processes		2	\$1,294.53	\$2,589.06
Aaron	Sargent	6368	MTEC151A	Intro to CNC Machining		1	\$1,294.53	\$1,294.53
						1.34	\$1,423.98	\$1,908.13
		6371	MTEC270A	CNC Mill I				
		6372	MTEC280A	CNC Lathe I				
Aaron	Sargent	6373	MTEC285A	Advanced CNC Machining		1.66	\$1,423.98	\$2,363.80
						1.07	\$1,553.43	\$1,662.22
		6374	MTEC270B	CNC Mill I				
		6375	MTEC280B	CNC Lathe I				
Aaron	Sargent	6376	MTEC285B	Advanced CNC Machining		2.73	\$1,553.43	\$4,240.86
Aaron	Sargent	6379	OCED290C	Work PI Exp-MTEC		0.4	\$1,553.43	\$621.37
Kristin	Stinnett	6174	AUTM115VM	Stand Transmsn/Final Drives		3	\$1,294.53	\$3,883.59
						1.88	\$1,423.98	\$2,677.08
Evan	Talbert	6056	HOSP111VM	Food and Beverage Mgmt		1	\$1,294.53	\$1,294.53
Evan	Talbert			Honors Director		2	\$1,294.53	\$2,589.06
						1	\$1,423.98	\$1,423.98
Scott	Anderson	6761	OCED290F	Work PI Exp-EQUINE		2	\$647.27	\$213.60*
Jeffrey	Cowman	6782	INFT284HB	Networking + Certification		3	\$488.69	\$317.65*
Joseph	DeParasis	6075	EQUI105HB	Equine Facilities		3	\$546.33	\$355.11*
Brian	Dinderman	6493	AGOC245HB	Dairy Management		3	\$488.69	\$1,417.20*
Carol	Engelkens	6348	INFT295Y1	MS Publisher		1	\$488.69	\$83.08*

\*Pro rated based on enrollment

Spring 2021				COURSE	CLOCK	CREDIT	TOTAL		
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Ashley	Harms	6152	ECE202Y1	Curriculum in EC Settings			3	\$531.33	\$1,593.99
Thomas	Harrison	6059	BUSN125HB	Math Of Business			3	\$488.69	\$1,466.07
Thomas	Harrison	6060	BUSN125Y2	Math Of Business			3	\$488.69	\$1,466.07
Elizabeth	Hazzard	6061	BUSN141HB	BusinessCommunications			3	\$473.69	\$1,421.07
Roger	Hicks	6062	WELD130N	Introduction to Welding			3.9	\$488.69	\$1,905.89
Hank	Ilş	6065	WELD233N	Adv Welding Processes			3.9	\$546.33	\$2,130.69
Melissa	Johnson	6529	ECE128DC	Practicum			2.9	\$647.27	\$1,877.08
Diane	King	6153	ECE204Y1	Exceptional Child ECE			3	\$531.33	\$1,593.99
		6530	WELD232DC	Interm Welding/Fabrication					
Mark	Kloeping	6539	SPTP270DC	Fabrication II			3.9	\$488.69	\$1,905.89
Elizabeth	Priller	6338	ITHC220Y1	Anatomy for Info Tech			3.34	\$473.69	\$1,582.12
Crimson	Pulver	6069	EQUI133HB	Horse Training I			3	\$488.69	\$708.60*
Crimson	Pulver	6070	EQUI139HB	Riding II			2	\$488.69	\$474.03*
Eric	Tryggestad	6425	AGOC132HB	Landscape Design			3.9	\$473.69	\$1,847.39
Eric	Tryggestad			Curriculum Development			1	\$473.69	\$473.69
Brandi	Widmer	6071	EQUI109HB	Equine Health Care II			2	\$488.69	\$161.27*
Brandi	Widmer	6072	115Y1	Equine Nutrition			3	\$488.69	\$733.04*
Brandi	Widmer	6073	EQUI143HB	Riding Instruction II			2	\$488.69	\$474.03*
Kayla	Clark			COSMETOLOGY LAB - P/T Instructor	TBD			\$25.66	TBD
Carol	Engelkens			OFFICE TECHNOLOGY LAB - Lab Assistant	TBD			\$13.87	TBD
Carol	Engelkens			OFFICE TECHNOLOGY LAB - P/T Instructor	TBD			\$24.87	TBD
Nina	Harn			COSMETOLOGY LAB - P/T Instructor	TBD			\$25.66	TBD
Heidi	Lessen			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
Lindsay	Vinnedge			COSMETOLOGY LAB - P/T Instructor	TBD			\$24.87	TBD
*Pro rated based on enrollment									
<b>Humanities/Social Sciences/Fine Arts</b>									
Lenie	Adolphson	6303	HIST143Y1	US History I			3	\$546.33	\$1,638.99
Lenie	Adolphson	6304	HIST144Y1	US History II			3	\$546.33	\$1,638.99
Lenie	Adolphson	6306	HIST247Y1	African-American History I			3	\$546.33	\$1,638.99
Lenie	Adolphson			Curriculum Development for HIST143					\$400.00
Lenie	Adolphson			Curriculum Development for HIST144					\$400.00
Lenie	Adolphson			Curriculum Development for HIST247					\$400.00
Colette	Binger	6241	PSY262HB	Human Growth/Dev			3	\$546.33	\$1,638.99
Thompson	Brandt	6218	HUMA104VM	Intro to Humanities			3	\$647.27	\$1,941.82
Thompson	Brandt	6216	MUS268Y1A	Music of the USA			3	\$647.27	\$1,941.81
Thompson	Brandt	6217	MUS268Y1B	Music of the USA			3	\$647.27	\$1,941.81
Haley	Dutmer	6290	PHIL180Y1	World Religions			3	\$531.33	\$1,593.99
Haley	Dutmer	6291	PHIL282Y1	Ethics			3	\$531.33	\$1,593.99
Adrian	Kostallari	6244	COMM214N	Bus/Tech Writing			3	\$546.33	\$1,638.99
Adam	Modérow	6519	RDG083VMA	College Rdg Foundations			3	\$546.33	\$1,638.99
Elizabeth	Niesman	6522	COMM084VM	Basic Written Comm			3	\$546.33	\$1,638.99

Spring 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Anthony	Peska	6253	CJS203DCY	Criminal Law		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	6219	MUS267Y1A	Intro to Music		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	6220	MUS267Y1B	Intro to Music		3	\$546.33	\$1,638.99
Scott	Stitch	6226	MUS158A	Aural Skills II		1	\$546.33	\$546.33
Scott	Stitch	6228	MUS162A	Theory II		3	\$546.33	\$1,638.99
Loretta	Swanson	6238	ART110Y1	Intro to Art		3	\$546.33	\$1,638.99
Loretta	Swanson	6240	ART216HBN	Art History II		3	\$546.33	\$1,638.99
Loretta	Swanson	6239	HUMA104Y1C	Intro to Humanities		3	\$546.33	\$1,638.99
Harry	Bodell	6202	SPCH220VMA	Interpersonal Comm		3	\$1,294.53	\$3,106.87*
Samuel	Fiorenza	6796	ENGL122VMC	Rhet & Comp II		3	\$1,249.53	\$3,883.59
Samuel	Fiorenza	6795	ENGL121VMF	Rhet & Comp I		3	\$1,423.98	\$1,708.78*
Samuel	Fiorenza			Writing Center		0.75	\$1,423.98	\$1,067.99
Randy	Haldeman			Dev/Evaluation Proficiency Exam				\$200.00
Randy	Haldeman			MUS210-215 Applied Music		2	\$1,294.53	\$2,589.06
Julle	Hartman-Linck			Assessment Mentor		3	\$1,294.53	\$3,883.59
Chelsea	Martinez	6334	PSY161Y1C	Intro to Psychology		3	\$1,294.53	\$3,883.59
Chelsea	Martinez			HLC Assurance Argument		3	\$1,423.98	\$4,271.94
Jeremy	Monigold	6256	CJS103DCH	Intro to Cyber Security		1.5	\$1,294.53	\$1,941.80
Kathrine	Perkins			Coordinator of Transitional Communication		3	\$1,294.53	\$3,883.59
Kathrine	Perkins			Writing Center		0.75	\$1,423.98	\$1,067.99
Paul	Rabideau	6330	PSY264VM	Social Psychology		3	\$1,294.53	\$3,883.59
Jennifer	Roser			Dev/Evaluation Proficiency Exam				\$450.00
Jennifer	Roser			Dev/Evaluation Proficiency Exam				\$150.00
Jennifer	Roser	6256	CJS103DCH	Intro to Cyber Security		1.5	\$1,294.53	\$1,941.80
Jami	Spencer	6249	LTRE097Y1A	Rdg, Writing, Reasoning		1	\$1,294.53	\$1,294.53
Jami	Spencer			Writing Center		0.75	\$1,294.53	\$970.90
Cristina	Szterensus			Writing Center		0.75	\$1,294.53	\$970.90
Syed	Uddin-Ahmed	6299	POL151Y1	Intro to Political Science		3	\$1,294.53	\$3,883.59
James	Yeager	6209	HUM110VMA	Intro to Critical Thinking		3	\$1,294.53	\$3,883.59
James	Yeager			Coordinator of Mass Communication		3	\$1,423.98	\$4,271.94
Brandon	Lamm			Orchestra Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Scott	Stitch			Concert Band Director				\$1,550.00
Kevyn-Ann	Sutter			Part-Time Forensics Coach				\$2,250.00
*Pro rated based on enrollment								
Evan	Talbert	6247	SPCH295SXX	Leadership Institute		2	\$1,423.98	\$2,847.96
						1	\$1,553.43	\$1,553.43
Evan	Talbert	6248	SPCH295JXX	Jo Davless Ldrship Forum		3	\$1,553.43	\$4,660.29
<b>Success Center</b>								
Elizabeth	Niesman	6523	LIBS199VMA	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	6524	LIBS199Y1A	FYES		2	\$546.33	\$1,092.66
Sami	Schalble	6525	LIBS199Y1B	FYES		2	\$647.27	\$1,294.54



Spring 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Athletics</b>								
Chad	Boudreau	6132	PHYD212	First Aid		2	\$546.33	\$1,092.66
Luke	Norman	6138	PHYD225	Theory of Baseball Coaching		2	\$531.33	\$1,062.66
Luke	Norman	6135	PHYD221	Physical Fitness II		2	\$531.33	\$1,062.66
Luke	Norman	6130	PHYD121	Physical Fitness I		1.8	\$531.33	\$956.39
Luke	Norman	6129	PHYD115	Intro to Recreation		3	\$531.33	\$1,593.99
Pete	Norman	6131	PHYD135	Games in Elementary Ed		3	\$647.27	\$1,941.81
Pete	Norman	6125	PHYD111A	Intro to Physical Education		2	\$647.27	\$1,294.54
Pete	Norman	6139	PHYD227	Sports Officiating		2	\$647.27	\$1,294.54
Jennifer	Smith-Norman	6140	PHYD239	Body Mechanics/Yoga		1.8	\$546.33	\$983.39
Morgan	Stamm			Assistant Softball Coach				\$4,500.00
Danielle	Walker	6136	PHYD222	Weight Training		1.4	\$531.33	\$743.86
Danielle	Walker	6126	PHYD112Y1A	Health		2	\$531.33	\$1,062.66
<b>Nursing/Allied Health</b>								
Judy	Cullor	6603	NURS294NXX	Portion of Health/Illness Lab	80		\$38.00	\$3,040.00
Kelley	Hartman	6581	NURS191AXX	Portion of Fund of Nursing Lab	72		\$38.00	\$2,736.00
Kaydra	Heller	6286	NURS188HB	Pathophysiology	32		\$30.00	\$960.00
Patti	Jackson	6280	NURS108A	Phlebotomy Techniques	32		\$30.00	\$960.00
Patti	Jackson	6281	NURS108AX	Phlebotomy Tech Lab	64		\$30.00	\$1,920.00
Lynnette	Meurer	6583	NURS191AXA	Portion of Fund of Nursing Lab	54		\$38.00	\$2,052.00
Connie	O'Brien	6284	NURS122HB	Medical Asst Seminar	40		\$38.00	\$1,520.00
Connie	O'Brien	6607	NURS117VM	Medical Terminology	44		\$38.00	\$1,672.00
Rachael	Rossow	6586	NURS192AXX	Portion of Health/Illness Lab	72		\$38.00	\$2,736.00
Stephanie	Eymann	6594	NURS291N	Family Nursing		3	\$1,294.53	\$3,883.59
						1	\$1,423.98	\$1,423.98
Stephanie	Eymann	6594	NURS291NX	Family Nursing Lab		2	\$1,423.98	\$2,847.96
						0.28	\$1,553.43	\$434.96
Stephanie	Eymann	6597	NURS291NXN	Portion of Family Nursing Lab		0.84	\$1,553.43	\$1,304.88
Jessica	Larson	6692	NURS298HB	Portion of Nursing Leadership		0.4	\$1,294.53	\$517.81
Cassie	Mekeel	6283	NURS121AX	Portion of MA Clinical Procedures		1.34	\$1,294.53	\$1,734.67
Shelly	Morgan	6580	NURS191AX	Portion of Fund of Nursing Lab		3	\$1,294.53	\$3,883.59
						0.12	\$1,423.98	\$170.88
Brittany	Petrelli	6702	NURS296HB	Portion of Physical Assessm		0.12	\$1,294.53	\$155.35
Jessica	Schneiderman	6599	NURS294AX	Portion of Health/Illness Lab		3	\$1,294.53	\$3,883.59
						0.26	\$1,423.98	\$370.24
Chrislyn	Senneff	6587	NURS192AXA	Portion of Health/Illness Lab		3	\$1,294.53	\$3,883.59
						2.68	\$1,423.98	\$3,816.27
Kay	Sperry	6601	NURS294VMN	Portion of Health/Illness III		0.41	\$1,294.53	\$530.76
<b>Natural Science/Math</b>								
Jim	Dole	6271	NSCI134Y1	Intro to Astronomy		3	\$546.33	\$1,638.99
Steve	Curran	6506	GEOG132VM	Portion of Regional Geography		0.56	\$1,294.53	\$724.94
David	Esch	6269	PHYS145VM	Portion of Gen Physics III		0.81	\$1,294.53	\$1,048.57
David	Esch	6270	PHYS222VM	Mechanics II		0.6	\$1,294.53	\$776.72
David	Esch	6760	PHYS143ISX	General Physics I Lab		0.19	\$1,294.53	\$245.96
David	Esch	6759	PHYS143ISX	General Physics I		0.3	\$1,294.53	\$388.36
Karla	Gluffre	6535	BIOL110VM2	Portion of Princ of Biology		0.8	\$1,294.53	\$1,035.62



Spring 2021				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Tony	Grahame	6578	BIOL214BHX	Portion of A&P II Lab		2.295	\$1,294.53	\$2,970.95
Tony	Grahame	6577	BIOL214VMN	A&P II		0.71	\$1,294.53	\$919.12
						1.99	\$1,423.98	\$2,833.72
Martin	Hillberg	6012	MATH070VM	Math Literacy		3	\$1,294.53	\$3,883.59
						1.5	\$1,423.98	\$2,135.97
Steve	Mihina	6010	MATH268VM	Portion of Analytic Geometry		3	\$1,294.53	\$3,883.59
Juliet	Moderow	6516	BIOL211HBN	General Micro		3	\$1,294.53	\$3,883.59
Juliet	Moderow	6517	BIOL211HXB	General Micro Lab		2.85	\$1,423.98	\$4,058.34
Juliet	Moderow	6545	BIOL120HB	Portion of Foundations A&P		0.15	\$1,423.98	\$213.60
						1.5	\$1,553.48	\$2,330.15
Al	Nowicki	6563	BIOL213VM2	A&P I		3	\$1,294.53	\$3,883.59
Al	Nowicki	6560	BIOL213HXB	Portion of A&P Lab		2.55	\$1,423.98	\$3,631.15
John	Sullivan	6279	CHEM222Y1X	Organic Chem II Lab		0.285	\$1,294.53	\$368.94
John	Sullivan	6758	CHEM124YX1	Portion of Gen College Chem Lab		0.4	\$1,294.53	\$517.81
<b>MAC Lab</b>								
Roberta	Andrews		MATHY2	MAC Lab		2	\$488.69	\$977.38
Kristi	Fransen		MATHM1	MAC Lab		2.5	\$473.69	\$1,184.23
Nancy	Luepke		MATHF1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHA1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHC1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATHD1	MAC Lab		2	\$488.69	\$654.85*
Ellen	McGinnis		MATHE1	MAC Lab		2	\$488.69	\$977.38
Mark	Miller		MATHY4	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATHC1	MAC Lab		2	\$546.33	\$912.38*
Mark	Miller		MATHY2	MAC Lab		2	\$546.33	\$546.33*
Kathy	Sleezer		MATHG1	MAC Lab		2	\$488.69	\$977.38
Don	Tresemmer		MATH055A	Basic Math		2	\$488.69	\$166.16*
<b>*Pro rated based on enrollment</b>								
<b>Applied Music</b>								
Dagny	Brandt			Applied Music - Voice				\$200.00
Dagny	Brandt			Applied Music - Voice				\$1,600.00
Jody	Brubaker			Applied Music - Voice				\$400.00
Jody	Brubaker			Applied Music - Voice				\$1,600.00
John	Hartman			Applied Music - Guitar				\$1,200.00
Brandon	Lamm			Applied Music - Strings				\$200.00
Bill	Petersen			Applied Music - Winds				\$200.00
Nadia	Wirchnianski			Applied Music - Piano				\$1,200.00
Kathy	Heid	6733	PERS036GCC	Walk & Stretch	30		\$18.00	\$540.00
Amy	Chamberlin			Part-time Instruction Supervision				\$517.84
Amy	Chamberlin			Part-time Instruction Supervision				\$258.91
Justin	Ebert			Part-time Instruction Supervision				\$129.46
Denise	Johnson			Part-time Instruction Supervision				\$258.92
Denise	Johnson			Part-time Instruction Supervision				\$258.91
Monida	Pierce			Part-time Instruction Supervision				\$258.91
Todd	Vacek			Part-time Instruction Supervision				\$129.46

**AGENDA ITEM #VII-C  
FEBRUARY 23, 2021  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID  
SCIENCE RENOVATION PROJECT IN NATURAL SCIENCE BUILDING**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Gehrke Construction, DeKalb, IL of \$430,600 for the science renovation project, including the Physics Lab, Biology Lab, and associated prep rooms, in the Natural Science building. This bid is within the projected budget for the project.

**BACKGROUND:** The current Physics and Biology Lab spaces are part of the original construction of the 1971 Natural Science building. Student work spaces, storage, and preparation areas have become outdated and no longer meet the needs of our students and faculty. The updated lab spaces will feature new cabinetry, work spaces, ventilation equipment, student desks, instructor stations, an appropriate work space for the Lab Assistant, and modern audiovisual equipment to maximize the usefulness of the space, while meeting ADA and safety standards. Existing asbestos containing materials will also be abated as part of the renovation.

The College's Full Cabinet prioritized a list of projects for inclusion for funding using potential 2020 bond funds. This project ranked high enough to be included in the potential funding request and is included in the fiscal year 2020 bond funding budget.

The request for bids was advertised and six bids were submitted. The lowest original bid was submitted in error and consequently withdrawn.

Bids were opened at 2:00 p.m. on February 3, 2021.

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

 **RICHARD L. JOHNSON  
ASSOCIATES | ARCHITECTS**

February 3, 2021

Ms. Jill Janssen  
Highland Community College  
2998 West Pearl City Road  
Freeport, Illinois 61032

Re: Science Renovation Project at Building N  
Highland Community College (RLJA# 20-055)

Dear Jill:

On February 3, 2021, bids were received for the Science Renovation Project at Building N. Bids were received from six General Contractors. The low Base Bid was \$283,600.00 and was submitted by Winter Construction. However, the low bidder made a mistake in their bid calculation and has asked to withdraw their bid. See attached request.

The next low bidder is Gehrke Construction from DeKalb, Illinois at \$430,600.00.

See bid tab attached. The estimated cost for the project was \$600,000.00.

We have worked with Gehrke Construction (Formerly Swedberg Construction) on successful projects in the past.

We recommend awarding the project to Gehrke Construction upon the Board's review and approval of the funds available. We will prepare a Letter To Proceed and Owner/Contractor Agreement upon receiving the Board's approval.

If you have any questions regarding the above information, please contact me at your convenience.

Sincerely,

RICHARD L. JOHNSON ASSOCIATES, INC.



Scott R. Johnson, AIA, LEED AP  
Project Architect  
cc: 20-055 file

**Science Renovation Project @ Bldg "N"  
for Highland Community College**

Bid Date: February 3, 2021

RLJA #20-055

<b>BIDDERS</b>	<b>BID GUAR.</b>	<b>ADDM RCPT.</b>	<b>SITE INSPECT</b>	<b>CERTIFI- CATIONS</b>	<b>BASE BID</b>
<b>Bennett Construction P.O. Box 370 Pecatonica, IL 815-239-2660</b>	<b>5%</b>	<b>3</b>	<b>1/13</b>	<b>YES</b>	<b>\$506,280</b>
<b>Larson &amp; Larson Builders 5812 Industrial Ave. Loves Park, IL 815-633-1773</b>	<b>5%</b>	<b>3</b>	<b>1/13</b>	<b>YES</b>	<b>\$479,000</b>
<b>Gehrke Construction 421 Grove St. DeKalb, IL 815-895-9116</b>	<b>5%</b>	<b>3</b>	<b>1/19</b>	<b>YES</b>	<b>\$430,600</b>
<b>Nicam Construction 3143 Business 20 W Freeport, IL 815-616-8126</b>	<b>5%</b>	<b>3</b>	<b>1/13</b>	<b>YES</b>	<b>\$460,000</b>
<b>Scandroll Construction 855 N. Madison St. Rockford, IL 815-962-4037</b>	<b>5%</b>	<b>3</b>	<b>1/13</b>	<b>YES</b>	<b>\$443,443</b>
<b>Winter Construction 1840 S. Walnut Ave Freeport, IL 815-235-1234</b>	<b>5%</b>	<b>3</b>	<b>1/13</b>	<b>YES</b>	<b>\$283,600</b>



COMMERCIAL  
INDUSTRIAL  
HEALTHCARE  
DESIGN BUILD

February 4, 2021

Scott Johnson  
Richard L. Johnson Associates  
4703 Charles Street  
Rockford, Illinois 61108

**RE: Highland Community College Science Renovation to Building N**

Dear Scott:

Winter Construction Inc. would like to withdraw its bid on the HCC Science Renovation to Building N due to a clerical error. The excel work sheet we were using malfunctioned. We are requesting our bid bond be returned due to the clerical error. Sorry for any inconvenience this will cause.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip Copus", written over a horizontal line.

**Philip Copus**  
Vice President, Winter Construction Inc.



**AGENDA ITEM #VII-D  
FEBRUARY 23, 2021  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – TUITION**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that Board of Trustees considers for second reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$149.00 per credit hour effective Fall semester of 2021. In addition, it is recommended that Board of Trustees considers for second reading an increase in the senior citizen rate from \$111.00 to \$112.00 per credit hour effective Fall semester 2021. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2021 tuition rates at community colleges contiguous to Highland have been determined.

**BACKGROUND:** For the past three fiscal years, State funding has represented only about 9% of the College's operating budget. Despite this, the College has strived to maintain affordable tuition and a flat overall tax rate. Tuition was not increased in FY19, was increased by \$5 in FY20 and was not increased in FY21. In addition, expenses have been reduced, transfers from other funds have been utilized, and the fund balance has absorbed the remaining deficit.

A \$149 tuition rate effective Fall semester of 2021 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 FY22, 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, flat State funding, and assistance from Federal Higher Education Emergency Relief Funds indicate that this recommended increase in tuition may achieve a balanced budget in FY22. 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 \$134.

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