

4.24 Reimbursements for Job Applicants (Revised ~~2/20/18~~)

Job applicants for full-time faculty positions and administrative positions may be reimbursed for some travel expenses. Any exceptions to this policy for ~~other~~ position-search considerations will be made by Human Resources to the College President for approval.

4.25 Resignations (Reaffirmed 2/20/18)

As soon as an employee determines that he or she wishes to resign, the employee must notify the supervisor and forward a written letter of resignation to the Human Resources Office. A two week notice is generally expected from part-time and classified personnel. A one month notice is generally expected from all other employees.

4.251 Retirement Notice (Reaffirmed 2/20/18)

As soon as an employee determines that he or she wishes to retire, the employee must notify the supervisor and forward a written letter of retirement to the Human Resources Office indicating their last working day and their retirement date with the State Universities Retirement System (SURS). A two month notice is generally expected.

4.26 Attendance and Absenteeism and Unauthorized Absence (Reaffirmed 2/20/18 Revised )

Regular attendance at work is a necessary condition of employment at the College.

~~Unauthorized absence~~ Absence from work shall be subject to disciplinary measures by the College, up to and including dismissal/grounds for termination, unless such absence is:

~~A. authorized by~~

~~A.~~ B. permitted under these policies, or

~~B.C. required~~ allowed by law; or

~~C.D.~~ is permitted by the specific contract of employment applicable to the employee.

~~Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including dismissal. Any employee who is absent for three or more consecutive days without prior notice approval will be considered to have abandoned their position and voluntarily resigned.~~

#### 4.27 Personnel Records (Reaffirmed-2/20/18)

Personnel files are business records of the College and remain the sole property of the College. Employees, however, are entitled to review their own files at least two times in a calendar year unless otherwise provided for in a collective bargaining agreement. An employee wishing to review his or her file(s) should submit a written request to his or her supervisor or to the human resources representative. The employee will be permitted to review the file during normal business hours and in the presence of a supervisor or a member of HR. Employees will not be entitled to remove any information from the file, but the College will provide copies of one or two documents at the employee's request. An employee will have the right of access to his or her own personnel files provided in the Illinois Personnel Records Act, except for privileged communications relating to initial employment and other exceptions listed in the Act. Access to a supervisor's working file is the same as the employee's personnel file.

All personnel, academic and evaluative records pertaining to all employees shall be maintained by the Human Resources Office in the employee's Official Personnel File (OPF). Employee files are considered confidential. Managers and supervisors other than the HR Department may only have access to personnel file information on a need-to-know basis. Responsibility for the confidentiality and use of information in the OPF shall rest with the Human Resources Office, from whom permission must be obtained for access to any portion of the personnel folder.

It is important that an employee be aware of all items which might be used in developing a periodic evaluation. Supervisors, therefore, shall notify an employee whenever any item is placed in the OPF. The employee may add written comments for inclusion in the personnel file for any document with which they disagree. However, the College encourages employees to submit written responses at the time action is taken, not during a personnel file review that may be remote in time to the actual occurrence with which an employee may disagree.

Payroll records and absence records will be kept by the Payroll Office.

**4.28 Confidential Information Statement (Revised 2/20/18)**

Any employee of Highland Community College must protect against unauthorized access of private personal information contained in institutional records, as well as ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. Employees are expected to deal with private personal information in a respectful and professional manner. See also Policies 3.09 Student Records and 5.30 Information Security.

4.29 Rest and Meal Periods (Reaffirmed ~~2/20/18~~)

An employee who is to work 7.5 continuous hours or more shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than five hours after the start of the workday (820 ILCS 140/3).

Rest periods are left to the discretion of the individual supervisor unless provided for in a collective bargaining agreement. All hourly employees except those working less than 20 hours per week shall receive at least 24 consecutive hours of rest each calendar week in addition to the regular period of rest at the close of each working day (820 ILCS 140/2).

4.291 Nursing Mothers (Reaffirmed 2/20/18 Revised )

Highland supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The College will provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth. The break time may run concurrently with any break time already provided to the employee. An employee's compensation for time used for the purpose of expressing milk or nursing a baby will not be reduced. In addition, Highland has identified rooms across campus where nursing mothers are able to pump. This policy is in accordance with the U.S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act (PPACA).

Employees who wish to express their breast milk during the workday should notify their supervisor and the Human Resources Office, either before or after returning to work from leave for the birth of their child.

Human Resources has designated contacts in each campus building to work directly with nursing mothers who would require a place to express milk during the day. Upon notification that a nursing mother requires a place to express milk, Human Resources will give the nursing mother the name of the contact for the appropriate building. All rooms are equipped with a chair, a table, an electrical outlet and have a lock. While Federal law requires the employer to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public," it also states, "a space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view."

*If the employee is a non-exempt (paid hourly) employee and if the break taken is longer than 20 minutes and not a regular lunch break, then the break period will be unpaid. Employees may make arrangements with their supervisor to make-up time that may be needed beyond the normal break schedule, or time available paid leave or compensatory time.*



**4.30 Outside Employment (Reaffirmed 2/20/18)**

No employee will engage in outside employment which will interfere with the performance of their assignment. The employee has the responsibility for obtaining permission of the immediate supervisor before accepting a position which might conflict with a College assignment. An employee that is a State Universities Retirement System (SURS) annuitant has the obligation to consult with the College and receive permission before accepting employment at any other SURS-covered employer. In addition, an employee that is a SURS annuitant that is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

This policy shall not preclude any employee from such other employment which does not conflict with College responsibilities.

4.32 Personal Protective Equipment and Clothing (Reaffirmed 2/20/18)

Workplace hazards will be assessed and the College will provide personal protective equipment as required, to protect employees from work place hazards, based on the *Occupational Safety and Health Act, CFR Part 1910.132-138, Personal Protective Equipment Standard*. It is the responsibility of all employees to follow the requirements of this policy and procedure where they pertain to their respective activities and job duties.

In an instructional situation, students shall purchase or obtain the necessary and approved Personal Protective Equipment designated by the department or instructor responsible for the course. Students must be trained in the proper usage and care of the Personal Protective Equipment.

4.33 Grievance or Appeal Procedures—Non-Union Employees (Reaffirmed  
2/20/18 Revised )

An appeal is a claim made by an employee that his or her rights under established College policies or procedures have been violated. The detailed grievance procedure is stated in the Affirmative Action Plan and provided on myHCC Staff portal.

4.34 — Salary Review—Administrative, Professional, and Classified Employees (Revised 2/20/18)

Salaries of all administrative, professional, and classified positions shall be subject to a periodic review.

#### 4.35 Evaluation of Instruction (Revised-2/20/18)

The purpose of the formal instructional evaluation process is to encourage and actively promote ongoing development in the teaching and learning process. It intentionally offers an opportunity for Deans and instructors to establish strong, professional relationships so that improvement in and enhancement of student academic achievement can be attained. The process should be timely, consistent, and meaningful.

The evaluation process varies depending upon if the instructor is non-tenured, tenured, or a part-time instructor. In all cases there are four components to the evaluation process. These components are:

- administrative classroom visits,
- use of a student evaluation of instruction course survey,
- a self-evaluation, and
- an evaluation meeting between the instructor and the appropriate Dean or Associate Dean.

The data collected from these four evaluation components are combined into a summary evaluation document.

#### Administrative Evaluation of Instructors

##### Full-time Tenured Faculty

Procedure:

1. All tenured faculty will be evaluated formally a minimum of once every three years.
2. During the year of this formal evaluation, all students in the faculty members' classes, for at least one of the semesters, will be asked to complete the institutional student evaluation form.
3. At the conclusion of the evaluation year, the faculty member will complete a written self-evaluation and submit it to his or her supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. A class visitation by the supervisor will occur in the same semester during which student evaluations take place (see Item #2 above). The visit is scheduled and a lesson plan of the class is submitted to the supervisor showing the class goals and objectives.

5. After the class visitation, the supervisor will compose a written evaluation of the faculty member in a timely fashion that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. If considerable improvement is needed or serious deficiencies are present, the evaluation process shall revert back to the frequency of second and third year non-tenured faculty evaluations until two successive years of satisfactory evaluations occur. Faculty may respond in writing to the evaluation and/or the improvement strategies.
6. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the ~~Executive~~ Vice President of Academic Services/CAO and will be placed in the faculty member's personnel file in the Human Resources Office.
7. Other evaluation criteria and methods, including peer evaluation and professional certification, are encouraged.
8. Prescriptive recommendations and/or suggested improvements will be monitored throughout the year.

#### Full-time Non-tenured Faculty

The following procedures have been developed to evaluate non-tenured faculty in compliance with the State Tenure Law (110 ILCS 805/Article IIIb). In addition to course improvement, a primary objective of this evaluation is to recommend retention or non-retention of a faculty member beyond the probationary period. This evaluation procedure complements the existing procedure for evaluation of instruction that will continue to be used for tenured full-time faculty and part-time faculty.

#### Procedure:

1. All non-tenured faculty will be evaluated formally for the first three years of employment by the ~~Dean or Associate Dean~~.
2. Each semester during those three years, all students in the faculty member's classes will be asked to complete the institutional student evaluation form.
3. At the conclusion of each fall and spring semester, the faculty member will complete a written self-evaluation and submit it to the supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. Class visitation by the supervisor will occur a minimum of twice a semester during the first year of employment, and a minimum of once a semester during the second and third years of employment. The visits are scheduled, and prior to the visit a lesson plan with the class goals or objectives for these classes will be submitted to his or her supervisor.

5. Other senior faculty members may be requested by the Deans ~~or Associate Deans~~ to visit classes of non-tenured faculty at least once during the semester.
6. Additional evaluative criteria and methods as determined by the ~~Executive-Vice President of Academic Services/CAO~~ and/or the ~~Dean or Associate Dean~~ may be used.
7. The ~~Dean or Associate Dean~~ will then compose a written evaluation of the faculty member that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. Faculty may respond in writing to the evaluation and/or the improvement strategies.
8. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the ~~Executive-Vice President of Academic Services/CAO~~ and will be placed in the faculty member's personnel file.
9. The ~~Dean or Associate Dean~~ will consider, but will not be required to adopt, an advisory recommendation concerning dismissal or extension of probation of non-tenured faculty or the granting of tenure to a non-tenured faculty member. Such recommendation will be made by a faculty peer committee of three tenured faculty from the appropriate division.
10. In case of a decision not to rehire, or a decision to extend the probation period, the ~~Executive-Vice President of Academic Services/CAO~~ and ~~Dean or Associate Dean~~ shall consult with the individual in question in advance of the notification dates required in the Tenure Law.
11. The administration may require the faculty member to serve a fourth year as a non-tenured faculty member and be evaluated according to procedure before a decision is made on tenure. Notice will be given to the faculty member not later than 60 days before the end of the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions that the faculty member should take in order to satisfactorily complete service requirements for tenure.
12. If tenure status is not recommended, notice shall be given to faculty at least 60 days before the end of the school year or term, and such recommendations will be made to the Board of Trustees for action.
13. At the conclusion of the third year, or if necessary fourth year, of employment, the President will make a recommendation regarding tenure to the Board of Trustees for action.

### Part-time Faculty

For the purpose of this policy, part-time faculty includes dual credit. Procedure:

1. All new part-time faculty will be evaluated during their first teaching assignments using one or more of the following methods:
  - class visitation, scheduled or on a walk-in basis
  - student evaluation
  - self-evaluation
  - peer evaluation
  - other evaluation criteria and methods may be used at the discretion of the supervisor and the Executive Vice President.
2. Re-employed part-time faculty may be evaluated on a regular basis according to the same methods.
3. Part-time faculty will be evaluated a minimum of once each semester of the first four semesters they teach. After three successive satisfactory evaluations, each part-time instructor will be evaluated a minimum of once every three years.
4. Dual credit courses and instruction will be evaluated annually according to ICCB regulations, including class visitations.

### Student Evaluation of Instruction

1. **Standard Evaluation Instrument:** A standard evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This standard evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive positive evaluations previously. The instructor and ~~Dean or Associate Dean~~ should jointly select the classes to be used for the standard student evaluation.
2. **Additional/Special Evaluation:** Additional or special student evaluation of instructor instruments or methods may be used to meet special needs not addressed by the standard evaluation instrument. Special needs may include, but shall not be limited to; the evaluation of new courses or new teaching methods; the investigation of student complaints; the investigation of complaints by the faculty or staff; or, investigation of matters before the Judicial Review Board. These additional/special student evaluations may be implemented at the prerogative of the instructor with ~~Dean or Associate Dean~~ approval or by the ~~Dean, the Associate Dean or Executive Vice President of~~ Academic Services/CAO. If an additional or special evaluation is administered to a particular class during the regular school term, the evaluation shall be



conducted during a regular class session. If the evaluation is administered when the class is not in session during the regular school term, the students receiving the evaluation instrument shall be instructed to not share or discuss the instrument with other students before the due date for returning the instrument has expired.

3. If an additional/special evaluation is used to investigate any complaint or allegation of misconduct on the part of the faculty, the individual involved in any such complaint shall be informed of the allegation prior to use of the additional/special evaluation instrument, provided with a copy of the instrument for review and comment at least three (3) business days prior to the use of the instrument, and shall be provided a typed compilation of the student responses, unless such disclosure is prohibited by law. Any information which may be used to identify a particular respondent on the typed compilation shall be redacted. Initial notification and a copy of the instrument shall be provided via college email to the faculty member and to the Faculty Senate President or the Faculty Senate President's designee. The typed compilation of the student responses will also be provided via email to the faculty member and the Faculty Senate President or the Faculty Senate President's designee, and it will be sent prior to any meeting scheduled with the administration or its representatives to discuss the results.
4. Student evaluations shall not be used as the sole basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members.
5. A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.

#### 4.36 Abused and Neglected Child Reporting (~~Reaffirmed 2/20/18~~ Revised )

Highland is committed to the safety and welfare of children as governed by Illinois Law. The Abused and Neglected Child Reporting Act (ANCRA) states that: All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services by calling the Child Abuse Hotline at 1-800-252-2873 or 1-800-25-ABUSE. College personnel who are mandated reporters specifically include all athletic program personnel and/or athletic facility personnel. Students enrolled in an academic program leading to a position as a child care worker, school service personnel and/or education degree are also mandated reporters pursuant to the Act. Under this policy, College personnel includes student workers. Highland considers volunteers as defined under Highland's Volunteer Services Policy (4.07) also to be mandated reporters.

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones) or sexual (such as fondling or incest). Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

##### Failure to Report:

Any mandated reporter of Highland Community College who fails to report suspected child abuse or neglect in violation of this policy may be subject to discipline, up to and including termination, expulsion and/or other sanctions. In addition, willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation).

##### Required Training:

Employers are required to complete online mandated reporter training within three months of their hire and periodically thereafter. Training information will be provided through the Office of Human Resources.

##### Immunity for Good Faith Reports:

Individuals who in good faith make reports of suspected abuse or neglect are provided with certain statutory immunities from civil and/or criminal liability.

##### Confidentiality:

The confidentiality of a report of suspected child abuse or neglect, including the identity of an individual who makes a report under this policy, will be protected consistent with state law.

##### Retaliation:

Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or

neglect is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

Procedures related to this policy will be published through the College's Human Resources Department and on Highland's web site.

4.37

Controlled Substances (including alcohol) Alcohol and Drugs in the Workplace  
 (Reaffirmed 2/20/18 Revised )

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by Highland Community College. ~~Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.~~ The use of alcohol or cannabis while on Highland Community College owned or controlled property, including meal periods and breaks is prohibited, except as authorized below. The federally mandated Drug-Free Schools and Communities Act requires college campuses to prevent the use and possession of illegal drugs. Under federal law, cannabis is classified as an illegal drug, therefore, cannabis use and possession is illegal on Highland's campus. An employee must notify Highland of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder ~~and~~/or for disciplinary action up to and including dismissal.

Employees with a prescription for cannabis will notify Human Resources. Human Resources will review the matter with the employee and determine if an accommodation is needed or can be attained.

In accordance with State Law, the College Board of Trustees or its designee may authorize the availability of alcoholic beverages in designated on-campus facilities or property at College, Foundation, or Alumni Association events for which the Foundation is the host or considered a sponsor or co-sponsor. The authorization shall be given in writing by the President of the College.

Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.

4.38 Criminal Background Investigations (Reaffirmed ~~2/20/18~~)

Criminal background investigations will be conducted on all successful candidates for security sensitive positions as required by the Campus Security Act of the State of Illinois.

To comply with National Service laws under the Serve America Act, National Service Criminal History checks will be conducted on all successful candidates for positions paid from federal grant programs funded by the Corporation for National and Community Service (CNCS), such as Retired and Senior Volunteer Program (RSVP).

#### 4.39 Non-Violence (Revised 2/20/18 Reaffirmed )

##### Introduction

Highland Community College is committed to providing and maintaining a safe workplace and campus environment that is free from violence.

##### Prohibited Conduct

The College prohibits any type of violence committed by or against employees, students or third parties. The definition of “violence” includes any conduct or statements, which is sufficiently threatening, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety and/or the safety of his or her family, friends and/or property. The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

- Fighting or causing physical injury to another person;
- Making threatening remarks of physical or aggressive conduct;
- Demonstrating aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging College property or property of another or the threat of such damage;
- Use of any object as a weapon;
- Harassing or threatening another either in person, by telephone, in e-mail or other; and
- Stalking or using surveillance with intent to harm.

##### Reporting Procedures

Employees, students or third parties who experience, observe or have reason to fear such prohibited conduct are urged to report their concerns.

Employees should report any potentially violent situations immediately to their supervisor, the Associate Vice President of Human Resources, Director, Facilities and Safety or the campus Deputy Sheriff on duty.

Any student or third party should report such activity to a Highland employee, a faculty member, Dean, Vice President of Student Development and Support Services, or the campus Deputy Sheriff on duty.

To the extent possible, the College will protect the confidentiality of reports commensurate with the need to investigate, resolve reported problems and comply with any discovery or disclosure obligations. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis. Individuals involved in an investigation are expected to refrain from discussing it with others.

### Non-Retaliation

This policy strictly prohibits retaliation against employees, students or third parties who report in good faith incidents of threats, violence, intimidating conduct, weapons possession, or workplace violence or who cooperate with an investigation. Any person engaged in retaliatory conduct shall be subject to disciplinary action, up to and including discharge, suspension/expulsion and/or exclusion.

### Risk Reduction Measures

The Human Resources department will take reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals who may have a history of violent behavior.

### Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace or on campus will not be tolerated. All reports will be reviewed and appropriate corrective action will be taken against individuals found to have violated this policy. Corrective action may include physical removal from the workplace/campus. Employees or students or others who engage in prohibited behavior shall be held accountable under College policy, as well as local, state, and federal law. Any employee, student or third party determined to have committed such acts will be subject to disciplinary action, up to and including dismissal or expulsion, as well as and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Any third party who commits or threatens to commit violent behavior shall be subject to exclusion from the campus, termination of business relationships, and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Highland Community College reserves the right to take any necessary legal action to protect its employees, students and third parties, including the filing of criminal complaints against individuals violating this policy.

4.40 Student Worker Program (Reaffirmed-2/20/18)

The Student Worker Program will abide by all existing regulations and policies, as set forth by Highland Community College's Policy Manual, the Federal Student Aid handbook, and the Code of Regulations for the Federal Work Study Program.



**AGENDA ITEM #XVI-C-1  
APRIL 27, 2021  
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB TITLE/JOB DESCRIPTION  
COORDINATOR, LIFELONG LEARNING AND BUSINESS TRAINING**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description and job title of Coordinator, Lifelong Learning Programs and International Studies Preservation Center (ISPC) to Coordinator, Lifelong Learning and Business Training with placement remaining at range 26 on the Highland Salary Range Table. The effective date of the job title change is April 19, 2021. This is a part-time, non-exempt professional position.

**BACKGROUND:** The job description is being revised based on updates to the position responsibilities. The duties related to the International Studies Preservation Center have been removed. The duties previously separated out between the coordination of the Lifelong Learning Program and customized business training within the Business Institute have been combined to reflect one position.

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

## Highland Community College Position Description

**CORE VALUES AND EMPLOYEE CHARACTERISTICS:** Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics and Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

**TITLE:** ~~Coordinator, Lifelong Learning Program and International Preservation Studies Center (IPSC) and Business Training\*~~

**GENERAL STATEMENT OF RESPONSIBILITIES:** ~~To build and maintain a sustainable and profitable Lifelong Learning program and International Preservation Studies program that meets community and student needs and expectations. To work in partnership with businesses and organizations enabling them to achieve their training goals by designing, developing, coordinating, and conducting large and small scale customized training events~~

**PRINCIPAL DUTIES: (essential functions)**

- ~~In collaboration with the Vice President of Business, Technology, and Community Programs, develops strategic plan and budget for Lifelong Learning Program and Business Institute.~~
- ~~Administers the delivery of Lifelong Learning classes and IPSC classes and customized Business Institute training courses including planning course offerings and teaching assignments, developing course titles and writing/editing course descriptions, determining course fees, and coordinating locations, times and other logistics.~~
- ~~Recruits, screens, and hires part-time staff, part-time instructors and contracted program instructors. Negotiates instructional rates and ensures completion of necessary paperwork for payment.~~
- ~~Actively participates in and seeks opportunities to develop and promote new and existing course offerings to remain responsive to the needs of the pertinent fields of study and learning.~~
- ~~Regularly communicates with instructors to ensure proper preparation for upcoming courses including ordering and/or preparing necessary materials and supplies, preparing A/V requirements, and updating or creating the course binder.~~
- ~~Schedules and coordinates set up of classrooms in accordance with instructor's request and take down of all equipment and supplies to proper storage locations when class is over.~~
- ~~Communicates with students via email, phone, and written correspondence regarding program information requests.~~
- ~~Coordinates the writing, publishing, and distribution of the IPSC annual Course Schedule and the fall and spring semester Course Schedule for Lifelong Learning.~~
- ~~Recruits, screens, and hires part-time staff, part-time instructors and contracted program instructors. Negotiates instructional rates and ensures completion of necessary paperwork for payment.~~
- ~~Communicates and markets existing and planned Lifelong Learning programs and Business Institute services within the district through presentations, open houses, fairs, and social media.~~

Adopted 01/23/19

~~Coordinator, Lifelong Learning Programs and International Preservation Studies Center  
and Business Training~~

- ~~Represents IPSC at relevant local and national events.~~
- ~~Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.~~
- ~~Manages the online payment system for Lifelong Learning courses and generates reports as needed.~~
- ~~Assesses training needs of Business Institute customers and makes recommendations for training.~~
- ~~Develops client relationships by attending district events.~~
- ~~Prepares and manages the annual budget and makes recommendations for the purchase of supplies, materials and equipment.~~
- ~~Oversees and processes IPSC student registration and ensures that student tuition payments are received and applied.~~
- ~~Regularly posts on program social media accounts.~~
- ~~Regularly maintains IPSC program website.~~
- ~~Coordinates with the bookstore to order branded merchandise for the IPSC program.~~
- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of computer operations and software applications.

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

~~Knowledge of instructor requirements and instructional principals.~~

Knowledge of administrative procedures in an educational environment.

~~Knowledge of practices in the administration of instructional programs and related support activities.~~

~~Knowledge of curriculum, programs, and staff development.~~

Knowledge of technology used in teaching and learning.

~~Knowledge of principles, practices and methods of management and supervision.~~

Knowledge of utilizing data to make informed decisions.

Skill in organization, planning and project management.

Skill in communicating effectively orally and in writing.

Skill in using good judgement and decision making.

~~Skill in determining local market trends and price points.~~

~~Skill in operating computer equipment and software applications.~~

~~Skill in planning and developing instructional services.~~

Skill in assessing and prioritizing multiple tasks, projects, and demands.

~~Skill in developing short and long range goals for enrollment and retention, including assisting in marketing and developing new program courses and continuing to promote existing program courses.~~

~~Skill in evaluating and changing course as necessary.~~

Skill in identifying problems, evaluating alternatives, and implementing effective solutions.

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

Adopted 01/23/19

Coordinator, Lifelong Learning Programs and International Preservation Studies Center  
and Business Training

**PHYSICAL REQUIREMENTS/ACTIVITIES:** The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Adult Education, Community Education, Business, or related field and ~~two~~ three (3) years project management or program coordination experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** Driver's license required.

**REPORTS TO:** Vice President, Business, Technology, and Community Programs

**APPOINTED BY:** President

**EMPLOYEE CATEGORY:** Professional

**FLSA CLASSIFICATION:** Non-Exempt

**CLASS CODE:** 5420

**JOB SERIES/FAMILY:** Community and Partnership Series/ Lifelong Learning Group

**ADOPTED:** ~~01/28/20-04/27/21~~ **\*[Pending Board Approval]**

**AGENDA ITEM #XVI-D-1  
APRIL 27, 2021  
HIGHLAND COMMUNITY COLLEGE**

**CAPITAL DEVELOPMENT BOARD PROJECT “REPLACE CARPET”**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the College’s participation in and required 25% matching contribution amounting to \$143,750 for an Illinois Capital Development Board deferred maintenance project to replace carpet in campus buildings.

**BACKGROUND:** The Capital Development Board (CDB) selected the College’s proposed deferred maintenance project to replace carpet in up to eight campus buildings. The total budget for the project is \$575,000, with the State appropriating \$431,250 and the College contributing \$143,750. The Operations and Maintenance Fund, Restricted fund balance will be utilized to fund the match. As with all CDB projects, the CDB will manage the project, bidding process, and awarding of the project to an architect/engineer and vendor. The College will be allowed to provide input on carpet color/design selection and the installation schedule. Upon Board approval, the College will contribute the match to a separately created bank account per the State’s requirement. The project will go to the CDB’s July 2021, Board meeting for approval of architect/engineer selection. Details regarding timing of the project award and implementation are not yet available.

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

**AGENDA ITEM #XVI-D-2  
APRIL 27, 2021  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID  
THEATRE RIGGING AND LIGHTING REPLACEMENT PROJECT  
IN THE FERGUSON FINE ARTS CENTER (BUILDING "F")**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes acceptance of the low base bid and alternate bids #1 and #2 meeting specifications from Mainstage Theatrical Supply, Milwaukee, WI in the amount of \$553,456.00 for the theatre rigging and lighting replacement project in the Ferguson Fine Arts Center (building "F"). This bid is within the projected budget for the project.

**BACKGROUND:** The majority of the existing overhead rigging system in the Fine Arts Theatre is original to the 1974 construction. This system suspends curtains and lighting fixtures weighting up to 1,000 pounds, 40 feet above the performers' heads. During a routine inspection of the HCC Fine Arts Theatre in 2018, a certified rigging inspector identified several areas of concern in regards to the safety and useable life of the system. It was recommended to replace all mechanical hardware in this system to meet current safety standards.

During the Fall of 2019, the lighting control system in the Theatre sustained a major failure of one of its three main components that controls the stage and house lights. Due to its age, repairing the current system is not an option, as it has long been discontinued. While replacing the lighting control system, it was also recommended to replace the lighting with LED systems, as well, since all of the lighting rigging is getting removed and replaced.

Though the overall cost for base bid and alternate bids #1 and #2 combined is slightly above the projected construction costs for the project, there are contingency allowances within the budget that allow the complete cost to remain within the projected budget for the project.

This project will be funded through Protection, Health and Safety funds.

The request for bids was advertised; two contractors took out bidding documents and only one bid was submitted.

Bids were opened at 11:00 a.m. on April 12, 2021.

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



April 12, 2021

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

Re: Theater Rigging and Lighting at Building "F"  
 Highland Community College (RLJA# 20-036)

Dear Jill:

On April 12, 2021, bids were received for the Theater Rigging and Lighting at Building "F". Bids were received from one Contractor. The Base Bid was \$465,000.00 and was submitted by Mainstage Theatrical Supply from Milwaukee, WI. Their Alternate Bid #1 cost was \$78,915.00 and their Alternate Bid #2 cost was \$9,541.00.

See bid tab attached.

The estimated construction cost was \$545,000.00.

Base Bid	\$465,000.00
Alternate Bid #1	\$78,915.00
Alternate Bid #2	<u>\$9,541.00</u>
Subtotal	\$553,456.00

The Contractor is using Quality Electric from Freeport, Illinois as the Electrical Subcontractor on the project.

We recommend awarding the project to Mainstage Theatrical Supply upon the Board's review and approval of the Alternate Bids and 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.

A handwritten signature in black ink, appearing to read 'Scott R. Johnson', is written over the printed name below.

Scott R. Johnson, AIA, LEED AP  
 Project Architect  
 cc: 20-036 file

Bid Date: April 12, 2021

**Theater Rigging and Lighting @ Bldg. "F"  
Highland College**

**RLJA #20-036**

BIDDERS	BID GUAR.	ADDM RCPT.	SITE INSPCT	CERTIFI- CATIONS	BASE BID	ALT. BID #1 <small>Prov. Add'l Light Fix &amp; Access, Part 10</small>	ALT. BID #2 <small>Prov. Add'l Light Fix &amp; Access, Part 11</small>
<b>Mainstage Theatrical Supply 907 South 1st Street Milwaukee, Wisconsin 53204</b>	<b>5%</b>	<b>0</b>	<b>Yes</b>	<b>Yes</b>	<b>\$465,000</b>	<b>\$78,915</b>	<b>\$9,541</b>

Richard L. Johnson Associates, Inc.