

# **HIGHLAND COMMUNITY COLLEGE**

District #519

## **AGENDA**

Board of Trustees Meeting

January 25, 2022 – 4:00 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

<https://highland.zoom.us/j/88320472535?pwd=SmdzVjE3cDRVenFIaFBYRm5sV2VlOT09>

or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

- I. Call to Order/Roll Call
- II. Moment of Silence in Memory of Former Trustee J. Berry Williams
- III. Approval of Agenda
- IV. Approval of Minutes:    November 2, 2021 Regular Meeting  
  (rescheduled from October 26, 2021)  
  November 23, 2021 Regular Meeting  
  December 8, 2021 Board Retreat
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
  - A. Academic
    - 1. CollegeNOW Agreements Between Highland Community College and Dakota CUSD #201, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, Pearl City CUSD #200, Pecatonica CUSD #321, Stockton CUSD #206, and Warren CUSD #205 for the 2022 – 2023 Academic Year (FY23)  
(Page 1)
  - B. Administration
    - 1. Board Meeting Schedule (Page 18)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 19)
    - 2. Seniority Lists (Page 22)
  - D. Financial (None)

### **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.

**X. Main Motions**

**A. Academic (None)**

**B. Administration**

1. Second Reading – Revised Policy 4.131: Leave, Family and Medical Leave Act (FMLA) (Page 30)
2. Second Reading – Revised Policy 4.20: Holidays Observed (Page 37)
3. Second Reading – Revised Policy Manual Appendix: Process for Presenting New Policies/Updates to PRC (Page 39)
4. Second Reading – Revised Policy on Policies (Page 41)
5. First Reading – New Policy 4.037: Anti-bullying (Page 43)
6. First Reading – Revised Policy Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines (Page 46)
7. First Reading – Revised Policy on Definitions (Page 51)
8. First Reading – Revised Policy 4.095: Leave, Vacation – Administrative/Professional/Classified Employees (Page 56)
9. First Reading – New Policy 3.102: Financial Aid Return of Title IV Funds (Page 59)
10. Naming Opportunity: Neenah & Carl Fairbairn School of Nursing (Page 62)
11. Naming Opportunity: Mildred F. Ferguson Simulation Hospital (Page 63)

**C. Personnel**

1. Appointment: Coordinator, Student Success (Page 64)

**D. Financial**

1. Nextiva Communication Suite Proposal through MNJ Technologies for Transfer of Phone Service to a Cloud-Based Communication System (Page 65)
2. Contract Renewal with Panopto, Inc. for Hosted Video Management Solution (Page 72)
3. Resolution Amending Participation in the Lee Ogle Enterprise Zone (Page 76)
4. First Reading – Tuition (Page 86)
5. Acceptance of Bid: Restroom Renovation Project in Buildings “T” (Dorothy and RC Clock Technology Center) and “F” (Ferguson Fine Arts Center) (Page 87)
6. Implementation of Compensation Study Adjustments and Salary Range Placements (Page 90)
7. Payment of Bills and Agency Fund Report – November 2021 (Page 95)
8. Payment of Bills and Agency Fund Report – December 2021 (Page 97)

**XI. Reports**

- A. Treasurer’s Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 99)
- B. Student Trustee
- C. Shared Governance (*included in President’s administrative report*)
- D. ONE Highland (*included in President’s administrative report*)

- E. Audit and Finance Committee
- F. ICCTA Representative
- G. Board Chair
- H. Administration *(included in administrative reports)*
- I. Strategic Plan *(included in Strategic Planning report)*

## **XII. 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

## **XIII. 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
- 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
  - 1. Memorandum of Agreement Between Highland Community College and Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate Regarding Teaching Modalities (Page 118)
  - 2. Memorandum of Understanding (MOU) for Spring 2022 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic (Page 120)
  - 3. Memorandum of Agreement Between Highland Community College and Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate Regarding Transition of Coordinator of Early Childhood Education to Full-time Faculty Member (Page 126)
  - 4. Memorandum of Understanding (MOU) Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 Regarding Coordinator of Academic Technology Resources Vacancy: Interim Plan (Handout)

## **XIV. Old Business**

## **XV. New Business**

- A. Appoint Trustees to Review Closed Session Minutes for Calendar Year 2022

**XVI. Dates of Importance**

- A. Next Quarterly Board Retreat – March 9, 2022, at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Regular Board Meeting – February 22, 2022, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

**XVII. Adjournment**

**AGENDA ITEM #IX-A-1  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGE NOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND DAKOTA CUSD #201, FREEPORT SCHOOL DISTRICT #145,  
LENA-WINSLOW SCHOOL DISTRICT #202, ORANGEVILLE CUSD #203,  
PEARL CITY CUSD #200, PECATONICA CUSD #321, STOCKTON CUSD #206, AND  
WARREN CUSD #205 FOR THE 2022 – 2023 ACADEMIC YEAR (FY23)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached CollegeNOW agreements for the 2022 – 2023 (FY23) academic year for qualified students attending Dakota CUSD #201, Freeport School District #145, Lena-Winslow School District #202, Orangeville CUSD #203, Pearl City CUSD #200, Pecatonica CUSD #321, Stockton CUSD #206, and Warren CUSD #205.

**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 13 participating high schools in the Fall Semester of 2022. The terms of the agreement are consistent with the agreements approved for FY22 with the exception of a \$500 increase for the school districts covering tuition, universal, lab, and course fees for the Fall and Spring semesters. This increase more closely aligns with the actual cost of enrollment. The last increase was in FY19.

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

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Dakota CUSD 201 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 2022-2023 year, the CollegeNOW students and their parent or guardian from Dakota 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 Dakota 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 2022, 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 Dakota CUSD 201

\_\_\_\_\_  
Chris Kuberski, President      Date

\_\_\_\_\_  
Jim Endress, Chair  
Board of Trustees      Date

\_\_\_\_\_  
Superintendent      Date 12/21/21

\_\_\_\_\_  
President      Date 12/21/21  
Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**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 2022-2023 year, the CollegeNOW cost of \$6,200 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 2022, 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 15<sup>th</sup> and February 15<sup>th</sup> 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

Chris Kuberski, President

Date

For Freeport School District 145

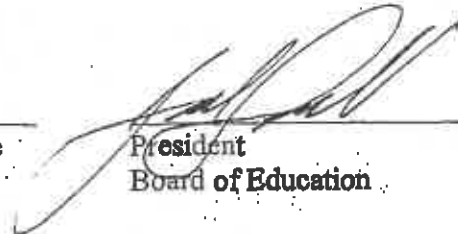
 1/11/2022

Superintendent

Date

Jim Endress, Chair  
Board of Trustees

Date


  
President  
Board of Education

Date

1/19/2022

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Lena-Winslow School District 202 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 2022-2023 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 2022, 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 midterm 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 the 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:

\_\_\_\_\_  
Chris Kuberski, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Endress, Chair  
Board of Trustees

\_\_\_\_\_  
Date

For Lena-Winslow School District 202:

\_\_\_\_\_  
Thomas R. Chiles, Superintendent

11/23/21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Kempel, President  
Board of Education

11/23/21  
\_\_\_\_\_  
Date

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Orangeville CUSD 203 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 2022-2023 year, the CollegeNOW students and their parent or guardian from Orangeville 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 Orangeville 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 2022, 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

Chris Kuberski, President

Date

Jim Endress, Chair  
Board of Trustees

Date

For Orangeville CUSD 302

Superintendent

Date

President  
Board of Education

Date

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Pearl City CUSD 200 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 2022-2023 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 2022, 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 CUSD 200

Chris Kuberski, President

Date

  
 Superintendent

Date

12/15/21

Jim Endress, Chair  
Board of Trustees

Date

  
 President  
 Board of Education

Date

12-15-21



**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Pecatonica CUSD 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 2022-2023 year, the CollegeNOW cost of \$6,200 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 2022, 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 15<sup>th</sup> and February 15<sup>th</sup> 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 10<sup>th</sup> 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 CUSD 321

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Chris Kuberski, President      Date

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Jim Endress, Chair      Date  
Board of Trustees

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Superintendent      Date

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President      Date  
Board of Education

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Stockton CUSD 206 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 2022-2023 year, the CollegeNOW students and their parent or guardian from Stockton 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 Stockton 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 2022, 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 will 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 Stockton CUSD 206

\_\_\_\_\_  
President\_\_\_\_\_  
Date\_\_\_\_\_  
Superintendent\_\_\_\_\_  
Date\_\_\_\_\_  
Chair  
Board of Trustees\_\_\_\_\_  
Date\_\_\_\_\_  
President  
Board of Education\_\_\_\_\_  
Date

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2022 – 2023 Academic Year (FY'23)**  
**Warren CUSD 205 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 2022-2023 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 2022, 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 CUSD 205

Chris Kuberski, President

Date

*Sharon Tuck* 11-17-21  
 Superintendent Date

Jim Endress, Chair  
 Board of Trustees

Date

*Yoshida* 11-17-21  
 President Date  
 Board of Education

**AGENDA ITEM #IX-B-1  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**BOARD MEETING SCHEDULE**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the fourth Tuesday of the month at 4:00 p.m., with the exception of the October 2022 meeting. It is further recommended that the October 25, 2022 regular meeting be moved to the third Tuesday (October 18, 2022) at 4:00 p.m. due to a schedule conflict with the Association of Community College Trustees Annual Leadership Congress. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2023:

January 25, 2022	January 24, 2023
February 22, 2022	February 28, 2023
March 22, 2022	March 28, 2023
April 26, 2022	April 25, 2023
May 24, 2022	
June 28, 2022	
July 26, 2022	
August 23, 2022	
September 27, 2022	
October 18, 2022 (change of date to third Tuesday)	
November 22, 2022	
December -- no meeting	

**BACKGROUND:** The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

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

**AGENDA ITEM #IX-C-1  
JANUARY 25, 2022  
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.

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



Fall 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Misellaneous</b>								
Cindy	Bielfeldt	3704	PERS036PCC	Painting/Embellishing Furniture				\$50.00
Keith	Dimmick	3708	PERS037SCC	Amphibious Landings of WWII				\$37.50
Art	Dawson	3709	PERS036SCC	Wire Wrap Pendant				\$75.00
Debbie	Miller	3647	PERS036CCC	Card Making				\$255.00
Debbie	Miller	3648	PERS036ECC	Card Making				\$255.00
Mark	Peterson	3711	PERS037UCC	World War I				\$41.25
Kerrylyn	Rodriguez	3713	PERS034ACC	Herbal and Food Supplements				\$60.00
Kerrylyn	Rodriguez	3694	PERS037MCC	CBD Oil and Medical Marijuana				\$60.00
Gordon	Dammann	3700	PERS037PCC	Civil War Battles/Leaders				\$150.00
Roger	Hicks	3715	PERS036UCC	Intro to Oxy-Acetylene Welding				\$85.00
Tori	Clark		Assistant Women's Basketball Coach					\$3,500.00
Amanda	Lessman	3178	NURS109BHX	BNA Clinical		2.85	\$1,320.43	\$3,763.23
Amanda	Lessman	3179	NURS109BXH	Portion of BNA Clinical		0.15	\$1,320.43	\$1,980.70
						0.96	\$1,452.47	\$1,394.38
<b>Other Assignments</b>								
Gerald	Reed		Instrumentalist for Chorale					\$ 125.00
Jon	Watson		Instrumentalist for Chorale					\$ 125.00
William	Russell		Wassal Lord for Madrigal Dinner					\$ 1,000.00
John	Hartman		Piano tuning					\$ 195.00
Deborah	Lischwe		Demographics presentation for Leadership Institute 11/17/21					\$ 350.00



Fall 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Amy	Goldberg	3701	PERS036OCC	Basics of Bridge				\$200.00
Kathy	Heid	3723	PERS036XCC	Walk and Stretch				\$540.00
Amanda	Lessman	3178	NURS109BHX	BNA Lab - Independent Study				\$300.00
Spring 2022								
Kirk	Pearson	6227	SPCH295JXX	Jo Daviess Leadership Forum				\$1,530.00
Kirk	Pearson			Curriculum Development JDLF				\$600.00
Kirk	Pearson	6228	SPCH295SXX	Stephenson County Leadership				\$1,530.00
Kirk	Pearson			Curriculum Development SC				\$600.00
Kayla	Clark			Cosmetology Lab - P/T Instructor	TBD		\$26.78	TBD
Carol	Engelkens			Office Tech Lab - P/T Instructor	TBD		\$27.04	TBD
Nina	Harm			Cosmetology Lab - P/T Instructor	TBD		\$26.51	TBD
Denise	Johnson			Office Tech Lab - P/T Instructor	TBD		\$30.08	TBD
Christine	McDermet			Cosmetology Lab - P/T Instructor	TBD		\$25.73	TBD
Dorie	Oloff			Office Tech Lab - P/T Instructor	TBD		\$27.04	TBD
Chane	Oosthuizen			Cosmetology Lab - P/T Instructor	TBD		\$25.73	TBD
Lindsay	Vinnedge			Cosmetology Lab - P/T Instructor	TBD		\$26.51	TBD
Other Assignments								
James	Blair			Worked scorer's table - 4 Men's & 2 Women's Basketball games				\$ 240.00
Robert	Buckwalter			Worked scorer's table - 4 Men's & 2 Women's Basketball games				\$ 240.00
Eric	Katzenberger			Worked scorer's table - 4 Men's & 3 Women's Basketball games				\$ 210.00
Bill	Pospischil			Worked scorer's table - 4 Men's & 3 Women's Basketball games				\$ 280.00
Jeff	Slattengren			Worked scorer's table - 1 Men's Basketball game				\$ 50.00
John	Hartman			Harpichord and piano tuning				\$ 190.00
Linda	Foat			Labor for Madrigal Dinner				\$ 570.00
James	Blair			Worked scorer's table - 12 games of Wm Bear Tourn/3 WBB games				\$ 600.00
Robert D.	Buckwalter			Worked scorer's table - 12 games of Wm Bear Tourn/3 Women's BB games				\$ 600.00
Robert T.	Buckwalter			Worked scorer's table - 12 games of Wm Bear Tournament				\$ 480.00
Eric	Katzenberger			Worked scorer's table for Women's Basketball game 12/6/21				\$ 30.00
Bill	Pospischil			Worked scorer's table - 12 games of Wm Bear Tourn/3 Women's BB games				\$ 600.00
Jeff	Slattengren			Worked scorer's table - 12 games of Wm Bear Tournament				\$ 480.00
Bradley	Curtis			Deputy for William Bear Tournament - 26 hours				\$ 650.00
Alegra	Koser			Deputy for William Bear Tournament - 15 hours				\$ 375.00
Jeffrey	Thompson			Keynote speaker				\$ 930.00
Eric	Katzenberger			Worked table for 12/18/21 Women's Basketball game				\$ 30.00
Dwayne	Fontenette Jr			November 2021 keynote speaker				\$ 560.00

**AGENDA ITEM #IX-C-2  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SENIORITY LISTS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that shows the services each faculty member is competent to render.

**BACKGROUND:** An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

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

Business and Technology FT Faculty  
(Updated at the end of May, 2021)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jennifer Alderman	1	Accounting	
Amy Chamberlin	7	Cosmetology	
Justin Ebert	7	Agriculture	
Joe Grove	12	Economics	BUSN 121
Rich Jacobs	11	Business	
Jeremy Monigold	16	Information Technology	BUSN 141
Jim Palmer	20	Automotive	
Monica Pierce	4	Agriculture	
Aaron Sargent	7	Industrial Manufacturing	MATH 111
Kristin Stinnett	3	Automotive	
Evan Talbert	6	Hospitality Management	
Todd Vacek	7	Auto Body	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Business and Technology FT Faculty  
(Updated at the end of May, 2021)

Courses Outside of  
Primary Discipline(s)

Primary  
Discipline(s)

Years of FT Teaching at HCC

Name

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty  
(Updated at the end of May, 2021)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Sammy Ahmed	2.5	World Civilization/Political Science	
Robert Apolloni	19	Art	
Harry Bodell	2	Speech Communications	
Laura Early	5.5	Theatre	HUMA 104
Sam Fiorenza	23	English	
Randy Haldeman	1	Vocal Music	
Julie Hartman-Linck	4	Sociology	
Chelsea Martinez	9	Psychology/Education	
Tracy Mays	19	English/German	
Kay Ostberg	13	English	PHIL 281
Kathrine Perkins	8	English	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Humanities, Social Sciences and Fine Arts FT Faculty  
(Updated at the end of May, 2021)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Paul Rabideau	18.5	Psychology	
Jennifer Roser	6	Criminal Justice	
Jami Spencer	2	Integrated Reading and Writing/Co-Requisite Writing	
Cristina Sztrensus	4	Spanish/English	
Donna Tufariello	18.5	English	
James Yeager 205	16	Speech	HUMA 110/MCOM 110, 130, 131, 150,

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Library FT Faculty  
(Updated at the end of May, 2021)

<u>Name</u>	<u>Position Title</u>	<u>Date of Position Hire</u>
Michael Skwara	User Services Librarian	01/24/2005
Laura Watson	Reference Librarian	03/25/1998

**Natural Science and Mathematics FT Faculty**  
(Updated at the end of May, 2021)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Steven Curran	3	Earth Sciences/Geography	
David Esch	6	Physics/Engineering	
Karla Giuffre	12	Biology	
Tony Grahame	25	Biology	
Martin Hilberg	2	Mathematics	
Steve Mihina	25	Mathematics	
Juliet Moderow	15	Biology	
Alan Nowicki	28	Biology	
Jenna Rancingay	9	Mathematics	
Mark Rasmussen	1	Mathematics	
John Sullivan	22	Chemistry	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.



**Nursing and Allied Health FT Faculty**  
(Updated at the end of May, 2021)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Jessica Larson	10.5	Nursing	
Amanda Lessman	1	Nursing	
Cassie McKeel	6	Nursing	
Shelly Morgan	6.5	Nursing	
Brittany Petrelli	2	Nursing	
Jessica Schneiderman	1	Nursing	
Chrislyn Senneff	12	Nursing	
Kay Sperry	12.5	Nursing	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean/VP who will deliver the request to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean/VP to complete a form which shall then be submitted to the Vice President/CAO, Academic Services by November 12. The Vice President/CAO, Academic Services will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**AGENDA ITEM #X-B-1  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY 4.131  
LEAVE, FAMILY AND MEDICAL LEAVE ACT (FMLA)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading revised policy 4.131, Leave, Family and Medical Leave Act (FMLA), which is included in Chapter IV, Personnel, of the policy manual.

**BACKGROUND:** The recommended change to Policy 4.131 is being made in response to a new Public Community College Act Section 3-29.1a. The Section reduces the minimum number of hours worked to be eligible for FMLA leave to 1,000 (Illinois law) rather than 1,250 (federal law). There are no other changes to eligibility requirements or to the rest of the policy.

No additions or revisions have been made since Trustees approved the first reading at their November 23, 2021, regular meeting.

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

#### 4.131 Leave, Family and Medical Leave Act (FMLA) (Revised ~~09/21/2021~~)

The College may grant family or medical leave of absence, or both, for eligible employees for up to 12 weeks per year (52 consecutive weeks). For purposes of this policy, the family or medical leave year will commence on the first day that family or medical leave is taken. FMLA also provides military caregiver leave for up to 26 weeks during a "single 12-month period" for the care of a covered service member with a serious injury or illness. A leave taken under this policy must be a qualified leave reason as defined below.

##### A. Qualified Leave Reasons:

The college will grant FMLA leave to eligible employees for the following reasons:

1. The employee's serious health condition which is defined as:
  - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider; and
  - b. the condition prevents the employee from performing the essential functions of the employee's job.
2. Pregnancy or pregnancy-related conditions that prevent the employee from performing the essential functions of her position.
3. The birth of a child and to bond with the newborn child within one year of birth.
4. Placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
5. Care of the employee's spouse, child, or parent with a serious health condition which is defined as:
  - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition; and
  - b. the condition prevents the qualified family member from participating in school or other daily activities.
6. A "qualifying exigency" relating to the active-duty status or call to active-duty in the National Guard or Reserves of a spouse, son, daughter, or parent of the employee. Qualifying exigencies include:
  - a. short-notice deployment (i.e., seven or less days of notice) for up to seven days;
  - b. military events and related activities;
  - c. to arrange for childcare, or provide childcare on an urgent basis, or for school activities;
  - d. to make financial or legal arrangements;

- e. to attend counseling;
  - f. to spend time with the service member while on short-term leave for up to five days;
  - g. for post-deployment activities for a period of 90 days following the termination of the covered military member's active duty status; and
  - h. other events that the employee and college agree is a qualifying exigency.
7. Care is required for a child, parent, spouse or next of kin who is a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status on the temporary disability retired list as a result of a serious injury or illness incurred in the line of duty on active. A serious injury or illness may also result from the aggravation of a pre-existing condition in the line of duty on active duty. A serious injury or illness is defined as one that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.
8. Care is required for a child, parent, spouse or next of kin who is a recent veteran as a result of a serious injury or illness incurred in the line of duty on active. The veteran's discharge must have been other than dishonorable and occurred within a five-year period prior to the date the leave is to begin. Serious injury or illness is defined for a veteran as:
- a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
  - b. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or more and the need for care is related to that condition; or
  - c. a physical or mental condition because of a disability or disabilities related to military service that substantially impairs the veteran's ability to work, or would do so absent treatment; or
  - d. an injury for which the veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

Civil union partners and domestic partners are not covered under Federal law and therefore are excluded from this policy.

#### **B. Compensation and Benefits During Family and Medical Leave:**

Unused leave days (sick leave, compensatory, vacation, personal days) must be used concurrently with FMLA. When leave days have been exhausted, an employee on FMLA may request approval for a withdrawal of days from the Sick Leave Bank, following Sick Leave Bank guidelines, if they are an eligible participant. Requests for Sick Leave Bank days can only be made if the leave is for their own serious medical condition. The employee on leave will work with Human Resources to

request a withdrawal of days from the Sick Leave Bank. Any portion of the FMLA period for which leave or Sick Leave Bank days are not available will be unpaid.

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources Office to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions for LTD, 403(b), YMCA, Foundation contribution, union dues, etc., rests with the employee.

**C. Eligibility for Family and Medical Leave of Absence:**

To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months and must have worked at least 1,2501.000 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and most part-time employees are not entitled to family or medical leave of absence.

**D. Application for Leave/Notice by Employee:**

Any employee who desires a leave of absence pursuant to this policy must notify the Human Resources Office as soon as practicable.

A leave of absence pursuant to this policy may be taken by an employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary and as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Leave due to qualifying exigencies may also be taken on an intermittent basis. The College may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the College is not obligated to grant such requests and will do so based on the supervisor's discretion.

**E. Certification Procedure (non-military):**

Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care).

To request leave for an employee's own serious health condition, form WH-380-E must be completed by the employee's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland.*

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

To request leave for the serious health condition of a qualified family member, form WH-380-F must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland.*

FMLA certification forms are available in Human Resources.

**F. Certification Procedures (military caregiver or qualified exigency):**

Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents.

To request leave for a "qualifying exigency" due to a spouse, son, daughter or parent's active duty service, an employee is required to complete form WH-384 and submit the form along with supporting documents *within 15 calendar days of the date the certification is requested by Highland.*

To request leave to care for an injured service member (defined as spouse, child, parent or "next of kin") form WH-385 must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland.*

FMLA certification forms are available in Human Resources.

**G. Approval/Denial of Leave**

Once the College is aware of the request for FMLA, a "Notice of Eligibility and Rights and Responsibilities" form will be provided to the employee to establish eligibility and request additional documentation, if necessary, to determine whether the leave qualifies under FMLA. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the "Designation Notice" form, absent extenuating circumstances.



#### H. Conditions of Family and Medical Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. The College may contact the provider to authenticate or clarify information contained in the medical certification. Additionally, the College may contact the appropriate unit of the Department of Defense to confirm that the covered military member is on active duty or call to active duty status.
3. An employee taking an approved leave of absence may not work for another employer performing the same or similar duties that the employee's medical certification form states he or she is unable to perform. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.
4. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
5. Spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each (or 26 weeks in total in the case of caring for a covered service member) if the leave is for the birth or care of a child, the placement of a child for adoption or foster, or a qualifying military exigency.
6. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during an unpaid portion of the leave of absence, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

7. Engaging in fraud, misrepresentation or providing false information to the College or any health care provider is prohibited. If an employee is found to have engaged in this behavior, they may be subject to discipline, up to and including termination. If the employee is terminated, the employee would not be eligible to continue health insurance under COBRA.

**I. Conditions if on FMLA to Care for Injured Service Member under National Defense Authorization Act:**

The law provides that leave taken under this section is only available during a single 12-month period. Additionally, employees who utilize this provision are eligible for a combined total of 26 weeks of FMLA leave. For example, an employee who, in a single 12-month period, has already taken 12 weeks of FMLA leave for the birth of a child would be entitled to only 14 additional weeks to care for a "covered service member." When both husband and wife work for the same employer, the total amount of available leave to which both are entitled is limited to a combined total of 26 workweeks. In addition, the provisions under numbers H1, 2, 3, 4, 6 and 7 above apply to this section.

**J. Return From an Approved Family and Medical Leave of Absence:**

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. If leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence).

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried Highland employee who is among the highest paid 10 percent of those Highland employees (salaried or hourly) working within 75 miles of the College location at which the employee is assigned.



**AGENDA ITEM #X-B-2  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY 4.20  
HOLIDAYS OBSERVED**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading revised policy 4.20, Holidays Observed, which is included in Chapter IV, Personnel, of the policy manual.

**BACKGROUND:** The recommended change to Policy 4.131 is being made in response to Public Act 102-334, Juneteenth Holiday (effective August 9, 2021), which amends the State Commemorative Dates Act (SCDA), the Election Code, the Illinois Procurement Code, the Illinois School Code, and the Illinois Promissory Note & Bank Holiday Act. It recognizes the 19th day of June as a holiday to be observed throughout the State. When June 19th falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a paid holiday (per the SCDA.) For 2022, June 19 falls on a Sunday. The Juneteenth holiday may be observed with suitable observances and exercises by civic groups and the public and citizens of the State are urged to reflect on the suffering endured by early African-Americans and to celebrate the unique freedom and equality enjoyed by all State citizens today.

Highland will add the Juneteenth holiday as one of the holidays, which may be selected as one of 11 paid holidays. Even though when the holiday falls on the weekend it is not included in the State Act, we will leave the weekend consistent with other holidays. The federal observation of the Juneteenth holiday applies this standard.

No additions or revisions have been made since Trustees approved the first reading at their November 23, 2021, regular meeting.

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

**4.20 Holidays Observed (Revised 09/21/2021)**

The following days are recognized as holidays, at least eleven of which shall be observed each year: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Washington's Birthday, Casimir Pulaski's Birthday, Good Friday, Memorial Day, Independence Day, Juneteenth Day, Labor Day, Columbus Day, Veteran's Day, the day preceding Thanksgiving, Thanksgiving, the Friday following Thanksgiving, Christmas, and the day preceding Christmas.

If the holiday falls on a Saturday, it will be observed at Highland Community College on the preceding Friday, and if the Holiday is on a Sunday, it will be observed at Highland Community College on the following Monday. Holidays to be observed are listed in the academic calendar. Where an employee has an assigned weekly work schedule other than Monday through Friday and holiday observed by the College falls on one of the assigned non-work days, the employee's supervisor will schedule the workday either immediately before or after the holiday to be observed as the holiday for this employee.

**AGENDA ITEM #X-B-3  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY MANUAL APPENDIX  
PROCESS FOR PRESENTING NEW POLICIES/UPDATES TO PRC**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading the attached revised appendix to the Policy Manual, Process for Presenting New Policies/Updates to PRC.

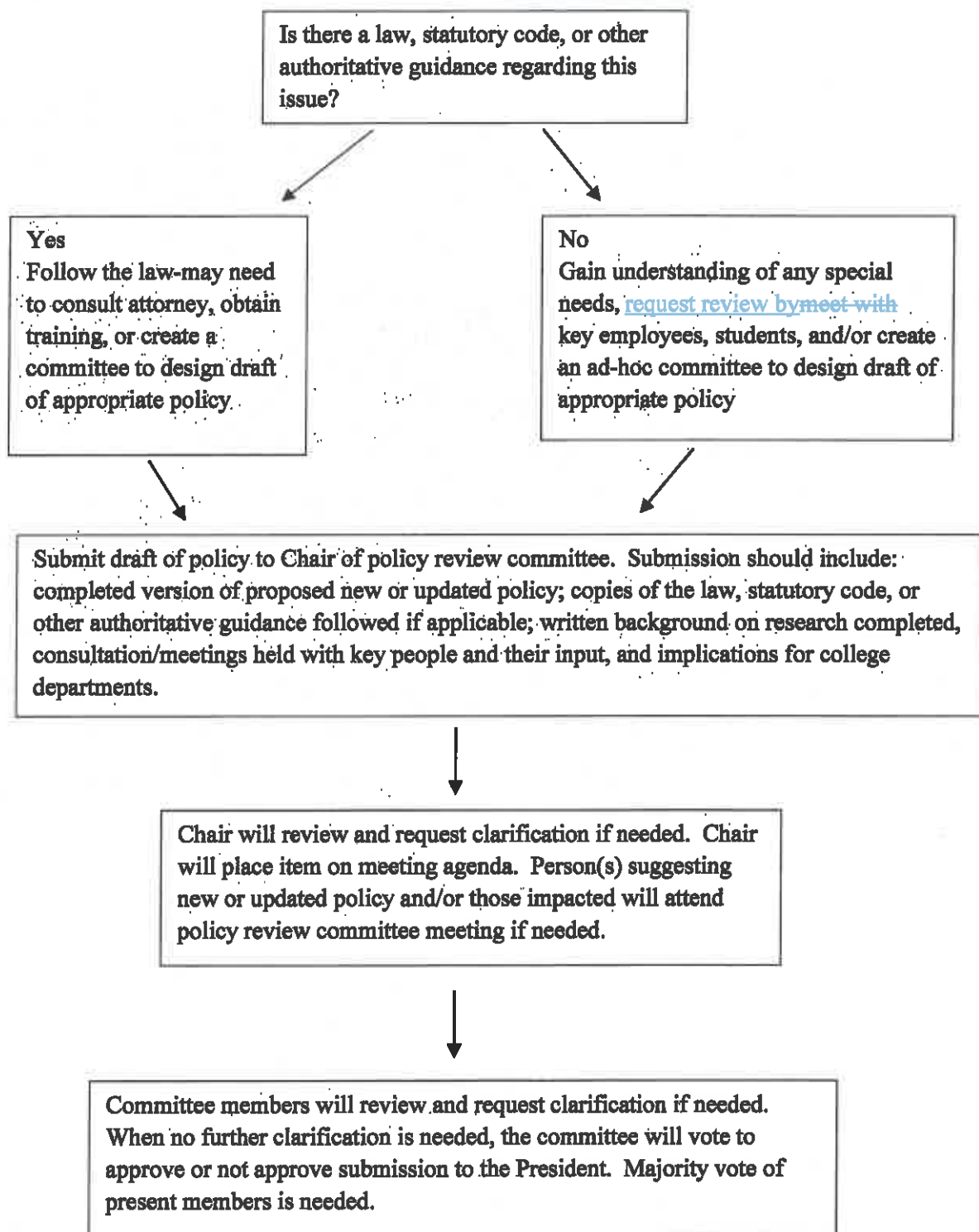
**BACKGROUND:** As part of the regular review of policies and appendices, the Policy Committee has reviewed the attached appendix and has made the proposed revision, as indicated with underlining.

No additions or revisions have been made since Trustees approved the first reading at their November 23, 2021, regular meeting.

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

## Process for presenting new policies/updates to PRC

Reviewed ~~July, 2018~~ October, 2021



**AGENDA ITEM #X-B-4  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY ON POLICIES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading the attached revised Policy on Policies.

**BACKGROUND:** As part of the regular review of policies and appendices, the Policy Committee has reviewed the attached Policy on Policies and has made the proposed revisions, as indicated with underlining.

No additions or revisions have been made since Trustees approved the first reading at their November 23, 2021, regular meeting.

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

**POLICY ON POLICIES**

(reaffirmed 9/18/18)

- A. The policies adopted by the Board of Trustees of Highland Community College for District 519 have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.
- B. The Office of the Vice President/CFO of Administrative Services will maintain the Policy Manual. The current Policy Manual is available in the College Library and divisional offices, as well as on the MyHCC Staff portal and the G: drive. Portions of the College catalog shall also be designated as a statement of College policy.
- C. Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of a quorum of the Board of Trustees, which vote will be taken by roll call and will be entered in the minutes of the meeting.
- D. The policies governing the District may be adopted or amended by a majority vote of a quorum of the Board of Trustees. Amendment to a policy will be made by the repeal of an existing policy and/or the enactment of a new or additional policy. No change will be both introduced and acted upon at the same meeting of the Board, unless emergency dictates immediate passage. Vote on the change will be taken by roll call and entered in the minutes of the meeting.
- E. The Policy Manual will undergo continuous review by the Board, Administration, and the Policy Review Committee.
- F. Requests for new and revised policies will be directed to the Policy Review Committee Chairperson in accordance with the "Process for presenting new policies/updates to PRC" in the Appendix.
- G. No policy shall be established which is known to conflict with Federal, State or local statutes. If any policy is found to so conflict, it shall be determined null and void until such time as it is rewritten to conform to legal statutes.
- H. The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy of the Illinois Community College Board, local, State, and Federal statutes and the United States Constitution.
- I. Any use or interpretation of the Policies as herein set forth is subject to appeal to the Board of Trustees through established procedures.

**AGENDA ITEM #X-B-5  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – NEW POLICY 4.037  
ANTI-BULLYING**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading new policy 4.037, Anti-bullying, which is recommended for inclusion in Chapter IV, Personnel, of the policy manual.

**BACKGROUND:** New policy 4.037, Anti-bullying, was developed by a work group of individuals from across the organization who began meeting in May 2021. Its purpose was to ensure policies support a culture of trust, accountability, and respect, and demonstrate HCC's Cultural Beliefs, Core Values, and Mission. The discussion stemmed from all that has happened nationally, i.e. concerns about racism, political divisiveness, and hate crimes; the increased emphasis on anti-harassment and bullying in colleges, such as Title IX attention on eliminating sexual harassment; and the work at Highland to improve the work culture, including supporting Core Values and Cultural Beliefs and creating a welcoming and inclusive environment.

The work group researched best practices and policies in other organizations, particularly higher education, and made the following recommendations: a new Anti-Bullying Policy be adopted (attached), and for clarification and ease of understanding, Policy 4.034 Sexual and Other Harassment be reformatted into three separate policies, which will be considered at the next Policy Review Committee meeting.

The work group members consisted of Beth Groshans, Advisor; Christie Lewis, HR Generalist/HRIS Administrator; Steve Mihina, Faculty; Dr. David Naze, VP/CAO; Rhonda Perry, Executive Assistant; Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts; and Karen Brown, Director, Human Resources.

**BOARD ACTION:**

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#### 4.037 Anti-Bullying (New )

Bullying is not considered acceptable behavior at Highland Community College. This policy applies to all employees as they interact with students, visitors or each other. Highland supports a culture of respectful academic freedom and freedom of expression and follows the Core Values of Integrity, Compassion, and Respect. Our culture and values do not tolerate bullying and its harmful impact to individuals and the workplace. This policy is not meant to apply to differences of opinion, interpersonal conflicts, and occasional problems in working relations, which are an inevitable part of working life and do not typically constitute workplace bullying.

**Definition of bullying:** Intentional behavior targeted at an individual or group that is repeated, hostile or offensive, and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm.

#### Examples of bullying:

Highland considers the following types of behavior examples of bullying:

- Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Nonverbal bullying. Nonverbal gestures that can convey threatening messages.
- Exclusion. Socially or physically excluding or disregarding a person in work-related activities.
- Cyber bullying. Use of any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phone, typically by sending messages of an intimidating or threatening nature.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.



- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Often assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

#### Dealing with bullying:

If bullying is occurring, employees should address concerns as soon as possible. Highland provides training and tools on how to positively communicate concerns and other supportive resources, such as an Employee Assistance Program (EAP) to employees.

Generally, the first step is to give notice to individuals of their perceived bullying behaviors with a goal of self-awareness and correction. The employee may either address the individual directly or ask for support from a member of the Behavior Intervention Team (List of BIT Members may be found at G:\General\Student Issues and Concerns\Behavioral Intervention Members and Contacts), a supervisor or Human Resources. If the behavior continues or is severe, employees should discuss these situations with a supervisor and/or Human Resources. If you witness someone being bullied, show support for the individual being bullied and ask if they would like your assistance. If comfortable, talk with the bully in a constructive manner about the behavior and its effect on the workplace. Let a supervisor or HR know if it persists.

Related policies: Depending on the circumstances, these other policies may be considered.

4.034 Sexual and Other Harassment

4.39 Non-Violence

**AGENDA ITEM #X-B-6  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY MANUAL APPENDIX  
COLLEGE-AUTHORIZED SECURITY CAMERAS  
ACCEPTABLE USE GUIDELINES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised College-Authorized Security Cameras Acceptable Use Guidelines, which are included in the Appendix of the Policy Manual.

**BACKGROUND:** The recommended updates were made as part of the cyclical review of the policy manual. Language changes were made for clarification and some of the information has been reorganized in order to improve the flow of the document. No changes to policies/procedures within the appendix have been recommended.

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

## Highland Community College

# College-Authorized Security Cameras Acceptable Use Guidelines (Revised ~~7/17/18~~)

### **Purpose:**

Security cameras hereafter referred to as College-authorized security cameras, are utilized on campus to enhance personal safety, meet national testing requirements, protect property and resources, and investigate criminal activities. The guidelines herein apply to all College and security service provider personnel in the use of College-authorized security cameras and their video monitoring and recording systems. These guidelines do not apply to cameras used for academic purposes.

*Information obtained from College-authorized security cameras shall be used exclusively for law, policy and/or Code of Conduct enforcement, including, where appropriate, College judicial functions. Information obtained through the College-authorized security camera system is not intended for routine employee monitoring or evaluation.*

Nothing in these guidelines is intended to limit the authority of Campus Security in law enforcement activities.

### **Locations:**

College-authorized security cameras may be placed in public areas such as hallways, stairwells, campus and building entrances, parking lots, and common areas and in areas containing high value inventory, such as laboratories and the Bookstore. Security cameras will also be placed in areas to maintain academic testing integrity, such as College in the Testing Center(s). The President or their official designee, and either a Vice President or the Director, Facilities and Safety, and the highest ranking member of any College-authorized on-campus security provider will must grant written authorization for the placement and position installation of security cameras. Any College-authorized on-campus security providers The President will be informed of any changes consulted in the placement and positioning of thea cameras. With the exception of the Sports Complex, the Testing Center and the Bookstore, College-authorized security cameras are not monitored continuously.

The Director, ITS will disseminate to the College President, and Vice Presidents, a list of the locations of all College-authorized security cameras used for the recording or monitoring of public areas. The list of locations will be continually updated and, with the

exception of camera locations being used for external law enforcement surveillance or investigation, made available to all members of the College community upon request.

College-authorized security camera installations are in a dome-style type housing and will be visible.

~~The r~~Recording server and recorded video and network connectivity operations reside in the College's secure data centers, with the video transported over a segregated video network traffic, with Access to the P physical servers and the segregated network traffic is access-limited to authorized ITS staff.

#### **Accessing video footageAccess:**

~~With the exception of the Sports Complex, the Testing Center and the Bookstore, College-authorized security cameras are not monitored continuously.~~

The President or his or her their official designee, and either a and one of the following individuals; a Vice President or the Director, Facilities and Safety, must grant written authorization for access to security camera information (live or recorded), as well as placement and installation of security cameras. In no instance shall a person who is involved, or who has a family member who is involved, in a suspected incident be granted authorization as either a requestor or a reviewer of information. At the discretion of the College, a person who is involved or who has a family member who is involved in a suspected incident may be shown the footage as part of the review of the incident.

~~Request for access to footage must be made in advance, and must be made only upon rise of an incident. Request for access must include: the requestor, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. Incidental information gathered as a result of the request may be used in the prosecution of criminal activity or for the investigation of violation of College policy. Request for access is not required in an immediate emergency; for routine system maintenance by IT; or for training purposes.~~

If the President is involved in a suspected incident, the Director of Human Resources and the Chair of the Board of Trustees will review security camera information together. If a Vice President is involved in a suspected incident, the President and the Director of Human Resources will review security camera information together.

~~Request for access must be made in advance, and must be made only upon rise of an incident. Request for access is not required in an immediate emergency; for routine system maintenance by IT; or for training purposes. Request for access must include: the requestor, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. Incidental information gathered as a result of the request may be used in the prosecution of criminal activity or for the investigation of~~



~~violation of College policy. Request for access is not required in an immediate emergency; for routine system maintenance by IT; or for training purposes.~~

~~College-authorized security camera images, live or recorded, are not monitored continuously, except for these specific locations: For monitored security cameras, such as those utilized in the Sports Complex, academic the Testing Center(s) and the Bookstore, (The live video footage for each exception area will only be monitored by authorized personnel of that specific area staff; however, access to retrieval of recorded information is limited to persons granted written authorization by the President or his or her official designee and one of the following individuals: a Vice President or Director, Facilities and Safety.~~

~~All instances of viewing A system recorded video record will be logged and an automated will be kept of all instances of access to and use of recorded material. IT will provide a bi-monthly report will be sent to the Vice President, Administrative Services.~~ A manual log will also be kept of all instances of access to and use of recorded material that includes the requestor/viewer, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. The Vice President of Administrative Services and the President will review and match the system log to the manual log periodically and report to the Board of Trustees.

#### Use of Information:

College and security services provider personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for official College and law enforcement business.

All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and State and Federal laws, and will never be based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected categories. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All College and security services provider personnel with access to College-authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.

Periodically the College experiences patterns of criminal activity, both to persons and property. For the purpose of combating repeated criminal acts or suspected criminal activities, College-authorized security cameras camera footage may be requested for use, using the established request process, in covert surveillance purposes to either deter the activity or apprehend the violators. Should additional cameras that are not college owned be placed on College property by external law enforcement, No further announcement need be made prior to the actual placement or notice of their location(s) given, of such cameras. Covert surveillance activity will continue only so long as it is

necessary. -These cameras and their use should be disclosed in periodic reports to the Vice President, Administrative Services after resolution of the case or cases so as not to interfere with law enforcement activities.

**AGENDA ITEM #X-B-7  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING  
REVISED POLICY ON DEFINITIONS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading revised Policy on Definitions.

**BACKGROUND:** The Policy on Definitions was reviewed as part of the cyclical review of the policy manual. The recommended revision adjusts the policy in accordance with the College's compensation and classification guidelines.

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

## **POLICY ON DEFINITIONS**

(revised 10/27/20)

### **A. State Regulations**

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

### **B. Policy**

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

### **C. Procedure**

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

### **D. Guideline**

General statements, recommendations, or instructions which outline a suggested model or approach to situations. While not mandatory, guidelines may act as a unifying vision for institutional best practices.

### **E. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.**

#### **1. Employment Status:**

##### **a. Regular Full-Time Employee**

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

##### **b. Adjunct**

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union



Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

c. **Regular Part-time Employee (Benefit Eligible)**

A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for insurance benefits, and generally work 12 months out of the year.

d. **Regular Part-Time Employee**

A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.

e. **Part-Time Limited Employee**

A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

f. **Temporary Full-Time Employee**

A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).

g. **Temporary Part-Time Employee**

A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.

h. **Seasonal**

Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

## 2. Pay Status:

### a. Exempt

Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

### b. Non-exempt

Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

## 3. Employee Classification:

### a. Administrative

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are director level or above, exempt, and placed at 65-33 or higher on the salary schedule. Administrative employees include the president, vice presidents, ~~associate vice presidents~~, deans, ~~associate deans~~, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

### b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions that are part of the Highland Salary Table are placed at 64-32 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

### c. Non-exempt Professional

A non-exempt professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

### d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with

academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. **Classified**

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. **Student Worker**

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

F. **Grievance Procedures**

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.

**AGENDA ITEM #X-B-8  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 4.095  
LEAVE, VACATION-ADMINISTRATIVE/PROFESSIONAL/CLASSIFIED EMPLOYEES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading revised policy 4.095, Leave, Vacation-Administrative/Professional/Classified Employees, which is included in Chapter IV, Personnel, of the policy manual.

**BACKGROUND:** The recommended change to Policy 4.095 adjusts the policy in accordance with the College's compensation and classification guidelines. Vacation leave is now based on the type of position rather than the position's placement on the salary range table. This change does not impact any current employees.

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

#### 4.095 Leave, Vacation—Administrative/Professional/Classified Employees (Revised 6/22/21)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment. New full-time ~~classified and professional~~ employees, ~~placed at range 11 through 32 on the Highland salary range table~~, earn .83 vacation days per month not to exceed ten (10) days per year and will continue accruing at the following rates:

1 year through 5 years of employment ..... 10 days vacation (accrued at .83 days per month)

After 5 years of employment ..... 15 days vacation (accrued at 1.25 days per month)

After 15 years of employment ..... 20 days vacation (accrued at 1.66 days per month)

Full-time ~~administrative~~ employees ~~placed at range 33 and above~~ earn 21 vacation days per year (accrued at 1.75 days per month).

The President will (if employed full-time) earn vacation days as determined by the Board. Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.

Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro-rata basis to the schedule for full-time employees.

Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted through the College's payroll system.

Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.

~~A full-time employee may carry over no more than up to five ten vacation days into the next fiscal year. A regular part-time employee working 32 hours per week but less than 40, may carry over up to eight vacation days. If an employee fails to use the carryover days prior to the end of the next fiscal year, the days will be lost. If an employee carries more than five days into the next fiscal year, the days in excess of five will convert to sick days and will remain on the employee's sick leave account until needed or until the employee retires or terminates employment. If an employee fails to use the five carryover vacation days during the first six months of the next fiscal year, those days will automatically convert to sick leave days and will remain on the employees sick leave account until needed or until the employee retires or terminates employment.~~

Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time. If more vacation time is used than earned when an employee resigns,

retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover unaccrued, used vacation time, the employee will be expected to make arrangements to repay the College.

**AGENDA ITEM #X-B-9  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – NEW POLICY 3.102  
FINANCIAL AID RETURN OF TITLE IV FUNDS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading new policy 3.102, Financial Aid Return of Title IV Funds, which is recommended to be included in Chapter III, Student, of the policy manual.

**BACKGROUND:** The recommended new Policy 3.102 is required by the Department of Education. The guidelines in the policy cover Title IV Funds such as Pell and SEOG grants, as well as certain loans and other assistance. The College's Financial Aid department has had these guidelines in place since inception and recently found that a written policy is required.

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



### 3.102 Financial Aid Return of Title IV Funds (New )

Title IV funds are awarded to students under the assumption that the student will attend school for the entire payment period or period of enrollment for which the assistance was awarded. When a student fails to complete the payment period or period of enrollment, he or she may no longer be eligible for the full amount of Title IV funds the student was scheduled to receive. It is the policy of Highland Community College to determine the amount of earned and unearned portions of Title IV aid as of the date the student ceases attendance in accordance with federal regulations and the Return of Title IV funds as dictated in Volume 5 of the Student Aid Handbook.

In general a student 'earns' federal financial aid in direct proportion to the percentage of the payment period or period of enrollment they complete. For example if the student completes 25% of the payment period or period of enrollment, the student earns 25% of the federal financial aid scheduled to be received. Students completing 60% of the payment period or period of enrollment are considered to have earned 100% of the federal financial aid he or she was scheduled to receive.

#### R2T4 Withdrawal Exemptions

Students are not considered withdrawn if student successfully completes (effective January 19, 2021):

- All requirements for graduation from his or her program before completing the days or hours in the period that the student was scheduled to complete
- One module that includes 49% or more of the number of days in the payment period
- A combination of modules that when combined contain 49% or more of the number of days in the payment period; or
- Coursework equal to or greater than the coursework required for the institution's definition of a half-time student (6 credits)

Students who have received more aid than what has been earned are notified in writing the amount of unearned aid he or she must repay. In the event the student has received less aid than the amount he or she has earned, the student is eligible to receive those funds. Students are notified in writing of any action needed to accept the funds.

#### Title IV Funds to be returned

In accordance with federal regulations, unearned Title IV financial aid is returned by Highland Community College in the following order: Direct Unsubsidized Stafford loans, Direct Subsidized Stafford loans, PLUS, Pell grants, FSEOG, Iraq and Afghanistan Service Grants and other Title IV assistance.



Withdrawal Date

The last date of attendance as reported by the instructor is the withdrawal date used in the Return of Title IV funds calculation.

Timeframe for Return of Title IV Aid

The College must return the amount of Title IV funds for which it is responsible, as soon as possible but not later than 30 days after the date of the College's determination that the student withdrew. The College must determine the withdrawal date for a student who withdraws without providing notification to the College no later than 30 days after the end of the payment period.

R2T4 Freeze

HCC does not use a R2T4 Freeze date.

This policy is a Department of Education Title IV financial aid policy, and does not replace the official Tuition Refund policy of Highland Community College.

**AGENDA ITEM #X-B-10****JANUARY 25, 2022****HIGHLAND COMMUNITY COLLEGE BOARD****NAMING OPPORTUNITY****NEENAH & CARL FAIRBAIRN SCHOOL OF NURSING**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees approves the naming of the Highland Community College school of nursing the Neenah & Carl Fairbairn School of Nursing. It is further recommended that the name remains in place indefinitely until further action of the Board.

**BACKGROUND:** At the February 21, 2006, regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor's name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation. The College will follow this same process for naming College programs.

The Foundation has received a generous gift from Malcolm Fairbairn in honor of his mother, Neenah, who was a nurse, and father, Carl, who served as a Highland Community College trustee from 1972 to 1975. Mr. and Mrs. Fairbairn have also made a generous donation to the Foundation's Legacy campaign, restricted to Nursing.

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

**AGENDA ITEM #X-B-11  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NAMING OPPORTUNITY  
MILDRED F. FERGUSON SIMULATION HOSPITAL**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees approves the naming of the Highland Community College new simulation hospital, located in the Ray and Betty Stamm Health Science Nursing Wing, the Mildred F. Ferguson Simulation Hospital. It is further recommended that the name remains in place indefinitely until further action of the Board.

**BACKGROUND:** At the February 21, 2006, regular meeting of the Board of Trustees, the Board approved the philosophy of naming campus buildings and facilities for a monetary donation mutually agreed to by the Highland Community College President, Highland Community College Board Chair, Highland Community College Foundation President, and the Highland Community College Foundation Executive Director. The Board also approved maintaining the right to determine the functional building name to which the donor's name will be added, and to approve the naming recommendation from the Foundation prior to finalization of the donation.

The Foundation has received a generous gift from Nancy Seeley in return for this naming opportunity to honor Ms. Seeley's mother, Mildred F. Ferguson. The Ferguson family has been long-time supporters of Highland Community College.

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

**AGENDA ITEM #X-C-1  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
COORDINATOR, STUDENT SUCCESS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Ms. Amanda Venhuizen as full-time, Coordinator, Student Success beginning February 1, 2022, at a FY22 salary of \$45,383, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY22 budget.

**BACKGROUND:** Ms. Venhuizen has been a Student Advisor for the Student Services division since July 13, 2020. In her position, she advises students by running degree checks, conducting individualized semester guidelines, registering students for classes, researching four year transfer colleges/universities, and making tutoring, mentoring, and other campus referrals. In addition, she teaches the First Year Experience Education Emphasis course and is part of the First Year Experience Advisory Committee to help make important updates to course curriculum. Previously, she served as a Student Advisor in TRIO Services at Highland, starting in 2017. In addition to her advising responsibilities, she facilitated the Project Succeed retention program, working closely with faculty and students throughout the semester to provide guidance and support services to students. She met with project participants to develop and monitor education support plans and consulted and conferred with project staff to develop prescriptive plans for all students identified as high risk. She also assisted the advising team to implement the use of the College Student Inventory (CSI) across the campus and currently leads the use of the survey to promote retention.

Prior to being hired at Highland, Ms. Venhuizen was an Upward Bound Counselor at Carl Sandburg College for two years. In this program, she assisted both high school and college students in developing individual academic/college plans tailored to each student's area of interest and level of capability with the goal to successfully graduate. In addition, Ms. Venhuizen previously held positions as a school counselor in an elementary school and a social worker for an alternative high school. Ms. Venhuizen earned her Bachelor of General Studies from Indiana University, Purdue University at Columbus and was awarded a Master's of Education in School Counseling from Indiana University, Terre Haute.

Ms. Venhuizen's experience in advising, retention, FYES instruction, and advocating for the use of Early Alert, along with her demonstrated ability to work with faculty and staff to achieve goals, make her an excellent choice for this position.

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

**AGENDA ITEM #X-D-1  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEXTIVA COMMUNICATION SUITE PROPOSAL THROUGH  
MNJ TECHNOLOGIES FOR TRANSFER OF PHONE SERVICE TO A  
CLOUD-BASED COMMUNICATION SYSTEM**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Nextiva Communication Suite proposal through MNJ Technologies to transfer the Highland Community College phone service from on-premise to a cloud-based communication system at an annual cost of \$67,200 (plus applicable taxes and fees) for three years.

**BACKGROUND:** MNJ Technologies is the College's phone service provider and provides us the 'dial tone' for our on-premise phone system. MNJ has announced they will stop providing this service in the first half of 2022 and are moving their customers to the cloud-hosted communications company Nextiva.

This change will provide Highland with several improvements: Nextiva will offer more reliable phone service through redundant data centers and proven service uptime; Nextiva will provide a dedicated support team to Highland and training for HCC users; Highland will have better 911 capacity, unlimited long distance, more options for call routing and our remote workers will have full communication functionality; and, Highland's network complexity will be greatly reduced.

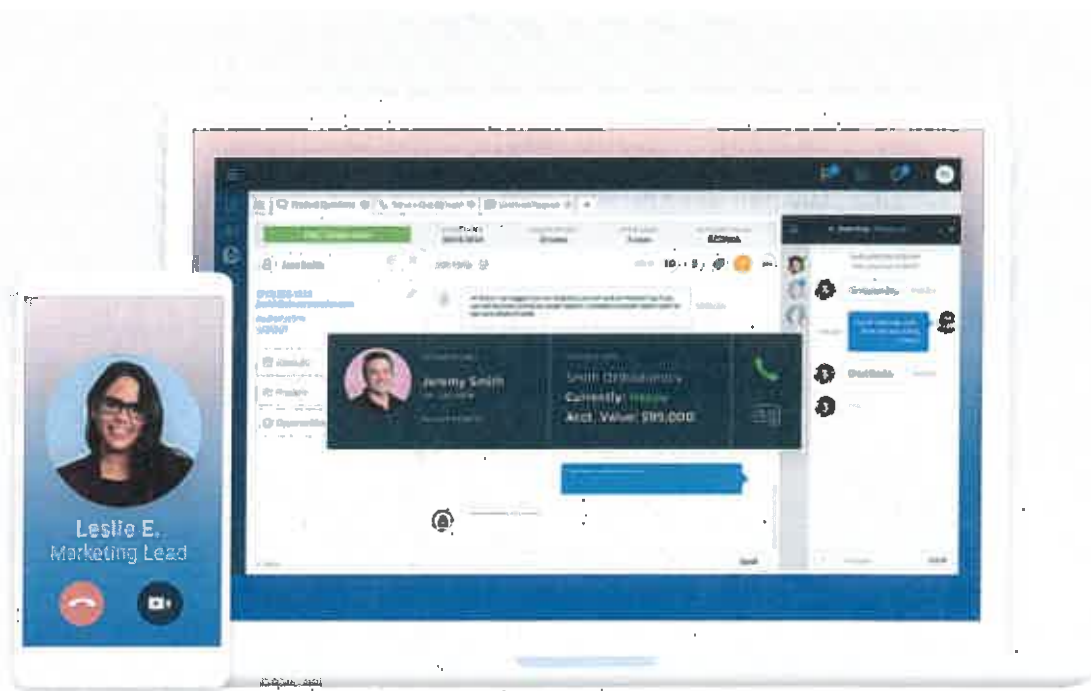
The phone service industry is migrating to cloud-hosted solutions, so MNJ's use of Nextiva is a smart and future-looking solution.

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

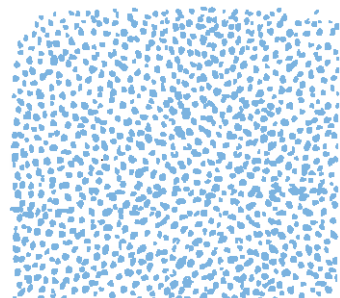


# Your Nextiva Communication Suite Proposal

Get ready— you're about to  
**grow fearlessly.**



[nextiva.com](https://nextiva.com)



# Why do companies choose Nextiva?

Expect more from your business communication. Supercharge your business with a truly unified and integrated platform. Powerful phone service, sales pipeline management, customer relationship management, marketing engagement tools, and more.

The new way of working is Nextiva.



## Amazing Service®

Our support team is made up of knowledgeable, friendly, and patient HUMANS based at our offices.



## Customers of All Sizes

Large and small companies in 25+ industries across the U.S. trust Nextiva as their business lifeline.



## Our Platform, NextOS

Our revolutionary platform allows you to conduct business from anywhere, and makes managing your business communications easier than ever.



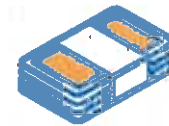
## Reliable & Secure

All of your data is protected by multiple layers of security and monitoring. With the highest uptime in the industry, you're always available.



## Seamlessly Unified Communication

Communication, customer engagement, and collaboration tools — all (finally) working together.



## Cost Savings

Slash your current business communication bills by almost 50%. Also get add-on features at no extra cost.



# The Nextiva advantage



## Network Reliability

The Nextiva network is one of the most advanced in the world of cloud-based business communications. Our network design increases service resiliency through redundancy, ensuring all calls are delivered fast and smoothly. Check out [DownDetector.com](https://DownDetector.com) and see how Nextiva is the best performing network since 2016 among UCaaS providers.

## Awards and Recognition

Nextiva is no stranger to being recognized by the press, analysts, and awards. *Forbes*, *Entrepreneur*, Inc. and other publications have shared the Nextiva story, and we were recently named a notable vendor in the Gartner UCaaS Worldwide Magic Quadrant Midmarket Contextualization Report.



## Competitive Rankings

Among cloud communications providers for businesses, Nextiva consistently ranks above the competition. On average, our customers have much better experiences than those of other providers. Take a look at the reviews on [GetVoIP](https://GetVoIP.com), [G2 Crowd](https://G2Crowd.com), and [Comparably](https://Comparably.com) to start.

## Company Culture

Nextiva employees are the heart of providing customers Amazing Service. When employees are satisfied and engaged, the result is deeper customer connections and an elevated customer experience. Nextiva is committed to creating an engaging and fun environment that boosts employee satisfaction, and therefore provides customers with better service.



# Your Nextiva Quote

**Customer**  
Pete Fink  
Highland Community College

**Quote ID**  
18134737

**Quote Date**  
12/21/2021

**Quote Expires**  
03/31/2022

**Sales Agent**  
Devin Davis  
ddavis@minitech.com  
847-229-4044

**Nextiva, Inc.**  
8800 E. Chaparral Rd  
Suite 300  
Scottsdale, AZ 85250

Item Name	Quantity	One Time	Monthly
AP Nextiva Cloud Communications Enterprise: 36 Months \$34.95 1 Nextiva Cloud Communications Enterprise: Base User	1	\$0.00	\$34.95
AP Nextiva Cloud Communications Enterprise: 36 Months \$34.95 - Discount		\$0.00	(\$19.00)
NextOS Basic Extension \$14.95 Basic extension with limited features. MRC: \$14.95	165	\$0.00	\$2,466.75
NextOS Basic Extension \$14.95 - Discount		\$0.00	(\$1,155.00)
Nextiva Cloud Communications Enterprise: Additional User Nextiva Cloud Communications Enterprise: Additional User	179	\$0.00	\$6,256.05
Nextiva Cloud Communications Enterprise: Additional User - Discount		\$0.00	(\$3,401.00)
Yealink T33G Includes PSU (Power Supply) 4 Lines, 2.4 Inch 320 x 240-pixel color display with backlight, Dual Port Gigabit Ethernet, POE Support, Opus Codec	165	\$16,335.00	\$0.00
Yealink T33G Includes PSU (Power Supply) - Discount		(\$16,335.00)	\$0.00
Yealink T46U Includes PSU (Power Supply) 16 Lines 4.3 Inch 480 x 272 pixels Color Display, Dual Port Gigabit Ethernet, Dual USB Ports Support Wifi and	180	\$35,820.00	\$0.00

Yealink T46U Includes PSU (Power Supply) - Discount		(\$35,820.00)	\$0.00
vFax Bridge 1 Fax Bridge, 1 line analog fax adapter	15	\$2,250.00	\$0.00
		<b>* Sub Total</b>	<b>\$2,250.00 \$4,182.75</b>
		<b>Ground Shipping</b>	<b>\$1,810.00 \$0.00</b>
<b>Estimated Taxes and Fees</b>			
		<b>State E911 (VoIP)</b>	<b>\$0.00 \$517.50</b>
		<b>Local Sales Tax</b>	<b>\$50.75 \$0.00</b>
		<b>County Sales Tax</b>	<b>\$20.30 \$0.00</b>
		<b>State Sales Tax</b>	<b>\$253.75 \$0.00</b>
		<b>Local Communications Service Tax</b>	<b>\$0.00 \$152.95</b>
		<b>State Communications Service Tax</b>	<b>\$0.00 \$214.13</b>
		<b>Federal FUSF (VoIP)</b>	<b>\$0.00 \$162.07</b>
		<b>Federal FCC Regulatory Fee (VoIP)</b>	<b>\$0.00 \$2.58</b>
		<b>State Telecommunications Infrastructure Maintenance Fee</b>	<b>\$0.00 \$15.30</b>
		<b>E911 Fee</b>	<b>\$0.00 \$250.58</b>
		<b>Regulatory Recovery Fee</b>	<b>\$0.00 \$375.87</b>
		<b>Total Taxes and Fees</b>	<b>\$324.80 \$1,690.98</b>
		<b>Recurring Monthly Charge</b>	<b>\$5,873.73</b>
		<b>* Total Due Today</b>	<b>\$10,258.53</b>

\* Subject to applicable federal, state, and local taxes, surcharges and fees

# Trusted by businesses just like yours

Nextiva provides business communication solutions for companies  
of all sizes and in all industries



**AGENDA ITEM #X-D-2  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CONTRACT RENEWAL WITH PANOPTO, INC.  
FOR HOSTED VIDEO MANAGEMENT SOLUTION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves a three-year contract renewal with Panopto, Inc., for the services and training of a hosted video management solution at a total cost not to exceed \$50,070 (\$16,690 per year).

**BACKGROUND:** Highland started using Panopto in 2019 as the campus-wide solution to standardize, simplify, and streamline our video creation and management. Panopto is used to share Highland content, course instruction and materials, campus communications, and events.

Panopto became invaluable during the pandemic when asynchronous content delivery on any device was a necessity and has continued to be a resource for campus. In Fall 2021, Panopto logged 1,246 unique viewers who watched 2,179 hours of Highland content.

Renewing this contract will continue our service and support for another three years with no changes in cost.

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

Quote Number: Q-38364  
 Issued: Dec. 8, 2021  
 Expires: March 31, 2022



502 2nd Ave, Suite 1600  
 Seattle, WA 98104  
 USA

HIGHLAND COMMUNITY COLLEGE  
 2998 W PEARL CITY RD  
 FREEPORT, Illinois 61032

Quoted Subscription Term: 36 Months  
 Payment Terms: Net 30

## Year 1

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Panopto EDU Platform: 1000.FTE, Cloud, Jade	Packaged license and support plan that includes a cloud based VCMS with tools for recording, importing and editing media content. Maintenance and upgrades are provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students - user accounts and installations are not limited. Support plan details and usage hours are described below.	USD 16,690.00	USD 16,690.00
20	Hosting Usage Hours	Package of 5000 hours of usage time (a mix of recording or hours delivered), hours expire at the end of the license term. Multiply the number shown to the left in "quantity" column by 5,000 to get the total number of usage hours.	Included	USD 0.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *New customer online training (3 hours) *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included	USD 0.00
4	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included	USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included	USD 0.00
Year 1 TOTAL:				USD 16,690.00

## Year 2

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Panopto EDU Platform: 1000.FTE, Cloud, Jade	Packaged license and support plan that includes a cloud based VCMS with tools for recording, importing and editing media content. Maintenance and upgrades are provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students - user accounts and installations are not limited. Support plan details and usage hours are described below.	USD 16,690.00	USD 16,690.00
20	Hosting Usage Hours	Package of 5000 hours of usage time (a mix of recording or hours delivered), hours expire at the end of the license term. Multiply the number shown to the left in "quantity" column by 5,000 to get the total number of usage hours.	Included	USD 0.00

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QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *New customer online training (3 hours) *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included	USD 0.00
4	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included	USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included	USD 0.00
Year 2 TOTAL:				USD 16,690.00

## Year 3

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	Packaged license and support plan that includes a cloud based VCMS with tools for recording, importing and editing media content. Maintenance and upgrades are provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students - user accounts and installations are not limited. Support plan details and usage hours are described below.	USD 16,690.00	USD 16,690.00
20	Hosting Usage Hours	Package of 5000 hours of usage time (a mix of recording or hours delivered), hours expire at the end of the license term. Multiply the number shown to the left in "quantity" column by 5,000 to get the total number of usage hours.	Included	USD 0.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *New customer online training (3 hours) *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included	USD 0.00
4	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included	USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included	USD 0.00
Year 3 TOTAL:				USD 16,690.00

<b>GRAND TOTAL:</b>	USD 50,070.00
---------------------	---------------

This plan includes 300000 usage hours in total.

3-year term paid annually at the following rates:

**License Term Dates:**

(Year 1) 4/1/2022 - 3/31/2023: \$16,690

(Year 2) 4/1/2023 - 3/31/2024: \$16,690

(Year 3) 4/1/2024 - 3/31/2025: \$16,690

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Total: \$50,070

This Quote is subject to, and incorporated into, the applicable Panopto Order Form. If Customer is receiving an on-premises deployment, caption services, content conversion services, or content migration services, the applicable addendum found at <https://www.panopto.com/services-addenda/> will also apply.

Quoted prices are exclusive of any applicable taxes. If your organization is tax exempt, please provide your tax exempt ID on your purchase order. Taxable organizations should email [accounting@panopto.com](mailto:accounting@panopto.com) to verify whether taxes will be invoiced by Panopto. Credit card payments are subject to a processing fee. Contact [accounting@panopto.com](mailto:accounting@panopto.com) for all payment inquiries and [zfunk@panopto.com](mailto:zfunk@panopto.com) for questions about this quote. Fax POs to 800.931.5038 or send by email to [sales@panopto.com](mailto:sales@panopto.com). Pricing is valid through the Quote Expiration date. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is less, on all unpaid amounts 30 days past the due date. Federal Tax ID: 20-8374771.

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**AGENDA ITEM #X-D-3  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AMENDING PARTICIPATION  
IN THE LEE OGLE ENTERPRISE ZONE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Resolution amending participation in the Lee Ogle Enterprise Zone.

**BACKGROUND:** The College approved a Resolution on March 29, 2019, for the Lee Ogle Enterprise Zone. The new Resolution provides for extended abatement of property taxes based on the investment amount and job creation generated by projects implemented within the enterprise zone. The benefits included in the enhancement are being requested in order to maintain competitive with other local enterprise zones. Once a project is operational, there are annual reporting requirements to a third-party administrator and the abatement expires if the criteria are not being met.

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

**WHEREAS**, the County of Lee, the City of Dixon, the County of Ogle and the City of Rochelle adopted Ordinances with respect to the Lee Ogle Enterprise Zone and the Enterprise Zone Intergovernmental Agreement by and among the City of Dixon, Lee County, the City of Rochelle and Ogle County; and

**WHEREAS**, the Lee Ogle Enterprise Zone was certified by the State of Illinois, with an Enterprise Zone designation in effect from January 1, 2017, through December 31, 2031, subject to review by the Enterprise Zone Board after the 13th year of existence for an additional ten-year designation beginning on the expiration date of the Zone; and

**WHEREAS**, the parties have made several amendments, adding the City of Amboy, Village of Mount Morris, City of Oregon, Village of Ashton, and Village of Franklin Grove to the Lee Ogle Enterprise Zone and the Enterprise Zone Intergovernmental Agreement; and

**WHEREAS**, the Lee Ogle Enterprise Zone Advisory Board desires to expand local incentives to meet the needs of new and expanding industry in the Enterprise Zone; and

**WHEREAS**, the Designating Units of Government of the Lee Ogle Enterprise Zone are now seeking agreement with the Taxing Districts located within the boundaries of the Lee Ogle Enterprise Zone, to amend the district's previous resolutions, and adopt a tiered structure to abate real property taxes, pursuant to requirements in 35 ILCS 200/18-170; and,

**WHEREAS**, the real property tax abatements will apply only to economic development projects meeting specific criteria outlined below; and

**WHEREAS**, certain boundaries of the **HIGHLAND COMMUNITY COLLEGE DISTRICT** lie within an Enterprise Zone as outlined in "ADDENDUM A" of the designating ordinances and/or amending ordinances; and

**WHEREAS**, **HIGHLAND COMMUNITY COLLEGE DISTRICT** has previously passed a Resolution in support of incentives for the Enterprise Zone and desires to continue to offer incentives in the Enterprise Zone, while expanding incentives for higher impact projects, in accordance with the Enterprise Zone Act.

**NOW, THEREFORE, BE IT RESOLVED BY HIGHLAND COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES,**

**SECTION 1 - HIGHLAND COMMUNITY COLLEGE DISTRICT** hereby amends its previously passed **RESOLUTION** dated 3/29/2019 as provided herein.

**SECTION 2** – Section 2 of **RESOLUTION** dated 3/29/2019, titled "Section 2 – PROPERTY TAX ABATEMENT" is hereby deleted in its entirety, replaced with the following text, and shall read as follows:

**Section 2 – PROPERTY TAX ABATEMENT** Commencing on or after January 1, 2017, taxes on real property levied by the **HIGHLAND COMMUNITY COLLEGE DISTRICT** shall be abated on approved property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which improvements have been constructed as described below. In no event shall any abatement of taxes on any property exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such property.

**A) DEFINITIONS**

- 1) "Memorandum of Understanding" or "MOU" as defined herein is the written agreement between the Lee Ogle Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the Lee Ogle Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.
- 2) "Project Application" as defined herein is the written application for Zone benefits for job development and capital investment projects. The Project Application must be executed by the Applicant and submitted to the Zone Administrator (as hereafter defined) prior to the initiation of construction of the project. The Project Application provides information necessary for the Zone Administrator to verify eligibility for Enterprise Zone benefits including, but not limited to, property tax abatement and Sales Tax Exemption for Construction Materials in conjunction with the Illinois Department of Revenue processes and procedures in effect at the time of the Project Application.
- 3) "Eligible Project Types" as defined herein are those projects for uses conforming to the codified zoning districts and uses of the applicable Designating Unit of Government where the project is located. The specific zoning districts and types for each of the Designating Units of Government are as listed herein and as may be amended by local ordinance from time to time.
- 4) "Eligible Special Uses, Variations" as defined herein are considered Eligible Project Types when the Special Use or Variation is granted pursuant to local ordinance of the controlling Designating Unit of Government where the project is located.
- 5) "Commercial Multi-Family Residential Eligible Project Type" as defined herein are newly constructed multi-family residential projects where the buildings consist of six (6) units or more on a common foundation. For purposes of the Zone, these projects shall be considered commercial in nature and an Eligible Project type.
- 6) Exclusions – Residential projects, other than Commercial Multi-Family Residential Eligible Project Types shall be ineligible for any benefits herein established in the Zone.

7) **Abatement Tiers.** – **BASE ABATEMENT** is the abatement tier of six (6) years of abatement offered to all eligible projects. Commercial or Industrial projects meeting higher investment and job creation criteria, resulting in the construction or improvement of building space, manufacturing machinery, and other capital improvements in new or redesigned facilities, may also be eligible for **EXTENDED ABATEMENT** of four (4) additional years or **HIGH IMPACT ABATEMENT** of ten (10) additional years, as further defined here and in this ordinance. In total, the maximum term of available abatement is ten (10) years for **EXTENDED ABATEMENT** and sixteen (16) years for **HIGH IMPACT ABATEMENT**.

- A) **EXTENDED ABATEMENT** is an expanded abatement tier of four (4) additional years of abatement immediately following the **BASE ABATEMENT**, for those qualified projects occurring after January 1, 2021, investing at least \$50 million in capital, AND that will employ at least 75 new full-time workers.
- B) **HIGH IMPACT ABATEMENT** is an expanded abatement tier of ten (10) additional years of abatement immediately following the **BASE ABATEMENT**, for those qualified projects occurring after January 1, 2021, investing at least \$100 million in capital, AND that will employ at least 125 new full-time workers with an average annual non-managerial pay rate of \$50,000, exclusive of benefits.

**SECTION 3** – Section 3 of **RESOLUTION** dated 3/29/2019, titled “**Section 3 – DESIGNATING UNITS OF GOVERNMENT AND TAXING BODY PROPERTY TAX ABATEMENT POLICIES.**” is hereby deleted in its entirety, replaced with the following text, and shall read as follows:

**SECTION 3 - TAXING DISTRICT PROPERTY TAX ABATEMENT POLICIES.**

A) **BASE ABATEMENT** Commencing on or after January 1, 2017, taxes on real property levied by the **DESIGNATING UNITS OF GOVERNMENT** and **HIGHLAND COMMUNITY COLLEGE DISTRICT** shall be abated on approved property located within the Zone and upon which new improvements have been constructed as follows:

- 1) For taxes levied in years 1 through 6 of abatement: 50%.
- 2) Said abatement shall be for six (6) consecutive years beginning with the real estate taxes payable in the year following the first full year of a project's commercial operation after which said improvements have been made and fully assessed. Abatement for a specific project under **BASE ABATEMENT** will cease after the sixth year or upon expiration, termination or decertification of the Zone, whichever is sooner.

3) The above property tax abatement shall be applicable for Eligible Project Types for improvements to real property upon which new construction, improvements, renovation or rehabilitation, for which a building permit is required and one has been obtained, has been completed after January 1, 2017, and before the expiration, termination or decertification of the Zone, whichever is sooner. Abatement shall only apply to the incremental increase in taxes assessed as a result of the project and its related improvements.

Questions as to the eligibility of a project and resulting improvements will be decided by the Zone Administrator. The Zone Administrator shall consult with the Enterprise Zone Advisory Board as necessary.

4) **Regulatory and Legal Compliance.** Recipients of Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the applicable Designating Unit of Government where the project is located.

5) Upon the effective date of this resolution, all incentives, Enterprise Zone property tax abatements, general property tax abatements and benefits previously offered and in effect within the boundaries of the former Lee County Enterprise Zone #9 shall continue as originally awarded for the term of the newly designated Lee Ogle Enterprise Zone for the following groups:

A) Recipients of Zone property tax abatement benefits or incentives on the effective date of this resolution; or,

B) Projects which are proposed or under development on the effective date of this resolution, if the project owner demonstrates that the proposed project has been committed to locating or expanding in the Zone; or,

C) Projects where substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available as described in 1) and 2) above.

6) Applicants meeting qualification criteria outlined above must enter into a Memorandum of Understanding with the Zone through its Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the project and setting forth performance measures and enforcement provisions. The Zone Administrator is hereby authorized to enter such agreements on behalf of the Zone and its participating tax districts.

A) Recipients of property tax abatement must agree to maintain a minimum of 75% of the employment levels at the location as described in the Memorandum of Understanding for the term of abatement. Except as set forth in (D) below, failure to maintain a minimum of 75% of the employment levels for the entire term of the



abatement shall result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable DESIGNATING UNITS OF GOVERNMENT and other affected taxing districts.

- B) The Zone Administrator will annually monitor the performance of the recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.
- C) The Zone Administrator will also inform the recipient of required State of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Zone benefits.
- D) The Zone Administrator, after consultation with the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the recipient that may result in such recipient's insolvency or discharge of workers.

B) **EXTENDED ABATEMENT**— taxes on real property levied by the **DESIGNATING UNITS OF GOVERNMENT AND HIGHLAND COMMUNITY COLLEGE DISTRICT**, may be further abated on approved property of **EXTENDED ABATEMENT PROJECTS**, as defined by this resolution, and located within the Zone according to the following schedule and terms:

- 1) For taxes levied in years 7 through 10 of abatement: 50%.
- 2) **EXTENDED ABATEMENT** shall continue for the four (4) additional consecutive years immediately following the **BASE ABATEMENT** and will cease after the tenth total year of abatement, or upon expiration, termination or decertification of the Zone, whichever is sooner. Abatement shall only apply to taxes assessed on improvements.
- 3) Questions as to the eligibility of a project and resulting improvements will be decided by the Zone Administrator. The Zone Administrator shall consult with the Enterprise Zone Advisory Board as necessary.

- 1) Eligible Capital Investment and Job Creation shall occur within the Lee Ogle Enterprise Zone and within two years of its Memorandum of Understanding executed with



the Lee Ogle Enterprise Zone Administrator outlining such investment and job creation.

- 4) Regulatory and Legal Compliance: Recipients of Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the applicable Designating Unit of Government where the project is located.
- 5) Applicants meeting qualification criteria must enter into a Memorandum of Understanding with the Zone through its Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the project and setting forth performance measures and enforcement provisions. The Zone Administrator is hereby authorized to enter such agreements on behalf of the Zone and its participating tax districts.
  - A) Recipients of EXTENDED ABATEMENT shall agree to maintain a minimum of 95% of the employment levels at the location as described in the Memorandum of Understanding for the total ten (10) year term of abatement. Except as set forth in (E) below, failure to do so shall result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable Designating Units of Government and other affected taxing districts.
  - B) During the term of abatement, recipients shall provide an annual third-party affidavit in form and content acceptable to the Administrator delineating the capital investment, number of employees at the subject business, pay rates, whether part or full time, and any other information required in compliance with this MOU or the Enterprise Zone Act.
  - C) The Zone Administrator will annually monitor the performance of the recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.
  - D) The Zone Administrator will also inform the recipient of required State of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Zone benefits.
  - E) The Zone Administrator, after consultation with the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the recipient that may result in such recipient's insolvency or discharge of workers.

F) Owners of property currently receiving BASE ABATEMENT and where a new project is defined as EXTENDED ABATEMENT by this resolution, may execute a Memorandum of Understanding (MOU) with the zone administrator outlining EXTENDED ABATEMENT prior to the expiration of BASE ABATEMENT. Where an existing BASE ABATEMENT is in effect, that project qualified for EXTENDED ABATEMENT shall be eligible for continuation of the remaining BASE ABATEMENT when incorporated into an MOU between the owner and the zone administrator.

C) **HIGH IMPACT ABATEMENT**— taxes on real property levied by the DESIGNATING UNITS OF GOVERNMENT AND HIGHLAND COMMUNITY COLLEGE DISTRICT, may be further abated on approved property of HIGH IMPACT ABATEMENT PROJECTS, as defined by this resolution, and located within the Zone according to the following schedule and terms:

1) For taxes levied in years 7 through 16 of abatement: 50%.

2) HIGH IMPACT ABATEMENT shall continue for the ten (10) additional consecutive years immediately following the BASE ABATEMENT and will cease after the sixteenth total year of abatement or upon expiration, termination or decertification of the Zone, whichever is sooner. Abatement shall only apply to taxes assessed on improvements.

3) Questions as to the eligibility of a project and resulting improvements will be decided by the Zone Administrator. The Zone Administrator shall consult with the Enterprise Zone Advisory Board as necessary.

4) Regulatory and Legal Compliance. Recipients of Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the applicable Designating Unit of Government where the project is located.

5) Applicants meeting qualification criteria must enter into a Memorandum of Understanding with the Zone through its Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the project and setting forth performance measures and enforcement provisions. The Zone Administrator is hereby authorized to enter such agreements on behalf of the Zone and its participating tax districts.

A) Recipients of HIGH IMPACT ABATEMENT shall agree to maintain a minimum of 95% of the employment levels at the location as described in the Memorandum of Understanding for the total sixteen (16) year term of abatement. Except as set forth in (E) below, failure to maintain a minimum of 95% of the employment levels for the entire term of the

abatement shall result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable Designating Units of Government and other affected taxing districts.

B) During the term of abatement, recipients shall provide an annual third-party affidavit in form and content acceptable to the Administrator delineating the capital investment, number of employees at the subject business, pay rates, whether part or full time, and other information required in compliance with this MOU or the Enterprise Zone Act.

C) The Zone Administrator will annually monitor the performance of the recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.

D) The Zone Administrator will also inform the recipient of required State of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Zone benefits.

E) The Zone Administrator, after consultation with the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the recipient that may result in such recipient's insolvency or discharge of workers.

F) Owners of property currently receiving BASE ABATEMENT and where a new project is defined as HIGH IMPACT ABATEMENT by this resolution, may execute a Memorandum of Understanding (MOU) with the zone administrator outlining HIGH IMPACT ABATEMENT prior to the expiration of BASE ABATEMENT. Where an existing BASE ABATEMENT is in effect, that project qualified for HIGH IMPACT ABATEMENT shall be eligible for continuation of the remaining BASE ABATEMENT when incorporated into an MOU between the owner and the zone administrator

**SECTION 4 -** In all other respects **RESOLUTION** dated 3/29/2019, shall remain in full force and effect.

**SECTION 5 - CONFLICTING LANGUAGE.** All Resolutions or parts of Resolutions conflicting with any provisions of this Resolution shall be and are hereby repealed.

**SECTION 6 - EFFECTIVE DATE.** This Resolution shall be in effect from the date of and after its passage, approval and recording by the Illinois Department of Commerce and Economic Opportunity, according to law.

**PRESENTED, PASSED, APPROVED AND RECORDED this \_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Chair, Board of Trustees**

**Attest:**

\_\_\_\_\_  
**Secretary, Board of Trustees**

**AGENDA ITEM #X-D-4  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – TUITION**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that Board of Trustees approves for first reading an increase in the in-district tuition rate from \$146.00 per credit hour to \$151.00 per credit hour effective Fall semester of 2022. In addition, it is recommended that Board of Trustees approves for first reading an increase in the senior citizen rate from \$111.00 to \$113.00 per credit hour effective Fall semester 2022. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2022 tuition rates at community colleges contiguous to Highland have been determined.

**BACKGROUND:** For the past three fiscal years, State funding has represented only about 10% 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 FY20, FY21, or FY22. In addition, expenses have been reduced and transfers from other funds have been utilized to support the budget.

A \$151 tuition rate effective Fall semester of 2022 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 FY23, 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 the prior five-year trend in College actual results (3% reduction in revenues, 2% reduction in expenses) result in the need to utilize the fund balance to offset a deficit budget. 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 \$138.

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

**AGENDA ITEM #X-D-5  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID  
RESTROOM RENOVATION PROJECT IN BUILDINGS "T"  
(DOROTHY AND RC CLOCK TECHNOLOGY CENTER) AND  
"F" (FERGUSON FINE ARTS CENTER)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Larson and Larson Builders, Loves Park, IL for \$462,650 for the bond-funded Restroom Renovation Project in buildings "T" (Dorothy and RC Clock Technology Center) and "F" (Ferguson Fine Arts Center). This bid is above the projected budget for the project.

**BACKGROUND:** Buildings "T" and "F" were built in 1974. Since their construction, there have been no upgrades to the restrooms in either building, making them the oldest restrooms on campus. This project will remove and replace all plumbing hardware and fixtures, partition walls, tile on floors and walls, and ceilings and lighting. Budgeting for this project was based on a similar project in 2016 with 5% per year added for cost escalation. Normally, this would be an accurate estimate. In this case, the budgeting was done prior to the Covid-19 pandemic when the list of bond-funded projects was created and approved. We believe that inflation caused by the pandemic has significantly increased the project costs and we do not anticipate a significant reduction in costs for the foreseeable future. Fortunately, we expect to be under budget on another recently completed bond-funded project by an amount that will safely cover the increased cost for this project, allowing us to continue with the restroom renovations.

This project was included in the fiscal year 2020 Bond project list.

The bid was advertised, with eight bids being submitted.

Bids were opened at 11:00 a.m. on January 5, 2022.

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



January 3, 2022

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

Re: Restroom Renovation Project at Buildings "F" and "T" for  
Highland Community College (RLJA# 22-026)

Dear Jill:

On January 5, 2022, bids were received for the Restroom Renovation Project at Buildings "F" and "T". Bids were received from eight General Contractors. The low Base Bid was \$462,650.00 and was submitted by Larson and Larson Builders.

See bid tab attached.

The estimated cost for the Base Bid was \$350,000.00. This estimate was based on taking the sf cost from the last toilet room renovation project and escalating the cost 5% per year.

We have worked with Larson and Larson Builders on successful projects in the past.

We recommend awarding the project to Larson and Larson Builders 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.

A handwritten signature in black ink, appearing to read "Scott R. Johnson".

Scott R. Johnson, AIA, LEED AP  
Project Architect  
cc: 21-026 file



January 5, 2022

**Restroom Renovations -  
Bldgs "F" and "T"  
Highland Community College**

RLJA #21-026

<b>BIDDERS</b>	<b>BID GUAR.</b>	<b>ADDM RCPT.</b>	<b>SITE INSPECT</b>	<b>BASE BID</b>	<b>UNIT PRICES</b>
					Install thin-set ceramic tile
<b>Bennett Construction</b> P.O. Box 370 Pecatonica, IL 815-239-2660	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$620,392</b>	<b>\$2.66</b>
<b>Gehrke Construction</b> 421 Grove Street DeKalb, IL 815-784-9116	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$552,500</b>	<b>\$5.00</b>
<b>Larson &amp; Larson Bldrs</b> 5612 Industrial Ave. Loves Park, IL 815-633-1773	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$462,650</b>	<b>\$5.00</b>
<b>Nicam Construction</b> 3143 Business 20 W Freeport, IL 815-616-8126	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$529,612</b>	<b>\$2.50</b>
<b>Ringland-Johnson, Inc.</b> 1725 Huntwood Drive Cherry Valley, IL 815-332-8634	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$574,000</b>	<b>\$7.00</b>
<b>Rockford Structures</b> 10540 N. 2nd St. Machesney Pk, IL 815-633-6161	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$572,793</b>	<b>\$2.62</b>
<b>Sjostrom &amp; Sons</b> 1129 Harrison Avenue Rockford, IL 815-316-3695	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$575,000</b>	<b>\$4.00</b>
<b>Winter Construction</b> 1840 S. Walnut Avenue Freeport, IL 815-801-5304	<b>5%</b>	<b>2</b>	<b>Yes</b>	<b>\$686,000</b>	<b>\$7.00</b>

**AGENDA ITEM #X-D-6  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**IMPLEMENTATION OF COMPENSATION STUDY ADJUSTMENTS AND  
SALARY RANGE PLACEMENTS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached salary adjustments resulting from a recent compensation study for administrative, professional, and non-union classified positions effective January 1, 2022. The cost of the total amount of the adjustments will not exceed \$35,000 for FY22. Support of adjustments for eligible grant employees will be determined following a review of grant funds. In addition, it is recommended the Board of Trustees approves the attached Salary Range Table showing revised placements for positions based on market data obtained or as a result of recent Illinois minimum wage increases.

**BACKGROUND:** Public Sector Personnel Consultants conducted a comprehensive compensation study of Highland's regular administrative, professional, and non-union classified positions in FY18, with implementation of salary adjustments in FY20. It is recommended that following a comprehensive market study, the organization review market data on an annual basis to continue to maintain competitive ranges and salaries. Public Sector recommended that one-third of positions be completed annually so that all positions are reviewed in a three-year period. Due to COVID, a review of positions was not conducted in FY21. The Classification and Compensation Review Team (CCRT) reviewed over half of the positions in FY22 and will review the remaining positions in FY23 so that they are all evaluated in a two-year period.

Following obtainment of market data from national, regional, and local employers, benchmarked positions were placed on Highland's Salary Range Table to the closest mid-point. These benchmarked positions were then utilized to determine un-benchmarked position placements. Internal equity was also considered. In some cases, range placements were modified to more closely align the minimum of the range to Illinois' minimum wage rate or to address significant compression as a result of the minimum wage increase. On the Highland Salary Range Table 5, those positions that were part of the market study have an asterisk next to their job title. If a change in range placement is recommended, the range that the position was previously placed at is noted under the Prior Range Placement column. If positions were placed appropriately according to the market data, no change was made in placement on the Salary Range Table.

The recommended salary for individual employees is based on the position's placement on the Salary Range Table and their years of internal service credit. The recommendation utilizes a 1.5% in-range target adjustment for each year of experience. In some cases, increases are capped in order to stay within the SURS 6% rule guidelines. In these situations, current circumstances will be evaluated each year to determine eligibility for future salary adjustments. In any case, an annual salary increase will not exceed a 6% increase during any given fiscal year.

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

**HCC FY2022 Salary Plan Table 8  
Recommended Salary Changes**

Employee Name	Department	Class Code	Job Title	Current Annual Salary	New FY22 Annual Salary Effective 1/1/22	
Atz, Julie	Cafeteria	4510	Cafeteria Manager	\$28,707	\$28,578	
Boettcher, Hope	Human Resources	2208	HR Specialist	\$38,808	\$38,207	
Bradt, Jeremy	Admissions & Records	8210	Director, Enrollment and Records	\$68,131	\$70,780	
Conway, Ellen	Business Office	3205	Coordinator, Student Accounts	\$38,870	\$39,237	
Cornelius, Andria	Business Office	3215	Coordinator, Accounting	\$40,708	\$43,555	
Curry, Kerstin	Admissions & Records	4208	Student Information Specialist	\$28,371	\$28,898	
Dvorak, Susie	Admissions & Records	4208	Student Information Specialist	\$37,731	\$40,227	
Fink, Pete	ITS	6228	Director, Information Technology Services	\$73,893	\$78,852	
Groshans, Beth	Student Advising	4108	Student Advisor	\$43,884	\$47,041	
Gunderson, Michael	Audio Visual	2305	Audio Visual Specialist	\$43,347	\$45,371	
Hooper, Michaela	Admissions & Records	4205	Student Information Assistant	\$28,478	\$27,882	
Kiever, Paige	Admissions & Records	4208	Student Information Specialist	\$29,890	\$31,982	
Leahy, Brian	ITS	2308	ITS Support Specialist, Lead	\$46,550	\$48,182	
Lewis, Christie	Human Resources	2210	HRIS Administrator/Human Resources Generalist	\$53,410	\$57,149	
Lloyd, Mary	Business Office	3220	Manager, Accounting	\$53,887	\$57,838	
Musso, Anthony	Career Services	4109	Coordinator, Career Services	\$44,988	\$45,059	
Norman, Pete	Athletics	8110	Director, Athletics & Physical Education	\$80,842	\$88,287	
Pittluck, Bruce	ITS	2803	ITS Support Specialist	\$35,984	\$37,904	
Potter, Patti	ITS	2316	Administrative Applications Administrator	\$69,439	\$63,882	
Schalble, Sam	Admissions & Records	4215	Outreach, Dual Credit and Workforce Pathways Coordinator	\$43,856	\$46,712	
Schulz, Vicki	Student Advising	4107	Student Advisor [Transfer Coordinator]	\$49,445	\$52,808	
Thurman, Michelle	Institutional Research	8220	Director, Institutional Research	\$71,494	\$76,499	
Warfield, Sarah	Institutional Research	2311	Institutional Research Data Reporting Analyst	\$48,128	\$49,355	
Weich, Renee	Payroll	3211	Payroll Specialist	\$41,983	\$44,888	
Bertram, Wes	Project Succeed	4108	Student Advisor	\$38,454	\$41,148	GRANT
Moore, Brian	Project Succeed	4108	Student Advisor	\$45,777	\$48,981	GRANT

**Highland Community College FY2022**  
**Salary Plan Table 5 - Salary Ranges Per Job Class - (Job Class Order)**

Class Code	Occupational Job Families and Job Classes	Salary Range	Minimum	Midpoint	Maximum	Prior Range Placement
<b>1000</b>	<b><u>Clerical and Office Series</u></b>					
1100	Clerical and Office Support Group					
1109	Administrative Assistant	20	\$28,511	\$35,639	\$42,768	
1110	Office Coordinator	21	\$29,936	\$37,421	\$44,905	
1112	Executive Assistant- Non-Exempt	24	\$34,655	\$43,319	\$51,983	
1113	Executive Assistant (Board)	26	\$38,207	\$47,759	\$57,311	
<b>2000</b>	<b><u>General Administrative Series</u></b>					
2100	Facilities Group					
2109	Facilities and Safety Assistant	21	\$29,936	\$37,421	\$44,905	
2200	Human Resources Group					
2209	Human Resources Specialist	26	\$38,207	\$47,759	\$57,311	24
2210	HRIS Administrator/Human Resources Generalist	29	\$44,230	\$55,287	\$66,345	27
2300	Information Technology Group					
2303	ITS Support Specialist*	24	\$34,655	\$43,319	\$51,983	22
2305	ITS Support Specialist, Media Systems	26	\$38,207	\$47,759	\$57,311	24
2308	ITS Support Specialist, Lead	26	\$38,207	\$47,759	\$57,311	24
2311	Institutional Research Data Reporting Analyst	28	\$42,124	\$52,654	\$63,185	26
2316	Administrative Applications Administrator	32	\$51,201	\$64,002	\$78,802	31
2317	Network Administrator	32	\$51,201	\$64,002	\$78,802	31
2319	Database Administrator/Systems Administrator	35	\$59,272	\$74,090	\$88,906	32
2400	Marketing & Community Relations Group					
2410	Communications Specialist	21	\$29,936	\$37,421	\$44,905	
2412	Digital Media and Creative Specialist	24	\$34,655	\$43,319	\$51,983	
2500	Library and Learning Media Group					
2508	Academic Technology Resources Assistant	21	\$29,936	\$37,421	\$44,905	16
2509	Coordinator, Academic Technology Resources	31	\$48,763	\$60,954	\$73,145	26
2511	Library Specialist	19	\$27,153	\$33,942	\$40,730	18
<b>3000</b>	<b><u>Financial and Accounting Series</u></b>					
3100	Financial Aid Group					
3102	Financial Aid Assistant	19	\$27,153	\$33,942	\$40,730	17
3105	Financial Aid Specialist I	22	\$31,433	\$39,292	\$47,150	
3109	Financial Aid Specialist II	25	\$36,388	\$45,485	\$54,582	24
3200	Accounting Group					
3202	Student Accounts Specialist, Technical Support	23	\$33,005	\$41,256	\$49,507	22
3205	Coordinator, Student Accounts	23	\$33,005	\$41,256	\$49,507	22
3211	Payroll Specialist	24	\$34,655	\$43,319	\$51,983	22
3216	Coordinator, Accounting	24	\$34,655	\$43,319	\$51,983	22
3220	Manager, Accounting	31	\$48,763	\$60,954	\$73,145	26
<b>4000</b>	<b><u>Student Support Services Series</u></b>					
4100	Academic Advising Group					
4109	Student Advisor	26	\$42,124	\$52,654	\$63,185	24
4107	Student Advisor (Transfer)	30	\$48,441	\$60,052	\$69,662	26
4108	Coordinator, Career Services	29	\$44,230	\$55,287	\$66,345	28
4200	Admissions Group					
4205	Student Information Assistant	19	\$27,153	\$33,942	\$40,730	17
4206	Student Information Specialist	21	\$29,936	\$37,421	\$44,905	18
4215	Outreach, Dual Credit and Workforce Pathways Coordinator	26	\$42,124	\$52,654	\$63,185	26
4300	Athletic and Arts Group					
4310	Coordinator, Women's Athletics	25	\$36,388	\$45,485	\$54,582	23
4312	Fine Arts Technical Coordinator	24	\$34,655	\$43,319	\$51,983	23
4400	Bookstore Group					
4405	Bookstore Assistant	17	\$24,629	\$30,786	\$36,943	12
4418	Bookstore Manager	26	\$38,207	\$47,759	\$57,311	
4500	Cafeteria Group					
4506	Cafeteria Assistant	17	\$24,629	\$30,786	\$36,943	11
4508	Cafeteria Assistant Manager	20	\$28,511	\$35,639	\$42,768	17
4510	Cafeteria Manager	23	\$33,005	\$41,256	\$49,507	21
4700	Learning Services Group					
4705	Testing and Career Services Specialist	22	\$31,433	\$39,292	\$47,150	
4708	Coordinator, Testing Center and Tutoring Services	27	\$40,118	\$50,147	\$60,176	
4710	Coordinator, Student Success	27	\$40,118	\$50,147	\$60,176	

**Highland Community College FY2022**  
**Salary Plan Table 5 - Salary Ranges Per Job Class - (Job Class Order)**

Class Code	Occupational Job Families and Job Classes	Salary Range	Minimum	Midpoint	Maximum	Prior Range Placement
4800	Student Support Services Group					
4813	* Student Retention Specialist	21	\$29,936	\$37,421	\$44,905	
4814	* Coordinator, Disability Services	27	\$40,118	\$50,147	\$60,176	
<b>5000</b>	<b><u>Community and Partnership Series</u></b>					
5200	Servant Leadership Group					
5210	Coordinator, High School Servant Leadership Program	25	\$36,388	\$45,485	\$54,582	
5300	Business Institute & Conference Center Group					
5310	Coordinator, Conference Center and Business Institute	23	\$33,005	\$41,256	\$49,507	
5312	Coordinator, Business Training	28	\$38,207	\$47,759	\$57,311	
5400	Lifelong Learning Group					
5420	* Coordinator, Lifelong Learning Program and Business Training	28	\$42,124	\$52,654	\$63,185	28
<b>6000</b>	<b><u>Administrative Series</u></b>					
6100	Academic Group					
6110	* Director, Athletics & Physical Education	35	\$59,272	\$74,090	\$88,908	33
6112	* Dean, Natural Science & Mathematics	39	\$72,046	\$90,057	\$108,068	
6128	* Dean, Nursing & Allied Health	39	\$72,046	\$90,057	\$108,068	
6130	* Dean, Humanities, Social Sciences and Fine Arts	39	\$72,046	\$90,057	\$108,068	
6200	Administrator Group					
6210	* Director, Enrollment and Records	35	\$59,272	\$74,090	\$88,908	33
6215	* Director, Financial Aid	35	\$59,272	\$74,090	\$88,908	
6220	* Director, Institutional Research	36	\$62,236	\$77,795	\$93,353	34
6226	* Director, Information Technology Services	41	\$79,430	\$99,286	\$119,145	37
6230	* Director, Facilities and Safety	37	\$65,347	\$81,684	\$98,021	36
6240	* Director, Retention and Learning and Services	38	\$62,236	\$77,795	\$93,353	
6245	* Director, Marketing and Community Relations	38	\$68,615	\$85,789	\$102,922	36
6250	* Director, Human Resources	40	\$75,648	\$94,580	\$113,472	37
6300	Executive Group					
6315	VP, Business, Technology and Community Programs	42	\$83,402	\$104,252	\$125,103	
6320	VP/CAO, Academic Services	45	\$96,548	\$120,685	\$144,822	
6325	VP/CFO, Administrative Services	45	\$96,548	\$120,685	\$144,822	
6330	VP/CSSO, Student Development and Support Services	45	\$96,548	\$120,685	\$144,822	
<b>7000</b>	<b><u>Officer Series (Reqs Formal Appt per Law/Regs)</u></b>					
7110	EEO/Affirmative Action Officer					
7120	HIPAA Privacy Officer					
7130	Identity Theft Officer					
7140	Behavioral Intervention Officer					
<b>8000</b>	<b><u>Academic Series</u></b>					
8100	Health, Natural Science and Mathematics Group					
8103	Natural Science Lab Assistant	21	\$29,936	\$37,421	\$44,905	
8105	Coordinator, Nursing and Allied Health	29	\$44,230	\$55,287	\$66,345	
	<b>GRANT POSITIONS</b>					
<b>1000</b>	<b><u>Clerical and Office Series</u></b>					
1100	Clerical and Office Support Group					
1109	Administrative Assistant	20	\$28,511	\$35,639	\$42,766	
<b>3000</b>	<b><u>Financial and Accounting Series</u></b>					
3200	Accounting Group					
3210	* Fiscal/Data Analyst, Adult Education	24	\$34,655	\$43,319	\$51,983	22
<b>4000</b>	<b><u>Student Support Services Series</u></b>					
4100	Academic Advising Group					
4108	* Student Advisor	28	\$42,124	\$52,654	\$63,185	24
4900	Upward Bound Group					
4930	Coordinator, Upward Bound	25	\$36,388	\$45,485	\$54,582	
4935	Educational Specialist, Upward Bound	22	\$31,433	\$39,292	\$47,150	
<b>5000</b>	<b><u>Community and Partnership Series</u></b>					
5100	Adult Education Group					
5110	Coordinator, Literacy and ESL Programs	22	\$31,433	\$39,292	\$47,150	
5112	Coordinator, Instructional Services	25	\$36,388	\$45,485	\$54,582	

**Highland Community College FY2022**  
**Salary Plan Table 5 - Salary Ranges Per Job Class - (Job Class Order)**

Class Code	Occupational Job Families and Job Classes	Salary Range	Minimum	Midpoint	Maximum	Prior Range Placement
5118	Director, Retired Senior Volunteer Program (RSVP)	28	\$42,124	\$52,664	\$63,185	
5600	Workforce Pathways Group					
5605	Workforce Pathways Specialist	20	\$28,511	\$35,639	\$42,766	
<u>6000</u>	<u>Administrative Series</u>					
6200	Administrator Group					
6255	Director, Adult Education Programs	33	\$53,761	\$67,202	\$80,642	
6260	Director, TRIO Services	33	\$53,761	\$67,202	\$80,642	

**AGENDA ITEM #X-D-7  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT  
NOVEMBER 2021**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 2021 bills, including Board travel.

**RESOLUTION:** Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 350311 through 350637 amounting to \$601,322.14, Automated Clearing House (ACH) debits W0000624 amounting to \$29,436.92, Other Debits D0000110 amounting to \$62.36 and Electronic Refunds of \$6,195.00, with 4 adjustments of \$7,590.68, such warrants amounting to \$629,425.74. Transfers of funds for payroll amounted to \$579,027.27.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$29,436.92. Other Debits consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

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



**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, November 30, 2021**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$283,299.90	\$1,833.36	\$0.00	\$285,133.26
FIFTH THIRD	31,612.25	0.00	0.00	31,612.25
UNION LOAN AND SAVINGS	176,020.49	0.00	0.00	176,020.49
<b>TOTAL ASSETS</b>	<b>\$490,932.64</b>	<b>\$1,833.36</b>	<b>\$0.00</b>	<b>\$492,766.00</b>
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	65,204.86			65,204.86
1017 HCC ROAD AND LOT	97,781.81			97,781.81
1018 YMCA ROAD AND LOT	89,614.54	1,833.36		91,447.90
1019 YMCA BLDG/MAINT	37,493.78			37,493.78
1020 HCC BLDG/MAINT	68,972.13			68,972.13
1021 YMCA/HCC INTEREST	100,253.27			100,253.27
1022 HCC SECTION 125 PLAN	31,612.25			31,612.25
1023 Ic3SP CAREER SERVICES	0.00			0.00
<b>TOTAL</b>	<b>\$490,932.64</b>	<b>\$1,833.36</b>	<b>\$0.00</b>	<b>\$492,766.00</b>

**AGENDA ITEM #X-D-8  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT  
DECEMBER 2021**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 2021 bills, including Board travel.

**RESOLUTION:** Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 350638 through 350954 amounting to \$647,287.29, Automated Clearing House (ACH) debits W0000625 amounting to \$31,643.42, Other Debits D0000111 amounting to \$24,400.00 and Electronic Refunds of \$5,366.00, with 8 adjustments of \$7,316.25, such warrants amounting to \$701,380.46. Transfers of funds for payroll amounted to \$824,048.64.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$31,643.42. Other Debits consist of bookstore buyback. Electronic Refunds are issued to students. December had three payrolls.

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

**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, December 31, 2021**

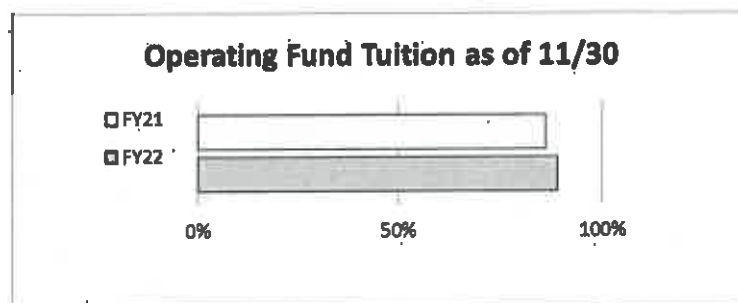
	<b>PREVIOUS BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
<b>US BANK</b>	\$285,133.26	\$916.68	\$0.00	\$286,049.94
<b>FIFTH THIRD</b>	31,612.25	0.00	0.00	31,612.25
<b>UNION LOAN AND SAVINGS</b>	176,020.49	96.40	0.00	176,116.89
<b>TOTAL ASSETS</b>	<b>\$492,766.00</b>	<b>\$1,013.08</b>	<b>\$0.00</b>	<b>\$493,779.08</b>
<b>1010 HCC ORCHESTRA</b>	\$0.00			\$0.00
<b>1011 TRANSFER FUNDS</b>				
<b>1012 FORENSICS SCHOLAR</b>	0.00			0.00
<b>1013 INTEREST ON INVEST.</b>				
<b>1014 TRUSTS AND AGENCIES</b>				
<b>1015 CARD FUND</b>				
<b>1016 DIST #145 ROAD AND LOT</b>	65,204.86			65,204.86
<b>1017 HCC ROAD AND LOT</b>	97,781.81			97,781.81
<b>1018 YMCA ROAD AND LOT</b>	91,447.90	916.68		92,364.58
<b>1019 YMCA BLDG/MAINT</b>	37,493.78			37,493.78
<b>1020 HCC BLDG/MAINT</b>	68,972.13			68,972.13
<b>1021 YMCA/HCC INTEREST</b>	100,253.27	96.40		100,349.67
<b>1022 HCC SECTION 125 PLAN</b>	31,612.25			31,612.25
<b>1023 Ic3SP CAREER SERVICES</b>	0.00			0.00
<b>TOTAL</b>	<b>\$492,766.00</b>	<b>\$1,013.08</b>	<b>\$0.00</b>	<b>\$493,779.08</b>

**AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22**

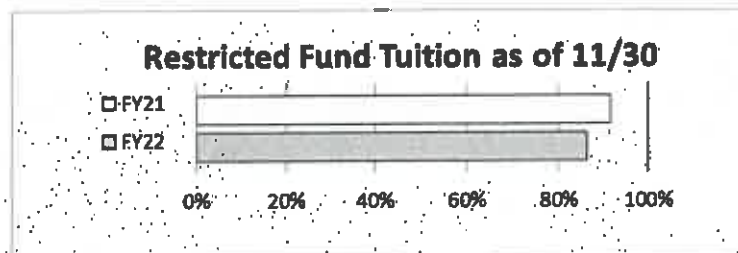
**TREASURER'S REPORT  
STATEMENTS OF REVENUE, EXPENDITURES &  
CHANGES IN FUND BALANCE**

**Results as of November 30, 2021**

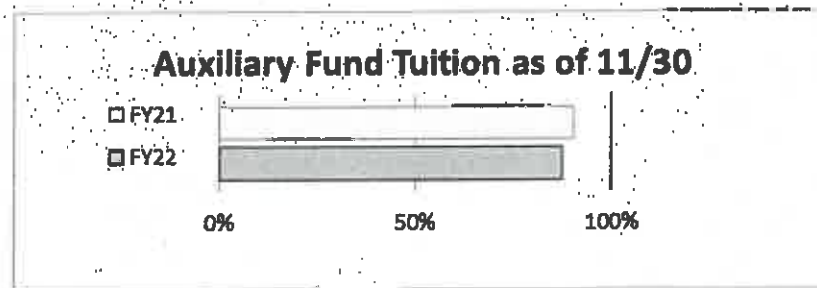
- The following charts show the comparison of the FY22 financial results for various items, as labeled, to FY21 results as of November 30. The FY21 bar is the year-to-date results as of November 30, 2020, divided by the actual year-end results for FY21. The FY22 bar is the year-to-date results for November 30, 2021, divided by the annual budgeted amount for FY22.



Operating Fund tuition revenue appears to be about 3% higher than anticipated at this point in time. If Operating Fund tuition revenue is 3% more than budgeted for the fiscal year, that amounts to about \$132,000.



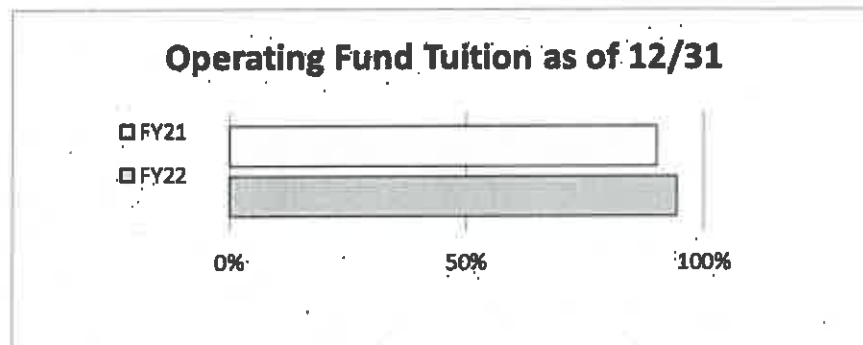
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 5% less than anticipated at this point in time. If Restricted Fund tuition revenue is 5% less than budgeted for the fiscal year that amounts to about \$30,000.



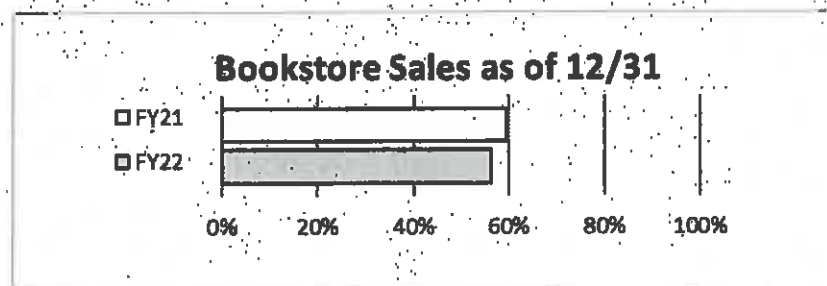
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 3% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 3% less than budgeted for the fiscal year, that amounts to about \$14,000.

### Results as of December 31, 2021

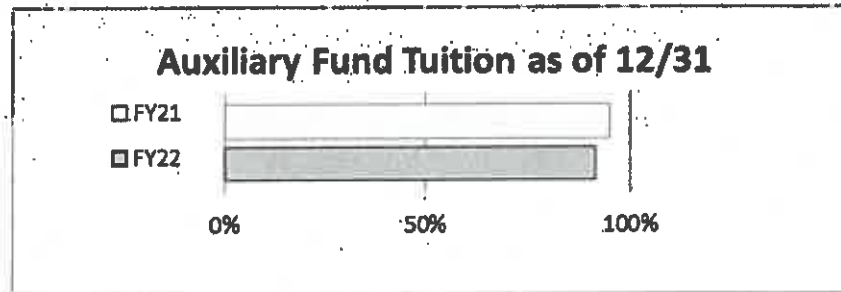
The following charts show the comparison of the FY22 financial results for various items, as labeled, to FY21 results as of December 31. The FY21 bar is the year-to-date results as of December 31, 2020, divided by the actual year-end results for FY21. The FY22 bar is the year-to-date results for December 31, 2021, divided by the annual budgeted amount for FY21.



Operating Fund tuition revenue appears to be about 4% higher than anticipated at this point in time. If Operating Fund tuition revenue is 4% more than budgeted for the fiscal year, that amounts to about \$176,000.



Bookstore sales appear to be about 3% lower than anticipated at this point in time. If sales are 3% less than budgeted for the fiscal year, that amounts to about \$13,500.



Auxiliary Fund tuition revenue appears to be about 4% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 4% less than budgeted for the fiscal year, that amounts to about \$19,000.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2022 semester, variances from budget will be analyzed.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

# **November 2021**

## **Financials**



AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE  
FY22

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021

REVENUE:	Budget	Year- to-Date	Percent
Local Taxes	\$6,770,780	\$3,351,604	49.5%
Credit Hour Grants	1,232,526	569,394	46.2%
Equalization	50,000	20,833	41.7%
ICCB Career/Tech Education	128,361	-	0.0%
ICCB Performance	-	4,495	0.0%
CPP Replacement Tax	625,000	240,345	38.5%
Federal Sources	55,000	22,019	40.0%
Tuition & Fees	4,410,000	3,922,041	88.9%
Sales & Services	27,150	11,033	40.6%
Facilities Revenue	111,550	38,601	34.6%
Interest on Investments	7,000	399	5.7%
Non-Govt. Gifts, Grants	300,000	16,104	5.4%
Miscellaneous	44,626	60,865	136.4%
<b>Total Revenue</b>	<b>\$13,761,993</b>	<b>\$8,257,733</b>	<b>60.0%</b>
EXPENDITURES:			
Salaries	\$9,699,734	\$3,792,398	39.1%
Employee Benefits	2,312,285	1,149,664	49.7%
Contractual Services	865,583	440,277	50.9%
Materials & Supplies	866,357	373,787	43.1%
Conference & Meeting	252,197	65,832	26.1%
Fixed Charges	59,700	37,277	62.4%
Utilities	659,325	639,646	97.0%
Capital Outlay	49,225	28,524	100.0%
Other Expenditures	142,356	176,815	124.2%
Federal Relief Lost Revenue	(988,531)	-	0.0%
Transfers (In) Out	(156,238)	-	0.0%
<b>Total Expenditures</b>	<b>\$13,761,993</b>	<b>\$6,704,220</b>	<b>48.7%</b>
Excess of Revenues Over Expenditures	\$0	\$1,553,513	
Fund Balance 7/1/21	5,734,337	5,734,337	
Fund Balance 11/30/21	\$5,734,337	\$7,287,850	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$921,000	\$456,479	49.6%
Interest	-	11	100.0%
Total Revenue	\$921,000	\$456,490	100.0%
EXPENDITURES:			
Contractual Services	182,800	213	0.0%
Materials & Supplies	-	148	100.0%
Capital Outlay	4,798,078	1,484,817	30.9%
Total Expenditures	\$4,980,878	\$1,485,178	29.8%
Excess of Revenues Over Expenditures	(\$4,059,878)	(\$1,028,688)	
Fund Balance 7/1/21	\$4,725,092	\$4,725,092	
Fund Balance 11/30/21	\$665,214	\$3,696,404	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

AUXILIARY ENTERPRISE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$478,000	\$418,454	87.5%
Bookstore Sales	450,000	238,041	52.9%
Athletics	41,040	9,222	22.5%
Other	123,166	66,252	53.8%
<b>Total Revenue</b>	<b>\$1,092,206</b>	<b>\$731,969</b>	<b>67.0%</b>
EXPENDITURES:			
Salaries	\$322,217	\$123,938	38.5%
Employee Benefits	33,313	16,619	49.9%
Contractual Services	92,984	41,166	44.3%
Materials & Supplies	611,419	393,020	64.3%
Conference & Meeting	311,963	111,916	35.9%
Fixed Charges	14,109	1,857	13.2%
Utilities	600	600	100.0%
Capital Outlay	32,265	40,535	125.6%
Other Expenditures	25,738	9,540	37.1%
Federal Relief Lost Revenue	(413,108)	-	0.0%
Transfers	(64,000)	-	0.0%
<b>Total Expenditures</b>	<b>\$967,500</b>	<b>\$739,191</b>	<b>76.4%</b>
Excess of Revenues Over Expenditures	\$124,706	(\$7,222)	
Fund Balance 7/1/21	\$1,129,535	\$1,129,535	
Fund Balance 11/30/21	\$1,254,241	\$1,122,313	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

**RESTRICTED PURPOSE FUND**

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021.

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$140,056	\$0	0.0%
Adult Education	229,950	27,391	11.9%
Other Illinois Sources	131,865	100,498	76.2%
Department of Education	7,840,258	2,627,385	33.5%
Other Federal Sources	49,684	16,709	33.6%
Tuition & Fees	592,000	511,444	86.4%
Sales & Service Fees	20,000	34	0.2%
Interest	19,346	-	0.0%
Non-govt. Gifts, Grants	891,319	4,100	0.5%
Other	298,726	110,088	36.9%
<b>Total Revenue</b>	<b>\$10,213,204</b>	<b>3,397,649</b>	<b>33.3%</b>
<u>EXPENDITURES:</u>			
Salaries	\$1,180,551	\$556,012	47.1%
Employee Benefits	270,047	140,012	51.8%
Contractual Services	755,993	198,874	26.3%
Materials & Supplies	255,853	96,649	37.8%
Conference & Meeting	121,038	51,418	42.5%
Fixed Charges	26,758	1,294	4.8%
Utilities	4,152	-	0.0%
Capital Outlay	815,170	442,386	54.3%
Other Expenditures	1,811,103	140,385	7.8%
Federal Relief Lost Revenue	(137,651)	-	0.0%
Financial Aid	4,711,745	2,884,269	61.2%
Transfers out (in)	180,438	-	0.0%
<b>Total Expenditures</b>	<b>\$9,995,197</b>	<b>\$4,511,299</b>	<b>45.1%</b>
<b>Excess of Expenditures Over Revenue</b>	<b>\$218,007</b>	<b>(\$1,113,650)</b>	
<b>Fund Balance 7/1/21</b>	<b>877,588</b>	<b>877,588</b>	
<b>Fund Balance 11/30/21</b>	<b>\$1,095,595</b>	<b>(\$236,062)</b>	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22  
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$49,000	\$22,942	46.8%
Total Revenue	\$49,000	\$22,942	46.8%
EXPENDITURES:			
Contractual Services	\$49,000	\$52,750	107.7%
Total Expenditures	\$49,000	\$52,750	107.7%
Excess of Revenues Over Expenditures	\$0	(\$29,808)	
Fund Balance 7/1/21	\$861	\$861	
Fund Balance 11/30/21	\$861	(\$28,947)	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

BOND AND INTEREST FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,803,550	\$895,493	49.7%
	-----	-----	-----
Total Revenue	\$1,803,550	\$895,493	49.7%
EXPENDITURES:			
-----			
Fixed Charges	\$1,753,550	\$1,546,000	88.2%
	-----	-----	-----
Total Expenditures	\$1,753,550	\$1,546,000	88.2%
Excess of Revenues Over Expenditures	\$50,000	(\$650,507)	
Fund Balance 7/1/21	\$816,153	\$816,153	
	-----	-----	
Fund Balance 11/30/21	\$866,153	\$165,646	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended November 30, 2021

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,225,000	\$593,659	48.5%
-----	-----	-----	-----
Total Revenue	\$1,225,000	\$593,659	48.5%
EXPENDITURES:			
-----			
Salaries	\$330,801	\$125,990	38.1%
Employee Benefits	312,950	150,355	48.0%
Contractual Services	387,425	80,826	20.9%
Materials & Supplies	9,100	7,709	84.7%
Conference & Meetings	15,974	10,000	62.6%
Fixed Charges	207,374	218,063	105.2%
Utilities	4,000	1,909	47.7%
-----	-----	-----	-----
Total Expenditures	\$1,267,624	\$594,852	46.9%
Excess of Revenues			
Over Expenditures	(\$42,624)	(\$1,193)	
Fund Balance 7/1/21	\$363,135	\$363,135	
-----	-----	-----	
Fund Balance 11/30/21	\$320,511	\$361,942	



# **December 2021**

## **Financials**

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE  
FY22

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

REVENUE:	Budget	Year- to-Date	Percent
Local Taxes	\$6,770,780	\$3,352,485	49.5%
Credit Hour Grants	1,232,526	631,495	51.2%
Equalization	50,000	25,000	50.0%
ICCB Career/Tech Education	128,361	64,181	50.0%
ICCB Performance	-	4,495	0.0%
CPP Replacement Tax	625,000	382,904	61.3%
Federal Sources	55,000	22,394	40.7%
Tuition & Fees	4,410,000	4,168,318	94.5%
Sales & Services	27,150	12,064	44.4%
Facilities Revenue	111,550	48,137	43.2%
Interest on Investments	7,000	624	8.9%
Non-Govt. Gifts, Grants	300,000	26,104	8.7%
Miscellaneous	44,626	62,441	139.9%
<b>Total Revenue</b>	<b>\$13,761,993</b>	<b>\$8,800,642</b>	<b>63.9%</b>
EXPENDITURES:			
Salaries	\$9,699,734	\$4,461,339	46.0%
Employee Benefits	2,312,285	1,406,602	60.8%
Contractual Services	865,583	475,236	54.9%
Materials & Supplies	866,357	411,705	47.5%
Conference & Meeting	252,197	72,776	28.9%
Fixed Charges	59,700	40,122	67.2%
Utilities	659,325	645,936	98.0%
Capital Outlay	49,225	28,524	100.0%
Other Expenditures	142,356	196,295	137.9%
Federal Relief Lost Revenue	(988,531)	-	0.0%
Transfers (In) Out	(156,238)	-	0.0%
<b>Total Expenditures</b>	<b>\$13,761,993</b>	<b>\$7,738,535</b>	<b>56.2%</b>
Excess of Revenues Over Expenditures	\$0	\$1,062,107	
Fund Balance 7/1/21	5,734,337	5,734,337	
Fund Balance 12/31/21	\$5,734,337	\$6,796,444	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$921,000	\$456,600	49.6%
Interest	-	32,674	100.0%
Total Revenue	\$921,000	\$489,274	100.0%
EXPENDITURES:			
Contractual Services	182,800	50,213	0.0%
Materials & Supplies	-	148	100.0%
Capital Outlay	4,798,078	1,519,004	31.7%
Total Expenditures	\$4,980,878	\$1,569,365	31.5%
Excess of Revenues Over Expenditures	(\$4,059,878)	(\$1,080,091)	
Fund Balance 7/1/21	\$4,725,092	\$4,725,092	
Fund Balance 12/31/21	\$665,214	\$3,645,001	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

AUXILIARY ENTERPRISE FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$478,000	\$436,364	91.3%
Bookstore Sales	450,000	253,682	56.4%
Athletics	41,040	11,917	29.0%
Other	123,166	70,709	57.4%
Total Revenue	\$1,092,206	\$772,672	70.7%
EXPENDITURES:			
Salaries	\$322,217	\$139,940	43.4%
Employee Benefits	33,313	16,644	50.0%
Contractual Services	92,984	44,680	48.1%
Materials & Supplies	611,419	412,514	67.5%
Conference & Meeting	311,963	121,956	39.1%
Fixed Charges	14,109	6,321	44.8%
Utilities	600	600	100.0%
Capital Outlay	32,265	40,535	125.6%
Other Expenditures	25,738	11,516	44.7%
Federal Relief Lost Revenue	(413,108)	-	0.0%
Transfers	(64,000)	-	0.0%
Total Expenditures	\$967,500	\$794,706	82.1%
Excess of Revenues Over Expenditures	\$124,706	(\$22,034)	
Fund Balance 7/1/21	\$1,129,535	\$1,129,535	
Fund Balance 12/31/21	\$1,254,241	\$1,107,501	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22.

RESTRICTED PURPOSE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$140,056	\$0	0.0%
Adult Education	229,950	27,391	11.9%
Other Illinois Sources	131,865	100,498	76.2%
Department of Education	7,840,258	2,627,385	33.5%
Other Federal Sources	49,684	16,709	33.6%
Tuition & Fees	592,000	533,334	90.1%
Sales & Service Fees	20,000	34	0.2%
Interest	19,346	19,743	102.1%
Non-govt. Gifts, Grants	891,319	4,435	0.5%
Other	298,726	121,902	40.8%
<b>Total Revenue</b>	<b>\$10,213,204</b>	<b>3,451,431</b>	<b>33.8%</b>
<u>EXPENDITURES:</u>			
Salaries	\$1,180,551	\$633,924	53.7%
Employee Benefits	270,047	144,375	53.5%
Contractual Services	755,993	199,180	26.3%
Materials & Supplies	255,853	98,122	38.4%
Conference & Meeting	121,038	52,351	43.3%
Fixed Charges	26,758	1,294	4.8%
Utilities	4,152		0.0%
Capital Outlay	815,170	443,115	54.4%
Other Expenditures	1,811,103	143,976	7.9%
Federal Relief Lost Revenue	(137,651)		0.0%
Financial Aid	4,711,745	2,884,269	61.2%
Transfers out (in)	180,438	-	0.0%
<b>Total Expenditures</b>	<b>\$9,995,197</b>	<b>\$4,600,606</b>	<b>46.0%</b>
<b>Excess of Expenditures Over Revenue</b>	<b>\$218,007</b>	<b>(\$1,149,175)</b>	
<b>Fund Balance 7/1/21</b>	<b>877,588</b>	<b>877,588</b>	
<b>Fund Balance 12/31/21</b>	<b>\$1,095,595</b>	<b>(\$271,587)</b>	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22  
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$49,000	\$22,948	46.8%
Total Revenue	\$49,000	\$22,948	46.8%
EXPENDITURES:			
Contractual Services	\$49,000	\$52,750	107.7%
Total Expenditures	\$49,000	\$52,750	107.7%
Excess of Revenues Over Expenditures	\$0	(\$29,802)	
Fund Balance 7/1/21	\$861	\$861	
Fund Balance 12/31/21	\$861	(\$28,941)	

AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

BOND AND INTEREST FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,803,550	\$895,729	49.7%
-----	-----	-----	-----
Total Revenue	\$1,803,550	\$895,729	49.7%
EXPENDITURES:			
-----			
Fixed Charges	\$1,753,550	\$1,646,000	93.9%
-----	-----	-----	-----
Total Expenditures	\$1,753,550	\$1,646,000	93.9%
Excess of Revenues Over Expenditures	\$50,000	(\$750,271)	
Fund Balance 7/1/21	\$816,153	\$816,153	
-----	-----	-----	
Fund Balance 12/31/21	\$866,153	\$65,882	



AGENDA ITEM #XI-A  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY22

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended December 31, 2021

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,225,000	\$593,815	48.5%
Total Revenue	\$1,225,000	\$593,815	48.5%
EXPENDITURES:			
Salaries	\$330,801	\$147,599	44.6%
Employee Benefits	312,950	161,633	51.6%
Contractual Services	387,425	96,782	25.0%
Materials & Supplies	9,100	7,709	84.7%
Conference & Meetings	15,974	10,000	62.6%
Fixed Charges	207,374	218,138	105.2%
Utilities	4,000	2,425	60.6%
Total Expenditures	\$1,267,624	\$644,286	50.8%
Excess of Revenues Over Expenditures	(\$42,624)	(\$50,471)	
Fund Balance 7/1/21	\$363,135	\$363,135	
Fund Balance 12/31/21	\$320,511	\$312,664	

**AGENDA ITEM #XIII-B-1**

**JANUARY 25, 2022**

**HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN**  
**HIGHLAND COMMUNITY COLLEGE AND**  
**ILLINOIS FEDERATION OF TEACHERS, AFT, AFL-CIO, LOCAL 1959,**  
**HIGHLAND COMMUNITY COLLEGE FACULTY SENATE**  
**REGARDING ONLINE TEACHING MODALITIES**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the attached Memorandum of Agreement with the Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate regarding online teaching modalities.

**BACKGROUND:** Online learning has expanded and changed significantly in the past few years. As a result, it was recognized that the descriptive modality labels used at Highland no longer clearly captured the approaches being utilized by faculty. To provide greater clarity for faculty, students, and staff, the Faculty Senate and Administration worked collaboratively to define teaching modalities more clearly. The attached Memorandum of Agreement provides a definition of "online" in reference to teaching and learning, as well as the modalities including In-Seat, Online, Online+, Hybrid, Virtual, Virtual Hybrid, and HyFlex.

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

Memorandum of Agreement  
Between  
Highland Community College  
and  
Illinois Federation of Teachers, AFT, AFL-CIO; Local 1959,  
Highland Community College Faculty Senate

December 14, 2021

**ISSUE:**

This Memorandum of Agreement is entered into by the parties, in order to clarify contract language currently existing in the collective bargaining agreement. Upon agreement by both parties, this language will be placed in to the collective bargaining agreement.

**AGREEMENT:**

1. The term "online" in reference to teaching and learning shall be understood to mean: "any teaching and learning that occurs exclusively through the use of two or more electronic devices." This includes teaching and learning that takes place using modality Y1, Y2, or V (see below).
  - a. This definition shall be placed in the collective bargaining agreement in Article I, Section A, new number 7.
2. The college will offer courses in the following modalities:
  - a. **ABC (In-Seat):** instruction consisting of fully synchronous and fully in-seat teaching and learning
  - b. **Y1 (Online):** instruction consisting of fully asynchronous and fully online teaching and learning
  - c. **Y2 (Online+):** instruction consisting of primarily asynchronous and online teaching and learning, with limited asynchronous campus visits required
  - d. **HB (Hybrid):** instruction consisting of both synchronous in-seat and asynchronous online teaching and learning
  - e. **V (Virtual):** instruction consisting of fully synchronous and fully virtual teaching and learning
  - f. **VH (Virtual Hybrid):** instruction consisting of synchronous in-seat and synchronous virtual teaching and learning, with a single modality offered on different days
  - g. **HF (HyFlex):** instruction consisting of synchronous in-seat and synchronous virtual teaching and learning, with both modalities being offered concurrently
3. Both parties understand that the circumstances surrounding this agreement are unique and do not constitute a precedent for future negotiations.

Board Chair / date

  
Faculty Senate President / date

12/14/2021

**AGENDA ITEM #XIII-B-2  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING (MOU) FOR SPRING 2022 BETWEEN  
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND  
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE,  
AFFILIATED WITH AFT/IFT LOCAL 1957,  
DUE TO THE COVID-19 NATIONAL PANDEMIC**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the attached Memorandum of Understanding (MOU) for Spring 2022 with the Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, due to the COVID-19 national pandemic.

**BACKGROUND:** The disruption caused by the COVID-19 national pandemic impacted the ability to carry out certain aspects of the current contract with the Faculty. The attached Memorandum of Understanding outlines the terms agreed to that would address these issues for the Spring 2022 semester.

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

# Memorandum of Understanding

Between

Highland Community College (Board of Trustees)

And

Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957

January 18, 2022

## **Issue:**

Due to conditions related to COVID-19, National Pandemic, and the current platform of educational services under the Illinois Governor's Executive Orders and Guidance from the Illinois Community College Board, the Faculty Senate and Highland's administration have agreed, via impact bargaining, to the following conditions for the COVID-19 situation.

## **Agreement:** The parties agree to the following:

1. CDC, ICCB and IDPH guidelines will be adhered to and will guide and/or determine COVID-19 and safety-related decisions made by the College. CDC, ICCB and IDPH guidelines will be adhered to and will guide and/or determine COVID-19 and safety-related decisions made by the College. In making such decisions, the College will also give appropriate consideration to any issued Phase or Tier guidance issued by the Governor and/or IDPH applicable to the College's geographic area, in force at the time of any such decision. For example, if the Region is in Phase 2, interaction would be limited between persons and appropriate instruction moved online, either in online format or in a live-streaming format where a student attends class virtually. Similarly, if the region is moved to Phase 3, traditional face-to-face and live-stream blended instruction should take place following social distancing protocol. This protocol may be, but is not limited to:

- a. A maximum of 10, or such number as may be identified in any Phase 3 guidance, people (including instructor) are allowed in an instructional area.
- b. A minimum of 6 feet of distance maintained between individuals.
- c. Use of properly-worn face coverings and hand hygiene.
- d. Equipment and workspaces will be sanitized using the protocol established by HCC Maintenance.

Finally, as an example under Phase 4, instruction would generally be permitted using face-to-face or live-stream blended courses and the maximum number of people allowed in an instructional area will be as identified by the established guidance, i.e. currently 50 people, 50% of the room's capacity, or the maximum number of people in a room to allow for 6-foot social distancing.

2. Full-time Faculty salary and employment status will remain as-is according to the most current CBA and any contracts or payment agreements made for the SP-22 semester even if programs or courses are low-enrolled.

a. Due to the unprecedented situation in Spring 2022, Faculty will not be required to teach more than five (5) course sections totaling at least 13.1 credits unless the faculty member and the Faculty Senate President agree to more. This five (5) course section limit does not include courses that are open-lab or cross listed (offered at the same time in the same location with the same instructor) or for courses like or similar to OCED 290 Workplace Experience that are designed for limited enrollment and require instructor approval.

b. Tutorial loading will be used only to calculate load course sections beyond five (5) course sections or fifteen (15) credits.

c. No precedent or past practice will be set regarding Faculty load calculation for past or future situations.

3. In considering the status of under-enrolled programs that have been areas of concern for FY20-21, appropriate consideration will be given to the impact of the COVID-19 pandemic. Any under enrolled programs considered for program reduction will be subject to Program Review, following the process explained in the most current Faculty Handbook.

4. Full-time Faculty evaluations will be as follows:

a. Tenured Faculty who were scheduled for continuing evaluation (3-year cycle) will have any outstanding evaluations completed during the 2021-2022 academic year if possible. Tenured Faculty evaluations scheduled for the 2021-2022 academic year will proceed as scheduled if possible. The determination of when to schedule evaluations will be decided by the Faculty member and their dean.

b. Non-tenured Faculty may opt into evaluation for the SP-22 semester, but appropriate consideration will be made to understand that the format of the class is new and may not be as comfortable as a traditional class. Members of tenure committee and dean should view different class sessions or courses.

c. Any Faculty evaluations held via online platforms or Zoom may not be recorded without the Faculty member's express consent. If consent is not given, the observer will take notes or otherwise document their thoughts as consistent with in-person evaluation.

d. Non-tenured Faculty should still expect to be evaluated at least four semesters within the time frame by the dean and tenure committee prior to being recommended for tenure.

e. Non-tenured Faculty may choose to opt into an extra semester of evaluation added to their tenure process. The Faculty member will choose whether to accept this option. This option will only be available for one semester in total of extension. This option will not be determined by the Tenure Committee, the Dean, or any party other than the Faculty member. The deadline for opting in to an extra semester of evaluation shall be no later than May 1, 2022. Faculty choosing to opt into the extra semester of evaluation will notify in writing, which writing shall acknowledge that the request was voluntary and a waiver of the statutory timeline, their Dean before the deadline.

f. The Board of Trustees will approve extension requests made by Faculty. The Board will indicate in the approval that the Faculty member requested a voluntary extension



because of COVID-19 and agree that this is not a term of remediation. There will be no corrective actions provided for this extension because the extension is not remedial.

5. Any unused FY22 Personal Days, provided as a benefit to Faculty and Custodial Maintenance employees via the most current CBAs, will be rolled over into the next academic year(s). These unused days will be eligible for use through academic year 2023/2024.

6. A Faculty member will be notified by the College where a Health Department or IDPH has provided sufficient information to make the College aware that the individual of concern had sufficient contact with the faculty member to be notified under contact tracing protocols. This will include notification, via email or phone when the College has been formally made aware that a student enrolled in a Faculty member's on-campus course has tested positive for COVID-19 or is deemed by a Health Department as a presumptive positive.

7. As per CDC guidelines, any shared space that was used by someone who is positive, or presumed positive, for COVID-19 will be cleaned and disinfected by the college within 24 hours of notification of that person's status as COVID-19 positive, or presumed positive.

8. Section caps for every face-to-face, hybrid and VM courses will be appropriately adjusted to accommodate classroom sizes and social distancing guidelines.

a. Fully face-to-face classes that have more students than are allowed in their respective classrooms shall be moved to an appropriate classroom or split into the appropriate amount of sections required to fit their scheduled classrooms. Those sections will be loaded as separate classes for the faculty teaching said courses.

9. Remote work options will be available for all non-classroom campus service, including office hours, Opening Days, committee meetings, meetings with supervisors, etc. No Faculty member will be expected to attend face-to-face meetings or events, but on campus participation is encouraged and appreciated.

10. The College recognizes that preparing and presenting current courses is the most essential function of a Faculty Member. Likewise, the College recognizes that preparing and presenting courses in an alternative format is challenging, time-consuming, and stressful. Similarly, the Faculty acknowledge and recognize that issues of COVID-19 present a substantial number of external threats to the College, creating challenging and stressful management and student enrollment hurdles for the administration. Accordingly, while Faculty are encouraged to maintain usual and customary additional duties, there will not be repercussions for declining such additional duties as normally assigned, including recruiting activities, committee work, etc. if the Faculty member feels unable to do so, especially those activities that require in-person attendance. In such instances the Faculty member shall first discuss their concerns with their Dean or supervisor to see if the concerns can be reasonably addressed.

11. Faculty who are teaching more than 50% of their teaching load online, hybrid or virtual meeting mode will again receive \$10 per month for the months of January through May stipends for internet services.

12. Faculty will be provided with necessary equipment and adequate training for alternative delivery methods. Faculty members must request purchase of authorized equipment through the College. The College will purchase the equipment due to record keeping requirements. If for some reason the College cannot purchase the equipment and the Faculty member purchases



authorized equipment, with approval of a purchase request, necessary for alternative delivery methods, the Collège will reimburse the entire amount of that purchase. If a Faculty member requires additional training that cannot be provided by the College, the College will pay for or reimburse the cost of said training.

13. Modifications to class modalities will be discussed and made in consultation with the division dean.

14. For the lab courses that extend beyond the end of the semester (May 11).

a. Full-time faculty, providing the additional instruction for the identified lab courses, set forth in this MOU will receive compensation at the rate of \$60 per lab hour. This compensation will be paid in each pay period during which the lab make-up work is being taught.

b. The maximum number of students allowed to be enrolled in each lab section will be determined two weeks prior to the beginning of the extension period.

c. The instructor shall apply appropriate safeguards, including use of social distancing where applicable, so that the maximum number of students physically allowed in the lab classroom at one time is in accordance with appropriate guidelines for the phase Region 1 is in at the time. Students not adhering to appropriate social distancing, masking, and other appropriate safeguards will be asked to leave the classroom until they are willing to comply. The instructor may withdraw a student who refuses to comply with appropriate safeguards.

d. The class structure will be determined by the faculty member following consultation and agreement by the division Dean.

15. One (1) Faculty representative shall be identified by the Faculty Senate President and added to the Emergency Operations Team.

16. Enrollment in all VM Course will not exceed the range of between 20-25 students, which number within the range will be based on agreement between the instructor and the division Dean with due consideration to the particular course. The maximum number established will not be exceeded unless by the consent of the instructor and the division dean.

17. No decisions made by the College occurring because of the COVID-19 pandemic situation will be considered to have established past practice unless otherwise agreed upon.

18. If an instructor who is teaching a face-to-face or VM course needs to move from the classroom to home in order to continue teaching, the instructor will not be required to take sick days. If a Faculty member, who has been on-campus teaching, is required to quarantine or has tested positive for COVID-19, but is asymptomatic, they may work remotely. During all such periods of remote work, the faculty member is not required to use sick days, provided they are continuing instruction remotely.

Both parties agree to revisit this agreement, should it be necessary, no later than May 1, 2022 for the following academic semester.

All aspects of this agreement will be considered proper and enforceable up until mutual agreement by both parties.

Date: January 18, 2022

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Board President

  
Faculty Senate/Local 1957 President

**AGENDA ITEM #XIII-B-3  
JANUARY 25, 2022  
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND ILLINOIS FEDERATION OF TEACHERS, AFT, AFL-CIO, LOCAL 1959,  
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE  
REGARDING TRANSITION OF COORDINATOR OF EARLY CHILDHOOD  
EDUCATION TO FULL-TIME FACULTY MEMBER**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the attached Memorandum of Agreement between Highland Community College and the Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959, Highland Community College Faculty Senate regarding the change in the employment status of Ms. Melissa Johnson, moving from staff to faculty, with placement on the faculty salary scale at MA + 30, resulting in an increase in salary to \$92,007 effective with the Spring 2022 semester.

**BACKGROUND:** As a result of the Illinois Educational Labor Relations Board (IELRB) finding from November 2021, Ms. Johnson will be transitioned from full-time Coordinator of Early Childhood Education to full-time instructor of ECE.

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

Memorandum of Agreement  
Between  
Highland Community College  
and  
Illinois Federation of Teachers, AFT, AFL-CIO, Local 1959,  
Highland Community College Faculty Senate  
Regarding Transition of Coordinator of Early Childhood Education to Full-Time Faculty Member  
January 19, 2022

**ISSUE:**

This Memorandum of Agreement is entered into by the parties to clarify and codify the change in employment status of Melissa Johnson, moving from staff to faculty.

**BACKGROUND:**

Per the IELRB finding from November 2021, it was found that Melissa Johnson shall be transitioned from full-time Coordinator of Early Childhood Education (ECE) to a full-time instructor of ECE.

**AGREEMENT:**

1. Discussion between Faculty Senate leadership, Melissa Johnson, and administration yielded a transition start date of Spring 2022.
2. Per the faculty union contract and appropriate salary scale, Johnson will be placed at MA + 30 on the faculty salary scale. As a result, Johnson's salary will be increased to \$92,007.

\_\_\_\_\_  
Board Chair / date

  
\_\_\_\_\_  
Faculty Senate President / date

1/20/2022