

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

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957 REGARDING
ACADEMIC TECHNOLOGY RESOURCES VACANCY: INTERIM PLAN**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Understanding between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, affiliated with AFT/IFT Local 1959 outlining an interim plan for the Coordinator of Academic Technology Resources due to a vacancy. It is further recommended that Mr. Michael Skwara, Coordinator of Learning Management System, serves as a temporary replacement for the Coordinator, Academic Technology Resources position and receive six hours of overload pay through June 30, 2022, or the date that the position is filled.

BACKGROUND: With the departure of the full-time Coordinator, Academic Technology Resources in December 2021, many of the position's responsibilities have transitioned to Michael Skwara, Coordinator of Learning Management System. The attached agreement outlines the responsibilities and compensation while Mr. Skwara fulfills these responsibilities on a temporary basis.

BOARD ACTION: _____

**Memorandum of Agreement
Between
Highland Community College
and
Illinois Federation of Teachers, AFT, AFL-CIO; Local 1959,
Highland Community College Faculty Senate
January 10, 2022**

ISSUE:

This Memorandum of Agreement is entered into by the parties to clarify and codify the increased responsibilities currently being assumed by Coordinator of Learning Management System, Michael Skwara.

BACKGROUND:

Effective December 8, 2021, Highland Community College was without a full-time Coordinator, Academic Technology Resources. In response, Coordinator of Learning Management System, Michael Skwara, took on the bulk of responsibilities and duties that were previously attributed to the Coordinator, Academic Technology Resources.

AGREEMENT:

- 1: Coordinator of Learning Management System, Michael Skwara, will continue to serve as a temporary replacement for the Coordinator, Academic Technology Resources position through June 30, 2022, or the date that position is filled.
2. Skwara will receive compensation amounting to six (6) hours of overload pay for the duration of his work in this position.
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

1/21/2022