

**AGENDA ITEM #XIII-B-1
JUNE 28, 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 EXTENSION OF
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 1957 extending the interim plan for the Coordinator of Academic Technology Resources due to a continued vacancy. It is further recommended that Mr. Michael Skwara, User Services Librarian/Coordinator of Learning Management System, continues to serve as a temporary replacement for the Coordinator, Academic Technology Resources position and receive six hours of overload pay through December 16, 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 transitioned to Michael Skwara, User Services Librarian/Coordinator of Learning Management System. The attached agreement outlines the responsibilities and compensation while Mr. Skwara continues to fulfill these responsibilities on a temporary basis.

BOARD ACTION: _____

Memorandum of Agreement
Between
Highland Community College
and
Illinois Federation of Teachers, AFT, AFL-CIO; Local 1957,
Highland Community College Faculty Senate

June 28, 2022

ISSUE:

This Memorandum of Agreement is entered into by the parties to temporarily extend the January 10, 2021 Memorandum of Agreement that clarified and codified the increased responsibilities currently being assumed by User Services Librarian/Coordinator of Learning Management System, Michael Skwara. The January 10, 2021 Memorandum of Agreement is set to expire on June 30, 2022.

BACKGROUND:

Effective December 8, 2021, Highland Community College has been without a full-time Coordinator, Academic Technology Resources. In response and since that time, User Services Librarian/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. The revised duties and structure of the Coordinator, Academic Technology Resources are being finalized and the College will soon launch the search process for a permanent position.

AGREEMENT:

1. User Services Librarian/Coordinator of Learning Management System, Michael Skwara, will continue to serve as a temporary replacement for the Coordinator, Academic Technology Resources position from July 1, 2022 through December 16, 2022, or until the 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