



**Highland Community College Board of Trustees
Retreat Agenda
December 14, 2022 – 8:00 a.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=SmdzVjE3cDRVenFlaFBYRm5sV2VlOT09>
or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

- I. CALL TO ORDER/ROLL CALL**
- II. PUBLIC COMMENTS**
- III. OPENING REMARKS**
- IV. SPORTS FACILITIES FEASIBILITY STUDY REPORT**
- V. DIVISION FOCUS: NATURAL SCIENCE AND MATHEMATICS**
- VI. ADMINISTRATIVE UPDATES**
 - A. Implementation of Compensation Study and Minimum Rate Salary Adjustments and Salary Range Placements
 - B. Budget Planning
 - C. Tuition
 - D. Campus Signage Project
 - E. Preview of Academic Calendar
 - F. Shared Governance
- VII. MAIN MOTIONS (ACTION)**
 - A. CollegeNOW Agreement Between Highland Community College and Warren CUSD #205 for the 2023 – 2024 Academic Year (FY24) (Page 1)
 - B. New Program: Marketing Certificate Program (Page 4)
 - C. New Program: Entrepreneurship/Small Business Management Certificate Program (Page 14)
 - D. Course and Miscellaneous Fee Changes for Fall 2023 (Page 25)
 - E. Second Reading – New Policy 1.111: Board Member Attendance by a Means Other Than Physical Presence (Page 28)

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.

- F. Compensation Adjustment: Director, Facilities and Safety (Page 30)
- G. Implementation of Compensation Study and Minimum Rate Salary Adjustments and Salary Range Placements (Page 31)
- H. Appointment: Coordinator, Upward Bound (Grant Funded) (Page 38)
- I. Revised Job Description and Job Title: Coordinator, Outreach and Dual Credit (Page 39)
- J. Revised Job Description and Job Title: Coordinator, Center for Teaching and Learning Services (Page 43)
- K. Revised Job Description: Coordinator, Testing Center (Page 47)

VIII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters
- C. Semiannual Review of All Closed Session Minutes and Audio Recordings

IX. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters
- C. Semiannual Review of All Closed Session Minutes and Audio Recordings (Handout)

X. BOARD UPDATES

- A. Reports from Association of Community College Trustees Annual Leadership Congress

XI. OLD BUSINESS

XII. NEW BUSINESS

- A. Board Approval of New Hires

XIII. ADJOURN

**AGENDA ITEM #VII-A
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGE*NOW* AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND WARREN CUSD #205 FOR THE 2023 – 2024 ACADEMIC YEAR (FY24)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached College*NOW* agreement for the 2023 – 2024 (FY24) academic year for qualified students attending Warren CUSD #205.

BACKGROUND: The College*NOW* 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 13 participating high schools in the Fall Semester of 2022. The terms of the agreement for Warren remain unchanged from the previous year.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
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 2023-2024 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 2023, 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 Kuberaki, President

Date

Superintendent

Date

Jim Eadress, Chair
Board of Trustees

Date

President
Board of Education

Date

**AGENDA ITEM #VII-B
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
MARKETING CERTIFICATE PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Marketing Certificate program.

BACKGROUND: The Marketing Certificate provides a foundation in general marketing practices and principles. With the reactivation of the Business Administration AAS degree, this certificate will serve as a stackable approach towards the AAS. This aligns with the Stamats research and recommendation.

If approved by the Highland Board of Trustees, the program will be submitted to the Illinois Community College Board for approval.

BOARD ACTION: _____

Form 21: Application for Reasonable and Moderate Extension

Illinois Community College Board
Application for Reasonable and Moderate Extension
Submit one hard copy

College Name:	Highland Community College	5-Digit College #:	51901
Contact Person:	Evan Talbert	Phone:	815-599-3510
Email:	Evan.talbert@highland.edu	Fax:	815-599-3625
Proposed Reasonable and Moderate Extension Title:	Marketing Certificate		
Credit Hours:	22		
Existing /Parent Program Title:	Business Administration – Associate of Applied Science		
Parent Prefix	BUSN	Parent Number	205

Please Attach the Following Items:

1. **Employment Objectives/Program Purpose:** Provide for both the parent and the proposed extension.
2. **Catalog Description:** Provide a description of the program as it will appear in the college's catalog.
3. **Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
4. **Educational Alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.
5. **Approval/Accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
6. **Labor Market Need:** Provide information including employment projections and completion data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
7. **Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via ICCIS once the proposed extension receives approval.

Verification		
Signed		
	<i>Required- Chief Administrative Officer Signature</i>	<i>Date</i>

ICCB Use Only		
Reviewed By:		Date:
Approved By:		Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

Marketing Certificate Proposal – Fall 2022**1. Employment Objectives/program purpose. Provide for both the parent and the proposed extension.****Business Administration Associate of Applied Science:**

Business Administration graduates find employment in an assortment of business settings, and in a wide range of industries. They will typically serve in entry-level positions, or advance in their current position, and may be assigned to a wide variety of departments or program areas. The general nature of the core program will allow the student to feel comfortable in a multitude of job assignments, while the various emphases will provide a focused pathway in general management, marketing, or owning/managing a small business.

The business/services related area is predicted to be one of the areas of employment in high demand well into the future. As companies try to do more with fewer personnel, the student who is well versed in a variety of business areas will be well suited for the rapidly changing job market.

Marketing Certificate:

Completers of the Marketing Certificate will have obtained essential marketing-specific skills, including the "4 Ps" of marketing, consumer behavior, sales, and advertising. Students will be prepared to work in a variety of entry-level marketing-related positions in a variety of businesses, as well as operations and management positions requiring a marketing perspective. The Marketing Certificate is designed to be completed on its own, or as a checkpoint on the way to a 2-year AAS degree.

2. Catalog Description

The Marketing Certificate provides a foundation in general marketing practices and principles. Courses cover traditional marketing, as well as digital and social media marketing. Students will gain an understanding of how marketing is interconnected with other areas of the business, in addition to general business skills, computer information systems, and principles of management. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

Marketing Certificate Proposal – Fall 2022

3. **Curriculum.** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.

Business Administration Associate of Applied Science:**Required Business Courses****48 Credit Hours**

ACCT	105	Elements of Accounting	3
ACCT	213*	Financial Accounting	4
BUSN	121*	Introduction to Business	3
BUSN	124*	Introduction to Small Business	3
BUSN	125*	Mathematics of Business	3
BUSN	141*	Business Communications (or ENGL 121 or COMM 101)	3
BUSN	223*	Business Law I	3
BUSN	224*	Business Law II (or BUSN 229)	3
BUSN	225	Personal Finance	3
BUSN	244	Principles of Advertising	3
BUSN	246*	Principles of Marketing	3
BUSN	249*	Principles of Management	3
ECON	111/112	Principles of Economics I or II	3
PSY	161	Introduction to Psychology (Diversity Requirement)	3
INFT	180*	Intro to Information Systems	3
		General Education Elective	2
		(Recommended: PSY 160 or PSY 264)	

Required Electives – Management Emphasis**12 Credit Hours**

BUSN	241	Principles of Personnel Management	3
BUSN	242	Fundamentals of Supervision	3
ACCT	214*	Managerial Accounting	4
		INFT or OFFT Elective	2

General Education Electives:

ART, BIOL, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MCOM, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, SOCI, SPAN, SPCH, AND THEA.

Minimum Total Credit Hours 60

Marketing Certificate Proposal – Fall 2022

Marketing Certificate:**First Semester:**

BUSN	121*	Introduction to Business (or BUSN 124)	3cr
BUSN	141*	Business Communications (or ENGL 121 or COMM 101)	3cr
BUSN	143	Fundamentals of Retailing	3cr
INFT	180*	Intro to Information Systems	3cr

Second Semester:

BUSN	244	Principles of Advertising	3cr
BUSN	243	Sales & Personal Communication	2cr
BUSN	246*	Principles of Marketing	3cr
		INFT or OFFT Electives	2cr

Total Credit Hours: 22

**Course has a prerequisite*

- 4. Educational Alignment. Describe how the proposed extension illustrates a program of Study. Provide the Career Cluster for the proposed extension.**

Career Clusters:

Business Management & Administration
Marketing

Program of Study:

- Administrative Support
- General Management
- Human Resource Management
- Operations Management
- Marketing Communications
- Marketing Management
- Merchandising
- Professional Sales

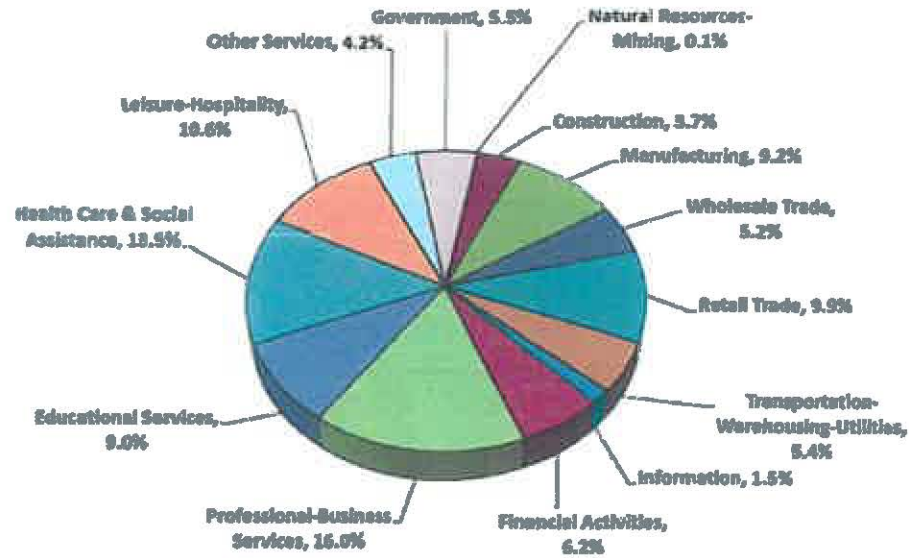
- 5. Approval/accreditation**

N/A

- 6. Labor Market Need.**

See Appendix A: Marketing Certificate Labor Need.

Appendix A – Marketing Certificate Labor Need



Professional-Business Services, Health Care & Social Assistance, Leisure-Hospitality, Retail Trade, and Manufacturing are projected to be the largest employing industries in 2026. The largest expansion will be in Professional-Business Services and Leisure-Hospitality, with projected employment growth of 177,000.

<https://ides.illinois.gov/resources/labor-market-information/employment-projections.html>

Local Workforce Investment Area (LWIA) 4 Employment Projections 2018-2028 – by Industry

North American Industrial Classification System (NAICS)		Base Year Employment	Projected Year Employment	Change	Annual Compound
Code	Title	2018	2028	2018-2028	Growth Rate
100000	Self Employed Workers Unpaid Family Workers	7,758	7,887	129	0.17
440000	Retail Trade	13,913	14,142	229	0.16
539900	Professional and Business Services	7,612	8,191	579	0.74

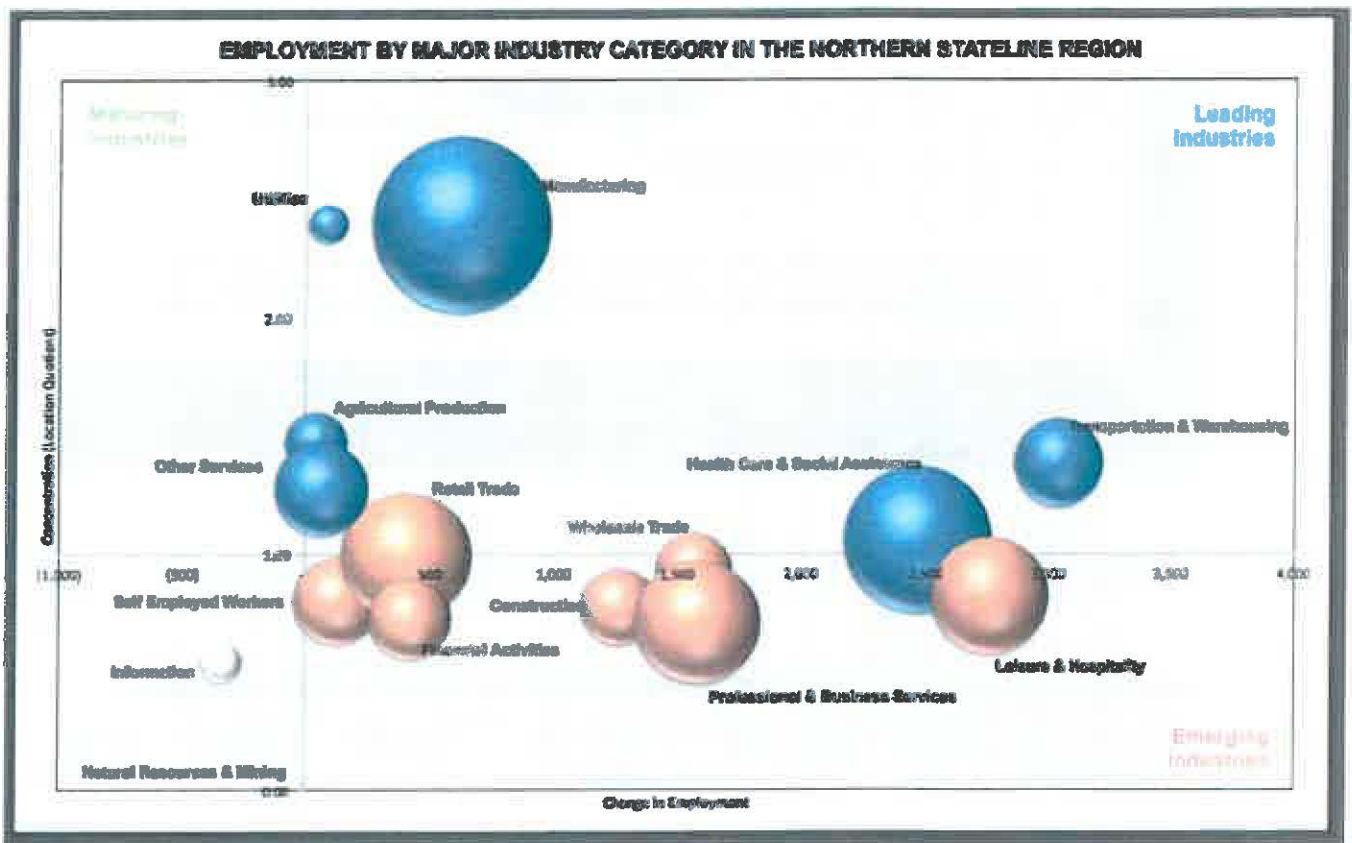
Appendix A – Marketing Certificate Labor Need

561000	Administrative and Support Services	4,060	4,279	219	0.53
561100	Office Administrative Services	173	209	36	1.91
561200	Facilities Support Services	9	10	1	1.06
561300	Employment Services	1,502	1,652	150	0.96

Full report available at: <https://ides.illinois.gov/resources/labor-market-information/employment-projections.html>

2020-2024 IL Northern Stateline Regional and Local Workforce Plan

Full report available at: <https://www.theworkforceconnection.org/plans-and-policies/>



Appendix A – Marketing Certificate Labor Need

NORTHERN STATELINE REGION					
EMPLOYMENT BY MAJOR INDUSTRY CATEGORY					
NAICS Title	2016 Employment	Projected 2026 Employment	Net Employment Change 2016- 2026	Percent Employment Change	Concentration (Location Quotient)
TOTAL, ALL INDUSTRIES	188,818	213,817	14,999	7.9%	
Self Employed Workers	8,840	8,989	129	1.5%	0.80
Agricultural Production	4,185	4,235	41	1.0%	1.47
Natural Resources & Mining	34	34	-	0.0%	0.04
Construction	8,992	8,267	1,285	18.1%	0.78
Manufacturing	37,443	38,068	623	1.7%	2.39
Wholesale Trade	6,716	8,284	1,568	23.3%	0.93
Retail Trade	19,386	19,784	408	2.1%	0.99
Utilities	1,637	1,723	86	5.3%	2.39
Transportation & Warehousing	9,282	12,320	3,038	32.7%	1.36
Information	1,893	1,557	(336)	-17.7%	0.54
Financial Activities	7,647	8,070	423	5.5%	0.72
Professional & Business Services	18,400	19,965	1,565	8.6%	0.71
Educational Services	14,345	14,923	578	4.0%	-
Health Care & Social Assistance	28,012	28,479	2,467	9.5%	1.06
Leisure & Hospitality	16,573	19,332	2,759	16.6%	0.82
Other Services	10,457	10,521	64	0.6%	1.28
Government	9,066	9,367	301	3.3%	-

Manufacturing and Utilities are both more highly concentrated in this region than in any other region of the state. However, Transportation & Warehousing is the sector with the highest job creation expectation through 2026.

* LQs for Educational Services and Government are not displayed due to discrepancies in how different BLS data sources treat these industry classifications.

Leading Industries

Emerging Industries

Maturing Industries

Appendix A – Marketing Certificate Labor Need

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook* (visited September 26, 2022).

Full report available at: <https://www.bls.gov/ooh/a-z-index.htm#B>

Quick Facts: Public Relations Specialists	
<u>2021 Median Pay</u>	\$62,800 per year \$30.19 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2021</u>	276,800
<u>Job Outlook, 2021-31</u>	8% (Faster than average)
<u>Employment Change, 2021-31</u>	22,300

Quick Facts: Sales Managers	
<u>2021 Median Pay</u>	\$127,490 per year \$61.30 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2021</u>	469,800
<u>Job Outlook, 2021-31</u>	5% (As fast as average)
<u>Employment Change, 2021-31</u>	23,800

Quick Facts: Food Service Managers	
<u>2021 Median Pay</u>	\$59,440 per year \$28.58 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	Short-term on-the-job training
<u>Number of Jobs, 2021</u>	329,100
<u>Job Outlook, 2021-31</u>	10% (Faster than average)
<u>Employment Change, 2021-31</u>	32,300

Appendix A -- Marketing Certificate Labor Need

Quick Facts: Wholesale and Manufacturing Sales Representatives

<u>2021 Median Pay</u>	\$62,890 per year \$30.24 per hour
<u>Typical Entry-Level Education</u>	<u>See How to Become One</u>
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-Job Training</u>	Moderate-term on-the-job training
<u>Number of Jobs, 2021</u>	1,597,600
<u>Job Outlook, 2021-31</u>	4% (As fast as average)
<u>Employment Change, 2021-31</u>	63,300

Quick Facts: Advertising, Promotions, and Marketing Managers

<u>2021 Median Pay</u>	\$133,380 per year \$64.12 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	<u>See How to Become One</u>
<u>On-the-Job Training</u>	None
<u>Number of Jobs, 2021</u>	347,000
<u>Job Outlook, 2021-31</u>	10% (Faster than average)
<u>Employment Change, 2021-31</u>	33,700

Quick Facts: Market Research Analysts

<u>2021 Median Pay</u>	\$63,920 per year \$30.73 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-Job Training</u>	None
<u>Number of Jobs, 2021</u>	792,500
<u>Job Outlook, 2021-31</u>	19% (Much faster than average)
<u>Employment Change, 2021-31</u>	150,300

**AGENDA ITEM #VII-C
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT
CERTIFICATE PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Entrepreneurship/Small Business Management Certificate program.

BACKGROUND: The Entrepreneurship/Small Business Management Certificate provides a well-rounded foundation in general management practices and principles. Courses cover those skills essential for starting, owning, and operating a small business, including sales and marketing techniques. With the reactivation of the Business Administration AAS degree, this certificate will serve as a stackable approach towards the AAS. This aligns with the Stamats research and recommendation.

If approved by the Highland Board of Trustees, the program will be submitted to the Illinois Community College Board for approval.

BOARD ACTION: _____

Form 21: Application for Reasonable and Moderate Extension

Illinois Community College Board
Application for Reasonable and Moderate Extension
Submit one hard copy

College Name:	Highland Community College	5-Digit College #:	51901
Contact Person:	Evan Talbert	Phone:	815-599-3510
Email:	Evan.talbert@highland.edu	Fax:	815-599-3625
Proposed Reasonable and Moderate Extension Title:	Entrepreneurship/Small Business Management Certificate		
Credit Hours:	25		
Existing /Parent Program Title:	Business Administration – Associate of Applied Science		
Parent Prefix	BUSN	Parent Number	205

Please Attach the Following Items:

1. **Employment Objectives/Program Purpose:** Provide for both the parent and the proposed extension.
2. **Catalog Description:** Provide a description of the program as it will appear in the college's catalog.
3. **Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
4. **Educational Alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See ICCB's Programs of Study website for more information.
5. **Approval/Accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
6. **Labor Market Need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
7. **Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via ICCIS once the proposed extension receives approval.

Verification	
Signed	
	Required- Chief Administrative Officer Signature Date

ICCB Use Only	
Reviewed By:	Date:
Approved By:	Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

Entrepreneurship/Small Business Management Certificate Proposal – Fall 2022**1. Employment Objectives/program purpose. Provide for both the parent and the proposed extension.****Business Administration Associate of Applied Science:**

Business Administration graduates find employment in an assortment of business settings, and in a wide range of industries. They will typically serve in entry-level positions, or advance in their current position, and may be assigned to a wide variety of departments or program areas. The general nature of the core program will allow the student to feel comfortable in a multitude of job assignments, while the various emphases will provide a focused pathway in general management, marketing, or owning/managing a small business.

The business/services related area is predicted to be one of the areas of employment in high demand well into the future. As companies try to do more with fewer personnel, the student who is well versed in a variety of business areas will be well suited for the rapidly changing job market.

Entrepreneurship/Small Business Management Certificate:

Completers of the Entrepreneurship/Small Business Management Certificate will learn the essential skills needed to identify business opportunities, and to establish and operate both new ventures and existing small businesses. In doing so, students will learn the skills and knowledge necessary to be a more valuable and motivated employee, manager, and owner.

The Entrepreneurship/Small Business Management Certificate is designed to be completed on its own, or as a checkpoint on the way to a 2-year AAS degree.

2. Catalog Description

The Entrepreneurship/Small Business Management Certificate provides a well-rounded foundation in general management practices and principles. Courses cover those skills essential for starting, owning, and operating a small business, including sales and marketing techniques, labor and inventory controls, basic laws pertaining to both employees and customers, and personal management styles. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

This short-term certificate is designed for students looking to work in and manage small businesses, as well as those starting and operating their own operation.

Entrepreneurship/Small Business Management Certificate Proposal – Fall 2022

3. **Curriculum. Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.**

Business Administration Associate of Applied Science:**Required Business Courses****48 Credit Hours**

ACCT	105	Elements of Accounting	3
ACCT	213*	Financial Accounting	4
BUSN	121*	Introduction to Business	3
BUSN	124*	Introduction to Small Business	3
BUSN	125*	Mathematics of Business	3
BUSN	141*	Business Communications (or ENGL 121 or COMM 101)	3
BUSN	223*	Business Law I	3
BUSN	224*	Business Law II (or BUSN 229)	3
BUSN	225	Personal Finance	3
BUSN	244	Principles of Advertising	3
BUSN	246*	Principles of Marketing	3
BUSN	249*	Principles of Management	3
ECON	111/112	Principles of Economics I or II	3
PSY	161	Introduction to Psychology (Diversity Requirement)	3
INFT	180*	Intro to Information Systems	3
		General Education Elective	2
		(Recommended: PSY 160 or PSY 264)	

Required Electives -- Management Emphasis**12 Credit Hours**

BUSN	241	Principles of Personnel Management	3
BUSN	242	Fundamentals of Supervision	3
ACCT	214*	Managerial Accounting	4
		INFT or OFFT Elective	2

General Education Electives:

ART, BIOL, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MCOM, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, SOCI, SPAN, SPCH, AND THEA.

Minimum Total Credit Hours 60

Entrepreneurship/Small Business Management Certificate Proposal – Fall 2022

Entrepreneurship/Small Business Management Certificate:

First Semester:

BUSN 124*	Introduction to Small Business	3cr
BUSN 141*	Business Communications (or ENGL 121 or COMM 101)	3cr
BUSN 131	Money & Inventory Control	1cr
	INFT or OFFT Electives	3cr
	ACCT Electives	3cr

Second Semester:

BUSN 125*	Mathematics of Business	3cr
BUSN 223*	Business Law I	3cr
BUSN 246*	Principles of Marketing	3cr
BUSN 249*	Principles of Management	3cr

**Course has a prerequisite*

- 4. Educational Alignment. Describe how the proposed extension illustrates a program of Study. Provide the Career Cluster for the proposed extension.**

Career Cluster:

Business Management & Administration

Program of Study:

- Administrative Support
- General Management
- Human Resource Management
- Operations Management

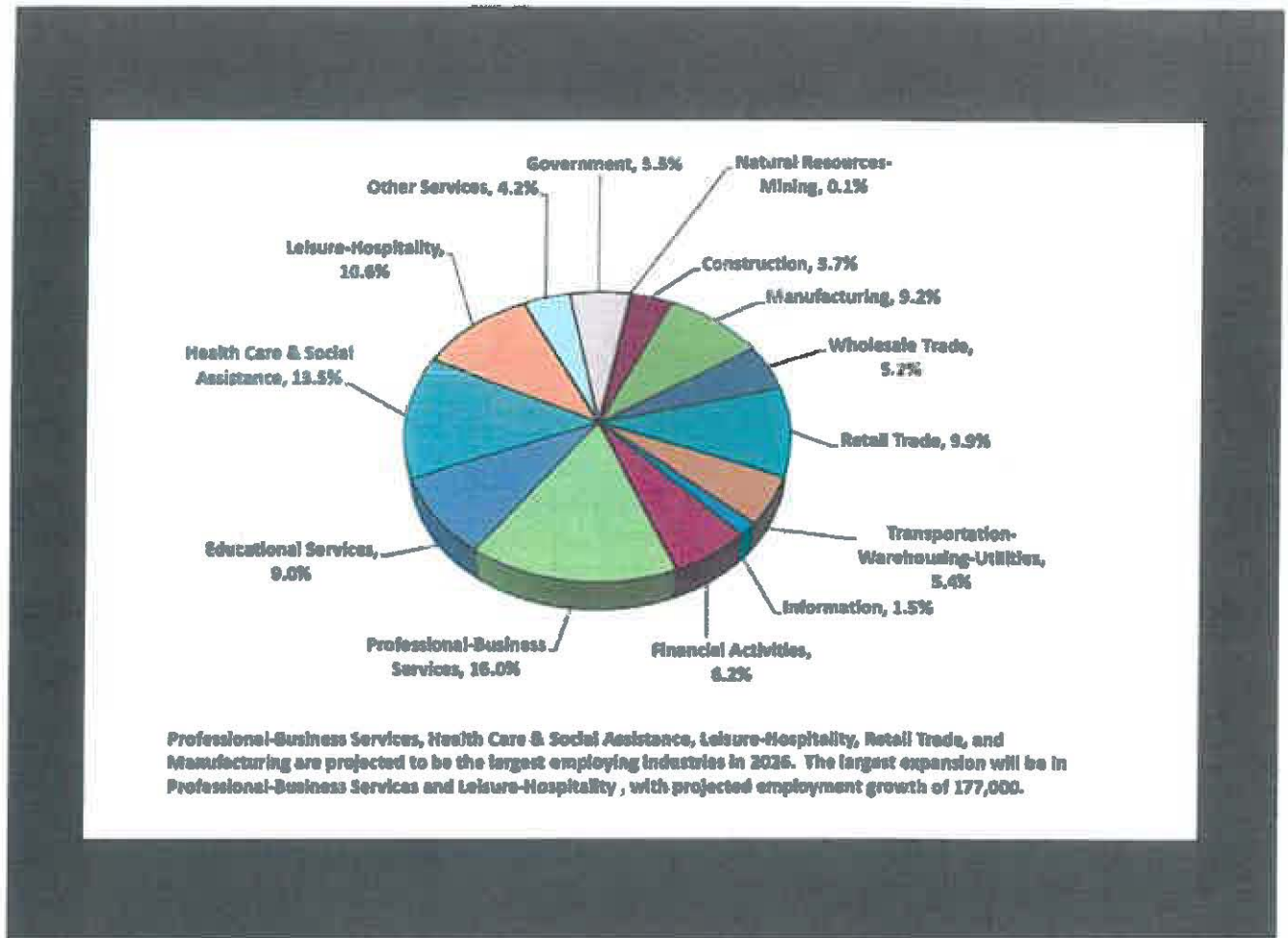
- 5. Approval/accreditation**

N/A

- 6. Labor Market Need.**

See Appendix A: Entrepreneurship/Small Business Management Certificate Labor Need.

Appendix A – Entrepreneurship/Small Business Management Certificate Labor Need



<https://ides.illinois.gov/resources/labor-market-information/employment-projections.html>

Local Workforce Investment Area (LWIA) 4 Employment Projections 2018-2028 – by Industry

North American Industrial Classification System (NAICS)		Base Year Employment	Projected Year Employment	Change	Annual Compound
Code	Title	2018	2028	2018-2028	Growth Rate
100000	Self Employed Workers Unpaid Family Workers	7,758	7,887	129	0.17
440000	Retail Trade	13,913	14,142	229	0.16
539900	Professional and Business Services	7,612	8,191	579	0.74

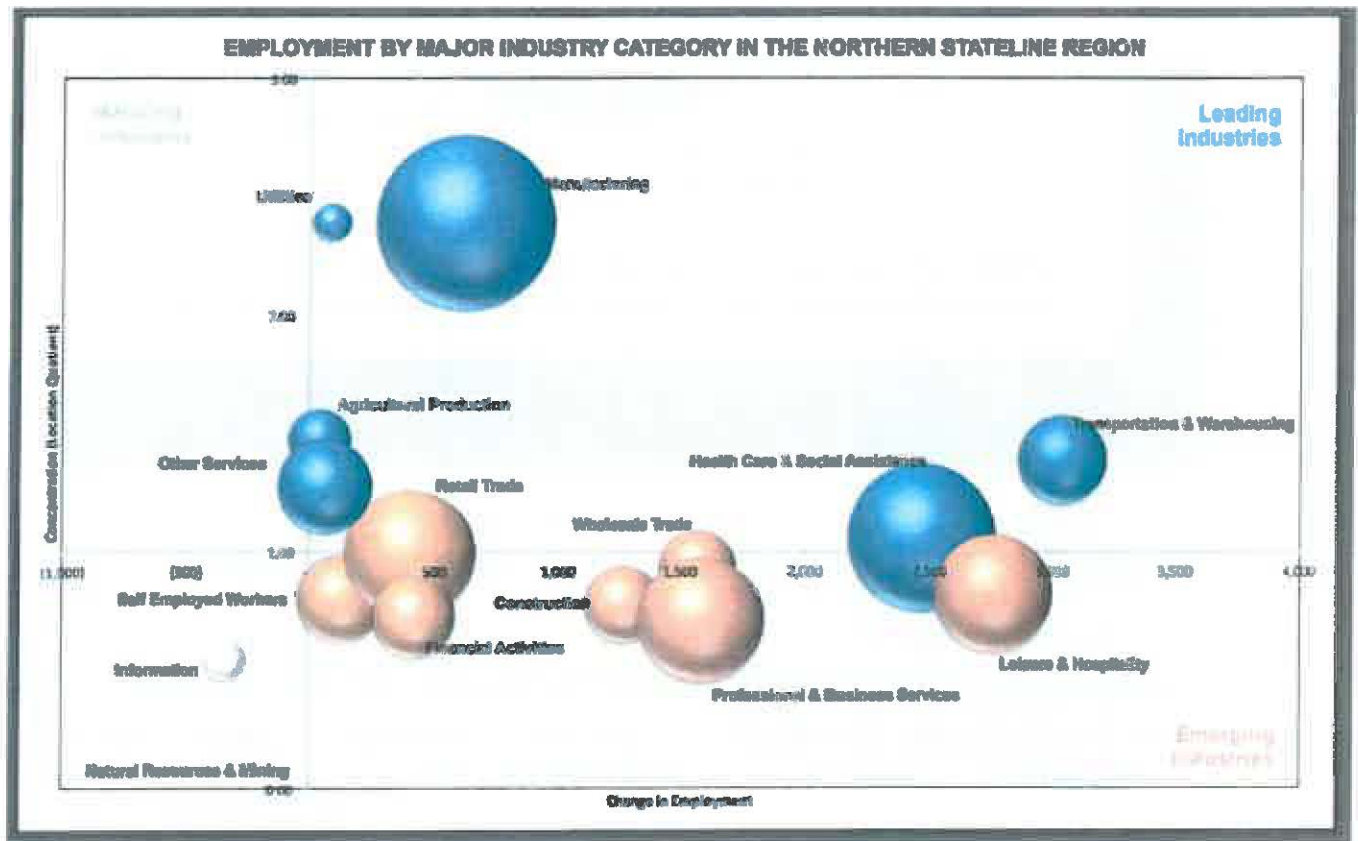
Appendix A – Entrepreneurship/Small Business Management Certificate Labor Need

561000	Administrative and Support Services	4,060	4,279	219	0.53
561100	Office Administrative Services	173	209	36	1.81
561200	Facilities Support Services	9	10	1	1.06
561300	Employment Services	1,502	1,852	150	0.96

Full report available at: <https://ides.illinois.gov/resources/labor-market-information/employment-projections.html>

2020-2024 IL Northern Stateline Regional and Local Workforce Plan

Full report available at: <https://www.theworkforceconnection.org/plans-and-policies/>



Appendix A – Entrepreneurship/Small Business Management Certificate Labor Need

NORTHERN STATELINE REGION					
EMPLOYMENT BY MAJOR INDUSTRY CATEGORY					
NAICS Title	2016 Employment	Projected 2026 Employment	Net Employment Change 2016- 2026	Percent Employment Change	Concentration (Location Quotient)
TOTAL, ALL INDUSTRIES	198,918	213,817	14,899	7.5%	
Self Employed Workers	8,840	8,969	129	1.5%	0.80
Agricultural Production	4,195	4,238	41	1.0%	1.47
Natural Resources & Mining	34	34	-	0.0%	0.04
Construction	6,982	8,257	1,265	18.1%	0.78
Manufacturing	37,443	38,088	623	1.7%	2.39
Wholesale Trade	6,716	6,284	1,568	23.3%	0.93
Retail Trade	19,386	19,794	408	2.1%	0.99
Utilities	1,637	1,723	86	5.3%	2.39
Transportation & Warehousing	9,282	12,320	3,038	32.7%	1.39
Information	1,883	1,557	(326)	-17.7%	0.54
Financial Activities	7,647	8,070	423	5.5%	0.72
Professional & Business Services	18,400	19,665	1,585	8.6%	0.71
Educational Services	14,345	14,923	578	4.0%	*
Health Care & Social Assistance	28,012	28,479	2,467	9.5%	1.06
Leisure & Hospitality	16,573	18,332	2,759	16.6%	0.82
Other Services	10,467	10,521	54	0.6%	1.28
Government	8,066	9,367	301	3.3%	*

Manufacturing and Utilities are both more highly concentrated in this region than in any other region of the state. However, Transportation & Warehousing is the sector with the highest job creation expectation through 2026.

* LCs for Educational Services and Government are not displayed due to discrepancies in how different BLS data sources treat these industry classifications.

Loading Industries

Emerging Industries

Maturing Industries

Appendix A – Entrepreneurship/Small Business Management Certificate Labor Need

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook* (visited September 26, 2022).

Full report available at: <https://www.bls.gov/ooh/a-z-index.htm#B>

Quick Facts: Administrative Services and Facilities Managers

<u>2021 Median Pay</u>	\$99,290 per year \$47.73 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2021</u>	348,100
<u>Job Outlook, 2021-31</u>	7% (As fast as average)
<u>Employment Change, 2021-31</u>	23,600

Quick Facts: Property, Real Estate, and Community Association Managers

<u>2021 Median Pay</u>	\$59,230 per year \$28.47 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2021</u>	392,900
<u>Job Outlook, 2021-31</u>	3% (Slower than average)
<u>Employment Change, 2021-31</u>	11,100

Quick Facts: Sales Managers

<u>2021 Median Pay</u>	\$127,490 per year \$61.30 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2021</u>	469,800
<u>Job Outlook, 2021-31</u>	5% (As fast as average)
<u>Employment Change, 2021-31</u>	23,800

Appendix A – Entrepreneurship/Small Business Management Certificate Labor Need

Quick Facts: Food Service Managers

<u>2021 Median Pay</u>	\$59,440 per year \$28.58 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	Short-term on-the-job training
<u>Number of Jobs, 2021</u>	329,100
<u>Job Outlook, 2021-31</u>	10% (Faster than average)
<u>Employment Change, 2021-31</u>	32,300

Quick Facts: Wholesale and Manufacturing Sales Representatives

<u>2021 Median Pay</u>	\$62,890 per year \$30.24 per hour
<u>Typical Entry-Level Education</u>	<u>See How to Become One</u>
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	Moderate-term on-the-job training
<u>Number of Jobs, 2021</u>	1,597,600
<u>Job Outlook, 2021-31</u>	4% (As fast as average)
<u>Employment Change, 2021-31</u>	63,300

Quick Facts: Bookkeeping, Accounting, and Auditing Clerks

<u>2021 Median Pay</u>	\$45,560 per year \$21.90 per hour
<u>Typical Entry-Level Education</u>	Some college, no degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	Moderate-term on-the-job training
<u>Number of Jobs, 2021</u>	1,707,800
<u>Job Outlook, 2021-31</u>	-5% (Decline)
<u>Employment Change, 2021-31</u>	-77,200

Appendix A – Entrepreneurship/Small Business Management Certificate Labor Need

Quick Facts: Information Clerks	
2021 Median Pay	\$37,450 per year \$18.01 per hour
Typical Entry-Level Education	See How to Become One
Work Experience in a Related Occupation	None
On-the-Job Training	See How to Become One
Number of Jobs, 2021	1,354,700
Job Outlook, 2021-31	0% (Little or no change)
Employment Change, 2021-31	-5,200

**AGENDA ITEM #VII-D
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**COURSE AND MISCELLANEOUS FEE CHANGES
FOR FALL 2023**

RECOMMENDATION OF THE PRESIDENT: That the course and miscellaneous fee changes listed be approved beginning with the Fall 2023 semester.

BACKGROUND: The purpose of course and miscellaneous fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset increased cost of course supplies or to reflect area service costs.

BOARD ACTION: _____

Proposed Course Fee Changes for Fall 2023

Course #	Course Name	Current Fee	Proposed Fee
BMAC 142	Electronic Calculator	\$ 15.00	\$ 10.00
INFT 105	Basic Keyboarding	\$ 20.00	\$ 10.00
INFT 106	Basic Keyboarding II	\$ 20.00	\$ 10.00
INFT 115	Introduction to World Wide Web	\$ 20.00	\$ 10.00
INFT 122	Intro to Windows	\$ 20.00	\$ 10.00
INFT 131	Beginning Microsoft Word	\$ 20.00	\$ 10.00
INFT 132	Intermediate Microsoft Word	\$ 20.00	\$ 10.00
INFT 133	Advanced Microsoft Word	\$ 20.00	\$ 10.00
INFT 135	Power Point	\$ 20.00	\$ 10.00
INFT 137	Desktop Publishing	\$ 20.00	\$ 10.00
INFT 140	Beginning Excel	\$ 25.00	\$ 10.00
INFT 141	Intermediate Excel	\$ 25.00	\$ 10.00
INFT 142	Advanced Excel	\$ 25.00	\$ 10.00
INFT 145	Beginning Access	\$ 25.00	\$ 10.00
INFT 146	Intermediate Access	\$ 25.00	\$ 10.00
INFT 147	Advanced Access	\$ 25.00	\$ 10.00
INFT 150	Microsoft Office Integration	\$ 15.00	\$ 10.00
INFT 180	Introduction to Information Systems	\$ 25.00	\$ 10.00
INFT 182	Microcomputer Hardware	\$ 25.00	\$ 10.00
INFT 190	Prin. of Computer Science I	\$ 15.00	\$ 10.00
INFT 286	Security + Certification	\$ -	\$ 150.00
INFT 290	Prin. of Computer Science II	\$ 15.00	\$ 10.00
OFFT 151	Keyboarding/Formatting I	\$ 25.00	\$ 10.00
OFFT 152	Keyboarding/Formatting II	\$ 25.00	\$ 10.00
OFFT 156	Keyboarding Speed and Accuracy Development	\$ 20.00	\$ 10.00
OFFT 161	Proofreading	\$ 20.00	\$ 10.00
OFFT 255	Office Procedures	\$ 20.00	\$ 10.00
WELD 130	Intro to Welding	\$ 80.00	\$ 85.00
WELD135	Shielded Arc Oxy Welding	\$ 80.00	\$ 85.00
WELD232	Intermediate Welding	\$ 80.00	\$ 85.00
WELD 233	Advanced Welding	\$ 80.00	\$ 85.00

Rationale:

Reducing the fee associated with the majority of courses due to no longer needing to over cost of PCs on campus. There aren't really any specialty PC/labs for any of these courses.

INFT286 Security + Certification fee: cost to cover TestOut materials. Also brings course in line with INFT282 and INFT284

Consumable supplies required for the welding classes continue to increase in costs

ART 117	Pottery I	\$ 45.00	\$ 50.00
ART 217	Pottery II	\$ 45.00	\$ 50.00

Rationale:

Increase in price of supplies

<u>Ticket Prices (Fine Arts):</u>			
Theatre			
Adult		\$10 to \$13	
Senior Citizen		\$8 to \$11	
Student		\$3	
Theatre (Summerset or Musicals)			Music Dept.
Adult		\$18 to \$23	\$10 to \$13
Senior Citizen		\$16 to \$21	\$8 to \$11
Student		\$8 to \$10	\$3
*There is an additional \$2.00 service charge per ticket not included in this price.			
Rationale			
Fine Arts tickets - Increase in price of supplies. Additionally, we are creating a range as opposed to one fee. This recognizes that a range provides a better opportunity to set a price reflective of the cost of the production.			
<u>Technology Fee</u>		\$ 22.00	\$ 25.00
Rationale:			
This fee supports the costs of technology services that impact students. The expected services and needs continue to increase. This will be the first adjustment in three years.			

**AGENDA ITEM #VII-E
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW POLICY 1.111
BOARD MEMBER ATTENDANCE BY A MEANS OTHER THAN
PHYSICAL PRESENCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading new policy 1.111, Board Member Attendance by a Means Other Than Physical Presence, which will be included in Chapter I, Board of Trustees, of the policy manual.

BACKGROUND: The recommended new policy meets State regulatory requirements found in the Illinois Open Meetings Act. Currently, through the Governor's Executive Order, trustees may attend the Board meetings electronically because of the disaster proclamation. The new policy would permit this practice, in certain situations, after the disaster proclamation expires.

No additions or revisions have been made since Trustees approved the first reading at their November 22, 2022, regular meeting.

BOARD ACTION: _____

1.111 *Board Member Attendance by a Means Other Than Physical Presence*
(Adopted)

In accordance with the Illinois Open Meetings Act [5 ILCS 120/7], Board members may be permitted to attend, participate, and vote at meetings by telephone conference call or other electronic means under the following conditions:

- A. If a quorum of Board members is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means (i.e., video or audio conference) if the member is prevented from physically attending because of:
 - 1. personal illness or disability;
 - 2. employment purposes or the business of the College; or
 - 3. a family or other emergency.
- B. If a Board member wishes to attend a meeting by other means, the Board member must notify the Board Secretary of the College before the meeting unless advance notice is impractical.

**AGENDA ITEM #VII-F
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**COMPENSATION ADJUSTMENT
DIRECTOR, FACILITIES AND SAFETY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the Director, Facilities and Safety, with placement at range 38 on the Highland Salary Range Table, along with a compensation adjustment in the amount of \$2,388 for the incumbent in the position, Kurt Simpson, effective December 15, 2022.

BACKGROUND: An updated position analysis questionnaire (PAQ) was submitted as part of the Request for Reclassification process for review of position placement on the Highland Salary Range Table. Over the last few years, the number and scope of Physical Plant and Safety and bond projects has expanded considerably. In addition, through the Bond Advisory Work Group process, proposals for projects have been opened up campus wide, leading to a notable increase in the number of projects requiring estimates. Since Mr. Simpson's position oversees these projects and proposals, this has resulted in him taking on significant and increasingly complex project management. The salary range placement for the Director, Facilities and Safety will be raised from range 37 to 38 to align with market data. In addition, a salary adjustment of \$2,388 will be provided to reflect the change in range placement and the incumbent's years of internal service credit.

BOARD ACTION: _____

**AGENDA ITEM #VII-G
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**IMPLEMENTATION OF COMPENSATION STUDY AND
MINIMUM RATE SALARY 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 and an increase to Highland's minimum rate to \$15.00 per hour effective January 1, 2023. The cost of the total amount of the adjustments resulting from the compensation study and change to our minimum rate will not exceed \$35,000 for FY23. 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 approve the attached Salary Range Table showing revised placements for positions based on market data obtained and as a result of the internal minimum rate increase.

BACKGROUND: Highland's Classification and Compensation Review Team (CCRT) conducts a review of market data on an annual basis of half of our non-union classified, professional, and administrative positions, so that all positions are reviewed in a two-year period. In FY22, over half of the positions were reviewed. The CCRT reviewed the remaining positions this year.

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. 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 an 1.5% in-range target adjustment for each internal year of experience. Increases are capped in order to stay within the SURS 6% rule guidelines. In situations where the in-range adjustment exceeds 6%, circumstances will be evaluated each year to determine eligibility for future salary adjustments.

In addition, the state of Illinois implemented an annual incremental minimum wage increase resulting in the minimum wage to be set at \$15.00 per hour by January 1, 2025. The state's

BOARD ACTION: _____

minimum wage will increase to \$13.00 per hour on January 1, 2023. Many local organizations and businesses have already positioned their minimum rate close to or at \$15.00 hour. As finding qualified candidates has become increasingly more difficult, the CCRT decided it was important to implement an increase to Highland's minimum rate to \$15.00 per hour in 2023 to remain competitive. Positions that were placed in Highland's Salary Range Table at ranges 19 or below were combined into range level 22. Range 22 has become more compressed compared to the other ranges and utilizes a .5% in-range target adjustment for each year of internal experience. For positions at ranges 21 to 23, placements were reviewed to determine if their placement needed to be raised to address significant compression. Some position range placements were adjusted as a result. Those positions that were reviewed as part of this process have a + next to their job title. Employees whose position range placement was modified due to the implementation of the \$15.00 per hour minimum rate or as a result of compression were eligible for an adjustment based on years of service. The full amount of the increase was provided effective January 1, 2023.

HCC FY2023 Salary Plan Table 8
Recommended Salary Adjustments

Employee Name	Department	Class Code	Job Title	Current Annual Salary	New FY23 Annual Salary Effective 1/1/23
Anderson, Scott	Business & Technology	6315	VP, Business, Technology & Community Programs	\$102,110	\$105,512
Atz, Julie	Cafeteria	4510	Cafeteria Manager	\$29,752	\$30,323
Bardell, Lisa	Cafeteria	4508	Cafeteria Assistant Manager	\$21,709	\$23,103
Boettner, Elizabeth	Natural Science & Math	5103	Natural Science Lab Assistant	\$34,193	\$34,861
Buehler, Bill	Fine Arts	1110	Office Coordinator	\$43,326	\$45,266
Curry, Kerstin	Admissions & Records	4206	Student Information Specialist	\$30,826	\$33,624
Dvorak, Susie	Admissions & Records	4206	Student Information Specialist	\$41,434	\$44,969
Gerber, Liz	Student Services	6330	VP/CSSO, Student Development & Support Services	\$106,173	\$112,543
Grimes, Terri	President's Office	1113	Executive Assistant (Board)	\$56,894	\$60,306
Harrison, Pam	Business & Technology	1112	Executive Assistant (Non-exempt)	\$41,434	\$42,528
Hayenga, Deb	Conference Ctr & BI	5310	Coordinator, Conference Center & Business Institute	\$47,047	\$49,617
Hooper, Michaela	Admissions & Records	4205	Student Information Assistant	\$28,496	\$31,547
Janssen, Jill	Administrative Services	6325	VP/CFO, Administrative Services	\$120,787	\$126,034
Keeney, Madonna	Bookstore	4119	Bookstore Manager	\$57,311	\$60,750
Klever, Paige	Admissions & Records	4206	Student Information Specialist	\$33,613	\$37,337
Lethlean, Jane	Marketing & Community Relations	2410	Communications Specialist	\$27,639	\$29,754
Lipinski, Alyssa	Marketing & Community Relations	2412	Digital and Creative Specialist	\$36,499	\$40,809
McNamer, Kathleen	Cafeteria	4506	Cafeteria Assistant	\$17,996	\$21,640
Rogers, Jodi	Athletics & Physical Education	1110	Office Coordinator	\$35,298	\$37,416
Schultz, Jackie	Lifelong Learning	1109	Administrative Assistant	\$23,340	\$23,537
Talbert, Carolyn	Bookstore	4405	Bookstore Assistant	\$6,911	\$7,887
Thrumen, Tina	Financial Aid	3102	Financial Aid Assistant	\$29,702	\$31,200
Vehmeier, Brittany	Success Center	4705	Testing & Career Services Specialist	\$31,429	\$33,005
Wilkins, Marjorie	Cafeteria	4506	Cafeteria Assistant	\$17,996	\$22,083
Wossner, Hannah	Bookstore	4405	Bookstore Assistant	\$16,066	\$21,640
Grant					
Hamilton, Elizabeth	Project Succeed	1109	Administrative Assistant	\$33,572	\$34,861
Holmes, Trinetta	Upward Bound	1109	Administrative Assistant	\$32,408	\$35,480
Switzer, Dawn	Adult Education	1109	Administrative Assistant	\$39,832	\$44,969

Highland Community College FY 2023
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
<u>1000</u>	<u>Clerical and Office Series</u>					
1100	Clerical and Office Support Group					
1109	*/+ Administrative Assistant	23	\$33,005	\$41,256	\$49,507	20
1110	*/+ Office Coordinator	24	\$34,855	\$43,319	\$51,983	21
1112	* Executive Assistant- Non-Exempt	25	\$36,388	\$45,485	\$54,582	24
1113	* Executive Assistant (Board)	28	\$42,124	\$52,654	\$63,185	26
<u>2000</u>	<u>General Administrative Series</u>					
2100	Facilities Group					
2109	*/+ Facilities and Safety Assistant	23	\$33,005	\$41,256	\$49,507	21
2200	Human Resources Group					
2209	Human Resources Specialist	26	\$38,207	\$47,759	\$57,311	
2210	HRIS Administrator/Human Resources Generalist	29	\$44,230	\$55,287	\$66,345	
2300	Information Technology Group					
2303	ITS Support Specialist	24	\$34,855	\$43,319	\$51,983	
2305	ITS Support Specialist, Media Systems	26	\$38,207	\$47,759	\$57,311	
2308	ITS Support Specialist, Lead	26	\$38,207	\$47,759	\$57,311	
2311	Institutional Research Data Reporting Analyst	28	\$42,124	\$52,654	\$63,185	
2316	Administrative Applications Administrator	32	\$51,201	\$64,002	\$76,802	
2317	Network Administrator	32	\$51,201	\$64,002	\$76,802	
2319	Database Administrator/Systems Administrator	35	\$59,272	\$74,090	\$88,908	
2400	Marketing & Community Relations Group					
2410	* Communications Specialist	26	\$38,207	\$47,759	\$57,311	21
2412	* Digital Media and Creative Specialist	27	\$40,118	\$50,147	\$60,176	24
2500	Library and Learning Media Group					
2508	+ Academic Technology Resources Assistant	23	\$33,005	\$41,256	\$49,507	21
2509	Coordinator, Academic Technology Resources	31	\$48,763	\$60,964	\$73,145	
2511	Library Specialist, Circulation and Technical Services	23	\$33,005	\$41,256	\$49,507	
<u>3000</u>	<u>Financial and Accounting Series</u>					
3100	Financial Aid Group					
3102	+ Financial Aid Assistant	22	\$31,200	\$34,867	\$38,133	19
3105	+ Financial Aid Specialist I	23	\$33,005	\$41,256	\$49,507	22
3109	Financial Aid Specialist II	25	\$36,388	\$45,485	\$54,582	
3200	Accounting Group					
3202	+ Student Accounts Specialist, Technical Support	23	\$33,005	\$41,256	\$49,507	
3205	+ Coordinator, Student Accounts	23	\$33,005	\$41,256	\$49,507	
3211	Payroll Specialist	24	\$34,855	\$43,319	\$51,983	
3215	Coordinator, Accounting	24	\$34,855	\$43,319	\$51,983	
3220	Manager, Accounting	31	\$48,763	\$60,964	\$73,145	
<u>4000</u>	<u>Student Support Services Series</u>					
4100	Academic Advising Group					
4106	Student Advisor	28	\$42,124	\$52,654	\$63,185	

Highland Community College FY 2023
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
4107	Student Advisor [Transfer Coordinator]	30	\$46,441	\$58,052	\$69,662	
4109	Coordinator, Career Services	29	\$44,230	\$55,287	\$66,345	
4200	Admissions Group					
4205	+ Student Information Assistant	22	\$31,200	\$34,667	\$38,133	19
4206	+ Student Information Specialist	23	\$33,005	\$41,256	\$49,507	21
4215	Outreach, Dual Credit and Workforce Pathways Coordinator	28	\$42,124	\$52,654	\$63,185	
4300	Athletic and Arts Group					
4310	Coordinator, Women's Athletics	25	\$36,388	\$45,485	\$54,582	
4312	Fine Arts Technical Coordinator	25	\$36,388	\$45,485	\$54,582	
4315	Head Coach/Coordinator, Sports Information and Intramurals	26	\$38,207	\$47,759	\$57,311	
4400	Bookstore Group					
4405	+ Bookstore Assistant	22	\$31,200	\$34,667	\$38,133	18
4419	* Bookstore Manager	28	\$42,124	\$52,654	\$63,185	26
4500	Cafeteria Group					
4506	+ Cafeteria Assistant	22	\$31,200	\$34,667	\$38,133	17
4508	+ Cafeteria Assistant Manager	23	\$33,005	\$41,256	\$49,507	20
4510	+ Cafeteria Manager	24	\$34,655	\$43,319	\$51,983	23
4700	Learning Services Group					
4705	+ Testing and Career Services Specialist	23	\$33,005	\$41,256	\$49,507	22
4708	Coordinator, Testing Center	24	\$34,655	\$43,319	\$51,983	
4710	Coordinator, Student Success	27	\$40,118	\$50,147	\$60,176	
4800	Student Support Services Group					
4814	Coordinator, Disability Services	27	\$40,118	\$50,147	\$60,176	
4825	Student Success Coach	25	\$36,388	\$45,485	\$54,582	
5000	<u>Community and Partnership Series</u>					
5200	Servant Leadership Group					
5210	* Coordinator, High School Servant Leadership Program	26	\$38,207	\$47,759	\$57,311	25
5300	Business Institute & Conference Center Group					
5310	*/+ Coordinator, Conference Center and Business Institute	24	\$34,655	\$43,319	\$51,983	23
5312	* Coordinator, Business Training	28	\$42,124	\$52,654	\$63,185	
5400	Lifelong Learning Group					
5420	Coordinator, Lifelong Learning Program and Business Training	28	\$42,124	\$52,654	\$63,185	
6000	<u>Administrative Series</u>					
6100	Academic Group					
6110	Director, Athletics & Physical Education	35	\$59,272	\$74,090	\$88,908	
6112	Dean, Natural Science & Mathematics	39	\$72,046	\$90,057	\$108,068	
6126	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	
6215	Director, Financial Aid	35	\$59,272	\$74,090	\$88,908	
6220	Director, Institutional Research	36	\$62,236	\$77,795	\$93,353	

Highland Community College FY 2023
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
6226	Director, Information Technology Services	41	\$79,430	\$99,288	\$119,145	
6230	Director, Facilities and Safety	37	\$65,347	\$81,684	\$98,021	
6240	Director, Retention and Learning and Services	38	\$62,236	\$77,795	\$93,353	
6246	Director, Marketing and Community Relations	38	\$68,615	\$85,769	\$102,922	
6250	Director, Human Resources	40	\$75,648	\$94,560	\$113,472	
6300	Executive Group					
6315	* VP, Business, Technology and Community Programs	43	\$87,572	\$109,465	\$131,358	42
6320	* VP/CAO, Academic Services	48	\$111,766	\$139,708	\$167,649	45
6326	* VP/CFO, Administrative Services	49	\$117,355	\$146,893	\$176,032	45
6330	* VP/CSSO, Student Development and Support Services	46	\$101,375	\$126,719	\$152,063	45
7000	<u>Officer Series (Reqs Formal Appt per Law/Regs)</u>					
7110	EEO/Affirmative Action Officer					
7120	HIPAA Privacy Officer					
7130	Identity Theft Officer					
7140	Behavioral Intervention Officer					
8000	<u>Academic Series</u>					
8100	Health, Natural Science and Mathematics Group					
8103	*+ Natural Science Lab Assistant	23	\$33,005	\$41,256	\$49,507	21
8106	* Coordinator, Nursing and Allied Health	29	\$44,230	\$55,287	\$66,345	
1000	<u>GRANT POSITIONS</u>					
	<u>Clerical and Office Series</u>					
1100	Clerical and Office Support Group					
1109	*+ Administrative Assistant	23	\$33,005	\$41,256	\$49,507	20
4000	<u>Student Support Services Series</u>					
4100	Academic Advising Group					
4106	Student Advisor	28	\$42,124	\$52,854	\$63,185	
4200	Admissions Group					
4220	College Access Specialist, TRIO Educational Opportunity Center (25	\$36,388	\$45,485	\$54,582	
4225	Director, TRIO Educational Opportunity Centers (EOC)	31	\$48,763	\$60,954	\$73,145	
4800	Student Support Services Group					
4820	Early Childhood Education Mentor/Coach	28	\$42,124	\$52,854	\$63,185	
4825	Student Success Coach	25	\$36,388	\$45,485	\$54,582	
4830	Coordinator, Project Succeed Program	29	\$44,230	\$55,287	\$66,345	
4900	Upward Bound Group					
4930	Coordinator, Upward Bound	27	\$40,118	\$50,147	\$60,176	
5000	<u>Community and Partnership Series</u>					
5100	Adult Education Group					
5110	* Coordinator, Literacy and ESL Programs	24	\$34,655	\$43,319	\$51,983	
5116	* Coordinator, Student Support Services	25	\$36,388	\$45,485	\$54,582	24
5118	* Director, Retired Senior Volunteer Program (RSVP)	28	\$42,124	\$52,854	\$63,185	

Highland Community College FY 2023
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
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6000 **Administrative Series**

6200 **Administrator Group**

6255	*	Director, Adult Education Programs	33	\$53,761	\$67,202	\$80,642
6260	*	Director, TRIO Services	34	\$56,450	\$70,662	\$84,874

**AGENDA ITEM #VII-H
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, UPWARD BOUND (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Mariah Studer as full-time Coordinator, Upward Bound beginning December 15, 2022, at a FY23 salary of \$44,681, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY23 budget. This position is dependent on continued grant funding.

BACKGROUND: Ms. Studer most recently served as an English teacher at Imagine Prep Cortez Park in Phoenix, Arizona, where she taught fifth and seventh grade. Prior to this position, she was a Teaching Fellow and Special Education Specialist at BASIS Peoria Primary in Peoria, Arizona. Before teaching, Ms. Studer was a Student and Parent Liaison through the Rockford Public School District. In this role, she assisted in planning and implementing practical parent engagement activities to improve student academic achievement and school performance and fostered new collaborative relationships with outside organizations to enhance student learning. In her position as an AmeriCorps Member through the YMCA Rock River Valley in Rockford, she organized volunteer schedules and assignments, partnered with similar organizations to optimize resource utilization, and coordinated referrals to community services while advocating for individual needs. Ms. Studer's other work experience includes serving as an Illinois Student Assistance Commission Corps Member in Rockford where she gave workshops and other group presentations to inform students of options and educate them on the financial aid process.

Ms. Studer earned her Associate of Arts degree from Lincoln College in Lincoln, Illinois, and obtained her Bachelor of Arts degree from Western Illinois University in Macomb, Illinois. Recently, she was awarded her Master of Education degree from Arizona State University, Tempe, Arizona.

Ms. Studer's educational background, teaching experience, and commitment to facilitating student success make her an excellent addition to the Upward Bound Program.

BOARD ACTION: _____

**AGENDA ITEM #VII-I
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
COORDINATOR, OUTREACH AND DUAL CREDIT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for the Coordinator, Outreach and Dual Credit, with placement remaining at range 28 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY23 budget.

BACKGROUND: This position's job title and essential functions were modified when it took on the coordination of the Academic Pathways Program through Highland. This program was provided through a grant-funded partnership with Rock Valley College. With the elimination of that program and grant, the former job title is being restored and the essential functions associated with the program are being removed. In addition, an essential function has been added in relation to the collection of transitional math and English Memorandum of Understanding (MOU) data and grades.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: ~~Outreach, Dual Credit and Pathways Coordinator~~Coordinator, Outreach and Dual Credit*

GENERAL STATEMENT OF RESPONSIBILITIES: Develops opportunities and coordinates follow up efforts to interact with prospects, communicate with prospective students and provide early general advisement as it relates to careers and College programs, services and educational opportunities. Develops, cultivates and maintains effective partnerships with school district administrators, counselors and teachers, and HCC that foster increased dual credit ~~and Pathways~~ opportunities. Coordinates and liaisons between the high school and college administrators to help meet requirements and standards for the dual credit program. ~~Responsible for the implementation of Academic Pathways and will coordinate the registration, advising, and retention of high school students taking HCC classes, either as dual credit or articulated credit option. Serves as liaison to regional K-12 School District, Reek Valley College and other agencies related to the Pathways program.~~

PRINCIPAL DUTIES: (essential functions)

- Provides current information to our new and prospective students about careers, academic programs, and other opportunities.
- Assists students, community members, prospects and staff with questions and concerns regarding admissions, registration, residency, courses, programs, etc. Makes proper referrals as needed. Collects and verifies all admission requirements for Dual Credit students have been completed and submitted.
- Ensures positive and quick follow-up with prospective students by coordinating with other staff in admissions, marketing and community relations, advising and other areas of the College as well as maintaining organized outreach materials.
- Participates in prospect management including data input, report generation, and use of the Customer Relationship Management system to ensure strategic communication plans are met with regular and sequential contacts and notifications.
- Provides information and tracking of data to monitor the effectiveness of College recruitment efforts including use of recruitment calendar and other forms of documentation; coordinates with institutional research department as needed.
- Advises students individually and in group presentations. Coordinates opportunities for interaction with the appropriate personnel in the college, school districts, companies, government and non-profit agencies and others in order to ensure positive outreach relationships.
- Assists with continuing evaluation of current and new processes and makes recommendations regarding practices and processes.
- Expands the pool of prospective students by strategically working with new potential students under cooperative agreements, utilizing electronic tools such as the web site and Career Cruising, and developing new relationships that expand outreach opportunities.

~~Outreach, Dual Credit and Pathways Coordinator~~Coordinator, Outreach and Dual Credit

Adopted 08/18/15

- May need to identify students participating in programs such as, but not limited to, Workforce Innovation and Opportunity Act (WIOA), English as a Second Language (ESL) and various precollege initiatives for enrollment ~~into career pathways to certificate and degree completion.~~
- Designs and implements outreach and promotional programs to encourage enrollment and as a service to students, employers, alumni, faculty and staff.
- ~~Responsible for overall marketing, recruitment and retention efforts for the Pathways program. Will be Linking Talent with Opportunities within the region by working as a team with other instructional staff in developing and implementing marketing and recruitment strategies and may be assigned specific responsibilities such as website updates and coordinating events with specific Pathways.~~
- ~~Plans and coordinates Pathways events.~~ Supports and participates in Dual Credit programming, events, and services.
- ~~Works with key community relationships to support public programs with the potential of assisting people into the correct Pathway.~~
- Develops and brokers strategic alliances and relationships to increase high school partnerships and create opportunities for eligible students to earn college credit while still enrolled in high school. ~~Develops, cultivates and maintains professional partnerships with regional K-12 districts, Reek Valley College and other organizations related to Pathways and Dual Credit.~~
- Develops, implements and monitors strategies to increase dual credit enrollment and high school matriculation to Highland.
- In collaboration with other staff in student services and academic divisions, facilitates the expansion of dual credit by acting as a liaison in development, approvals, and updates for transfer dual credit agreements in accordance with the approved dual credit processes, Illinois Community College Board, and current state and Federal laws.
- Identifies needs of students in dual credit and helps coordinate the provisions of student services. In collaboration with appropriate departments on campus, streamlines the processes for testing, registration and other student services required for dual credit students.
- ~~Engages and supports Pathways and dual credit students through educational requirements, career exploration and successful completion.~~
- Coordinates the development and administration of dual credit and dual enrollment opportunities at area high schools by working collaboratively with academic divisions, Director of Enrollment and Records, and other administrators as required.
- ~~Assists in data collection of transitional math and transitional English Memorandums of Understanding (MOU) and final grades of these courses from participating K-12 schools.~~
- ~~Assists in developing and implementing Career and Technical Academic Instructional Pathways with CEANGI and business stakeholders.~~
- ~~Collaborates with internal and external stakeholders to support efforts for expanded and new Pathways for the region.~~
- ~~Collaborates with agency partners, business and industry for purpose of identifying Industry Credentials for High Priority Occupations regionally.~~
- Provides training for other members of the team with respect to enrollment outreach efforts.
- Participates in Industry advisory committees and councils.
- Has a long-term recruitment and retention focus utilizing positive representation of the College to students and the public.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

~~Outreach, Dual Credit and Pathways Coordinator~~ Coordinator, Outreach and Dual Credit

Adopted 08/18/15

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of college programs, degree and certification programs and transfer requirements.
 Knowledge of academic resources.
 Knowledge of documenting information accurately.
 Knowledge of advising and career counseling practices, principles and processes and college policies and procedures.
 Knowledge of computer operations and software applications.
 Knowledge of community resources.
 Knowledge of customer service techniques.
 Knowledge of utilizing data to make informed decisions.
 Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in reviewing student history and interests and recommending possible educational or career options.
 Skill in organizing and managing data and responsibilities.
 Skill in operating office equipment, computers and software applications.
 Skill in communicating effectively in writing.
 Skill in communicating effectively one-on-one or in groups.
 Skill in responding professionally, effectively, and efficiently to customer service requests.
 Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.
 Skill in developing and presenting recruitment and educational opportunities for students, alumni and the community.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.

MINIMUM QUALIFICATIONS: Bachelor's degree in Marketing, Communications, Student Personnel, Psychology, or similar degree. Master's degree is preferred. Three (3) years' work experience in a related field such as student personnel, marketing and communications is required OR an equivalent combination of education and experience that provide the required knowledge and skills. Ability to work a flexible schedule that may require evening and weekend hours. Must be able to work remotely and utilize technology for communication and organization. Experience working in higher education preferred. Travel to and from facilities is required.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director of Enrollment and Records

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4215

JOB SERIES/FAMILY: Student Support Services Series/Admissions Group

LAST REVISED: 02/19/19 12/14/22 *[Pending Board Approval]

**AGENDA ITEM #VII-J
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
COORDINATOR, CENTER FOR TEACHING AND LEARNING SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for the Coordinator, Center for Teaching and Learning Services, with placement remaining at range 31 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY23 budget.

BACKGROUND: This position is currently vacant. The job title is being modified from Coordinator, Academic Technology Resources to Coordinator, Center for Teaching and Learning Services to highlight its increased role in leading the strategic outcomes related to teaching and learning and distance education. The job description has been revised to update the position responsibilities. The education and experience requirements have been elevated to a master's degree with three to five years teaching in higher education due to its need for prior experience in analyzing learners' needs and creating learning activities and resources to meet learning outcomes.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: ~~Coordinator, Academic Technology Resources~~ Coordinator, Center for Teaching and Learning Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To develop, expand, and promote instructional technology resources and initiatives within the College, assist students and faculty with learning management systems and education technology to improve student outcomes, ensure accessibility issues related to online instruction are addressed and comply with applicable regulations.

PRINCIPAL DUTIES: (essential functions)

- ~~Supports the learning management system (LMS)~~ and other online education technologies by conducting orientations and training for supporting faculty and students on usage and functionality of LMS and assisting with inquiries.
- Answers questions, solves problems and provides training on new and existing software programs.
- Assists faculty in online course material design and development. Develops or makes recommendations for improvements to course formats, interactive learning objects and education technology apps to improve delivery, functionality, accessibility and student satisfaction/completion of online content.
- Provides faculty and staff with universal design training and support. Manages the College's technology support for online education initiatives.
- Works with college constituencies to develop and encourage instructional design best practices.
- Assists faculty in the development of instructional web and media-based interactive learning objects.
- Completes course rollovers in LMS.
- Works with IT to ~~Evaluate~~ and recommends educational and training technologies and applications to the ~~Executive Vice President~~ Vice President, Chief Academic Officer (CAO), Academic Services.
- ~~Serves as the College's subject matter expert on issues related to academic learning system technologies in education and training.~~
- ~~Provides instructional and technical leadership and support for academic technology and online courses.~~
- ~~Assists faculty in online course material design and development.~~
- ~~Develops or makes recommendations for improvements to course formats, interactive learning objects and education technology apps to improve delivery, functionality, accessibility and student satisfaction/completion of online content.~~
- ~~Answers questions, solves problems and provides training on new and existing software programs. Creates, maintains and consults on databases.~~

Adopted 8/19/1997

~~Academic Technology Resources~~
~~Coordinator~~ Coordinator, Center for Teaching and Learning Services

- ~~Creates and delivers instructional technology workshops. Coordinates with other departments to provide specific training for staff and faculty.~~
- Supports students by answering inquiries with regard to educational technology usage and functionality, including hardware and software questions, and performing password resets.
- ~~Reserves, maintains, checks out, delivers/picks up or arranges for delivery/pick up of iClickers, mobile lab, lap tops, microphones, and other equipment and materials for faculty and staff as needed. Provides instruction and assistance with using the equipment.~~
- ~~Develops instructional web and media-based interactive learning objects.~~
- ~~Completes course rollovers in LMS.~~
- Oversees the ~~academic technology resource~~ teaching and learning center and computer lab areas, including hiring, training and supervising staff, providing student, faculty, and staff support, ~~computer lab maintenance,~~ and communication of issues to the information technology department.
- Provides leadership for the development of a teaching and learning and distance education strategic plan.
- Collaborates with IT, the Library, Disability Services, faculty and other college departments to develop a needs assessment for equipment, training and other needs in the teaching and learning center.
- ~~Works with college constituencies to develop and encourage best instructional design practices.~~
- ~~Participates on internal committees and is liaison for other state-wide initiatives to assist with the College's strategic goals.~~
- ~~Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge. Compiles and writes state and national reports related to distanced education.~~
- Participates and contributes to statewide and national initiatives related to distance education.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of academic learning systems technologies in education and training.
 Knowledge of principles and practices of instructional technology.
 Knowledge of principles and practices within an educational computer laboratory.
 Knowledge of learning theories, techniques, web-based learning systems and multimedia.
 Knowledge of design and production of digital video, images and audio.
 Knowledge of testing and evaluation processes in relation to new learning system technologies.
 Knowledge of computer operations and software applications.
 Knowledge, understanding and compliance with Federal and state privacy laws related to students.
 Knowledge of accessibility guidelines and SARA guidelines as it relates to online classes.
 Knowledge of utilizing data to make informed decisions.
 Knowledge of principles and practices associated with supervising, training and evaluating workers.

Skill in teaching, learning, and providing technical assistance to users on software and technologies.

Adopted 8/19/1997

~~Academic Technology Resources~~
 Coordinator, Center for Teaching and Learning
 Services

Skill in creating and delivering training programs and workshops.

Skill in designing and developing learning materials, including elearning objects.

Skill in communicating effectively orally and in writing.

~~Skill in learning, teaching and providing technical assistance to users on software and technologies, including use of learning resources such as digital cameras, camcorders, scanners, clickers, etc.~~

Skill in creating and delivering training programs and workshops.

Skill in operating computers and software applications.

Skill in assessing and prioritizing multiple tasks, projects demands.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in scheduling and assigning the work of others.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.

MINIMUM QUALIFICATIONS: ~~Bachelor's degree in education or instructional technology or a related field and two (2) years instructional technology or design experience OR an equivalent combination of education and experience that provide the required knowledge and skills.~~ Master's degree required in instructional design field and three to five years higher education teaching experience, with community college experience preferred, and experience in instructional design and technology required OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: ~~Executive Vice President~~ Vice President/Chief Academic Officer (CAO), Academic Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2509

JOB SERIES/FAMILY: General Administrative Series/Library and Learning Media Group

LAST REVISED: ~~02/19/19~~ 12/14/22 *[Pending Board Approval]

Adopted 8/19/1997

Academic Technology Resources

Coordinator, Center for Teaching and Learning Services

**AGENDA ITEM #VII-K
DECEMBER 14, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COORDINATOR, TESTING CENTER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Coordinator, Testing Center, with placement remaining at range 24 on the Highland Salary Range Table. This is a full-time, non-exempt classified position and is included in the FY23 budget.

BACKGROUND: With the incumbent in the position recently resigning, the job description was reviewed prior to posting. After review of the requirements to administer standardized tests, the educational requirement was changed from a bachelor's degree to an associate's degree. Other changes include the inclusion of virtual testing as an essential function and the need for certification of other specialty tests.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Coordinator, Testing Center*

GENERAL STATEMENT OF RESPONSIBILITIES: To coordinate the operations of the HCC Testing Center for internal and external customers.

PRINCIPAL DUTIES: (essential functions)

- Administers, proctors, and transmits results of various tests conducted through the Testing Center [and virtually](#), including standardized tests such as CLEP, Pearson, SAT and DSST.
- Assists in the planning and delivery of Quick Start and dual credit testing.
- Communicates testing program policies, procedures, and schedules.
- Maintains integrity and security of testing environment by tracking inventory of tests and materials, reviewing procedures for security, and insuring proper storage and return of test materials to testing companies.
- Observes college, state, federal and test agency policies and procedures for security/confidentiality of testing records.
- In conjunction with supervisor, develops and updates testing services, policies, and procedures. Expands testing services through exploration and development of new testing contracts to meet student and community needs.
- Tracks and generates reports relating to Testing Center usage and statistics.
- Gathers feedback from faculty and students on Testing Center services.
- Aids students with disabilities by scheduling, administering, and proctoring course exams.
- Trains students in use of adaptive technology.
- Collaborates with Coordinator, Disability Services to ensure appropriate testing accommodations are made when necessary.
- Provides administrative support to Success Center staff such as course evaluation processing, managing syllabi using [CarrieUNET a curriculum management system](#), entering course semester schedules in Banner, preparing faculty assignment forms, processing purchase orders, credit card reconciliations and check requests, and assisting with PTK.
- Trains, mentors, and schedules the work of other Testing Center staff, including overseeing and assigning work of student workers.
- Orders and maintains an inventory of office supplies; collects and deposits money from testing fees.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
Knowledge of principles, practices and processes of testing.

Adopted 06/21/11
Coordinator, Testing Center

Knowledge of principles, practices and procedures related to students with disabilities.
 Knowledge of principles and practices in working with a diverse student population.
 Knowledge of computer operations and software applications.
 Knowledge of report preparation and formatting.
 Knowledge of customer service techniques.
 Knowledge of utilizing data to make informed decisions.
 Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in operating office equipment, computers and software applications.
 Skill in communicating effectively.
 Skill in maintaining confidential information.
 Skill in performing basic mathematical calculations.
 Skill in conflict resolution methods.
 Skill in effectively using organization and planning skills, including the use of attention to detail and follow through.
 Skill in scheduling and assigning work to others.
 Skill in composing memos, letters, reports and other documents.
 Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects. Ability to work one evening per week. May be required to flex weekly hours as needed to cover the Testing Center during the day and/or evenings.

MINIMUM QUALIFICATIONS: Associate's degree required. Bachelor's degree ~~required~~, with two (2) years experience providing tests in an academic setting or standardized testing environment preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. Bachelor's degree is required for administering certain tests. Certified to administer Pearson VUE, DSST, and CLEP, and other specialty testing tests, as well as gain Accuplacer credentials, within two (2) months of hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Retention and Learning Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4708

JOB SERIES/FAMILY: Student Support Services Series/Learning Services Group

REVISED: ~~08/16/22~~ 12/14/22 *[Pending Board Approval]