

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
February 28, 2023 – 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=SmdzVjE3cDRVenFjaFBYRm5sV2VlOT09>
or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

- I. Call to Order/Roll Call
- II. Appointment of Chair Pro Tem
- III. Approval of Agenda
- IV. Approval of Minutes: January 10, 2023 Special Meeting
 January 24, 2023 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic
 - 1. College*NOW* Agreements Between Highland Community College and Dakota CUSD #201, Pearl City CUSD #200, and Pecatonica CUSD #321 for the 2023 – 2024 Academic Year (FY24) (Page 1)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 8)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 - B. Administration
 - 1. Second Reading: Policy Manual Chapter II: Instruction (Page 13)
 - 2. Acceptance of Staff Member Requesting to Participate in the Planned Retirement Program (Page 39)

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.

C. Personnel (None)

D. Financial

1. Acceptance of Bid: Building “F” (Ferguson Fine Arts Center) Hallway Accessibility Renovation Project (Page 40)
2. Acceptance of Bid: Building “F” (Ferguson Fine Arts Center) Pavement Replacement Project (Page 43)
3. Acceptance of Bid: Wireless Microphone System Equipment for the Highland Community College Theatre (Page 46)
4. Payment of Bills and Agency Fund Report – January 2023 (Page 48)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 50)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Illinois Community College Trustees Association (ICCTA) Representative
- E. Association of Community College Trustees (ACCT)
- F. Board Chair
- G. President

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
- B. Collective Negotiating Matters

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
 1. Appointment of Tenure (Handout)
 2. Appointment of Tenure (Handout)
 3. Appointment of Tenure (Handout)
 4. Appointment of Tenure (Handout)
 5. Appointment of Tenure (Handout)
- B. Collective Negotiating Matters
 1. Memorandum of Agreement Between Highland Community College, Monica Pierce and Illinois Federation of Teachers, AFL-CIO Local 1957, Highland Community College Faculty Senate Related to Coordination of Dual Credit Instructors Teaching Agriculture Courses During the Fall 2022 and Spring 2023 Semesters (Page 59)

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – March 8, 2023, at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center**
- B. Next Regular Board Meeting – March 28, 2023, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)**

XVII. Adjournment

**AGENDA ITEM #IX-A-1
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DAKOTA CUSD #201, PEARL CITY CUSD #200, AND
PECATONICA CUSD #321 FOR THE 2023 – 2024 ACADEMIC YEAR (FY24)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for the 2023 – 2024 (FY24) academic year for qualified students attending Dakota CUSD #201, Pearl City CUSD #200, or Pecatonica CUSD #321.

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 13 participating high schools in the Fall Semester of 2022. The terms of the agreement for each school remain unchanged from the previous year.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
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 Associates 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 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.

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
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 2023-2024 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 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 Pearl City CUSD 200

Chris Kuberski, President Date



Superintendent Date 12/16/22

Jim Endress, Chair
Board of Trustees Date



Chad Brennum Date 12-16-22
President
Board of Education

CollegeNOW
TERMS of AGREEMENT
2023 – 2024 Academic Year (FY'24)
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 2023-2024 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.

**AGENDA ITEM #IX-C-1
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached list of part-time instructors, overload, and other assignments.

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: _____

Spring 2023				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Leanne	Grahame		Trio - Project Succeed		TBD		\$25.20	TBD
Constance	Taylor		Trio - Project Succeed		TBD		\$25.20	TBD
Don	Tresemmer		Trio - Project Succeed		TBD		\$25.20	TBD
Jennifer	Roser		Development/Evaluation of Proficiency Exam					\$300.00
Michael	Skwara		Coordinator, Learning Management Systems					\$1,808.97
Laura	Watson		Chair, Library Services					\$1,808.97
Project Succeed								
Constance	Taylor	6266	MATH066AXX	Basic Algebra I		2	\$540.00	\$1,080.00
Constance	Taylor	6267	MATH067AXX	Basic Algebra II		2	\$540.00	\$1,080.00
Don	Tresemmer	6268	MATH090AXX	Int Algebra I		2	\$540.00	\$1,080.00
Don	Tresemmer	6269	MATH091AXX	Int. Algebra II		2	\$540.00	\$1,080.00
Nursing/Allied Health								
Jessica	Larson	6524	NURS294A	Portion of Health & Illness III		2.12	\$1,356.73	\$2,876.26
Jessica	Larson	6527	NURS294AXA	Portion of Health & Illness III Lab		0.88	\$1,356.73	\$1,193.43
						1.4	\$1,492.40	\$2,089.36
Cassie	Mekeel	6551	NURS121AX	Portion of MA Clinical Procedures Lab		1.34	\$1,356.73	\$1,818.01
Shelly	Morgan	6514	NURS191A	Portion of Fund of Nursing		1.12	\$1,356.73	\$1,519.53
Connie	O'Brien	6507	NURS117A	Medical Terminology	96		\$38.00	\$1,824.00
Jessica	Schneiderman	6528	NURS294B	Portion of Health & Illness III		1.12	\$1,356.73	\$1,519.53
Jessica	Schneiderman	6526	NURS294AXX	Portion of Health & Illness III Lab		1.71	\$1,356.73	\$2,230.01
Chrislyn	Senneff	6520	NURS291AX	Portion of Family Nursing Lab		0.68	\$1,356.73	\$922.57
Kay	Sperry	6517	NURS192AX	Portion of Health & Illness Lab		3	\$1,356.73	\$4,070.19
						2.96	\$1,492.40	\$4,417.51
Donna	Strauch	6527	NURS294AXA	Health & Illness III Lab	112		\$38.00	\$4,256.00
Humanities/Social Sciences/Fine Arts								
Dagny	Brandt		Youth Choir Director					\$1,750.00
Norah	Flaherty		Part-Time Forensics Assistant					\$1,500.00
Brandon	Lamm		Orchestra Director					\$1,750.00
Bill	Petersen		Big Band Director					\$1,750.00
Heidi	Spotts-Manthey		Youth Choir Accompanist					\$750.00
Heidi	Spotts-Manthey		Chorale Director					\$1,750.00
Heidi	Spotts-Manthey		Royal Scots Accompanist					\$1,500.00
Heidi	Spotts-Manthey		Chamber Singers Accompanist					\$1,500.00
Scott	Stitch		Concert Band Director					\$1,750.00
Kevyn-Ann	Sutter		Part-Time Forensics Coach					\$2,250.00
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
Lenie	Adolphson		Curriculum Development for HIST144					\$400.00
Lenie	Adolphson		Curriculum Development for HIST143					\$400.00
Lenie	Adolphson	6230	HIST143A	US History I		3	\$575.00	\$1,725.00
Lenie	Adolphson	6231	HIST144A	US History II		3	\$575.00	\$1,725.00
Colette	Binger	6243	PSY262Y1	Human Growth/Dev		3	\$602.00	\$1,806.00
Thompson	Brandt	6368	HUMA104A	Intro to Humanities		3	\$678.37	\$2,035.11
Thompson	Brandt	6369	MUS268Y1A	Music of the USA		3	\$678.37	\$2,035.11
Laura	Early	6382	THEA104Y1	Cultural Diversity In Perf		3	\$1,356.73	\$4,070.19
Laura	Early	6381	HUMA104Y1B	Intro to Humanities		2	\$1,492.40	\$2,984.80

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Sam	Fiorenza		Writing Center			3	\$1,356.73	\$4,070.19
Ashley	Harms		ECE Grant Curriculum Development					\$300.00
Ashley	Harms	6253	ECE207Y1	Math/Science for Young Child		3	\$590.00	\$1,770.00
Alex	Jansen	6256	ART218HB	Graphic Design II		3	\$678.37	\$2,035.11
Alex	Jansen	6257	ART238HB	Graphic Design IV		3	\$678.37	\$2,035.11
Adam	Moderow	6371	RDG120A	College Rdg Strategies		3	\$602.00	\$1,806.00
Adam	Moderow	6372	RDG083A	College Rdg Foundations		3	\$602.00	\$1,806.00
Jeremy	Monigold	6288	CJS103A	Intro to Cyber Security		1.5	\$1,356.73	\$2,035.10
Anthony	Musso	6379	SOCI200HB	Intro to Social Work		3	\$678.37	\$2,035.11
Elizabeth	Niesman	6400	RDG082A	Basic College Rdg		2	\$602.00	\$1,204.00
Elizabeth	Niesman	6399	COMM084A	Basic Written Communication		3	\$602.00	\$1,806.00
Paul	Rabideau	6536	PSY161Y1C	Intro to Psychology		3	\$1,356.73	\$4,070.19
Jennifer	Roser	6280	CJS102DC	Intro to Corrections		3	\$1,356.73	\$4,070.19
Dana	Russell-Brown		ART117/217	Pottery I/II		3	\$960.50	\$2,881.50
Dana	Russell-Brown		Curriculum Development ART217					\$400.00
Dana	Russell-Brown		Curriculum Development ART117					\$400.00
Jami	Spencer	6457	LTRE097HBB	Rdg/Writing/Reasoning		3	\$1,356.73	\$4,070.19
Heldi	Spotts-Manthey	6367	MUS178A	Class Piano II		2	\$602.00	\$1,204.00
Scott	Stitch	6321	MUS158A	Aural Skills II		1	\$602.00	\$602.00
Scott	Stitch	6323	MUS162A	Theory II		3	\$602.00	\$1,806.00
Loretta	Swanson	6294	ART215HBN	Art History I		3	\$602.00	\$1,806.00
Loretta	Swanson	6295	HUMA104Y1	Intro to Humanities		3	\$602.00	\$1,806.00
Loretta	Swanson	6293	ART110Y1	Intro to Art		3	\$602.00	\$1,806.00
James	Yeager	6330	SPCH191HB	Fund of Speech Communication		3	\$1,356.73	\$4,070.19
James	Yeager	6327	HUMA110HBB	Intro to Critical Thinking		3	\$1,492.40	\$4,477.20
James	Yeager	6326	HUMAHBA	Intro to Critical Thinking		3	\$1,628.07	\$4,884.21
Bob	Apolloni		Part-Time Instruction Supervision					\$271.35
Melissa	Johnson		Part-Time Instruction Supervision					\$271.35
Success Center								
Thompson	Brandt		Success Center			TBD	\$31.66	TBD
Caroline	Gluffre		Success Center			TBD	\$23.80	TBD
Leanne	Grahame		Success Center			TBD	\$25.20	TBD
Mark	Miller		Success Center			TBD	\$28.09	TBD
Mark	Miller		Success Center (LIBS199)			TBD	\$28.09	TBD
Elizabeth	Niesman		Success Center			TBD	\$28.09	TBD
Connle	Taylor		Success Center			TBD	\$28.09	TBD
Michael	Thrumman		Success Center			TBD	\$23.80	TBD
Don	Tresemmer		Success Center			TBD	\$25.20	TBD
Elizabeth	Niesman	6037	LIBS199VMA	FYES		2	\$602.00	\$1,204.00
Elizabeth	Niesman	6038	LIBS199Y1A	FYES		2	\$602.00	\$1,204.00
Samantha	Schalble	6039	LIBS199Y1B	FYES		2	\$678.37	\$1,356.74
Athletics								
Pete	Norman	6350	PHYD111A	Intro to Physical Education		2	\$678.37	\$1,356.74
Pete	Norman	6359	PHYD222	Weight Training		1	\$678.37	\$678.37
Pete	Norman	6354	PHYD135	Games in Elem Phys Ed		3	\$678.37	\$2,035.11
Pete	Norman	6362	PHYD227	Sports Officiating		2	\$678.37	\$1,356.74
Jennifer	Smith-Norman	6582	PHYD239N	Body Mechanics/Yoga		1.8	\$602.00	\$1,083.60

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY	
Danielle	Walker	6346	PHYD112Y1A	Health		2	\$678.37	\$1,356.74	
Danielle	Walker	6348	PHYD212	First Aid		2	\$678.37	\$1,356.74	
Danielle	Walker	6347	PHYD112Y1B	Health		1	\$678.37	\$678.37	
Business Technology									
Scott	Anderson	6685	OCED290F	Work Place Exp - Equine		0.2	\$678.37	\$135.67*	
Jeffrey	Cowman	6227	INFT282HBN	A+ Certification		3.9	\$532.00	\$2,074.80	
Joseph	DeParasis	6011	EQUI103HB	Equine Evaluation		1.33	\$602.00	\$800.66*	
Joseph	DeParasis	6013	EQUI237HB	Horse Handling I		0.97	\$602.00	\$583.94*	
Brian	Dinderman	6206	AGOC245HB	Dairy Management		3.9	\$532.00	\$2,074.80	
Thomas	Harrison	6014	BUSN125HB	Math of Business		3	\$540.00	\$1,620.00	
Thomas	Harrison	6015	BUSN125Y2	Math of Business		3	\$540.00	\$1,620.00	
Thomas	Harrison	6016	MATH111A	Technical Math		3	\$540.00	\$1,620.00	
Marissa	Hurlbert	6543	EQUI113HBN	Equine Massage II		1.45	\$532.00	\$771.40*	
Kristin	Piper	6700	ITHC201VN	Medical Coding		4	\$510.00	\$2,040.00	
Kristin	Piper		Curriculum Development						\$510.00
Ashley	Polizza	6035	ACCT218Y1	Business Income Tax		3	\$565.00	\$1,695.00	
Ashley	Polizza		Curriculum Development						\$565.00
Crimson	Pulver	6006	EQUI129HB	Horse Handling II		2.9	\$540.00	\$1,566.00	
Crimson	Pulver	6008	EQUI139HB	Riding II		0.97	\$540.00	\$523.80*	
Brandi	Widmer	6003	EQUI109HB	Equine Health Care II		1.33	\$540.00	\$718.20*	
Brandi	Widmer	6004	EQUI115Y1	Equine Nutrition		3	\$540.00	\$1,620.00	
Brandi	Widmer	6005	EQUI143HB	Riding Instruction II		2.9	\$540.00	\$1,566.00	
Jennifer	Alderman	6034	ACCT116Y1	Intro to Payroll Accounting		1	\$1,356.73	\$1,356.73	
Jennifer	Alderman	6036	ACCT213Y2	Financial Accounting		2	\$1,356.73	\$2,713.46	
Amy	Chamberlin		Cosmetology Clases				3	\$1,356.73	\$4,070.19
						3	\$1,492.40	\$4,477.20	
						1.03	\$1,628.07	\$1,676.91	
Justin	Ebert	6207	AGOC285HB	Soil Fertility/Fertilizers		0.72	\$1,356.73	\$976.85	
Justin	Ebert	6204	AGOC230HB	Animal Health		2.28	\$1,356.73	\$3,093.34	
						0.45	\$1,492.40	\$671.58	
Justin	Ebert	6208	AGOC289HB	Applications of Precision Tech		2.55	\$1,492.40	\$3,805.62	
						0.18	\$1,628.07	\$293.05	
Justin	Ebert	6192	AGRI182HB&X	Intro Ag Mechanics/Lab		2.94	\$1,628.07	\$4,786.53	
Jeremy	Monigold	6212	INFT180A,B,C	Intro to Information Systems		1.2	\$1,356.73	\$1,628.08	
Jeremy	Monigold	6219	INFT290Y1	Princ of Computer Science II		0.3	\$1,356.73	\$407.02	
						1.5	\$1,492.40	\$2,238.60	
Jeremy	Monigold	6215	INFT180HB	Intro to Information Systems		1.2	\$1,492.40	\$1,790.88	
Monica	Pierce	6199	AGOC130HB	Vegetable Crop Production		1.52	\$1,356.73	\$2,062.23	
Aaron	Sargent	6305	DRAF260HB	CAD-3D Solid Modeling		1.28	\$1,356.73	\$1,736.61	
Aaron	Sargent	6426	DRAF106DC1	Drafting Fundamentals I		1.56	\$1,356.73	\$2,116.50	
Aaron	Sargent	6308	MTEC270/280A	CNC Mill I & Lathe I		0.16	\$1,356.73	\$217.08	
						2.18	\$1,492.40	\$3,253.43	
Aaron	Sargent	6311	MTEC270/280/285B	CNC Mill I/Lathe I/Adv CNC		0.82	\$1,492.40	\$1,223.77	
						1.52	\$1,628.07	\$2,474.67	
Aaron	Sargent	6314	OCED290D	Work Pl Exp MTEC		0.4	\$1,628.07	\$651.23	
Aaron	Sargent	6315	OCED290E	Work Pl Exp MTEC		0.4	\$1,628.07	\$651.23	
Todd	Vacek	6425	WELD232DC1	Int Welding/Fabrication		0.42	\$1,356.73	\$569.83	

					COURSE	CLOCK	CREDIT		
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	TOTAL	
								SALARY	
Jennifer	Alderman			Part-time Instruction Supervision					\$271.35
Amy	Chamberlin			Part-time Instruction Supervision					\$814.05
Amy	Chamberlin			Part-time Instruction Supervision					\$135.68
Justin	Ebert			Part-time Instruction Supervision					\$135.68
Jeremy	Monigold			Part-time Instruction Supervision					\$135.68
Science/Math									
Steve	Curran	6502	NSCI232HF	Fund of Meteorology		3	\$1,356.73		\$4,070.19
Steve	Curran	6503	NSCI232AX	Portion of Fund of Meteorology		0.8	\$1,492.40		\$1,193.92
Gautam	Ghaneshwar	6491	PHYS144A	Portion of Gen Physics II		0.27	\$1,356.73		\$366.32
Karla	Giuffre	6468	BIOL211A	Portion of Gen Micro Biology		0.81	\$1,356.73		\$1,098.96
Steve	Mihina	6093	MATH132Y1	Portion of Applied Prac Math		1.8	\$1,356.73		\$2,442.11
Juliet	Moderow	6474	BIOL116Y1	Portion of Intro to Ecology		1.52	\$1,356.73		\$2,062.23
Jenna	Rancingay	6431	MATH134Y1	Portion of Statistics		0.4	\$1,356.73		\$542.70
Roberta	Andrews		MATHY1A	MAC Lab		2	\$540.00		\$1,080.00
Nancy	Luepke		MATHF1	MAC Lab		2	\$540.00		\$1,080.00
Nancy	Luepke		MATHD1	MAC Lab		2	\$540.00		\$1,080.00
Nancy	Luepke		MATHY1C	MAC Lab		2	\$540.00		\$1,080.00
Ellen	McGinnis		MATHA1	MAC Lab		2	\$540.00		\$1,080.00
Ellen	McGinnis		MATHC1	MAC Lab		2	\$540.00		\$1,080.00
Chad	Pals	6553	MATH134DCD	Statistics		4	\$565.00		\$1,887.10*
Chad	Pals	6554	MATH167DCD	Plane Trigonometry		3	\$565.00		\$1,695.00
Chad	Pals	6556	MATH250DCD	Analytic Geometry/Calculus I		5	\$565.00		\$1,881.45*
*Pro rated based on enrollment									
Lifelong Learning									
Drew	Groezinger	6597	PERS032ACC	Terrarium Bottles A					\$162.00
Drew	Groezinger	6598	PERS032ACC	Terrarium Bottles B					\$162.00
Kathy	Heid	6609	PERS034ACC	Walk and Stretch					\$540.00
Other Assignments									
Brad	Curtis			Deputy for William Bear tournament - 15 hours at \$30 per hour rate					\$ 450.00
Rhonda	Arends			Business Institute instructor					\$ 1,173.75
John	Jurkovic			Played a Guard for Madrigal Dinner					\$ 125.00
Daryl	Watson			Speaker for 2023 Leadership Forum retreat 2/5-2/7/23					\$ 400.00

**AGENDA ITEM #X-B-1
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – POLICY MANUAL CHAPTER II
INSTRUCTION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policies in Chapter II (Instruction) of the Policy Manual and affirms for second reading the unchanged policies in Chapter II of the Policy Manual.

BACKGROUND: The list of attached policies incorporates name updates and language clarification. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
2.051	Language updated.
2.06	Language updated.
2.07	Name updated.
2.17	Language updated.

It should also be noted that the Policy Review Committee recognized inconsistencies in formatting throughout the Policy Manual and has developed standards that will be updated as policies are revised and reaffirmed.

No additions or revisions have been made since Trustees approved the first reading at their January 24, 2023, regular meeting.

BOARD ACTION: _____

CHAPTER II
INSTRUCTION
TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
2.00	Curricular Offerings
2.001	Dual Credit Course Offerings
2.01	Statement on General Education
2.02	Cooperation with District and Area Institutions, Agencies and Persons
2.03	Oral English Language Proficiency
2.04	Curriculum Development
2.05	Academic Program Evaluation
2.051	Occupational Course Guarantees
2.052	Transfer Course Guarantees
2.06	Course Syllabi
2.07	Instructional Materials
2.08	Class Size
2.09	Text Selection
2.10	Academic Freedom
2.11	Advisory Committees
2.12	Articulation
2.13	Semester Schedules
2.14	Transfer Program Preparedness
2.15	Academic Integrity
2.16	Assignment of Schedules
2.17	Office Hours for Instructional Staff
2.18	Dual Credit Substitute Instructors
2.19	Course Credit Hours

2.00 Curricular Offerings (Reaffirmed 8/27/19)

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet the educational needs of the citizens of the College District.
- E. Community education and cultural activities in the district.

2.001 Dual Credit Course Offerings (Reaffirmed 8/27/19)

The College recognizes that dual credit credit-bearing courses are college courses, regardless of where they are being offered. Therefore, dual credit courses must meet the same academic standards as those courses offered on campus.

The established criteria must be met for a dual credit course to be offered:

- Proficiencies and standards of the course are met.
- The learner outcomes of the dual credit course are the same as the established and previously approved HCC course.
- Comparable college-level materials are being used in the course (i.e., reading material, writing assignments, etc.).
- Students enrolled in the course have met the appropriate prerequisites and/or placement exam standards.

Additional items that will be considered in the review process include, but are not limited to, the following:

- Where and how the course will be offered.
- If/how the course will impact program enrollment.

All new dual credit course offerings taught by a high school instructor at the high school will be evaluated by the full-time faculty in the content area and the appropriate division dean. Dual credit courses will be evaluated following policy 4.35, Evaluation of Instruction. College faculty devoting significant time and effort in hiring, supervising, and evaluating part-time dual credit instructors will be compensated as stated in the Board-Faculty contract.

Dual credit shall follow State Laws and Regulations and meet Accreditation Standards. College policies, instructional procedures, and academic standards will also apply to these courses and the students, faculty, and staff associated with them.

A. Employment of dual credit instructors:

1. In keeping with laws and policies enacted by the State of Illinois and the Illinois Board of Higher Education, all dual credit instructors teaching courses for credit at Highland Community College are employees of Highland Community College. As such, all dual credit instructors teaching courses for credit at Highland Community College will be treated equitably with other part time instructors at Highland Community College.
2. Instructors teaching credit bearing college level courses for dual credit must meet the same academic criteria as faculty teaching on campus, and possess the same credentials and teaching competencies appropriate to field of instruction.

3. In accordance with the Dual Credit Quality Act, dual credit instructors will be offered an opportunity to participate in all activities available to other part time faculty, including professional development.
4. In accordance with the ICCB regulation pertaining to dual credit courses, dual credit instructors that are not full-time HCC faculty, will be selected, employed, and annually evaluated by the College.

2.01 Statement on General Education (Reaffirmed 8/27/19)

Highland Community College recognizes the importance of educating its students in a wide range of course curricula (programs of study) to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons
(Revised 8/27/19)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement alternative delivery opportunities as well.

The College recognizes the use of institutions, agencies and persons as educational resources.

2.03 Oral English Language Proficiency (Reaffirmed 8/27/19)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

2.04 Curriculum Development (Reaffirmed 8/27/19)

In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and State offices.

2.05 Academic Program Evaluation (Revised 8/27/19)

All academic programs should be relevant, high quality, effective, cost effective and should support the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the process explained in the ICCB program review manual procedures found in the Faculty Handbook.

2.051 Occupational Course Guarantees (Revised 8/27/19)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his or her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology. The guarantee is void if the program is no longer offered by the College.

The sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

2.052 Transfer Course Guarantees (Revised 8/27/19)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of “C” or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section “D” above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

2.06 Course Syllabi (Reaffirmed 8/27/19)

Course Syllabi shall be available for inspection in the appropriate division office, ~~or~~ on the College network group drive, or within a College supported curriculum management software solution.

2.07 Instructional Materials (Reaffirmed 8/27/19)

The resources of the ~~Learning Resource Center~~ H.C. Mitchell Library are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in 1980 and reaffirmed in 1996.

2.08 Class Size (Revised 8/27/19)

Class size limits shall be determined by the Deans in consultation with the Vice President of Academic Services/CAO and the instructor involved.

2.09 Text Selection (Reaffirmed 8/27/19)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean.

2.10 Academic Freedom (Reaffirmed 8/27/19)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

2.11 Advisory Committees (Reaffirmed 8/27/19)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.

2.12 Articulation (Reaffirmed 8/27/19)

The Office of the Vice President of Academic Services/CAO shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.

2.13 Semester Schedules (Reaffirmed 8/27/19)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

2.14 Transfer Program Preparedness (Reaffirmed 8/27/19)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.

2.15 Academic Integrity (Reaffirmed 8/27/19)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Reaffirmed 8/27/19)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans after consultation with the Vice President of Academic Services/CAO. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.
- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

2.17 Office Hours for Instructional Staff (Revised 8/27/19)

It is required that faculty members establish and maintain ~~5~~a minimum of 250 minutes of posted office hours each week in increments of 30 minutes or more. Faculty are expected to fulfill their scheduled office hours each week and if circumstances prevent a faculty member from meeting this responsibility, the faculty member should, if possible, provide advance notice to their students and the division office. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.

2.18 Dual Credit Substitute Instructors (Revised 8/27/19)

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

- A. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; and**
- B. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and**
- C. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the content area if no qualified high school or Highland instructor could be secured; and**
- D. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and**
- E. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and**
- F. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.**

2.19 Course Credit Hours (Revised 11/26/19)

The HCC definition of a credit hour complies with federal, state, and accreditation expectation and applies to credit-bearing courses within degree and certificate programs. It is to be practiced by all faculty: full-time, adjunct, and part-time. With the exception of attendance, all definitions and standards apply equally to courses offered both on-campus and off-campus, and in face-to-face, online, hybrid, distance, and correspondence environments where some or all course content and faculty-student interactions may occur through one or more forms of distance or correspondence education.

The following definitions for lecture, lab, practicum, and independent study credit hours apply to fall and spring courses. Credit hours may also be earned in compressed formats proportionately to those earned for the same course in the fall or spring, at no more than one credit per week (7-day period) of full-time study. These courses require the same amount of contact time and outside work per credit hour as is required of fall and spring courses.

- **Lecture: 1 Credit Hour = 50 minutes contact + 120 minutes outside work weekly**
- **Lab: 1 Credit Hour = 100-150 minutes contact + 60-90 minutes outside work weekly**
- **Practicum: 1 Credit Hour = 100-200 minutes contact + 60-120 minutes outside work weekly**
- **Independent Study: 1 Credit Hour = 180 minutes outside work weekly**
- **Experiential Learning: 1 Credit Hour = 45 hours outside work total**
- **Internship: 1 Credit Hour = 75-149 hours on-the-job work total**
- **Credit-by-Examination: Credit hours may be awarded for mastery demonstrated through credit-by-examination. Where allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining credit hours required for a degree.**

**AGENDA ITEM #X-B-2
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF STAFF MEMBER REQUESTING TO PARTICIPATE IN THE
PLANNED RETIREMENT PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees accepts the request of the following staff member to participate in the Planned Retirement Program.

Madonna Keeney, planned retirement June 30, 2026

BACKGROUND: At the June 28, 2022, regular Board meeting, trustees approved offering all full-time non-union Administrative, Professional and Classified employees the opportunity to participate in a Planned Retirement Program. Based on certain criteria, qualified staff may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of the retirement by the Board of Trustees, qualified employees will receive outlined compensation. This request verifies the individual is qualified based on the criteria enumerated in the agreement and has put forward an irrevocable request. The number of planned resignations at this time is under the program limit of five.

BOARD ACTION: _____

**AGENDA ITEM #X-D-1
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
BUILDING "F" (FERGUSON FINE ARTS CENTER)
HALLWAY ACCESSIBILITY RENOVATION PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Nicam Construction of Freeport, IL of \$68,500 for the Building "F" (Ferguson Fine Arts Center) Hallway Accessibility Renovation project. This bid is within the projected budget for the project.

BACKGROUND: The rear hallway in the Fine Arts building behind the theatre stage is not readily ADA accessible. This project would alter the east end of the hallway, costume shop doorway, dressing room doorway, and entry to this hallway from the main hallway to create an accessible ramp to the rear hallway.

This project is funded by Protection, Health and Safety funds.

The request for bids was advertised and two bids were submitted.

Bids were opened at 1:00 p.m. on February 14, 2023.

BOARD ACTION: _____



February 14, 2023

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

Re: ADA Ramp Renovation Project at Building "F" for
Highland Community College (RLJA# 22-081)

Dear Jill:

On February 14, 2023, bids were received for the ADA Ramp Renovation Project at Buildings "F". Bids were received from two General Contractors. The low Base Bid was \$68,500.00 and was submitted by Nicam Construction, Freeport, Illinois.

See bid tab attached.

The estimated cost for the Base Bid was \$88,000.00.

We have worked with Nicam Construction on successful projects in the past.

We recommend awarding the project to Nicam Construction 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', is written over a horizontal line.

Scott R. Johnson, AIA, LEED AP
Project Architect
cc: 22-081 file

**ADA Ramp Renovations @
Bldgs "F"
Highland Community College**

February 14, 2023

RLJA #22-081

BIDDERS	BID GUAR.	ADDM RCPT.	SITE INSPCT	BASE BID
Nicam Construction 3143 Business 20 W Freeport, IL 815-616-8126	5%	2	Yes	\$68,500
Winter Construction 11840 S. Walnut Ave Freeport, IL 815-238-5581	5%	2	Yes	\$79,500

**AGENDA ITEM #X-D-2
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
BUILDING "F" (FERGUSON FINE ARTS CENTER)
PAVEMENT REPLACEMENT PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low base bid meeting specifications from Nicam Construction of Freeport, IL of \$148,000 for the Building "F" (Ferguson Fine Arts Center) Pavement Replacement project. This bid is within the projected budget for the project.

BACKGROUND: The asphalt paved areas on the north side of Fine Arts have deteriorated considerably and are not safe for pedestrian travel. These areas are also used for vehicle access to areas of Fine Arts. A new design will provide safe access for pedestrians, as well as needed vehicle access.

This project is funded by Protection, Health and Safety funds.

The request for bids was advertised and four bids were submitted.

Bids were opened at 1:00 p.m. on February 14, 2023.

BOARD ACTION: _____



February 14, 2023

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

Re: Pavement Replacement Project at Building "F" for
Highland Community College (RLJA# 22-080)

Dear Jill:

On February 14, 2023, bids were received for the Pavement Replacement Project at Buildings "F". Bids were received from four General Contractors. The low Base Bid was \$148,000.00 and was submitted by Nicam Construction, Freeport, Illinois.

See bid tab attached.

The estimated cost for the Base Bid was \$150,000.00.

We have worked with Nicam Construction on successful projects in the past.

We recommend awarding the project to Nicam Construction 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', with a long horizontal flourish extending to the right.

Scott R. Johnson, AIA, LEED AP
Project Architect
cc: 22-080 file

**Pavement Replacement @
Bldg. "F"
Highland Community College**

RLJA #22-080

BIDDERS	BID GUAR.	ADDM RCPT.	SITE INSPCT	BASE BID	UNIT PRICES
					Removal of unsuitable soil
Helm Civil 2283 US 20 Business Freeport, IL 815-297-8526	5%	1	Yes	\$149,900	\$50.00
Nicam Construction 3143 Business 20 W Freeport, IL 815-616-8126	5%	1	Yes	\$148,000	\$35.00
O-Brien Civil Works 2963 W. Mud Creek Rd. Mt. Morris, IL 815-378-2102	5%	1	Yes	\$251,670	\$100.00
Stenstrom Excavation 2422 Center St. Rockford, IL 815-398-3478	5%	1	Yes	\$155,449	\$65.00

**AGENDA ITEM #X-D-3
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
WIRELESS MICROPHONE SYSTEM EQUIPMENT FOR THE
HIGHLAND COMMUNITY COLLEGE THEATRE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low bid meeting specifications from Alto Music for \$42,302.15 for wireless microphone system equipment for the Highland Community College Theatre. This bid is within the approved budget for the project.

BACKGROUND: In 2017, the Federal Communications Commission made the decision to auction off an “underutilized” portion of the existing wireless radio bandwidth. This portion was the 600MHz range. While this portion was underutilized by the TV and Radio industry, unfortunately for Highland, six of the 12 microphones in use by the Theatre & Music departments operated in this range.

Users of this bandwidth were given until July of 2020 to terminate usage of this frequency. Any usage beyond this would be met with hefty fines by the FCC. By summer of 2020, this requirement was met by Highland and the six microphones were disposed of. This left the performing arts with half of the original stock of microphones, making large scale functions such as Summerset, as well as day-to-day operations, difficult.

This project, funded by a generous donation from the Highland Community College Foundation, will provide the performing arts with a new set of 20 wireless microphones. These new microphones operate on a state-of-the-art networked audio system, offering better signal strength, reliability, and encryption. They will also bring the Fine Arts Theatre up-to-date with the industry standards of a Dante Networked Audio system and provide students with resources matching what they will encounter in the professional world of live entertainment. These new units offer better digital encryption, as well as increased durability. Most important of all, these new mics will operate on a more nationally utilized frequency as to prevent any future issues if the FCC were to sell off another bandwidth.

The bid was advertised with five packets being submitted.

Bids were opened at 10:00 a.m., January 24, 2023.

BOARD ACTION: _____

BID: WIRELESS MICROPHONE SYSTEM EQUIPMENT

January 24, 2023 10:00 a.m.

PRESENT: Jill Janssen - Highland Community College
Jim Phillips - Highland Community College

BIDDERS	BID
Clearwing	\$46,734.45
Howard	\$53,113.32
Mainstage	\$52,501
Altomusic	\$42,302.15
Full Compass	\$43,348.26

**AGENDA ITEM #X-D-4
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
JANUARY 2023**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the January 2023 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 356635 through 356975 amounting to \$1,103,603.87, Automated Clearing House (ACH) debits W0000638 amounting to \$36,393.27, Other Debits D0000119 amounting to \$57.25, and Electronic Refunds of \$4,562.00, with 3 adjustments of \$1,074.28, such warrants amounting to \$1,143,542.11. Transfers of funds for payroll amounted to \$561,566.21.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$36,393.27. 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, January 31, 2023**

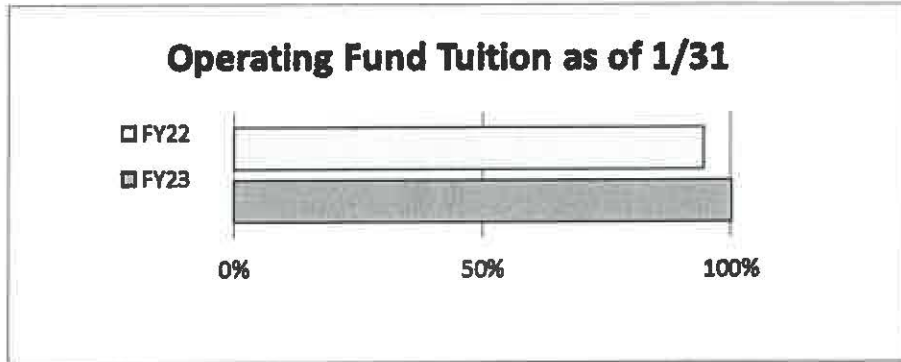
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$338,966.04	\$2,500.00	\$0.00	\$341,466.04
FIFTH THIRD	11,091.67	0.00	0.00	11,091.67
UNION LOAN AND SAVINGS	176,338.92	0.00	0.00	176,338.92
TOTAL ASSETS	\$526,396.63	\$2,500.00	\$0.00	\$528,896.63
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER 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	65,074.89			65,074.89
1017 HCC ROAD AND LOT	102,651.85			102,651.85
1018 YMCA ROAD AND LOT	95,151.20	833.32		95,984.52
1019 YMCA BLDG/MAINT	72,883.19	1,666.68		74,549.87
1020 HCC BLDG/MAINT	78,972.13			78,972.13
1021 YMCA/HCC INTEREST	100,571.70			100,571.70
1022 HCC SECTION 125 PLAN	11,091.67			11,091.67
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$526,396.63	\$2,500.00	\$0.00	\$528,896.63

**AGENDA ITEM #XI-A
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

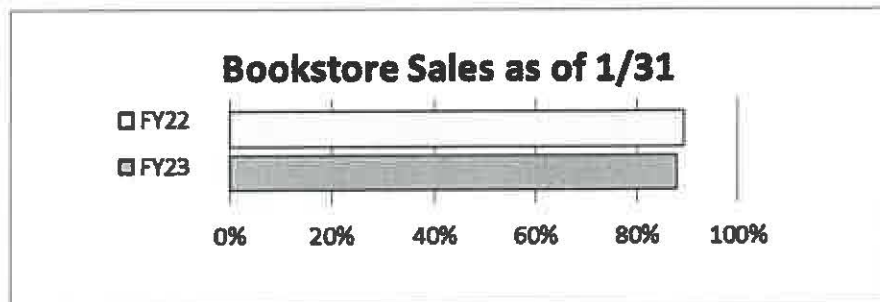
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

Results as of January 31, 2023

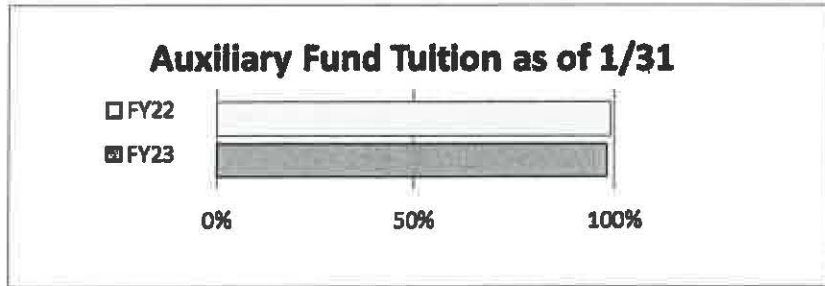
The following charts show the comparison of the FY23 financial results for various items, as labeled, to FY22 results as of January 31. The FY22 bar is the year-to-date results as of January 31, 2022, divided by the actual year-end results for FY22. The FY23 bar is the year-to-date results for January 31, 2023, divided by the annual budgeted amount for FY23.



Operating Fund tuition revenue appears to be about 6% higher than anticipated at this point in time. Truck driving tuition revenue has exceeded the budgeted amount by 30%. All other tuition revenue appears to be in line with the amount budgeted. If truck driving tuition revenue is 6% more than budgeted for the fiscal year, that amounts to about \$124,000, with associated additional costs of \$114,000.



Bookstore sales appear to be about 1% lower than anticipated at this point in time. If sales are 1% less than budgeted for the fiscal year, that amounts to about \$5,000.



Auxiliary Fund tuition revenue appears to be about 1% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% less than budgeted for the fiscal year, that amounts to about \$5,000.

AGENDA ITEM #XI-A
 FEBRUARY 28, 2023
 HIGHLAND COMMUNITY COLLEGE
 FY23

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2023

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$7,237,650	3,549,560	49.0%
Credit Hour Grants	1,274,865	825,397	64.7%
Equalization	50,000	29,167	58.3%
ICCB Career/Tech Education	136,719	136,719	100.0%
ICCB Performance	15,000	-	0.0%
CPP Replacement Tax	1,285,000	611,731	47.6%
Federal Sources	72,000	51,843	72.0%
Tuition & Fees	4,378,900	4,389,422	100.2%
Sales & Services	29,550	14,703	49.8%
Facilities Revenue	111,850	55,685	49.8%
Interest on Investments	72,000	108,780	151.1%
Non-Govt. Gifts, Grants	355,161	-	0.0%
Miscellaneous	44,376	31,664	71.4%
Total Revenue	\$15,063,071	\$9,804,671	65.1%
<u>EXPENDITURES:</u>			
Salaries	\$9,925,107	\$5,375,247	54.2%
Employee Benefits	2,330,670	1,566,918	67.2%
Contractual Services	1,279,288	1,017,398	79.5%
Materials & Supplies	934,410	549,883	58.8%
Conference & Meeting	269,788	111,138	41.2%
Fixed Charges	62,390	45,728	73.3%
Utilities	581,716	511,554	87.9%
Capital Outlay	38,745	24,967	64.4%
Other Expenditures	137,957	246,815	178.9%
Transfers (In) Out	(497,000)	-	0.0%
Total Expenditures	\$15,063,071	\$9,449,648	62.7%
Excess of Revenues Over Expenditures	\$0	\$355,023	
Fund Balance 7/1/22	6,771,616	6,771,616	
Fund Balance 1/31/23	\$6,771,616	\$7,126,639	

AGENDA ITEM #XI-A
 FEBRUARY 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$957,500	461,343	48.2%
Interest	-	24,457	100.0%
Bond Proceeds	7,245,000	-	100.0%
-----	-----	-----	-----
Total Revenue	\$8,202,500	\$485,800	100.0%
EXPENDITURES:			

Contractual Services	120,800	89,709	0.0%
Capital Outlay	10,692,319	1,918,975	17.9%
-----	-----	-----	-----
Total Expenditures	10,813,119	2,008,684	18.6%
Excess of Revenues Over Expenditures	(\$2,610,619)	(\$1,522,884)	
Fund Balance 7/1/22	\$4,054,017	\$4,054,017	
-----	-----	-----	
Fund Balance 1/31/23	\$1,443,398	\$2,531,133	

**AGENDA ITEM #XI-A
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY23**

**AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended January 31, 2023**

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$425,000	\$417,393	98.2%
Bookstore Sales	425,000	373,760	87.9%
Athletics	41,040	12,900	31.4%
Other	70,350	122,141	173.6%
Total Revenue	\$961,390	\$926,194	96.3%
EXPENDITURES:			
Salaries	\$323,600	\$186,495	57.6%
Employee Benefits	33,433	23,038	68.9%
Contractual Services	120,330	53,776	44.7%
Materials & Supplies	539,635	450,256	83.4%
Conference & Meeting	322,063	201,743	62.6%
Fixed Charges	13,459	11,314	84.1%
Utilities	17,295	765	4.4%
Capital Outlay	650	6,135	943.8%
Other Expenditures	25,773	26,844	104.2%
Total Expenditures	\$1,396,238	\$960,366	68.8%
Excess of Revenues Over Expenditures	(\$434,848)	(\$34,172)	
Fund Balance 7/1/22	\$1,471,702	\$1,471,702	
Fund Balance 1/31/23	\$1,036,854	\$1,437,530	

AGENDA ITEM #XI-A
 FEBRUARY 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended January 31, 2023

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$153,441	-	0.0%
Adult Education	253,516	116,490	45.9%
Other Illinois Sources	131,865	316,894	240.3%
Department of Education	3,624,293	1,454,486	40.1%
Other Federal Sources	565,013	104,175	18.4%
Tuition & Fees	520,000	510,147	98.1%
Sales & Service Fees	24,500	4,699	19.2%
Interest	20,000	47,217	236.1%
Non-govt. Gifts, Grants	376,614	168	0.0%
Other	298,951	200,200	67.0%
	-----	-----	-----
Total Revenue	\$5,968,193	2,754,476	46.2%
<u>EXPENDITURES:</u>			
Salaries	\$1,363,927	\$819,586	60.1%
Employee Benefits	358,188	183,948	51.4%
Contractual Services	836,554	274,964	32.9%
Materials & Supplies	281,409	173,504	61.7%
Conference & Meeting	140,706	57,347	40.8%
Fixed Charges	26,758	708	2.6%
Utilities	4,872		0.0%
Capital Outlay	1,036,653	324,914	31.3%
Other Expenditures	430,040	173,481	40.3%
Financial Aid	2,588,010		0.0%
Transfers out (in)	427,000	1,083,504	0.0%
	-----	-----	-----
Total Expenditures	\$7,494,117	\$3,091,956	41.3%
Excess of Expenditures Over Revenue	(\$1,525,924)	(\$337,480)	
Fund Balance 7/1/22	2,235,248	2,235,248	
	-----	-----	
Fund Balance 1/31/23	\$709,324	\$1,897,768	

AGENDA ITEM #XI-A
 FEBRUARY 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

AUDIT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$60,000	\$26,297	43.8%
-----	-----	-----	-----
Total Revenue	\$60,000	\$26,297	43.8%
EXPENDITURES:			

Contractual Services	\$57,000	\$58,000	101.8%
-----	-----	-----	-----
Total Expenditures	\$57,000	\$58,000	101.8%
Excess of Revenues Over Expenditures	\$3,000	(\$31,703)	
Fund Balance 7/1/22	(\$2,785)	(\$2,785)	
-----	-----	-----	
Fund Balance 1/31/23	\$215	(\$34,488)	

AGENDA ITEM #XI-A
 FEBRUARY 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2023

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,831,050	912,601	49.8%
Total Revenue	\$1,831,050	\$912,601	49.8%
EXPENDITURES:			
Fixed Charges	\$1,776,050	1,708,500	96.2%
Total Expenditures	\$1,776,050	\$1,708,500	96.2%
Excess of Revenues Over Expenditures	\$55,000	(\$795,899)	
Fund Balance 7/1/22	\$870,056	\$870,056	
Fund Balance 1/31/23	\$925,056	\$74,157	

AGENDA ITEM #XI-A
 FEBRUARY 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY23

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended January 31, 2023

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,327,500	\$635,022	47.8%
-----	-----	-----	-----
Total Revenue	\$1,327,500	\$635,022	47.8%
EXPENDITURES:			

Salaries	\$310,613	\$189,729	61.1%
Employee Benefits	309,017	189,822	61.4%
Contractual Services	389,425	373,423	95.9%
Materials & Supplies	16,300	4,829	29.6%
Conference & Meetings	23,220	14,460	62.3%
Fixed Charges	251,122	252,850	100.7%
Utilities	36,400	2,638	7.2%
-----	-----	-----	-----
Total Expenditures	\$1,336,097	\$1,027,751	76.9%
Excess of Revenues Over Expenditures	(\$8,597)	(\$392,729)	
Fund Balance 7/1/22	\$414,929	\$414,929	
-----	-----	-----	
Fund Balance 1/31/23	\$406,332	\$22,200	

**AGENDA ITEM #XIII-B-1
FEBRUARY 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE, MONICA PIERCE AND
ILLINOIS FEDERATION OF TEACHERS, AFL-CIO LOCAL 1957,
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE RELATED TO
COORDINATION OF DUAL CREDIT INSTRUCTORS TEACHING AGRICULTURE
COURSES DURING THE FALL 2022 AND SPRING 2023 SEMESTERS**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached Memorandum of Agreement between Highland Community College, Monica Pierce and Illinois Federation of Teachers, AFL-CIO Local 1957, Highland Community College Faculty Senate regarding compensation for increased duties Agriculture instructor Monica Pierce assumed related to coordination of dual credit instructors teaching Agriculture courses during the Fall 2022 and Spring 2023 semesters.

BACKGROUND:

Full-time, tenured Agriculture instructor Monica Pierce assumed increased duties related to the coordination of dual credit instructors teaching Agriculture courses at over 15 high schools in the Highland Community College region during the Fall 2022 semester. These increased duties included training, supporting, supervising, and coordinating with Agriculture dual credit instructors to ensure high quality instruction and accountability across all offerings.

BOARD ACTION: _____

Memorandum of Agreement

Between

Highland Community College, Mónica Pierce

and

Illinois Federation of Teachers, AFL-CIO Local 1957,

Highland Community College Faculty Senate

BACKGROUND:

Full-time, tenured Agriculture instructor Monica Pierce assumed increased duties related to the coordination of dual credit instructors teaching Agriculture courses during the Fall 2022 semester. This was inclusive of over 15 high schools in the Highland Community College region Pierce has assumed responsibilities related to training, support, and collaboration with dual credit instructors to ensure high quality instruction and accountability across all offerings.

ISSUE:

Article VIII (H) of the collective bargaining agreement between the Board of Trustees of Illinois Community College District #519 and the Highland Community College Faculty Senate, IFT Local #1957 calls for establishing compensation for the supervision of other part-time employees and provides the maximum to be established. Highland Community College Policy 2.001, also provides that "all dual credit instructors teaching courses for credit at Highland Community College will be treated equitably with other part time instructors at Highland Community College." The parties have considered these provisions, the workload necessitated by the duties supervising and coordinating the agriculture dual credit instructors and believe it appropriate to enter this MOU, setting the extra compensation.

AGREEMENT:

1. Monica Pierce will receive retroactive compensation in the amount of \$3798.83 for work completed with 14 dual credit instructors during the Fall 2022 semester (Compensation calculated as 0.5% of the base salary [MA-0, \$54,269] per supervisee).
2. Pierce will continue to receive part-time supervisory pay at this same rate for the Spring 2023 semester. The aggregate amount will be divided equally within the respective pay periods.
3. The parties understand that the circumstances surrounding this agreement are unique and this MOU does not establish past practice or constitute precedent for future negotiations.

Date: January 31, 2023



Board Chair

Faculty Senate President