

# **HIGHLAND COMMUNITY COLLEGE**

District #519

## **AGENDA**

Board of Trustees Meeting

May 23, 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=SmdzVjE3cDRVenFiaFBYRm5sV2VlOT09>

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

- I. Call to Order/Roll Call
- II. Approval of Trustee(s) Attending Meeting Via Electronic Means
- III. Approval of Agenda
- IV. Approval of Minutes: April 25, 2023 Regular Meeting
- V. Student Recognition: Highland Community College Forensics Team
- VI. Public Comments
- VII. Introductions
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
  - A. Academic
    - 1. Revised Joint Educational Agreement Between Columbia College and Highland Community College (Page 1)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 16)
  - D. Financial (None)
- XI. Main Motions
  - A. Academic
    - 1. New Program: Commercial Applicator I Certificate Program (Page 18)
  - B. Administration
    - 1. First Reading – Policy Manual Chapter I: Board of Trustees (Page 25)
    - 2. First Reading – Revised Policy 5.133: Use of Skate Equipment and Recreational Vehicles (Page 58)
    - 3. First Reading – Revised Policy 4.095: Leave, Vacation – Administrative/Professional/Classified Employees (Page 60)

4. First Reading – Revised Policy 4.12: Leave, Sick – Administrative/ Professional/Classified Employees (Page 63)
5. First Reading – Revised Policy 4.16: Leave, Personal Days (Page 66)

**C. Personnel**

1. Acceptance of Staff Member Requesting to Participate in the Planned Retirement Program (Page 68)
2. Appointment: College Access Specialist, TRIO Educational Opportunity Centers (EOC) (Grant funded) (Page 69)
3. New Job Description: Multimedia Content Specialist (Page 70)

**D. Financial**

1. Course Fee Changes for Spring 2024 (Page 73)
2. Auditor for Fiscal Year 2023 (Page 74)
3. Health Insurance Rates (Page 87)
4. Payment of Bills and Agency Fund Report – April 2023 (Page 89)

**XII. Reports**

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 91)
- 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

**XIII. CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
- C. Pending Litigation

**XIV. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
- C. Pending Litigation

**XV. Old Business**

- A. Appointment of Decennial Committee
- B. Feasibility of a Potential Athletics, Learning, and Event Center

**XVI. New Business**

- A. Appoint ICCTA Representative and Alternate Representative

**XVII. Dates of Importance**

- A. Next Regular Board Meeting – July 25, 2023 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – June 21, 2023 at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

**XVIII. Adjournment**

**AGENDA ITEM #X-A-1  
MAY 23, 2023  
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOINT EDUCATIONAL AGREEMENT BETWEEN  
COLUMBIA COLLEGE AND HIGHLAND COMMUNITY COLLEGE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised joint educational agreement between Highland Community College and Columbia College.

**BACKGROUND:** At the March 30, 2023, combined regular meeting and Board retreat, trustees unanimously approved the joint educational agreement between Highland and Columbia College. The agreement was drafted by Columbia College and reviewed by the appropriate Highland administrators and the College attorney prior to being recommended for approval. Following approval by trustees, the agreement was signed and sent back to Columbia College for signature, at which time it was determined that their general counsel had to review all documents prior to submission for their President's signature. The attached "track changes" document shows the minor revisions made by their general counsel to the original document approved on March 30, 2023. Attachments A and B remain unchanged from the original agreement approved in March 2023.

As outlined on the March agenda item, the original agreement with Columbia College was first approved in December 1997 and updated in August 2015 but without an expiration date. Some aspects of the agreement are now out of date, including Transfer of Credit. With the attached revised agreement, the guidance will be synchronized. In addition, the new format for the Joint Educational Agreements (JEAs) with Columbia College has been renewed to insert the updated articulation agreement as an attachment/appendix, which allows the agreement to be updated without the need for the full JEA to be updated.

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



**A Joint Educational Agreement  
Between  
Columbia College  
and  
Highland Community College**

Pursuant to this Joint Educational Agreement (the Agreement) Columbia College (Columbia) and Highland Community College (Highland), Columbia and Highland together are referred to as the Parties, agree to join in a partnership for the expressed purpose of providing additional educational programs at the baccalaureate level to the citizens of Community College District #519 County. The Agreement replaces the August 19, 2015 Agreement (and all associated supplements and addendums) entered into between the Parties.

WHEREAS, it is the desire of the Parties hereto to expand educational services to the greatest number of students in the Community College District #519, and

WHEREAS, Highland is empowered by virtue of the public Community College Act (Ill. Rev. Stat., Ch. 122, Sec. 103-04) "to enter into contracts with any person, organization, association, or government agency for providing education services" and,

WHEREAS, Columbia is a private, coeducational institution that improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential. To help accomplish its mission, Columbia operates a Columbia College Global (CCG) Division to provide academic programs, guidance, and administration to site locations throughout the country to include online, and,

WHEREAS, the Parties hereto believe this Agreement should be one means of implementing a viable method of cooperation between the Parties, and

WHEREAS, by means of this Agreement the Parties hereto desire to cooperatively extend and articulate programs and courses of each Institution and hereby maximize finances, facilities, equipment and personnel of each institution, and by so doing, provide educational services that might be otherwise impractical for either of the Parties individually, and

WHEREAS, the Parties hereto believe that implementation of this Agreement holds promise for the further development of higher education in Community College District #519.

Columbia agrees to provide upper-level courses and baccalaureate degree programs in articulation with specific Highland associate degrees and courses. Columbia agrees to hold such degree completion programs and classes in the Community College District #519, specifically at the Highland Community College campus. Highland agrees to provide facilities for such courses on a space available basis. Baccalaureate degree programs included in this Agreement are:

Bachelor of Arts In Business Administration  
Bachelor of Arts In Human Services

Bachelor of General Studies  
Bachelor of Science in Business Administration

NOW, THEREFORE, In consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

### **1. TERMS OF AGREEMENT**

Any Columbia educational program included by the Parties to this Agreement shall be a program approved by the Missouri Department of Higher Education and the Illinois Board of Higher Education.

### **2. DURATION AND TERMINATION OF AGREEMENT**

This agreement will be in effect until either party issues a letter of Intent to cancel the Agreement, with such notification affirmed at least sixty (60) days before the termination date. In the event of termination, students who have entered a program will be allowed a maximum of three (3) years from the date of termination to complete the program under the terms of the Agreement.

### **3. REVISIONS TO AGREEMENT**

Modifications and revisions to the Agreement may be made from time to time as deemed appropriate to both Parties by written and signed amendments or by the new versions of the Agreement as a whole. The procedure for approval of such modifications shall follow the same procedure employed in securing approval of all Parties herein ~~in the original Agreement~~. Each of the Parties shall work cooperatively to review the terms of this Agreement, at least biennially, and to update by as appropriate.

### **4. ADMISSION**

Students who complete an associate degree from Highland Community College will be considered as having met Columbia College's academic admissions requirements.

### **5. CLASS SCHEDULES**

Each of the Parties shall work cooperatively to develop a schedule of class offerings that will attempt to be a maximum convenience to students taking classes of both associate and baccalaureate level, which are part of this Agreement. Institutional class schedules shall be exchanged and kept available for student planning.

### **6. TRANSFER OF CREDIT**

Approved courses required by Columbia may be taken at Highland. Enrollment in these approved courses will be provided through the normal Highland registration process. Any course that is offered by both institutions and is acceptable at the lower level can be taken at the Highland. No semester hours completed at the Highland will transfer to Columbia as upper



level credit. Additional Information on transfer credit is provided in the Articulation Agreement incorporated herein as at Appendix A-.

## **7. PUBLICITY**

This Agreement will be publicized as a cooperative degree completion program for students of Columbia and the Highland. Through joint informational meetings and individual counseling by both Institutions, both Parties to this Agreement will be responsible for ~~publicizing~~publicizing the terms of this Agreement to their students. Non-degree-seeking students will be subject to the policies and procedures of both institutions. All questions regarding policies and procedures of either institution will be answered by the designated representative of that institution and by reference to the current Catalog of that Institution.

## **8. TUITION**

Columbia shall charge the tuition at its Highland location as is charged at its other Illinois locations. No fees will be charged.

## **9. FINANCIAL AID**

Neither Party is under obligation to provide financial aid to students attending the other Institution to complete requirements for any degree. Coordination of financial aid issues shall be provided for students who are dual enrolled in both institutions.

## **10. COOPERATIVE PROGRAM OPERATIONAL CONSIDERATIONS**

To ensure the establishment of a baccalaureate degree completion opportunity for the Community College District #519 residents and the Highland students, Columbia and Highland will develop cooperative programs for community information and other shared administrative concerns.

- a. Columbia will establish a format for classes in accordance with student needs to the extent of Columbia's available resources and with Columbia guidelines. Six 8-week sessions will be offered each year. Columbia's academic calendar consists of three semesters (fall, spring, and summer). Each semester is comprised of two 8-week sessions.
- b. A list of course ~~equivalencies~~equivalencies will be completed by both Parties to facilitate advisement and counseling of transfer students.
- c. Columbia will provide a reasonable contribution to the educational support for its program offerings. This support can be in the areas of library support, equipment, student administrative services, and other appropriate areas as mutually agreed upon by both Parties.
- d. Columbia will provide adjunct faculty members who meet the academic qualifications established by the full-time faculty at the Columbia main campus.

- e. Columbia agrees to use and occupy the premises for the sole purpose of education. Use for any other purpose will not be undertaken without first obtaining the written consent of Highland.
- f. Highland will share student Information with Columbia within Family Educational Rights and Privacy Act (FERPA) guidelines and Highland Administrative Procedures and Policies. This includes providing Columbia with a mailing list of Highland graduates. The list will be shared each fall and spring semester for the students graduating that semester.
- g. Highland will provide administrative and classroom space to Columbia for the administration and delivery of Columbia degree programs offered through this Agreement.
- h. Highland will provide examination-proctoring support for students enrolled in Columbia courses under the same terms and conditions established for Highland students.
- i. Highland will offer Columbia the opportunity to provide transfer-related articles for Inclusion in official student-facing publications.
- J. Columbia will provide Highland with a quarterly email communication for potential graduates with 30 or more semester hours at Highland; emails will be distributed by Highland.
- k. Highland will provide Columbia with timely Invitations to all transfer fair and public recruiting events hosted by Highland.
- l. Both Parties are accredited institutions of higher education and hold the applicable accreditations for the degree programs covered in this Agreement. The Parties agree to notify the other in writing of any material change to their accreditation status.
- m. Separate academic records will be maintained by each Party. The Parties acknowledge that all student records arising pursuant to this Agreement are confidential, and that confidentiality shall be maintained by the Parties. Each Party further acknowledges that all information received, including but not limited to, student progress in a program, financial aid awards, academic records, and participation in party-sponsored programs, if any, is protected under FERPA, and each Party agrees that disclosure of such Information will be made only in compliance with FERPA.
- n. The Parties will comply with all applicable federal, state and local laws, rules and regulations.
- o. Each Party to this Agreement agrees to be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against It as a result of the alleged negligence, misconduct, error, omission, or other conduct of any of its officers, agents or employees.

## **11. LIAISON PERSON**

There will be an appointed liaison person from Columbia and Highland in order to facilitate administration of the Agreement.

**a For Columbia**

**Name:** Tery Donelson

**Title:** Senior Director, Military Operations and Partnerships

**Address:** 1001 Rogers Street, Columbia MO 65215

**Phone:** (573) 875-4592

**Email:** [TLDonelson@ccis.edu](mailto:TLDonelson@ccis.edu)

**b. For Highland**

**Name:** Terri Grimes

**Title:** Executive Assistant to the President

**Address:** 2998 W. Pearl City Rd, Freeport, IL 61032

**Phone:** (815) 599-3514

**Email:** [Terri.Grimes@highland.edu](mailto:Terri.Grimes@highland.edu)

**12. RECORDS**

Columbia College shall maintain all admission records and transcripts and will issue any and all degrees to students upon completion of the baccalaureate program. Each institution will provide records to the other institution at the written request of the student, subject to the provisions of FERPA.

**13. SCHOLARSHIPS AND STUDENT ACTIVITIES**

Highland students admitted to Columbia will be eligible for any extracurricular activities, scholarships, or other recognitions of excellence that are available to students at other Columbia locations.

**14. USAGE OF FACILITIES**

Provision for office space and classrooms at the Highland campus will continue as originally agreed upon.

**a. Office Space.** Highland will provide Columbia office space on campus.

**b. Classroom Space.** Highland will provide classrooms, as needed, on a space-available basis at the Highland campus. Columbia will request the needed classroom(s) at least one semester in advance. Classes held at the Highland campus will have access to the same audio-visual and computer connectivity available to Highland classes.

**c. Internet Connectivity.** Highland will continue to provide Columbia with access to Internet connectivity and storage space for Columbia owned servers and technical equipment required to remain student service functional.

### 15. SPECIAL PARTNERSHIP OPPORTUNITY

A special partnership opportunity is ~~in~~incorporated~~deleued~~ into this Agreement as Appendix B.

### 16. ENTIRE UNDERSTANDING

It is expressly understood and agreed that this Agreement embodies the entire understanding between the Parties regarding the Agreement's subject matter.

### 17. EFFECTIVE DATE

This Agreement takes effect beginning on the day after the last Party signs.

### SO, AGREED:

\_\_\_\_\_  
DR. DAVID R. RUSSEL  
President  
Columbia College



\_\_\_\_\_  
MS. CHRIS KULEVSKI  
President  
Highland Community College

\_\_\_\_\_  
Date

3/30/23  
\_\_\_\_\_  
Date

### APPENDIX

- A. Highland Community College/Columbia College Articulation Agreement
- B. Columbia College and Highland Community College Partnership Agreement



## **COLUMBIA COLLEGE AND HIGHLAND COMMUNITY COLLEGE ARTICULATION AGREEMENT**

This Articulation Agreement (the "Agreement") is entered into by and between Columbia College, with its principal place of business located at 1001 Rogers Street, Columbia, Missouri 65216 ("Columbia College") and Highland Community College, 2998 W. Pearl City Road, Freeport, Illinois 61032 ("Highland Community College") (Columbia College and Highland Community College to as the "Parties") as of the date set forth below and reflects the terms, conditions and understanding of the Parties related to the subject matter set forth herein. This Agreement supersedes all previous articulation agreements between the Parties.

### **I. COLUMBIA COLLEGE**

Columbia College is a private, non-profit, coeducational institution of higher education that offers associate, bachelor's, and master's degrees and certificates. Columbia College is regionally accredited by the Higher Learning Commission. Columbia College students may enroll in day, evening, or online education classes at the main campus in Columbia, Missouri, or at one of the many Columbia College Global Division locations.

### **II. HIGHLAND COMMUNITY COLLEGE**

Highland Community College is a two-year community college established in 1962 in Freeport, Illinois serving Community College District 519. The college is home to about 6,000 students and 190 faculty members, of which only 49 are full-time. Highland is technologically advanced, and it is one of the pioneers in Distance Learning Programming. Highland Community College is committed to shaping the future of their 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. The institution is regionally accredited by the Higher Learning Commission and maintains specialized accreditation in the areas of automotive repair, nursing, medical assistance and emergency medical response.

### **III. PURPOSE OF AGREEMENT**

Columbia College and Highland Community College desire to enter into this Agreement for the purpose of establishing the guidelines to facilitate the transfer of academic credit earned by students at Highland Community College for application towards a baccalaureate degree at Columbia College.

### **IV. TRANSFER OF CREDIT**

#### **A. Credit Hours**

At least 39 course credit hours must be taken in upper level courses to earn a bachelor's degree from Columbia College. The remaining course credit hours required for a bachelor's may be completed at Columbia College, Highland Community College, or with other transfer credit hours approved by Columbia College. Highland Community College students must also complete a minimum of 30 course credit hours in Columbia College courses to satisfy the Columbia College residency requirement.

## **B. General Education**

As of the date of this Agreement, and subject to any curriculum changes by either party, Columbia College will accept the Highland Community College Associate of Arts, Associate of Science, or Associate of Engineering Science degrees as satisfying all of the Columbia College general education requirements.

As of the date of this Agreement, and subject to any curriculum changes by either party, Columbia College will accept the Highland Community College Associate of General Studies, Associate of Applied Science, or any other associate degree not specifically mentioned in this Agreement as satisfying all of the Columbia College general education requirements if the student completes the following coursework:

- ENGL 122 Rhetoric and Composition II with a grade of "C" or higher.
- Complete an additional 30 semester hours with at least three hours from each of the following groups of course codes:
  - o Group 1: Anthropology, Geography, Psychology, Sociology
  - o Group 2: Arts, Communications, English, History, Music, Political Science, Religion
  - o Group 3: Biology, Chemistry, Environmental Science, Geology, Natural Science, Physics
  - o Group 4: MATH 066 Beginning Algebra or higher (Please Note: MAT 066 and 067 are developmental level and will count towards meeting the group requirement but not the 30 hour total)

## **C. Individual Courses**

Credits earned at Highland Community College and/or other accredited institutions of higher education will be evaluated individually by the Columbia College Office of the Registrar. Columbia College will periodically provide a Course Equivalency Guide to Highland Community College academic advisors and administrators for reference. If approved and accepted by Columbia College, credits earned at Highland Community College in courses above developmental level, for which the student earned a grade of "C" or better, will be accepted for transfer credit to Columbia College, and will be granted the Columbia College equivalency listed on the Course Equivalency Guide.

## **D. Concurrent Enrollment**

As of the date of this Agreement, and subject to any curriculum changes by either party, i) students who complete an approved associate degree with Highland Community College at any time during their pursuit of a bachelor's degree with Columbia College, are eligible for the general education waiver, ii) students who complete any other associate degree with Highland Community College, during their pursuit of a bachelor's degree with Columbia College, may complete additional coursework to fulfill the general education requirements, outlined in Section B, once all the general education waiver requirements are met and the associate degree is awarded, the student will be eligible for the general education waiver. Coursework may be completed with Columbia College, Highland Community College, or any other accredited institution from whom transfer credit is accepted by the Columbia College Office of the Registrar.



## **V. COLUMBIA COLLEGE ADMISSION**

Students who complete an associate degree from Highland Community College will be considered as having met Columbia College's academic admissions requirements.

## **VI. DURATION OF AGREEMENT**

The Agreement will remain in effect until either Party sends a letter of intent to terminate the Agreement to the non-terminating Party at least thirty (30) days prior to the termination date. The Parties agree that any student applications submitted and in progress at the termination date will be completed under this Agreement.

## **VII. REVISION OF AGREEMENT**

- A. Items not specifically mentioned within this Agreement will be governed by the then-current Columbia College Catalog.
- B. Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of the Parties and set forth in the form of an addendum to this Agreement. Both Parties shall work cooperatively to review and to update regularly specific items or operational procedures included in this Agreement.
- C. Revisions to this Agreement based solely upon updates to curriculum or degree requirements, which do not fundamentally alter the nature of this Agreement, may be made by agreement of the parties. A history of such revisions will be amended to this Agreement for records purposes.

## **VIII. PUBLICITY**

Other than as specifically permitted in this Agreement, neither Party shall use the name, trade name, trademark or any other designation of the other, or any contraction, abbreviation, adaptation or simulation of any of the foregoing, in any advertisement or for any commercial or promotional purpose without the other Party's prior written consent in each case.

This Agreement may be publicized by either Party as a cooperative degree completion program for students of Highland Community College. Through joint informational meetings and individual counseling by both institutions, both Parties to this Agreement will be responsible for publicizing the terms of this Agreement to their students. Non-degree-seeking students will be subject to the policies and procedures of both institutions. All questions regarding policies and procedures of either institution will be answered by the designated representative of that institution and by reference to the current published Catalog or Bulletin of that institution.

## **IX. RIGHTS & RESPONSIBILITIES**

- A. Both Parties are accredited institutions of higher education and hold the applicable accreditations for the degree programs covered by this Agreement. The Parties agree to notify the other in writing if any material change to their accreditation status.
- B. The Parties acknowledge that Columbia College has the unilateral right, in its sole discretion, to amend its policies and procedures or to adopt new policies and procedures, and that all students will be subject to such amended or new policies and procedures.
- C. Separate academic records will be maintained at each Party. The Parties acknowledge that all student records arising pursuant to this Agreement are confidential that confidentiality shall be maintained by the Parties. Each party further acknowledges that all information received,

including but not limited to, student progress in a program, financial aid awards, academic records, and participation in party-sponsored programs, if any, is protected under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, ("FERPA"), and each party agrees that disclosure of such information will be made only in compliance with FERPA.

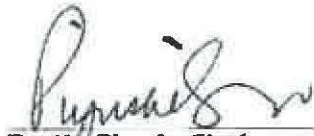
- D. The Parties will comply with all applicable federal, state, and local laws, rules, and regulations.
- E. Each Party to this Agreement agrees to be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, omission, or other conduct of any of its officers, agents, or employees.

**X. GENERAL TERMS**

- A. This Agreement is governed by and constructed in accordance with the laws of the State of Missouri, without regard to any conflict of laws provision.
- B. If any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

This Agreement is entered on this 17<sup>th</sup> day of August, 2021 and goes into effect at the beginning of Columbia College's Fall Session 2021-22 (August 30, 2021).

**COLUMBIA COLLEGE**



By: D. Piyusha Singh  
Provost, Senior VP Academic Affairs

**HIGHLAND COMMUNITY COLLEGE**



By: Chris Kubacki  
President

**APPENDIX B – Joint Educational Agreement Highland Community College/Columbia College**

**COLUMBIA COLLEGE AND HIGHLAND COMMUNITY COLLEGE  
PARTNERSHIP AGREEMENT**

**The Partnership Agreement is negotiated and maintained under a separate cover to allow for programmatic changes and updates without requiring a complete review and negotiation of the Joint Educational Agreement.**



## **Columbia College and Highland Community College Partnership Agreement**

### **Statement of Opportunity**

Columbia College is interested in expanding our relationship with Highland Community College to provide their graduates and employees increased exposure to educational opportunities at an affordable cost. Along with increased enrollments, additional benefits to Columbia College through the partnership would include additional marketing and recruiting opportunities.

### **Partnership Purpose**

This is a partnership between Columbia College (referred to in the remaining document as "CC") and Highland Community College (referred to in the remaining document as "HCC"). The partnership name will be CC-HCC. Because of this partnership, graduates of HCC will enjoy a diverse, four-year, private college experience that places emphasis on cost transparency and student services. The goals of this partnership agreement are outlined below.

This Partnership Agreement will:

- Promote Associate Degree completion at HCC and provide graduates/employees a more affordable opportunity to pursue a Bachelor's or Master's degree program at CC.
- Implement an improved and reliable process for recruiting HCC graduates/employees for CC degree completion.

### **Partnership Profile**

#### **Columbia College**

Columbia College is a private, non-profit, coeducational institution of higher education that offers associate, bachelors, and master's degrees and certificates. Columbia College is regionally accredited by the Higher Learning Commission. Columbia College students may enroll in day, evening, or online education classes at the main campus in Columbia, Missouri, or at one of the many Columbia College Global Division locations.

#### **Highland Community College**

Highland Community College is a two-year community college established in 1962 in Freeport, Illinois serving Community College District 519. The college is home to about 6,000 students and 190 faculty members, of which only 49 are full-time. Highland is technologically advanced, and it is one of the pioneers in Distance Learning Programming. Highland Community College is committed to shaping the future of their 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. The institution is regionally accredited by the Higher Learning Commission and maintains specialized accreditation in the areas of automotive repair, nursing, medical assistance and emergency medical response.

### **Partnership Structure**

CC agrees to:

- Provide enhanced benefits to HCC graduates by:

- Increasing the existing Associate Degree Transfer Grant from 5% to 10% for eligible HCC Associate Degree graduates pursuing an undergraduate degree program online, at our Highland location or at one of CC's nationwide locations (benefit not applicable to traditional Day program courses in Missouri). To be eligible, the graduate must:
  - Be enrolled in a CC undergraduate degree program
  - Have completed an Associate Degree consisting of 60 or more credit hours and graduated from HCC
  - Not have attended another college, other than HCC, since the awarding of the Associate Degree
- Accepting up to 90 transfer credit hours, including up to 81 lower level credit hours
- Provide enhanced benefits to HCC employees by:
  - Offering a 10% tuition discount for all courses taken at CC, including undergraduate, graduate, and non-degree seeking – online, at our Highland location or at one of CC's nationwide locations (benefit not applicable to traditional Day program courses in Missouri).
  - Accepting up to 90 transfer credit hours, including up to 81 lower level credit hours
- Publicize the partnership by creating a landing page on the CC website that promotes and explains the benefits of this partnership agreement. HCC will review and can make changes to the copy.

#### **HCC agrees to:**

- Provide increased exposure and recruitment opportunities for CC through the following:
  - Send semi-annual email blasts to all employees and students promoting the partnership with CC. Email content will be provided by CC Partnership and Marketing teams and approved and distributed by HCC.
  - Continue to notify CC of all advertised recruitment opportunities including transfer fairs. Additionally, continue to provide the opportunity for a minimum of one private table set-up per month during the fall and spring semesters. Prior to displaying, CC representative will notify Enrollment and Records Director day, time, and building.
  - Allow CC to present educational opportunities to new employees based on a schedule agreed upon by both parties.
  - Continue to display CC transfer material in high traffic areas. CC will be responsible for keeping materials current.
  - Include CC (same as any transfer institution) in any student facing publications about transfer options; both digital and print.
  - Promote the relationship on the transfer institution landing page (if one exists), reflecting the CC-HCC partnership and its benefits.
  - Allow the use of the HCC name and logo in a press release and marketing materials with review and approval by the HCC Marketing and Community Relations Director.

#### **Tuition, Financial Aid and Billing**

- The 10% Associate Degree Transfer Grant offered to HCC transfer students cannot be retroactively applied but may be combined with other institutional aid. CC financial aid awarding policies will be adhered to for the stacking order of aid.



- The 10% tuition discount offered to HCC employees cannot be retroactively applied but may be combined with other institutional aid. CC financial aid awarding policies will be adhered to for stacking order of aid.
- Eligibility for scholarships is not diminished due to this offer.
- No fees, such as an application fee, technology fee, and graduation fee under the Truition® model for courses taken through our online and nationwide locations.
- All books will be provided at no additional charge, including lab kits, through our Truition® model for courses taken through our online and nationwide locations.

**Trademark and Logo use:** Except as stated in this agreement, neither party shall be authorized to use the trademark, logo, or trade names of the other party without prior permission, whether for advertising, goods, services, or otherwise.

**Trade Secrets and Confidential Information:** It is understood by CC and HCC that all membership/ affiliate lists and documentation of either organization's programs, designs, pricing policies, business practices and proposals, and any other such information or property will be treated as confidential and proprietary.

**Limitation on Liability:** Neither party, nor its employees, officers or volunteers, shall be liable for any incidental nor consequential damages arising from this agreement.

**Dates of Agreement:** The partnership between CC and HCC will begin 60 days after the final signature and extend for three years, unless terminated as indicated here. Either party may terminate this agreement at any time by giving the other party a 60-day written notice of the termination. This agreement does not imply exclusivity to either party involved. The actual partnership period may be extended, if agreeable to both parties.

**General Terms:** This Agreement is governed by and constructed in accordance with the laws of the State of Missouri, without regard to any conflict of laws provision. If any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

The parties will comply with all applicable federal, state, and local laws, rules, and regulations, including without limitation the student confidentiality obligations set forth under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, ("FERPA").

Having read and understood the details of this Agreement, the parties below agree to the terms outlined in this document.

Highland Community College Representative

Columbia College Representative

By: 

Printed Name: CHRISTINA KUBERSKI

Title: President

Date: 3/15/21

By: 

Printed Name: JAMES ARNOLD

Title: Interim Vice President of Enrollment,  
Marketing & Communication

Date: 3/16/21

**AGENDA ITEM #X-C-1  
MAY 23, 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
Miscellaneous								
Dale	Anderson	6671	PERS036PCC	Metal Detecting Basics				\$50.00
Thompson	Brandt	6655	PERS037MCC	Gershwin, Copland, Bernstein				\$37.50
Thompson	Brandt	6719	PERS035KCC	Write a Novel in a Month				\$150.00
Gordon	Dammann	6653	PERS037LCC	Diseases in the Civil War				\$150.00
Robin	Dole	6878	PERS036KCC	Chair Yoga				\$25.00
Susie	Dvorak	6668	PERS036ACC	History of Taylor Park				\$25.00
Tara	Heap	6642	PERS037KCC	The Callings Quest				\$50.00
Roger	Hicks	6646	PERS036MCC	Welding for Garden Art				\$384.00
Mary	Leitzen	6638	PERS036MCC	Grat-I-Tangle				\$90.00
Debbie	Miller	6657	PERS036OCC	Card Making				\$204.00
Debbie	Miller	6658	PERS036OCC	Card Making				\$184.80
Mark	Peterson	6632	PERS037CCC	WWII Pacific Overview				\$41.25
Maark	Peterson	6634	PERS037FCC	New France				\$41.25
Kerrylyn	Rodriquez	6873	PERS034ACC	Healthy Living				\$30.00
Dana	Russell-Brown	6649	PERS036PCC	Beg Wheel Thrown Pottery				\$200.00
Debra	Johnson	6896	NURS109XBH	Portion of BNA Clinical	20		\$38.00	\$760.00
Amanda	Lessman	6104	NURS109BHX	BNA Clinical		0.99	\$1,356.73	\$1,343.16
						1.86	\$1,492.40	\$2,775.86
Amanda	Lessman	6105	NURS109BXH	BNA Clinical		1.14	\$1,492.40	\$1,701.33
						1.71	\$1,628.07	\$2,783.99
Jennifer	Roser		Development/Evaluation of Proficiency Exams (6 students)					\$350.00
Other Assignments								
Joshua	King-Slowinski		LifeLong Learning Instructor					\$ 312.00
Randy	Newstrand		Drove team to Baseball game on 3/29/23					\$ 100.00
Tabitha	Engel		Freelance writing services for press release					\$ 630.00
Irene	Moore		Seamstress for Silent Sky - 37 hours					\$ 370.00
Joshua	King-Slowinski		LifeLong Learning instructor					\$ 212.00
Catherine	Urban		LifeLong Learning instructor 4/14/23					\$ 350.00
Matthew	Guschl		Oboe player for Spring Instrumental Concert					\$ 230.00



**AGENDA ITEM #XI-A-1  
MAY 23, 2023  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM  
COMMERCIAL APPLICATOR I CERTIFICATE PROGRAM**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the new Commercial Applicator I Certificate program.

**BACKGROUND:** The parent Commercial Applicator certificate is a 35-credit hour certificate for students wanting to gain employment as a chemical applicator or operator for an agricultural crop supply company. This extension to that program is a shorter 13-credit hour certificate that provides the basic training needed to gain internship experience in the area of chemical application.

If approved by the Highland Board of Trustees, the program will be submitted to the Illinois Community College Board (ICCB) 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**

<b>College Name:</b>	Highland Community College	<b>5-Digit College #:</b>	51901
<b>Contact Person:</b>	Justin Ebert	<b>Phone:</b>	815-599-3507
<b>Email:</b>	Justin.ebert@highland.edu	<b>Fax:</b>	815-599-3625
<b>Proposed Reasonable and Moderate Extension Title:</b>	Commercial Applicator I		
<b>Credit Hours:</b>	13		
<b>Existing /Parent Program Title:</b>	Commercial Applicator		
<b>Parent Prefix</b>	2020	<b>Parent Number</b>	652

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

<b>ICCB Use Only</b>		
<b>Reviewed By:</b>		<b>Date:</b>
<b>Approved By:</b>		<b>Date:</b>

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

**Form 21: Reasonable and Moderate Extension Request Instructions**

**Application.** Complete the Form 21 as indicated. The existing/parent program that is to be cited on the Form 21 is the AAS degree or certificate from which the reasonable and moderate extension is being created. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

**Application Timeline.** Applications may be submitted at any time during the year. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB Staff on behalf of the Board.

Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) with questions.

**The R&ME curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.**

**Please send both copies to:**

Tricia Broughton, Associate Director for Academic Affairs  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701  
[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

**Approval Notification.** Once approval has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 21 cover page, and a copy of the processed Form 22. Questions regarding the status of this documentation should be directed to Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov).

### **Form 21/21S: Reasonable and Moderate Extension Request Criteria**

ICCB rules permit two types of reasonable and moderate extensions, with appropriate forms for each, and require acceptance by ICCB staff:

#### **1. Creation of New Certificates or Degrees via R&M E (Form 21)**

New certificates or degrees may be created through the reasonable and moderate extension process when the new program is closely related to an existing program(s). This process allows the college to create the new program from an existing "parent program", following parameters in ICCB Rule 1501.302(d)2 d and e. New certificates or degrees created as options or subsets of existing programs require the Form 21, "Reasonable and Moderate Extension Request".

- a. **AAS or Certificate Options:** AAS or certificate options are programs that are very similar to their parent program and in the same general occupational field, but include coursework that focuses on a given specialty. An option may be created by primarily using courses in the parent program or cluster of closely related curricula; and new or different courses as needed, provided that no more than 15 credit hours are different in AAS options or no more than nine (9) credit hours are different in certificates of 30 semester hours or more.

For example:

- **AAS option:** If a college currently offers an Office and Administrative Technology AAS, it may be used as a parent program to create an Office and Administrative Technology/Legal Option AAS. The college would primarily use courses in the parent program and could also use up to 15 different credit hours not currently in the parent program if needed to provide the legal secretary instruction.

- b. **Subsets/creating certificates from larger certificates or degrees:** New certificate programs may also be created as subsets of existing AAS degrees and certificates. The new certificate may be created by primarily using courses in the parent AAS or certificate program or a cluster of closely related curricula; e.g., from the same four-digit CIP code and, in some cases, a few different courses as needed, provided that no more than nine (9) credit hours are different in certificates of 30 semester hours or more and no more than six (6) credit hours are different in certificates of less than 30 semester credit hours.

For example:

- **New certificates of 30 semester credit hours or more:** If a college has an AAS degree in Office and Administrative Technology and a certificate in microcomputer/software applications, it could create a 35 semester credit hour certificate in information processing. The college would primarily use courses in the AAS and certificate, but may use up to nine (9) different credit hours in the new certificate; for example, to provide additional instruction on information processing. Both of these existing programs serve as the parent program, with the program that is the source of the bulk of the credit hours being cited as the parent program on the Form 21.

- New certificate of less than 30 semester credit hours: If a college has a 45 credit hour certificate in Business Management, it could be used as the parent program to create a 25 credit hour certificate in small business management. This certificate would primarily consist of existing required courses in the Business Management certificate and could use up to six (6) different credit hours; for example, to provide instruction on entrepreneurship. Up to one-half of the credit hours can be used as electives.

**NOTES:**

- A college CANNOT create a new certificate or degree that is larger than its parent program, e.g. creating an AAS from a certificate, nor an AAS degree/degree option that is larger in credit hours than its parent program.
- A college CANNOT create a new certificate or degree via the RM&E process using a parent with *temporary* approval.
- A college CANNOT create a new certificate or degree using Parent curriculum that has an Inactive or Withdrawn status.

**2. Creation of New short-term certificates (Form 21S)**

A college may create a new Short-term Certificates of less than nine (9) semester credit hours of new courses in a two-digit CIP category in which the college has previous approval to offer one or more programs. This requires completion and acceptance of the Form 21S "Reasonable and Moderate Extension: Short-Term Certificate". In this approval scenario, the existing/parent program to be cited on the Form 21S is an active program (AAS degree or certificate) from the same two-digit CIP code in which the reasonable and moderate extension is being created. For example, if the proposed R&M is a Phlebotomy Certificate (CIP 51.1009), the parent program could be the Nursing AAS degree (CIP 51.3801).



1. **Employment Objectives / Program Purpose:** The parent Commercial Applicator program is a 35-credit hour certificate for students wanting to gain employment as a chemical applicator or operator for an agricultural crop supply company. The program provides training in equipment operation, basic plant and soil science principles, and preparation to pass the pesticide licenses exam. The extension to the parent program is a shorter 13-credit certificate that provides the basic training needed to enter an internship experience in the area of chemical application.
2. **Catalog Description:** The Commercial Applicator I certificate prepares students to pass the Illinois Pesticide License exam and obtain entry level employment in the crop input industry. Students will be provided hands on training, job shadowing experiences, and access to some of the latest in crop input technology.
3. **Curriculum:**

#### Parent Program - Commercial Applicator

First Semester		15 Credit Hours	
AGRI	284	Soil Science	4
AGOC	287	Precision Farming Technology	3
LIBS	199	First Year Experience – Ag Emphasis	2
AGOC	140	Agriculture Equipment Maintenance	3
MATH	111	Technical Math	3
Second Semester		13 Credit Hours	
AGRI	286	Crop Science	4
	-or-		
AGOC	114	Principles of Plant Science	
AGRI	110	Commercial Driver's License Permit Training	2
AGOC	109	Pesticide License Training	2
AGOC	127	Forage Production	
	-or-		
AGOC	227	Corn and Soybean Production	2
AGOC	285	Soil Fertility and Fertilizers	3
Summer		7 Credit Hours	
AGOC	291	Plant Pest Identification and Control	4
OCED	290	Workplace Experience	3
<b>Total Credit Hours =</b>			<b>35</b>

#### Extension – Commercial Applicator I

##### Semester 1 – 13 credits


- FYES (2)
- Commercial Applicator Class (2) 8wk / Pesticide Applicator Test (2) 8wk
- Forage Production (2) 8wk / Corn & Soybean Production (2) 8wk
- Equipment Maintenance (3)

4. **Educational Alignment:** The Commercial Applicator I certificate is a Program of Study because it addresses the following criteria:
  - Incorporates challenging academic standards - Preparation and completion of the Illinois Pesticide Applicators Exam
  - Addresses academic, technical and employability skills - Completion of all coursework, students will be ready for employment and have basic skills to operate equipment and apply chemicals.
  - Aligned with the needs of the industry – Job postings in our area for Chemical Applicators are posted all year long from several area businesses.
  - Culminates in a postsecondary credential – Graduates will be licensed chemical applicators ready for employment.

Both the parent and extension are part of the Agricultural Power Machinery Operation within the Power Structure and Technical Systems Pathway.

## 5. Approval / Accreditation: NA

## 6. Labor Market Need:

**Agricultural Equipment Operators**  - Drive and control equipment to support agricultural activities such as tilling, soil planting, cultivating, and harvesting crops; feeding and herding livestock; or removing animal waste. May perform tasks such as crop baling or hay baling. May operate stationary equipment to perform post-harvest tasks such as husking, shelling, threshing, and g... [More](#)

Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



\*Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.

### Typical Wages

**\$38,239**

Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

### Projected Annual Openings

\*Central EDS, IL (which contains Sangamon County, IL - no data available for Sangamon County, IL)

**17**

8% of the 208 total estimated annual openings in Farming, Fishing, and Forestry occupations.

Source: Illinois Department of Employment Security, Employment Projections

### Industries by Employment

Industry Title	Estimated Employment
Employment Services	Confidential

Source: Illinois Department of Employment Security, Employment Projections

### Work Interests

#### Realistic

- Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Pesticide Handlers, Sprayers, and Applicators, Vegetation**  - Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or crops. Usually requires specific training and state or federal certification

Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



\*Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.

### Typical Wages

\*Central EDS, IL (which contains Sangamon County, IL - no data available for Sangamon County, IL)

**\$41,092**

Median Annual Wage

Source: Illinois Department of Employment Security, Occupational Employment Statistics

### Projected Annual Openings

\*Central EDS, IL (which contains Sangamon County, IL - no data available for Sangamon County, IL)

**10**

1% of the 258 total estimated annual openings in Building and Grounds Cleaning and Maintenance occupations.

Source: Illinois Department of Employment Security, Employment Projections

### Industries by Employment

Industry Title	Estimated Employment
Services to Buildings and Dwellings	Confidential

Source: Illinois Department of Employment Security, Employment Projections

### Work Interests

#### Realistic

- Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside and do not involve a lot of paperwork or working closely with others.

## 7. Information for the ICCB Master File: SEE ATTACHED

**AGENDA ITEM #XI-B-1  
MAY 23, 2023  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – POLICY MANUAL CHAPTER I  
BOARD OF TRUSTEES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policies in Chapter I of the Policy Manual and affirms for first reading the unchanged policies in Chapter I of the Policy Manual.

**BACKGROUND:** The list of attached policies incorporates updates to regulatory titles and references. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board 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:

<b><u>Policy #</u></b>	<b><u>Change</u></b>
1.15	Language updated.
1.211	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.

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



CHAPTER I  
BOARD OF TRUSTEES  
TABLE OF CONTENTS

<u>Page &amp; Policy No.</u>	<u>Description</u>
1.00	Legal Names and Titles
1.01	College Motto
1.02	College Colors
1.03	College Mission, Vision, Core Values and Principles of Operation
1.04	Authority of the College Board and Transaction of Business
1.05	Adopting, Rescinding and Revising Board Policies
1.06	Duties and Responsibilities of the Board
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1.08	Duties and Responsibilities of Board Officers
1.09	Removal of Officers
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1.15	Conduct of Meetings
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1.20	Board Action on Legislative Issues
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1.211	Community College Trustee's Leadership Training
1.22	Evaluation of the President
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1.24	Public Information
1.25	Board Ethics
1.26	Education and Development
1.27	Bookstore-Purchase by Current Board Members

**1.00 Legal Names and Titles (Reaffirmed 8/17/21)**

- A. The College was established in accordance with the Illinois Public Community College Act (110 ILCS 805/3).**
- B. The legal name of the College shall be "Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll."**
- C. The Board of the College is a body politic and corporate by the name "Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois" and by that name may sue and be sued in any courts and places where judicial proceedings are had (110 ILCS 805/3-11).**
- D. The institutional name of the College shall be "Highland Community College."**

***1.01 College Motto (Reaffirmed 8/17/21)***

The official motto of the College shall be "Serving Northwestern Illinois."

**1.02 College Colors (Reaffirmed 8/17/21)**

The official colors of the College shall be orange, dark brown, white, and dark blue.

### ***1.03 College Mission, Vision, Core Values and Principles of Operation (Reaffirmed 8/17/21)***

#### **A. 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.

This mission is carried out by:

1. Providing educational preparation to students for transfer to a baccalaureate or professional, degree-granting institution.
2. Providing instruction to enable students to complete specific vocational degrees and certificates and general education designed to meet individual educational goals.
3. Providing occupational training, retraining, and/or upgrading of skills to meet individual, local, and state needs.
4. Providing developmental education to strengthen students' academic skills.
5. Providing a range of student support services that recognizes and supports the educational goals and needs of a diverse student population.
6. Supporting economic development through partnerships with business, industry, chambers of commerce, units of local government, and other educational institutions.
7. Providing community education designed to meet local cultural needs and encourage lifelong learning and cultural understanding.
8. Providing community access as an open-door institution to all college services and facilities.

#### **B. Vision:**

Highland Community College partners with learners in successfully shaping their futures.

#### **C. Core Values:**

1. Integrity – doing the right thing regardless of the situation: implies wholeness – having a belief and sticking to it.
2. Compassion – sensitivity and empathy to others, *without judgment*, demonstrated through behavior and responding in a respectful way – not an end result, but a process.
3. Respect – demonstrating that one values other people and points of view through courtesy and awareness of differences without necessarily accepting all their beliefs or actions.

#### **D. Principles of Operation:**

1. Grounded in purpose
2. Mutual respect
3. Ethics/integrity/honesty
4. Sense of humor
5. Shared responsibility
6. Climate that promotes competence

**1.04 *Authority of the College Board and Transaction of Business* (Reaffirmed 8/17/21)**

- A. The Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois derives its authority from the Illinois Public Community College Act (H.B. 17610) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.
- B. The Board may exercise all powers consistent with the Illinois Public Community College Act that may be a requisite or proper for the maintenance, operation and development of the College within the rules and regulations of the Illinois Community College Board.
- C. Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instruction by the Board of Trustees.
- D. The Board of Trustees shall transact all business at legal meetings of the Board. When the Board is not in session, all business of the College shall be transacted through the Office of the President or the President's designee.

### ***1.05 Adopting, Rescinding and Revising Board Policies (Reaffirmed 8/17/21)***

The following procedures shall be observed by the Board to adopt, rescind, or revise Board policies and regulations.

- A. All policies of the Board shall be adopted, rescinded, or revised by a majority of a quorum present at the next regular or special meeting of the Board. All policies shall be presented for a first and second reading at separate meetings of the Board, unless a majority of a quorum votes to waive the second reading of the policy.
- B. Following the election and seating of new members of the Board, the Board, recognizing that it is a continuing body, assumes all policies, regulations, and rules of the preceding Board and continues them in effect until such policies, regulations, and rules are amended or rescinded.
- C. Unless otherwise stated to the contrary, all policies and regulations adopted by the Highland Community College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.
- D. The Board of Trustees empowers the College Policy Review Committee to make the following changes without formal Board approval upon a vote of the majority of the full membership of the Policy Review Committee, so long as such changes do not have any substantive effect on the policy or its applicability:
  - 1. changes in position titles;
  - 2. changes in policy number systems and/or policy names; or
  - 3. minor changes in wording of a policy that do not affect the meaning or intent of the policy.
- E. Additionally, in the event of change of statutory citation, the statutory citation may be changed provided no substantive change in law or policy is reflected by the change in citation.

### **1.06 Duties and Responsibilities of the Board (Reaffirmed 8/17/21)**

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. To advance the mission of the College by encouraging ongoing assessment of student learning and institutional effectiveness.
- B. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
- C. To select, appoint, and establish the salary and conditions of employment of the President of the College, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- D. The Board shall appoint and fix the salaries of administrative and professional personnel and all faculty, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- E. To determine the broad general policies yearly for governing the College, and to present to the President the short-term and long-term direction for the College.
- F. To approve the annual budget.
- G. To give prior approval for contracts with a duration of more than 3 years or an amount of more than \$25,000. Copies of Board approved contracts will be kept on file by the Vice President/CFO, Administrative Services.
- H. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
- I. To approve rates of compensation for faculty, administrative, and professional full-time and/or part-time employees.
- J. To act upon recommendations of the President on site and physical plant development and utilization.
- K. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds, and equipment.
- L. To act upon competitive bids for supplies and equipment in excess of \$25,000, and for construction/repairs in excess of \$50,000. All vendors shall have affirmative action and OSHA programs.
- M. To approve curricular offerings of the College upon the recommendation of the President.
- N. To determine the academic term of the College, within the rules and regulations of the State Board, and to approve the Academic Calendar of the College. Days within the term designated for the purpose of enrollment, testing, orientation or examination of students



and all days on which scheduled classes are held shall be considered as days of student attendance.

- O. To consider communications and requests from citizens and organizations within the district on matters of policy.
- P. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the College.
- Q. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.
- R. To establish and/or approve citizens advisory committees as needed.
- S. To serve as a Board of final appeal with the College for students, faculty, and staff of the College and citizens of the district who may have grievances in matters in which they have jurisdiction concerning the College district.
- T. To appoint a treasurer to serve at the Board's pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18).
- U. To designate depositories for College funds.
- V. To establish an instrument for presidential evaluation based on the Board's plans, goals, and objectives for the College and leadership qualities.
- W. To evaluate the Board's activities, responsibilities, and ethics in accordance with Policy 1.23.
- X. To agree that oral or written communications to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that oral or written communications to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.
- Y. To employ legal counsel for the College.
- Z. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act (110 ILCS 805/3-22.1)
- AA. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

***1.07 Trustee Election and Vacancies (Reaffirmed 8/17/21)***

- A. The election of members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the College district, for at least one year immediately preceding the election. Change of residency from the district by any member constitutes a resignation from and creates a vacancy on the Board. (110 ILCS 805/3-7).
- B. The College Board shall consist of seven members, publicly elected at the time and in the manner provided in the Illinois Public Community College Act (110 ILCS 805/3-7 through 3-7.10).
- C. In addition to the seven elected members of the Board, one student member will be elected annually by the student body not more than three weeks nor less than one week prior to the regularly scheduled April Board meeting in accordance with established procedures conducted by the Student Senate. The student member will be seated in April. The student member's vote is advisory only.
- D. Vacancies on the Board will be filled based on the established procedure and in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

***1.071 Student Trustee (Reaffirmed 8/17/21)***

- A. In accordance with 110 ILCS 805/3-7.24 of the Illinois Public Community College Act, the Highland Community College Board of Trustees shall have one non-voting member who is a student enrolled in Highland Community College under the jurisdiction of the Board. The method of selecting these student members shall be determined by campus-wide student election.
- B. The Highland Community College Board and administration believe that a student who fulfills the obligations of Student Trustee must be academically invested in the College. Therefore, students eligible to run for Student Trustee must
  - 1. be enrolled in a minimum of 12 credit hours at the time of selection, and must maintain a minimum of 12 credit hours throughout the term, with the exception of the summer semester.
  - 2. maintain a minimum GPA of 2.5.
  - 3. be able to demonstrate an understanding of the role of the Student Trustee.
  - 4. agree to fulfill all the responsibilities of his or her respective office as outlined in the Student Senate Bylaws and fulfill the obligation of the full term of one academic year.
  - 5. be in good standing at the College with no history of any Student Code of Conduct violations resulting in sanctions during their academic career at the College.
- C. The student member shall serve a term of one year beginning on April 15 of each year. A Student Trustee may not serve more than two terms. The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend Closed Sessions. While 110 ILCS 805/3-7.24 does not give the Student Trustee the right to vote, it is the policy of the Highland Community College Board of Trustees to allow the Student Trustee an advisory vote.
- D. All travel by the Student Trustee must be approved in advance by the President of the College.

***1.08 Duties and Responsibilities of Board Officers (Reaffirmed 8/17/21)***

- A. Chair:** The Chair shall preside at all meetings and shall perform such duties as are imposed upon that office by law or by action of the Board.
- B. Vice Chair:** The Vice Chair shall serve in the Chair's absence.
- C. Secretary:** The Secretary of the Board shall perform the usual duties pertaining to his or her office. If he or she is absent from any meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed Recording Secretary. The Secretary attends all meetings and records all official business of the Board, as well as represents the Board in working with local election officials in all Board elections and referenda.
- D. Treasurer:** The Board shall appoint a Treasurer for the District who shall not be a member of the Board. The Board shall execute a bond as prescribed in the Illinois Community College Act (110 ILCS 805/3-19).



***1.09 Removal of Officers (Reaffirmed 8/17/21)***

Any officer of the Board may be removed from office for cause by a vote of two-thirds (5) of the Board of Trustees.

***1.10 Compensation and Expenses (Reaffirmed 8/17/21)***

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

***1.11 Organization and Meetings of the Board (Reaffirmed 8/17/21)***

- A. After the April election in each odd numbered year, organization of the Board shall be in accordance with the provisions of the Illinois Public Community College Act (110 ILCS 805/3-8).
- B. At the organizational meeting, the Chair of the Board or, in his or her absence, the President of the College shall convene the new Board and conduct the election for Chair, Vice Chair, and Secretary. The Board shall proceed with its organization under the newly elected Board officials (110 ILCS 805/3-8).
- C. Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year (110 ILCS 805/3-8).
- D. If a change is made in regular meeting dates or locations, at least 10 calendar days' notice of such change shall be given by publication in a newspaper of general circulation in the area. Notice of such change shall also be supplied to those news media which have filed an annual request for notice (5 ILCS 120/2.03).

***1.12 Special Meetings of the Board (Reaffirmed 8/17/21)***

Special meetings of the Board may be called by the Chair of the Board, a Committee Chair, or by three members of the Board by giving public notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served on members of the Board by mail 48 hours before the meeting. Notice shall also be given to the news media as required by 5 ILCS 120/2.02.



***1.13 Meetings Open to the Public (Reaffirmed 8/17/21)***

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended. All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02.

### ***1.14 Board Meeting Agenda (Reaffirmed 8/17/21)***

- A. The Executive Assistant to the President/Board of Trustees will prepare the agenda for meetings of the Board of Trustees after conferring with the President and Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.
- B. Any member of the Board of Trustees, employee, organization, or individual wishing an item to be placed on the Board Agenda shall make the request in writing to the President of the College at least 10 working days prior to the day of the Board meeting. The President shall notify the Chair of the Board who shall have the power to accept or deny the request.
- C. The Board shall provide an opportunity for groups or individuals to appear before the Board. In order to establish an orderly procedure for such audiences, any individual or group wishing to appear before the Board shall contact the President of the College, informing him or her of the nature of the request to be presented. In the event that the nature of the request cannot be resolved by the President, the President shall, with consent of the Chair of the Board, assign a time on the agenda for such groups or individuals to appear before the Board. All such requests must be made in writing at least 10 working days prior to the day of the Board meeting in order that the President may inform the Board of the matter to be presented, and obtain any information needed for the Board's consideration.
- D. Trustees will be furnished with copies of the agenda for regular meetings with any available supporting materials at least 48 hours prior to each regular meeting. Trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.
- E. Announcements of meetings and closed sessions are covered by the Illinois Compiled Statutes. Copies of the agenda for each meeting of the Board will be sent to all news media that requested notice of meetings pursuant to the Illinois Open Meetings Act, and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.

### 1.15 Conduct of Meetings (Reaffirmed 8/17/21)

- A. In accordance with the Open Meetings Act (5 ILCS 120/2.06)~~Public Act 096-1473~~, any person shall be permitted an opportunity to address the Board under the rules established and recorded by the Board.
- B. The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees.
- C. Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.
- D. The order of business will be determined at the time the agenda is prepared and will include an opportunity for public comments (limited to three minutes per person). Presentation of items of business shall follow the agenda, unless varied by the Chair.
- E. The voting order for roll call votes shall be established by seniority at each meeting. Each succeeding roll call vote shall be called beginning with the second name called in the previous roll call vote. If there is need for a roll call on an amended motion, it will also be on a rotating basis. When two or more members within a group have equal seniority, the order of their vote shall be alphabetical by last name. If an individual is appointed to fill a vacancy on the Board, that person shall have the least seniority. The Student Trustee shall always be called last.
- F. A voice vote shall be taken on all measures before the Board except a roll call vote shall be taken when the measure concerns the following:
  1. Expenditure of money
  2. Adoption of Board resolutions
  3. Establishment, change or suspension of Board policy
  4. Adoption of the budget
  5. Approval to enter Closed Session, pursuant to the Illinois Open Meetings Act
  6. Approval of Closed Session minutes being opened to the public
  7. Dissolution of a Board committee, at the recommendation of the Chair of the Board
- G. A roll call vote may also be taken upon the request of any Board member or the College President.
- H. A majority of the full voting membership of the Board shall constitute a quorum. For all meetings of the Board, a quorum of members must be physically present at the location of the meeting. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof. No action of such Board shall be invalidated by reason of any vacancies on such Board, or by reason of any failure to select the non-voting Student Trustee (110 ILCS 805/3-9).

### ***1.16 Record of Meetings (Reaffirmed 8/17/21)***

- A. A record of all meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or video recording will be kept.
- B. Written minutes of the Board meetings will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Secretary as a permanent official record of Board action and will be open for public inspection in accordance with the Freedom of Information Act.
- C. Written minutes shall include, but will not be limited to, the date, time and place of the meeting; the members of the Board recorded as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and the name of the Trustee making a motion, the name of the Trustee seconding it, and the vote. A Trustee may state reasons for a vote and request these be recorded in the minutes at the time of the vote. The Board shall approve the minutes of its open meeting within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 calendar days after the approval of minutes by the Board (5 ILCS 120/2.06). The College shall post the minutes of a regular meeting of the Board open to the public on the College's website within 10 days after the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the College's website shall remain posted on the website for at least 60 days after their initial posting.
- D. The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:
  - 1. The Board approves the destruction of a particular recording; and
  - 2. The Board approves minutes of the closed meeting that meet the written requirements of 5 ILCS 120/2.06.



### ***1.17 Appointments of the Board (Reaffirmed 8/17/21)***

- A. The Board shall appoint a Secretary to perform the duties pertaining to this office. If the Secretary is absent from the meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed recording secretary (110 ILCS 805/3-10).
- B. The Board shall appoint a treasurer to serve at its pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18). Before entering into the duties of the office, the treasurer shall execute a bond as prescribed in the Illinois Public Community College Act (110 ILCS 805/3-19). No part of any State or other District funds may be paid to any treasurer or other person authorized to receive it unless the treasurer has filed the bond as required herein.
- C. The College's attorney(s) shall be the general counsel and legal advisor to the Board and to the College President. The attorney(s) shall have charge of litigation referred by the President or the President's designee. The President will have authority to seek specialized legal services from attorneys other than the College's attorney(s).
- D. A Board member may be appointed Parliamentarian. In the absence of such an appointment, the Secretary shall serve in this capacity. The rules of parliamentary procedure comprised in the latest edition of Roberts Rules of Order shall be the parliamentary authority for the Board in its deliberations.
- E. Two Board members shall be appointed in January to review minutes of closed meetings and audiotapes in accordance with the Open Meetings Act, Public Act 85-1355. The two appointed Board members shall individually review all closed meetings and audio recordings on a periodic basis, but not less than semi-annually and will report their findings at a meeting of the full Board. At the meeting of the full Board a determination shall be made, and reported in open session, that 1) the need for confidentiality still exists as to all or part of those minutes or 2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board will also make a determination as to the destruction of verbatim audio recordings. The recordings may be destroyed 18 months after the completion of the meeting recorded but only after 1) the Board approves the destruction of a particular recording; and 2) the Board approves the minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act (ILCS 120.2.06).

***1.18 Committees of the Board (Reaffirmed 8/17/21)***

The Board shall have standing committees as deemed appropriate by the Board Chair. The standing committees may include, but will not be limited to, an Audit Committee. Other committees may be appointed by the Chair when necessary. A chair of each Board committee shall be appointed by the Chair of the Board and will serve at the Board Chair's discretion. In the absence of specific authority from the Board, no committee shall be empowered to act on behalf of the Board. Special committees shall make their recommendations to the Board for action. A committee may be dissolved at the direction of the Board Chair by a roll call vote of a majority of a quorum of the full Board at a regular meeting. The Chair of the Board shall make all committee assignments.

**1.19 Employment of Administrative and Professional Personnel, Faculty and Consultants (Reaffirmed 8/17/21)**

The Board shall appoint and fix the salary of the President of the College, who shall be the executive officer of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-26). The Board shall also appoint and fix the salaries of other administrative and professional personnel and all faculty. In making these appointments and fixing these salaries, the Board will follow Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).

***1.20 Board Action on Legislative Issues (Reaffirmed 8/17/21)***

The Board of Trustees will only take a position advocating or opposing a local, State, or national legislative issue, if the vote to do so will have a direct impact on the Highland Community College district.



***1.21 Board Orientation (Reaffirmed 8/17/21)***

Within one month of seating, the new Board member will be provided with a policy manual. The Chair, President, and Executive Assistant to the President/Board Secretary will meet to provide orientation of new Trustees and to review Trustee orientation materials. The orientation will include an opportunity for a tour of the facilities and staff introductions.

### *1.211 Community College Trustee's Leadership Training (Reaffirmed 8/17/21)*

- A. In accordance with ~~Public Act 99-0692~~ **110 ILCS 805/3-8.5**, trustees must complete a minimum of four hours of professional development leadership training during the first, third, and fifth year of his/her term covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of a community college trustee. The College shall maintain on its website the names of all elected or appointed voting trustees of the board who have successfully completed the training, as well as the names of all elected or appointed voting trustees of the board who have not successfully completed the training, as required.
- B. The board member shall certify completion of the required training to the secretary of the board. If a board member does not satisfy all requirements outlined above or the certification indicates that a board member has not completed the training, the secretary shall send a notice to all elected or appointed members serving on the board and the president or acting chief executive officer of the College of that fact.
- C. In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board (ICCB). A list of ICCB-approved community college trustee training providers is available at the following link:

~~[https://www.iccb.org/iccb/wp-content/pdfs/Trustee\\_Training\\_Approved\\_Provider\\_List.pdf](https://www.iccb.org/iccb/wp-content/pdfs/Trustee_Training_Approved_Provider_List.pdf)~~

[http://www2.iccb.org/iccb/wp-content/pdfs/Trustee\\_Training\\_Approved\\_Provider\\_List.pdf](http://www2.iccb.org/iccb/wp-content/pdfs/Trustee_Training_Approved_Provider_List.pdf)

***1.22 Evaluation of the President (Reaffirmed 8/17/21)***

**At least once each year, the Board shall evaluate the President.**

***1.23 Board Self-Evaluation (Reaffirmed 8/17/21)***

The Board shall conduct a self-evaluation in even numbered calendar years, which shall include, but not be limited to, the consideration of each member's capacity to fulfill the duties of office.

**1.24 Public Information (Reaffirmed 8/17/21)**

- A. Except where access is prohibited by law or exceptions under the relevant statute or law are appropriate, College records and documents shall be made available as required by the Freedom of Information Act (FOIA) or other applicable laws. The Board of Trustees will designate a Freedom of Information Act Officer(s). Requests for information shall be made in writing to the Secretary of the Board. The Secretary of the Board shall log the request and forward it to a Freedom of Information Act Officer, who shall have the primary responsibility to carry out the requirements of the law and the regulations, in accordance with the Freedom of Information Act.
- B. In accordance with the Illinois Compiled Statutes 5 ILCS 140, any person denied access to inspect or copy any public record may appeal the denial to the Office of the Illinois Public Access Counselor.



### ***1.25 Board Ethics (Reaffirmed 8/17/21)***

In support of the best interests of the College, all Trustees shall adhere to reasonable ethical standards, including the following principles:

- A. **Authority.** Trustees have authority for official Board action only when acting in concert as a Board of Trustees legally in session. No member of the Board of Trustees has the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session, with the exception of the Board Chair in case of an emergency. The Chair will report such emergency actions to the Board at the next scheduled meeting.
- B. **Conduct.** Trustees will demonstrate personal integrity and ethical behavior in word and action; work with other Trustees in a spirit of decency, harmony, and cooperation despite personal differences of opinion that may arise; regularly attend and contribute to Board meetings; focus discussion and decisions on solving problems rather than placing blame; avoid making public statements or acting in ways that would discredit the Board and undermine public confidence in the College or damage its reputation; and act consistently with the College's Core Values of Integrity, Compassion, and Respect.
- C. **Decision-making.** Trustees will become informed to the extent necessary to be an effective Trustee and vote on issues based on accurate information; review meeting packets, pose clarifying questions to College staff, and prepare for meetings in advance; welcome and encourage citizen input on the College, while remembering that final decisions are the responsibility of the Board based on input from the staff and recommendations from the President; place the best interest of the College and the District as the top priority in deciding votes; recognize that the primary function of the Board is to establish the policies by which the College is administered, but that the administration of the educational programs and the conduct of College business is the primary function of the President and the staff, and abide by and support majority decisions of the Board.
- D. **Conflict of Interest.** Trustees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Trustees will not attempt to exercise undue influence over employment or purchasing decisions that are not ordinarily acted upon by the Board. Trustees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.
- E. **Ethics.** Trustees will abide by the State Officials and Employees Ethics Act.
- F. **Confidentiality.** Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.
- G. **Compliance with Law.** Trustees will abide by all laws relevant to their role at the College. Nothing in this policy will in any way restrict the application or take precedence over misfeasance or nonfeasance in office.

***1.26 Education and Development (Reaffirmed 8/17/21)***

It is the philosophy of the Board to encourage and fund continuing education and staff development for elected Board members. This should be accomplished by Board participation in regional, State and national workshops and meetings.

***1.27 Bookstore-Purchase by Current Board Members (Reaffirmed 8/17/21)***

- A. Current Board members may purchase textbooks for use by themselves, their spouse or Civil Union partner, or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).
- B. Current Board members may purchase clothing and gift items at a 20 percent discount. The discount on technology and software products will be determined by the bookstore on an item by item basis. There will be no discounts on the following items: meal cards, computer math software licenses, magazine subscriptions, and transit passes.
- C. No discounts will be applied to sale items unless specified by the bookstore manager.
- D. The Board member eligible for the discount must be present when the discounted purchase is made.

**AGENDA ITEM #XI-B-2  
MAY 23, 2023  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 5.133  
USE OF SKATE EQUIPMENT AND RECREATIONAL VEHICLES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policy 5.133, Use of Skate Equipment and Recreational Vehicles, which is included in Chapter V, Finance, of the policy manual.

**BACKGROUND:** The recommended revised policy was presented to the Policy Review Committee by Student Services staff. They recognized that some students use skate equipment as a form of transportation and under the policy, as written, this was not allowable. The recommended language would provide for skate equipment as a form of transportation while maintaining safety and protecting the facilities from damage.

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

### **5.133 Use of Skate Equipment and Recreational Vehicles** (Reaffirmed 5/24/22)

Use of skate equipment such as, but not limited to, skateboards, electric scooters, and roller blades, and/or ice skates for transportation purposes on campus is allowed~~prohibited~~. Use of ice skates is prohibited. Use of personal recreational vehicles such as, but not limited to snowmobiles, dirt bikes, and/or all-terrain vehicles on College property is ~~also~~ prohibited, with the exception of motorcycle training programs, and other College approved activities. Recreational use of these apparatus are acceptable only during Ceollege approved activities.