

District #519

Board of Trustees Meeting

November 28, 2023 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

Public access to the meeting is provided online via

<https://highland.zoom.us/j/88320472535?pwd=Sm dzVjE3cDRVenFlaFBYRm5sV2VlQT09>

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. Public Hearing Concerning the Tax Levy**
- V. Approval of Minutes: October 24, 2023 Audit & Finance Committee
 October 24, 2023 Regular Meeting
- VI. Public Comments
- VII. Introductions
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
 - A. Academic
 1. Universal Articulation Agreement MOU Between Highland Community College and Arizona State University (Page 1)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
 - D. Financial (None)
- XI. Main Motions
 - A. Academic (None)
 - B. Administration
 1. Commercial Card Program with Illinois Bank & Trust/HTLF Bank (Page 10)
 2. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel (Page 12)

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.

3. Second Reading – New Policy 3.30: Transcript and Diploma Non-withholding (Page 127)
4. First Reading – Revised Policy 4.16: Leave, Personal Days (Page 129)
- C. Personnel
 1. Appointment: Psychology/Education Instructor (Page 131)
- D. Financial
 1. Acceptance of Bid: Purchase of Mobile Medical Unit (Page 132)
 2. Implementation of Compensation Study Salary Adjustments and Salary Range Placements (Page 134)
 3. Acceptance of FY23 Enrollment Annual Audit (Page 139)
 4. Resolution Authorizing Project “Building T (Dorothy & RC Clock Technology Center) Classroom Entry Accessibility Renovation” and to Authorize Approval for a Health and Safety Levy (Page 145)
 5. Resolution Authorizing Project “Building W (Maintenance) Septic System” and to Authorize Approval for a Health and Safety Levy (Page 148)
 6. Resolution Authorizing Project “Parking Lot and Loop Road Lighting” and to Authorize Approval for a Health and Safety Levy (Page 151)
 7. Resolution Authorizing Project “Campus Security Camera System” and to Authorize Approval for a Health and Safety Levy (Page 154)
 8. Resolution Authorizing Project “Softball/Baseball Parking Lot and Bleacher Accessibility” and to Authorize Approval for a Health and Safety Levy (Page 157)
 9. Education and Building Fund Levy (Page 160)
 10. Insurance Levy (Page 163)
 11. Audit Levy (Page 166)
 12. Social Security and Medicare Levy (Page 168)
 13. Payment of Bills and Agency Fund Report – October 2023 (Page 170)

XII. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 172)
- 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
- B. Collective Negotiating Matters
- 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
- B. Collective Negotiating Matters
 - 1. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 Regarding Use of Sick and Personal Time in Two-hour Increments (Page 181)
 - 2. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Custodial/Maintenance, Affiliated with AFT/IFT Local 1957 Regarding Benefit Time for Custodial/Maintenance Employees (Page 183)
- C. Pending Litigation

XV. Old Business

XVI. New Business

XVII. Dates of Importance

- A. Next Regular Board Meeting – January 23, 2024 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Retirement Reception – November 29, 2023 at 3:00 p.m. in room H-201 in the Student/Conference Center
- C. Next Quarterly Board Retreat – December 14, 2023 at 11:00 a.m. in the Robert J. Rimington Board Room (H-228)

XVIII. Adjournment

**AGENDA ITEM #X-A-1
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**UNIVERSAL ARTICULATION AGREEMENT MOU BETWEEN
HIGHLAND COMMUNITY COLLEGE AND
ARIZONA STATE UNIVERSITY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Universal Articulation Agreement MOU between Highland Community College and Arizona State University for collaboration in facilitating a pathway for students transferring to Arizona State University (ASU).

BACKGROUND: This agreement provides a pathway for transfer between Highland Community College and Arizona State University. Through this agreement, students will have guaranteed general admission to ASU and admission into their major of choice, recommended transfer pathways to 400+ undergraduate majors, direct access to transfer tools, and access to ASU's transfer specialists, if all requirements are satisfied.

The agreement was reviewed by Highland's Transfer Coordinator, Vice President/CAO of Administrative Services, and College President before being presented to trustees for approval.

BOARD ACTION: _____

Universal Articulation Agreement MOU



Memorandum of Understanding

This Memorandum of Understanding ("MOU") between the Arizona Board of Regents (ABOR) for and on behalf of Arizona State University ("ASU") and Highland Community College (hereafter "Collaborating CC"). The purpose of this MOU is to document the parties' agreement regarding their collaboration in facilitating a pathway for Collaborating CC's students' transfer to ASU. The benefits of this MOU for Collaborating CC's students include:

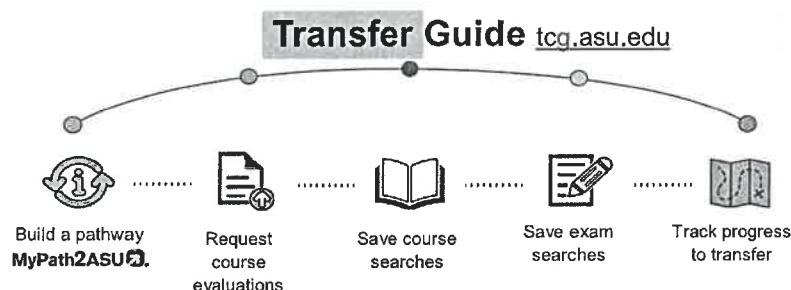
- ✓ Guaranteed general admission to ASU and admission into major of choice if all requirements are satisfied* **Some majors have additional or higher admission requirements.**^{1 2}
- ✓ Recommended transfer pathways to 400+ undergraduate majors
- ✓ MyPath2ASU™ assists in selecting classes to minimize loss of credit
- ✓ Direct access to transfer tools
- ✓ Access to ASU's transfer specialists

Universal Articulation Description

ASU is a comprehensive **public research university**, measured not by whom it excludes, but by **whom it includes** and how they **succeed**; advancing **research and discovery** of public value; and assuming **fundamental responsibility** for the economic, social, cultural and overall health of the **communities** it serves.

Universal Articulation at Arizona State University gives students attending partnering community colleges access to ASU's transfer tools, in order to help create a seamless transition to ASU and enable students to successfully complete their bachelor's degree.

The Universal Articulation tools assist in determining how a student's previously earned college credits will transfer into ASU majors. Students, along with the staff who support them, will have access to the Transfer Guide, ASU's transfer planning tool. This guide allows students to build MyPath2ASU™ which maps a transfer pathway to their desired ASU major from any domestic institution. By signing an agreement, students will track their progress and earn guaranteed admission to ASU and into a pathway major if all requirements are satisfied.^{1 2} Some majors have additional requirements.



¹ General university admission is guaranteed upon successful completion of the following conditions: 1) Completion of an associate degree from a regionally accredited higher education institution with a minimum 2.00 cumulative GPA (Arizona residents) or 2.50 cumulative GPA (nonresidents) or 2) completion of 24 or more transferable semester credits post-high school with a minimum cumulative transfer GPA of 2.50 (4.00="A") and verification of high school graduation or the equivalent. *NOTE: Some ASU colleges and schools have additional or higher requirements for admission into their majors.*

² Students will also need to submit an Arizona State University admission application, including an application fee and other required documents, such as official college/university transcripts.

MyPath2ASU™ pathway programs include a minimum of 24 credit hours, students with fewer than 24 credit transfer credit hours will need to meet the appropriate admission requirements.



Universal Articulation Agreement MOU



Universal Articulation Principles

The following guiding principles, which are based upon research and best practices, will guide the parties in their implementation of this MOU.

- Academic preparation is the single most important determinant of student success.
- Transfer students are encouraged to earn an associate's prior to transfer.
- The Collaborating CC will work to ensure students are prepared to meet ASU admission requirements and complete appropriate lower division coursework based on the transfer pathway for the ASU major to which they intend to transfer.
- ASU will provide recommended pathways based on ASU major requirements and ASU determined course equivalencies.
- Recommended courses minimize loss of credit while preparing students for their desired major.
- ASU will provide the Collaborating CC aggregate enrollment data.
- Marketing and Communication: ASU and Collaborating CC agree to identify their collaborative relationship on applicable websites subject to the terms of this MOU. Each party reserves the right to review in advance any marketing information or press releases that will be disseminated to students or the public about this collaborative relationship. Neither party will use any names, service marks, trademarks, trade names, logos or other identifying names, domain names or identifying marks of the other party ("Marks") for any reason, including online, advertising, promotional purposes, or any form of publicity, without the prior written permission of the party that owns the Marks in each instance. Use of any party's Marks must comply with the owning party's requirements, including using the ® indication of a registered trademark where applicable.
- Resolution of Issues: Faculty and staff of ASU and Collaborating CC will communicate with the respective key contacts set forth below regarding all matters pertinent to this collaborative relationship.
- This MOU does not create a partnership, joint venture or agency relationship between the parties of any kind or nature. This MOU does not create any fiduciary or other obligation between the parties, except for those obligations expressly and specifically set forth herein.
- Neither party shall have any right, power, or authority under this MOU to act as a legal representative of the other party, and neither party shall have any power or authority to obligate or bind the other or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.
- This MOU is subject to applicable law and all policies of the Arizona Board of Regents, as the same may be amended from time to time.
- Each party acknowledges that the relationship of the parties hereunder is non-exclusive.
- Either party may terminate this MOU upon 90 days advance written notice to the other party.

75 Credit hour degree options for Universal Partners

- The following degrees and associated sub plans accept up to 75 credit hours of community college coursework upon successful completion of an Associate Degree from partnering community colleges: **Interdisciplinary Studies, BA, Liberal Studies, BA and Organizational Leadership, BA.**
- RN to BSN Options: students admitted to the BSN program online can pursue **RN to BSN or Concurrent Enrollment Program.** Up to 75 transfer credits from a regionally accredited associate degree nursing program may be accepted and applied to the online BSN program.³

³ Board of nursing requirements in the following states would restrict students from enrolling in ASU's online BSN Nursing program: Rhode Island, Tennessee, and Washington.

Universal Articulation Agreement MOU



Opportunities for future collaboration Maroon and Gold Partnership levels include:

- Transfer pathways based on ASU major requirements and approved by the partner institution.
- Student progress towards major requirements are tracked automatically via ASU tools.
- Shared data agreement including sign-up, enrollment, and two –way electronic transfer of transcript data (reverse transfer).

Academic Alliances Universal Articulation Agreement, Vice Provost of Academic Alliances Cheryl Hyman. Please see specific contact information listed below.

Arizona State University Partnership Point of Contact

Amber Covington

Sr. Director Collaboration & Partnership Integration

☎ 602-496-1179 ✉ MyPath2ASUPartnerships@asu.edu

Collaborating Community College Key Contacts

Sam Agdaşi, Vice President of Academic Services

Signatures

To be agreed upon by college Chancellor, President or appointed designee.

Collaborating Community College
Highland Community College

The Arizona Board of Regents for and on behalf of
Arizona State University































By: _____
Name: _____
Title: _____
Date: _____

By: _____
Nancy Gonzales
Executive Vice President and University Provost
Date: _____

By: S. Agdaşi
Name: Sam Agdasi
Title: VP of Academic Services
Date: 9/22/2023



Universal Articulation Partnership Levels

Student Benefits		Universal Partner	Maroon Partner (engaged)	Gold Partner (highly engaged)
Guaranteed general admission to ASU and admission into major of choice if all requirements are satisfied* Some majors have additional or higher admission requirements				
Eligible to sign up for MyPath2ASU .				
Access to all ASU transfer tools				
MyPath2ASU™ recommendations displays courses based on	Existing course evaluations that meet preferred ASU major requirements			
	Validated courses from partner institution Associate degrees that also meet ASU major requirements**			
Tracking progress towards transfer	Student can self report progress			
	Student progress tracked automatically			
Eligible to transfer up to 75 credit hours into select ASU majors with completion of an Associate degree from partner institution.				
Partner Benefits		Universal Partner	Maroon Partner (engaged)	Gold Partner (highly engaged)
MyPath2ASU™ recommendations displays courses based on partner institution Associate degrees that also meet ASU major requirements**				
Students eligible for select ASU majors that allow for up to 75 credit hours of two year coursework with completion of an Associate degree				
Data sharing	ASU to share sign up and enrollment data			
	Two way electronic transfer of transcript data (reverse transfer through ASU Trusted Learner Network)**			

A signed Universal Articulation MOU is required for all participating community college partners.

*General university admission is guaranteed upon successful completion of the following conditions: 1) Completion of an associate degree from a regionally accredited higher education institution with a minimum 2.00 cumulative GPA (Arizona residents) or 2.50 cumulative GPA (nonresidents) or 2) completion of 24 or more transferable semester credits post-high school with a minimum cumulative transfer GPA of 2.50 (4.00="A") and verification of high school graduation or the equivalent.

NOTE: Some ASU colleges and schools have additional or higher requirements for admission into their majors. Students will also need to submit an Arizona State University admission application, including an application fee and other required documents, such as official college/university transcripts. MyPath2ASU™ pathway programs include a minimum of 24 credit hours, students with fewer than 24 credit transfer credit hours will need to meet the appropriate admission requirements.

**Functionality based on new technology and/or block chain technology not yet in production.

Updated 7/15/2022

**AGENDA ITEM #X-C-1
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload and other assignments be approved.

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: _____

Fall 2023				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Nursing								
Anna	Beswick			Nursing Tutor	60		\$ 38.00	\$ 2,280.00
Amanda	Lessman	3714	NURS109HHB	BNA Lecture		1.3	\$1,356.73	\$1,816.66
Cassie	Mekeel	3481	NURS109HBB	BNA		3	\$1,397.43	\$4,192.29
						1.8	\$1,537.17	\$2,766.90
Business/Technology								
Thomas	Harrison			Thomson Cohort Supervision	2.5			\$ 50.00
Aaron	Sargent			Thomson Cohort Supervision	1.5			\$ 30.00
Todd	Vacek			Thomson Cohort Supervision	5.5			\$ 110.00
Justin	Ebert	3569	AGOC227HB	Corn/Soybean Production		2	\$1,676.91	\$3,353.82
Joe	Grove	3615	ECON111HB	Principles of Economics		2.7	\$1,537.17	\$4,150.36
Jim	Palmer	3204	AUTM235A/X	Electronic Engine Controls/Lab		0.8	\$1,397.43	\$1,117.94
Kristin	Stinnett	3194	AUTM122A/X	Engine Components/Lab		3	\$1,397.43	\$4,192.29
						1	\$1,537.17	\$1,537.17
Todd	Vacek	3234	WELD232A	Int. Welding/Fabrication		1.5	\$1,397.43	\$2,096.15
						2.5	\$1,537.17	\$3,842.92
Humanities/Social Science/Fine Arts								
Colette	Binger	3502	PSY160N	Psychology of Human Relations		2	\$ 602.00	\$ 1,204.00
Samuel	Fiorenza	3691	ENGL121Y1J	Rhetoric and Composition I		3	\$1,397.43	\$ 4,192.29
Harry	Bodell	3160	SPCH191Y1B	Fund of Speech Communication		3	\$1,397.43	\$4,192.29
Laura	Early	3637	THEA196HBB	Intro to Theatre		3	\$1,537.17	\$4,611.51
Ashley	Harms			Curriculum Development for ECE125				\$400.00
Ashley	Harms	3082	ECE125Y1	Assessment in EC Settings		3	\$590.00	\$1,770.00
Julie	Hartman-Linck	3145	SOCI171Y1	Intro to Sociology		3	\$1,397.43	\$4,192.29
Paul	Rabideau	3290	PSY160Y1B	Intro to Psychology		3	\$1,537.17	\$4,611.51
Cynthia	Runte			Curriculum Development for ECE205				\$400.00
Cynthia	Runte	3097	ECE205HBN	Intro to Infant/Toddler Care		3	\$540.00	\$1,620.00
Jami	Spencer	3448	ENGL121HBB	Rhet & Comp I		1	\$1,397.43	\$1,397.43
						2	\$1,537.17	\$3,074.34
Heidi	Spotts-Manthey	3373	MUS267Y1	Intro to Music		3	\$602.00	\$1,806.00
Loretta	Swanson	3612	HUMA104Y1D	Intro to Humanites		3	\$602.00	\$1,806.00
James	Yeager	3215	MCOM215Y1	Film History II		3	\$1,676.91	\$5,030.73
Science/Math								
Roberta	Andrews		MATHY1B	MAC Lab		2	\$540.00	\$1,080.00
Nancy	Luepke		MATHD2	MAC Lab		2	\$540.00	\$1,080.00
Nancy	Luepke		MATHF2	MAC Lab		2	\$540.00	\$1,080.00
Nancy	Luepke		MATHY1D	MAC Lab		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHA2	MAC Lab		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHC2	MAC Lab		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHE2	MAC Lab		2	\$540.00	\$1,080.00
Marty	Hilberg	3063	MATH134HFB	Portion of Statistics		1.4	\$1,397.43	\$1,956.41
Tony	Grahame	3440	BIOL214AX	Portion of A&P II Lab		0.57	\$1,397.43	\$796.54
Karla	Giuffre	3436	BIOL110HF	Portion of Principles of Biology Lecture		0.63	\$1,397.43	\$880.38
Karla	Giuffre	3437	BIOL110AX	Portion of Principles of Biology Lab		0.39	\$1,397.43	\$545.00
Karla	Giuffre	3438	BIOL110AXX	Portion of Principles of Biology Lab		0.39	\$1,397.43	\$545.00
Juliet	Moderow	3439	BIOL214HF	Portion of A&P II Lecture		0.63	\$1,397.43	\$880.38

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Success Center								
Grace	Cifonie		Success Center		TBD		\$23.80	TBD
Malasia	Heyward		Success Center		TBD		\$23.80	TBD
Roxanne	Parsons-Sierra		Success Center		TBD		\$23.80	TBD
Wes	Bertram	3699	LIBS199GXX	FYES		2	\$698.72	\$1,397.43
Athletics								
Casey	Coon			Sofball Coach				\$7,500.00
Lifelong Learning								
Cindy	Bielefeldt	3751	PERS0370	Resin Jewelry w/a Twist				\$150.00
Gordan	Dammann	3737	PERS0370	Civil War Military Campaigns				\$150.00
Mark	Peterson	3753	PERS0370	New France				\$41.25
Mark	Peterson	3747	PERS0370	Bible Background				\$82.50
Mark	Peterson	3748	PERS0370	Assassination of JFK				\$41.25
Mark	Peterson	3752	PERS0370	CCC				\$41.25
John	Ulferts	3744	PERS0370	Tracking Gorillas in the Midst				\$37.50
Roger	Hicks	3754	PERS037	Welding for Garden Art A				\$322.00
Roger	Hicks	3772	PERS037	Intro to Mig Welding				\$85.00
Mark	Peterson		PERS037	Cahokia and the Mississippian Culture				\$41.25
Dana	Russell-Brown	3758	PERS037	Beg Wheel Thrown Pottery				\$200.00
Tari	Heap	5009	PERS037	Building Confidence				\$75.00
Deb	Miller	1000	PERS037	Card Making A				\$152.00
Deb	Miller	1001	PERS037	Card Making B				\$152.00
Miscellaneous								
Anthony	Musso			BIT Officer Duties (fall 23, spring 24, summer 24)				\$5,000.00
Roger	Hicks	3698	WFD048B	Into to Weld Custom				\$975.00
Other Assignments								
Kelly	Ellinor			Worked the table for two Volleyball games in September				\$ 80.00
Bill	Pospischil			Worked the table for three Volleyball games in September				\$ 120.00
John	Wasserstrass			Volleyball official for 9/28/23 game				\$ 140.00
Iris	Bradow			Volleyball official for 9/28/23 game				\$ 140.00
Scott	Mattison			Clinician & Sectionalist for ILMEA Choral Festival				\$ 250.00
Kathleen	Wilken			Workshop for Experience Fine Arts				\$ 150.00
Reid	Janssen			Work on FY24 Budget for Adult Ed				\$ 750.00
Bradley	Patterson			Volleyball official for 10/11/23 game				\$ 140.00
Roger	Thinnes			Volleyball official for 10/11/23 game				\$ 140.00
John	Wasserstrass			Volleyball official for 10/5/23 game				\$ 140.00
Mitchell	Lauer			10/14/23 Volleyball game canceled - inconvenience fee				\$ 80.00
Bradley	Patterson			10/14/23 Volleyball game canceled - inconvenience fee				\$ 80.00
John	Hartman			Piano tuning				\$ 195.00
Kimberly	Mclver			Diversity committee program speaker 10/25/23				\$ 200.00
Rhonda	Arends			Business Institute instructor				\$ 749.75
John	Hartman			Piano tuning				\$ 65.00
Tim	Haldiman			Umpire for 10/22/23 Baseball game				\$ 225.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kristin	Martin-Fry		Volleyball	official for 10/21/23 game				\$ 140.00
Bradley	Patterson		Volleyball	official for 10/21/23 game				\$ 140.00
Michael	Pfeil		Umpire	for 10/22/23 Baseball game				\$ 225.00
Tony	Jimenez		Basketball	JC reports				\$ 150.00
Catherine	Urban		LifeLong Learning	instructor				\$ 210.00
Kelly	Ellinor		Worked the table	for two Volleyball games in October				\$ 80.00
Bill	Pospischil		Worked the table	for three Volleyball games in October				\$ 120.00
John	Wasserstrass		Volleyball	official for 10/24/23 game				\$ 140.00
Abby	Mielke		LifeLong Learning	instructor				\$ 336.00
Erica	Williams		LifeLong Learning	instructor				\$ 45.00

**AGENDA ITEM #XI-B-1
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**COMMERCIAL CARD PROGRAM WITH
ILLINOIS BANK & TRUST/HTLF BANK**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the attached confirmation with Illinois Bank & Trust/HTLF Bank to authorize the President and the Vice President/CFO, Administrative Services to enter into an agreement to implement the commercial card program through Illinois Bank & Trust/HTLF Bank and to enter into an agreement to incur debt resulting from this commercial card agreement.

BACKGROUND: Highland Community College has had a procurement card program with Fifth Third Bank since 2003. There are options provided through the procurement card program with Illinois Bank & Trust/HTLF Bank that meet needs that have arisen throughout the tenure of the program, such as enhanced administrative capabilities through an online portal, and the ability to increase the overall limit due to increased College travel and online purchasing. Previously, the College was charged periodic fees and did not earn a rebate. The Illinois Bank & Trust/HTLF Bank procurement card program includes no fees and a 1% rebate on most purchases, which would amount to about \$5,000 annually.

The same internal controls will be included with the Illinois Bank & Trust/HTLF Bank program, such as a card approval process, automated limits, and required monthly reconciliations by employees holding a procurement card. The program does not allow for cash advances and is not intended to be used for purchases that can be made using a purchase order. There is no cost to the College and the monthly statement is paid in full, with no interest/fees accruing.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE

November 28, 2023

Dear Illinois Bank & Trust/HTLF Bank,

This letter is to confirm the Highland Community College's Board of Trustees' approval for implementing the commercial card program through Illinois Bank & Trust/HTLF Bank and for President Chris Kuberski and the Vice President/CFO, Administrative Services Jill Janssen to enter into an agreement to incur debt resulting from this commercial card program.

James G. Endress, Chair
Board of Trustees

**AGENDA ITEM #XI-B-2
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER IV, PERSONNEL**

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

BACKGROUND: The list of attached policies incorporates a new policy and language updates for new and revised state and federal laws. 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:

<u>Policy #</u>	<u>Change</u>
4.00	Language updated.
4.001	Language updated.
4.03	Language updated.
4.031	Language updated.
4.051	Language updated.
4.08	Language updated.
4.093	Language updated.
4.12	Language updated.
4.121	Language updated.
4.122	Language removed.
4.132	Language updated.
4.16	Language updated.
4.181	New.
4.29	Language updated.
4.291	Language updated.

BOARD ACTION: _____

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

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

CHAPTER IV

PERSONNEL

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CHAPTER IV

PERSONNEL

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4.00 Basic Concept of Administrative Organizations (Revised 6/22/21)

- A. To provide unity of effort, the basic authority for the Administration of Highland Community College is a function of the chief executive officer of the College, namely, the President of the College. The President derives authority from the Board of Trustees. The President is responsible for the formulation of policy and procedure recommendations for Board action, the implementation of Board policies, procedures, and other actions, and the authorization of administrative procedures and practices.
- B. In the interest of efficient administration, the President may delegate functions to members of his or her staff. The duties and responsibilities as outlined in position descriptions are a guide to incumbents in these positions; they do not in any way limit the responsibility or basic authority of the President for the administration of any part of the College's functions.
- C. Servant-leadership is at the core of Highland Community College. It is infused in the governance structure up through the Board of Trustees. Administration, faculty, staff and the Board of Trustees will actively support the Servant-leadership philosophy in working toward the College's vision, mission, core values, and principles of operation.
- D. Annual employee feedbacks should include measurable goals which support the College's use of the Higher Learning Commission Standard Pathway criterion, our institutional goals/priorities, and the Kouzes and Posner "Leadership Challenge Model." cultural beliefs.

4.001 Job Descriptions (Revised 6/22/21)

Job descriptions (position classifications) will be prepared for all positions and will be kept on file in the Human Resources Office. Each employee will receive a copy of the most current Board-approved job description upon hiring and, thereafter, whenever it is revised. All job descriptions may be found in the Board meeting minutes or available from Human Resources. ~~be found on the staff portal.~~

The Board of Trustees empowers the College Human Resources department to make the following changes to job descriptions, without formal Board approval, as long as such changes do not have any substantive effect on the job description:

- (i) Following Board approval of a title change, consequent changes to effected job descriptions in the reporting structure;
- (ii) Following Board approval of an institutional or departmental reorganization, consequent changes to effected job descriptions;
- (iii) Changes to originally approved Class Codes and/or Job Series/Family; and
- (iv) Minor word changes that do not affect the meaning or intent of the job description.

4.002 Conflict of Interest (Reaffirmed ~~6/22/21~~)

See Policy 5.081 Ethics, Section G.3.

4.01 Basic Principles of Employee Participation in Policymaking (Reaffirmed 6/22/21)

The following principles govern the participation of employees in policy-making:

- A. Effective means of communication between employee groups should exist and be used.
- B. Employees may be asked to assist the Board of Trustees and Administration in formulating policy.
- C. Policy-recommending committees, composed of faculty, classified staff, custodial/maintenance staff, professionals and administrators, should be a part of the committee structure.
- D. All committees should be constituted so as to utilize fully the potential of all employees.
- E. Ad hoc committees and/or task forces are not meant to take the place of standing committees but to complement them with work and tasks as needed.

4.02 Committees (Reaffirmed ~~6/22/21~~)

The President, at the beginning of each academic year, may, in consultation with faculty and staff, assign members and chairpersons of committees deemed necessary by the President. The Student Senate shall assign student members to each committee, if requested. A list of committees will be reviewed and updated annually and located on the College computer Group Drive (G:).

4.03 Employment of Personnel (Revised 6/22/21)

In accordance with 110 ILCS 805/3-26. The Board shall make appointments and fix the salaries of the President, other administrative, exempt professional employees, and all faculty ~~employees~~. It may employ such other personnel as may be needed, establish policies governing their employment and dismissal, and fix the amount of compensation.

4.031 Non-Discrimination (Revised 6/22/21)

Highland Community College will not discriminate, and provides equal employment opportunity without regard to actual or perceived race (including traits associated with race), religion, political philosophy, color, national origin or ancestry, gender, sexual orientation, age, sex and gender identity, disability (including association with a person with a disability), marital status, military status, citizenship status, unfavorable discharge from military service, order of protection status, genetic information status, pregnancy, childbirth (or medical or common conditions related to pregnancy or childbirth) or status of a person who was born outside of the US and is authorized by the federal government to work in the US or other factors prohibited by applicable federal and state laws, regulations and Executive Orders. Highland Community College is committed to equal opportunity for all applicants and members of its student body, faculty, staff and officers. In addition, there will be no discrimination because of membership or lawful participation in the activities of any political party, organization or union, or because of his or her refusal to join or participate in the activities of any political party, organization or union. (See Policy 4.034, Sexual Harassment and 4.035 Discrimination-Related Harassment.)~~Sexual and Other Harassment.~~)

4.032 Statement of Political Activity (Reaffirmed [6/22/21](#))

The College recognizes the right of employees as individuals to engage in political activity, run for political office, and express their political opinions as they see fit as long as those activities do not interfere with the performance of their contractual obligations or interfere with the normal operations of the College. Personal opinions expressed by employees may not reflect the position of the College. (See also Policy 5.081, Ethics)

An employee whose election to a political office may necessitate an approved absence during a limited period of time is to negotiate a satisfactory salary adjustment with the Administration.

4.033 Nepotism (Reaffirmed ~~6/22/21~~)

There shall be no restriction in the full or part-time employment of more than one member of a family (parents, children, siblings, grand-relatives, step-relatives, in-laws, and spouses, Civil Union partners or domestic partners) or household member as long as there is no direct or indirect reporting relationship or where one would have an audit or control function over a family or household member. No preference will be given to a member of a family or household over any other applicant. All individuals will be required to go through the usual application and interviewing process, and the usual hiring standards that apply.

Nepotism should not play any role in decisions relating to employment, including but not limited to: evaluations, discipline, work assignments, compensation, or career development. As a result, an employee or employee's spouse, Civil Union partner or domestic partner, household member or other close relative may not be in roles where there is a supervisory relationship or where one would have direct involvement in decisions regarding the terms and conditions of employment of a family or household member; or where one would advocate, participate in, solicit or cause the employment, appointment, promotion, transfer or discipline of a family or household member. Exceptions to this policy may be made only at the direction of the President of the College or his or her designee.

4.034 Sexual Harassment (Revised ~~3/22/22~~)

The College shall provide students, employees and third parties an environment free from unwelcome sexual-or gender-based advances, requests for sexual favors and other verbal, written, electronic (including, but not limited to social media), visual, virtual, and/or physical conduct constituting sexual harassment as herein defined and as otherwise prohibited by state or federal law. College employees, students, and third persons are prohibited from sexually harassing other employees, students, or third persons. For purposes of this policy, third persons include any person other than College employees and students, on College property, or at any College-sponsored event or at any activity which bears a reasonable relationship to the College.

Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a student, or a third-party on campus.
- The employee, student or third-party does not have to be the person harassed but could be anyone directly affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the offender.
- The harasser's conduct must be unwelcome.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with the College.

A. Definitions of Sexual Harassment:

1. Sexual harassment means:
 - a. Any unwelcome sexual advances by an employee, student or third person toward an employee, student or third-party person; or
 1. Any request by an employee, student or third person to an employee, student or third-party person for sexual favors; or
 2. Any conduct of a sexual nature or any verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct based on sex when:
 1. submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment at the College, or

2. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual's employment at the College, or
 3. the student's submission to or rejection of such conduct is, whether explicitly or implicitly, a term or condition of the student's grade, extent or nature of work necessary to successfully complete course work, or student's participation in any College-sponsored event or activity; or
 4. submission to or rejection of such conduct is used as the basis for decisions concerning the student's grade or the student's selection or participation in any College-sponsored event or activity; or
 5. such conduct has the purpose or effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment; or such conduct has the purpose or effect of substantially interfering with an individual's work or student performance or creating an intimidating, hostile or offensive environment.
2. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:
- sexual advances
 - touching of a sexual nature
 - graffiti of a sexual nature
 - displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
 - sexual gestures
 - sexual or "dirty" jokes
 - pressure for sexual favors
 - touching oneself sexually or talking about one's sexual activity in front of others
 - spreading rumors about or rating other individuals as to sexual activity or performance
 - offering employment benefits in exchange for sexual favors
 - retaliating or threatening retaliation after a negative response to a sexual advance or after an employee or student has made or threatened to make a harassment complaint.

3. The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in the light of all of the circumstances.
4. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

B. Responsibilities:

1. The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.
2. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:
 - a. Monitoring the workplace environment for signs of sexual or other harassment;
 - b. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, or the EE/AAO at (815) 599-3402, or the HRIS Administrator/HR Generalist at (815) 599-3602, or the Coordinator Career Services at (815) 599-3597.
 - c. Promptly stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
 - d. Promptly reporting any complaint of harassment or discrimination to one of the College investigators.
3. Each employee is responsible for assisting in the prevention of discrimination and harassment by:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
 - b. Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
 - c. Promptly reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.
4. In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not

considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

5. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.
6. The College does not consider conduct in violation of the sexual harassment policy to be within the course and scope of employment or education and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under the sexual harassment policy.

C. Dissemination of Policy/Procedures:

1. Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.
2. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus.
3. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained to recognize and take action against harassment of any kind.

4. The sexual misconduct and violence policy 3.27, prohibition of sexual misconduct policy 3.28, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.
5. The process to file a complaint of actual or suspected discrimination-related harassment can be found in the Policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting Process.

4.035 Discrimination-Related Harassment (*Adopted 3/22/22*)

Harassment of any kind is prohibited at Highland Community College whether it is sexual harassment or harassment based on age, color, disability, ethnic or national origin, sex, gender identity, pregnancy, race, or religion or sexual orientation, or any other legally protected classification under federal or state law. Sexual and bias-related harassment are prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Education Amendment of 1972, and the Illinois Human Rights Act. Highland Community College is committed to respecting all individuals. Highland Community College is also committed to the free and dynamic discussion of ideas and issues.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with the College.

A. Definition of Harassment:

1. This policy prohibits discrimination or harassment on the basis of actual or perceived membership in a protected class (as mentioned above), by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment. A hostile or intimidating environment may be created by verbal, written, electronic, visual, virtual, and/or physical conduct, that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. The College will not wait until conduct is unlawful before prohibiting or responding to reports of harassment. The College will provide prompt and equitable resolution.
2. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

B. Responsibilities:

1. The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.
2. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination or harassment. Supervisors shall be responsible for ensuring compliance with this policy by:

- a. Monitoring the workplace environment for signs of harassment;
 - b. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, the HRIS Administrator/HR Generalist at (815) 599-3602, or the Coordinator Career Services at (815) 599-3597.
 - c. Promptly stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
 - d. Promptly reporting any complaint of harassment or discrimination to one of the College investigators.
3. Each employee is responsible for assisting in the prevention of discrimination and harassment by:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
 - b. Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
 - c. Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.
 4. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.
 5. The College does not consider conduct in violation of the discrimination-related harassment policy to be within the course and scope of employment or education and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under the discrimination-related harassment policy.

C. Dissemination of Policy/Procedures:

1. Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.
2. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus.

3. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete annual on-line training and are encouraged to report any evidence of discrimination-related harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained to recognize and take action against harassment of any kind.
4. The sexual misconduct and violence policy 3.27, prohibition of sexual misconduct policy 3.28, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.

D. Reporting Discrimination-Related Harassment:

1. The process to file a complaint of actual or suspected discrimination-related harassment can be found in the Policy 4.036, Sexual Harassment and Discrimination-Related Harassment Reporting Process.

4.036 *Sexual Harassment and Discrimination-Related Harassment Reporting Process* (Adopted 4/26/22)

A. General Provisions:

1. All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.
2. The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.
3. The College will:
 - a. Respond to every complaint of harassment reported;
 - b. Implement temporary resolutions, where appropriate, through the course of the investigation;
 - c. Take action to provide remedies when harassment is discovered;
 - d. Impose appropriate sanctions on offenders in a case-by-case manner; and
 - e. Protect the privacy of all those involved in harassment complaints to the extent it is possible.
4. The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

B. Confidentiality:

1. A reasonable effort will be made to keep allegations of sexual or other harassment confidential to the greatest extent possible. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.

C. Responsibilities:

1. The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.
2. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:
 - a. Monitoring the workplace environment for signs of sexual or other harassment;

- b. Promptly notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, or the HRIS Administrator/HR Generalist at (815) 599-3602.
 - c. Promptly stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
 - d. Promptly reporting any complaint of harassment or discrimination to one of the College investigators.
- 3. Each employee is responsible for assisting in the prevention of discrimination and harassment by:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
 - b. Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
 - c. Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.
- 4. In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.
- 5. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.
- 6. The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

D. Bringing a Report of Harassment or Suspected Harassment:

1. Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.
2. Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:
 - a. Students may report incidents to the Title IX Coordinator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator or the HRIS Administrator/HR Generalist (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.
 - b. Employees, volunteers, Board of Trustees and third parties, may report incidents to the Director of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to the Title IX Coordinator (investigator), or the HRIS Administrator/HR Generalist (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees or the President of the College.
3. Incidents can be reported in the following ways:
 - a. Leave a private voice message, send a private email, or visit the appropriate investigator (although it is best to make an appointment first to ensure availability) either the Title IX Coordinator, (815) 599-3531, liz.gerber@highland.edu, Marvin-Burt Liberal Arts Center room 101, EE/AA Officer, (815) 599-3402, karen.brown@highland.edu, Student/Conference Center room 232, or the HRIS Administrator/HR Generalist, (815) 599-3609, christie.lewis@highland.edu, Student/Conference Center room 243.
 - b. Mail a letter to the Title IX Coordinator's office or the EE/AAO's office at 2998 West Pearl City Road, Freeport, IL 61032;
 - c. Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
 - d. File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

A. Informal Complaint Process:

1. Individuals who feel they have been harassed may desire to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true). Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.
2. Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.
3. The investigator may, *if circumstances warrant*, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.
4. The informal process will include:
 - a. Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
 - b. Review and determination of the legal basis of the issues being raised in the complaint;
 - c. Seeking resolution of the matter;
 - d. Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;
 - e. Preparing a report on the informal process.
5. The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

B. Formal Complaint Process:

1. Formal complaints must be filed within 45 days of the date of the alleged event or incident or within 15 days after attempts to resolve the situation informally have been unsuccessful.
2. While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint:
 - a. identify the alleged offender(s);
 - b. identify the details concerning the incident or conduct giving rise to the complaint;
 - c. describe the actions or practices deemed harassment and/or discriminatory
 - d. provide the dates, times, and locations of the conduct;
 - e. include names of any witnesses to the alleged incident(s) or conduct;
 - f. whether conduct of a similar nature and has occurred on prior occasions;
 - g. whether there are any documents which would support the allegations;
 - h. what impact the conduct had on the person filing the report; and
 - i. action requested to resolve the complaint and prevent future violations of the policy.
3. The College will investigate formal complaints when complaints are submitted orally or in writing. The College will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complaining party, as well as the alleged harasser, of the appeal process.
4. Process for Investigation of Formal Complaints: The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written statement if desired or needed. Typically, after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

5. If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).
6. Right to Dismiss: The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:
 - a. The complaining party fails to state a claim;
 - b. The claim is moot or under adjudication elsewhere;
 - c. The complaining party failed to file the complaint within the time frame allotted;
 - d. The complaining party provides a written request to withdraw their formal complaint;
 - e. The complaining party cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
 - f. The complaint is part of a clear pattern of misuse of the process.
7. The College President or designee shall be informed of every written reported incident of harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

C. Written Report:

1. Within ten (10) school days or “a reasonable time” from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College’s Board of Trustees if the College President is the alleged harasser, which will include at a minimum the following:
 - a. The date the complaint was received;
 - b. The complaining party’s name;
 - c. The name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
 - d. A statement detailing the alleged offender’s response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);
 - e. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.
2. Within five (5) business days or “a reasonable time” after the investigator’s written report is received, the College President or designee, or the Chair of the Board of Trustees if the College President is the alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.

3. The President or designee, the supervisor (if the accused is an employee), or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

D. Disciplinary Action:

1. If a complaint is found to be valid, appropriate disciplinary action or other appropriate action will be taken. Any College employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College's Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes.
2. This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

E. Knowingly Filing False or Malicious Complaints Prohibited:

1. Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

F. Retaliation:

1. The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this policy, or because the person testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the "Disciplinary Action" Section, paragraphs #1 and #2 of this policy will not be considered retaliation.
2. Retaliation is illegal under State and Federal Law and includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the "Disciplinary

Action” section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.

3. Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

K. Appeal of Formal Complaint Resolution:

1. The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.
2. An employee may appeal the decision of the President or designee by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President or designee. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:
 - a. If the appeal alleges:
 1. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis;
 2. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation;
 3. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or
 4. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.
 - b. If the appeal is for the decision of the designee, the President will have 10 days to make a decision. Following the President’s determination, the employee may further appeal by making a written request to advance the appeal within five (5) days of receiving the written notification of the decision from the President.
 - c. In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days

thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

- d. If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony
- e. No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

L. Dissemination of Policy/Procedures:

- 1. Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.
- 2. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus.
- 3. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they

witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained to recognize and take action against harassment of any kind.

4. The sexual misconduct and violence policy 3.27, prohibition of sexual misconduct policy 3.28, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.

M. Identification of Reporting Officers:

1. If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

N. Resolution Outside the College:

1. It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission as follows:
 - a. Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr
 - b. U.S. Equal Employment Opportunity Commission
230 South Dearborn, Suite 1866
Chicago, IL 60604
Telephone (800) 669-4000; or (800) 669-6820 (TTY)
www.eeoc.gov

- c. Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

4.037 Anti-Bullying (Adopted 2/23/22)

Bullying is not considered acceptable behavior at Highland Community College. This policy applies to all employees as they interact with students, visitors or each other. Highland supports a culture of respectful academic freedom and freedom of expression and follows the Core Values of Integrity, Compassion, and Respect. Our culture and values do not tolerate bullying and its harmful impact to individuals and the workplace. This policy is not meant to apply to differences of opinion, interpersonal conflicts, and occasional problems in working relations, which are an inevitable part of working life and do not typically constitute workplace bullying.

Definition of bullying: Intentional behavior targeted at an individual or group that is repeated, hostile or offensive, and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm.

A. Examples of bullying:

1. Highland considers the following types of behavior examples of bullying:
 - Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
 - Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
 - Nonverbal bullying. Nonverbal gestures that can convey threatening messages.
 - Exclusion. Socially or physically excluding or disregarding a person in work-related activities.
 - Cyber bullying. Use of any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phone, typically by sending messages of an intimidating or threatening nature.
2. In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:
 - Persistent singling out of one person.
 - Shouting or raising one's voice at an individual in public or in private.
 - Using obscene or intimidating gestures.
 - Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
 - Personal insults and use of offensive nicknames.
 - Public humiliation in any form.
 - Constant criticism on matters unrelated or minimally related to the person's job performance or description.
 - Public reprimands.
 - Repeatedly accusing someone of errors that cannot be documented.
 - Deliberately interfering with mail and other communications.
 - Spreading rumors and gossip regarding individuals.

- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Often assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

B. Dealing with bullying:

1. If bullying is occurring, employees should address concerns as soon as possible. Highland provides training and tools on how to positively communicate concerns and other supportive resources, such as an Employee Assistance Program (EAP) to employees.
2. Generally, the first step is to give notice to individuals of their perceived bullying behaviors with a goal of self-awareness and correction. The employee may either address the individual directly or ask for support from a member of the Behavior Intervention Team (List of BIT Members may be found at G:\General\Student Issues and Concerns\Behavioral Intervention Members and Contacts), a supervisor or Human Resources. If the behavior continues or is severe, employees should discuss these situations with a supervisor and/or Human Resources. If you witness someone being bullied, show support for the individual being bullied and ask if they would like your assistance. If comfortable, talk with the bully in a constructive manner about the behavior and its effect on the workplace. Let a supervisor or HR know if it persists.
3. Related policies: Depending on the circumstances, these other policies may be considered.
 - 4.034 Sexual and Other Harassment
 - 4.39 Non-Violence

4.04 Hiring (Revised [6/22/21](#))

Hiring of personnel shall be in accordance with established procedures, as found in the Affirmative Action Plan, Board policies pertaining to hiring and on the staff portal.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-096 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a “critical operations” need.

The College will seek reimbursement from an Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status. In addition, the College will terminate the Affected Annuitant’s employment for misrepresentation of status and conflict of this policy.

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

Hiring of personnel shall be in accordance with established procedures, as found in the Affirmative Action Plan, Board policies pertaining to hiring and on the staff portal.

4.041 Rehiring of Employees (Reaffirmed ~~6/22/21~~)

Previous employees rehired after a break in service of four months will be considered new employees.

As a result of regulations enacted by the Patient Protection and Affordable Care Act (PPACA), full-time employees who terminate from the College will not be considered for re-employment at the College on a part-time or temporary basis unless they have had a break in service of at least 26 weeks. Under the PPACA, full-time status includes employees who average 30 or more hours of service per week. For the purpose of this policy, full-time status is defined as employees who average 30 or more hours of service per week. Any exception to this policy will need to be due to critical needs and will require the President's approval.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-0968 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a “critical operations” need.

The College will seek reimbursement from the Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status. In addition, the College will terminate the Affected Annuitant’s employment for misrepresentation of status and conflict of this policy.

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

4.042 Promotions and Transfers (Reaffirmed 6/22/21)

- A. Current Highland Community College employees shall receive consideration in filling established vacancies.
- B. Transfers will be considered whenever it may be in the best interest of the College and the employee.
- C. Among the criteria to be considered for promotion and transfer are evaluations by supervisors relating to performance and ability. If applicants are equally qualified except in seniority, the employee having the most seniority will be appointed.
- D. The immediate supervisor of an employee may recommend promotions and transfers to the Administration.

4.05 Minimum Requirements for Employment: Instructional Staff (Reaffirmed 6/22/21)

- A. Instructors of baccalaureate and pre-professional curricula:
1. A master's degree (unless otherwise stated in the position description) in the discipline or subfield in which they will teach, and for which they will develop curricula. Alternatively, a faculty member teaching transferable courses may hold a master's degree in a different field and have completed at least 18 graduate credit hours in the discipline in which he/she will teach. To be qualified to teach in an interdisciplinary manner, faculty must hold at least a master's degree equivalent or higher in a discipline that contributes to the field, except in those areas in which related training or work experience is the primary learning standard.
 2. In addition, the role of the faculty member indicates a need for a thorough understanding of, and competence in, professional teaching skills.
- B. Instructors of Occupation Oriented Curricula: A bachelor's degree with a major in the area(s) of specialization or appropriate business or industrial experience in the field of specialization.
- C. Instructors for Community Education: Demonstrated competence in the field of specialization based upon education or experience which is acceptable in lieu of a degree requirement.
- D. Part-time Instructors: Requirements for part-time instructors shall be the same as for full-time instructors in the particular instructional areas.
- E. Earned credentials are the primary evaluation mechanism for determining faculty qualifications. However, other elements may be considered as an alternative to, or in combination with qualifications by credential. Examples of these alternative credentials include:
- Tested experience in practice-oriented disciplines, such as board or licensure exams
 - Industry certification
 - A minimum of 2,000 hours of work experience in the discipline or field in which they will teach

4.051 Recruitment of Faculty and Staff (Revised 6/22/21)

Highland Community College is committed to the recruitment of a faculty and staff whose members believe strongly in the philosophy, objectives and purposes of the College and who will give complete support to the total educational program of the College. Specifically, prospective faculty and staff members will be recommended who:

- A. Will contribute in every way possible to furthering the philosophy, objectives and purposes of the College as illustrated by the Mission, Vision, Core Values and Principles of Operation.
- B. Will understand the diversity of the community college student body, both in interest and abilities and will, therefore, give every possible assistance in helping orient students toward realistic educational achievement.
- C. Will possess a set of employee characteristics and service standards that help the College to successfully achieve its stated mission and goals. It is expected that each employee possesses these characteristics, ~~and~~ service standards, and cultural beliefs and will strive to strengthen and enhance these characteristics as they continue their employment with Highland Community College. The employee characteristics, ~~and~~ service standards and cultural beliefs are available on the staff portal.

4.06 Part-Time Instructors (Revised ~~6/22/21~~)

Salary and Benefits:

- A. Part-time instructors shall be paid in accordance with the part-time college credit pay schedule or the continuing education or Lifelong Learning pay schedule in effect for the period of their employment.
- B. Part-time instructors shall be eligible for fringe benefits according to fringe benefit schedule. (See the staff portal or Faculty Handbook.)
- C. A part-time instructor is expected to hold classes as scheduled. In the event that an absence is unavoidable, the part-time instructor shall notify the appropriate administrator prior to the absence. Efforts must be made to provide the scheduled instruction either by obtaining a substitute instructor, using an alternative delivery method, or rescheduling the missed class. In the event of an unavoidable lengthy absence, salary will be pro-rated equal to that portion of services missed.

4.07 Volunteer Services (Revised 6/22/21)

Highland Community College values volunteerism and utilizes volunteers, at its discretion, to accomplish its mission and goals and provide valuable educational experiences.

A. Definition of Volunteer

A volunteer is an individual who performs services for and directly related to the mission and goals of Highland Community College, without expectation of compensation. Volunteers perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. Volunteers must be willing to provide services in accordance with Highland Community College policies and procedures. An individual shall not be considered a volunteer if the individual is otherwise employed by Highland Community College to perform the same type of services as those for which the individual proposes to volunteer. Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be part-time, sporadic, or of limited duration.

B. Volunteer Expectations

While performing assigned duties, a Highland volunteer is an agent of the College. Therefore, each volunteer shall abide by applicable federal and state statutes and college policies. This includes, but is not limited to, properly maintaining ethical behavior, confidentiality, and complying with conduct policies including those related to drugs and alcohol, sexual and other harassment and non-violence. All volunteers and their immediate supervisor are required to sign a Volunteer Service Agreement form prior to performing services (see G drive or the staff portal).

C. College Expectations

The volunteer's supervisor is responsible for the direct day-to-day management and guidance of the volunteer and must be available for consultation and assistance. It is the volunteer supervisor's responsibility to be certain the volunteer has adequate experience, qualifications, and training for the task he or she will be required to perform. The supervisor's responsibilities include, but are not limited to, proper screening; orientation; training; and documenting the actions taken to ensure that volunteers understand their duties, rights, and responsibilities. Proper screening may need to include developing a volunteer service description, performing reference checks, background checks, and verifying qualifications.

4.08 Contracts and Notices of Employment (Faculty, Administrative, Professional and Classified Employees) (Revised 6/22/21)

Salaries of all regular positions shall be subject to periodic review.

- A. Faculty (Full-Time)
Contracts shall be issued each year for full-time faculty. This contract will state at minimum the individual's salary, educational attainment, and years of experience.
- B. Administrative/Professional (Full-time and Regular Part-time)
 - 1. Prior to the last 90 days of their current ~~contract or~~ notice of employment, any administrative or professional employee that is under a formal performance plan or that the College does not intend to employ during the next fiscal year will receive a letter from the College President stating that their ~~contract or~~ notice of employment may not, or will not, be renewed.
 - 2. On or before July 1 of each fiscal year, or at the beginning of a federal grant year, all other administrative and professional employees will receive a Notice of Employment for the next fiscal year. This Notice of Employment will state remuneration applicable and eligibility for fringe benefits. Continued employment for grant-funded employees is dependent on continuation of grant funding. If remuneration for the next fiscal year has not been determined prior to the start of the fiscal year, the President will send out a communication to employees stating such on or before July 1. Notices of Employment will be sent once remuneration is known.
 - 3. Administrative or professional employees who work before and/or after their stipulated Notice of Employment dates, may be paid on a per diem basis subject to such arrangement made between the administration and the employee.
- C. Classified (Full-time and Regular Part-time)
 - 1. Letters of Employment shall be issued each year for full-time and regular part-time classified employees. Such letters of employment shall state the salary and fringe benefits appropriate for the position. Continued employment for grant-funded employees is dependent on continuation of grant funding.

4.084 Suspension—All Employees (Revised 6/22/21)

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be suspended with or without pay.

- A. The suspension may be initiated by the President, his or her designee, or by majority vote of the Board of Trustees. Before the conclusion of the next regular working day following the initiation of the suspension the employee shall receive written notification of the allegations, the name of the person or persons making the allegations, and the duration of the suspension.
- B. The suspended employee may appeal the suspension by initiating one of the grievance procedures listed on the staff portal, or Article V, of the current Agreement between the Board of Trustees and the Faculty Senate or Article VIII between the Board of Trustees and the Custodial/Maintenance Union, whichever applies.

4.085 Dismissal—Administrative/Professional/Classified Employees (Reaffirmed ~~6/22/21~~)

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be dismissed only with the approval of the Board of Trustees, the President, or President's designee.

4.092 Evaluation—Administrative/Professional/Classified Employees (Revised 6/22/21)

- A. New employees shall be evaluated in written form by their immediate supervisor within 60 days of employment.
- B. All supervisors will provide annual written feedbacks, including performance review, on their employees.
- C. The President is evaluated by the Highland Community College Board of Trustees on an annual basis.

4.093 Disciplinary Action—Classified, Professional, and Administrative Employees
(Revised 6/22/21)

Disciplinary action relative to classified, professional, and administrative personnel shall be performed according to established procedures. (See the staff portal or Article IX between the Board of Trustees and the Custodial Maintenance Union.)

4.094 Layoff/Reduction in Force and Recall—Administrative/Professional/Non-Union Classified Employees (Revised 6/22/21)

When it is necessary, an administrative/professional/non-union classified employee may be laid off or subjected to a reduction in force due to elimination of a job, lack of available funds, or other circumstances unrelated to the employee's performance.

Four weeks notice will be given prior to layoff/reduction in force.

For incumbents holding the same job description, layoffs/reductions in force will be on a seniority basis provided skill and ability are equal.

Every effort shall be made to transfer an employee subject to layoff/reduction in force.

All employees laid off/subject to a reduction in force shall be entitled to pay-out of vacation time accrued at the date of layoff.

All employees enrolled in the College's health insurance plan, when laid off/subjected to a reduction in force, shall be eligible to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) provided the employee pays all premiums for a period not to exceed eighteen (18) months. No other fringe benefits are available during the layoff/reduction in force period.

As soon as the College is able to re-employ, those who have been laid off/subjected to a reduction in force within the previous twelve (12) months will be considered for job openings for which they qualify. Former employees rehired within the previous twelve (12) months will be given credit for past work experience at the College.

4.095 Leave, Vacation-Administrative/Professional/Classified Employees (Revised ~~06/21/23~~)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment.

- A. New full-time classified and professional employees, earn .67 vacation days per month not to exceed eight (8) days per year and will continue accruing at the following rates:
 1. 1 year through 5 years of employment 8 days vacation (accrued at .67 days per month)
 2. After 5 years of employment 13 days vacation (accrued at 1.08 days per month)
 3. After 15 years of employment 18 days vacation (accrued at 1.50 days per month)
- B. Full-time administrative employees earn 19 vacation days per year (accrued at 1.58 days per month).
- C. The President will (if employed full time) earns vacation days as determined by the Board. Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.
- D. Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro rata basis to the schedule for full time employees.
- E. Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted through the College's payroll system.
- F. Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.
- G. A full-time classified or professional employee with up to 15 years of employment may carry over up to 10 vacation days into the next fiscal year. A full-time classified or professional employee after 15 years of employment and administrative employees may carry over up to 20 vacation days into the next fiscal year. Custodial Maintenance union employees must use any carryover days by December 31 each year.
- H. A regular part-time employee with up to 15 years of employment working 32 hours per week but less than 40, may carry over up to eight vacation days. A part-time employee after 15 years of employment working 32 hours per week but less than 40, may carry over up to 16 vacation days into the next fiscal year. Custodial Maintenance union employees must use any carryover days by December 31 each year.

- I. Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time. If more vacation time is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover unaccrued, used vacation time, the employee will be expected to make arrangements to repay the College.

4.097 Overtime (Revised 6/22/21)

The College defines Exempt and Non-Exempt employees following the provisions of the Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law.

All overtime compensation will be paid to non-exempt employees in accordance with requirements of the Fair Labor Standards Act and the Illinois Minimum Wage Law. Overtime work is not permitted on a voluntary basis, but must be authorized by the supervisor and the appropriate Vice President or President and must be a critical need. Classified employees may be required by their supervisors to work overtime. It is a requirement that non-exempt employees appropriately report the number of hours that they work and are permitted to work off-site only with specific authority from a supervisor. Employees who work additional hours without the approval of their supervisor may be subject to discipline.

Non-exempt employees may take compensatory time off for overtime worked equal to one and one-half hours for each hour of overtime worked. Use of sick leave, bereavement, and compensatory hours taken in the same work week do not count in the calculation of overtime (hours or pay) unless otherwise specified in a bargaining agreement. Compensatory time may be taken at some other time with the approval of the supervisor. It is the employee's choice whether to use overtime hours as compensatory time or for pay unless an agreement is reached by the employee and the supervisor before the hours are worked. Pre-approval of overtime is still required whether the employee elects to take the overtime as compensatory time or for pay.

Accrued compensatory time earned through May of a given fiscal year will be paid to non-exempt employees in June of each fiscal year. A maximum of 40 hours of compensatory time earned through May of a given year may be carried over to the next fiscal year, including any additional comp hours earned in June of that year. Non-exempt employees under a different fiscal year will be paid similarly according to their particular fiscal year. Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused compensatory time.

Exempt employees do not qualify for overtime pay or comp time under FLSA.

4.12 Leave, Sick—Administrative/Professional/Classified Employees (Revised 6/21/23)

Employees are credited with one day of paid sick leave for each month of their employment contract or expected term of employment during each fiscal year. Sick days may accumulate without limitation. Regular part-time employees who work at least 20 but less than 39 hours per week will accrue sick leave on a pro rated basis according to the schedule below.

Number of hours scheduled to work	Number of hours of sick leave accrued
20-27 per week	4 hours per month
28-31 per week	6 hours per month
32-39 per week	6.5 hours per month

You may use paid sick leave in two-hour increments for absences as follows:

- personal illness
- injury
- medical care
- exposure to a contagious disease
- death not covered by bereavement policy
- illness, injury, ~~or~~ medical appointment, or personal care* of a child, spouse, Civil Union partner, domestic partner, or parents
- illness, injury, ~~or~~ medical appointment, or personal care* of a sibling, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury (this time is limited to a period of no less than the personal sick leave that would be accrued during six months at the employee's then current rate of entitlement).
- *Personal care means basic medical hygiene, nutritional or safety needs, being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

Residence of a member of the immediate family within or outside of the employee's home is not a factor in this policy.

An employee who must be absent from duty because of illness shall notify the employee's supervisor, supervisor's designee or call the Human Resources Office at the earliest practicable time.

A medical exam, ~~at the College's expense~~, or a doctor's certificate regarding a release to work is required for sick leave absences of more than three consecutive days. Verification from a covered relative's medical provider may be required for sick leave absences of more than three consecutive days. Supervisors shall notify Human Resources of any employee's sick leave absence of three (3) or more consecutive days due to medical reasons for possible application of the Family and Medical Leave Act (Policy 4.131).

Abuse of the sick leave benefit is cause for disciplinary action, possibly including termination.

The Payroll Office maintains the official sick leave use and accrual records on the employee's time records. Every half day or full day of absence for sickness should be indicated on the employee's time sheet.

If an employee has used all accumulated, accrued leave time (personal, sick, vacation and any compensatory time where applicable) and is not released to return to work, a request of withdrawal of sick days from the sick leave bank may be made through the Human Resources Office. An employee must be a member of the sick leave bank for one year and meet other sick leave bank guidelines to be eligible to withdraw sick leave days from the bank (see the staff portal).

An employee will not be paid for unused sick leave when termination or resignation from the college occurs unless the employee is retiring and applies for and meets all eligibility requirements set forth in the Sick Leave Payout Program (see the staff portal). If more sick leave is used than earned when an employee resigns, retires, or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last paycheck to cover unaccrued, used sick time the employee will be expected to make arrangements to repay the College.

4.121 Leave, Bereavement—Full-Time/Part-Time Active Employees (Revised ~~11/22/22~~)

A. Full-time Active Employees:

1. The College will grant one day paid leave for bereavement of extended family: aunt, uncle, cousin, niece or nephew. Three days paid leave for family including brother or sister-in-law, son or daughter-in-law, mother or father-in-law, grandparent or grandparent-in-law or grandchild. Five days paid leave for immediate family: spouse or Civil Union partner, child (biological, adopted, foster, step, legal ward, or a child for whom the employee stood in loco parentis), parent, sibling, stepsibling, stepparent. Bereavement leave days cannot be accrued and must be taken within 30 calendar days from the first bereavement day taken to the last bereavement day taken.

2. The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid personal leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

- ~~2.3.~~ Under the Illinois Family Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child, stepchild, spouse, domestic partner, sibling, parent or step-parent, mother-in-law or father-in-law, grandchild or grandparent.

~~3.4.~~ Unpaid leave time may be used to:

- a. Attend the funeral or alternative to a funeral of a covered family member;
- b. Make arrangements necessitated by the death of the covered family member;
- c. Grieve the death of the covered family member; or
- d. Be absent from work due to:
 1. a miscarriage;
 2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 3. a failed adoption match or an adoption that is not finalized because it is contested by another party;
 4. a failed surrogacy agreement;
 5. a diagnosis that negatively impacts pregnancy or fertility; or
 6. a stillbirth.

5. Employees will be paid as noted above and the remaining days will be unpaid. Employees meeting the eligibility requirements of the Illinois Family Bereavement Leave Act, may elect to substitute other paid leave they have accrued, such as sick, vacation or personal days, for any unpaid portion of the leave. Leave under the Illinois Family Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an

employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

6. Under the Child Extended Bereavement Leave Act, any full-time employee who has worked for Highland for at least two weeks and who has lost a child to suicide or homicide is eligible to take up to six weeks of unpaid leave. The leave may be taken in a continuous period or intermittently within a year of the employee providing notice about the child's death. If leave is intermittent, it should be taken in periods of not less than four hours. Reasonable documentation may be required to support the leave request. Reasonable advance notice is required where practicable.

B. Part-time Active Employees:

1. Under the Illinois Family Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period, an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child. Child is defined as a biological, foster, adopted or step child, a legal ward or a child for whom the employee stood in loco parentis. Bereavement leave days cannot be accrued. Employees meeting the eligibility requirements of the Illinois Family Bereavement Leave Act may elect to substitute leave they have accrued such as sick, vacation or personal days for any portion of the leave. Leave under the Illinois Family Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.
2. The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

4.122 Leave, COVID-19 Administrative Leave *(Adopted 11/22/22)*

A. Scope:

1. This policy applies to all employees, specifically all persons employed by Highland Community College on or after the effective date of the amendatory Act of the 1st 2nd General Assembly, April 5, 2022.

B. Objectives:

1. The Public Community College Act is amended by adding Sections 3-29.20 and 3-29.25. Highland Community College recognizes the benefit of reimbursing employees for sick time that was used during the 2021-2022 academic year for COVID-19 related illness and providing paid administrative leave due to a public health emergency related to COVID-19.

C. Sick Leave:

1. Any sick leave used by an employee of Highland Community College shall be returned to the employee if the employee receives all doses required to be fully vaccinated against COVID-19, if:
 - a. Had a confirmed positive COVID-19 diagnosis via a molecular amplification diagnostic test, such as a polymerase chain reaction (PCR) test for COVID-19;
 - b. Had a probable COVID-19 diagnosis via an antigen diagnostic test;
 - c. Was in close contact with a person who had a confirmed case of COVID-19 and was required to be excluded from Highland's campus; or
 - d. Was required by Highland policy to be excluded from College property due to COVID-19 symptoms; or
2. The sick leave was taken because the employee was restricted from being on Highland's campus because the employee:
 - a. Had a confirmed positive COVID-19 diagnosis via a molecular amplification diagnostic test, such as a polymerase chain reaction (PCR) test for COVID-19;
 - b. Had a probable COVID-19 diagnosis via an antigen diagnostic test;
 - c. Was in close contact with a person who had a confirmed case of COVID-19 and was required to be excluded from Highland's campus; or
 - d. Was required by Highland policy to be excluded from College property due to COVID-19 symptoms; or
3. The sick leave was taken to care for a child of the employee who was unable to attend elementary or secondary school because the child:
 - a. Had a confirmed positive COVID-19 diagnosis via a molecular amplification diagnostic test, such as a polymerase chain reaction (PCR) test for COVID-19;
 - b. Had a probable COVID-19 diagnosis via an antigen diagnostic test;
 - c. Was in close contact with a person who had a confirmed case of COVID-19 and was required to be excluded from school; or
 - d. Was required by the school or school district policy to be excluded from school district property due to COVID-19 symptoms.

~~4. Leave shall be returned to an employee provided that the employee has received all required doses to meet the definition of “fully vaccinated against COVID-19” no later than 5 weeks after the effective date, April 5, 2022, of this amendatory ACT of the 102nd General Assembly.~~

~~5. Human Resources has returned sick leave compliant with this policy.~~

~~D. Paid Administrative Leave:~~

~~1. During any time when the Governor has declared a disaster due to a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, Highland Community College, the State or any of its agencies, or a local public health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee of HCC from being on college property and:~~

~~2. The leave is needed because the employee is restricted from being on HCC property because the employee:~~

- ~~a. Has a confirmed positive COVID-19 diagnosis via a molecular amplification diagnostic test, such as a polymerase chain reaction (PCR) test for COVID-19;~~
- ~~b. Has a probable COVID-19 diagnosis via an antigen diagnostic test;~~
- ~~c. Is in close contact with a person who had a confirmed case of COVID-19 and is required to be excluded from Highland’s campus; or~~
- ~~d. Highland policy to be excluded from Highland’s campus due to COVID-19 symptoms; or~~

~~3. The leave is needed to take care of a child of the employee who is unable to attend elementary or secondary school because the child:~~

- ~~a. Has a confirmed positive COVID-19 diagnosis via a molecular amplification diagnostic test, such as a polymerase chain reaction (PCR) test for COVID-19;~~
- ~~b. Has a probable COVID-19 diagnosis via an antigen test;~~
- ~~c. Is in close contact with a person who has a confirmed case of COVID-19 and is required to be excluded from school; or~~
- ~~d. Is required by the school or school district policy to be excluded from school district property due to COVID-19 symptoms.~~

~~4. The employee shall receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Department of Public Health. Such leave shall be provided to an employee for any days for which the employee is required to be excluded from Highland’s campus or the employee’s child is unable to attend elementary or secondary school due to reasons related to COVID-19. To be eligible to receive paid administrative leave if the request is because the employee was restricted from being on Highland’s campus, the employee must:~~

- a. ~~Be fully vaccinated no later than 5 weeks after the effective date, April 5, 2022, of this amendatory ACT of the 102nd General Assembly;~~
 - b. ~~Provide proof of the employee's positive COVID-19 test result within two college days of the request for leave. If a previous positive COVID-19 diagnosis was in the past ninety days, a medical note or isolation order confirming that the employee should be excluded from campus must be provided; or~~
 - e. ~~Provide a quarantine order from the State or Local Health Department due to a COVID-19 exposure.~~
5. ~~To be eligible to receive paid administrative leave if the request is to care for a child of the employee who is unable to attend elementary or secondary school, the employee must:~~
- a. ~~Be fully vaccinated no later than 5 weeks after the effective date, April 5, 2022, of this amendatory ACT of the 102nd General Assembly;~~
 - b. ~~Provide proof that the child attends elementary or secondary school;~~
 - e. ~~Provide proof of the child's positive COVID-19 test result within two college days of the request for leave. If a previous positive COVID-19 diagnosis was in the past ninety days, a medical note, note from the school, or isolation order confirming that the child should be excluded from school property must be provided; or~~
 - d. ~~Provide a letter from the secondary or elementary school or State or Local Health Department requiring the child to quarantine or be excluded from school property (with dates of exclusion) based on being a close contact with a person who is a confirmed case of COVID-19 or due to COVID-19 related symptoms.~~

E. Definitions:

- 1. ~~**Fully vaccinated against COVID-19:** Two weeks after receiving the second dose in a 2-dose series of a COVID-19 vaccine authorized for emergency use, licensed, otherwise approved by the United States Food and Drug Administration; or two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the United States Food and Drug Administration. Should the Centers for Disease Control and Prevention of the United States Department of Health and Human Services update the definition of "fully vaccinated against COVID-19" to include booster dose(s), this policy will adopt the new definition and employees who have not received the recommended booster dose(s) by 5 weeks after the Department of Public Health adopts the revised definition of "fully vaccinated against COVID-19" are not considered fully vaccinated for determining eligibility for future paid administrative leave.~~

4.13 Leave of Absence—Full-Time Employees (Revised 6/22/21)

The College may grant a leave of absence if, in the opinion of the College, such a leave would serve the best interest of the College and the employee.

For the following purposes, an employee is eligible for a leave of absence:

- a. Without salary for a personal reason which involves travel, study, or research;
- b. For their personal illness or injury, maternity/paternity, or to care for a spouse or dependent who is ill or injured (use of accumulated unused leave time must be taken concurrently with this leave);
- c. Without salary for any other reason determined to be at the convenience of the College.

Leave of absence may be granted to any employee normally after completion of one year of employment.

If leave of absence for illness or injury is FMLA qualified, leave time under FMLA policy 4.131 will be followed first. The College may require periodic recertification by an employee's medical care provider, or the medical provider of the spouse or dependent, when the College in its discretion deems recertification is warranted.

A leave of absence normally does not exceed twelve (12) consecutive calendar months. The College will make every effort to guarantee the same or similar job at the end of the leave, unless the job itself is abolished during the period of leave.

At its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work. Failure to return required documentation, respond to communication requests or failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

If an absence falls under a. or c., above, an employee currently enrolled in the College health/dental and/or life insurance plan may continue participation in those insurances by paying 100% of the monthly premium amounts to the Human Resources Office. During a leave of absence under b., above, Highland will continue to pay the employer portion of the health/dental and basic life premium amounts. If leave for maternity/paternity extends past twelve weeks (inclusive of FMLA qualified time), the employee will be responsible for 100% of the premium amounts. Employees with ten or more years of continuous service to the College who are on an unpaid leave of absence due to personal illness or injury will have health, dental (if enrolled) and basic life insurance premiums waived for six months or the period of the leave, whichever is less. Employees with fifteen or more years of continuous service to the College who are on an unpaid leave of absence due to personal illness or injury will have health, dental (if enrolled) and basic life insurance premiums waived for twelve months or the

period of the leave, whichever is less. All other fringe benefits and credit for employment will be forfeited for only the period of "on leave without pay." When and if the recipient is reinstated, according to policy, the individual will receive credit for employment previous to the leave for purposes of salary placement.

If the College learns that an employee does not intend to return to work after completion of the approved leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made, if any, to maintain the employee's benefits during the leave of absence, unless the reason not to come back is out of the employee's control. If the employee decides not to return to work, they have the ability to continue health insurance coverage for 18 months from the date benefits are terminated.

4.131 Leave, Family and Medical Leave Act (FMLA) (Revised ~~1/25/22~~)

The College may grant family or medical leave of absence, or both, for eligible employees for up to 12 weeks per year (52 consecutive weeks). For purposes of this policy, the family or medical leave year will commence on the first day that family or medical leave is taken. FMLA also provides military caregiver leave for up to 26 weeks during a “single 12-month period” for the care of a covered service member with a serious injury or illness. A leave taken under this policy must be a qualified leave reason as defined below.

A. Qualified Leave Reasons:

The college will grant FMLA leave to eligible employees for the following reasons:

1. The employee's serious health condition which is defined as:
 - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider; and
 - b. the condition prevents the employee from performing the essential functions of the employee's job.
2. Pregnancy or pregnancy-related conditions that prevent the employee from performing the essential functions of her position.
3. The birth of a child and to bond with the newborn child within one year of birth.
4. Placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
5. Care of the employee's spouse, child, or parent with a serious health condition which is defined as:
 - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition; and
 - b. the condition prevents the qualified family member from participating in school or other daily activities.
6. A "qualifying exigency" relating to the active-duty status or call to active-duty in the National Guard or Reserves of a spouse, son, daughter, or parent of the employee. Qualifying exigencies include:
 - a. short-notice deployment (i.e., seven or less days of notice) for up to seven days;
 - b. military events and related activities;
 - c. to arrange for childcare, or provide childcare on an urgent basis, or for school activities;
 - d. to make financial or legal arrangements;
 - e. to attend counseling;
 - f. to spend time with the service member while on short-term leave for up to five days;

- g. for post-deployment activities for a period of 90 days following the termination of the covered military member's active duty status; and
 - h. other events that the employee and college agree is a qualifying exigency.
7. Care is required for a child, parent, spouse or next of kin who is a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status on the temporary disability retired list as a result of a serious injury or illness incurred in the line of duty on active. A serious injury or illness may also result from the aggravation of a pre-existing condition in the line of duty on active duty. A serious injury or illness is defined as one that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.
 8. Care is required for a child, parent, spouse or next of kin who is a recent veteran as a result of a serious injury or illness incurred in the line of duty on active. The veteran's discharge must have been other than dishonorable and occurred within a five-year period prior to the date the leave is to begin. Serious injury or illness is defined for a veteran as:
 - a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - b. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or more and the need for care is related to that condition; or
 - c. a physical or mental condition because of a disability or disabilities related to military service that substantially impairs the veteran's ability to work, or would do so absent treatment; or
 - d. an injury for which the veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

Civil union partners and domestic partners are not covered under Federal law and therefore are excluded from this policy.

B. Compensation and Benefits During Family and Medical Leave:

1. Unused leave days (sick leave, compensatory, vacation, personal days) must be used concurrently with FMLA. When leave days have been exhausted, an employee on FMLA may request approval for a withdrawal of days from the Sick Leave Bank, following Sick Leave Bank guidelines, if they are an eligible participant. Requests for Sick Leave Bank days can only be made if the leave is for their own serious medical condition. The employee on leave will work with Human Resources to request a withdrawal of days from the Sick Leave Bank. Any portion of the FMLA period for which leave or Sick Leave Bank days are not available will be unpaid.
2. An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of

absence started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources Office to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions for LTD, 403(b), YMCA, Foundation contribution, union dues, etc., rests with the employee.

C. Eligibility for Family and Medical Leave of Absence:

1. To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months and must have worked at least 1,000 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and most part-time employees are not entitled to family or medical leave of absence.

D. Application for Leave/Notice by Employee:

1. Any employee who desires a leave of absence pursuant to this policy must notify the Human Resources Office as soon as practicable.
2. A leave of absence pursuant to this policy may be taken by an employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary and as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Leave due to qualifying exigencies may also be taken on an intermittent basis. The College may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the College is not obligated to grant such requests and will do so based on the supervisor's discretion.

E. Certification Procedure (non-military):

1. Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care).
2. To request leave for an employee's own serious health condition, form WH-380-E must be completed by the employee's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland*.
3. In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The

College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

4. To request leave for the serious health condition of a qualified family member, form WH-380-F must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification ***within 15 calendar days of the date the certification is requested by Highland.***
5. FMLA certification forms are available in Human Resources.

F. Certification Procedures (military caregiver or qualified exigency):

1. Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents.
2. To request leave for a "qualifying exigency" due to a spouse, son, daughter or parent's active duty service, an employee is required to complete form WH-384 and submit the form along with supporting documents ***within 15 calendar days of the date the certification is requested by Highland.***
3. To request leave to care for an injured service member (defined as spouse, child, parent or "next of kin") form WH-385 must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification ***within 15 calendar days of the date the certification is requested by Highland.***
4. FMLA certification forms are available in Human Resources.

G. Approval/Denial of Leave:

1. Once the College is aware of the request for FMLA, a "Notice of Eligibility and Rights and Responsibilities" form will be provided to the employee to establish eligibility and request additional documentation, if necessary, to determine whether the leave qualifies under FMLA. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the "Designation Notice" form, absent extenuating circumstances.

H. Conditions of Family and Medical Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. The College may contact the provider to authenticate or clarify information contained in the medical certification. Additionally, the College may contact the appropriate

unit of the Department of Defense to confirm that the covered military member is on active duty or call to active duty status.

3. An employee taking an approved leave of absence may not work for another employer performing the same or similar duties that the employee's medical certification form states he or she is unable to perform. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.
4. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
5. Spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each (or 26 weeks in total in the case of caring for a covered service member) if the leave is for the birth or care of a child, the placement of a child for adoption or foster, or a qualifying military exigency.
6. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during an unpaid portion of the leave of absence, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.
7. Engaging in fraud, misrepresentation or providing false information to the College or any health care provider is prohibited. If an employee is found to have engaged in this behavior, they may be subject to discipline, up to and including termination. If the employee is terminated, the employee would not be eligible to continue health insurance under COBRA.

I. Conditions if on FMLA to Care for Injured Service Member under National Defense Authorization Act:

1. The law provides that leave taken under this section is only available during a single 12-month period. Additionally, employees who utilize this provision are eligible for a combined total of 26 weeks of FMLA leave. For example, an employee who, in a single 12-month period, has already taken 12 weeks of FMLA leave for the birth of a child would be entitled to only 14 additional weeks to care for a "covered service member." When both husband and wife work for the same employer, the total amount of available leave to which both are entitled is limited to a combined total of 26

workweeks. In addition, the provisions under numbers H1, 2, 3, 4, 6 and 7 above apply to this section.

J. Return From an Approved Family and Medical Leave of Absence:

1. Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. If leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence).

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried Highland employee who is among the highest paid 10 percent of those Highland employees (salaried or hourly) working within 75 miles of the College location at which the employee is assigned.

4.132 Leave, Victims Economic Security and Safety Act (VESSA) (Revised 6/22/21)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA) ~~of 2003~~, leave shall be granted to an employee who is a victim of domestic, gender or sexual violence or who has a family or household member (defined as spouse or Civil Union partner, parent, son, daughter, grandparent, grandchild, sibling-and, persons jointly residing in the same household, and other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee) who is a victim. Gender violence is defined as violence or aggression that is illegal under State law and committed, in part, on the basis of a person's actual or perceived sex or gender whether or not criminal charges were ultimately brought.

Up to twelve (12) weeks of unpaid leave per year (52 consecutive weeks) may be taken. For purposes of this policy, the initial one year period will commence on the first day that VESSA is taken. VESSA does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12 week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the 12 week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA.

Employees taking leave under VESSA must use ~~accumulated~~, unused paid leave days as allowable per leave policies. ~~Sick leave may not be used for VESSA leave for non-medical reasons. Accumulated, unused vacation and personal days must be used for non-medical reasons.~~ When an employee is taking VESSA leave of absence concurrently with FMLA, they will be required to use ~~accumulated~~, unused leave days (sick leave, vacation, personal days) as outlined in FMLA policy 4.131.

A. Eligibility for VESSA Leave of Absence:

All active full-time and part-time employees are eligible to take leave under this policy.

B. Entitlement of Leave:

Leave shall be granted for the following:

1. To seek medical attention or counseling for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
2. To obtain psychological or other counseling for the employee or household member.

3. To obtain victim services for the employee or employee's family or household member.
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence.
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

C. Application for Leave/Notice by Employee:

Any employee who desires a leave pursuant to this policy must notify the Human Resources Office with 48 hours notice in advance, unless providing such notice is not practicable.

A leave pursuant to this policy may be taken by an employee on an intermittent basis or on a reduced work schedule.

D. Certification Procedure:

Every request for leave under this policy must include a written medical certification from the employee's, the employee's family or household member's licensed medical care provider if the employee is requesting VESSA leave for a serious health condition as outlined under FMLA policy 4.131. If the employee is requesting leave under VESSA for reasons other than medical, the employee may be asked to provide documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from who the employee or the employee's family or household member has sought assistance; a police or court order; or other corroborating evidence.

E. Conditions of VESSA Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved VESSA leave of absence to periodically report on his or her status and intention to return to work.
2. Any employee taking an approved VESSA leave of absence due to a serious health condition, may not work for another employer performing the same or similar duties that the employee's medical certification form states he or she is unable to perform. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.

3. If an employee is granted a VESSA leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. If at the time of applying for a VESSA leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence for reasons other than the continuation, recurrence or onset of domestic, gender or sexual violence or other circumstances beyond the employee's control, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during an unpaid portion of the leave of absence.
5. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

F. Compensation and Benefits during VESSA Leave of Absence:

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence policy started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources Office to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions, rests with the employee.

G. Return from an Approved VESSA Leave of Absence:

Upon returning from an approved VESSA leave of absence, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If the employee returns from an approved leave of absence granted as a result of an employee's own serious health condition, the employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. For full-time employees, if leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence).

H. Non-discrimination:

The College will not discharge or otherwise discriminate against an employee who is a victim of domestic, gender or sexual violence. The College will not discharge, harass, discriminate or retaliate against an employee taking leave from work as a result of domestic, gender or sexual violence in order to: seek medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance or participate in a related court proceeding.

4.16 Leave, Personal Days (Revised 6/21/23)

- A. Each full-time college administrative, professional or classified employee is entitled, subject to prior supervisory approval, to three (3) to five (5) paid personal leave days per fiscal year, accrued one-half day every two months front loaded at the beginning of each fiscal year, specifically for the purpose of completing personal business and complying with the Illinois Paid Leave for All Workers Act. Regular part-time college administrative, professional or classified employees will receive a pro-rated amount based on their scheduled hours. Newly-hired employees will have a 90-day waiting period before using personal days.
- B. Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate. Short-term employees are defined as being employed for less than 2 consecutive calendar quarters; and have no reasonable expectation that they will be rehired by the same employer for the same service in a subsequent year. The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Therefore, any employee not expected to work 40 hours during the year, would be excluded from accruing leave.
- C. Each eligible part-time limited employee, those generally hired on limited term assignments, usually on a semester to semester basis, such as paraprofessionals and lab assistants, will receive an amount based on their scheduled hours, front loaded at the beginning of each assignment. Coaches and assistant coaches will be treated similarly.
- A.D. Each eligible part-time instructor will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester.
- B.E. Employees may use the time for any reason of their choosing in increments of at least two hours. Where foreseeable, employees should provide at least a 7 days notice. Otherwise, the leave request should be made as soon as possible.
- C.F. Personal leave hours must be used by the end of each fiscal year. Any unused personal leave hours at the end of each fiscal year are not carried over. Unused hours are not paid at the time of termination.
- D.G. If more personal leave is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover unaccrued, used personal time, the employee will be expected to make arrangements to repay the College.
- E.H. If an employee is rehired within 12 months, they will be reinstated with any previously unused personal time.

4.17 Leave, Military (Revised 6/22/21)

All part-time and full-time employees (excluding temporary positions) are eligible for military leave. Employees who are members of any reserve component of the United States Armed Services, the National Guard, or the Illinois State Guard, should advise the College of their military service in advance of pending military service.

Military leave will be administered pursuant to applicable State and federal laws, including the Uniformed Services Employment and Reemployment Rights Acts (USERRA), the Illinois Service Member Employment and Reemployment Rights Act (IERRA) and the Illinois Public Community College Act (IPCCA) (110ILCS/805/3-26.1). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines.

Consistent with the IPCCA, any employee who is mobilized to active military duty will receive the same regular compensation that the employee receives or was receiving as an employee of the College at the time of the mobilization to active military duty, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of the base pay for military service. The employee is required to furnish proof of military compensation prior to receiving pay from the College. Consistent with IERRA, an employee may elect to use accrued vacation or personal leave with pay in lieu of differential compensation during any period of military leave.

If, as a result of service in the armed services, the employee is not physically or mentally qualified to perform the duties of the former or equivalent position, the College will make every effort to offer employment in a position for which the employee's is qualified to perform, at the rate of normal compensation for that position. Upon return to active employment from Military Leave of Absence, the employee shall have the Military Leave of Absence time credited to the employee's length of service. The employee may apply to the State Universities Retirement System for service credit for the length of their leave as long as they meet the return from leave qualifications under SURS.

Consistent with IERRA, during the periods of military leave for annual training for members of a reserve component, full-time employees shall continue to receive full compensation as a public employee for up to 30 days per calendar year and military leave for purposes of receiving concurrent compensation may be performed non-synchronously. During periods of military leave for active service full-time employees shall receive the same regular compensation that the employee receives minus the amount of the base pay for military service.

The employee's military duty shall not result in the loss or diminishment of any employment benefit, service credit or status accrued at the time the duty commenced. An employee who is absent on military leave shall, for the period of military leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the

rated period immediately prior to his or her absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment, the period of military duty shall be counted as civilian service.

Employees who are members of any reserve component, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights.

4.18 Leave, Witness and Jury Duty (Reaffirmed ~~6/22/21~~)

Full-time and part-time personnel required by the courts to perform witness and jury duty will be excused for the time required to perform such duties from regular duties upon presentation to the immediate supervisor of evidence indicating the necessity for a legal appearance.

Such witness and/or jury duty shall not result in any loss of compensation or fringe benefit rights that the employee is otherwise eligible for from the college.

In the case of an employee being a litigant (plaintiff or defendant in a lawsuit) this policy is not applicable. Days of absence so involved may be applied to any personal leave days, vacation days or unpaid leave days to which the employee is entitled or shall be counted as days of absence without pay. Proper prior notification should be given to the immediate supervisor relative to the circumstances.

Those eligible for witness and jury duty benefits applicable to their circumstances are:

- A. Those who are employed on approximately a 40 hour per week schedule or otherwise have administrative and/or teaching responsibilities that are regarded as full-time.
- B. Classified personnel who are regularly employed at least one-half time.

4.181 Leave, Other (New)

Highland Community College provides time off in accordance with federal and state laws that may not specifically be identified in other policies. These include time off rights for things such as School Visitation, Voting, and Blood Donation. Employees should contact their supervisor or Human Resources to determine if these or other time off rights apply to them.

4.191 Leave, Sabbatical for Administrative and Professional Employees (Revised 6/22/21)

1. A sabbatical leave of absence may be awarded to qualified full-time administrative and professional staff for the purpose of improving the employee's ability to serve the students, faculty, and/or staff of Highland Community College. This sabbatical leave is to be differentiated as separate and distinct from other leaves of absence.
2. Employees are eligible to apply for a one-month, at minimum, or a one-year, at maximum, sabbatical leave after completing seven consecutive years of full-time service at the College. Other leaves of absence should not be deemed a break in the continuity of service and shall be included as a year of service in computing the seven consecutive years of service required for sabbatical leave.
 - a. A one academic year sabbatical leave granted to an employee shall bar the individual from any further sabbatical leave until the completion of six or more years of additional continuous active service. An employee taking less than a one-year sabbatical leave may apply to take a second sabbatical leave during any future academic year, provided the combination of the sabbaticals is at maximum one-year. Upon completion of the second sabbatical leave, the employee will not be eligible for any further sabbatical leave until the completion of six or more years of additional continuous active service.
 - b. The purpose of the sabbatical leave shall be to directly improve the employee's ability to serve the students, faculty, and/or staff of Highland Community College. As approved by a sabbatical committee, a sabbatical may be taken for four purposes. Each sabbatical category shall be regarded as having equal legitimacy with each contributing to the diversity of Highland as a comprehensive community college.
 - (1) A sabbatical leave for work experience may be undertaken for work experience. Work experience sabbaticals should be available to employees who intend to work in fields related to their professional growth. If no salary is to be paid by the employer where the work experience is being conducted, the College will pay at the normal sabbatical rate and all fringe benefits shall remain in force. In a situation where the employer does pay a salary, this shall be administered on a contract basis between the College and the employer. The amount of salary to be paid to and fringe benefits received by the exempt staff member shall be negotiated between the College, the employer, and the exempt staff member. At the minimum, the salary shall be no lower than the applicable sabbatical rate; and fringe benefits shall be equal to those typically received.
 - (2) A sabbatical leave may be undertaken for full-time study (as defined by the designated institution) or its equivalent. With committee approval, a sabbatical may be undertaken at a less than full-time study load and with a proportionate salary reduction.
 - (3) A sabbatical leave may be undertaken for the purpose of scholarship or research. Such a sabbatical may lead to, but is not limited to, the

- publication of a book or article, or other project which enhances the applicant's knowledge of their area of study and/or teaching.
- (4) A sabbatical may be undertaken for the purpose of study not related to the completion of an academic degree. This may include, but is not limited to, exchanges or study abroad.
- c. The recipient of a sabbatical leave must agree in writing to return to service for a two-year term after completion of the sabbatical leave. If such agreement is not fulfilled, the recipient shall be expected to repay the monies received while on sabbatical leave to the College under such procedures as shall be determined by the College. Normally, the expected repayment will be pro-rated for the service during the two-year term requirement.
3. The amount of salary paid for a sabbatical leave shall be three-fourths of the employee's base salary for the period in which the sabbatical leave is taken. The salary shall be paid in the same manner as it would be if the employee were not on a leave of absence.
4. Return to Service
- a. Salary increments and retirements
- (1) The sabbatical leave of absence shall be considered as time in service.
- (2) The sabbatical leave of absence shall be considered as time in service for retirement purposes in accordance with SURS requirements. Retirement deductions will be based on the salary received and the percent deducted for retirement purposes for that year.
- b. The recipient will be reinstated in the position held by the employee at the time the sabbatical was granted provided that position still exists, unless the employee otherwise agrees to accept another position. In the event the position does not exist and the recipient does not accept another position, the recipient would not be obligated to repay the monies received while on sabbatical leave.
- c. Each recipient granted a sabbatical is required to submit a written progress report to the recipient's Sabbatical Committee, their direct supervisor and the President at the midpoint of their approved sabbatical. Any modification of the original application for sabbatical leave must be submitted to the Sabbatical Committee before the midpoint of the approved sabbatical leave. Lack of progress toward completion of the goals of the sabbatical leave as determined by the Sabbatical Committee and the President may be cause for revocation of the sabbatical leave and repayment of any salary or reimbursement received as a result of granting the sabbatical.
- d. Within sixty days of returning to duty, a final report is to be submitted in writing to the Sabbatical Committee, the direct supervisor and the President. Also, a presentation related to the accomplishment of the goals of the sabbatical will be given to the President and the Board of Trustees.
- e. The recipient shall submit to the respective Vice President a transcript of credits. Upon return to duty, the recipient shall be expected, if called upon, to share the experience with interest groups throughout the College district.

5. The following guidelines are to be followed in determining the number of employees permitted a sabbatical leave in any one year:
 - a. One sabbatical leave of one-year in length may be supported in any fiscal year. Two sabbaticals summed to one fiscal year or less may be supported in any one fiscal year. Only one employee may be on sabbatical leave at any one time.
 - b. In the case that multiple proposals are received by the Sabbatical Committee, they will be ranked on the basis of meeting sabbatical criteria, the enhancement of student learning outcomes and applicability to College priorities and/or objectives. Preference will be given to staff applications submitted due to the reduction in size or phase out of a staff member's position/program and the resulting need for retraining to satisfy projected needs.

6. Sabbatical Application Procedure
 - a. The sabbatical application must outline the purpose of the sabbatical, what activities will be pursued, and the timeframe of the sabbatical. Sabbatical leave applications must be submitted to the employee's direct supervisor for input and consultation six months preceding the time for which the sabbatical is desired. The direct supervisor shall forward completed applications to the Sabbatical Committee within a month of receipt.
 - b. The Sabbatical committee will be determined by the President with selections accounting for the nature of the sabbatical. The committee shall be comprised of six members: chair (voting member, any job classification), human resources generalist, administrator, professional staff, faculty, and academic division head. The President and direct supervisor will not serve on the committee.
 - c. The sabbatical request, if approved by the Sabbatical Committee, shall be presented to the President no later than four months prior to sabbatical leave request time. In the event the President does not concur with the recommendations of the committee, the President shall, within ten academic days of receipt, return the request to the committee, giving the reasons for the action.
 - d. If the sabbatical request is approved by the President, the President shall prepare a recommendation to present to the Board of Trustees for final approval at the next regular Board meeting. The applicant shall be informed of the Board decision not later than the day following the regular Board meeting by the President's Office.

4.192 Educational Assistance (Revised ~~6/22/21~~)

After completion of one full year of employment, full-time administrative, professional and classified employees may receive, at a regionally accredited educational institution other than the College and subject to approval of the immediate supervisor, educational assistance from the College at the rate of \$350 per semester hour, or the actual tuition cost per semester hour, whichever is less. Educational assistance will be paid upon submission of evidence indicating satisfactory course completion. Total allowable grants shall not exceed \$5,000 to any one person during any two-year period starting at the time initial coursework is commenced.

4.20 Holidays Observed (Revised ~~1/22/22~~)

The following days are recognized as holidays, at least eleven of which shall be observed each year: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Washington's Birthday, Casimir Pulaski's Birthday, Good Friday, Memorial Day, Independence Day, Juneteenth Day, Labor Day, Columbus Day, Veteran's Day, the day preceding Thanksgiving, Thanksgiving, the Friday following Thanksgiving, Christmas, and the day preceding Christmas.

If the holiday falls on a Saturday, it will be observed at Highland Community College on the preceding Friday, and if the Holiday is on a Sunday, it will be observed at Highland Community College on the following Monday. Holidays to be observed are listed in the academic calendar. Where an employee has an assigned weekly work schedule other than Monday through Friday and holiday observed by the College falls on one of the assigned non-work days, the employee's supervisor will schedule the workday either immediately before or after the holiday to be observed as the holiday for this employee.

4.21 Payroll (Reaffirmed 6/22/21)

- A. All employees shall normally be paid at the end of alternate work weeks.
- B. All employees shall default to direct deposit. If the employee does not wish to participate in direct deposit, they will complete and submit an opt out form to the Payroll Office.
- C. Employees under direct deposit will automatically be signed up for paperless vouchers and can view and print them on the College's payroll system. HR/Payroll staff can assist with accessing on-line vouchers. Live payroll checks will be mailed prior to pay day
- D. Payroll Deductions: The Payroll Office shall provide all personnel the opportunity for payroll deductions according to administrative procedures.

4.22 Fringe Benefits (Revised ~~6/22/21~~)

Employees are eligible for fringe benefits that are in force from time to time as approved by the Board of Trustees. See Fringe Benefit Schedule on the staff portal. All employee fringe benefits remain in effect during use of paid vacation, paid personal leave, and paid sick leave.

4.221 Bookstore—Purchase by Employees (Reaffirmed [6/22/21](#))

All full-time and part-time faculty and staff may purchase textbooks, for use by themselves, their spouse, Civil Union partner, or domestic partner or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).

All full-time and part-time faculty and staff 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: rental texts, meal cards, computer math software licenses, magazine subscriptions, and transit passes.

No discounts will be applied to sale items unless specified by the bookstore manager.

The employee eligible for the discount must be present when the discounted purchase is made.

4.222 Insurance, Group Hospitalization and Group Major Medical (Revised 6/22/21)

- A. A group hospitalization and major medical plan or plans adopted by the Board of Trustees is available to all regular employees regularly scheduled to work 30 or more hours per week, their spouses, Civil Union partners or domestic partners, as well as dependent children as defined in the insurance contract. Employees are required to contribute a portion of the cost of coverage.
 - 1. Regular administrators, professional, faculty, and classified employees regularly scheduled to work 30 or more hours per week will be covered from their first day of employment and dependents' coverage may begin simultaneously.
- B. The Highland Community College district will pay the hospitalization and life insurance premiums on continuing full-time or adjunct faculty working the equivalent of 30 or more hours per week during those months of the year that the continuing employee is not working at Highland Community College.

4.223 Tuition Waivers (Revised ~~6/22/21~~)

The purpose of the tuition waiver benefit is to develop a financially sustainable benefit that encourages and supports employee professional and personal growth and adds value to the College's recruitment and retention efforts.

A. Full-Time Employees/Adjunct Faculty and their Dependents/Spouse or Civil Union Partner

1. The Board will provide a tuition waiver for full tuition coverage only at Highland Community College for all full-time employees and adjunct faculty, their spouses or Civil Union partners, dependent children, and dependent grandchildren. The full-time employee or adjunct faculty must be actively employed in a full-time or adjunct faculty position during the semester of attendance.
2. This benefit is available on the employee's first day of employment or rehire. Eligibility is not retroactive; an employee must be actively employed at the start of the term to use the benefit.
3. Employees wishing to take a course during their normal working hours must secure the permission of their immediate supervisor for release time or compensatory time.
4. The number of courses taken during a normal working day by any full-time employee will be limited to one course (up to 3 credit hours) unless special permission is granted by the employee's supervisor and the Vice President of Academic Services/CAO.

B. Part-Time Classified Employees and their Dependents/Spouse or Civil Union Partner

1. The Board will provide a full tuition coverage only at Highland Community College for all classified part-time employees working at least 14 hours per week. Temporary and on-call part-time employees, as well as student workers, are not eligible for this benefit.
2. The policy will be effective upon one continuous full year of employment for classified part-time employees.
3. If a part-time classified employee has a break in service of more than four months, their eligibility for this benefit will start over.
4. Part-time classified employees must be actively employed at Highland during the semester of attendance for the benefit to be effective. Eligibility is not retroactive; an employee must meet the eligibility criteria at the start date of the term to use the benefit.

5. Part-time classified employees are encouraged to take classes during non-work hours unless their work schedule can be adjusted.
6. The Board will provide partial tuition coverage only at Highland Community College for all half time and three-quarter time regular classified employee's spouse or Civil Union partner, dependent children, and dependent grandchildren who meet the eligibility requirements as outlined above.
 - a. The scholarship will provide half of the tuition coverage for half time (equivalent to working 20-27 hours per week) regular classified employee's dependents, spouse or Civil Union partner;
 - b. and will provide three-quarters of the tuition coverage for three-quarter time (equivalent to working 28-32 hours per week) regular classified employee's dependents, spouse or Civil Union partner.

C. Part-time Faculty and their Dependents/Spouse or Civil Union Partner

1. Part-time instructors, including instructors teaching dual credit courses, are eligible for full tuition coverage only at Highland Community College if teaching at least 6 contact hours per semester. Part-time instructors paid on an hourly basis must teach at least 14 hours per week. Instructors hired to teach Lifelong Learning or Business Institute classes are not eligible.
2. Part-time instructors, including instructors teaching dual credit courses, are eligible for this benefit after completion of four consecutive semesters of instruction (instructors must teach 6 contact hours or 14 hours per week each of those four semesters). Examples of consecutive semesters are teaching fall/spring/fall/spring with no gap of employment, four consecutive fall semesters, or four consecutive spring semesters. Pre-summer and summer terms are not given consideration when determining consecutive semesters.
3. The Board will provide a half tuition coverage only at Highland Community College for all part-time instructors' spouses or Civil Union partners, dependent children, and dependent grandchildren meeting the eligibility outlined above.
4. Part-time instructors must be actively teaching Highland course(s) during the semester of attendance for the benefit to be effective. An instructor teaching 8 week classes will be treated similarly to an instructor teaching a full semester as long as they meet other eligibility criteria. For example, if an instructor teaches classes during the second eight weeks of the semester, and they or their dependent/spouse or Civil Union partner takes a class during the first 8 weeks or a full semester class, they would be eligible for the tuition waiver.

D. Part-time Coaches and their Dependents/Spouse or Civil Union Partner

1. Coaches and assistant coaches who are employed at least 50% time (equivalent to 20 hours per week) during the coaching season qualify for the full tuition waiver benefit.
2. Coaches and assistant coaches will be eligible upon completion of two consecutive coaching seasons.
3. Coaches and assistant coaches must be actively employed at Highland during the semester of attendance for the benefit to be effective.
4. The Board will provide half tuition coverage only at Highland Community College for all part-time coaches and assistant coaches' spouses or Civil Union partners, dependent children, and dependent grandchildren meeting the eligibility criteria outlined above.

E. Loss of Eligibility

1. If an employee terminates employment from Highland Community College prior to the start of the term for which they or their spouse, Civil Union partner, or dependent are receiving a tuition waiver, the waiver will be removed from the student's account. If the student chooses to remain enrolled in the class(es) they will be responsible for the cost of the tuition. If an employee terminates after the term has already started, the tuition waiver will remain on the account.
2. Other instances that may result in the loss of tuition waiver eligibility include the employee's hours being reduced below the minimum requirement prior to the start of classes or a part-time instructor's class load falling below 6 contact hours before or soon after the start of classes.

F. Application of Tuition Waiver

1. All fees, books and supplies will be the responsibility of the employee, unless different in a union agreement.
2. Those wishing to use the tuition waiver scholarship fund must present the Tuition Waiver Approval Form (available on the G: drive) after being approved by Payroll/Human Resources to the cashier's office upon registration. Regular payment guidelines apply for any remaining balance.
3. If an employee is eligible to take advantage of the tuition waiver scholarship fund in addition to a financial aid award or scholarship, these combined forms of assistance will be applied in a manner that is most beneficial to the employee, while meeting the awarding parties' requirements.

G. Dependent Definition

1. An employee's legal spouse or Civil Union partner who is a resident of the same country in which the employee resides. For the purposes of this definition, a common-law spouse will not be considered a dependent.
2. An employee's child or grandchild who meets all of the following requirements:
 - a. Is a resident of the same country in which the employee resides.
 - b. Is unmarried.
 - c. Is a natural child, stepchild, legally adopted child, a child placed in the employee's physical custody whom the employee intends to adopt, a child for whom the employee and/or employee's spouse or Civil Union partner has been named legal guardian, or a child for whom the employee is legally financially responsible.
 - d. The employee and/or the employee's spouse or Civil Union partner must have joint custody or any shared time arrangement.
 - e. The child must be dependent upon the employee and/or the employee's spouse or Civil Union partner for support.
 - f. Is less than twenty-five (25) years of age.

4.224 Reporting of Accidents (Reaffirmed [6/22/21](#))

Once an employee is aware of a work-related injury or illness, it must be reported to the supervisor via written, verbal or voice messaging within 24 hours. Human Resources must be informed of any work-related injury or illness. Accidents involving anyone other than employees must be reported to the Vice President/CFO, Administrative Services within 24 hours.

4.225 Educational Advancement (Reaffirmed ~~6/22/21~~)

The continued growth in one's profession and discipline often requires formal academic study. In view of this fact, the College encourages its employees to continue their academic work and shall, in addition to schedule advancement, where applicable, reimburse such approved activity to the amount and limit established by the Board of Trustees.

Any academic activity to be considered for reimbursement or schedule advancement must have the prior approval of the appropriate supervisor and administrator through established procedures. An academic activity which does not carry credit; i.e., summer seminars or workshops, may be granted such credit equivalency as certified by letter from the seminar director or as determined by the appropriate administrator.

4.226 Employee Assistance Program (Reaffirmed ~~6/22/21~~)

The College shall make available to full-time employees, spouses, and dependent family members, an employee assistance program. The program shall provide confidential professional assistance in the form of a personal evaluation interview to identify the nature of the concern and possible methods of resolution of persistent behavioral, personal, emotional or medical problems.

4.23 Full-Time Administrative, Professional, or Classified Pay for Instructional Assignments (Revised 6/22/21)

Full-time administrative, professional, or classified employees may be asked to teach a maximum of six contact hours per semester. The instructional assignment may qualify for reimbursement if the instructional responsibilities are in excess of those specified within the employee's job description and are outside the employee's normal workday hours. Approval must be obtained from the Vice President of Academic Services/CAO prior to offering an instructional assignment to a non-exempt full-time employee by submitting a Request to Hire Full-Time Non-Exempt Employee for Teaching Assignment form. Reimbursement will be at 50% of the lowest overload instructional pay schedule rate of the College.

4.24 Reimbursements for Job Applicants (Revised ~~6/22/21~~)

Job applicants for full-time faculty positions and administrative positions may be reimbursed for some travel expenses. Any exceptions to this policy for other search considerations will be made by Human Resources to the College President for approval.

4.25 Resignations (Reaffirmed ~~6/22/21~~)

As soon as an employee determines that he or she wishes to resign, the employee must notify the supervisor and forward a written letter of resignation to the Human Resources Office. A two-week notice is generally expected from part-time and classified personnel. A one-month notice is generally expected from all other employees.

4.251 Retirement Notice (Reaffirmed [6/22/21](#))

As soon as an employee determines that he or she wishes to retire, the employee must notify the supervisor and forward a written letter of retirement to the Human Resources Office indicating their last working day and their retirement date with the State Universities Retirement System (SURS). A two-month notice is generally expected.

4.26 Attendance, Absenteeism and Unauthorized Absence (Revised 6/22/21)

Regular attendance at work is a necessary condition of employment at the College.

Absence from work shall be subject to disciplinary measures by the College, up to and including dismissal, unless such absence is:

- A. Authorized: or
- B. permitted under these policies, or
- C. allowed by law; or
- D. is permitted by the specific contract of employment applicable to the employee.

Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including dismissal. Any employee who is absent for three or more consecutive days without prior notice/approval will be considered to have abandoned their position and voluntarily resigned.

4.27 Personnel Records (Reaffirmed 6/22/21)

Personnel files are business records of the College and remain the sole property of the College. Employees, however, are entitled to review their own files at least two times in a calendar year unless otherwise provided for in a collective bargaining agreement. An employee wishing to review his or her file(s) should submit a written request to his or her supervisor or to the human resources representative. The employee will be permitted to review the file during normal business hours and in the presence of a supervisor or a member of HR. Employees will not be entitled to remove any information from the file, but the College will provide copies of one or two documents at the employee's request. An employee will have the right of access to his or her own personnel files provided in the Illinois Personnel Records Act, except for privileged communications relating to initial employment and other exceptions listed in the Act. Access to a supervisor's working file is the same as the employee's personnel file.

All personnel, academic and evaluative records pertaining to all employees shall be maintained by the Human Resources Office in the employee's Official Personnel File (OPF). Employee files are considered confidential. Managers and supervisors other than the HR Department may only have access to personnel file information on a need-to-know basis. Responsibility for the confidentiality and use of information in the OPF shall rest with the Human Resources Office, from whom permission must be obtained for access to any portion of the personnel folder.

It is important that an employee be aware of all items which might be used in developing a periodic evaluation. Supervisors, therefore, shall notify an employee whenever any item is placed in the OPF. The employee may add written comments for inclusion in the personnel file for any document with which they disagree. However, the College encourages employees to submit written responses at the time action is taken, not during a personnel file review that may be remote in time to the actual occurrence with which an employee may disagree.

Payroll records and absence records will be kept by the Payroll Office.

4.28 Confidential Information Statement (Reaffirmed [6/22/21](#))

Any employee of Highland Community College must protect against unauthorized access of private personal information contained in institutional records, as well as ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. Employees are expected to deal with private personal information in a respectful and professional manner. See also Policies 3.09 Student Records and 5.30 Information Security.

4.29 Rest and Meal Periods (Reaffirmed ~~6/22/21~~)

Hourly~~An~~ employees who are is scheduled to work 7.5 continuous hours ~~or more~~ shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than five hours after the start of the workday (820 ILCS 140/3). Employees who work more than 7.5 hours in a row will be entitled to an additional 20 minutes break for every 4.5 hours worked.

Rest periods are left to the discretion of the individual supervisor unless provided for in a collective bargaining agreement. All hourly employees except those working less than 20 hours per week shall receive at least 24 consecutive hours of rest each 7-day period ~~calendar week~~ in addition to the regular period of rest at the close of each working day (820 ILCS 140/2).

4.291 Nursing ~~Employees Mothers~~ (Revised 6/22/21)

Highland supports breastfeeding ~~mothers-employees~~ by accommodating the ~~mother employee~~ who wishes to express breast milk during ~~the her~~ workday when separated from ~~their her~~ newborn child. The College will provide reasonable break time for an employee to express breast milk for ~~her their~~ nursing child for up to one year after the child's birth. The break time may run concurrently with any break time already provided to the employee. An employee's compensation for time used for the purpose of expressing milk or nursing a baby will not be reduced. In addition, Highland has identified rooms across campus where nursing ~~employeesmothers~~ are able to pump. This policy is in accordance with the U.S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act (PPACA).

Employees who wish to express their breast milk during the workday should notify their supervisor and the Human Resources Office, either before or after returning to work from leave for the birth of their child.

Human Resources has designated contacts in each campus building to work directly with nursing ~~mothers-employees~~ who would require a place to express milk during the day. Upon notification that a nursing ~~mother employee~~ requires a place to express milk, Human Resources will give them ~~nursing mother~~ the name of the contact for the appropriate building. All rooms are equipped with a chair, a table, an electrical outlet and have a lock. While Federal law requires the employer to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public," it also states, "a space temporarily created or converted into a space for expressing milk or made available when needed by the nursing ~~employee mother~~ is sufficient provided that the space is shielded from view."

4.30 Outside Employment (Reaffirmed ~~6/22/21~~)

No employee will engage in outside employment which will interfere with the performance of their assignment. The employee has the responsibility for obtaining permission of the immediate supervisor before accepting a position which might conflict with a College assignment. An employee that is a State Universities Retirement System (SURS) annuitant has the obligation to consult with the College and receive permission before accepting employment at any other SURS-covered employer. In addition, an employee that is a SURS annuitant that is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

This policy shall not preclude any employee from such other employment which does not conflict with College responsibilities.

4.32 Personal Protective Equipment and Clothing (Reaffirmed 6/22/21)

Workplace hazards will be assessed and the College will provide personal protective equipment as required, to protect employees from work place hazards, based on the *Occupational Safety and Health Act, CFR Part 1910.132-138, Personal Protective Equipment Standard*. It is the responsibility of all employees to follow the requirements of this policy and procedure where they pertain to their respective activities and job duties.

In an instructional situation, students shall purchase or obtain the necessary and approved Personal Protective Equipment designated by the department or instructor responsible for the course. Students must be trained in the proper usage and care of the Personal Protective Equipment.

4.33 Grievance or Appeal Procedures—Non-Union Employees (Revised ~~6/22/21~~)

An appeal is a claim made by an employee that his or her rights under established College policies or procedures have been violated. The detailed grievance procedure is provided on the staff portal.

4.35 Evaluation of Instruction (Revised 6/22/21)

The purpose of the formal instructional evaluation process is to encourage and actively promote ongoing development in the teaching and learning process. It intentionally offers an opportunity for Deans and instructors to establish strong, professional relationships so that improvement in and enhancement of student academic achievement can be attained. The process should be timely, consistent, and meaningful.

The evaluation process varies depending upon if the instructor is non-tenured, tenured, or a part-time instructor. In all cases there are four components to the evaluation process. These components are:

- administrative classroom visits,
- use of a student evaluation of instruction course survey,
- a self-evaluation, and
- an evaluation meeting between the instructor and the appropriate Dean.

The data collected from these four evaluation components are combined into a summary evaluation document.

Administrative Evaluation of Instructors

Full-time Tenured Faculty

Procedure:

1. All tenured faculty will be evaluated formally a minimum of once every three years.
2. During the year of this formal evaluation, all students in the faculty members' classes, for at least one of the semesters, will be asked to complete the institutional student evaluation form.
3. At the conclusion of the evaluation year, the faculty member will complete a written self-evaluation and submit it to his or her supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. A class visitation by the supervisor will occur in the same semester during which student evaluations take place (see Item #2 above). The visit is scheduled and a lesson plan of the class is submitted to the supervisor showing the class goals and objectives.

5. After the class visitation, the supervisor will compose a written evaluation of the faculty member in a timely fashion that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. If considerable improvement is needed or serious deficiencies are present, the evaluation process shall revert back to the frequency of second and third year non-tenured faculty evaluations until two successive years of satisfactory evaluations occur. Faculty may respond in writing to the evaluation and/or the improvement strategies.
6. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the Vice President of Academic Services/CAO and will be placed in the faculty member's personnel file in the Human Resources Office.
7. Other evaluation criteria and methods, including peer evaluation and professional certification, are encouraged.
8. Prescriptive recommendations and/or suggested improvements will be monitored throughout the year.

Full-time Non-tenured Faculty

The following procedures have been developed to evaluate non-tenured faculty in compliance with the State Tenure Law (110 ILCS 805/Article IIIb). In addition to course improvement, a primary objective of this evaluation is to recommend retention or non-retention of a faculty member beyond the probationary period. This evaluation procedure complements the existing procedure for evaluation of instruction that will continue to be used for tenured full-time faculty and part-time faculty.

Procedure:

1. All non-tenured faculty will be evaluated formally for the first three years of employment by the Dean.
2. Each semester during those three years, all students in the faculty member's classes will be asked to complete the institutional student evaluation form.
3. At the conclusion of each fall and spring semester, the faculty member will complete a written self-evaluation and submit it to the supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. Class visitation by the supervisor will occur a minimum of twice a semester during the first year of employment, and a minimum of once a semester during the second and third years of employment. The visits are scheduled, and prior to the visit a lesson plan with the class goals or objectives for these classes will be submitted to his or her supervisor.

5. Other senior faculty members may be requested by the Deans to visit classes of non-tenured faculty at least once during the semester.
6. Additional evaluative criteria and methods as determined by the Vice President of Academic Services/CAO and/or the Dean may be used.
7. The Dean will then compose a written evaluation of the faculty member that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. Faculty may respond in writing to the evaluation and/or the improvement strategies.
8. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the Vice President of Academic Services/CAO and will be placed in the faculty member's personnel file.
9. The Dean will consider, but will not be required to adopt, an advisory recommendation concerning dismissal or extension of probation of non-tenured faculty or the granting of tenure to a non-tenured faculty member. Such recommendation will be made by a faculty peer committee of three tenured faculty from the appropriate division.
10. In case of a decision not to rehire, or a decision to extend the probation period, the Vice President of Academic Services/CAO and Dean shall consult with the individual in question in advance of the notification dates required in the Tenure Law.
11. The administration may require the faculty member to serve a fourth year as a non-tenured faculty member and be evaluated according to procedure before a decision is made on tenure. Notice will be given to the faculty member not later than 60 days before the end of the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions that the faculty member should take in order to satisfactorily complete service requirements for tenure.
12. If tenure status is not recommended, notice shall be given to faculty at least 60 days before the end of the school year or term, and such recommendations will be made to the Board of Trustees for action.
13. At the conclusion of the third year, or if necessary fourth year, of employment, the President will make a recommendation regarding tenure to the Board of Trustees for action.

Part-time Faculty

For the purpose of this policy, part-time faculty includes dual credit. Procedure:

1. All new part-time faculty will be evaluated during their first teaching assignments using one or more of the following methods:
 - class visitation, scheduled or on a walk-in basis
 - student evaluation
 - self-evaluation
 - peer evaluation
 - other evaluation criteria and methods may be used at the discretion of the supervisor and the Vice President of Academic Services/CAO.
2. Re-employed part-time faculty may be evaluated on a regular basis according to the same methods.
3. Part-time faculty will be evaluated a minimum of once each semester of the first four semesters they teach. After three successive satisfactory evaluations, each part-time instructor will be evaluated a minimum of once every three years.
4. Dual credit courses and instruction will be evaluated annually according to ICCB regulations, including class visitations.

Student Evaluation of Instruction

1. Standard Evaluation Instrument: A standard evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This standard evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive positive evaluations previously. The instructor and Dean should jointly select the classes to be used for the standard student evaluation.
2. Additional/Special Evaluation: Additional or special student evaluation of instructor instruments or methods may be used to meet special needs not addressed by the standard evaluation instrument. Special needs may include, but shall not be limited to; the evaluation of new courses or new teaching methods; the investigation of student complaints; the investigation of complaints by the faculty or staff; or, investigation of matters before the Judicial Review Board. These additional/special student evaluations may be implemented at the prerogative of the instructor with Dean approval or by the Dean or Vice President of Academic Services/CAO. If an additional or special evaluation is administered to a particular class during the regular school term, the evaluation shall be conducted during a regular class session. If the

evaluation is administered when the class is not in session during the regular school term, the students receiving the evaluation instrument shall be instructed to not share or discuss the instrument with other students before the due date for returning the instrument has expired.

3. If an additional/special evaluation is used to investigate any complaint or allegation of misconduct on the part of the faculty, the individual involved in any such complaint shall be informed of the allegation prior to use of the additional/special evaluation instrument, provided with a copy of the instrument for review and comment at least three (3) business days prior to the use of the instrument, and shall be provided a typed compilation of the student responses, unless such disclosure is prohibited by law. Any information which may be used to identify a particular respondent on the typed compilation shall be redacted. Initial notification and a copy of the instrument shall be provided via college email to the faculty member and to the Faculty Senate President or the Faculty Senate President's designee. The typed compilation of the student responses will also be provided via email to the faculty member and the Faculty Senate President or the Faculty Senate President's designee, and it will be sent prior to any meeting scheduled with the administration or its representatives to discuss the results.
4. Student evaluations shall not be used as the sole basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members.
5. A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.

4.36 Abused and Neglected Child Reporting (Revised 6/22/21)

Highland is committed to the safety and welfare of children as governed by Illinois Law. The Abused and Neglected Child Reporting Act (ANCRA) states that: All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services by calling the Child Abuse Hotline at 1-800-252-2873 or 1-800-25-ABUSE. College personnel who are mandated reporters specifically include all athletic program personnel and/or athletic facility personnel. Students enrolled in an academic program leading to a position as a child care worker, school service personnel and/or education degree are also mandated reporters pursuant to the Act. Under this policy, College personnel includes student workers. Highland considers volunteers as defined under Highland's Volunteer Services Policy (4.07) also to be mandated reporters.

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones) or sexual (such as fondling or incest). Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

Failure to Report:

Any mandated reporter of Highland Community College who fails to report suspected child abuse or neglect in violation of this policy may be subject to discipline, up to and including termination, expulsion and/or other sanctions. In addition, willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation).

Required Training:

Employees are required to complete online mandated reporter training within three months of their hire and periodically thereafter. Training information will be provided through the office of Human Resources.

Immunity for Good Faith Reports:

Individuals who in good faith make reports of suspected abuse or neglect are provided with certain statutory immunities from civil and/or criminal liability.

Confidentiality:

The confidentiality of a report of suspected child abuse or neglect, including the identity of an individual who makes a report under this policy, will be protected consistent with state law.

Retaliation:

Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or

neglect is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

Procedures related to this policy will be published through the College's Human Resources Department and on Highland's web site.

4.37 Alcohol and Drugs in the Workplace (Revised ~~6/22/21~~)

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by Highland Community College. The use of alcohol or cannabis while on Highland Community College owned or controlled property, including meal periods and breaks is prohibited, except as authorized below. The federally mandated Drug-Free Schools and Communities Act requires college campuses to prevent the use and possession of illegal drugs. Under federal law, cannabis is classified as an illegal drug, therefore, cannabis use and possession is illegal on Highland's campus. An employee must notify Highland of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder and/or for disciplinary action up to and including dismissal.

Employees with a prescription for cannabis will notify Human Resources. Human Resources will review the matter with the employee and determine if an accommodation is needed or can be attained.

In accordance with State Law, the College Board of Trustees or its designee may authorize the availability of alcoholic beverages in designated on-campus facilities or property at College, Foundation, or Alumni Association events for which the Foundation is the host or considered a sponsor or co-sponsor. The authorization shall be given in writing by the President of the College.

Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.

4.38 Criminal Background Investigations (Reaffirmed ~~6/22/21~~)

Criminal background investigations will be conducted on all successful candidates for security sensitive positions as required by the Campus Security Act of the State of Illinois.

To comply with National Service laws under the Serve America Act, National Service Criminal History checks will be conducted on all successful candidates for positions paid from federal grant programs funded by the Corporation for National and Community Service (CNCS), such as Retired and Senior Volunteer Program (RSVP).

4.39 Non-Violence (Reaffirmed [6/22/21](#))

Introduction

Highland Community College is committed to providing and maintaining a safe workplace and campus environment that is free from violence.

Prohibited Conduct

The College prohibits any type of violence committed by or against employees, students or third parties. The definition of “violence” includes any conduct or statements, which is sufficiently threatening, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety and/or the safety of his or her family, friends and/or property. The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

- Fighting or causing physical injury to another person;
- Making threatening remarks of physical or aggressive conduct;
- Demonstrating aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging College property or property of another or the threat of such damage;
- Use of any object as a weapon;
- Harassing or threatening another either in person, by telephone, in e-mail or other; and
- Stalking or using surveillance with intent to harm.

Reporting Procedures

Employees, students or third parties who experience, observe or have reason to fear such prohibited conduct are urged to report their concerns.

Employees should report any potentially violent situations immediately to their supervisor, the Director of Human Resources, Director, Facilities and Safety or the campus Deputy Sheriff on duty.

Any student or third party should report such activity to a Highland employee, a faculty member, Dean, Vice President/CSSO, Student Development and Support Services, or the campus Deputy Sheriff on duty.

To the extent possible, the College will protect the confidentiality of reports commensurate with the need to investigate, resolve reported problems and comply with any discovery or disclosure obligations. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis. Individuals involved in an investigation are expected to refrain from discussing it with others.

Non-Retaliation

This policy strictly prohibits retaliation against employees, students or third parties who report in good faith incidents of threats, violence, intimidating conduct, weapons possession, or workplace violence or who cooperate with an investigation. Any person engaged in retaliatory conduct shall be subject to disciplinary action, up to and including discharge, suspension/expulsion and/or exclusion.

Risk Reduction Measures

The Human Resources department will take reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals who may have a history of violent behavior.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace or on campus will not be tolerated. All reports will be reviewed and appropriate corrective action will be taken against individuals found to have violated this policy. Corrective action may include physical removal from the workplace/campus. Employees or students or others who engage in prohibited behavior shall be held accountable under College policy, as well as local, state, and federal law. Any employee, student or third party determined to have committed such acts will be subject to disciplinary action, up to and including dismissal or expulsion, as well as and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Any third party who commits or threatens to commit violent behavior shall be subject to exclusion from the campus, termination of business relationships, and/or referral to the appropriate law enforcement agencies for arrest and prosecution. Highland Community College reserves the right to take any necessary legal action to protect its employees, students and third parties, including the filing of criminal complaints against individuals violating this policy.

4.40 Student Worker Program (Reaffirmed ~~6/22/21~~)

The Student Worker Program will abide by all existing regulations and policies, as set forth by Highland Community College's Policy Manual, the Federal Student Aid handbook, and the Code of Regulations for the Federal Work Study Program.

**AGENDA ITEM #XI-B-3
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – NEW POLICY 3.30
TRANSCRIPT AND DIPLOMA NON-WITHHOLDING**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading new policy 3.30, Transcript and Diploma Non-withholding, for inclusion in Chapter III, Student, of the policy manual.

BACKGROUND: The recommended new policy is a result of the Student Debt Assistance Act, which requires institutions of higher education to provide an official or unofficial transcript and/or diploma upon a current or former student's request, even if a current or former student owes a debt, if the request is to complete a job application, transfer from one institution of higher education to another, apply for financial aid, join the United States Armed Forces or Illinois National Guard, or pursue other postsecondary opportunities. Because most students with debt would most likely be requesting a transcript or diploma for one of these reasons, the College has opted to recommend the attached policy rather than creating a burdensome request process.

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

BOARD ACTION: _____

3.30 Transcript and Diploma Non-withholding (New)

In accordance with the Student Debt Assistance Act (P.A. 103-0054), it is the policy of the College to not withhold an official or unofficial transcript and/or diploma because of the student owing a debt to the College. Student debt to the College includes tuition and fees balances, bookstore balances, library fines, unreturned uniforms and/or instructional or other equipment. Questions on this policy may be directed to the Office of Admissions and Records. This policy does not prevent the College from charging and receiving, prior to transmittal of such transcript, any fee associated with the cost of obtaining a transcript.

**AGENDA ITEM #XI-B-4
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.16
LEAVE, PERSONAL DAYS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 4.16, Leave, Personal Days, which is included in Chapter IV, Personnel, of the policy manual.

BACKGROUND: The revisions to this policy, as outlined in the attached, were approved by the Board for a first reading at their May 23, 2023, meeting and for a second reading at their June 21, 2023, meeting. The revisions were erroneously omitted from the Chapter IV update that was approved for first reading at the October 24, 2023, meeting and presented for second reading at the November 28, 2023, Board meeting. The attached policy corrects the error.

BOARD ACTION: _____

4.16 Leave, Personal Days (Revised)

- A. Each full-time college administrative, professional or classified employee is entitled, ~~subject to prior supervisory approval, to three (3) to five (5) paid personal leave days per fiscal year, accrued one-half day every two months~~ front loaded at the beginning of each fiscal year, specifically for the purpose of completing personal business and complying with the Illinois Paid Leave for All Workers Act. Regular part-time college administrative, professional or classified employees will receive a pro-rated amount based on their scheduled hours. Newly-hired employees will have a 90-day waiting period before using personal days.
- B. Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate. Short-term employees are defined as being employed for less than 2 consecutive calendar quarters; and have no reasonable expectation that they will be rehired by the same employer for the same service in a subsequent year. The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Therefore, any employee not expected to work 40 hours during the year, would be excluded from accruing leave.
- C. Each eligible part-time limited employee, those generally hired on limited term assignments, usually on a semester to semester basis, such as paraprofessionals and lab assistants, will receive an amount based on their scheduled hours, front loaded at the beginning of each assignment. Coaches and assistant coaches will be treated similarly.
- D. Each eligible part-time instructor will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester.
- E. Employees may use the time for any reason of their choosing in increments of at least two hours. Where foreseeable, employees should provide at least a 7 days notice. Otherwise, the leave request should be made as soon as possible.
- F. Personal leave hours must be used by the end of each fiscal year. Any unused personal leave hours at the end of each fiscal year are not carried over. Unused hours are not paid at the time of termination.
- G. ~~If more personal leave is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover unaccrued, used personal time, the employee will be expected to make arrangements to repay the College.~~

H.G. If an employee is rehired within 12 months, they will be reinstated with any previously unused personal time.

**AGENDA ITEM #XI-C-1
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
PSYCHOLOGY/EDUCATION INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Dr. Narjis Hyder as a full-time, tenure track Psychology/Education Instructor in the Humanities, Social Sciences, and Fine Arts Division, beginning January 11, 2024, at an FY24 Spring semester salary of \$59,167 (based on EdD, with 25 years' experience, which is \$118,334 for the full academic year), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY24 budget.

BACKGROUND: Dr. Narjis Hyder comes to Highland from Southern Illinois University in Edwardsville, where she has served as an adjunct faculty member at their School of Education for almost ten years. She also currently holds adjunct faculty positions with the College of DuPage and National University. In her current roles as an adjunct faculty member, Dr. Hyder instructs graduate and undergraduate students, and inspires them to achieve course and program outcomes relevant to their core disciplines. Dr. Hyder facilitates students in the understanding of the concepts and objectives of Educational and Developmental Psychology, Personality, and Introductory Psychology in multiple course modalities.

Dr. Narjis Hyder earned her Bachelor of Arts in Psychology from the University of Illinois at Chicago. She then later earned two master's degrees, a Master of Arts in Psychology, which she obtained at Concordia University in River Forest, Illinois, and a Master of Arts in Teaching, with an emphasis in Secondary Education, from National Louis University in Chicago, Illinois. Lastly, Dr. Hyder earned her Doctor of Education at Concordia University.

Dr. Hyder is an engaging, dedicated, and passionate instructor who enjoys encouraging students to learn at their highest capabilities. Dr. Hyder's extensive experience in teaching and inspiring students to challenge themselves at the top of their disciplines makes her an exemplary hire for our Psychology and Education Programs.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-1
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF BID
PURCHASE OF MOBILE MEDICAL UNIT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the low bid meeting specifications from Mobile Specialty Vehicles, Wakarusa, IN in the amount of \$302,750 for the purchase of a mobile medical unit.

BACKGROUND: The Mobile Medical Unit is a mobile clinic that will serve Highland Community College students, local businesses and organizations, and the community as a whole. The College will utilize the mobile unit as an instructional opportunity for Nursing students to provide services to our district that include preventative and routine screening, such as those for heart health, diabetes, cholesterol, etc. By providing these services, accessibility will be increased to those who may not have access to care by going directly into the healthcare desert. This will help alleviate health disparities in vulnerable communities. A goal of the Mobile Medical Unit is to improve health outcomes in our communities and strengthen relationships with the community and the health care systems.

The Mobile Medical Unit is funded by a grant from the U.S. Department of Health and Human Services, made available through Community Project Funding/Congressionally Directed Spending. Former Congresswoman Cheri Bustos made us aware of this funding opportunity.

The bid was advertised and two submissions were received.

Bids were opened at 2:00 p.m., November 13, 2023.

BOARD ACTION: _____

BID: PURCHASE OF MOBILE MEDICAL UNIT
November 13, 2:00 p.m.

PRESENT: Jill Janssen - Highland Community College
Alicia Kepner - Highland Community College

BIDDERS	Price
Mobile Specialty Vehicles	\$302,750
Matthews Specialty Vehicles	\$308,142

**AGENDA ITEM #XI-D-2
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**IMPLEMENTATION OF COMPENSATION STUDY
SALARY ADJUSTMENTS AND SALARY RANGE PLACEMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached salary adjustments resulting from a recent compensation study for administrative, professional, and non-union classified positions effective January 1, 2024. The cost of the total amount of the adjustments resulting from the compensation study will not exceed \$16,000 for FY24. In addition, it is recommended the Board of Trustees approves the attached Salary Range Table showing revised placements for positions based on market data obtained.

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

Following obtainment of market data from national, regional and local employers, benchmarked positions are placed on Highland's Salary Range Table to the closest mid-point. These benchmarked positions are then utilized to determine un-benchmarked position placements. Internal equity is also considered. On the Highland Salary Range Table 5, positions that were part of the market study have an asterisk next to their job title. If a change in range placement is recommended, the range that the position was previously placed at is noted under the Prior Range Placement column. If positions were placed appropriately according to the market data, no change was made in placement on the Salary Range Table.

The recommended salary for individual employees is based on the position's placement on the Salary Range Table and their years of internal service credit. The recommendation utilizes an 1.5% in-range target adjustment for each internal year of experience. Increases are capped in order to stay within the SURS 6% rule guidelines. In situations where the in-range adjustment exceeds 6%, circumstances will be evaluated each year to determine eligibility for future salary adjustments.

BOARD ACTION: _____

HCC FY24 Salary Plan Table 8
Recommended Salary Adjustments

Name	Dept	Job Code	Job Title	Current Salary	New Annual Salary Effective 1/1/24
Anderson, Rebecca	Lifelong Learning	5410	Coordinator, Lifelong Learning and Business Training (PT)	\$40,868	\$41,788
Cornelius, Andria	Accounting	3215	Coordinator, Accounting	\$47,382	\$48,448
Fink, Pete	ITS	6226	Director, Information Technology Services	\$85,782	\$87,712
Groshans, Beth	Student Advising	4310	Student Advisor	\$51,944	\$52,391
Lewis, Christie	Human Resources	2210	HRIS Administrator/Human Resources Generalist	\$62,626	\$64,035
Lloyd, Mary	Accounting	3220	Manager, Accounting	\$62,704	\$64,115
Norman, Pete	Athletics & Physical Education	6110	Director, Athletics & Physical Education	\$88,908	\$92,464
Pittluck, Bruce	ITS	2303	ITS Support Specialist	\$40,414	\$41,164
Schulz, Vicki	Student Advising	4107	Student Advisor/Transfer Coordinator	\$58,420	\$59,734
Thrumman, Michelle	Institutional Research	6220	Director, Institutional Research	\$83,222	\$85,094
Welch, Renee	Payroll	3211	Payroll Specialist	\$48,235	\$49,320

Highland Community College FY 2024
Table 5 - Salary Range Table Per Job Class - (Job Class Order)

Class Code	Occupational Job Families and Job Classes	-- Recommended --			Prior Range Placement
		Salary Range	Minimum	Midpoint	Maximum
1000	<u>Clerical and Office Series</u>				
1100	Clerical and Office Support Group				
1109	Administrative Assistant	23	\$33,005	\$41,256	\$49,507
1110	Office Coordinator	24	\$34,655	\$43,319	\$51,983
1112	Executive Assistant- Non-Exempt	26	\$38,207	\$47,759	\$57,311
1113	Executive Assistant (Board)	28	\$42,124	\$52,654	\$63,185
2000	<u>General Administrative Series</u>				
2100	Facilities Group				
2109	Facilities and Safety Assistant	23	\$33,005	\$41,256	\$49,507
2200	Human Resources Group				
2209	* Human Resources Specialist	26	\$38,207	\$47,759	\$57,311
2210	* HRIS Administrator/Human Resources Generalist	31	\$48,763	\$60,954	\$73,145
2300	Information Technology Group				
2303	* ITS Support Specialist	25	\$36,388	\$45,485	\$54,582
2305	* ITS Support Specialist, Media Systems	26	\$38,207	\$47,759	\$57,311
2308	* ITS Support Specialist, Lead	26	\$38,207	\$47,759	\$57,311
2311	* Institutional Research Data Reporting Analyst	28	\$42,124	\$52,654	\$63,185
2316	* Administrative Applications Administrator	32	\$51,201	\$64,002	\$76,802
2317	* Network Administrator	32	\$51,201	\$64,002	\$76,802
2319	* Database Administrator/Systems Administrator	35	\$59,272	\$74,090	\$88,908
2400	Marketing & Community Relations Group				
2410	Communications Specialist	26	\$38,207	\$47,759	\$57,311
2412	Digital Media and Creative Specialist	27	\$40,118	\$50,147	\$60,176
2415	Coordinator, Multimedia Content	31	\$48,763	\$60,954	\$73,145
2500	Library and Learning Media Group				
2508	Academic Technology Resources Assistant	23	\$33,005	\$41,256	\$49,507
2509	* Coordinator, Center for Teaching and Learning Services	31	\$48,763	\$60,954	\$73,145
2511	Library Specialist, Circulation and Technical Services	23	\$33,005	\$41,256	\$49,507
3000	<u>Financial and Accounting Series</u>				
3100	Financial Aid Group				
3102	Financial Aid Assistant	22	\$31,200	\$34,667	\$38,133
3105	Financial Aid Specialist I	23	\$33,005	\$41,256	\$49,507
3109	* Financial Aid Specialist II	25	\$36,388	\$45,485	\$54,582
3200	Accounting Group				
3202	Student Accounts Specialist, Technical Support	23	\$33,005	\$41,256	\$49,507
3205	Coordinator, Student Accounts	23	\$33,005	\$41,256	\$49,507
3211	* Payroll Specialist	26	\$38,207	\$47,759	\$57,311
3215	* Coordinator, Accounting	26	\$38,207	\$47,759	\$57,311
3220	* Manager, Accounting	31	\$48,763	\$60,954	\$73,145
4000	<u>Student Support Services Series</u>				
4100	Academic Advising Group				
4106	* Student Advisor	28	\$42,124	\$52,654	\$63,185
4107	* Student Advisor [Transfer Coordinator]	30	\$46,441	\$58,052	\$69,662
4109	* Coordinator, Career Services	29	\$44,230	\$55,287	\$66,345
4200	Admissions Group				
4205	Student Information Assistant	22	\$31,200	\$34,667	\$38,133
4206	Student Information Specialist	23	\$33,005	\$41,256	\$49,507
4215	* Coordinator, Outreach and Dual Credit	28	\$42,124	\$52,654	\$63,185
4300	Athletic and Arts Group				
4310	* Coordinator, Women's Athletics	27	\$40,118	\$50,147	\$60,176
4312	* Technical Coordinator, Fine Arts/Theatre Technical Director	25	\$36,388	\$45,485	\$54,582
4315	* Head Coach/Coordinator, Sports Information and Intramurals	28	\$42,124	\$52,654	\$63,185

Highland Community College FY 2024
Table 5 - Salary Range Table Per Job Class - (Job Class Order)

Class Code	Occupational Job Families and Job Classes	-- Recommended --				Prior Range Placement
		Salary Range	Minimum	Midpoint	Maximum	
4400	Bookstore Group					
4405	Bookstore Assistant	22	\$31,200	\$34,667	\$38,133	
4419	Bookstore Manager	28	\$42,124	\$52,654	\$63,185	
4500	Cafeteria Group					
4506	Cafeteria Assistant	22	\$31,200	\$34,667	\$38,133	
4508	Cafeteria Assistant Manager	23	\$33,005	\$41,256	\$49,507	
4510	Cafeteria Manager	24	\$34,655	\$43,319	\$51,983	
4700	Learning Services Group					
4705	Testing and Career Services Specialist	23	\$33,005	\$41,256	\$49,507	
4716	* Coordinator, Testing Center	26	\$38,207	\$47,759	\$57,311	24
4710	Coordinator, Student Success	30	\$46,441	\$58,052	\$69,662	
4800	Student Support Services Group					
4814	Coordinator, Disability Services	29	\$44,230	\$55,287	\$66,345	
4825	* Student Success Coach	26	\$38,207	\$47,759	\$57,311	25
5000	Community and Partnership Series					
5200	Servant Leadership Group					
5210	Coordinator, High School Servant Leadership Program	26	\$38,207	\$47,759	\$57,311	
5300	Business Institute & Conference Center Group					
5310	Coordinator, Conference Center and Business Institute	24	\$34,655	\$43,319	\$51,983	
5312	Coordinator, Business Training	26	\$38,207	\$47,759	\$57,311	
5400	Lifelong Learning Group					
5420	* Coordinator, Lifelong Learning Program and Business Training	30	\$46,441	\$58,052	\$69,662	28
6000	Administrative Series					
6100	Academic Group					
6110	* Director, Athletics & Physical Education	37	\$65,347	\$81,684	\$98,021	35
6112	* Dean, Natural Science & Mathematics	40	\$75,648	\$94,560	\$113,472	39
6126	* Dean, Nursing & Allied Health	40	\$75,648	\$94,560	\$113,472	39
6130	* Dean, Humanities, Social Sciences and Fine Arts	40	\$75,648	\$94,560	\$113,472	39
6200	Administrator Group					
6210	* Director, Enrollment and Records	35	\$59,272	\$74,090	\$88,908	
6215	* Director, Financial Aid	35	\$59,272	\$74,090	\$88,908	
6220	* Director, Institutional Research	37	\$65,347	\$81,684	\$98,021	36
6226	* Director, Information Technology Services	42	\$83,402	\$104,252	\$125,103	41
6230	* Director, Facilities and Safety	38	\$68,615	\$85,769	\$102,922	
6240	* Director, Retention and Learning and Services	36	\$62,236	\$77,795	\$93,353	
6245	* Director, Marketing and Community Relations	38	\$68,615	\$85,769	\$102,922	
6250	* Director, Human Resources	40	\$75,648	\$94,560	\$113,472	
6300	Executive Group					
6315	VP, Business, Technology and Community Programs	43	\$87,572	\$109,465	\$131,358	
6320	VP/CAO, Academic Services	48	\$111,766	\$139,708	\$167,649	
6325	VP/CFO, Administrative Services	49	\$117,355	\$146,693	\$176,032	
6330	VP/CSSO, Student Development and Support Services	46	\$101,375	\$126,719	\$152,063	
7000	Officer Series (Reqs Formal Appt per Law/Regs)					
7110	EEO/Affirmative Action Officer					
7120	HIPAA Privacy Officer					
7130	Identity Theft Officer					
7140	Behavioral Intervention Officer					
7200	Custodial/Maintenance (Union)					
7201	Custodian	22	\$31,200	\$34,667	\$38,133	
7202	Groundsperson Assistant	22	\$31,200	\$34,667	\$38,133	
7205	Receiving/Shipping/Warehouse Clerk	22	\$31,200	\$34,667	\$38,133	
7210	Groundsperson	23	\$33,005	\$41,256	\$49,507	
7215	Maintenance Mechanic	24	\$34,655	\$43,319	\$51,983	

Highland Community College FY 2024
Table 5 - Salary Range Table Per Job Class - (Job Class Order)

Class Code	Occupational Job Families and Job Classes	-- Recommended --			Prior Range Placement
		Salary Range	Minimum	Midpoint	Maximum
8000	<u>Academic Series</u>				
8100	Health, Natural Science and Mathematics Group				
8103	Natural Science Lab Assistant	23	\$33,005	\$41,256	\$49,507
8105	Coordinator, Nursing and Allied Health	29	\$44,230	\$55,287	\$66,345
	GRANT POSITIONS				
1000	<u>Clerical and Office Series</u>				
1100	Clerical and Office Support Group				
1109	Administrative Assistant	23	\$33,005	\$41,256	\$49,507
4000	<u>Student Support Services Series</u>				
4100	Academic Advising Group				
4106	* Student Advisor	28	\$42,124	\$52,654	\$63,185
4200	Admissions Group				
4220	College Access Specialist, TRIO Educational Opportunity Center (E	25	\$36,388	\$45,485	\$54,582
4225	Director, TRIO Educational Opportunity Centers (EOC)	31	\$48,763	\$60,954	\$73,145
4800	Student Support Services Group				
4820	Early Childhood Education Mentor/Coach	28	\$42,124	\$52,654	\$63,185
4825	* Student Success Coach	26	\$38,207	\$47,759	\$57,311
4830	Coordinator, Project Succeed Program	29	\$44,230	\$55,287	\$66,345
					25
4900	Upward Bound Group				
4930	Coordinator, Upward Bound	27	\$40,118	\$50,147	\$60,176
5000	<u>Community and Partnership Series</u>				
5100	Adult Education Group				
5110	Coordinator, Literacy and ESL Programs	24	\$34,655	\$43,319	\$51,983
5116	Coordinator, Student Support Services	25	\$36,388	\$45,485	\$54,582
5118	Director, Retired Senior Volunteer Program (RSVP)	28	\$42,124	\$52,654	\$63,185
6000	<u>Administrative Series</u>				
6200	Administrator Group				
6255	Director, Adult Education Programs	33	\$53,761	\$67,202	\$80,642
6260	Director, TRIO Services	34	\$56,450	\$70,562	\$84,674

**AGENDA ITEM #XI-D-3
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF FY23 ENROLLMENT ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accepts the annual enrollment audit for FY23.

BACKGROUND: The enrollment audit was prepared for the College by Wipfli, and is issued separately due to a delay in receiving needed information from the Illinois Community College Board (ICCB). Retention of the firm's services was approved at the May 23, 2023, Board meeting.

Due to a change in the Illinois Community College Board (ICCB) deadline to submit the annual audit, it is no longer necessary for the Audit & Finance Committee to authorize submission to ICCB.

BOARD ACTION: _____

Highland Community College District #519 Freeport, Illinois

Credit Hour Data Report

For the fiscal year ended June 30, 2023



The logo for WIPFLI, consisting of the word "WIPFLI" in white, uppercase, sans-serif font, centered within a blue rectangular box.

**INDEPENDENT ACCOUNTANT'S REPORT ON CREDIT HOUR DATA
AND OTHER BASES UPON WHICH CLAIMS ARE FILED**

Board of Trustees
Highland Community College
Community College District 519
Freeport, Illinois

We have examined management of Highland Community College District #519's (the College) assertion that the College complied with the guidelines of the Illinois Community College Board's *Fiscal Management Manual* included in the accompanying Schedule of Credit Hour Data and Other Bases Upon Which Claims Are Filed during the period July 1, 2022 through June 30, 2023. The College's management is responsible for its assertion. Our responsibility is to express an opinion on management's assertion about the College's compliance with the specified requirement based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether management's assertion about compliance with the specified requirements is fairly stated, in all material respects. An examination involves performing procedures to obtain evidence about whether management's assertion is fairly stated, in all material respects. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of management's assertion, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Our examination does not provide a legal determination on the College's compliance with the specified requirements.

In our opinion, management's assertion that Highland Community College District #519 complied with the guidelines of the Illinois Community College Board's *Fiscal Management Manual* included in the accompanying Schedule of Credit Hour Data and Other Bases Upon Which Claims Are Filed is fairly stated, in all material respects.

A handwritten signature in black ink that reads "Wipfli LLP".

Sterling, Illinois
November 2, 2023

Highland Community College District #519
SCHEDULE OF CREDIT HOUR DATA AND OTHER BASES
UPON WHICH CLAIMS ARE FILED
YEAR ENDED JUNE 30, 2023

<u>Credit Hour Categories</u>	<u>Total Reimbursable Semester Credit Hours by Term</u>			
	<u>Summer Term</u>		<u>Fall Term</u>	
	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>
Baccalaureate	1,494.5	6.00	6,957.5	48.00
Business Occupational	166.0	0.0	637.0	0.0
Technical Occupational	389.0	0.0	1,602.0	0.0
Health Occupational	329.0	0.0	824.0	0.0
Remedial/Developmental	64.0	76.00	517.0	82.00
Adult Education	0.0	0.0	0.0	273.00
Total	2,442.5	82.0	10,537.5	403.0

<u>Credit Hour Categories</u>	<u>Spring Term</u>		<u>Total All Terms</u>	
	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>
	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
Baccalaureate	7,041.0	72.00	15,493.0	126.0
Business Occupational	771.0	0.0	1,574.0	0.0
Technical Occupational	2,691.0	0.0	4,682.0	0.0
Health Occupational	1,337.0	0.0	2,490.0	0.0
Remedial/Developmental	286.0	58.00	867.0	216.0
Adult Education	0.0	391.50	0.0	664.5
Total	12,126.0	521.5	25,106.0	1,006.5

	<u>In-District (All terms)</u>	
	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>
	<u>Hours</u>	<u>Hours</u>
Reimbursable Credit Hours:	19,107.0	960.00

Credit Hours on Chargeback or Contractual Agreement: 480.50

	<u>Dual Credit (All Terms)</u>		<u>Dual Enrollment (All Terms)</u>	
	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>	<u>Unrestricted Hours</u>	<u>Restricted Hours</u>
	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
Reimbursable Credit Hours:	4,435.0	0.0	576.0	0.0

District Equalized Assessed Valuation: 2,123,331,497

<u>Credit Hour Categories</u>	<u>Correctional Semester Credit Hours</u>			
	<u>Summer</u>	<u>Fall</u>	<u>Spring</u>	<u>Total</u>
	<u>Correctional Hours</u>	<u>Correctional Hours</u>	<u>Correctional Hours</u>	<u>Correctional Hours</u>
Baccalaureate	20.00	50.00	0.0	70.00
Business Occupational	0.0	30.00	0.0	30.00
Technical Occupational	80.00	0.0	0.0	80.00
Health Occupational	0.0	0.0	0.0	0.0
Remedial/Developmental	0.0	0.0	0.0	0.0
Adult Education	0.0	0.0	0.0	0.0
Total	100.00	80.00	0.0	180.00

Signature: _____

Chief Executive Officer

Signature: _____

Chief Financial Officer

Highland Community College District #519
RECONCILIATION OF TOTAL SEMESTER CREDIT HOURS
YEAR ENDED JUNE 30, 2023

<u>Credit Hour Categories</u>	<u>Total Reimbursable Semester Credit Hours</u>		
	<u>Total</u>	<u>Total</u>	<u>Difference</u>
	<u>Unrestricted Hours</u>	<u>Unrestricted Hours</u>	
Baccalaureate	15,493.0	15,493.0	-
Business Occupational	1,574.0	1,574.0	-
Technical Occupational	4,682.0	4,682.0	-
Health Occupational	2,490.0	2,490.0	-
Remedial/Developmental	867.0	867.0	-
Adult Education	0.0	0.0	-
Total:	25,106.0	25,106.0	-

<u>Credit Hour Categories</u>	<u>Total</u>	<u>Total</u>	<u>Difference</u>
	<u>Reported in Audit</u>	<u>Certified to ICCB</u>	
	<u>Restricted Hours</u>	<u>Restricted Hours</u>	
Baccalaureate	126.00	126.00	-
Business Occupational	-	-	-
Technical Occupational	-	-	-
Health Occupational	-	-	-
Remedial/Developmental	216.00	216.00	-
Adult Education	664.50	664.50	-
Total:	1,006.50	1,006.50	-

	<u>Total</u>	<u>Total</u>	<u>Difference</u>
	<u>Reported in Audit</u>	<u>Certified to ICCB</u>	
	<u>Unrestricted Hours</u>	<u>Unrestricted Hours</u>	
In-District Credit Hours:	19,107.0	19,107.0	-
Dual Credit Hours:	4,435.0	4,435.0	-
Dual Enrollment Hours:	576.0	576.0	-

	<u>Total</u>	<u>Total</u>	<u>Difference</u>
	<u>Reported in Audit</u>	<u>Certified to ICCB</u>	
	<u>Restricted Hours</u>	<u>Restricted Hours</u>	
In-District Credit Hours:	960.00	960.00	-
Dual Credit Hours:	0.0	0.0	-
Dual Enrollment Hours:	0.0	0.0	-

<u>Credit Hour Categories</u>	<u>Total Correctional Semester Credit Hours</u>		
	<u>Total</u>	<u>Total</u>	<u>Difference</u>
	<u>Reported in Audit</u>	<u>Certified to ICCB</u>	
	<u>Unrestricted Hours</u>	<u>Unrestricted Hours</u>	
Baccalaureate	70.00	70.00	-
Business Occupational	30.00	30.00	-
Technical Occupational	80.00	80.00	-
Health Occupational	0.0	0.0	-
Remedial/Developmental	0.0	0.0	-
Adult Education	0.0	0.0	-
Total:	180.00	180.00	-

<u>Credit Hour Categories</u>	<u>Total</u>	<u>Total</u>	<u>Difference</u>
	<u>Reported in Audit</u>	<u>Certified to ICCB</u>	
	<u>Restricted Hours</u>	<u>Restricted Hours</u>	
Baccalaureate	0.0	0.0	-
Business Occupational	0.0	0.0	-
Technical Occupational	0.0	0.0	-
Health Occupational	0.0	0.0	-
Remedial/Developmental	0.0	0.0	-
Adult Education	0.0	0.0	-
Total:	-	-	-

Highland Community College District #519

Note to Schedule of Credit Hour Data and Other Bases Upon Which Claims are Filed

Note 1. Residency Verification Process

Procedures for Verifying and Classifying Residency

Every credit student must submit an application to the College which contains biographic and demographic information. The student signs the application verifying the accuracy of the information and the ability to provide documentation to verify it. The College will use the data contained in the application and on the subsequent enrollment forms to determine residency.

In order to be classified as in-district for tuition, the student must indicate one or more of the following:

- Current residence for at least 30 days at an in-district address
- Permanent residence at an in-district address
- Graduation from or current enrollment in an in-district high school
- Current enrollment at another institution of higher education located in-district
- Although the student resides out-of-district, the student or his parent or guardian maintains full-time employment in-district
- Although the student resides out-of-district, the student owns land and pays taxes in-district.

In the case of an address change, a student will submit the change in writing to the Records Department or via the self-service address change in our online system.

The student's signature on the forms mentioned above indicates that he/she is able to produce appropriate documentation to verify residency in-district. Proper documentation includes one or more of the following:

- Driver's license
- State-issued ID
- Voter registration card
- Utility bill
- Bank statement
- ID card from another institution of higher education in district
- Progress summary from another institution of higher education in district
- Home/apartment lease
- Cell phone bill

**AGENDA ITEM #XI-D-4
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “BUILDING T (DOROTHY & RC CLOCK TECHNOLOGY CENTER) CLASSROOM ENTRY ACCESSIBILITY RENOVATION”
AND TO AUTHORIZE APPROVAL FOR A HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Building T (Dorothy and RC Clock Technology Center) Classroom Entry Accessibility Renovation in the amount of \$520,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The only ADA accessible way to enter classrooms T-161 and T-162 is to go through classroom T-140. While this works as a temporary solution, it is not a permanent solution. If an individual needs to get to T-161 or T-162 currently, they have to enter T-140, possibly interrupting class.

This project would alter the northeast entry of building T to create a corridor that would run along the outside of rooms T-140, T-161, and T-162 that would allow accessibility to each of those rooms without having to traverse through another classroom.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2023 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,200,000, with the Project Building T Classroom Entry Accessibility Renovation amounting to \$520,000.

Four additional projects, Project Softball/Baseball Parking Lot and Bleacher Accessibility amounting to \$435,000, Project Parking Lot and Loop Road Lighting amounting to \$125,000, Project Campus Security Camera System amounting to \$82,200, and Project Building W (Maintenance) Septic System amounting to \$37,800 are also being recommended as a health and safety project.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “BUILDING T CLASSROOM ENTRY
ACCESSIBILITY RENOVATION” AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Building T Classroom Entry Accessibility Renovation, a project which will substantially upgrade the College’s Building T classroom entry; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building T Classroom Entry Accessibility Renovation is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023, to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,200,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 28th day of November, 2023.

Board Chair

ATTEST:

Board Secretary

**AGENDA ITEM #XI-D-5
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “BUILDING W (MAINTENANCE) SEPTIC
SYSTEM” AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Building W (Maintenance) Septic System in the amount of \$37,800 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The maintenance barn is on an old septic system for its sewer, which is original to the farm that existed prior to the College’s existence. This septic system is old, leaking, and has no viable drain field. We are now having to pump the septic tank out every 3-6 months to be able to have operable restroom facilities at the barn.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2023 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,200,000, with the Project Building W (Maintenance) Septic System amounting to \$37,800.

Four additional projects, Project Softball/Baseball Parking Lot and Bleacher Accessibility amounting to \$435,000, Project Building T Classroom Entry Accessibility Renovation amounting to \$520,000, Project Parking Lot and Loop Road Lighting amounting to \$125,000, and Project Campus Security Camera System amounting to \$82,200 are also being recommended as a health and safety project.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “BUILDING W (MAINTENANCE) SEPTIC
SYSTEM” AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Building W (Maintenance) Septic System, a project which will substantially upgrade the Building W (Maintenance) septic system; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building W (Maintenance) Septic System is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023, to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,200,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 28th day of November, 2023.

Board Chair

ATTEST:

Board Secretary

**AGENDA ITEM #XI-D-6
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “PARKING LOT AND LOOP ROAD
LIGHTING” AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Parking Lot and Loop Road Lighting in the amount of \$125,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The existing LED lighting in all parking lots and around the loop road was installed in 2010. Now, 13 years later, many of the drivers (ballasts) and LED strips have failed causing the lighting to be less than optimal for safety and security of campus and its students, staff, and visitors. The cost of repairing the existing fixtures can be as much as twice the cost of replacing the fixtures complete with a new more modern and more efficient fixture.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2023 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,200,000, with the Project Parking Lot and Loop Road Lighting amounting to \$125,000.

Four additional projects, Project Building T Classroom Entry Accessibility Renovation amounting to \$520,000, Project Softball/Baseball Parking Lot and Bleacher Accessibility amounting to \$435,000, Project Campus Security Camera System amounting to \$82,200, and Project Building W (Maintenance) Septic System amounting to \$37,800 are also being recommended as a health and safety project.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “PARKING LOT AND LOOP ROAD
LIGHTING” AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Parking Lot and Loop Road Lighting, a project which will substantially upgrade the College’s parking lot and loop road lighting; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Parking Lot and Loop Road Lighting is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023, to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,200,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 28th day of November, 2023.

Board Chair

ATTEST:

Board Secretary

**AGENDA ITEM #XI-D-7
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “CAMPUS SECURITY CAMERA
SYSTEM” AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Campus Security Camera System in the amount of \$82,200 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The original campus security camera system was installed in 2012. When the camera server was upgraded in 2019 and in 2022, most of the cameras were upgraded. However, 57 cameras are still original to the system installed in 2012 and are past their useful life expectancy. Cameras will also be added within each campus datacenter and overlooking Lot D.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2023 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,200,000, with the Project Security Camera System amounting to \$82,200.

Four additional projects, Project Softball/Baseball Parking Lot and Bleacher Accessibility amounting to \$435,000, Project Building T Classroom Entry Accessibility Renovation amounting to \$520,000, Project Parking Lot and Loop Road Lighting amounting to \$125,000, and Project Building W (Maintenance) Septic System amounting to \$37,800 are also being recommended as a health and safety project.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “CAMPUS SECURITY CAMERA
SYSTEM” AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Campus Security Camera System, a project which will substantially upgrade the College’s security camera system; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Campus Security Camera System is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023, to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,200,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 28th day of November, 2023.

Board Chair

ATTEST:

Board Secretary

**AGENDA ITEM #XI-D-8
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “SOFTBALL/BASEBALL PARKING LOT
AND BLEACHER ACCESSIBILITY” AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Softball/Baseball Parking Lot and Bleacher Accessibility in the amount of \$435,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The current softball/baseball field parking lot is a grass lot. Paving this will make it ADA compliant and safer for our students, employees, and visitors. This lot currently has handicap signage but no markings to clearly acknowledge the spaces and no access aisles marked. The parking surfaces within the accessible spaces and access aisles must be firm, stable and slip-resistant, and include no changes in level. The current surface is grass which can be soft and slippery dependent on weather and time of year. The current bleachers are not ADA compliant.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2023 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,200,000, with the Project Softball/Baseball Parking Lot and Bleacher Accessibility amounting to \$435,000.

Four additional projects, Project Building T Classroom Entry Accessibility Renovation amounting to \$520,000, Project Parking Lot and Loop Road Lighting amounting to \$125,000, Project Campus Security Camera System amounting to \$82,200, and Project Building W (Maintenance) Septic System amounting to \$37,800 are also being recommended as a health and safety project.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “SOFTBALL/BASEBALL PARKING LOT
AND BLEACHER ACCESSIBILITY” AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Softball/Baseball Parking Lot and Bleacher Accessibility, a project which will substantially upgrade the College’s softball/baseball parking lot and bleachers; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Softball/Baseball Parking Lot and Bleacher Accessibility is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023, to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,200,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 28th day of November, 2023.

Board Chair

ATTEST:

Board Secretary

**AGENDA ITEM #XI-D-9
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

EDUCATION AND BUILDING FUND LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the levy of educational purposes taxes in the amount of \$6,840,000 and building purposes taxes in the amount of \$1,835,000 for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25.

BACKGROUND: The Board has complied with State law in adopting a Tentative Budget, in accordance with State law allowing 30 days or more after adopting such Tentative Budget during which time the public could inspect such budget, setting a public hearing date and then approving adoption of the Official Budget after the public hearing.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year. A certificate of levy must be signed and delivered to each of the county clerks in District #519 on or before Tuesday, December 26th, which is the last Tuesday in December.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES

RESOLUTION PROVIDING FOR LEVY OF TAXES BY THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND STATE OF ILLINOIS FOR THE YEAR 2023 TO BE COLLECTED IN THE YEAR 2024; AND THAT THE LEVY FOR THE YEAR 2023 BE ALLOCATED 50% FOR FY24 AND 50% FOR FY25.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board; and,

WHEREAS, said budget in tentative form was made conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, on September 26, 2023 a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District prior to the time of such hearing as required by law, and all other legal requirements have been complied with; and,

WHEREAS, an Annual Budget which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes for the fiscal year beginning July 1, 2023, and ending June 30, 2024, was duly adopted by Resolution of said Board passed and in effect on September 26, 2023;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25, as a special tax for educational purposes the sum of \$6,840,000 not including fees or costs of collection;

Section II -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for building purposes the sum of \$1,835,000 not including fees or costs of collection;

Section III -- That the Chairman and Secretary of said Board be and they hereby are authorized to sign a certificate of levy for said District and to deliver one of such certificates to each of the county clerks of the counties in which a part of the District is situated, being the Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, on or before Tuesday, December 26th (the last Tuesday in December 2023).

**AGENDA ITEM #XI-D-10
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

INSURANCE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$1,235,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25.

BACKGROUND: 745 ILCS 10/9-107, Illinois Compiled Statutes states in part:

A local public entity may levy or have levied on its behalf taxes annually upon all taxable property within its territory at a rate that will produce a sum which will be sufficient to pay the cost of settlements or judgments under Section 9-102, to pay the costs of protecting itself or its employees against liability under Section 9-103, to pay the costs of and principal and interest on bonds issued under Section 9-105, to pay tort judgments or settlements under Section 9-104 to the extent necessary to discharge such obligations. Provided it complies with any other applicable statutory requirements, the local public entity may self-insure and establish reserves for expected losses for any liability for which the local public entity is authorized to levy or have levied on its behalf taxes for the purchase of insurance or payment of judgments or settlements under this Section. The decision of the Board to establish a reserve shall be based on reasonable evidence.

Funds raised pursuant to this Section shall be used only to purchase insurances, to purchase claims services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees against liability under this Act or the Workers' Compensation, Occupational Diseases or Unemployment Insurance Acts.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES FOR INSURANCE PURPOSES

WHEREAS, the State of Illinois, in 745 ILCS 10/9-107, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of purchasing insurance under Sections 9-102, 9-103, 9-104 and 9-105 and 9-106; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 28, 2023, to levy taxes to pay insurance costs of the District as described in 745 ILCS 10/9-107;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for insurance purposes the sum of \$1,235,000 not including fees or costs of collection.

The levy \$1,235,000 consists of levies as follows:

Unemployment Insurance	\$20,000
Workers' Compensation	40,325
Security/Safety Services	895,723
Legal Liability	<u>278,952</u>
Total Levy	<u>\$1,235,000</u>

Insurance Tax Levy Continued

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

For purposes of the attached levy, we have included the following insurance premiums deemed to fall within the appropriate section of the State Statute.

- Unemployment Insurance
- General Liability Insurance
- Umbrella Insurance
- Workers' Compensation Insurance
- Security/Safety Services
- Legal Liability
- Cyber Liability

**AGENDA ITEM #XI-D-11
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

AUDIT LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$74,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25.

BACKGROUND: The law states:

The expenses of the audit and investigation of public accounts provided by this Act, whether ordered by the governing body or the Comptroller, shall be paid by the governmental unit for which the audit is made. Payment shall be ordered by the governing body out of the funds of the unit and such authorities shall make provision for payment. Contracts for the performance of audits required by this act may be entered into without competitive bidding. If the audit is made by a licensed public accountant retained by the Comptroller, the governmental unit shall pay to the Comptroller actual compensation and expenses to reimburse him for the cost of making such audit.

The governing body of any governmental unit having taxing powers may levy an auditing tax in an amount that will not require extension of such tax at a rate in excess of .005% of the value of all taxable property in the unit as equalized or assessed by the Department of Revenue. This auditing tax may be in excess of or in addition to any statutory limitation of rate or amount. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR AUDIT PURPOSES**

WHEREAS, the State of Illinois, in 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of auditing under 110 ILCS 805/3-22.1; and,

WHEREAS, any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois desires to levy taxes to pay audit costs of the District as described in 110 ILCS 805/3-22.1;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for audit purposes the sum of \$74,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #XI-D-12
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

SOCIAL SECURITY AND MEDICARE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$160,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25.

BACKGROUND: 40 ILCS 21-101 of the Illinois Compiled Statutes provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare.

Funds raised pursuant to this section shall be used only for the stated purpose. With the tax year 2023 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR SOCIAL SECURITY AND MEDICARE PURPOSES**

WHEREAS, the State of Illinois, in 40 ILCS 21-101, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 28, 2023, to levy taxes to pay Social Security and Medicare costs of the District as described in 40 ILCS 21-101;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated 50% for FY24 and 50% for FY25 as a special tax for Social Security and Medicare purposes the sum of \$160,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #XI-D-13
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the October 2023 bills, including Board travel.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 360269 through 360677 amounting to \$989,110.24, Automated Clearing House (ACH) debits W0000648 amounting to \$46,431.24, Other Debits D0000123 amounting to \$90.72, and Electronic Refunds of \$26,832.28, with 1 adjustment of \$660.13, such warrants amounting to \$1,061,804.35. Transfers of funds for payroll amounted to \$685,662.52.

Automated Clearing House (ACH) debits are Fifth Third Bank in the amount of \$46,431.24. Other Debits consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

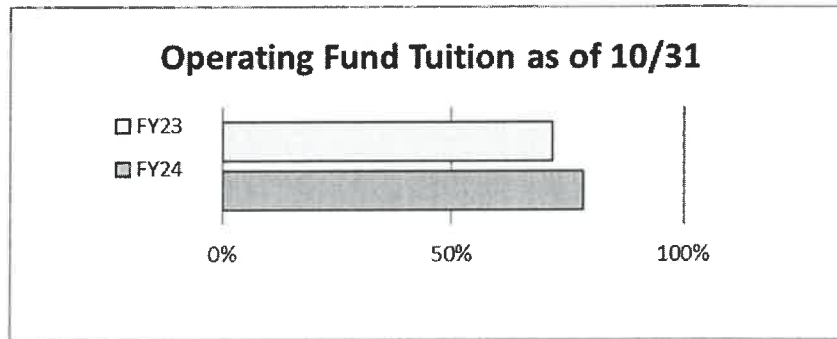
HIGHLAND COMMUNITY COLLEGE**AGENCY FUND****Balance Sheet, October 31, 2023**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$356,424.24	\$2,500.00	\$24,908.00	\$334,016.24
FIFTH THIRD	8,508.40	0.00	0.00	8,508.40
UNION SAVINGS BANK	177,294.68	2.40	0.00	177,297.08
TOTAL ASSETS	\$542,227.32	\$2,502.40	\$24,908.00	\$519,821.72
1010 HCC ORCHESTRA				
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR				
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	65,074.89			65,074.89
1017 HCC ROAD AND LOT	112,651.85			112,651.85
1018 YMCA ROAD AND LOT	99,318.04	833.32		100,151.36
1019 YMCA BLDG/MAINT	73,278.90	1,666.68	12,454.00	62,491.58
1020 HCC BLDG/MAINT	81,867.78		12,454.00	69,413.78
1021 YMCA/HCC INTEREST	101,527.46	2.40		101,529.86
1022 HCC SECTION 125 PLAN	8,508.40			8,508.40
1023 Ic3SP CAREER SERVICES	0.00			0.00
TOTAL	\$542,227.32	\$2,502.40	\$24,908.00	\$519,821.72

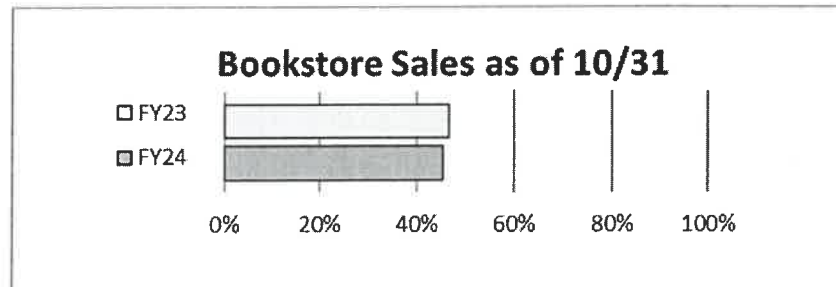
**AGENDA ITEM #XII-A
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD
FY24**

**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE
(Cash basis, encumbrances included.)**

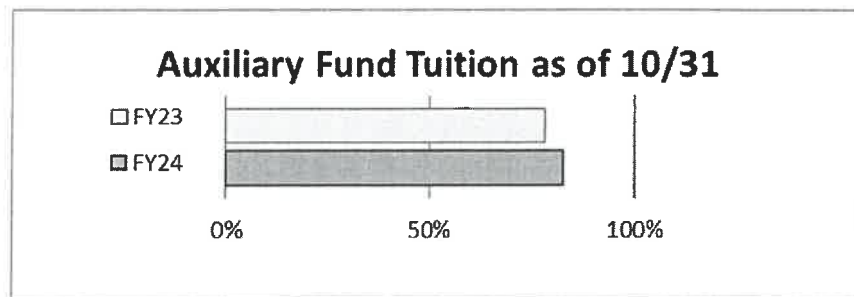
- As of October 31st, we are 33% of the way into FY24.
- **Current Results as of Month End:** The following charts show the comparison of the FY24 financial results for various items, as labeled, to FY23 results as of October 31. The FY23 bar is the year-to-date results as of October 31st, 2022, divided by the actual year end results for FY23. The FY24 bar is the year-to-date results for October 31, 2023, divided by the annual budgeted amount for FY24.



Operating Funds tuition revenue appears to be about 7% higher than anticipated at this point in time. If Operating Fund tuition revenue is 7% higher than budgeted for the fiscal year, that amounts to about \$350,000.



Bookstore sales appear to be about 1% lower than anticipated at this point in time. If Bookstore sales are 1% lower than budgeted for the fiscal year, that amounts to about \$4,800.



Auxiliary Fund tuition revenue appears to be 4% higher than anticipated at this point in time. If Auxiliary Fund tuition revenue is 4% higher than budgeted for the fiscal year, that amounts to about \$19,000.

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE
 FY24

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$7,829,778	3,736,947	47.7%
Credit Hour Grants	1,441,684	561,340	38.9%
Equalization	50,000	16,667	33.3%
ICCB Career/Tech Education	136,719	72,425	53.0%
ICCB Performance	30,000	-	0.0%
CPP Replacement Tax	965,000	211,592	21.9%
Federal Sources	123,000	47,143	38.3%
Tuition & Fees	5,000,000	3,915,319	78.3%
Sales & Services	29,950	14,549	48.6%
Facilities Revenue	111,850	34,632	31.0%
Interest on Investments	235,000	146,336	62.3%
Non-Govt. Gifts, Grants	361,983	-	0.0%
Miscellaneous	39,226	19,008	48.5%
	-----	-----	-----
Total Revenue	\$16,354,190	\$8,775,958	53.7%
 <u>EXPENDITURES:</u>			
Salaries	\$10,339,130	\$3,075,959	29.8%
Employee Benefits	2,408,870	1,018,519	42.3%
Contractual Services	1,578,893	629,237	39.9%
Materials & Supplies	1,033,210	406,785	39.4%
Conference & Meeting	290,000	82,621	28.5%
Fixed Charges	78,030	45,205	57.9%
Utilities	764,991	710,422	92.9%
Capital Outlay	48,038	10,420	21.7%
Other Expenditures	270,028	256,951	95.2%
Transfers (In) Out	(457,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$16,354,190	\$6,236,119	38.1%
 Excess of Revenues Over Expenditures	 \$0	 \$2,539,839	
 Fund Balance 7/1/23	 7,232,750	 7,232,750	
	-----	-----	
Fund Balance 10/31/23	\$7,232,750	\$9,772,589	

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,100,000	\$492,266	44.8%
Interest	-	83,613	-
-----	-----	-----	-----
Total Revenue	\$1,100,000	\$575,879	52.4%
EXPENDITURES:			

Contractual Services	61,800	321,184	519.7%
Capital Outlay	10,313,196	1,500,098	14.5%
-----	-----	-----	-----
Total Expenditures	10,374,996	1,821,282	17.6%
Excess of Revenues Over Expenditures	(\$9,274,996)	(\$1,245,403)	
Fund Balance 7/1/23	\$10,551,632	\$10,551,632	
-----	-----	-----	
Fund Balance 10/31/23	\$1,276,636	\$9,306,229	

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$475,000	\$392,982	82.7%
Bookstore Sales	480,100	218,268	45.5%
Athletics	48,410	10,740	22.2%
Other	108,605	113,781	104.8%
	-----	-----	-----
Total Revenue	\$1,112,115	\$735,771	66.2%
EXPENDITURES:			

Salaries	\$332,881	\$126,427	38.0%
Employee Benefits	22,001	10,457	47.5%
Contractual Services	115,030	22,346	19.4%
Materials & Supplies	618,830	337,603	54.6%
Conference & Meeting	364,475	109,287	30.0%
Fixed Charges	24,644	1,491	6.1%
Utilities	840	650	77.4%
Capital Outlay	20,007	113,120	565.4%
Other Expenditures	24,170	20,583	85.2%
Transfers	(60,000)	-	-
	-----	-----	-----
Total Expenditures	\$1,462,878	\$741,964	50.7%
Excess of Revenues			
Over Expenditures	(\$350,763)	(\$6,193)	
Fund Balance 7/1/23	\$1,237,676	\$1,237,676	
	-----	-----	
Fund Balance 10/31/23	\$886,913	\$1,231,483	

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY24

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$158,765	-	0.0%
Adult Education	247,455	12,936	5.2%
Other Illinois Sources	596,064	393,177	66.0%
Department of Education	3,835,339	1,621,360	42.3%
Other Federal Sources	711,303	85,154	12.0%
Tuition & Fees	645,000	537,943	83.4%
Sales & Service Fees	34,300	-	0.0%
Interest	20,000	25,537	127.7%
Non-govt. Gifts, Grants	879,500	30,000	3.4%
Other	328,417	97,895	29.8%
	-----	-----	-----
Total Revenue	\$7,456,143	2,804,002	37.6%
 <u>EXPENDITURES:</u>			
Salaries	\$1,603,030	\$596,668	37.2%
Employee Benefits	426,880	153,340	35.9%
Contractual Services	1,325,588	430,330	32.5%
Materials & Supplies	390,522	142,149	36.4%
Conference & Meeting	182,395	53,677	29.4%
Fixed Charges	26,608	-	0.0%
Utilities	4,872	-	0.0%
Capital Outlay	1,412,085	448,021	31.7%
Other Expenditures	520,375	155,179	29.8%
Financial Aid	2,438,010	-	0.0%
Transfers out (in)	402,000	1,193,594	0.0%
	-----	-----	-----
Total Expenditures	\$8,732,365	\$3,172,958	36.3%
 Excess of Expenditures Over Revenue	 (\$1,276,222)	 (\$368,956)	
 Fund Balance 7/1/23	 2,085,366	 2,085,366	
	-----	-----	
Fund Balance 10/31/23	\$809,144	\$1,716,410	

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY24

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$71,000	\$33,562	47.3%
	-----	-----	-----
Total Revenue	\$71,000	\$33,562	47.3%
EXPENDITURES:			

Contractual Services	\$70,375	\$72,275	102.7%
	-----	-----	-----
Total Expenditures	\$70,375	\$72,275	102.7%
Excess of Revenues Over Expenditures	\$625	(\$38,713)	
Fund Balance 7/1/23	\$2,166	\$2,166	
	-----	-----	
Fund Balance 10/31/23	\$2,791	(\$36,547)	

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,419,750	906,370	63.8%
	-----	-----	-----
Total Revenue	\$1,419,750	906,370	63.8%
EXPENDITURES:			

Fixed Charges	\$1,982,050	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,982,050	\$0	0.0%
Excess of Revenues Over Expenditures	(\$562,300)	\$906,370	
Fund Balance 7/1/23	\$949,496	\$949,496	
	-----	-----	
Fund Balance 10/31/23	\$387,196	\$1,855,866	

AGENDA ITEM #XII-A
 NOVEMBER 28, 2023
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY24

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,395,000	\$686,706	49.2%
-----	-----	-----	-----
Total Revenue	\$1,395,000	\$686,706	49.2%
EXPENDITURES:			

Salaries	\$348,778	\$111,282	31.9%
Employee Benefits	313,459	131,830	42.1%
Contractual Services	392,925	77,094	19.6%
Materials & Supplies	16,300	245	1.5%
Conference & Meetings	31,825	8,603	27.0%
Fixed Charges	278,952	284,822	102.1%
Utilities	25,000	22,925	91.7%
-----	-----	-----	-----
Total Expenditures	\$1,407,239	\$636,801	45.3%
Excess of Revenues			
Over Expenditures	(\$12,239)	\$49,905	
Fund Balance 7/1/23	\$489,153	\$489,153	
-----	-----	-----	
Fund Balance 10/31/23	\$476,914	\$539,058	

**AGENDA ITEM #XIV-B-1
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957 REGARDING USE OF SICK AND
PERSONAL TIME IN TWO-HOUR INCREMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 regarding faculty use of sick and personal time in two-hour increments, effective November 28, 2023.

BACKGROUND: The current collective bargaining agreement between the parties does not include provisions permitting faculty to take sick and personal time in two-hour increments. The College presently allows leave to be taken in two-hour increments for non-faculty full-time and part-time benefit eligible employees as part of the Illinois Paid Leave for all Workers Act. The College agree it would be a mutually beneficial practice to extend the same benefit to faculty, even though it was not negotiated as part of the recent collective bargaining negotiations. The faculty are willing to accept this modification and enter into this memorandum of understanding (MOU).

BOARD ACTION: _____

Memorandum of Understanding
Between
Highland Community College (Board of Trustees)
and
Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957

November 28, 2023

Issue: The current Collective Bargaining Agreement between the parties does not include provisions permitting faculty to take sick and personal time in two-hour increments. The College presently allows two-hour increments for non-faculty full-time and part-time benefit eligible employees. Highland agrees it would be mutually beneficial practice to extend the same benefit to faculty, even though it was not negotiated as part of the recent Collective Bargaining Negotiations. The faculty are willing to accept this modification and enter into this memorandum of understanding (MOU) Agreement.

Agreement: The parties hereby agree to the following:

1. Effective November 28, 2023, faculty, as defined by the parties Collective Bargaining Agreement, may use sick and personal leave benefit time in two-hour increments.
2. Agreement on this issue, to modify that the current terms and conditions of the Collective Bargaining Agreement, does not constitute past practice, or in any manner set precedent, as to modifications to the Collective Bargaining Agreement on any other issue related to sick or personal leave.

Signature of College Representative / Date

Julie E. Hunt-Sinick 10-26-23

Signature of Faculty Senate President / Date

**AGENDA ITEM #XIV-B-2
NOVEMBER 28, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES)
AND HIGHLAND COMMUNITY COLLEGE CUSTODIAL/MAINTENANCE,
AFFILIATED WITH AFT/IFT LOCAL 1957
REGARDING BENEFIT TIME FOR CUSTODIAL/MAINTENANCE EMPLOYEES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding between Highland Community College (Board of Trustees) and Highland Community College Custodial/Maintenance, Affiliated with AFT/IFT Local 1957 regarding benefit time for Custodial/Maintenance Employees effective July 1, 2023.

BACKGROUND: In order to comply with the Illinois Paid Leave for All Workers Act (IPLAW), Highland Community College changed its vacation, personal, and sick leave policies for full-time and part-time benefit eligible administrative, professional, and classified employees. Custodial/maintenance employees are covered by these policies.

In summary, the changes to vacation and personal leave retain the combined total number of days at each service level. Vacation leave days were reduced by 2 days to add to personal leave days to change it from 3 to 5 days (40 hours covered by IPLAW.) The policy revisions include the ability to take vacation, personal, and sick leave in 2-hour increments.

It is also noted that effective for the 2023-2026 Academic Calendar approved by the Board of Trustees on January 24, 2023, Juneteenth became an additional holiday starting Summer 2023. The number of paid holidays per year will be 12 during this time.

The custodial/maintenance employees are willing to accept this modification and enter into this memorandum of understanding (MOU).

BOARD ACTION: _____

Memorandum of Understanding
Between
Highland Community College (Board of Trustees)
and
Highland Community College Custodial Maintenance, Affiliated with AFT/IFT Local 1957

November 28, 2023

Issue: In order to comply with the Illinois Paid Leave for All Workers Act, Highland Community College changed its vacation, personal and sick leave policies for full-time and part-time benefit eligible administrative, professional, and classified employees. Custodial/maintenance employees are covered by these policies.

In summary, the changes to vacation and personal leave retain the combined total number of days at each service level. Vacation leave days were reduced by 2 days to add to personal leave days to change it from 3 to 5 days (40 hours covered by IPLAW.) The policy revisions include the ability to take vacation, personal and sick leave in 2-hour increments.

The custodial/maintenance union stated its willingness to accept the revisions at the time. Highland and the custodial/maintenance union believe it is important to enter into this memorandum of understanding (MOU) Agreement.

It is the Parties intent to note that Juneteenth holiday was made part of the Academic Calendar, 2023-2026. The Parties further note that the setting of holidays remains as provided by the CBA and Board Policy, for time periods thereafter.

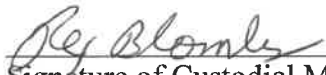
Agreement: The parties hereby agree to amend the existing CBA and replace with the following:

1. Effective July 1, 2023, as defined by the parties Collective Bargaining Agreement, custodial/maintenance employees may use sick, vacation and personal leave benefit time in 2-hour increments in accordance with the Illinois Paid Leave for All Workers Act (IPLAW). In addition, it is understood that the overall benefit total amount for these leave benefits is the same and that 2 vacation leave days were moved to personal leave days to meet the provisions of the Illinois Paid Leave for All Workers Act. Rather than accruing personal leave at a rate of one-half day every two months, the 5 days will be frontloaded. In addition, it is expected that when foreseeable, employees should provide at least 7 days-notice prior to using personal leave. Otherwise, the leave request should be made as soon as possible. Newly hired employees will have a 90-day waiting period before using personal days.
2. The Parties acknowledge that in entering into this MOU they have expressly considered the provision of the IPLAW Act and knowingly consent to the application of this MOU and College policies in the use, pay out upon separation, and accrual of sick, vacation, and personal leave time.
3. Effective for the 2023-2026 Academic Calendar approved by the Board of Trustees, Juneteenth became an additional holiday starting Summer 2023. The number of paid holidays per year will be

twelve during this time. Additional holidays are subject to change depending on Board approval of future Academic Calendars.

4. Agreement on this issue, to modify that the current terms and conditions of the Collective Bargaining Agreement, does not constitute past to practice, or in any manner set precedent, as to modifications to the Collective Bargaining Agreement on any other issue related to sick, vacation or personal leave or holidays.

Signature of Board Chair / Date



11-15-23

Signature of Custodial Maintenance President / Date