



**Highland Community College Board of Trustees
Retreat Agenda
December 14, 2023 – 11:00 a.m.
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois**

Public access to the meeting is provided online via
<https://highland.zoom.us/j/88320472535?pwd=SmdzVjE3cDRVenFlaFBYRm5sV2VIQT09>
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 Comments
- V. Opening Remarks
- VI. Vision for Agriculture Department
- VII. Division Focus: Business, Technology, and Community Programs
- VIII. Administrative Updates
 - A. Budget Update
 - B. Course and Miscellaneous Fee Changes for Fall 2024
- IX. Main Motions (Action)
 - A. Course and Miscellaneous Fee Changes for Fall 2024 (Page 1)
 - B. Second Reading – Revised Policy 4.16: Leave, Personal Days (Page 2)
- X. **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. Semi-annual Review of Closed Session Minutes and Audio Recordings

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

XI. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
 - 1. Consideration and Possible Action to Approve Recommendation of College President to Terminate Employee
- B. Semi-annual Review of Closed Session Minutes and Audio Recordings (Page 4)

XII. Board Updates

- A. Electronics in Board Meetings

XIII. Old Business

- A. Feasibility Study Update

XIV. New Business

- A. May Regular Board Meeting Date

XV. Adjournment

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

**AGENDA ITEM #IX-A
DECEMBER 14, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**COURSE AND MISCELLANEOUS FEE CHANGES
FOR FALL 2024**

RECOMMENDATION OF THE PRESIDENT: That the course and miscellaneous fee changes listed below be approved beginning with the Fall 2024 semester.

Proposed Fee Changes for Fall 2024

Type	Current	Proposed
Activity Fee	\$18/credit hour	\$25/credit hour
Technology Fee	\$25/credit hour	\$28/credit hour

Proposed Course Fee Changes for Fall 2024

None submitted

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

BOARD ACTION: _____

**AGENDA ITEM #IX-B
DECEMBER 14, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second 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, Board meeting and approved for second reading at the November 28, 2023, Board meeting. The attached policy corrects the error.

No additions or revisions have been made since trustees approved the first reading at their November 28, 2023, regular meeting.

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-B
DECEMBER 14, 2023
HIGHLAND COMMUNITY COLLEGE BOARD**

**SEMIANNUAL REVIEW OF CLOSED SESSION
MINUTES AND AUDIO RECORDINGS**

RECOMMENDATION OF BOARD MEMBERS JAMES RHYNE JR. AND

SARAH KUHLEMEIER: That the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: January 25, 2022; February 23, 202; March 9, 2022; March 22, 2022; April 26, 2022; May 24, 2022; and, June 8, 2022.

BACKGROUND: In accordance with the Open Meetings Act, all Closed Session minutes and audio recordings must be reviewed at least twice a year, and trustees must take action to open and make available to the public any minutes that do not need to remain confidential. Trustees James Rhyne Jr. and Sarah Kuhlemeier have determined that none of the Closed Session minutes may be opened and made available to the public at this time. The Closed Session minutes deal with issues that are of a confidential nature.

In accordance with the Open Meetings Act, a verbatim record in the form of an audio recording is kept of all meetings of the Highland Community College Board of Trustees that are closed to the public. The audio recordings of Closed Sessions are not subject to Board approval, nor are they open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

Audio recordings of Closed Sessions must meet the following criteria in order to be destroyed:

1. a verbatim record exists;
2. at least 18 months have passed since the date of the meeting;
3. the Board of Trustees have approved the written minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and,
4. there is no lawsuit pending regarding the legality of the Closed Session

BOARD ACTION: _____