

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

February 27, 2024 – 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=SmdzVjE3cDRVenFiaFBYRm5sV2VlQT09>

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

- I. Call to Order/Roll Call
- II. Approval of Trustee(s) Attending Meeting Via Electronic Means
- III. Approval of Agenda
- IV. Approval of Minutes: January 30, 2024 Regular Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Letter of Intent from the Highland Community College Foundation Regarding Intention to Grant Land to Highland Community College (Page 6)
 - 2. First Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses (Page 9)
 - C. Personnel (None)
 - 1. Acceptance of Custodial/Maintenance Staff Member Requesting to Participate in the Planned Retirement Program (Page 13)

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.

2. Revised Job Description and Job Title: Head Coach/Coordinator, Athletic Operations (Page 14)
3. Revised Job Description and Job Title: Head Coach/Coordinator, Athletic Compliance (Page 18)
4. Revised Salary Range Placement: Head Coach/Coordinator, Athletic Operations (Page 22)
5. Revised Salary Range Placement: Head Coach/Coordinator, Athletic Compliance (Page 23)

D. Financial

1. Acceptance of Bid: New Parking Lot at HCC Athletic Fields Project (Page 24)
2. Acceptance of Bid: Building “M” (Marvin-Burt Liberal Arts Center) Instructional Space and Building “H” (Student/Conference Center) Welcome Center Renovation Projects (Page 27)
3. Acceptance of Proposal: Parking Lot and Loop Road Lighting Replacement Project (Page 30)
4. Contract with Lamar Advertising Company for Billboard Campaigns (Page 33)
5. Vendor Services Agreement with Simplichek, Inc. to Provide and Service a Campus Wellness Kiosk (Page 37)
6. Software Solutions Proposal with TouchNet Information Systems, Inc. for Electronic Tuition Payment Services (Page 48)
7. Payment of Bills and Agency Fund Report – January 2024 (Page 72)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 74)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Illinois Community College Trustees Association (ICCTA) Representative
- E. Association of Community College Trustees (ACCT)
- F. Board Chair
- G. President

XII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – March 14, 2024 at 11:00 a.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Decennial Committee Meeting – March 26, 2024 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228)
- C. Next Regular Board Meeting – March 26, 2024 at 4:00 p.m. in the Robert J. Rimington Board Room

XVII. Adjournment

**AGENDA ITEM #IX-C-2
FEBRUARY 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the attached 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: _____

Spring 2024				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Athletics								
Jennifer	Smith-Norman	6276	PHYD239N	Body Mechanics/Yoga		1.8	\$698.72	\$1,257.70
Chance	Sharp	6274	PHYD225	Theory of Baseball/Softball Coaching		2	\$698.72	\$1,397.44
Pete	Norman	6275	PHYD227	Sports Officiating		3	\$698.72	\$1,397.44
Pete	Norman	6266	PHYD135	Games in Elementary Phys. Ed.		3	\$698.72	\$2,096.16
Pete	Norman	6264	PHYD115	Introduction to Recreation		3	\$698.72	\$2,096.16
Danielle	Walker	6260	PHYD212	First Aid		2	\$602.00	\$1,204.00
Danielle	Walker	6030	PHYD212DC	First Aid		2	\$602.00	\$1,204.00
Danielle	Walker	6261	PHYD212	First Aid		2	\$602.00	\$1,204.00
Pete	Norman	Golf Coach						\$3,750.00
Kirk	Cabana	Assistant Baseball Coach						\$4,500.00
Nursing								
BillieJo	Rogers	6619	NURS191AXX	Portion of Fundamentals of Nursing Lab		2.2	\$1,397.43	\$3,074.35
Chrislyn	Senneff	6371	NURS191AX	Portion of Fundamentals of Nursing Lab		2.7	\$1,397.43	\$3,773.06
Sara	Stage	6396	NURS294AXA	Health & Illness III Lab	104		\$38.00	\$3,952.00
Amanda	Heilman	6401	NURS128HB	Admin Procedures II	40		\$30.00	\$1,200.00
Kay	Sperry	6378	NURS192AX	Portion of Health & Illness I Lab		3	\$1,397.43	\$4,192.29
						1	\$1,537.17	\$1,537.17
Rebecca	Holbert	6380	NURS192AXX	Health & Illness I Lab	112		\$38.00	\$4,256.00
Anna	Beswick	6370	NURS191A	Portion of Fundamentals of Nursing	80		\$38.00	\$3,040.00
Cassie	Mekeel	6459	NURS109HB	Portion of Basic Nursing Assistant		3	\$1,397.43	\$4,192.29
						0.65	\$1,537.17	\$999.16
Science/Math								
Karla	Giuffre	6549	BIOL213AX	Portion of Anatomy & Physiology I Lab		3	\$1,397.43	\$4,192.29
Alan	Nowicki	6535	BIOL110AX	Portion of Principles of Biology Lab		1	\$1,397.43	\$1,397.43
Jenna	Rancingay	6522	MATH084A	Portion of Supplemental Statistics		0.6	\$1,397.43	\$838.46
Steve	Curran	6363	NSCI232HF	Fundamentals of Meteorology		3	\$1,397.43	\$4,192.29
		6364	NSCI232AX	Portion of Fund. Of Meteorology Lab		0.4	\$1,537.17	\$614.87
Roberta	Andrews		MATHY1A	Algebra (058,059)		2	\$540.00	\$1,080.00
Ellen	McGinnis		MATHA1	Algebra (058,059) MAC		2	\$540.00	\$1,080.00
			MATHC1	Algebra (066,067) MAC		2	\$540.00	\$1,080.00
			MATHD1	Intermediate Algebra (090) MAC		2	\$540.00	\$1,080.00
			MATHE1	Algebra (066,067) MAC		1.666	\$540.00	\$899.64
			MATHY1C	Algebra (066,067) MAC		2	\$540.00	\$1,080.00
Gautam	Ghaneshwar	6322	PHYS144A	Portion of General Physics II		3	\$1,397.43	\$4,192.29
		6323	PHYS144AX	Portion of General Physics II		0.6	\$1,537.17	\$922.30
Anthony	Grahame	6555	BIOL214AXX	Portion of Anatomy & Physiology II Lab		1.2	\$1,397.43	\$1,676.92
Steve	Mihina	6080	MATH250A	Portion of Analytic Geom/Calculus I		3	\$1,397.43	\$4,192.29
		6080	MATH250A	Portion of Analytic Geom/Calculus I		1.7	\$1,537.17	\$2,613.19
Juliet	Moderow	6545	BIOL119Y1	Portion of Field Ornithology		1.2	\$1,397.43	\$1,676.92
Business/Technology								
Kerry	Weber		Cosmetology Lab - P/T Instructor		TBD		\$27.56	TBD
Joseph	DeParasis	6144	EQUI103HB	Equine Evaluation		1	\$602.00	\$602.00
Joseph	DeParasis	6145	EQUI105HB	Equine Facilities		1	\$602.00	\$602.00
Joseph	DeParasis	6146	EQUI127HB	Horse Handling I		0.75	\$602.00	\$451.50
Brian	Dinderman	6188	AGOC245HB	Dairy Management		4	\$532.00	\$2,128.00
Thomas	Harrison	6147	BUSN125HB	Math of Business		3	\$540.00	\$1,620.00
Thomas	Harrison	6148	BUSN125Y2	Math of Business		3	\$540.00	\$1,620.00
Thomas	Harrison	6171	MATH111HB	Technical Math		3	\$540.00	\$1,620.00
Ashley	Polizzi	6143	ACCT218Y1	Business Income Tax		3	\$565.00	\$1,695.00
Ashley	Polizzi	6237	BUSN141HB	Business Communications		3	\$565.00	\$1,695.00
Crimson	Pulver	6517	EQUI129HB	Horse Handling II		0.75	\$540.00	\$405.00
Crimson	Pulver	6518	EQUI133HB	Horse Training I		0.75	\$540.00	\$405.00
Crimson	Pulver	6519	EQUI139HB	Riding II		0.75	\$540.00	\$405.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Brandi	Widmer	6214	EQUI115YI	Equine Nutrition		1.5	\$540.00	\$810.00
Jennifer	Alderman	6138	ACCT105Y2	Elements of Accounting		1	\$1,397.43	\$1,397.43
Jennifer	Alderman	6140	ACCT213Y1	Financial Accounting		2	\$1,397.43	\$2,794.86
						0.4	\$1,537.17	\$614.87
Jennifer	Alderman	6589	OCED290G	Work PI Exp - Accounting		0.3	\$1,537.17	\$461.15
Amy	Chamberlin			Cosmetology Classes		3	\$1,397.43	\$4,192.29
						3	\$1,537.17	\$4,611.51
						1.03	\$1,676.91	\$1,727.22
Tasha	Marini			Cosmetology Classes		3	\$1,397.43	\$4,192.29
						3	\$1,537.17	\$4,611.51
						1.03	\$1,676.91	\$1,727.22
Justin	Ebert	6174	AGRI186HB	Introduction to Animal Science		1	\$1,397.43	\$1,397.43
Justin	Ebert	6172	AGRI182HB/X	Introductory Ag Mechanics & Lab		2	\$1,397.43	\$2,794.86
						3	\$1,537.17	\$4,611.51
Justin	Ebert	6182	AGOC142HB	Livestock Facilities/Waste Management		2.1	\$1,676.91	\$3,521.51
Justin	Ebert	6190	AGOC289HB	Applications of Precision Tech		3.6	\$1,676.91	\$6,036.88
Justin	Ebert	6191	AGOC299Y1	Ag Capstone Experience		0.7	\$1,676.91	\$1,173.84
Joseph	Grove	6194	BUSN121Y1	Intro to Business		3	\$1,397.43	\$4,192.29
Jeremy	Monigold	6205	INFT191HB	Introduction to Programming		1.4	\$1,397.43	\$1,956.40
Jeremy	Monigold	6040	CJS103A	Intro to Cyber Security		1.6	\$1,397.43	\$2,235.89
						0.5	\$1,537.17	\$768.58
Jeremy	Monigold	6039	CJS103DC	Intro to Cyber Security		2.1	\$1,537.17	\$3,228.05
						0.6	\$1,676.91	\$1,006.15
Jeremy	Monigold	6256	MTEC165A	3D Printing		0.4	\$1,537.17	\$614.87
						0.65	\$1,676.91	\$1,089.99
Monica	Pierce	6181	AGOC130HB	Vegetable Crop Production		1	\$1,397.43	\$1,397.43
Monica	Pierce	6193	AGOC290C	Work PI Exp - GAST		1	\$1,397.43	\$1,397.43
Monica	Pierce	6178	AGOC102HB	Ag Survey: Plants/Environment		1	\$1,397.43	\$1,397.43
						3	\$1,537.17	\$4,611.51
Monica	Pierce	6520	AGOC135HB	Cannabis Production/Processing		4	\$1,676.91	\$6,707.64
Aaron	Sargent	6100	DRAF106DC	Drafting Fundamentals I		0.8	\$1,397.43	\$1,117.94
						0.1	\$1,676.91	\$167.69
Aaron	Sargent	6249	MTEC270A	CNC Mill I		1.2	\$1,397.43	\$1,676.92
Aaron	Sargent	6254	OCED290E	Work PI Exp - MTEC		1	\$1,397.43	\$1,397.43
Aaron	Sargent	6761	DRAF106HB1	Drafting Fundamentals I		3	\$1,537.17	\$4,611.51
		6101	SPTP269DC	Applied CAD		0.6	\$1,676.91	\$1,006.15
Aaron	Sargent	6251	MTEC280B	CNC Lathe I		1	\$1,676.91	\$1,676.91
		6252	MTEC285B	Advanced CNC Machining		1	\$1,676.91	\$1,676.91
Aaron	Sargent	6256	MTEC165A	3D Printing		1.05	\$1,676.91	\$1,760.76
Evan	Talbert	6238	BUSN225A	Personal Finance		1.5	\$1,397.43	\$2,096.15
Evan	Talbert	6239	BUSN242Y1	Fund of Supervision		1.5	\$1,397.43	\$2,096.15
						0.6	\$1,537.17	\$922.30
Todd	Vacek	6099	WELD232	Interm Welding		0.4	\$1,397.43	\$558.97
		6496	SPTP266DC	Welding Skills II		0.5	\$1,397.43	\$698.72
Todd	Vacek	6102	SPTP270DC	Fabrication		2.1	\$1,397.43	\$2,934.60
Dana	Krueger			Cosmetology Lab Assistant	TBD		\$20.87	TBD
Daeleen	Tippett			Cosmetology Lab Assistant	TBD		\$20.87	TBD
Monica	Pierce			Agricultural Dual Credit Coordination and Supervision	18		\$279.49	\$5,030.82
Success Center								
Grace	Cifonie		Success Center		TBD		\$23.80	TBD
Heidi	Spotts-Manthey		Success Center		TBD		\$28.09	TBD
Mark	Miller		Success Center		TBD		\$28.09	TBD
Mark	Miller		Success Center (LIBS 199)		TBD		\$28.09	TBD
Don	Tresmer		Success Center		TBD		\$25.20	TBD

FIRST	LAST	CRN	SUBJECT	COURSE	CLOCK HRS	CREDIT HRS	RATE	TOTAL
				TITLE				SALARY
Thompson	Brandt		Success Center		TBD		\$32.61	TBD
Roxanne	Parsons-Sierra		Success Center		TBD		\$23.80	TBD
Elizabeth	Niesman		Success Center		TBD		\$28.09	TBD
Humanities/Social Science/Fine Arts								
Melissa	Johnson		Part-time Instruction Supervision - FULL PAY					\$542.70
Melissa	Johnson		Part-time Instruction Supervision - FULL PAY					\$542.70
Melissa	Johnson		Part-time Instruction Supervision - FULL PAY					\$542.70
Laura	Watson		Honors Program Director				3	\$1,397.43
Laura	Watson		Chair Library Services					\$1,863.23
Michael	Skwara		Coordinator, Learning Management System					\$1,863.23
Heidi	Spotts-Manthey		Chorale Director					\$2,000.00
Heidi	Spotts-Manthey		Youth Choir Accompanist					\$750.00
Dagny	Brandt		Youth Choir Director					\$2,000.00
Brandon	Lamm		Orchestra Director					\$2,000.00
Bill	Peterson		Big Band Director					\$2,000.00
Scott	Stich		Concert Band Director					\$2,000.00
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
Kevyn-Ann	Sutter		Part-Time Forensics Coach					\$2,250.00
Norah	Flaherty		Part-Time Forensics Assistant					\$1,500.00
Grace	Cifonie		Chamber Singers Accompanist					\$1,500.00
Grace	Cifonie		Royal Scots Accompanist					\$1,500.00
Bob	Apolloni		Part-time Instruction Supervision - FULL PAY					\$271.35
Colette	Binger	6578	PSY262Y1	Human Growth/Development		3	\$602.00	\$1,806.00
Harry	Bodell	6278	HUMA110A	Intro to Critical Thinking		3	\$1,397.43	\$4,192.29
Thompson	Brandt	6284	HUMA104N	Introduction to Humanities		3	\$698.72	\$2,096.16
Thompson	Brandt	6286	HUMA104Y1A	Introduction to Humanities		3	\$698.72	\$2,096.16
Thompson	Brandt	6285	MUS268Y1	Music of the USA		3	\$698.72	\$2,096.16
Rebecca	Caldwell	6575	ECE205Y1	Intro to Infant/Toddler Care		3	\$565.00	\$1,695.00
Rebecca	Caldwell		ECE GRANT	Curriculum Development for ECE 205				\$1,000.00
Laura	Early	6287	HUMA104A	Introduction to Humanities		3	\$1,397.43	\$4,192.29
Rachel	Feldhaus		ESL	Curriculum Development for Level 1 ESL				\$400.00
Rachel	Feldhaus		ESL	Curriculum Development for Level 2 ESL				\$400.00
Samuel	Fiorenza		Writing Center			3	\$1,397.43	\$4,192.29
Ashley	Harms	6338	ECE202Y1	Curriculum in EC Settings		3	\$590.00	\$1,770.00
Ashley	Harms		ECE GRANT	Curriculum Development for ECE 202				\$1,000.00
Alexander	Jansen	6302	ART218HB	Graphic Design II		3	\$1,048.08	\$3,144.24
Alexander	Jansen	6303	ART238HB	Graphic Design IV		0.5	\$1,048.08	\$524.04
Adam	Moderow	6293	RDG083A	College Reading Foundations		3	\$602.00	\$1,806.00
Adam	Moderow	6294	RDG120A	College Reading Strategies		3	\$602.00	\$1,806.00
Elizabeth	Niesman	6295	COMM084A	Basic Written Communication		3	\$602.00	\$1,806.00
Paul	Rabideau	6586	PSY161Y1C	Introduction to Psychology		3	\$1,397.43	\$4,192.29
Dana	Russell-Brown	6308/ 6309	ART117A/ ART217A	Pottery I/Pottery II		3	\$960.50	\$2,881.50
Dana	Russell-Brown			Curriculum Development for ART 117				\$400.00
Dana	Russell-Brown			Curriculum Development for ART 217				\$400.00
Dana	Russell-Brown	6802	INST200IS	Pottery Independent Study		0.5	\$960.50	\$480.25
Sharon	Smith	6561	EDUC224HB	The Exceptional Individual		3	\$565.00	\$1,695.00
Jami	Spencer		Writing Center			1	\$1,397.43	\$1,397.43
Rachel	Stewart	6576	ECE207Y1	Math/Science for Young Child		3	\$698.72	\$2,096.16
Rachel	Stewart			Curriculum Development for ECE 128				\$1,000.00
Scott	Stich	6299	MUS162A	Theory II		3	\$602.00	\$1,806.00
Scott	Stich	6297	MUS158A	Aural Skills II		1	\$602.00	\$602.00
Loretta	Swanson	6310	ART110Y1	Introduction to Art		3	\$602.00	\$1,806.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Loretta	Swanson	6312	HUMA104Y1B	Introduction to Humanities		3	\$602.00	\$1,806.00
Flora	Sweeney	6048	ECE123Y1	Hlth, Safety, Nutrition Yng Chil		3	\$565.00	\$1,695.00
Flora	Sweeney			Curriculum Development for ECE 214				\$1,000.00
James	Yeager	6622	SPCH191Y1C	Fund of Speech Communication		3	\$1,676.91	\$5,030.73
James	Yeager	6329	HUMA130A	American Culture Studies		3	\$1,397.43	\$4,192.29
James	Yeager	6782	MUS153IS	Intro to Audio Production		1.8	\$1,676.91	\$3,018.44
Jennifer	Roser	6759	OCED290H	Work Place Experience - CJS		0.2	\$1,397.43	\$279.49
Adam	Moderow			Curriculum Development for RDG 120				\$500.00
Elizabeth	Niesman	6296	RDG082A	Basic College Reading		2	\$602.00	\$1,204.00
Lifelong Learning								
Kathy	Heid	6843	PERS036	Walk and Stretch	30		\$18.00	\$540.00
Drew	Groezinger	6715	PERS036	Terrarium Bottle		1		\$162.00
Other Assignments								
John	Hartman		Piano tuning					\$ 130.00
Daryl	Watson		Speaker for 2024 Leadership Forum retreat 1/24-1/26/24					\$ 400.00
Miscellaneous								
Evan	Talbert	6588	SPCH295SXX	Comm Leadershp Dev-Stephenson		2.4	\$1,537.17	\$3,689.21
						0.6	\$1,676.91	\$1,006.15
Aaron	Sargent		Careers to Consider event presenter					\$200.00
Monica	Pierce		Careers to Consider event presenter					\$200.00
Juliet	Moderow		Careers to Consider event presenter					\$200.00
Tasha	Marini		Careers to Consider event presenter					\$200.00
Alicia	Kepner		Careers to Consider event presenter					\$200.00
Karla	Giuffre		Careers to Consider event presenter					\$200.00
Justin	Ebert		Careers to Consider event presenter					\$200.00
Brendan	Dutmer		Careers to Consider event presenter					\$200.00
Amy	Chamberlin		Careers to Consider event presenter					\$200.00
Ivy	Dale		Careers to Consider event presenter					\$150.00

**AGENDA ITEM #X-B-1
FEBRUARY 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**LETTER OF INTENT FROM THE
HIGHLAND COMMUNITY COLLEGE FOUNDATION
REGARDING INTENTION TO GRANT LAND TO
HIGHLAND COMMUNITY COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees accepts the attached Letter of Intent from the Highland Community College Foundation formalizing the intent of the Foundation to convey, without cost to the College, an estimated five acres of land generally located in the 3000 block of West Stephenson Street, Freeport, IL within the area designated in the sketch attached hereto as Exhibit "A".

BACKGROUND: The College has identified its final vision for agriculture capital improvements in conjunction with the HCC Foundation land. As part of the investment, a State of Illinois grant, secured by now Senator Andrew Chesney, requires ownership of the property on which capital improvements are to be made. An estimated five acres has been identified by the College, which will be home to a water distribution building and storage building for agriculture program needs. The Letter of Intent is non-binding but allows for the College to begin important next steps for capital improvements. Highland attorney Tim Zollinger and Foundation attorney Steve Cox have reviewed the attached document.

Additional approval by both the Foundation Board of Directors and Highland Board of Trustees will be required as the exact survey is outlined and the deed is finalized.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE FOUNDATION

2/16/2024

Highland Community College
2998 West Pearl City Road
Freeport, IL 61032

Re: Intent to Grant Land to Highland Community College

Dear President Kuberski and the Board of Trustees,

This letter formalizes the intent of the Highland Community College Foundation (HCCF) to convey, without cost to the College, an estimated 5 acres of land to Highland Community College generally located within the area designated in the sketch attached hereto as Exhibit "A".

We acknowledge the need to complete a final land survey of the property to facilitate the grant. The Foundation will also agree to complete Phases 1-4 of the existing contract with Grade Solutions for the sub-irrigation system. The completion of this contract, and any necessary and all other pertinent requirements (i.e., right of first refusal, permission to use entry to property), will presumably be captured in the final deed agreement.

The property is located at:

HCC Foundation Land
3000 Block of W. Stephenson Street, Freeport, IL
Part of Parcel No. 08-13-34-376-001
Section 34
Township 37
N. Range .7
County: Stephenson
State: Illinois

The HCCF Board of Directors approved this letter of intent at their February 15, 2024 meeting. Please confirm that the College Board of Trustees is willing to proceed.

This is a non-binding letter of intent, executed for the purpose of establishing the basis for a final transfer of real property pursuant to an understanding of the parties. Final terms and conditions of the transfer remain to be determined.

Sincerely,

Dan Dick
Executive Director
Highland Community College Foundation

Exhibit A:



2998 W. PEARL CITY ROAD - FREEPORT, IL 61032 - 815.599.3413

HIGHLAND.EDU/GIVE

**AGENDA ITEM #X-B-2
FEBRUARY 27, 2024
HIGHLAND COMMUNITY COLLEGE**

**FIRST READING – REVISED POLICY 5.09
TRAVEL, MEAL, AND LODGING EXPENSES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised policy 5.09, Travel, Meal, and Lodging Expenses, which is included in Chapter V, Finance and Facilities, of the policy manual.

BACKGROUND: The recommended revision to this policy updates the website link for the meals and incidental rates published by the U.S. General Services Administration.

BOARD ACTION: _____

5.09 Travel, Meal, and Lodging Expenses (Revised 10/18/22)

Travel, meal, and lodging expenses incurred by College employees and members of the Board of Trustees traveling on official college business will be made in accordance with state law. Official college business includes travel and meetings that are necessary, reasonable, and appropriate expenses incurred for the primary benefit of college business. Expenses for entertainment, which include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event, will not be allowed.

A. Employee travel, meal, and lodging:

1. Travel, meal, and lodging expenses incurred by College employees must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved.
2. Expenses that do not exceed maximum allowable amounts, below, must be reviewed and approved by an employee authorized to approve such expenses, in accordance with policy 5.06. Expenses that do exceed maximum allowable amounts must be approved by roll call vote at an open meeting of the Board of Trustees.

B. Elected Board member travel, meal, and lodging:

1. Travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved. All travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be approved by roll call vote at an open meeting of the Board of Trustees.

C. Expenses:

1. Approved expenses may include transportation costs, registration fees, meals, lodging, baggage fee (one personal bag per traveler on College business), and incidental expenses, which include parking fees, tolls, taxi fares, tips and similar expenses. Specific criteria for the categories of transportation, lodging, and meals must be met, as outlined in the following paragraphs.

D. Transportation:

1. All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. All travel shall be done by the most direct route. Expenses due to deviations for convenience will not be approved for payment by the College. Arrangements for transportation shall be the least costly reasonable available alternative.
2. A college vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see the Staff portal.) If less than the cost of mileage reimbursement, the purchase of gasoline for a personal vehicle for the purpose of the approved travel may be approved if an original detailed receipt supporting the expenditure accompanies the request.

E. Lodging:

1. Approved expenses for lodging include each day for which lodging is required for business purposes at the standard room rate not to exceed \$300 per night (see exception). An exception to the maximum rates is that the standard room rate in a hotel where a meeting, convention, or conference is being held may be approved. Expenses incurred due to room upgrades, use of amenities, or nights stayed in addition to those in which business purposes exist will not be approved for payment by the College.

F. Meals:

1. Approved expenses for meals (which includes breakfast, lunch, and dinner) will be for the actual cost of the meal (not a per diem rate) provided that itemized approval requests accompany by the original detailed receipts are submitted. The cost of alcoholic beverages will not be approved. The total daily amount approved will not exceed the maximum total daily amount of Meals and Incidental Expenses rates published by the U.S. General Services Administration (see exception). Rates can be verified at <https://www.gsa.gov/travel/plan-book/per-diem-rates/> <https://www.gsa.gov/portal/category/26429> (Meals & IE tab). Exceptions to the maximum amount include: the total amount of meals in a hotel where a meeting, convention, or conference is being held may be approved and meals included as part of the conference package may be approved and on first and last day of travel, the maximum daily rate may not be prorated if travel and meetings exceed 12 hours. Meals under these exclusions are not included in the total maximum daily rate.

G. Reimbursement:

1. Itemized reimbursement requests for all travel expenses must be accompanied by original detailed receipts. Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by original detailed receipts for all items.
2. All settlement of travel advances must take place within 10 working days of the completion of the trip.

**AGENDA ITEM #X-C-1
FEBRUARY 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

Mike Sopcic, planned retirement February 1, 2027

BACKGROUND: In the current Collective Bargaining Agreement with the custodial/maintenance union, effective July 1, 2022, through June 30, 2025, employees are offered the opportunity to participate in a Planned Retirement Program. Based on certain criteria, qualified staff may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of the retirement by the Board of Trustees, qualified employees will receive outlined compensation. This request verifies the individual is qualified based on the criteria enumerated in the agreement and has put forward an irrevocable request. The number of planned resignations at this time is under the program limit of three custodians.

BOARD ACTION: _____

**AGENDA ITEM #X-C-2
FEBRUARY 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
HEAD COACH/COORDINATOR, ATHLETIC OPERATIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for the Head Coach/Coordinator, Athletic Operations. This is a full-time, exempt professional position and is included in the FY24 budget.

BACKGROUND: The job title is being modified from Head Coach/Coordinator, Sports Information and Intramurals to Head Coach/Coordinator, Athletic Operations. When the incumbent in the Coordinator, Women's Athletics position resigned, the department needs were assessed, resulting in realignment of position responsibilities. In addition to coaching and instructional duties, this position will mainly focus on efficient operations of the athletic programs through home game management, event set-up, and staffing. The job description and job title have been modified to reflect the updated responsibilities, skills and education required for the position.

BOARD ACTION: _____

Highland Community College Position Description

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

TITLE: Head Coach/Coordinator, ~~Sports Information and Intramurals~~ Athletic Operations*

GENERAL STATEMENT OF RESPONSIBILITIES: ~~Supports Athletics and Physical Education through coaching, instruction, and student and community engagement~~ Coordinates efficient operations of the athletic programs related to setup, staffing, equipment and facilities. Serves as an athletic head coach and instructs and works with athletes to prepare them for competition. Manages athletic social media accounts and website, supervises all aspects of the intramurals program, teaches physical education courses, and coordinates student-athlete volunteer opportunities with the community.

PRINCIPAL DUTIES: (essential functions)

- In partnership with Athletic Director, oversees operations of athletic programs.
- Serves as an athletic head coach, with sport to be determined, scheduling practices, coordinating travel, ~~and~~ compiling and entering statistics and supervising student-athletes during practices, contests and travel.
- Actively recruits and selects, organizes, and prepares a competitive sports program composed of Highland Community College students to compete with other institutions of similar size and athletic philosophies.
- Instructs student-athletes on sport techniques, playing rules, strategies and playing tactics, as well as sportsmanship, cooperation, work ethic and responsibility.
- ~~Works in close cooperation with the Director of Athletics and Physical Education relating to all matters pertinent to coaching, including but not limited to, recruiting, practicing, scheduling, equipment, supervision, eligibility, and contest and tournament management.~~
- Instructs up to ~~nine~~ three contact hours of physical education ~~courses fall and spring semesters, and up to three contact hours summer~~ each semester.
- Oversees and assists the Director of Athletics with home game management, including event set-up, completing necessary documentation, staffing for home game events, and assigning administrators on-site when required.
- Maintains the concession stand service and ensures all student staff are adequately trained on food handling preparation.
- Creates and communicates facilities schedules with coaches, ensuring effective and efficient use of athletic facilities.
- Communicates needed facility/field repairs, maintenance or custodial needs to the Athletic Director.
- Manages live streaming logistics for men's and women's basketball and volleyball events.
- Oversees the equipment needs of the athletic program and coordinates maintenance as required.
- Coordinates student-athlete volunteer opportunities for all teams, fostering a sense of community and giving back.

Adopted 09/27/22

Head Coach/Coord ~~Sports Info and Intramurals~~ Athletic Operations

- Partners with Student Activities and appropriate individuals, departments and agencies to enrich campus engagement.
- In collaboration with Marketing and Community Relations, assists in the promotion of Athletics Programs.
- ~~Manages and regularly updates social media platforms for Athletics. Manages athletic social media accounts and website to ensure up-to-date, accurate and engaging content.~~
- Organizes and supervises the College intramural schedule and offerings.
- Collaborates with the Athletic Director in the selection, supervision and training of assistant coaches in assigned sport. Effectively uses assistant coaches to help build the skill level of the team.
- Assists with various fundraising initiatives and takes a lead role in organizing and executing at least one fundraising activity.
- Acts as backup to the Automated External Defibrillator Coordinator for the MERP Program.
- Participates in the assessment of student development outcomes, program review and development of goals and objectives with the department.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of intercollegiate athletic programs, rules and regulations.

Knowledge of principles, practices and techniques of coaching.

Knowledge of principles and practices of teaching and learning.

Knowledge of physical education and related concepts, with particular expertise in a specific field.

Knowledge of safety and first aid techniques.

Knowledge of strength and fitness conditioning.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer operations and software applications.

Skill in coaching individuals and teams.

Skill in coordinating events and activities.

Skill in communicating professionally and effectively both orally and in writing.

Skill in teaching and assessing student abilities and skills.

Skill in performing basic first aid.

Skill in operating a computer and software applications.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. May be exposed to extreme temperatures. Potential exposure to hazardous materials (bloodborne pathogens). Must be able to work a variety of hours including early mornings, evenings, and weekends. Must have the ability to travel to off campus sites.

MINIMUM QUALIFICATIONS: Master's degree in physical education, athletic training, coaching or a related field, and three (3) years coaching experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: [Valid Driver's License.](#) First Aid certification and Automated External Defibrillator certification preferred within one year of hire.

REPORTS TO: Director, Athletics and Physical Education

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4315

JOB SERIES/FAMILY: Student Support Services Series/ Athletic and Arts Group

[REVISED: 02/27/24](#) *[Pending Board Approval]

**AGENDA ITEM #X-C-3
FEBRUARY 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
HEAD COACH/COORDINATOR, ATHLETIC COMPLIANCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for the Head Coach/Coordinator, Athletic Compliance. This is a full-time, exempt professional position and is included in the FY24 budget.

BACKGROUND: This position is currently vacant. The job title is being modified from Coordinator, Women's Athletics to Head Coach/Coordinator, Athletic Compliance. When the incumbent in the position resigned, the department needs were assessed prior to posting, resulting in realignment of position responsibilities. In addition to serving as a head coach and instructor, the principal duties of this position will focus on ensuring Highland athletic programs and athletes follow academic eligibility rules and regulations. The job description and job title have been modified to reflect the updated responsibilities, skills and education required for the position.

BOARD ACTION: _____

Highland Community College

Position Description

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

TITLE: Head Coach/Coordinator, Women's Athletics Compliance*

GENERAL STATEMENT OF RESPONSIBILITIES: ~~To coordinate the women's intercollegiate athletics programs, providing direction and supervision of the women's volleyball, bowling, basketball and softball teams; assists the Athletic Director and supports the college's Physical Education program offerings~~ Facilitates and monitors processes within athletic programs to ensure compliance with NJCAA academic eligibility rules and regulations, oversees academic recognition, acts as a liaison with Student Advising to assist with student retention and success and teaches physical education courses. Serves as an athletic head coach and instructs and works with athletes to prepare them for competition.

PRINCIPAL DUTIES: (essential functions)

- ~~Coordinates and organizes women's athletics programs. Supervises and schedules games, monitors eligibility, maintains equipment and coordinates public relations activities.~~
- In partnership with Athletic Director, oversees compliance of athletic programs.
- ~~Serves as an athletic head coach, with sport to be determined, of one sport and assistant coach of another, scheduling practices, coordinating travel, compiling and entering statistics, and supervising student-athletes during practices, contests and travel, and organizing and participating in fundraisers.~~
- ~~As part of coaching responsibilities, recruits student athletes, coordinates campus visits, and promotes athletic programs.~~
- Actively recruits and selects, organizes, and prepares a competitive sports program composed of Highland Community College students to compete with other institutions of similar size and athletic philosophies.
- Instructs student-athletes on sport techniques, playing rules, strategies and playing tactics, as well as sportsmanship, cooperation, work ethic and responsibility.
- ~~Instructs up to three credit contact hours of physical education courses fall, spring and summer semesters each semester.~~
- ~~Supports and advises in regards to academic and athletic goals.~~
- Monitors and submits all academic eligibility documentation, per NJCAA guidelines.
- Collaborates with coaching staff to ensure accurate compliance statistics and reporting, per NJCAA requirements.
- Communicates regularly with coaches to ensure timely submission of eligibility documents.
- Coordinates study hall hours for all athletic teams, ensuring compliance with academic requirements.
- Retains required documentation and records for the Athletic Department.
- Maintains records of the Athletic Department academic retention and success.
- Oversees all tracers and transfer waivers, both outgoing and incoming.

Adopted 5/15/2001

~~Coordinator, Women's Athletics.docx~~ Head Coach/Coordinator, Athletic Compliance

- Serves as a liaison between coaches and Student Advising, fostering effective communication and collaboration.
- In cooperation with the Athletic Director, provides education to staff, coaches and student athletes on compliance matters.
- Manages and oversees academic recognition such as Student-Athlete Academic All-Americans, Academic All-Conference, semester GPA's, and team GPA breakdown.
- Collaborates with the Athletic Director in the selection, supervision and training of assistant coaches in assigned sport. Effectively use assistant coaches to help build the skill level of the team.
- Assists Athletic Director in athletic matters, and with the review and evaluation of Title IX issues within the department.
- Assists with various fundraising activities and takes a lead role in organizing and executing at least one fundraising activity.
- Acts as backup to the Automated External Defibrillator Coordinator for the MERP Program.
- In collaboration with Head Coach/Coordinator, Athletic Operations, assists with game day operations as needed.
- Participates in the assessment of student development outcomes, program review and development of goals and objectives within the department.
- Monitors completion of annual bloodborne pathogen training for coaches and follows up as necessary.
- ~~Oversees home basketball games for both men's and women's teams as well as tournaments; coordinates and trains personnel at contests.~~
- ~~Oversees the preparation of softball fields.~~
- ~~Maintains Athletic Department web site and assists with social media presence.~~
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of intercollegiate athletic programs, rules and regulations.

Knowledge of principles, practices and techniques of coaching.

Knowledge of principles and practices of teaching and learning.

Knowledge of physical education and related concepts, with particular expertise in a specific field.

Knowledge of safety and first aid techniques.

Knowledge of strength and fitness conditioning.

Knowledge of utilizing data to make informed decisions.

Knowledge of computer operations and software applications.

Skill in coaching individuals and teams.

Skill in coordinating events and activities.

Skill in communicating effectively both orally and in writing.

Skill in teaching and assessing student abilities and skills.

Skill in performing basic first aid.

Skill in operating a computer and software applications.

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

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

Adopted 5/15/2001

Coordinator, Women's Athletics.docxHead Coach/Coordinator, Athletic Compliance

and/or up to 10 lbs of force constantly to move objects. Exposure to extreme temperatures. Potential exposure to hazardous materials (bloodborne pathogens). Must be able to work a variety of hours including early mornings, evenings, and weekends. Must have the ability to travel to off campus sites.

MINIMUM QUALIFICATIONS: ~~Bachelor's~~ Master's degree in physical education, athletic training, coaching or a related field, ~~Master's in related field preferred,~~ and three (3) years coaching experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. First Aid certification and Automated External Defibrillator certification preferred within one year of hire.

REPORTS TO: Director Athletics & Physical Education

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4310

JOB SERIES/FAMILY: Student Support Services Series/Athletics and Arts Group

LAST REVISED: ~~09/27/22~~ 02/27/24 *[Pending Board Approval]