

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

April 30, 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: March 14, 2024 Board Retreat
 March 26, 2024 Decennial Committee Meeting
 March 26, 2024 Regular Meeting
- V. Presentation of Trustee Service Award
- VI. Comments from Outgoing Student Trustee
- VII. Seating of Newly Elected Student Trustee
- VIII. Public Comments
- IX. Introductions
- X. Budget Report
- XI. Foundation Report
- XII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- XIII. Main Motions
 - A. Academic (None)
 - B. Administration (None)

Mission

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

C. Personnel

1. Revised Job Description: Director, Athletics and Physical Education (Page 4)
2. Revised Job Description: Women's Basketball Coach (Page 8)
3. Revised Job Description: Director, TRIO Educational Opportunity Centers (EOC) (Grant Funded) (Page 11)
4. Revised Job Description: Coordinator, Business Training (Page 14)
5. Appointment: Coordinator, Center for Teaching and Learning Services (Page 17)

D. Financial

1. Acceptance of Proposal: New Bleachers at Highland Community College Athletic Fields (Page 18)
2. Acceptance of Proposal: Virtual Reality Law Enforcement Simulation Training System (Page 21)
3. Master Services Agreement with Illinois Fiber Resources Group, NFP (iFiber) for Dedicated Internet Access (Page 25)
4. Health Insurance Rates (Page 39)
5. Service Agreement with Canto for Digital Asset Management (Page 41)
6. Payment of Bills and Agency Fund Report – March 2024 (Page 49)

XIV. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 51)
- 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

XV. 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

XVI. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
 1. Appointment: Automotive Technology Instructor (Handout)
- B. Collective Negotiating Matters
 1. New Differential Position: Agriculture Department Coordinator(s) (Page 60)

XVII. Old Business

XVIII. New Business

XIX. Dates of Importance

- A. Honors Convocation – May 16, 2024 at 7:00 p.m. in the Fine Arts Center
- B. Commencement – May 18, 2024 at 10:00 a.m.
- C. Audit & Finance Committee Meeting – May 21, 2024 at 3:00 p.m. in the Robert J. Rimington Board Room (H-228)
- D. Next Regular Board Meeting – May 21, 2024 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- E. Next Quarterly Board Retreat – June 25, 2024 at 1:00 p.m. in the Robert J. Rimington Board Room (H-228)

XX. Adjournment

**AGENDA ITEM #XII-C-1
APRIL 30, 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	
Lifelong Learning									
Dana	Russell-Brown	6706	PERS036	Beginning Wheel-Thrown Pottery		8	\$25.00	\$200.00	
Roger	Hicks	6727	PERS036	Welding for Garden Art-Iris				\$504.00	
Debbie	Miller	6713	PERS036	Card Making A		8	\$19.00	\$152.00	
Debbie	Miller	6714	PERS036	Card Making B		8	\$19.00	\$152.00	
Mark	Peterson	6741	PERS036	WWI Overview	1.5		\$27.50	\$41.25	
Mark	Peterson	6739	PERS036	WWII in the Pacific Overview	1.5		\$27.50	\$41.25	
Gordon	Dammann	6736	PERS036	Civil War Medicine Hollywood-Style	2		\$25.00	\$50.00	
Mark	Peterson	6744	PERS036	Cahokia and the Mississippian Culture	1.5		\$27.50	\$41.25	
Tari	Heap	6936	PERS036	De-Stressing in Turbulent Times	1		\$25.00	\$25.00	
Dana	Russell-Brown	6712	PERS036	Hand-Built Pottery-Spring Planter	4		\$25.00	\$100.00	
Kathy	Heid	6935	PERS036	Walk and Stretch	30		\$18.00	\$540.00	
Athletics									
Chance	Sharp	6262	PHYD111Y	Introduction to Physical Education		2	\$698.72	\$1,397.44	
Science/Math									
Cassie	Mekeel	6463	NURS109HBB	Basic Nursing Assistant		2.35	\$1,537.17	\$3,612.35	
Cassie	Mekeel	6463	NURS109HBB	Basic Nursing Assistant		3.15	\$1,696.91	\$5,345.27	
Ellen	McGinnis		MATHE2	Algebra (066, 067) MAC		1.33	\$540.00	\$718.20	
Ellen	McGinnis		MATHC2	Algebra (066, 067) MAC		2	\$540.00	\$1,080.00	
Ellen	McGinnis		MATHA2	Algebra (058, 059) MAC		2	\$540.00	\$1,080.00	
Ellen	McGinnis		MATHD2	Algebra (091) MAC		2	\$540.00	\$1,080.00	
Ellen	McGinnis		MATHY1D	Algebra (066, 067) MAC		2	\$540.00	\$1,080.00	
Marty	Hilberg	6525	MATH134HF1	Statistics		3	\$1,397.43	\$4,192.29	
Marty	Hilberg	6526	MATH134HF2	Portion of Statistics		1.2	\$1,537.17	\$1,844.60	
Chad	Pals	6166	MATH250	Analytic Geometry/Calculus I		2.5	\$565.00	\$1,412.50	
Chad	Pals	6164	MATH167	Plane Trigonometry		3	\$565.00	\$1,695.00	
Chad	Pals	6163	MATH134	Statistics		4	\$565.00	\$2,260.00	
Joseph	Haverly	6533	BIOL110A	Principles of Biology		0.8824	\$587.00	\$517.94	
Joseph	Haverly	6536	BIOL110Y1	Principles of Biology		0.8824	\$587.00	\$517.94	
Joseph	Haverly	6538	BIOL209A	Biology II: Biodiversity/Evolution		0.8824	\$587.00	\$517.94	
Joseph	Haverly	6533	BIOL110A	Curriculum Development (BIOL110A)		1		\$715.09	
Joseph	Haverly	6536	BIOL110Y1	Curriculum Development (BIOL110Y1)		1		\$715.09	
Joseph	Haverly	6538	BIOL209A	Curriculum Development (BIOL209A)		1		\$715.09	
Tony	Grahame	6539	BIOL209AX	Biology II: Biodiversity/Evolution Lab		0.5294	\$1,397.43	\$739.82	
Tony	Grahame	6539	BIOL209AX	Biology II: Biodiversity/Evolution Lab		0.3529	\$1,537.17	\$542.53	
Tony	Grahame	Part Time Instructor Supervision					1	\$279.49	\$279.49
Juliet	Moderow	6535	BIOL110AX	Principles of Biology Lab		0.5294	\$1,397.43	\$739.82	
Juliet	Moderow	6535	BIOL110AX	Principles of Biology Lab		0.0588	\$1,537.17	\$90.42	
Juliet	Moderow	Part Time Instructor Supervision					1	\$279.49	\$279.49
Karla	Giuffre	6537	BIOL110BX	Principles of Biology Lab		0.5582	\$1,537.17	\$904.22	
Karla	Giuffre	Part Time Instructor Supervision					1	\$279.49	\$279.49
Humanities/Social Science/Fine Arts									
Colette	Binger	6577	PSY160N	Psychology of Human Relations		2	\$602.00	\$1,204.00	
Harry	Bodell	6282	SPCH191Y1B	Fund of Speech Communication		3	\$1,537.17	\$4,611.51	
Ashley	Harms	ECE GRANT		Curriculum Development for ECE 124				\$1,000.00	
Ashley	Harms	6337	ECE124Y1	Lang & Literacy Dev in ECE		3	\$590.00	\$1,770.00	
Julie	Hartman-Linck	6340	SOCI171Y1	Introduction Sociology		3	\$1,397.43	\$4,192.29	
Brian	Moore	6846	ENGL122Y1B	Rhetoric and Composition II		3	\$698.72	\$2,096.16	
Cynthia	Runte	ECE GRANT		Curriculum Development for ECE 205				\$1,000.00	
Cynthia	Runte	6346	ECE127HBN	Music/Movement Young Child		3	\$540.00	\$1,620.00	
Jami	Spencer	6844	ENGL121Y1D	Rhetoric and Composition I		1	\$1,537.17	\$1,537.17	
Jami	Spencer	6844	ENGL121Y1D	Rhetoric and Composition I		2	\$1,397.43	\$2,794.86	
Heidi	Spotts-Manthey	6361	MUS267Y1A	Introduction to Music		3	\$602.00	\$1,806.00	
Syed	Uddin-Ahmed	6572	HIST245Y1	History of the Middle East		3	\$1,397.43	\$4,192.29	
James	Yeager	6333	MCOM215Y1	Film History II		3	\$1,537.17	\$4,611.51	

Spring 2024				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Business/Technology								
Monica	Pierce	6184	AGOC221HB	Agriculture Policies/Prgrms		2	\$1,676.91	\$3,353.82
James	Palmer	6226	AUTM240AX	Automatic Transmissions & Lab		1.2	\$1,397.43	\$1,676.92
Jeremy	Monigold	6210	INFT146Y1	Intermediate Access		0.7	\$1,676.91	\$1,173.84
Jeremy	Monigold	6208	INFT141Y1	Intermediate Excel		1	\$1,676.91	\$1,676.91
Justin	Ebert	6189	AGOC285HB	Soil Fertility		2.4	\$1,676.91	\$4,024.58
Justin	Ebert	6183	AGOC143HB	Evaluation of Ls Animals		2.1	\$1,676.91	\$3,521.51
Jennifer	Alderman	6142	ACCT116HBN	Intro to Payroll Accounting		1.8	\$1,537.17	\$2,766.91
Kristin	Akins	6216	AUTM111A	Suspension and Alignment & Lab		3	\$1,397.43	\$4,192.29
Kristin	Akins	6502	AUTM111DC	Suspension and Alignment & Lab		1.2	\$1,537.17	\$1,844.60
Brian	Dinderman	6185	AGOC224HB	Artificial Insemination		3	\$532.00	\$1,596.00
Todd	Vacek	6711	OCED290DC1	Work PI Exp-WELD		0.3	\$1,537.17	\$461.15
Dana	Krueger	Cosmetology Lab Assistant			TBD		\$26.78	TBD
Daeleen	Tippett	Cosmetology Lab Assistant			TBD		\$26.78	TBD
Other Assignments								
Lynn	Kaufman	LifeLong Learning instructor						\$ 512.00
Brian	Pichman	AI workshop for Professional Development Day 3/20/24						\$ 3,000.00
Rhonda	Arends	Business Institute instructor						\$ 125.00
Jessica	Engle	Business Institute instructor						\$ 100.00
James	Blair	Worked officials table - 12 games for Region 4 tournament						\$ 600.00
Robert	Buckwalter	Worked officials table - 12 games for Region 4 tournament						\$ 600.00
Bradley	Curtis	Deputy for Region 4 basketball tournament for 26 hours at \$30 per hour rate						\$ 780.00
Eric	Katzenberger	Worked officials table - 12 games for Region 4 tournament						\$ 420.00
Erin	Korte	Deputy for Region 4 basketball tournament for 6 hours at \$30 per hour rate						\$ 180.00
Bill	Pospischil	Worked officials table - 12 games for Region 4 tournament						\$ 600.00
Jeff	Slattengren	Worked officials table - 12 games for Region 4 tournament						\$ 600.00
Steven	Winter	LifeLong Learning instructor						\$ 520.00
Kristin	Eckert	Speaker for Women's History month for CTLS						\$ 100.00
John	Hartman	Piano tuning						\$ 130.00
Catherine	Urban	LifeLong Learning instructor						\$ 840.00
James	Love	March speaker for High School Servant Leadership						\$ 550.00
Tammy	Abell	Communication workshop 1/27/24 for High School Servant Leadership						\$ 550.00
Lynn	Kaufman	LifeLong Learning instructor						\$ 210.00

**AGENDA ITEM #XIII-C-1
APRIL 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
DIRECTOR, ATHLETICS AND PHYSICAL EDUCATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Director, Athletics and Physical Education. This is a full-time, administrative position and is included in the FY24 budget.

BACKGROUND: With the incumbent in the position retiring, the job description was reviewed prior to posting the vacancy. The job description has been revised to update the principal duties, required qualifications, and to reflect the correct reporting relationship.

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: Director, Athletics & Physical Education*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direction and leadership for the Athletic and Physical Education areas of the College.

PRINCIPAL DUTIES: (essential functions)

- Organizes, develops, supervises and evaluates athletic programs related to areas of assignment. Researches and recommends additional new programs.
- Leads, directs and assists the administrative and coaching team within the athletic and physical education area per College, Arrowhead Conference, Title IX, and NJCAA Region 4IV rules and guidelines.
- Participates in the development, implementation and evaluation of strategic plan, annual goals and objectives for the College, division, and Athletic Department the division and individuals.
- Develops class schedules, makes teaching assignments and efficiently distributes teaching loads for physical education courses.
- ~~Develops and coordinates~~ Manages game and practice schedules for eight intercollegiate teams.
- Oversees game day operations and assignments.
- ~~Teaches three credit hours each fiscal year.~~
- Works collaboratively with coaching staff and College departments to ensure effective Recruitments, advisements and provides academic and other supports for student athletes.
- Acts as the Automated External Defibrillator Coordinator for the MERP Plan.
- Prepares and administers the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Trains, supervises and evaluates the work performance of assigned staff and faculty. Recommends an employee for promotion, reassignment, discipline and termination.
- Develops and recommends policies and procedures with the assistance of staff and in consultation with appropriate administrative officers.
- Prepares and maintains a variety of reports, plans, surveys, questionnaires as required.
- ~~Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes. Supervises and leads the assessment of student learning, ensuring a focus on continuous quality improvement and enhanced student learning outcomes, while also actively participating in the assessment of student development outcomes and leading the evaluation, program review, and formulation of goals and objectives within the department.~~

- ~~Participates in the assessment of student development outcomes and leads the assessment, program review and development of goals and objectives with the department.~~
- Interprets administrative policies to faculty and staff and represent division faculty and staff members to the administration.
- Oversees, ~~supervises and coordinates~~ the hosting of tournaments.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews, and recommends qualified personnel.
- Acts as ambassador for the Athletic Department and College, providing oversight of Athletic web page ~~and other community relations initiatives, fundraising, and sponsorships, and actively fundraises throughout the community.~~
- Oversees the upkeep and set up of all athletic facilities.
- Monitors and submits eligibility per NJCAA guidelines.
- ~~Coordinates the College intramural schedule and offerings.~~
- In accordance with the Risk Management Policy and Program:
 - Coordinates crowd control/security at athletic events.
 - Oversees safety of physical education courses ~~and student-athletes.~~
 - Files accident/injury reports in cases of program participant injury.
 - ~~Supervises and coordinates training for all coaches on bloodborne pathogen safety.~~ Ensures bloodborne safety training compliance for all applicable positions in the department.
 - Supervises and provides transportation for athletic teams as assigned.
 - Supervises and monitors travel of coaches as assigned.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Represents the College at various meetings on and off campus.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of practices in the administration of community college athletic and physical education instructional programs and related support activities.
 Knowledge of intercollegiate athletic programs, rules and regulations.
 Knowledge of principles, practices and techniques of coaching.
 Knowledge of assessment practices of student learning.
 Knowledge of technology used in teaching and learning.
 Knowledge of grant administration techniques, budget preparation and expenditure control.
 Knowledge of research and analysis techniques and strategies.
 Knowledge of safety and first aid techniques.
 Knowledge of utilizing data to make informed decisions.
 Knowledge of personnel management and supervisory principles and practices.

Skill in assessing athletic and physical education needs and developing responsive programs.
 Skill in effectively managing staff, delegating tasks and authority, and training personnel.
 Skill in planning and developing instructional services.
 Skill in assessing and prioritizing multiple tasks, projects and demands.
 Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.
 Skill in researching and writing operational reports.

Skill in communicating effectively orally and in writing.
 Skill in identifying problems, evaluating alternatives and implementing effective solutions.
 Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.
 Skill in performing basic first aid.
 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 heavy work, exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects. Exposure to extreme temperatures and noise. Potential exposure to bloodborne pathogens.

MINIMUM QUALIFICATIONS: Master's degree in physical education, ~~administration~~ or a related field and five (5) years teaching and coaching experience, with at least two (2) years supervisory experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. CPR, AED and First Aid Certification preferred within one year of hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: ~~President~~ Vice President/CSSO, Student Development and Support Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6110

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: 02/19/1904/30/24 *[Pending Board Approval]

**AGENDA ITEM #XIII-C-2
APRIL 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
WOMEN'S BASKETBALL COACH**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Women's Basketball Coach. This is a part-time, exempt professional position and is included in the FY24 budget.

BACKGROUND: With the incumbent in the position resigning, the job description was reviewed prior to posting the vacancy. The job description has been revised to update the principal duties and the job title of the supervisor.

BOARD ACTION: _____

WOMEN'S BASKETBALL COACH*

Selection: Subject to the approval of the Board of Trustees, the Women's Basketball Coach shall be appointed by the President.

Duties and Responsibilities: The position of Women's Basketball Coach shall be responsible to the Director of Athletic and Physical Education ~~Programming~~ and shall:

ESSENTIAL FUNCTIONS:

- A. have the ability to push up to 40 pounds.
- B. have the ability to read, write and speak the English language.
- C. have the ability to effectively communicate with College students.
- D. have the ability to travel to off-campus sites.
- E. be able to work a variety of hours including early mornings, evenings and weekends.

DUTIES AND RESPONSIBILITIES:

- A. Select, organize and prepare a women's basketball team composed of Highland Community College students to compete with other institutions of similar size and athletic philosophies.
- B. Conduct annual visits to high schools in the College district to promote the community college opportunity for potential student athletes.
- C. Assist the student athlete to transfer to a four-year institution that offers the student an opportunity to continue her education and athletic experience.
- D. Work in close cooperation with the Director of Athletic and Physical Education ~~Programming~~ in all matters pertinent to the coaching of basketball - scheduling, equipment, supervision, eligibility, public relations, contest management, ~~and~~ tournament management and fundraising needs for program.
- E. Assist in scheduling conference and non-conference games and arranging tournament dates for sectional and regional play.
- F. Actively recruit student athletes.
- G. Encourage students in their academic goals and encourage to make up work when absent from class due to scheduled meets or events.
- H. Assure proper care and maintenance of athletic equipment.
- I. Assist in creating and maintaining a budget for the women's basketball program.
- J. Assist the team in the selection of a team captain and work closely with the captain to maintain a high degree of sportsmanship.
- K. Designate players who qualify for awards, letters and trophies.
- L. Accompany and supervise the squad at practice and game play to assure good public relations and appropriate behavior of participants representing the College.
- M. Keep records and statistics of games and make results available to the news media, Director of Athletic and Physical Education ~~Programming~~, and conference officials, and NJCAA.
- N. Submit game statistics after each game and week per NJCAA bylaws and guidelines.

M.O. Assist Coordinator of Athletic Operations with athletic social media accounts and website, primarily for women's basketball, to ensure up-to-date, accurate and engaging content.

N.P. Perform all other duties as assigned by the Director of Athletic and Physical Education Programming.

Minimum Qualifications: High school diploma or equivalent, bachelor's degree preferred. Demonstrated basketball coaching abilities.

Salary: Differential Position

Revised/Approved 02/18/86

Revised/Approved 10/29/86

Revised/Approved 03/16/93

Revised/Approved 08/20/96

Revised/Approved 04/30/24*

[Pending Board Approval]

ADA

Job Code: 890

wbbcoach.doc

**AGENDA ITEM #XIII-C-3
APRIL 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
DIRECTOR, TRIO EDUCATIONAL OPPORTUNITY CENTERS (EOC)
(GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Director, TRIO Educational Opportunity Centers (EOC). This is a full-time, exempt professional, grant funded position and is included in the FY24 budget.

BACKGROUND: With the incumbent in the position resigning, the job description was reviewed when the vacancy was posted. The job description has been revised to remove functional supervision by the Director, Enrollment and Records.

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: Director, TRIO Educational Opportunity Centers (EOC) (Grant Funded)*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: Ensures that the EOC program is implemented and maintained to provide eligible TRIO participants a connection to college and community resources that lead to college enrollment and support college persistence.

PRINCIPAL DUTIES: (essential functions)

- Ensures that the EOC program is implemented in full compliance with the Higher Education Opportunity Act of 2008, the EOC Program regulations, the Education Department General Administrative Regulations (EDGAR), and all other applicable federal regulations and requirements.
- Manages the implementation of the project's activities, goals, and objectives as outlined in the grant-funded proposal, federal regulations/guidelines, and Highland Community College policies and priorities.
- Develops and administers the program budget. Monitors and manages grant funds.
- Oversees and assists with the maintenance and monitoring of recordkeeping to ensure an efficient system that facilitates program planning and evaluation and tracking of services to students.
- Evaluates program processes and procedures; plans, develops and presents recommendations regarding program administration.
- Trains, supervises and evaluates the work performance of assigned employees. Recommends an employee for promotion, reassignment, discipline and termination.
- Conducts in-service staff training. Encourages input from EOC staff to facilitate ongoing program review and retention improvement.
- Collaborates with appropriate College and administrative units as well as with key stakeholders and the Federal Department of Education.
- Conducts research and planning necessary to facilitate program evaluation and reporting. Oversees and assists with the evaluation process, and handles the annual performance review/report and consultant visits.
- Creates and maintains an EOC implementation manual and implements a systemic plan for data collection
- Leads the EOC Advisory Board and actively participates as a member of the grant proposal design and development team.
- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of programs, practices, and techniques to increase educational success of high risk students.

Knowledge of assessment and advising techniques and degree requirements.

Knowledge of team building methods.

Knowledge of computer hardware and software applications.

Knowledge of budget management, grant administration, revenue sources and the financial management of a public program.

Knowledge of personnel management and supervisory principles and practices.

Knowledge, understanding and compliance with Federal/state privacy laws related to students.

Knowledge of utilizing data to make informed decisions.

Skill in assessing and reporting the program's goals and objectives.

Skill in advising and counseling high risk students.

Skill in creating and analyzing accounts and other financial reports.

Skill in designing, managing and/or implementing student support services or similar projects.

Skill in communicating effectively orally and in writing.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in developing, implementing and evaluating policies and procedures.

Skill in effectively managing staff, delegating tasks and authority, evaluating and managing staff performance, and training personnel.

Skill in operating a computer and software applications.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects. Must be able to work a flexible schedule.

MINIMUM QUALIFICATIONS: Master's degree in higher education, social work, counseling, education, or related field, and two (2) years of experience designing, managing, or implementing EOC, TRIO, or similar programs that serve underrepresented groups, preferably low-income, disabled, and/or first-generation students, with prior experience in a supervisory role OR an equivalent combination of education and experience that provide the required knowledge and skills. Personal background of overcoming barriers that are similar to participants preferred.

REQUIRED LICENSE/CERTIFICATION: Must possess a valid Illinois Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Vice President, Student Development and Support Services with functional supervision provided by ~~Director, Enrollment and Records and~~ the Director, TRIO Services.

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4225

JOB SERIES/FAMILY: Student Support Services Series/Student Support Services Group

REVISED: 04/30/24 * [Pending Board Approval]

**AGENDA ITEM #XIII-C-4
APRIL 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
COORDINATOR, BUSINESS TRAINING**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Coordinator, Business Training. This position was previously part-time, non-exempt professional and will change to full-time, non-exempt professional. The funding for full-time status is included in the FY25 budget.

BACKGROUND: The President's Direct Reports have been reviewing staffing requisition requests for FY25, which includes a proposal to transition the Coordinator, Business Training from part-time to full-time status. This position is currently vacant. This change aims to enhance the College's capacity to serve local businesses effectively. Area businesses have expressed a need for year-long training plans, necessitating a full-time commitment. National trends indicate colleges are shifting toward expanding non-credit options for employment and retraining opportunities. Extending the position's hours will enable Highland to meet the growing demand for workforce training. Moreover, transitioning to a dedicated full-time role is expected to reduce turnover experienced with the part-time position, ensuring greater continuity of services. The principal duties of the job description have been modified for clarity.

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: Coordinator, Business Training*

GENERAL STATEMENT OF RESPONSIBILITIES: To work in partnership with businesses and organizations enabling them to achieve their training goals by designing, developing, coordinating, and conducting large and small scale customized training events.

PRINCIPAL DUTIES: (essential functions)

- Develops client relationships by meeting with businesses individually, attending district chamber meetings, trade shows or expos, and other business-related events special chamber events and meetings with local businesses.
- Assesses training needs of customers and makes recommendations for training.
- ~~Creates marketing content for flyers, postcards, e-blasts, and social media posts.~~
- Develops curriculum outline and pricing for training.
- Recruits, screens, hires, develops and evaluates contract and regular instructors to deliver training and other instructional programs offered by the Business Institute.
- Coordinates instructors, equipment, schedule and paperwork for customized training.
- ~~Assesses training needs of customers and makes recommendations for training.~~
- Evaluates effectiveness of training offered and makes curriculum and/or instructor changes as needed.
- In collaboration with Marketing and Community Relations, cCreates marketing strategies and develops content, including print and social media. for flyers, postcards, e-blasts, and social media posts.
- Participates in department assessment, development of goals, marketing plans, and processes.
- Represents the College at various meetings on and off campus.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of computer equipment and software applications.

Knowledge of sales techniques and strategies.

Knowledge of instructor requirements and instructional principals.

Knowledge of utilizing data to make informed decisions.

Knowledge of principles, practices and methods of management and supervision.

Skill in assessing training needs of organizations.

Skill in making contacts, offering persuasive proposals, and closing a sale.

Skill in determining local market trends and price points.

Skill in operating computer equipment and software applications

Skill in prioritizing multiple tasks and demands.

Skill in evaluating and changing course as necessary.

Adopted 8/15/1995
Coordinator, Business Training

Skill in providing customer service and meeting the needs of customers.
Skill in working independently and demonstrating initiative.
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 sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Associate's degree in human resources, training, business management or a related field required, Bachelor's degree preferred, and two (2) years sales or training development experience OR an equivalent combination of education and experience that provide the required knowledge and skills. Must have a computer with internet access for working at home office. Must be able to access transportation for traveling to meetings with clients.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

REPORTS TO: VP, Business, Technology and Community Programs

APPOINTED BY: President.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 5312

JOB SERIES/FAMILY: Community and Partnership Series/Business Institute & Conference Center Group

LAST REVISED: 02/19/19-04/30/24 *[Pending Board Approval]

**AGENDA ITEM #XIII-C-5
APRIL 30, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COORDINATOR, CENTER FOR TEACHING AND LEARNING SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Dr. Sydne Kasle as a full-time, Coordinator, Center for Teaching and Learning Services beginning May 6, 2024 at an FY24 salary of \$63,697, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY24 budget.

BACKGROUND: Dr. Kasle has been serving in this role in a part-time capacity since November 27, 2023. During her short time at Highland, she has made tremendous strides in the Center for Teaching and Learning Services by offering workshops that will help increase student engagement and hosting events that encourage professional development for faculty and staff. After becoming a certified Quality Matters trainer, she will soon begin Quality Matters training opportunities for full- and part-time faculty. Dr. Kasle came to Highland from Madonna University located in Livonia, Michigan where she has served as an adjunct faculty member teaching Interpersonal Communication classes online for nursing students. Dr. Kasle's extensive knowledge in Human Communications has made it possible for her to engage in faculty development, classroom instruction, curriculum development, storyboarding, and learning experience design to help improve learning experiences for both the learner and educator.

Dr. Sydne Kasle earned her first Master of Arts degree in Speech Communication from Wayne State University in Detroit, Michigan. She then later obtained her Doctor of Speech Communication from Florida State University in Tallahassee, Florida, and her second Master of Arts degree in Education Studies from the University of Michigan in Ann Arbor, Michigan.

Dr. Kasle is engaging, authentic, and passionate about driving learner engagement, learning experience design, scaffolding, and faculty coaching. Dr. Kasle's 30-plus years of experience in higher education and her ability to utilize evidence-based strategies to develop and consult on curriculum, training, and development makes her a wonderful addition to Highland.

BOARD ACTION: _____