

**AGENDA ITEM #X-B-7
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

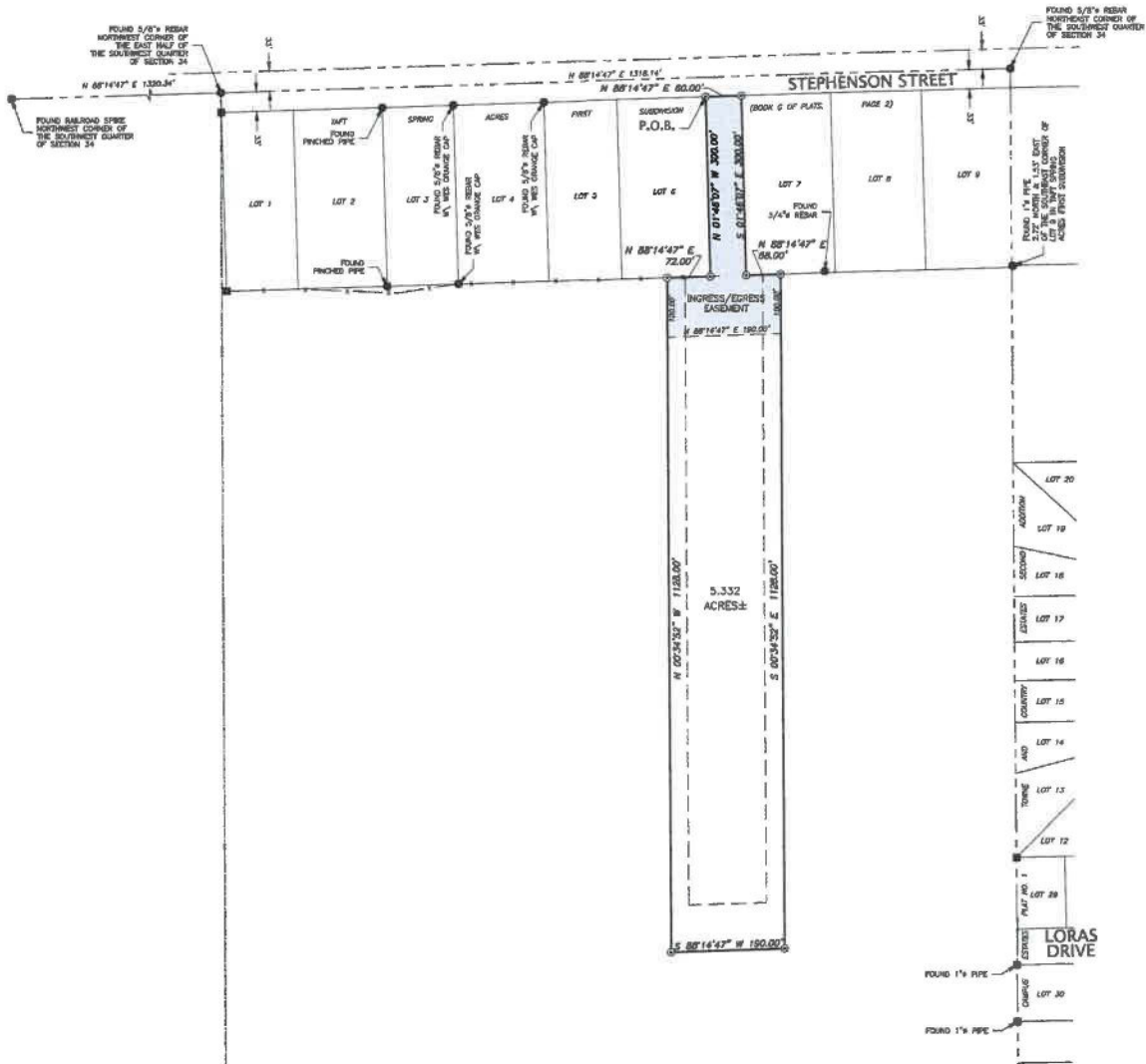
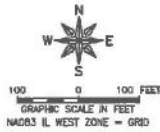
**REAL ESTATE DONATION AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND THE
HIGHLAND COMMUNITY COLLEGE FOUNDATION
FOR USE BY THE HIGHLAND COMMUNITY COLLEGE
AGRICULTURE DEPARTMENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the attached real estate donation agreement between Highland Community College and the Highland Community College Foundation of an estimated five acres of land, as outlined in the attached agreement, generally located in the 3000 block of West Stephenson Street, Freeport, IL, for use by the Highland Community College Agriculture Department.

BACKGROUND: The Foundation and College have been in discussion since late 2023 regarding the transfer of an estimated five acres of property for the Agriculture Department utilization. As discussed at the February 27, 2024, regular Board meeting, 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. The non-binding Letter of Intent was approved by trustees at their February 27, 2024, regular meeting. The attached agreement formalizes the real estate donation for the land that will be utilized for the pump house, which will contain the instrumentation for the sub-irrigation system.

BOARD ACTION: _____

PLAT OF SURVEY
 "HIGHLAND COMMUNITY COLLEGE FOUNDATION"
 PART OF E 1/2, SW 1/4, SECTION 34, T27N, R7E, 4th P.M.,
 HARLEM TOWNSHIP, STEPHENSON COUNTY, ILLINOIS



DESCRIPTION

Part of the East Half of the Southwest Quarter of Section 34, Township 27 North, Range 7 East of the Fourth Principal Meridian, situated in Harlem Township, Stephenson County Illinois, described as follows:

Beginning at the Northeast corner of Lot 9 in Tort Springs Acres First Subdivision, according to the Plat thereof recorded in Book C of Plats, Page 2 in the Stephenson County Recorder's Office; thence North 88 degrees 14 minutes 47 seconds East along the south right of way line of Stephenson Street, a distance of 90.00 feet to the Northwest corner of Lot 7 in said Tort Springs Acres First Subdivision; thence South 01 degrees 07 minutes 07 seconds West along the west line of said Lot 7, a distance of 300.00 feet to the Southwest corner of said Lot 7; thence North 88 degrees 14 minutes 47 seconds East along the south line of said Lot 7, a distance of 58.00 feet; thence South 00 degrees 34 minutes 52 seconds East, a distance of 1,128.00 feet; thence South 88 degrees 14 minutes 47 seconds West, a distance of 190.00 feet; thence North 00 degrees 34 minutes 52 seconds West, a distance of 100.00 feet to the south line of said Lot 6; thence North 88 degrees 14 minutes 47 seconds East along the south line of said Lot 6, a distance of 72.00 feet to the Southeast corner of said Lot 6; thence North 01 degrees 07 minutes 07 seconds West along the east line of said Lot 6, a distance of 300.00 feet to the Point of Beginning, containing 5.332 acres, more or less.

INGRESS/EGRESS EASEMENT

Part of the East Half of the Southwest Quarter of Section 34, Township 27 North, Range 7 East of the Fourth Principal Meridian, situated in Harlem Township, Stephenson County Illinois, described as follows:

Beginning at the Northeast corner of Lot 6 in Tort Springs Acres First Subdivision, according to the Plat thereof recorded in Book C of Plats, Page 2 in the Stephenson County Recorder's Office; thence North 88 degrees 14 minutes 47 seconds East along the south right of way line of Stephenson Street, a distance of 90.00 feet to the Northwest corner of Lot 7 in said Tort Springs Acres First Subdivision; thence South 01 degrees 07 minutes 07 seconds East along the west line of said Lot 7, a distance of 300.00 feet to the Southwest corner of said Lot 7; thence North 88 degrees 14 minutes 47 seconds East along the south line of said Lot 7, a distance of 58.00 feet; thence South 00 degrees 34 minutes 52 seconds East, a distance of 100.00 feet; thence South 88 degrees 14 minutes 47 seconds West, a distance of 190.00 feet; thence North 00 degrees 34 minutes 52 seconds West, a distance of 100.00 feet to the south line of said Lot 6; thence North 88 degrees 14 minutes 47 seconds East along the south line of said Lot 6, a distance of 72.00 feet to the Southeast corner of said Lot 6; thence North 01 degrees 07 minutes 07 seconds West along the east line of said Lot 6, a distance of 300.00 feet to the Point of Beginning.

SURVEYOR'S STATEMENT:

I, Nicholas A. Grindey, a Professional Land Surveyor in the State of Illinois, hereby state, at the request of Dan Dick, of the Highland Community College Foundation, this survey was made on the ground under my direction, that this plat represents the facts found at the time of the survey, that this professional service conforms to the current applicable Illinois State Laws and Standards for a Boundary Survey, that the monuments were set or found at the locations indicated, and that the dimensions shown are given in feet and decimals of a foot upon said plat. I further state that I have made no independent search of the public records for easements, encumbrances, ownership or title evidence, or any other facts which an accurate and current title search may disclose, as part of the survey, but relied upon the materials supplied to me by the owner or the owner's representative.

Signed at Freeport, Illinois, this 17th day of May, 2024

Nicholas A. Grindey
 Illinois Professional Land Surveyor No. 35-3302
 Current expiration date: November 30, 2024



PREPARED FOR:
 DAN DICK
 HIGHLAND COMMUNITY COLLEGE FOUNDATION
 2395 WEST PENAL CITY ROAD
 FREEPORT, ILLINOIS 61032

FEHR GRAHAM ILLINOIS IOWA WISCONSIN
 ENGINEERING & ENVIRONMENTAL
 101 W STEPHENSON ST. FREEPORT, IL 61032 PH:618.363.7643
HIGHLAND COMMUNITY COLLEGE FOUNDATION JOB NUMBER: 24-509
 DATE: 05/17/2024
 FIELD WORK COMPLETED: 06/17/2024 SHEET NUMBER: 1 of 1
 PLOTTED BY: DICKENSON DATE: 06/02/2024

ZONE E-1
 SIDE YARD SETBACK 30'
 REAR YARD SETBACK 100'

LEGEND

- FOUND 5/8" REBAR (UNLESS NOTED OTHERWISE)
- FOUND 6"x6" CONCRETE MONUMENT
- 5/8" REBAR W/ TV BLUE CAP
- PROPERTY LINE
- PARCEL LINE
- - - LOT LINE
- - - SECTION LINE
- - - EXISTING FENCE LINE
- () PREVIOUSLY RECORDED AS

**AGENDA ITEM #X-C-1
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
NURSING INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Anna Beswick as a full-time, tenure track Nursing Instructor in the Nursing and Allied Health Division, beginning August 15, 2024, at an FY25 salary of \$62,122 (based on MSN+0, with two years' experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY25 budget.

BACKGROUND: Ms. Beswick has served as a part-time Nursing Instructor since Fall 2023. During this time, she has demonstrated a keen ability to inspire both faculty and students to engage in innovative and critical thinking during class and clinical instruction. In addition to her role at Highland, she is a Nurse Educator at the Community General Hospital (CGH) Medical Center of Sterling, Illinois, where she is responsible for the comprehensive onboarding and training of new nursing personnel, while also administering the ongoing maintenance of competency-based education for all current staff.

She earned her Associate of Science degree from Highland Community College and her Bachelor of Science in Nursing from Allen College in Waterloo, Iowa. She later obtained her Master of Science in Nursing Education from Western Governors University in Millcreek, Utah.

Ms. Beswick is an engaging, dedicated, and passionate instructor who derives immense satisfaction from inspiring students to achieve their utmost potential in learning. Her wealth of experience in teaching across various domains makes her an asset to Highland's Nursing Department.

BOARD ACTION: _____

**AGENDA ITEM #X-C-2
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
COLLEGE ACCESS SPECIALIST,
TRIO EDUCATIONAL OPPORTUNITY CENTERS (EOC)
(GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Rachel Stewart as full-time College Access Specialist, TRIO Educational Opportunity Centers (EOC) beginning July 1, 2024, at an FY25 salary of \$46,167, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY25 budget. This position is dependent on continued grant funding.

BACKGROUND: Ms. Stewart is employed by Highland Community College as the Early Childhood Mentor Coach. In her current role, she helps students access Early Childhood Education programs by providing guidance, communication, and navigation through the systems. She plays a pivotal role in the recruitment and retention process by closely collaborating with students, facilitating outreach events, and cultivating relationships within the community.

She earned her Associate of Science in Early Childhood Education from Highland Community College, and she later earned her Bachelors of Science in Early Childhood Education and Leadership from Rasmussen University in Rockford, Illinois.

Ms. Stewart's extensive experience in recruiting, guiding, motivating, and assisting students in developing comprehensive educational plans, combined with her personal journey as a non-traditional student, make her an excellent candidate for the Educational Opportunity Centers team.

BOARD ACTION: _____

**AGENDA ITEM #X-C-3
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
HEAD COACH/COORDINATOR, ATHLETIC COMPLIANCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Chance Sharp as full-time Head Coach/Coordinator, Athletic Compliance beginning June 3, 2024, at an FY24 salary of \$49,205, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY24 budget.

BACKGROUND: Mr. Chance Sharp has been serving as Highland’s Student Success Coach and Head Baseball Coach since 2022. In his current role, he works with a caseload of students including those enrolling in Bridge programs, student-athletes, and first-generation students to provide wraparound student support including coaching students on managing academic, work, athletic, and other commitments while also referring students to appropriate supports. As a coach, Mr. Sharp emphasized these same principles. He previously served as Associate Head Baseball Coach at Benedictine University Mesa. He has also served in roles such as manager, assistant coach, and head coach at the high school and college level, and in minor league baseball.

Mr. Sharp earned his Bachelor of Arts degree in Secondary Education from New Mexico Highlands University in Las Vegas, New Mexico. He then later obtained his Master of Education in Educational Leadership from Carolina University in Winston Salem, North Carolina.

Mr. Sharp’s combination of experience and commitment to fostering student success, including his background in coaching and student mentorship, make him a well-qualified candidate for this role in the Athletic Department.

BOARD ACTION: _____

**AGENDA ITEM #X-C-4
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
CAREER SERVICES SPECIALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Career Services Specialist with placement at range 23 on the Highland Salary Range Table. This is a full-time, classified position and is included in the FY25 budget.

BACKGROUND: The President’s Direct Reports have reviewed staffing requisition requests for FY25. They approved a proposal to transition the Testing and Career Services Specialist from one full-time position to two separate full-time positions, with one concentrated in Career Services and the other in the Testing Center. This arrangement will better accommodate student needs and coverage within the departments. This position will provide administrative and technical support to Career Services and the Student Worker Program, coordinating the annual career fair and other projects, recruiting and assimilating community members into the Mentor Program, and supporting employer relations.

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: Career Services Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide administrative and technical support to the Career Services Office, supporting students, staff, and potential employers to increase skill development, career readiness, and positive student workforce and career development outcomes.

PRINCIPAL DUTIES: (essential functions)

- Assists with the Student Worker Program by performing duties such as determining student worker program eligibility, processing student worker hiring paperwork and assignment forms, updating and maintaining student records, and overseeing and assigning work of Career Services/Advising student workers.
- Provides administrative support for Career Services, including employer relations, assisting with maintenance and utilization of Handshake, arranging facilities for workshops and classes, and coordinating job postings and social media posts.
- Organizes special projects such as the Career Fair, mentor program and other on-campus events.
- Effectively maintains data and systems within Career Services and Student Worker Program.
- Gathers and enters information into the computer for reports and other documents, generates necessary reports, forms and documents, and maintains records and files.
- Provides essential customer service to students, employees and area employers.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of utilizing data to make informed decisions.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of computer operations and software applications.

Knowledge of project and time management principles and practices.

Knowledge of report preparation and formatting.

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

Knowledge of customer service techniques.

Skill in operating office equipment, computers and software applications.

Skill in composing memos, letters, reports and other documents.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in organization and paying attention to detail.

Skill in identifying and evaluating problems and implementing effective solutions.

Skill in engaging in active listening and communicating effectively verbally and in writing.

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 and one year experience in an office or customer-focused position OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Coordinator, Career Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4810

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

ADOPTED: 05/21/24 *[Pending Board Approval]

**AGENDA ITEM #X-C-5
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
MANUFACTURING MENTOR/COACH (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Manufacturing Mentor/Coach with placement at range 28 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the FY25 grant year. This position is dependent upon continued grant funding.

BACKGROUND: The Business and Technology Division received a four-year grant from the Department of Labor-Strengthening Community Colleges Training Grant that will support the addition of a new full-time position. The Manufacturing Mentor/Coach position will report to the Vice President, Business, Technology, and Community Programs and will promote student success in the Welding and CNC Machining programs by providing guidance, communication, and navigation through the institutional systems. The position coordinates services and student needs with Admissions, Student Advising, Financial Aid, Career Services, and other College departments, as necessary. In addition, it performs on- and off-campus recruitment activities and follows up on student interest inquiries. The position will also collect relevant student data for the grant and prepare and submit requested grant reports internally and externally in a timely manner.

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: Manufacturing Mentor/Coach (Grant Funded)*
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To play a key role in promoting student success in the Welding and CNC Machining programs by providing guidance, communication, and navigation through the institutional and consortium systems.

PRINCIPAL DUTIES: (essential functions)

- Coordinates services and student needs with Admissions, Student Advising, Financial Aid, Career Services and other relevant wraparound services provided by the college.
- Arranges Work Based learning options (site visits and Workplace Experiences OCED 290 course).
- Collaborates with community-based organizations to recruit underrepresented students.
- Recruits and, in conjunction with the Vice President, Business, Technology, and Community Programs, hires necessary part-time instructors.
- Provides necessary information to students such as enrollment/registration dates and reminders, drop/add deadline dates, scholarship process, academic integrity, and grade policies and processes.
- Proactively monitors student progress, meets regularly with students, reviews students' academic plans to determine if adequate progress is being made, and provides outreach to struggling students with supports.
- Assists students in accessing academic and other supports that will help them persist and complete. If services are not readily available, recommends or helps acquire them.
- Connects students to the Disability Services Coordinator when requesting accommodations.
- Ensures students have the information they need to maximize credits, enroll, and complete certificate or degree expediently.
- Networks and builds relationships with institutional faculty/staff, navigators and agency professionals.
- Serves as a first point of contact for students interested in Welding and CNC Machining degrees or certificates.
- Connects prospective students to the appropriate faculty/staff regarding program specific questions.
- Collaborates with the office of Marketing and Community Relations or an external consultant to develop program promotional materials.
- Performs on and off campus recruitment activities such as, but not limited to, presentations to potential students.
- Collects and shares data related to Mentor work internally and with funder as requested in a timely manner.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of welding and CNC machining.
Knowledge of the college's welding and CNC machining programs.
Knowledge of utilizing data to make informed decisions.
Knowledge of computer hardware and software applications
Knowledge of academic resources.

Skill in database establishment and maintenance, primarily spreadsheet for program accounting and reporting.

Skill in analysis and complex reporting.

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

Skill in communicating effectively one-on-one or in groups.

Skill in project management and independent work.

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. Travel primarily within the district, occasionally in the State of Illinois.

MINIMUM QUALIFICATIONS: Bachelor's degree in education or related manufacturing fields required and 3-5 years of experience in a manufacturing education program with specific knowledge of welding and CNC machining OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

SECURITY SENSITIVE POSITION: Requires a criminal history background check.

REPORTS TO: Vice President, Business, Technology, and Community Programs

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4822

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

ADOPTED: 05/21/24* [Pending Board Approval]

**AGENDA ITEM #X-C-6
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
STUDENT SUCCESS COACH (GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Student Success Coach. This is a full-time, exempt professional, grant-funded position and is included in the FY24 budget. Beginning in FY25, the position will be partially grant funded by the Room 2 Grow grant, which will be funded through December 2027.

BACKGROUND: With the incumbent in the position transferring to another position at Highland, the job description was reviewed when the vacancy was posted. The job description has been revised to modify the coaching responsibilities to either a head coach or an assistant coach. In addition, references to specific grant programs were revised. During reviews of staff requisition requests for FY25, the President's Direct Reports accepted a recommendation to continue the Student Success Coach position. The Student Success Coach carries an approximate 85-100 student caseload every semester, providing vital coaching and intervention techniques to aid in student success and retention.

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: Student Success Coach (Grant Funded)*

THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To promote student success and increase retention by providing coaching and intervention techniques to students. Facilitates student access to programs and services by helping remove barriers to student enrollment and progression in order to achieve educational and personal goals. Serves as a head coach for a sport.

PRINCIPAL DUTIES: (essential functions)

- Monitors case load of students, ~~including who participate in grant programs as assigned who are Bridge Programs, are~~ identified as high- risk, or meet ~~the Bridge Grant's target populations, of minority, first-generation, and low-income students and adults returning to college.~~
- Assists students in developing self-efficacy skills by identifying and overcoming obstacles that may be impeding academic success. Instructs students on strong time management, study, and organization skills.
- Motivates students to practice self-regulation and to take ownership of their academic success ~~using strategies such as by creating~~ individualized success plans.
- Assists with ~~Bridge program coordination and providing~~ wrap around services for students by using an individualized approach such as facilitating a mentor match, behavioral health counseling, and other academic support services.
- Serves as an athletic head ~~or assistant~~ -coach, with sport to be determined.
- Actively ~~leads or assists in the~~ -recruitment and selections, organizationes, and prepararationes of a competitive sports program composed of Highland Community College students to compete with other institutions of similar size and athletic philosophies.
- Works in close cooperation with the Director of Athletics and Physical Education relating to all matters pertinent to coaching, including recruiting, practicing, scheduling, equipment, supervision, eligibility, public relations, fund raising, and contest and tournament management ~~as necessitated by the assigned coaching position.~~
- Serves as a liaison and provides support to students in navigating campus resources.
- Assists in the coordination, development, and implementation of appropriate high engagement student success strategies and supporting technologies.
- Proactively engages students in conversations, goal setting, and plans that will improve student success and support the College's retention efforts.
- Drawing on ~~predictive analytics and~~ assessment tools ~~such as the College Student Inventory,~~ and working with the advisors, mentors, tutoring services, disability services, counseling, and career services, the Student Success Coach ensures wrap around services are available to students.

- Serves on the retention support team ~~Early Alert Team and~~by managinges assigned cases through the retention referral program, by following up with students, and helping to strategize how to get back on track in their classes.
- Assists in providing Testing Center services in absence of Testing Center Coordinator.
- Utilizes data and appropriate systems and technologies as directed for program tracking, record keeping, and internal communication.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of computer operations and software applications.

Knowledge of principles, practices and processes of learning and teaching.

Knowledge of instructional techniques and processes.

Knowledge of educational advising and test administration.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of student resources, referrals and services.

Knowledge of intercollegiate athletic programs, rules and regulations.

Knowledge of principles, practices and techniques of coaching.

Knowledge of utilizing data to make informed decisions.

Skill in effectively using the internet to research careers, training, and job openings.

Skill in effectively communicating with and providing instruction to diverse student populations.

Skill in maintaining and updating records and related systems.

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

Skill in responding to inquiries, disseminating information and providing instructional resources.

Skill in operating computers and software applications.

Skill in communicating effectively in writing.

Skill in communicating effectively one-on-one or in groups.

Skill in coaching individuals and teams.

Skill in coordinating events and activities.

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. 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 degree, with Master's degree preferred, in counseling, education, student development or a related field required and three (3) years experience in assessing learning needs OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Certified to administer Pearson VUE, CLEP, and DSST within three to six (3-6) months of hire preferred.

REPORTS TO: Director, Retention and Learning Services (primary)
Director, Athletics and Physical Education (secondary)

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4825

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

ADOPTED: ~~08/16/22~~ 05/21/24 ***[Pending Board Approval]**

**AGENDA ITEM #X-C-7
MAY 21, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF 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 staff member to participate in the Planned Retirement Program.

Pam Harrison, planned retirement May 1, 2027

BACKGROUND: At the September 26, 2023, regular Board meeting, trustees approved offering all full-time non-union Administrative, Professional, and Classified employees 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 five.

BOARD ACTION: _____