

**AGENDA ITEM #XIII-A-1**  
**MAY 21, 2024**  
**HIGHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES**

**APPOINTMENT**  
**VICE PRESIDENT/CHIEF ACADEMIC OFFICER (CAO), ACADEMIC SERVICES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Mr. Jim Phillips as Vice President/Chief Academic Officer, Academic Services beginning July 1, 2024, at a FY25 salary of \$145,000, plus appropriate fringe benefits. This is a full-time, exempt administrative position and is within the FY25 budget.

**BACKGROUND:** Mr. Phillips currently serves as Interim Vice President/CAO, Academic Services; Dean, Humanities, Social Sciences, and Fine Arts at Highland Community College; and co-facilitator of the Jo Daviess County Leadership Forum.

He holds a Master and Bachelor of Arts in History from Western Illinois University and an Associate's degree from Highland Community College. He also holds the Master Online Teacher Certification from the University of Illinois and the Illinois Online Network. Furthermore, he is certified by Phi Theta Kappa to teach its Leadership Development curriculum.

Mr. Phillips began working at Highland in 2000 as an advisor and was later named Transfer Coordinator. In 2005, he moved to the faculty as the full-time Western Civilization and Political Science Instructor, and in 2012, he was named a co-facilitator of the Stephenson County Leadership Institute and the Jo Daviess County Leadership Forum. He first served as Interim Dean, Humanities, Social Sciences, and Fine Arts in 2015 and again in 2016. He became permanent Dean in March 2017. In addition to currently serving as Interim Vice President/CAO, he has served twice before in the role (July 2020 to March 2021 and February 2022 to January 2023).

He was honored in 2009 by the Western Illinois University History Department with the Distinguished Alumni Award. He received the Opel Award from Highland Community College in 2016, and he was named a Distinguished Alum by the Highland Community College Foundation in 2019.

Through his various positions and years of service, Mr. Phillips knows Highland, the Illinois Community College System, and the Higher Learning Commission. This extensive experience, coupled with his commitment to servant leadership, make him an ideal candidate for this position.

Mr. Phillips was selected as part of a nation-wide search that began in January 2024.

BOARD ACTION: \_\_\_\_\_