

**AGENDA ITEM #IX-C-1
SEPTEMBER 24, 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: _____

| Fall 2024 | | | | | | | | |
|----------------------------|------------|------|------------|--|--------------|---------------|------------|-----------------|
| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
| Athletics | | | | | | | | |
| Joshua | Bost | | | Esports Coach | | | | \$4,000.00 |
| Casey | Coon | | | Softball Coach | | | | \$7,500.00 |
| Josh | Glawe | | | Women's Basketball Coach | | | | \$7,500.00 |
| Stacey | Green | | | Cross Country Coach | | | | \$7,500.00 |
| Aaron | Heim | | | Volleyball Coach | | | | \$7,500.00 |
| Kenzie | Holm | | | Assistant Volleyball Coach | | | | \$4,500.00 |
| Javier | Jazo | | | Golf Coach | | | | \$3,750.00 |
| Kyle | Marcum | | | Esports Coach | | | | \$4,000.00 |
| Curt | McIntyre | | | Assistant Cross Country Coach | | | | \$4,500.00 |
| Tyler | Spinnato | | | Esports Coach | | | | \$4,000.00 |
| Eric | Walton | | | Assistant Men's Basketball Coach | | | | \$4,500.00 |
| Luke | Norman | 3131 | HLTH112Y1A | Health | | 2 | \$719.68 | \$1,439.36 |
| Luke | Norman | 3132 | HLTH112Y1B | Health | | 2 | \$719.68 | \$1,439.36 |
| Luke | Norman | 3150 | PHYD221VM | Physical Fitness II | | 2 | \$719.68 | \$1,439.36 |
| Chance | Sharp | 3134 | HLTH212 | First Aid | | 2 | \$719.68 | \$1,439.36 |
| Chance | Sharp | 3140 | PHYD124 | Theory of Football Coaching | | 2 | \$719.68 | \$1,439.36 |
| Chance | Sharp | 3135 | PHYD111VM | Introduction to Physical Education | | 2 | \$719.68 | \$1,439.36 |
| Business/Technology | | | | | | | | |
| Carol | Engelkens | | | Office Technology Lab - P/T Instructor | TBD | | \$32.29 | TBD |
| Denise | Johnson | | | Office Technology Lab - P/T Instructor | TBD | | \$35.54 | TBD |
| Dana | Krueger | | | Cosmetology Lab - P/T Instructor | TBD | | \$30.71 | TBD |
| Brooklyn | McDonald | | | Cosmetology Program Lab Assistant | TBD | | \$21.60 | TBD |
| Angela | Pierson | | | Cosmetology Lab - P/T Instructor | TBD | | \$31.87 | TBD |
| Eric | Piper | | | Welding Program Lab Assistant | TBD | | \$15.00 | TBD |
| Daeleen | Tippett | | | Cosmetology Lab - P/T Instructor | TBD | | \$30.71 | TBD |
| Kerry | Weber | | | Cosmetology Lab - P/T Instructor | TBD | | \$31.50 | TBD |
| Amy | Chamberlin | | | Part-time Instruction Supervision - FULL PAY | | | | \$287.87 |
| Amy | Chamberlin | | | Part-time Instruction Supervision - HALF PAY | | | | \$143.93 |
| Tasha | Marini | | | Part-time Instruction Supervision - FULL PAY | | | | \$287.87 |
| Tasha | Marini | | | Part-time Instruction Supervision - HALF PAY | | | | \$143.93 |
| Jeremy | Monigold | | | Part-time Instruction Supervision - HALF PAY | | | | \$143.93 |
| Monica | Pierce | | | Part-time Instruction Supervision - FULL PAY | | | | \$575.74 |
| Aaron | Sargent | | | Part-time Instruction Supervision - FULL PAY | | | | \$287.87 |
| Evan | Talbert | | | Part-time Instruction Supervision - FULL PAY | | | | \$575.74 |
| Jennifer | Alderman | 3430 | ACCT105Y2 | Elements of Accounting | | 1 | \$1,439.35 | \$1,439.35 |
| Jennifer | Alderman | 3431 | ACCT115Y1 | Computer Applications in Acct | | 2 | \$1,439.35 | \$2,878.70 |
| Scott | Anderson | 3598 | DRAF110B | Print Reading and Inspection | | 3 | \$719.68 | \$2,159.04 |
| Scott | Anderson | 3634 | OCED290F | Work PI Exp-EQUINE | | 0.67 | \$719.68 | \$482.19 |
| Amy | Chamberlin | | COSM | Cosmetology Classes | | 3 | \$1,439.35 | \$4,318.05 |
| | | | | | | 0.52 | \$1,583.29 | \$823.31 |
| Jeffrey | Cowman | 3326 | INFT282HBN | A+ Certification | | 4 | \$607.00 | \$2,428.00 |
| Joseph | DeParasis | 3096 | EQUI114HBN | Equine Physiology | | 3 | \$677.00 | \$2,031.00 |
| Joseph | DeParasis | 3094 | EQUI145HB | Stable Management I | | 2 | \$677.00 | \$1,354.00 |
| Justin | Ebert | 3555 | AGRI187HB | Intro to Precision Agriculture | | 2.8 | \$1,439.35 | \$4,030.18 |
| Justin | Ebert | 3409 | AGOC140HB | Agriculture Equipment Maint | | 0.2 | \$1,439.35 | \$287.87 |
| | | | | | | 1.85 | \$1,583.29 | \$2,929.09 |
| | | | | | | 0.75 | \$1,727.22 | \$1,295.42 |
| Justin | Ebert | 3434 | LIBS199HXX | FYES - Ag Emphasis | | 1 | \$1,583.29 | \$1,583.29 |
| Justin | Ebert | 3416 | OCED290C | Work PI Exp-Ag | | 0.15 | \$1,583.29 | \$237.49 |
| | | | | | | 0.25 | \$1,727.22 | \$431.81 |
| Justin | Ebert | 3415 | AGOC299Y1 | Ag Capstone Experience | | 0.2 | \$1,727.22 | \$345.44 |
| Joseph | Grove | 3130 | ECON112Y1 | Princ of Economics II-Macro | | 3 | \$1,439.35 | \$4,318.05 |
| Thomas | Harrison | 3417 | BUSN125HB | Math of Business | | 3 | \$615.00 | \$431.81 |
| Thomas | Harrison | 3418 | MATH111HB | Technical Math | | 3 | \$615.00 | \$1,845.00 |
| Thomas | Harrison | 3477 | MATH111TC | Technical Math | | 3 | \$615.00 | \$1,845.00 |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|--|----------------|------|------------|--|--------------|---------------|------------|-----------------|
| Malasia | Heyward | 3118 | BUSN125Y1 | Math of Business | | 3 | \$585.00 | \$1,755.00 |
| Lance | Keltner | 3442 | DRAF110A | Print Reading and Inspection | | 3 | \$585.00 | \$1,755.00 |
| Olivia | Kepner | 3412 | AGOC226HB | Animal Nutrition | | 0.8 | \$1,439.35 | \$1,151.48 |
| Tasha | Marini | | COSM | Cosmetology Classes | | 3 | \$1,439.35 | \$4,318.05 |
| | | | | | | 0.52 | \$1,583.29 | \$823.31 |
| Hannah | McWhirter | 3343 | AGOC134HBN | Introduction to Cannabis | | 1.5 | \$585.00 | \$877.50 |
| Jeremy | Monigold | 3484 | INFT180DC | Intro to Information Systems | | 1.2 | \$1,439.35 | \$1,727.22 |
| | | | | | | 1.8 | \$1,583.29 | \$2,849.92 |
| Jeremy | Monigold | 3328 | INFT140Y1 | Beginning Excel | | 0.8 | \$1,583.29 | \$1,266.63 |
| Monica | Pierce | 3336 | AGRI192Y1 | Computer Applications in Ag | | 1.5 | \$1,439.35 | \$2,159.03 |
| Monica | Pierce | 3408 | AGOC134Y1 | Introduction to Cannabis | | 1.5 | \$1,439.35 | \$2,159.03 |
| Monica | Pierce | 3335 | AGRI188HB | Introduction to Hort Science | | 3 | \$1,583.29 | \$4,749.87 |
| | | | | | | 1 | \$1,727.22 | \$1,727.22 |
| Ashley | Polizzi | 3119 | BUSN141HB | Business Communications | | 3 | \$655.00 | \$1,965.00 |
| Ashley | Polizzi | 3123 | BUSN241Y1 | Prin of Personnel Management | | 3 | \$655.00 | \$1,965.00 |
| Crimson | Pulver | 3097 | EQUI127HB | Horse Handling I | | 3 | \$615.00 | \$1,845.00 |
| Crimson | Pulver | 3098 | EQUI135HB | Horse Training II | | 1 | \$615.00 | \$615.00 |
| Crimson | Pulver | 3099 | EQUI141HB | Riding Instruction I | | 2 | \$615.00 | \$1,230.00 |
| Aaron | Sargent | 3559 | MTEC270A | CNC Mill I (plus CRN3472, MTEC280A, CNC Lathe I) | | 2.4 | \$1,439.35 | \$3,454.44 |
| Aaron | Sargent | 3560 | MTEC270C | CNC Mill I (plus CRN3561, MTEC280C, CNC Lathe I) | | 0.6 | \$1,439.35 | \$863.61 |
| | | | | | | 1.8 | \$1,583.29 | \$2,849.92 |
| Aaron | Sargent | 3473 | MTEC285B | Advanced CNC Machining | | 1.2 | \$1,583.29 | \$1,899.95 |
| | | | | | | 1.2 | \$1,727.22 | \$2,072.66 |
| Aaron | Sargent | 3447 | OCED290D | Work Pl Exp-MTEC | | 0.4 | \$1,727.22 | \$690.89 |
| Aaron | Sargent | 3447 | OCED290E | Work Pl Exp-MTEC | | 0.4 | \$1,727.22 | \$690.89 |
| Evan | Talbert | 3124 | BUSN249YI | Principles of Management | | 3 | \$1,583.29 | \$4,749.87 |
| Evan | Talbert | 3122 | BUSN225A | Personal Finance | | 2.4 | \$1,727.22 | \$4,145.33 |
| Eric | Tryggestad | 3342 | AGOC132HBN | Landscape Design | | 4 | \$585.00 | \$2,340.00 |
| Todd | Vacek | 3440 | WELD233A | Advanced Welding Processes | | 1 | \$1,439.35 | \$1,439.35 |
| Todd | Vacek | 3569 | WELD130DC1 | Introduction to Welding | | 2 | \$1,439.35 | \$2,878.70 |
| | | | | | | 2 | \$1,583.29 | \$3,166.58 |
| Brandi | Widmer | 3088 | EQUI107HB | Equine Health Care I | | 3 | \$615.00 | \$1,845.00 |
| Brandi | Widmer | 3091 | EQUI131HB | Horse Shoeing | | 1.5 | \$615.00 | \$922.50 |
| Brandi | Widmer | 3092 | EQUI137HB | Riding I | | 3 | \$615.00 | \$1,845.00 |
| Humanities/Social Science/Fine Arts | | | | | | | | |
| Dagny | Brandt | | | Youth Choir Director | | | | \$2,500.00 |
| Brandon | Lamm | | | Orchestra Director | | | | \$2,500.00 |
| Bill | Peterson | | | Big Band Director | | | | \$2,500.00 |
| Heidi | Spotts-Manthey | | | Youth Choir Accompanist | | | | \$1,175.00 |
| Heidi | Spotts-Manthey | | | Chorale Director | | | | \$2,500.00 |
| Scott | Stich | | | Concert Band Director | | | | \$2,500.00 |
| Kevyn-Ann | Sutter | | | Part-Time Forensics Director | | | | \$5,000.00 |
| Nadia | Wirchnianski | | | Chorale Accompanist | | | | \$1,400.00 |
| Nadia | Wirchnianski | | | Chamber Singers Accompanist | | | | \$1,500.00 |
| Nadia | Wirchnianski | | | Royal Scots Accompanist | | | | \$1,500.00 |
| Calvin | Barbee | | | Curriculum Development for HIST 126 | | | | \$500.00 |
| Michael | Skwara | | | Curriculum Assistance with PSY 161 | | | | \$150.00 |
| Heidi | Spotts-Manthey | | MUS 177 | Development & Evaluation of Proficiency Exam | | | | \$100.00 |
| Matthew | Summers | | | Curriculum Development for CJS 206 | | | | \$500.00 |
| Melissa | Johnson | | | Part-Time Instructor Supervision - FULL PAY | | | | \$863.61 |
| Jennifer | Roser | | | Part-Time Instructor Supervision - FULL PAY | | | | \$287.87 |
| Arthur | Schmidt | | | Mass Comm Assistant | TBD | | \$14.00 | TBD |
| Kathleen | Williams | | | Fine Arts Costumer | TBD | | \$25.00 | TBD |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|--------------------------|----------------|------|------------|---|--------------|---------------|------------|-----------------|
| Samuel | Fiorenza | | | Writing Center | | 3 | \$1,439.35 | \$4,318.05 |
| Julie | Hartman-Linck | | | Assessment Mentor | | 3 | \$1,439.35 | \$4,318.05 |
| Jami | Spencer | | | Coordinator of Transitional Communication | | 3 | \$1,439.35 | \$4,318.05 |
| Jami | Spencer | | | Writing Center | | 1 | \$1,583.29 | \$1,583.29 |
| James | Yeager | | | Coordinator of Mass Communication | | 3 | \$1,439.35 | \$4,318.05 |
| Robert | Apolloni | 3228 | ART110HBA | Introduction to Art | | 3 | \$1,439.35 | \$4,318.05 |
| Calvin | Barbee | 3635 | HIST125Y1 | World Civilizations I | | 3 | \$640.00 | \$1,920.00 |
| Colette | Binger | 3071 | PSY262Y1 | Human Growth/Development | | 3 | \$677.00 | \$2,031.00 |
| Thompson | Brandt | 3241 | HUMA104N | Introduction to Humanities | | 3 | \$719.68 | \$2,159.04 |
| Thompson | Brandt | 3242 | HUMA104HB | Introduction to Humanities | | 3 | \$719.68 | \$2,159.04 |
| Thompson | Brandt | 3243 | MUS268Y1A | Music of the USA | | 3 | \$719.68 | \$2,159.04 |
| Laura | Early | 3258 | HUMA104Y1B | Introduction to Humanities | | 3 | \$1,439.34 | \$4,318.05 |
| Laura | Early | 3263 | THEA104Y1B | Cultural Diversity in Perf | | 3 | \$1,583.29 | \$4,749.87 |
| Ashley | Harms | 3084 | ECE126Y1 | Observation/Guidance Yng Child | | 3 | \$677.00 | \$2,031.00 |
| Narjis | Hyder | 3276 | EDUC100Y1 | Education Observation I | | 1 | \$1,439.35 | \$1,439.35 |
| Alexander | Jansen | 3470 | ART118HB | Graphic Design I | | 4.5 | \$719.68 | \$3,238.56 |
| Alexander | Jansen | 3471 | ART228HB | Graphic Design III | | 4.5 | \$719.68 | \$3,238.56 |
| Adam | Moderow | 3267 | RDG120B | College Reading Strategies | | 3 | \$677.00 | \$2,031.00 |
| Adam | Moderow | 3266 | RDG120A | College Reading Strategies | | 3 | \$677.00 | \$2,031.00 |
| Adam | Moderow | 3265 | RDG083A | College Reading Foundations | | 3 | \$677.00 | \$2,031.00 |
| Jeremy | Monigold | 3161 | CJS103A | Intro to Cyber Security | | 1.8 | \$1,439.35 | \$2,590.83 |
| Elizabeth | Niesman | 3269 | RDG082A | Basic College Reading | | 2 | \$677.00 | \$1,354.00 |
| Elizabeth | Niesman | 3268 | COMM084A | Basic Written Communication | | 3 | \$677.00 | \$2,031.00 |
| Paul | Rabideau | 3662 | PSY161DCY | Introduction to Psychology | | 3 | \$1,439.35 | \$4,318.05 |
| Jennifer | Roser | 3401 | CJS102Y1 | Intro to Corrections | | 3 | \$1,439.35 | \$4,318.05 |
| Jennifer | Roser | 3406 | OCED290A | Work Place Experience - CJS | | 0.4 | \$1,583.29 | \$633.32 |
| Heidi | Spotts-Manthey | 3376 | MUS177A | Class Piano I | | 2 | \$677.00 | \$1,354.00 |
| Rachel | Stewart | 3163 | ECE128Y2 | Practicum | | 2 | \$719.68 | \$1,439.36 |
| Scott | Stich | 3184 | MUS270A | Fundamentals of Conducting | | 3 | \$677.00 | \$2,031.00 |
| Scott | Stich | 3176 | MUS154A | Aural Skills I | | 1 | \$677.00 | \$677.00 |
| Scott | Stich | 3178 | MUS161A | Theory I | | 3 | \$677.00 | \$2,031.00 |
| Matthew | Summers | 3162 | CJS206Y1 | Policing in America | | 1 | \$640.00 | \$640.00 |
| Loretta | Swanson | 3379 | ART110Y1 | Introduction to Art | | 3 | \$677.00 | \$2,031.00 |
| Loretta | Swanson | 3380 | ART216HBN | Art History II | | 3 | \$677.00 | \$2,031.00 |
| Loretta | Swanson | 3381 | HUMA104Y1 | Introduction to Humanities | | 3 | \$677.00 | \$2,031.00 |
| James | Yeager | 3386 | MCOM210Y1 | Film History I | | 3 | \$1,583.29 | \$4,749.87 |
| James | Yeager | 3237 | SPCH191Y1A | Fund of Speech Communication | | 3 | \$1,727.22 | \$5,181.66 |
| Lifelong Learning | | | | | | | | |
| Kathy | Heid | 3623 | PERS036 | Walk and Stretch Fall I | | | | \$540.00 |
| Miscellaneous | | | | | | | | |
| Kirk | Pearson | | | Curriculum Development for SPCH295JXX | | | | \$600.00 |
| Kirk | Pearson | | | Curriculum Development for SPCH295SXX | | | | \$600.00 |
| Sam | VenHuizen | | | Curriculum Development for SPCH295SXX | | | | \$745.00 |
| Laura | Watson | | | Honors Program Director | | 3 | \$1,439.35 | \$4,318.05 |
| Laura | Watson | | | Director Library Services | | | | \$1,925.13 |
| Brian | Moore | 3191 | LIBS 201 | Career Exploration | | | | \$1,080.00 |
| Kirk | Pearson | 3069 | SPCH295JXX | Community Leadership Dev-Jo Daviess | | 3 | \$615.00 | \$1,845.00 |
| Kirk | Pearson | 3164 | SPCH295SXX | Community Leadership Dev-Stephenson | | 3 | \$615.00 | \$1,845.00 |
| Evan | Talbert | 3164 | SPCH295SXX | Community Leadership Dev-Stephenson | | 3 | \$1,439.35 | \$4,318.05 |
| Constance | Taylor | 3185 | MATH067AXX | Basic Algebra II | | | | \$1,080.00 |
| Constance | Taylor | 3183 | MATH066AXX | Basic Algebra I | | | | \$1,080.00 |
| Don | Tresemmer | 3181 | MATH059AXX | Pre-Algebra II | | | | \$1,080.00 |
| Don | Tresemmer | 3179 | MATH058AXX | Pre-Algebra I | | | | \$1,080.00 |
| Sam | VenHuizen | 3069 | SPCH295JXX | Community Leadership Dev-Jo Daviess | | 3 | \$585.00 | \$1,755.00 |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|-----------------------|----------------|------|------------|--|--------------|---------------|------------|-----------------|
| Nursing | | | | | | | | |
| Amanda | Heimann | | | Curriculum Development | | 1 | \$585.00 | \$585.00 |
| Anna | Beswick | 3032 | NURS191AXA | Fundamentals of Nursing Lab | | 0.1 | \$1,439.35 | \$143.94 |
| Amanda | Heimann | 3466 | NURS126HB | Administrative Procedures in Health Care | 48 | | \$30.00 | \$1,440.00 |
| Jessica | Larson | 3172 | NURS292AX | Portion of Health and Illness Lab | | 0.2 | \$1,439.35 | \$287.87 |
| Cassie | Mekeel | 3464 | NURS120HBX | Portion of MA Clinical Procedures I Lab | | 1.3 | \$1,439.35 | \$1,871.16 |
| | | | | | | 3 | \$1,583.29 | \$4,749.87 |
| | | | | | | 1.2 | \$1,727.22 | \$2,072.66 |
| Cassie | Mekeel | 3013 | NURS109HBB | Portion of Basic Nursing Assistant | | 1.7 | \$1,439.35 | \$2,446.90 |
| Connie | O'Brien | 3465 | NURS188A | Pathophysiology | 48 | | \$38.00 | \$1,444.00 |
| Jessica | Schneiderman | 3169 | NURS292A | Portion of Health and Illness II | | 0.2 | \$1,439.35 | \$287.87 |
| Chrislyn | Senneff | 3187 | NURS293AXX | Portion of Psychiatric Nursing | | 1 | \$1,439.35 | \$1,439.35 |
| Kay | Sperry | 3174 | NURS192 | Health & Illness I (Partial) | | 1.3 | \$1,439.35 | \$1,871.16 |
| Sara | Stage | 3173 | NURS292AXA | Health and Illness II | 121 | | \$38.00 | \$4,598.00 |
| Science/Math | | | | | | | | |
| Jenna | Rancingay | | | Portion of Assessment Mentor | | 1 | \$1,439.35 | \$1,439.35 |
| Roberta | Andrews | | MATH A | Pre-Algebra (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Roberta | Andrews | | MATH A | Basic Algebra (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Roberta | Andrews | | MATH Y1A | Pre-Algebra I & II (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Steve | Curran | 3462 | NSCI132HF | Physical Geography | | 3 | \$1,439.35 | \$4,318.05 |
| Steve | Curran | 3462 | NSCI132HF | Portion of Physical Geography Lab | | 1 | \$1,583.29 | \$1,583.29 |
| Ghaneshwar | Gautam | 3215 | PHYS143A | General Physics I | | 3 | \$1,439.35 | \$4,318.05 |
| Ghaneshwar | Gautam | 3216 | PHYS143AX | General Physics I Lab | | 3 | \$1,583.29 | \$4,749.87 |
| Ghaneshwar | Gautam | 3209 | PHYS120A | Intro to Engineering | | 0.8 | \$1,727.22 | \$1,381.78 |
| Karla | Giuffre | 3396 | BIOL214AX | Portion of Anatomy & Physiology II | | 1 | \$1,439.35 | \$1,439.35 |
| Ellen | McGinnis | | MATH Y1C | Basic Algebra I & II (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Ellen | McGinnis | | MATH A1 | Algebra 058, 059 (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Ellen | McGinnis | | MATH C1 | Algebra 066, 067 (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Ellen | McGinnis | | MATH D1 | Intermediate Algebra I 090 (MAC) | | 2 | \$615.00 | \$1,230.00 |
| Steve | Mihina | 3003 | MATH255A | Portion of Analytic Geometry/Calculus II | | 3 | \$1,439.35 | \$4,318.05 |
| | | | | | | 0.5 | \$1,583.29 | \$791.65 |
| Chad | Pals | 3562 | MATH166DCD | College Algebra | | 4 | \$677.00 | \$2,708.00 |
| Jenna | Rancingay | 3129 | MATH084A | Portion of Supplemental Statistics | | 0.4 | \$1,439.35 | \$575.74 |
| John | Sullivan | 3450 | CHEM120AX | Elementary General Chemistry Lab | | 1 | \$1,439.35 | \$1,439.35 |
| Success Center | | | | | | | | |
| Thompson | Brandt | | | Success Center | TBD | | \$33.59 | TBD |
| Caroline | Giuffre | | | Success Center | TBD | | \$30.33 | TBD |
| Leanne | Grahame | | | Success Center | TBD | | \$28.70 | TBD |
| Malasia | Heyward | | | Success Center | TBD | | \$27.30 | TBD |
| Mark | Miller | | | Success Center | TBD | | \$31.59 | TBD |
| Elizabeth | Niesman | | | Success Center | TBD | | \$31.59 | TBD |
| Roxanne | Parsons-Sierra | | | Success Center | TBD | | \$27.30 | TBD |
| Heidi | Spotts-Manthey | | | Success Center | TBD | | \$31.59 | TBD |
| Constance | Taylor | | | Success Center | TBD | | \$31.59 | TBD |
| Michael | Thrumman | | | Success Center | TBD | | \$27.30 | TBD |
| Don | Tresemmer | | | Success Center | TBD | | \$28.70 | TBD |
| Wesley | Bertram | 3427 | LIBS199HBB | First-Year Experience Seminar | | 2 | \$719.68 | \$1,439.36 |
| Wesley | Bertram | 3429 | LIBS199GXX | First-Year Experience Seminar | | 2 | \$719.68 | \$1,439.36 |
| Justin | Ebert | 3434 | LIBS199HXX | FYES-Ag Emphasis | | 1 | \$1,583.29 | \$1,583.29 |
| Stephanie | Eymann | 3353 | LIBS199IXX | FYES-Healthcare Emphasis | | 2 | \$719.68 | \$1,439.36 |
| Brian | Moore | 3283 | LIBS199AXX | First-Year Experience Seminar | | 2 | \$719.68 | \$1,439.36 |
| Elizabeth | Niesman | 3319 | LIBS199Y1A | First-Year Experience Seminar | | 2 | \$677.00 | \$1,354.00 |
| Elizabeth | Niesman | 3318 | LIBS199BXX | FYES-Fall Bridge | | 2 | \$677.00 | \$1,354.00 |
| Anthony | Sago | 3317 | LIBS199DXX | FYES-Male Initiative | | 2 | \$719.68 | \$1,439.36 |
| Samantha | Schaible | 3349 | LIBS199Y1B | First-Year Experience Seminar | | 2 | \$719.68 | \$1,439.36 |
| Vicki | Schulz | 3347 | LIBS199CXX | FYES-Education Emphasis | | 2 | \$719.68 | \$1,439.36 |
| Heather | Wagner | 3284 | LIBS199EXX | FYES-Uncecided Students | | 2 | \$719.68 | \$1,439.36 |

**AGENDA ITEM #X-C-1
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**ADDITION OF COLLEGE EMERGENCY OPERATIONS TEAM
RESPONSIBILITIES TO JOB DESCRIPTIONS OF
EMERGENCY OPERATIONS TEAM MEMBERS**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the addition of the following sentence to the job descriptions listed on the attached page:

“In accordance with the Risk Management Policy and Program:

- Member of the College’s Emergency Operations Team. Participates in emergency response training and drills and assumes an emergency response function as outlined in the College’s Emergency Operations Plan.”

BACKGROUND: The employees who hold the positions identified on the attached list are members of the Highland Community College Emergency Operations Team and have responsibilities in the case of an emergency. Adjustments to pay ranges or rates are not being recommended in relation to this addition. Compensation for responsibilities assumed during emergency response situations will be considered on a case by case basis if/when needed.

BOARD ACTION: _____

Position

Vice President/CAO, Academic Services

Vice President, Business, Technology & Community Programs

Director, Human Resources

Dean, Natural Science and Mathematics

Dean, Nursing and Allied Health

Director, ITS

Executive Assistant to the President

Vice President/CFO, Administrative Services

President

Facilities and Safety Assistant

Director, Facilities and Safety

Director, Marketing and Community Relations

Natural Science Lab Assistant

HR Specialist

Office Coordinator, Humanities, Social Sciences & Fine Arts

Executive Assistant, Vice President of Business, Technology and Community Programs

Coordinator, Nursing/Allied Health Programs

Executive Assistant, Vice President/CAO, Academic Services

HRIS Administrator/HR Generalist

Manager, Accounting

Network Administrator

Director, RSVP

Executive Assistant, Vice President/CSSO, Student Development and Support Services

BIT Officer

Coordinator, Multitmedia Content

Office Coordinator, Nursing/Allied Health, Natural Science & Math

Payroll Specialist

Student Information Assistant

**AGENDA ITEM #X-C-2
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

NEW JOB DESCRIPTION
CAREER PATHWAYS NAVIGATOR (GRANT FUNDED)

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Career Pathways Navigator with placement at range 27 on the Highland Salary Range Table. This is a full-time, non-exempt professional, grant-funded position and is included in the FY25 budget. This position is dependent upon continued grant funding.

BACKGROUND: Room to Grow is a project supported by the United States Department of Education’s Rural Postsecondary Education Grant and in partnership with Northern Illinois University, Highland Community College, Regional Office of Education 8, and the Illinois Education and Career Success Network. The Room to Grow grant will fund the addition of a full-time Career Pathways Navigator at Highland.

The Career Pathways Navigator is in charge of the implementation of day-to-day operations of the Room to Grow grant in partnership with Northern Illinois University (NIU). The goal is to ultimately increase the number of students from traditionally underrepresented groups in the region to matriculate from high school to associate's degree and bachelor's degree completion. This position supports secondary students with career preparation including career exploration opportunities. Working with secondary schools, the position also supports career pathway endorsements and workforce development with community engagement. The Career Pathways Navigator position will report to 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: Career Pathways Navigator* (Grant Funded)
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: Implementation of day-to-day operations of the Room to Grow grant in partnership with NIU to ultimately increase the number of students from traditionally underrepresented groups in the region to matriculate from high school to associate's degree and bachelor's degree completion. This position will work with ROE 38, local high school students, and HCC students to implement the comprehensive support program. In addition, this position supports secondary students with career preparation including career exploration, career pathway endorsements, and workforce development with local cross-agency coordination and community engagement, leading to postsecondary enrollment.

PRINCIPAL DUTIES: (essential functions)

- Creates opportunities for outreach, mentoring, and connecting underserved students with postsecondary academic supports that lead to enrollment and completion of pathways to high wage jobs.
- Helps students identify and resolve economic and logistical barriers that impact persistence and momentum in attending higher education.
- Facilitates the delivery of college and community supports including existing high school and college programs and the Regional Offices of Education in providing high quality advising and guided pathways.
- Supports the development of pathways that move students from career endorsements to an associate degree program by serving as a liaison between the secondary and post-secondary institutions.
- Organizes, implements, and holds information sessions as part of outreach events for career exploration and career pathway endorsements.
- Tracks and monitors the success of rural students that are receiving direct services (internship, apprenticeship, or employment) between institutions.
- Supports the successful transition of underserved community college graduates to four-year colleges and collaborate with NIU and nine online programs for place bound rural students.
- Administers appropriate self-assessments in areas of personal/social development and career exploration.
- Assists participants in setting and achieving personal, educational and career goals using available platforms and the NIU Essential Employability Skills modules.
- Provides resources to participants and facilitates work-based learning to augment their career awareness, career exploration and job search skills.
- Tracks and monitors program data to determine effectiveness of activities related to intended outcomes.

- Collaborates with Institutional Research and Enrollment and Records to set up data collection processes, support grant reporting, monitor student outcomes, and mine prospective student data related to career pathways.
- Assists HCC in helping high school students afford postsecondary options through dual credit.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of academic advising and college, career, financial aid, and economic literacy activities and related services.

Knowledge of principles and practices in working with a diverse student population and barriers encountered by students who are first generation, low income, have disabilities and/or are underserved.

Knowledge of academic and student support resources.

Knowledge of community resources.

Knowledge of federal and state financial aid requirements.

Knowledge of computer operations and software applications.

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

Knowledge of utilizing data to make informed decisions.

Skill in reviewing student history, assessing interests, skills and abilities, and advising students.

Skill in career, academic, personal, and/or financial aid counseling.

Skill in assisting others to set and reach goals.

Skill in working independently.

Skill in interpersonal, oral and written communications.

Skill in presenting to groups.

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

Skill in operating computers 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 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.

MINIMUM QUALIFICATIONS: Bachelor's degree in counseling, education, sociology or related field, and one year of relevant experience working with low-income, first-generation students, other disadvantaged populations, or an equivalent combination of education and experience that provide the required knowledge and skills.

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

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Enrollment and Records

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Non-exempt

CLASS CODE: 4230

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

ADOPTED: 09/24/24 ***[Pending Board Approval]**

**AGENDA ITEM #X-C-3
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE AND JOB DESCRIPTION
TESTING SERVICES SPECIALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for Testing Services Specialist. This is a full-time, classified position and is included in the FY25 budget.

BACKGROUND: The President’s Direct Reports reviewed staffing requisition requests for FY25 and approved a proposal to transition the current Testing and Career Services Specialist role from one full-time position into two distinct full-time positions. One position will focus on Career Services, while the other will be dedicated to the Testing Center. This restructuring aims to better meet student needs and ensures adequate coverage across both departments. The new Testing Services Specialist will oversee placement testing and other testing services for both students and external clients. Approval for the Career Services Specialist position was granted at the May 2024 Board meeting, and with that role now filled, the focus has shifted to implementing changes for the Testing Services Specialist.

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: Testing ~~& Career~~ Services Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide placement testing and other testing services for internal and external College customers and assist with daily Testing Center operations. ~~and to provide assistance and support in Career Services.~~

PRINCIPAL DUTIES: (essential functions)

- Administers and proctors placement tests to prospective, current, and returning HCC students, including those given in area high schools.
- Performs testing data entry/upload processes to enter placement test data in BANNER.
- Serves as the subject matter expert/primary contact for Accuplacer.
- ~~Assists Career Services with the Student Worker Program, by performing duties such as determining student worker program eligibility, processing student worker hiring paperwork, processing student worker assignment forms, and updating and maintaining student records.~~
- ~~Provides administrative support for Career Services, including assisting with maintenance and utilization of Handshake, arranging facilities for workshops and classes, coordinating job postings and social media posts. Assists in overseeing and assigning work of Career Services/Advising student workers. Assists with special projects such as the Career Fair and on-site employer visits.~~
- Provides essential customer service to students, faculty and staff.
- Provides testing services for other internal and external customers, including administering PearsonVue tests, the Kaplan tests for prospective nursing students, and CLEP, and DSST, and ISU Math Placement tests.
- Assists the Director, Retention and Learning of Learning and Transitional Education Services with generation of placement test and other testing center reports and statistics.
- PHelps organize, facilitate, and provides support for the the Fast Forward and Quick Start process throughout the school year and for all Quick Start events. programs.
- When the Testing Center Coordinator is not available, this position is responsible for the Testing Center operations during those times.
- Processes changes to all testing ~~and Career Service~~-related manuals and helps keep material updated on testing center website.
- 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, practices and processes of testing.
 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 of customer service techniques.

Skill in operating office equipment, computers and software applications.
Skill in maintaining confidential information.
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 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. Ability to work one evening per week.

MINIMUM QUALIFICATIONS: ~~High school diploma, with~~ Associate's degree ~~preferred~~ and two (2) years office experience 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 (3) months of hire.

REPORTS TO: Director, Retention and Learning Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4705

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

LAST REVISED: ~~10/26/21~~09/24/24 ***[Pending Board Approval]**

**AGENDA ITEM #X-C-4
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
HUMAN RESOURCES GENERALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for the Human Resources Generalist. This is a full-time, non-exempt professional position and is included in the FY25 budget.

BACKGROUND: The job title is being modified from Human Resources Specialist to Human Resources Generalist. When the incumbent Human Resources Specialist position transferred to another internal role, the department reassessed its needs, leading to a realignment of responsibilities and enhanced duties for the position. The job description and job title have been modified to reflect the updated responsibilities and skills 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: Human Resources Generalist-Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: Provides complex administrative and technical support in several human resources functions. Duties include: processing employment searches from posting to onboarding of new hires, managing benefits enrollment and supporting benefit related functions, compiling and maintaining data in human resources information systems and files, and producing reports. Completes special assignments and projects as required.

PRINCIPAL DUTIES: (essential functions)

- Processes employment searches, including drafting and placement of advertising and notices for open positions, effectively using social media in recruitment efforts, setting up positions within online applicant database, assisting applicants, meeting and working with assigned search committees and search committee chairs, reviewing all applicant materials, scheduling interviews, reviewing benefits and administering tests, conducting criminal background and reference checks, preparing draft Board action items, and ensuring new hire onboarding is successful.
- Assists in ensuring compliance of equal opportunity and nondiscrimination provisions throughout the search process. Compiles and prepares EEOC and other applicant reports from applicant database; provides detailed information as requested. Maintains EEO/AA Representative committee list.
- Manages workers' compensation claims intake and reporting. Maintains appropriate OSHA information and other required reports. Works with carrier to appropriately handle claims.
- Manages unemployment claims. Maintains appropriate handling and required reporting.
- Handles processing of all appropriate benefits-related documents and communications as appropriate with the employee, insurance company, third party administrator and Director, Human Resources while abiding by HIPAA privacy laws.
- Responsible for Affordable Care Act (ACA) IRS reporting (1094-C/1095-C); serves as point of contact for ACA matters, rules and regulations.
- Manages and reconciles weekly and monthly benefit invoices and reports.
- Manages open enrollments for benefit programs, including medical, dental, Flexible Spending Accounts, long-term disability and life insurances and assists with claims when needed. Prepares insurance paperwork for exiting employees. Responds to basic questions regarding benefits and SURS short-term disability.
- Serves as a point of contact for SURS matters, rules and regulations. ~~Runs bi-weekly and monthly reports to maintain compliance for SURS compliancy.~~
- Manages the SURS Annuitant process. ~~Runs bi-weekly and monthly reports to maintain compliancy for SURS compliancy.~~
- Administers FMLA and other employee medical leaves.
- Manages service award recognition.
- Creates and maintains personnel files.
- Maintains mandatory labor law posters and job descriptions.

Adopted 10/20/1998

*Human Resources Generalist jd.september 2024

- Updates, communicates and maintains primary and backup Nursing Mothers' Act room assignments in campus facilities.
- Updates the College's Call-Em-All staff list and the Emergency Inclement Weather Telephone lists.
- Answers the telephone, responds to requests for information, prepares and distributes memos, correspondence, meeting minutes and other documents; opens and processes incoming mail, orders office supplies and other materials; processes invoices and maintains budget accounts, oversees department calendar.
- Maintains and updates various employee lists, retiree lists, seniority lists, mailing lists, staff portal, and directories. May make updates to HRIS system as needed.
- Assists with special projects, which may include attending committee meetings, assisting at job fairs, etc. Participates on committees such as Support Staff, Wellness Committee and EEO/AA Representative Committee.
- Provides back up to department, including Payroll.
- Handles and maintains highly confidential information on employees as well as candidates for positions.
- Identifies process improvement opportunities and takes initiative as needed.
- Provides excellent customer service to external and internal individuals.
- Communicates professionally in the workplace.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of College personnel policies and procedures, including benefits offered by the College.

Knowledge of state and federal laws regarding hiring, selection and employment of employees.

Knowledge and understanding of HIPAA.

Knowledge of principles and practices of office administration.

Knowledge of office equipment and computer hardware and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge of report preparation and formatting.

Skill in maintaining confidential information.

Skill in planning and coordinating complex administrative office duties.

Skill in effectively using organization and planning skills, including the use of attention to detail, meeting deadlines, and follow through.

Skill in project management, including establishing and implementing plans.

Skill in communicating effectively orally and in writing.

Skill in operating a computer and related software applications.

Skill in effectively working with databases, including HRIS.

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 two (2) years previous work experience in benefits administration, talent acquisition, or human resources and with an HRIS a human resource environment OR an equivalent combination of education and experience that

Adopted 10/20/1998

*Human Resources Generalist jd.september 2024

provide the required knowledge and skills. Demonstration of job-related certification (e.g. SHRM-CP, PHR, SPHR, CEBS, etc.) may be considered as part of this requirement.

REQUIRED LICENSE/CERTIFICATION: None

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Human Resources

APPOINTED BY: ~~President~~ Board of Trustees

EMPLOYEE CATEGORY: ~~Classified~~ Professional

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 2209

JOB SERIES/FAMILY: General Administrative Series/Human Resources Group

LAST REVISED: ~~02/23/2021~~ 09/24/24 ***[Pending Board Approval]**

**AGENDA ITEM #X-C-5
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED SALARY RANGE PLACEMENT
HUMAN RESOURCES GENERALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the Human Resources Generalist with placement at range level 28 on the Highland Salary Range Table.

BACKGROUND: With the position being changed from Human Resources Specialist to Human Resources Generalist, salary data for comparable positions was gathered. The salary range placement for Human Resources Generalist is being modified from range level 26 to 28 to align with local and regional market data, along with consideration of internal equity.

BOARD ACTION: _____

**AGENDA ITEM #X-C-6
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
LEARNING MANAGEMENT SYSTEM (LMS) ADMINISTRATOR/
INSTRUCTIONAL TECHNOLOGY SPECIALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Learning Management System (LMS) Administrator/ Instructional Technology Specialist with placement at range 30 on the Highland Salary Range Table. This is a full-time, exempt professional position and is included in the FY25 budget.

BACKGROUND: In reviewing staffing requisition requests for FY25, the President’s Direct Reports approved a proposal to create a position that focuses on administering Highland’s learning management system, Moodle, in addition to other instructional technologies. This role was previously filled by Michael Skwara through a faculty differential, however, there is a need for this essential role to become a regular full-time position. New instructional technologies are continuously evolving, and Moodle follows an established six-month upgrade cycle. As a result, new features and capabilities will be available every six months, requiring evaluation to determine their potential benefits to the campus community. If deemed beneficial, these updates will need to be implemented. Furthermore, faculty will need new themes and integrations within the learning and video management systems to adapt to the needs of future students, meet accessibility requirements, and improve course completion rates through universal design.

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: Learning Management System (LMS) Administrator/Instructional Technology Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: To enhance learning and academic outcomes by administering academic technology systems and collaborating with the college community. Provides excellent customer support, creates and delivers adequate training to users, and evaluates new academic technologies to incorporate when needed.

PRINCIPAL DUTIES: (essential functions)

- Administer the college's Learning Management System (LMS) and Video Management System (VMS), sustaining upkeep, system accessibility, configuration, testing and reliability.
- Serves as the LMS and VMS subject matter expert, sharing and documenting best practices to optimize use.
- Manages the LMS server, including custom integrations, user import scripts, database backups, Single Sign On (SSO) connections, SSL certificates, and security remediation.
- Provides LMS and VMS technical support for all users.
- Plans and implements LMS software upgrades, coordinating user changes and new features with Center for Teaching and Learning Services staff.
- Provides technical support to classroom instructional technology, including HyFlex room configurations.
- Maintains open communication with LMS and VMS users.
- Configures, maintains, and supports all LMS third party tools, plug-ins, and learning tools interoperability, or integrations.
- Manages vendor relationships, contracts and renewals for the LMS and VMS.
- Researches new LMS and instructional technology teaching tools to improve the learning effectiveness.
- Creates user technical training and guides to improve usage of instructional technology through education and support of users.
- 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 instructional technology, learning theories, and instructional design.

Knowledge of academic learning tools, web applications, and multimedia software.

Knowledge of technology concepts, including least privilege, single sign on, and account management.

Knowledge of trouble shooting processes and techniques.

Skill in managing learning management systems and video management systems, preferably Moodle and Panopto.
Skill in writing and using Linux scripts.
Skill in documenting processes, procedures, and knowledge articles.
Skill in applying effective problem solving and decision making skills related to technical issues.
Skill in communicating effectively to various groups and individuals.
Skill in directing, coaching, and collaborating with staff and faculty.
Skill in using classroom audio visual systems.
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.

MINIMUM QUALIFICATIONS: Bachelor's degree in instructional technology, computer science, information systems or related field and three - five (3-5) years experience 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 background check.

REPORTS TO: Director, Information Technology Services

APPOINTED BY: Board of Trustees

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2315

JOB SERIES/FAMILY: General Administrative Series/ Informational Technology Group

ADOPTED: 09/24/24 ***[Pending Board Approval]**

**AGENDA ITEM #X-C-7
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE AND JOB DESCRIPTION
MANAGER, LIFELONG LEARNING PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for Manager, Lifelong Learning Program. This is a part-time, non-exempt professional position and is included in the FY25 budget.

BACKGROUND: The Classification and Compensation Review Team (CCRT) reviewed the Coordinator, Lifelong Learning and Business Institute job title, along with other positions, in accordance with titling protocol. As a result, the job title is being changed to Manager, Lifelong Learning Program. The job description has been revised to clarify responsibilities within Lifelong Learning and the Business Institute.

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: ~~Coordinator~~Manager, Lifelong Learning Program ~~and Business Training~~*

GENERAL STATEMENT OF RESPONSIBILITIES: To build and maintain a sustainable Lifelong Learning program that meets community and student needs and expectations. 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)

- Oversees the day-to-day operations of the Lifelong Learning Program.
- In collaboration with the Vice President of Business, Technology, and Community Programs, develops strategic plan and budget for Lifelong Learning Program and assists with ~~and~~ the development for Business Institute.
- Administers the delivery of Lifelong Learning classes and customized Business Institute training courses including planning course offerings and teaching assignments, developing course titles and writing/editing course descriptions, determining course fees, and coordinating locations, times and other logistics.
- Recruits, screens, and hires part-time staff, part-time instructors and contracted program instructors. Negotiates instructional rates and ensures completion of necessary paperwork for payment.
- Actively participates in and seeks opportunities to develop and promote new and existing course offerings to remain responsive to the needs of the pertinent fields of study and learning.
- Regularly communicates with instructors to ensure proper preparation for upcoming courses including ordering and/or preparing necessary materials and supplies, preparing A/V requirements, and updating or creating the course binder.
- Coordinates the writing, publishing, and distribution of the fall and spring semester Course Schedule for Lifelong Learning.
- Communicates and markets existing and planned Lifelong Learning programs and Business Institute services within the district through presentations, open houses, fairs, and social media.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Manages the online payment system for Lifelong Learning courses and generates reports as needed.
- Assesses training needs of Business Institute customers and makes recommendations for training.
- Develops client relationships by attending district events.
- Represents the College at various meetings on and off campus.

Adopted 01/23/19

CoordinatorManager, Lifelong Learning and Business

- 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 computer operations and software applications.
 Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of instructor requirements and instructional principals.
 Knowledge of administrative procedures in an educational environment.
 Knowledge of technology used in teaching and learning.
 Knowledge of principles, practices and methods of management and supervision.
 Knowledge of utilizing data to make informed decisions.

Skill in organization, planning and project management.
 Skill in communicating effectively orally and in writing.
 Skill in using good judgement and decision making.
 Skill in determining local market trends and price points.
 Skill in operating computer equipment and software applications.
 Skill in assessing and prioritizing multiple tasks, projects, and demands.
 Skill in evaluating and changing course as necessary.
 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 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: Bachelor's degree in Adult Education, Community Education, Business, or related field and three (3) years project management or program coordination experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Driver's license required.

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

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 5420

JOB SERIES/FAMILY: Community and Partnership Series/ Lifelong Learning Group

LAST REVISED: [04/27/21](#)[09/24/24](#) *[Pending Board Approval]

**AGENDA ITEM #X-C-8
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE AND JOB DESCRIPTION
MANAGER, CAREER SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title for Manager, Career Services. This is a full-time, exempt professional position and is included in the FY25 budget.

BACKGROUND: The President’s Direct Reports reviewed staffing requisition requests for FY25 and approved the addition of a full-time Career Services Specialist. This position will be supervised by the Coordinator, Career Services and the vacancy has already been filled. The job description has been revised to reflect this new supervisory responsibility and to update the overall position responsibilities. The Classification and Compensation Review Team (CCRT) also reviewed the title of Coordinator, Career Services, in accordance with titling protocols. As a result, the job title is being changed to Manager, Career Services.

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~~Manager, Career Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To help students and alumni achieve academic and career goals by providing guidance and advisement during the career decision-making process and developing student skills related to career development. Manages the day-to-day operations of the Career Services department and Oversees on campus employment of student workers. ~~Provides academic advising services as a member of the advising team as needed.~~

PRINCIPAL DUTIES: (essential functions)

- Administers the Student Worker, Assistant and College Work Study programs.
- Coordinates career information, career development, and job placement services including administration of software tools, use of social media and other web-related resources, classroom visits, career fairs, workshops, online module, and other resources pertaining to career services.
- Counsels students regarding the career development process, including administering and interpreting career assessment instruments such as the Myers-Briggs Inventory and Strong Interest Inventory.
- Advises students individually and in class presentations regarding resume writing, interviewing and job search skills.
- Provides current information to our students about career, internship and other workplace opportunities within and around the HCC district.
- Designs and implements outreach and promotional programs to encourage use of career services by students, employers, alumni, faculty and staff.
- ~~Provides services to students in order to facilitate their career decision-making process.~~
- Represents the College at various meetings on and off campus.
- Works closely with governmental employment service agencies in order to share information and resources.
- Assists and monitors identified at risk students with career focused counseling and materials.
- Oversees day-to-day operations of the career center and the center's budget. Plans priorities for the department and implements best practices.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- ~~Develops a system of faculty referrals to business and industry regarding student placement.~~
- Connects community members and students to explore desired career paths through the mentor program.
- Provides training for students to augment their career awareness, career exploration and job search skills.
- Shares current and projected employment trends with students and effected personnel.

Adopted 1/20/2015

*~~Coordinator~~Manager, Career Services

- Coordinates with institutional research department on efforts to provide data concerning job placement and career mobility of our students and former students.
- Develops, sustains and enhances relationships with employers that foster job placement and other workplace opportunities.
- Participates in the assessment of student development outcomes and leads the assessment, program review and development of goals and objectives within the department.
- Retrieves, utilizes and reports information on the computer pertaining to students.
- Provides training for other members of the team with respect to career exploration ~~and advising undecided students.~~
- Works with colleagues to support student retention and transition.
- Assists with continuing evaluation of current and new processes.
- ~~Assists with development and maintenance of reporting mechanisms to recognize at risk students.~~
- Participates proactively, and displays initiative, in helping students through the career development and job search process.
- Has a long-term recruitment and retention focus utilizing positive representation of the college to students and the public.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of college programs ~~and~~, degree and certification programs ~~and transfer requirements.~~

Knowledge of academic resources.

Knowledge of documenting information accurately.

Knowledge ~~of advising and~~ career counseling practices, principles and processes and college policies and procedures.

Knowledge of resources for career opportunity exploration and forecasting.

Knowledge of job search skill development.

Knowledge of computer operations and software applications.

Knowledge of community resources.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

~~Knowledge of personnel management and supervisory principles and practices.~~

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

Skill in reviewing student history and interests and recommending possible educational or career options.

Skill in working with a diverse pool of students, community partners, and cultural and professional styles.

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

Skill in operating computers and software applications.

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

Skill in communicating effectively in writing and verbally.

Skill in building partnerships and maintaining relationships.

Skill in multitasking, taking initiative and utilizing a strong work ethic.

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

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

Skill in developing and presenting training opportunities for students, alumni and the community.

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: Bachelor's degree in human resources, student personnel, psychology, counseling or related field, and three (3) years' work experience in career services, human resources, advising or communication field in an academic environment OR an equivalent combination of education and experience that provide the required knowledge and skills. Master's degree in human resources, student personnel, psychology, counseling or related field and experience working in a higher education career services or advising area preferred.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License. Certifications required in Strong Interest Inventory and Myers-Briggs Type Indicator within six months of hire (unless incumbent possesses a Master's degree in a field as noted above). [Resume Writing Certification within six months to a year of hire.](#)

REPORTS TO: Vice President, Student Development and Support Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: [41094830](#)

JOB SERIES/FAMILY: Student Support Services Series/~~Academic Advising~~[Student Support Services](#) Group

LAST REVISED: [02/19/19](#) [09/24/24](#) *[Pending Board Approval]

**AGENDA ITEM #X-C-9
SEPTEMBER 24, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**COMPENSATION ADJUSTMENT
MANAGER, CAREER SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves an in-range compensation adjustment in the amount of \$2,541 for the incumbent in the Manager, Career Services position, Anthony Musso, effective September 25, 2024.

BACKGROUND: The Manager, Career Services position has taken on new supervisory responsibility and will be overseeing the work and development of a direct report. With the expanded accountability and complexity of the role, a corresponding pay increase is recommended. The placement for the position will remain at level 29 on the Highland Salary Range Table.

BOARD ACTION: _____