

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

November 26, 2024 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

Public access to the meeting is provided online via

<https://highland.zoom.us/j/88320472535?pwd=SmdzVjE3cDRVenFlaFBYRm5sV2VlQT09>

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

- I. Call to Order/Roll Call
- II. Approval of Trustee(s) Attending Meeting Via Electronic Means
- III. Approval of Agenda
- IV. Public Hearing Concerning the Tax Levy**
- V. Approval of Minutes: October 15, 2024 Regular Meeting
- VI. Public Comments
- VII. Introductions
- VIII. Audit Report
- IX. Consent Items
 - A. Academic
 - 1. College*NOW* Agreement Between Highland Community College and Pecatonica CUSD #321 for the 2024-2025 Academic Year (FY25) (Page 1)
 - 2. College*NOW* Agreement Between Highland Community College and Pecatonica CUSD #321 and West Carroll CUSD #314 for the 2025-2026 Academic Year (FY26) (Page 4)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 9)
 - D. Financial
 - 1. Proposed Fee Changes for Fall 2025 (Page 12)
- X. Main Motions
 - A. Academic (None)

Mission

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

B. Administration

1. Second Reading – Reaffirmation of Policy on Policies (Page 14)
2. Second Reading – Revised Policy 1.03: College Mission, Vision and Core Values (Page 16)

C. Personnel

1. Appointment: Human Resources Generalist (Page 19)
2. Revised Job Description: Financial Aid Assistant (Page 20)
3. Revised Job Description and Job Title: Coordinator, Financial Aid (Page 23)
4. Revised Job Description and Job Title: Financial Aid Specialist (Page 26)
5. Revised Salary Range Placement: Coordinator, Financial Aid (Page 29)
6. Revised Salary Range Placement: Financial Aid Specialist (Page 30)
7. Appointment: Speech Communication Instructor (Page 31)
8. Appointment: Dean, Humanities, Social Sciences, and Fine Arts (Page 32)

D. Financial

1. Acceptance of FY24 Annual Audit (Page 33)
2. Approval of Contract with Spelman Johnson for Search Firm Services for Director of Athletics and Physical Education Search (Page 34)
3. Resolution Authorizing Use of Protection, Health, and Safety Funds Remaining from Previous Projects for Project “Building W (Maintenance) Septic System” (Page 39)
4. Resolution Authorizing Project “ADA Accessibility Parking Lot D” and to Authorize Approval for a Health and Safety Levy (Page 41)
5. Resolution Authorizing Project “Testing Center Building H” (Student/Conference Center) and to Authorize Approval for a Health and Safety Levy (Page 44)
6. Resolution Authorizing Project “Accessibility and Asbestos Abatement Building N” (Natural Science Center) and to Authorize Approval for a Health and Safety Levy (Page 47)
7. Education and Building Fund Levy (Page 50)
8. Insurance Levy (Page 53)
9. Audit Levy (Page 56)
10. Social Security and Medicare Levy (Page 58)
11. Payment of Bills and Agency Fund Report – October 2024 (Page 60)

XI. Reports

A. Treasurer’s Report

1. Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 62)
2. Budget Update

B. Foundation

C. Student Trustee

D. Audit & Finance Committee

E. Illinois Community College Trustees Association (ICCTA) Representative

- F. Association of Community College Trustees (ACCT)
- G. Board Chair
- H. President

XII. CLOSED SESSION

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

XIII. ACTION, IF NECESSARY

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

XIV. Old Business

- A. Feasibility of an Athletic, Learning, and Event Center

XV. New Business

XVI. Dates of Importance

- A. Thursday, December 12, 2024 – Robert J. Rimington Board Room (H-228)
11:00 a.m. – Quarterly Board Retreat
(Reminder: No regular December Board meeting)
- B. Thursday, January 9, 2025 – Student/Conference Center Room H-201
Opening Days Activities – schedule to follow
- C. Tuesday, January 28, 2025 – Robert J. Rimington Board Room (H-228)
4:00 p.m. – Regular Meeting

XVII. Adjournment

**AGENDA ITEM #IX-A-1
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND PECATONICA CUSD #321 FOR THE 2024-2025 ACADEMIC YEAR (FY25)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached College*NOW* agreement for the 2024-2025 (FY25) academic year for qualified students attending Pecatonica CUSD #321.

BACKGROUND: The College*NOW* program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to 13 participating high schools.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2024 – 2025 Academic Year (FY'25)
Pecatonica CUSD 321 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2024-2025 year, the CollegeNOW cost of \$6,200 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; successfully completed Geometry and Algebra II; 3.0 minimum GPA; meet college-level entrance scores on COMPASS, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Pecatonica High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

**AGENDA ITEM #IX-A-2
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND PECATONICA CUSD #321 AND WEST CARROLL CUSD #314 FOR THE
2025-2026 ACADEMIC YEAR (FY25)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreement for the 2025-2026 (FY26) academic year for qualified students attending Pecatonica CUSD #321 and West Carroll CUSD #314.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to 13 participating high schools.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2025 – 2026 Academic Year (FY'26)
Pecatonica CUSD 321 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2025-2026 year, the CollegeNOW cost of \$6,200 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; successfully completed Geometry and Algebra II; 3.0 minimum GPA; meet college-level entrance scores on COMPASS, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Pecatonica High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.


- Following fall 2025, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with an approval on the Participation Agreement indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will present this Participation Agreement to the College's cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Pecatonica School District by September 15th and February 15th two payments of \$3100 per student to occur by fall and spring deadlines. [Pecatonica School District requests a list of all participating students on a bill following our 10th day.]
- Reimbursement for students who drop or withdraw from all classes will follow college policy.
- For new students, the Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Pecatonica CUSD 321

Chris Kuberski, President

Date




Superintendent

11-18-24
Date

Jim Endress, Chair
Board of Trustees

Date



President
Board of Education

11-18-24
Date

CollegeNOW
TERMS of AGREEMENT
2025 – 2026 Academic Year (FY'26)
West Carroll CUSD 314 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2025-2026 year, the CollegeNOW students and their parent or guardian from West Carroll High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at West Carroll High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2025, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For West Carroll CUSD 314

 Chris Kuberski, President Date

David Gillis *10-23-24*

 Superintendent Date

 Jim Endress, Chair Date
 Board of Trustees

Greg L. Stott *10-23-24*

 President Date
 Board of Education

**AGENDA ITEM #IX-C-1
NOVEMBER 26, 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
Business/Technology								
Kristin	Akins	3102	AUTM122A	Engine Components/Construction		3	\$1,439.35	\$4,318.05
		3103	AUTM122X	Engine Components/Construction Lab		2	\$1,583.29	\$3,166.58
David	Albrecht	3112	AUTM235A	Electronic Engine Controls		2.4	\$1,439.35	\$3,454.44
		3113	AUTM235X	Electronic Engine Controls Lab		2.48	\$1,583.29	\$3,926.56
Amy	Chamberlin		COSM	Cosmetology Classes		1.03	\$1,727.22	\$1,779.04
Joseph	DeParasis	3095	EQUI147HB	Stable Management II		3	\$677.00	\$2,031.00
Justin	Ebert	3413	AGOC227HB	Corn/Soybean Production		2	\$1,727.22	\$3,454.44
Mark	Kloeping		WELD	Substitution for CRN 3569,3437,3438,3640	2.5		\$30.00	\$75.00
Mark	Kloeping		WELD	Substitution for CRN 3569,3485	3		\$30.00	\$90.00
Mark	Kloeping		WELD	Substitution for CRN 3485	1.5		\$30.00	\$45.00
Tasha	Marini		COSM	Cosmetology Classes		2.48	\$1,583.29	\$3,926.56
						1.03	\$1,727.22	\$1,779.04
Jeremy	Monigold	3329	INFT141Y1	Intermediate Excel		0.1	\$1,583.29	\$158.33
						0.3	\$1,727.22	\$518.17
Monica	Pierce	3340	AGOC109HB	Pesticide License Training I		1.8	\$1,727.22	\$3,109.00
Monica	Pierce	3332	AGRI184HB	Intro to Ag Economics		3	\$1,727.22	\$5,181.66
Monica	Pierce	3476	AGRI184Y1	Intro to Ag Economics		3	\$1,727.22	\$5,181.66
Todd	Vacek	3439	WELD232A	Interm Welding/Fabrication		1	\$1,583.29	\$1,583.29
						3	\$1,727.22	\$5,181.66
Humanities/Social Science/Fine Arts								
Calvin	Barbee	3636	HIST126Y1	World Civilizations II		3	\$640.00	\$1,920.00
Colette	Binger	3070	PSY160N	Psychology of Human Relations		2	\$677.00	\$1,354.00
Rebecca	Caldwell	3160	ECE205Y1	Intro to Infant/Toddler Care		3	\$640.00	\$1,920.00
Samuel	Fiorenza	3374	ENGL122Y1C	Rhetoric and Composition II		3	\$1,537.17	\$4,611.51
Ashley	Harms	3083	ECE125Y1	Assessment in EC Settings		3	\$677.00	\$2,031.00
Rhys	Love			Part-Time Forensics Assistant				\$1,500.00
Paul	Rabideau	3275	PSY161Y1B	Introduction to Psychology		3	\$1,583.29	\$4,749.87
Heidi	Spotts-Manthey	3377	MUS267Y1	Introduction to Music		3	\$677.00	\$2,031.00
Syed	Uddin-Ahmed	3225	HIST299Y1	Elections		3	\$1,439.35	\$4,318.05
James	Yeager	3387	MCOM215Y1	Film History II		3	\$1,727.22	\$5,181.66
James	Yeager	3238	SPCH191Y1B	Fund of Speech Communication		3	\$1,727.22	\$5,181.66
Lifelong Learning								
Dale	Anderson	3604	PERS036	Metal Detecting Basics		2	\$25.00	\$50.00
Gordon	Dammann	3603	PERS037	The Assassination of Lincoln/Saga Dr. Mudd		1.5	\$25.00	\$37.50
Terry	Heflin	3611	PERS036	Beginner Pickleball		4	\$25.00	\$100.00
Terry	Heflin	3612	PERS036	Intermediate Pickleball		4	\$25.00	\$100.00
Tari	Heap	3613	PERS036	De-Stressing in Turbulent Times		1.5	\$25.00	\$37.50
Tari	Heap	3614	PERS036	Finding Meaning and Purpose		1.5	\$25.00	\$37.50
Rogers	Hicks	3591	PERS036	Welding for Garden Art - Iris				\$414.00
Roger	Hicks	3592	PERS037	Welding for Garden Art - Bug				\$322.00
Roger	Hicks	3593	PERS037	Welding for Garden Art - Cattails				\$602.00
Jessica	Leonard	3621	PERS037	Fall Centerpiece				\$319.00
Mark	Peterson	3588	PERS037	Cahokia and the Mississippian Culture		1.5	\$27.50	\$41.25
Mark	Peterson	3584	PERS037	Assassination of Lincoln		1.5	\$27.50	\$41.25
Mark	Peterson	3594	PERS037	World War II in Europe		1.5	\$27.50	\$41.25
Mark	Peterson	3597	PERS037	Civilian Conservation Corps		1.5	\$27.50	\$41.25
Mary	Stayner	3622	PERS037	Zentagle Inspired Art				\$170.00
						0.25	\$1,727.22	\$431.81
Miscellaneous								
Liz	Gerber			One HCC/Open Up: Developing Others				\$131.25
Anthony	Musso			One HCC/Open Up: Developing Others				\$131.25
Misty	Thrumman			Own It/Rise Up: Technical Credibility				\$393.75

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Nursing								
Crystal	Winters	3014	NURS109BHX	Portion of Basic Nursing Assistant Lab	5		\$38.00	\$190.00
Science/Math								
Roberta	Andrews	3551	MATHA	Basic Algebra I (MAC)		2	\$615.00	\$1,230.00
Roberta	Andrews	3552	MATHA	Pre-Algebra I (MAC)		2	\$615.00	\$1,230.00
Roberta	Andrews		MATHY1B	Pre-Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Roberta	Andrews		MATHY1D	Basic Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Marty	Hilberg	3249	MATH134HF	Statistics		3	\$1,439.35	\$4,318.05
Marty	Hilberg	3227	MATH132HF	Portion of Applied Practical Math		1.2	\$1,583.29	\$1,899.95
Ellen	McGinnis		MATHE2	Basic & Intermediate Algebra II (MAC)		2	\$615.00	\$1,230.00
Ellen	McGinnis		MATHC2	Basic Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Ellen	McGinnis		MATHA2	Pre-Algebra I & II (MAC)		2	\$615.00	\$1,230.00
Success Center								
Shannon	Lizer			Success Center		TBD	\$30.33	TBD

**AGENDA ITEM #IX-D-1
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

PROPOSED FEE CHANGES FOR FALL 2025

RECOMMENDATION OF THE PRESIDENT: That the attached list of proposed fee changes be approved beginning with the Fall 2025 semester.

BACKGROUND: The purpose of fees is to recover the cost of instructional supplies and technology or provide services. Requested fee levels offset the increased cost of supplies or reflect area service costs. There were no course fee changes proposed for Fall 2025.

BOARD ACTION: _____

Proposed Fee Changes for Fall 2025

Type	Current	Proposed	Notes
Activity Fee	\$25	\$27	This is to offset projected expenses in the auxiliary fund, which supports student activities, Fine Arts events and groups, athletics, the cafeteria, student government, etc.
Accuplacer Re-Testing Fee	\$10	\$25/unit	Only charged after 2nd attempt
DSST	\$15	\$25	(DANTES Subject Standardized Test)
Remote Testers	\$20	\$0	No longer needed
Merit Board	\$15	\$0	No longer offered
Proctoring for other Colleges	\$25/semester or \$15/test	\$25/test	
Late Fees (Tuition & Fees)	\$10	\$10	If tuition and fees are not paid by the payment plan installment due date
Late Fees (Tuition & Fees)	\$0	\$40	If accounts have a balance at the final due date for the semester (not in a payment plan)
ACH Return	\$20	\$25	
Non-Sufficient Funds (NSF)	\$30	\$25	
Returned Electronic Refund	\$20	\$25	

**AGENDA ITEM #X-B-1
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING
REAFFIRMATION OF POLICY ON POLICIES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the reaffirmation of the attached Policy on Polices.

BACKGROUND: As part of the regular review of policies and appendices, the Policy Committee has reviewed the attached Policy on Policies and has made no proposed revisions.

No additions or revisions have been made since trustees approved the first reading at their October 15, 2024, regular meeting.

BOARD ACTION: _____

POLICY ON POLICIES (Revised 1/25/22)

- A. The policies adopted by the Board of Trustees of Highland Community College for District 519 have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.
- B. The Office of the Vice President/CFO, Administrative Services will maintain the Policy Manual. The current Policy Manual is available in the College Library and divisional offices, as well as on the staff portal and the G: drive. Portions of the College catalog shall also be designated as a statement of College policy.
- C. Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of a quorum of the Board of Trustees, which vote will be taken by roll call and will be entered in the minutes of the meeting.
- D. The policies governing the District may be adopted or amended by a majority vote of a quorum of the Board of Trustees. Amendment to a policy will be made by the repeal of an existing policy and/or the enactment of a new or additional policy. No change will be both introduced and acted upon at the same meeting of the Board, unless emergency dictates immediate passage. Vote on the change will be taken by roll call and entered in the minutes of the meeting.
- E. The Policy Manual will undergo continuous review by the Board, Administration, and the Policy Review Committee.
- F. Requests for new and revised policies will be directed to the Policy Review Committee Chairperson in accordance with the "Process for presenting new policies/updates to PRC" in the Appendix.
- G. No policy shall be established which is known to conflict with Federal, State or local statutes. If any policy is found to so conflict, it shall be determined null and void until such time as it is rewritten to conform to legal statutes.
- H. The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy of the Illinois Community College Board, local, State, and Federal statutes and the United States Constitution.
- I. Any use or interpretation of the Policies as herein set forth is subject to appeal to the Board of Trustees through established procedures.

**AGENDA ITEM #X-B-2
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE**

**SECOND READING – REVISED POLICY 1.03
COLLEGE MISSION, VISION AND CORE VALUES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading revised policy 1.03, College Mission, Vision and Core Values, which is included in Chapter I, Board of Trustees, of the policy manual.

BACKGROUND: The Policy Review Committee reviewed HLC criterion, ICCB requirements, and policies from other Illinois community colleges in developing this recommendation. The Principles of Operation will be relocated to the College’s website, which appears to be more appropriate and consistent with other institutions.

No additions or revisions have been made since trustees approved the first reading at their October 15, 2024, regular meeting.

BOARD ACTION: _____

1.03 College Mission, Vision and Core Values and Principles of Operation (Reaffirmed 8/17/21)

A. Mission

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

This mission is carried out by:

1. Providing educational preparation to students for transfer to a baccalaureate or professional, degree-granting institution.
2. Providing instruction to enable students to complete specific vocational degrees and certificates and general education designed to meet individual educational goals.
3. Providing occupational training, retraining, and/or upgrading of skills to meet individual, local, and state needs.
4. Providing developmental education to strengthen students' academic skills.
5. Providing a range of student support services that recognizes and supports the educational goals and needs of a diverse student population.
6. Supporting economic development through partnerships with business, industry, chambers of commerce, units of local government, and other educational institutions.
7. Providing community education designed to meet local cultural needs and encourage lifelong learning and cultural understanding.
8. Providing community access as an open-door institution to all college services and facilities.

B. Vision

Highland Community College partners with learners in successfully shaping their futures.

C. Core Values

The following Core Values and descriptors were identified through a series of Core Values activities during Opening Days in spring 2005 and the Core Values of integrity, compassion, and respect were adopted by the Board on February 21, 2006. Highland Community College will promote the Core Values campus-wide.

C.

- Integrity – doing the right thing regardless of the situation: implies wholeness – having a belief and sticking to it.
- Compassion – sensitivity and empathy to others, *without judgment*, demonstrated through behavior and responding in a respectful way – not an end result, but a process.
- Respect – demonstrating that one values other people and points of view through courtesy and awareness of differences without necessarily accepting all their beliefs or actions.

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D. Principles of Operation

- Grounded in purpose
- Mutual respect
- Ethics/integrity/honesty
- Sense of humor
- Shared responsibility
- Climate that promotes competence

**AGENDA ITEM #X-C-1
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
HUMAN RESOURCES GENERALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Stephanie Hintz as full-time Human Resources Generalist, beginning December 2, 2024, at an FY25 annualized salary of \$62,130, plus appropriate fringe benefits. This is a full-time, non-exempt professional position and is within the FY25 budget.

BACKGROUND: Ms. Hintz joins Highland Community College from Monroe Truck Equipment in Monroe, Wisconsin, where she served as the Corporate Human Resources and Benefits Administrator. In this role, she oversaw all aspects of the benefits program, including managing the open enrollment process, communicating plan details, and facilitating informational sessions for employees. She also administered all leave of absence programs, including FMLA, short-term disability, and long-term disability, recruited for manufacturing roles, and supported employees and supervisors in interpreting HR policies and procedures.

Prior to this position, Ms. Hintz spent over 20 years at Newell Brands in various roles, including Payroll Analyst III, Human Resources Service Center Lead, Human Resources Service Center Analyst, Pension Specialist, and Administrative Assistant to the VP of Compensation and Benefits. She holds an Associate of Science degree in General Studies from Highland.

Ms. Hintz's extensive experience in benefits administration, payroll, and human resource information systems, along with her commitment to service, makes her a valuable addition to the Human Resources department. Her expertise will help further our goal of delivering an exceptional employee experience.

BOARD ACTION: _____

**AGENDA ITEM #X-C-2
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
FINANCIAL AID ASSISTANT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for the Financial Aid Assistant. This is a part-time, non-exempt classified position and is included in the FY25 budget.

BACKGROUND: When the incumbent in the Financial Aid Specialist II position transferred to another internal role, the department reassessed its needs, leading to a realignment of responsibilities within Financial Aid. The Financial Aid Assistant position will change status from full-time to part-time. The current incumbent in the Financial Aid Assistant position will be shifted to the Financial Aid Specialist role. The job description has 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: Financial Aid Assistant*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direct customer service to students and serve as a campus resource providing information on federal, state, and private financial aid ~~and veteran's educational benefits.~~

PRINCIPAL DUTIES: (essential functions)

- Assists students with completion of Free Application Federal Student Aid (FAFSA) and answers questions and resolves issues regarding federal, state and private financial aid and veteran's benefits.
- ~~Submits, transmits and receives financial aid information using Department of Education software applications.~~
- Processes federal, state and private financial aid.
- Posts awards for student records.
- ~~Certifies veterans for V.A. educational benefits, assists with pre-certification process and processes billing/reconciles veteran education benefits.~~
- Verifies student information such as hours of enrollment and keeps permanent records of financial aid recipients up to date.
- Assists in the financial aid disbursement process.
- Submits, transmits and receives financial aid information using Department of Education software applications.
- Reviews adds/drops after financial aid freeze date.
- Serves as back up in the absence of the Financial Aid Specialist.
- Understands Financial Aid, Admissions & Records and Academic Advising processes, as well as a basic understanding of functions of departments and areas around campus in order to serve as a campus resource for students and potential students.
- ~~Trains work study students.~~
- Works with various campus staff members to resolve student issues.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of federal and state financial aid requirements.

Knowledge of college's policies and procedures pertaining to financial aid.

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

Knowledge of computer operations and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating computers and software applications.

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

[Skill in effectively understanding federal and state regulations and effectively applying in practice.](#)

Skill in performing general office duties.

[Skill in organizing files and documents.](#)

[Skill in analyzing reports and identifying issues.](#)

Skill in disseminating information, responding to inquiries and retrieving information.

Skill in effectively communicating using tact and diplomacy.

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: High school diploma, ~~with Associate's degree in Accounting or Office Technology preferred~~ and two (2) years office or customer service work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~Requires a criminal background check~~ None

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Financial Aid

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3105

JOB SERIES/FAMILY: Financial and Accounting Series/Financial Aid Group

LAST REVISED: [02/19/1911/26/24](#) *[Pending Board Approval]

**AGENDA ITEM #X-C-3
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
COORDINATOR, FINANCIAL AID**

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

BACKGROUND: The job title is being modified from Financial Aid Specialist II to Coordinator, Financial Aid. When the incumbent in the Financial Aid Specialist II position transferred to another internal role, the department reassessed its needs, leading to a realignment of responsibilities and enhanced duties for the position. This position will act as the Director, Financial Aid in their absence. 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: Coordinator, Financial Aid Specialist II*

GENERAL STATEMENT OF RESPONSIBILITIES: Provides direction and information to potential and current student loan borrowers as well as other financial aid recipients; processes loans, MAP grants and college work study awards. Acts as the Director, Financial Aid in their absence.

PRINCIPAL DUTIES: (essential functions)

- Responsible for student loan program. Counsels students on loan eligibility and process.
- Provides exit counseling to loan students based on enrollment status, tracks and contacts students who are past due on starting loan repayment, reviews Department of Education default rate calculation report to ensure accuracy and resolves any errors.
- Acts as Director, Financial Aid in their absence. Trained as back up in operational processes and procedures performed by the director.
- Calculates, awards and reconciles student loans, MAP grants and College Work Study funds to student applicants based on Federal, state and institutional regulations.
- Develops, implements and evaluates department processes and procedures for processing loan awards. Tests and identifies issues in SCT-BannerEllucian related to loan processing.
- Processes electronic transmissions with Department of Education and state agencies.
- Identifies and resolves discrepancies regarding federal and state financial aid awards.
- Assists applicants in completing Free Application for Federal Student Aid, private foundation scholarship applications, federal and state veteran benefit applications and required federal verification materials and answers questions regarding federal, state and private financial aid.
- Provides exit counseling to loan students based on enrollment status, tracks and contacts students who are past due on starting loan repayment, reviews Department of Education default rate calculation report to ensure accuracy and resolves any errors. Serves as backup to the School Certifying Official for Veterans Affairs (VA) Education Benefits.
- Updates and revises department policy and procedure manual.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of federal and state financial aid requirements.

Knowledge of college's policies and procedures pertaining to financial aid.

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

Knowledge of computer operations and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating computers and software applications.

Skill in performing general office duties.

Skill in effectively using organization and problem solving skills, attention to detail, meeting deadlines and time management.

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

Skill in disseminating information, responding to inquiries and retrieving information.

Skill in effectively communicating using tact and diplomacy.

Skill in analyzing information and situations, identifying issues, and providing appropriate recommendations.

Skill in interpreting federal and state regulations and effectively communicating regulations to others.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Associate's degree in accounting, business or a related field, with Bachelor's degree preferred and two (2) years financial aid or loan processing work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None~~ VA School Certifying Official status within four months of hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Financial Aid

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: ~~Non~~-Exempt

CLASS CODE: 3109

JOB SERIES/FAMILY: Financial and Accounting Series/Financial Aid Group

LAST REVISED: 06/25/2411/26/24 *[Pending Board Approval]

**AGENDA ITEM #X-C-4
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION AND JOB TITLE
FINANCIAL AID SPECIALIST**

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

BACKGROUND: The job title is being modified from Financial Aid Specialist I to Financial Aid Specialist. When the incumbent in the Financial Aid Specialist II position transferred to another internal role, the department reassessed its needs, leading to a realignment of responsibilities within Financial Aid. 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: Financial Aid Specialist I*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direct customer service to students and serve as a campus resource providing information on federal, state and private financial aid, and veteran's education benefits. To assist in implementing, coordinating and administering the financial aid program.

PRINCIPAL DUTIES: (essential functions)

- Acts as the School Certifying Official for Veterans Affairs (VA) Education Benefits. Certifies veterans for VA education benefits
- Assists with pre-certification processes, submits billing, completes reconciliations, and coordinates and completes all reporting and auditing requirements.
- In coordination with the Student Advisor working with veterans, assists with outreach and events.
- Assists students with Free Application Federal Student Aid (FAFSA) and answers questions regarding federal, state and private financial aid as well as veteran's benefits.
- Performs weekly Download process including issue resolution.
- Processes electronic transmissions with Department of Education, state agencies and other selected vendors or resources.
- Processes federal, state and private financial aid.
- Posts awards for student records.
- Assists with verification process on files chosen by the Dept of Ed. Identifies and resolves discrepancies regarding federal and state financial aid awards.
- ~~Serves as back up to the VA Certifying official.~~
- ~~Assigns and reviews work of student workers.~~
- Maintains student financial aid files.
- Maintains and updates procedures for system changes.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of federal and state financial aid requirements.

Knowledge of basic tax law.

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

Knowledge of college's policies and procedures pertaining to financial aid.

Knowledge of computer operations and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in operating computers and software applications.

Skill in performing general office duties.

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

Skill in effectively interpreting federal and state regulations and effectively communicating regulations to others.

Skill in organization, attention to detail, meeting deadlines and time management.

Skill in disseminating information, responding to inquiries and retrieving information.

Skill in effectively communicating using tact and diplomacy.

Skill in analyzing information and situations, identifying issues, and providing appropriate recommendations.

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

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Associate's degree in accounting, business or a related field, with Bachelor's degree preferred and two (2) years financial aid experience experience in office, accounting, or customer service OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None.~~ VA School Certifying Official status within three weeks of hire.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director, Financial Aid

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3105

JOB SERIES/FAMILY: Financial and Accounting Series/Financial Aid Group

LAST REVISED: 02/19/1911/26/24 *[Pending Board Approval]