

**AGENDA ITEM #X-C-5
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED SALARY RANGE PLACEMENT
COORDINATOR, FINANCIAL AID**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the Coordinator, Financial Aid with placement at range level 29 on the Highland Salary Range Table.

BACKGROUND: With the position being changed from Financial Aid Specialist II to Coordinator, Financial Aid, salary data for comparable positions was gathered. The salary range placement for Coordinator, Financial Aid is being modified from range level 25 to 29 to align with regional market data, along with consideration of internal equity.

BOARD ACTION: _____

**AGENDA ITEM #X-C-6
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED SALARY RANGE PLACEMENT
FINANCIAL AID SPECIALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised salary range placement for the Financial Aid Specialist with placement at range level 24 on the Highland Salary Range Table.

BACKGROUND: With the realignment of duties within the staff positions in Financial Aid, salary data for comparable positions was gathered. The salary range placement for Financial Aid Specialist is being modified from range level 23 to 24 to align with regional market data, along with consideration of internal equity.

BOARD ACTION: _____

**AGENDA ITEM #X-C-7
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
SPEECH COMMUNICATION INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Carolyn Clarke as a full-time, tenure-track Speech Communication Instructor in the Humanities, Social Sciences, and Fine Arts Division, beginning January 9, 2025, at an FY25 Spring semester salary of \$31,061 (based on MA+0, with 2 years experience, which is \$62,122 for the full academic year), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY25 budget.

BACKGROUND: Ms. Clarke joins Highland from the College of DuPage in Glen Ellyn, Illinois, where she served as an adjunct faculty member teaching multiple sections of Fundamentals of Speech Communication. While pursuing her master's degree at Northern Illinois University (NIU), she worked as a graduate assistant and forensics coaching assistant. In her role as a graduate assistant, Ms. Clarke was the primary instructor for Introduction to Speech Communication, successfully teaching in an online format and gaining proficiency in the Blackboard learning management system.

At NIU, Ms. Clarke was recognized for her academic excellence with the Paul Crawford Outstanding Graduate Student Award and held a leadership position as President of the Graduate Communication Student Advisory Council. During her undergraduate studies at North Central College, she competed in intercollegiate speech and debate, earning numerous awards, including National Champion in Parliamentary Debate, State Runner-Up in International Public Debate, and finalist placements in both Persuasive Speaking and Impromptu Speaking. Additionally, she volunteered as a coach and judge for speech and debate competitions.

Ms. Clarke holds a Master of Arts in Communication Studies from NIU and a Bachelor of Arts in Computer Science, with a minor in Speech Communication, from North Central College in Naperville, Illinois.

A dedicated and engaging educator, Ms. Clarke is passionate about forensics and debate. She is committed to inspiring her students to reach their full potential and will be a valuable addition to Highland's speech faculty and forensics team.

BOARD ACTION: _____

**AGENDA ITEM #X-C-8
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
DEAN, HUMANITIES, SOCIAL SCIENCES, AND FINE ARTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Rae Brunner as full-time Dean of Humanities, Social Sciences, and Fine Arts, beginning January 2, 2025, at an FY25 annualized salary of \$90,000, plus appropriate fringe benefits. This is a full-time, administrative position and is within the FY25 budget.

BACKGROUND: Ms. Brunner joins Highland Community College from Sauk Valley Community College in Dixon, Illinois, where she has served as an Associate Professor of English for several years. Beyond her classroom responsibilities, Ms. Brunner contributed significantly to academic initiatives, including serving as a panel member for the Illinois Articulation Initiative (IAI) for five years and as co-chair of the IAI Humanities and Fine Arts panel for three years. She also played a role in preparing the Higher Learning Commission report and has extensive experience in assessment practices and aligning courses with General Education Core Competencies.

Ms. Brunner's leadership extends to student organizations and campus committees. She has served as an advisor for both Phi Theta Kappa and PRIDE Club and has actively participated in numerous committees, including the Professional Development Committee, the Diversity, Equity, and Inclusion Committee, and the International Study Committee. Before her tenure at Sauk Valley, Ms. Brunner taught as an adjunct English instructor at Rockford University, Rock Valley College, and Kishwaukee Community College.

Ms. Brunner earned her Associate of Arts degree from Rock Valley College and her Bachelor of Arts in English from Rockford University. She holds a Master of Arts in English from Bradley University in Peoria, Illinois, and has completed all coursework for her Ph.D. in English at Northern Illinois University in DeKalb, Illinois, with only her dissertation remaining.

Ms. Brunner's extensive experience in instruction, articulation, and assessment, combined with her leadership skills, make her a valuable addition to the Humanities, Social Sciences, and Fine Arts Division at Highland Community College.

BOARD ACTION: _____

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

ACCEPTANCE OF FY24 ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accepts the annual audit for FY24.

BACKGROUND: The audit was prepared by Wipfli for all funds of the College, including Title IV Federal Financial Aid for Students. Retention of the firm's services was approved at the May 21, 2024, Board meeting.

Due to a change in the Illinois Community College Board (ICCB) deadline to submit the annual audit, it is no longer necessary for the Audit & Finance Committee to authorize submission to ICCB.

BOARD ACTION: _____

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

**APPROVAL OF CONTRACT WITH SPELMAN JOHNSON FOR
SEARCH FIRM SERVICES FOR
DIRECTOR OF ATHLETICS AND PHYSICAL EDUCATION SEARCH**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves the attached contract with Spelman Johnson in the amount of \$32,000, plus direct allocated expenses such as selective advertising, travel, and background investigations, to provide services to support the recruitment and successful placement of the Director of Athletics and Physical Education.

BACKGROUND: The search to fill the vacant Director of Athletics and Physical Education position began in Summer 2024. The position has been posted and initial recruitment has begun. Due to the unique nature of the role, the Search Committee has recommended using the resources of a search firm.

Spelman Johnson has conducted a number of successful community college athletic director searches and comes with excellent references. The contract includes a 12-month placement guarantee.

BOARD ACTION: _____



October 28, 2024

Karen Brown
 Director of Human Resources
 Highland Community College at Freeport
 Freeport, IL 61032

Dear Karen:

Spelman Johnson is pleased to have this opportunity to assist Highland Community College at Freeport, (hereinafter the client) in your upcoming search for the position of Athletic Director.

The client retains the services of Spelman Johnson at a confidential flat fee of \$32,000, plus direct allocated expenses related to this search such as selective advertising, travel, and background investigations. Spelman Johnson will be waiving our customary administrative expense charge of \$4,500. The process of assigning a Spelman Johnson consultant to this search will begin upon receipt of a signed contract. The assigning of the consultant is made in a manner that takes into consideration search timelines, workloads etc., in order to ensure the highest quality service to our clients.

The contract fee is invoiced in three equal installments. The first invoice is issued with the contract and letter of engagement. *This search will not be launched—the public posting of the position announcement—until Spelman Johnson has received payment of this initial invoice.* The second fee installment will be billed after the presentation of candidates to the search committee. The third fee installment will be sent upon an offer acceptance by the successful candidate. All invoices representing our fee and any search related expenses are processed with terms of net due. Potential expenses to be incurred on behalf of the client are outlined in the attached letter of engagement.

Working with Spelman Johnson in a retained capacity provides the following benefits and/or guarantees:

- **Search Conclusion Guarantee:** Spelman Johnson will work with the client until a successful hire is made or the search concludes in another fashion as negotiated by the client and Spelman Johnson (pursuant to the cancellation clause below).
- **Retention Guarantee:** should the successful candidate voluntarily withdraw or be terminated for cause within twelve (12) months of the date of their acceptance of employment, Spelman Johnson will redo the search for a replacement candidate waiving our fee and billing only for expenses, as long as the client has no outstanding financial obligations to Spelman Johnson.

For this guarantee to be honored the responsibilities and functions of the position must match the original position description, the search committee's representations of the role and the organization must have been complete and accurate, information deemed potentially detrimental to the search process was not withheld from Spelman Johnson, and the employee did not leave due to a hostile work environment. This guarantee is not applicable in the event the employee is terminated because the

client has insufficient work for the employee or if the employee is subsequently hired by an affiliated organization. Spelman Johnson values and appreciates the relationship we have with our clients and will never jeopardize that relationship by recruiting our placements. The client must notify Spelman Johnson within sixty (60) days of the departure of the hired candidate should they wish to retain Spelman Johnson under the conditions of this clause.

- *Off-Limits Policy:* this search assignment is based upon an exclusive relationship with the client. Therefore, professional staff within Highland Community College at Freeport will not be actively recruited for one year following the date of this contract.
- *Privacy Process:* For each search we conduct, Spelman Johnson sets up password-protected on-line access to candidate documents for the search committee's use during the search process.
- Spelman Johnson operates in accordance with all applicable federal, state and local employment statutes including Massachusetts General Laws c.177: Pay Equity Act, c.214, s.1B: Right of Privacy, and 940 CMR 27: Safeguard of Personal Information. The information gathered from references and background checks is furnished in response to an inquiry for the purpose of evaluating the potential employment capabilities of a candidate. Reference and background information has been obtained from sources deemed reliable but the accuracy of which Spelman Johnson cannot guarantee. The information provided in reference and background check reports is based on a variety of data available for such purposes; however, this does not warrant that all sources of information are represented.

Spelman Johnson requires that a background check be performed on the final candidate and will initiate the process when the finalist has been determined by the client. The client agrees that background checks are not optional, and that any variation to this process must be requested by completing Spelman Johnson's background check waiver form (available upon request). Further, if an offer is to be made to a candidate prior to a background check being completed, the client must make the offer "contingent upon the results of the background check."

Cancellation of this contract, and any and all obligations, may be caused by either party, for any reason, upon thirty (30) days written notice to the other party. Upon cancellation of this contract the contract fee is prorated to the point of cancellation. In no event will Spelman Johnson's fee be less than the amount of the first invoice plus any expenses incurred on behalf of the client by Spelman Johnson, to the point of cancellation. The fees quoted in this contract are valid for sixty (60) days from the date of the contract.

Time is of the essence to ensure a successful search process. The client agrees to adhere to the search timeline established by Spelman Johnson and the client. If at any time the client, for a period greater than two (2) weeks, without notice, communication, and mutual agreement, suspends this search process Spelman Johnson will assess the client a fee to reopen the search. This fee will be equal to one-half or fifty (50) percent of the initial fee.

In retaining the services of Spelman Johnson, the client agrees that all candidates shall apply through the Spelman Johnson website. Regardless of how candidates enter the application process for this position, they are considered part of the pool that Spelman Johnson is building on behalf of the client. As your retained executive search firm, our application system will be the sole application process for the purposes of this search. No other application system will be used to collect past or present applications in relation to this search. At the conclusion of the search, Spelman Johnson will provide complete, customized reporting to meet any Human Resources/EEO/AA requirements.

If any of the unsuccessful candidates introduced to the client or its representatives or affiliated entities, by Spelman Johnson are employed by the client or any of its affiliates within one (1) year of the acceptance of this contract, a separate fee of \$6,000 will be payable to Spelman Johnson upon that person's employment.

Spelman Johnson, as part of the search process, will share with the client personal information with regard to applicants and candidates. Spelman Johnson requires that all those involved with the search process on behalf of the client safeguard personal information contained in both paper and electronic records, ensure the security and confidentiality of personal information in a manner consistent with industry standards and applicable laws, and protect against unauthorized access to, or use of, such information that may result in substantial harm or inconvenience to a candidate/applicant. Spelman Johnson requires the client involved in the search process utilize user authentication protocols, secure access control measures, and outline a program for the protection of personal information, and information of a similar character, that is consistent with safeguards set forth in state and federal laws. "Personal information" shall not include information that is lawfully obtained from publicly available sources, or from federal, state, or local government records lawfully made available to the general public. The client shall defend, save, hold harmless, and indemnify Spelman Johnson, its officers, directors, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature whatsoever resulting from, arising out of, or relating to any alleged negligent or willful acts or omissions or breaches of candidate/applicant personal information on the part of the client, or the client's representatives.

The client agrees that the success of the search process depends on the search being conducted in an impartial, ethical, and professional manner. The client also agrees that all candidate materials must be treated with utmost confidentiality. All parties privileged to access this information are obligated to protect the privacy of candidates and preserve the integrity of the search process. The processes by which Spelman Johnson produces our work product, as well as all deliverables provided to the client, are confidential and proprietary, intended for the use of the client for the purpose of this search only. This includes all written reports, website content, as well as video or audio recordings as applicable. Upon the signing of this contract, the client agrees to provide Spelman Johnson with a web-ready client logo and photographs, to be utilized for promoting both the client and the position on social media.

This search contract will be enforced and binding with the signature of the client's designated representative. Please sign and return a copy to Spelman Johnson.

Sincerely,



Ellen T. Heffernan
CEO

I accept this contract and agree to its terms.

Signature: _____ Date: _____

Name of Signatory: _____ Title: _____

Address: _____

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

**RESOLUTION AUTHORIZING USE OF PROTECTION, HEALTH, AND SAFETY
FUNDS REMAINING FROM PREVIOUS PROJECTS FOR PROJECT “BUILDING W
(MAINTENANCE) SEPTIC SYSTEM”**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing the use of Protection, Health, and Safety funds remaining from previous projects in the amount of \$32,200 for Project Building W (Maintenance) Septic System.

BACKGROUND: The maintenance barn is on an old septic system for its sewer, which is original to the farm that existed prior to the College’s existence. This septic system is old, leaking, and has no viable drain field. We are now having to pump the septic tank out every 3-6 months to be able to have operable restroom facilities at the barn.

The Project Building W (Maintenance) Septic System amounts to \$70,000, with \$37,800 approved for funding from the 2023 tax levy for a Protection, Health, and Safety project at the November 28, 2023, Board meeting. The cost of the project is higher than anticipated at the time of the 2023 tax levy due to additional regulatory requirements.

BOARD ACTION: _____

RESOLUTION

WHEREAS, the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 (HIGHLAND COMMUNITY COLLEGE) COUNTIES OF STEPHENSON, OGLE, JO DAVIESS and CARROLL, and State of Illinois has hired the architectural firm of Richard L. Johnson Associates to review the health and safety issues associated with the Building W (Maintenance) septic system, and to make recommendations to reduce the potential for health and safety issues, and:

WHEREAS, Richard L. Johnson & Associates has reviewed the conditions and has recommended projects to improve health and safety conditions; and,

WHEREAS the cost of this project has been estimated at \$70,000; \$37,800 of which is to be funded from the 2023 tax levy and \$32,200 from remaining Protection, Health, and Safety funds from previous projects;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of Trustees, having considered the matter, hereby declares that there are not and will not be sufficient funds available in the Operations and Maintenance Fund to pay for the necessary work associated with this project.

Section 2. The Board of Trustees hereby authorizes and directs the Administration of the College to utilize \$32,200 remaining Protection, Health, and Safety funds from previous projects for the cost of the needed project.

Section 3. This resolution shall be effective upon its passage and approval as provided by law.

Adopted this 26th day of November 2024, by a majority vote of the Board of Trustees at a regularly scheduled meeting thereof at which a quorum was present at all times.

APPROVED:

ATTEST:

Chairperson

Secretary

[Type here]

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

**RESOLUTION AUTHORIZING PROJECT “ADA ACCESSIBILITY PARKING LOT D”
AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for ADA Accessibility Parking Lot D in the amount of \$34,200 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The existing ADA parking spaces and sidewalk ramp for the Natural Science Center are no longer optimally located due to renovations inside the building. To improve accessibility now that the main hallway has been relocated, changes are needed to relocate the ADA parking spaces and create a new sidewalk ramp.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2024 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,285,000, with funds remaining from prior Protection, Health, and Safety Projects in the amount of \$144,360 also being recommended for use to support tax year 2024 projects.

The Project ADA Accessibility Parking Lot D amounts to \$34,200.

Two additional projects, Project Testing Center Building H (Student/Conference Center) amounting to \$387,000, and Project Accessibility and Asbestos Abatement Building N (Natural Science Center) amounting to \$1,008,160 are also being recommended as a health and safety project.

With the tax year 2024 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “ADA ACCESSIBILITY PARKING LOT D”
AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project ADA Accessibility Parking Lot D, a project which will substantially upgrade the College’s Parking Lot D accessibility; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project ADA Accessibility Parking Lot D is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2024, to be collected in the year 2025; and that the levy for the year 2024 be allocated 50% for FY25 and 50% for FY26 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,285,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 26th day of November, 2024.

Chairperson

ATTEST:

Secretary

**AGENDA ITEM #X-D-5
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “TESTING CENTER BUILDING H”
(STUDENT/CONFERENCE CENTER) AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Testing Center Building H (Student/Conference Center) in the amount of \$387,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The College needs additional individual ADA accommodation testing rooms. Renovation of current classroom H-127 and the offices currently used by Columbia College will create the needed ADA accommodation testing rooms.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2024 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,285,000, with funds remaining from prior Protection, Health, and Safety Projects in the amount of \$144,360 also being recommended for use to support tax year 2024 projects.

The Project Testing Center Building H (Student/Conference Center) amounts to \$387,000.

Two additional projects, ADA Accessibility Parking Lot D amounting to \$34,200, and Project Accessibility and Asbestos Abatement Building N (Natural Science Center) amounting to \$1,008,160 are also being recommended as a tax year 2024 health and safety project.

With the tax year 2024 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “TESTING CENTER BUILDING H”
(STUDENT/CONFERENCE CENTER) AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Testing Center Building H, a project which will substantially upgrade the College’s Testing Center accommodations; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Testing Center Building H is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2024, to be collected in the year 2025; and that the levy for the year 2024 be allocated 50% for FY25 and 50% for FY26 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,285,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 26th day of November, 2024.

Chairperson

ATTEST:

Secretary

**AGENDA ITEM #X-D-6
NOVEMBER 26, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “ACCESSIBILITY AND ASBESTOS
ABATEMENT BUILDING N” (NATURAL SCIENCE CENTER) AND TO AUTHORIZE
APPROVAL FOR A HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Accessibility and Asbestos Abatement Building N (Natural Science Center) in the amount of \$1,008,160 and approves a levy of health and safety funds to finance \$863,800 of the project. If approved, the remaining \$144,360 for the project will be recommended for approval to be funded through Protection, Health, and Safety funds left over from prior years.

BACKGROUND: Classroom N-107 is a tiered lecture hall that is not ADA accessible. This project will raise the lower two tiers of the room, offering an accessible area for both instructors and students. This renovation would also remove and replace the asbestos floor tile in N-107, as well as the adjacent hallway.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2024 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$1,285,000, with funds remaining from prior Protection, Health, and Safety Projects in the amount of \$144,360 also being recommended for use to support tax year 2024 projects.

The Project Accessibility and Asbestos Abatement Building “N” amounts to \$1,008,160, with \$863,800 recommended for funding from the 2024 tax levy and \$144,360 recommended for funding from previous Protection, Health, and Safety project remaining funds (the next Board agenda item).

Two additional projects, ADA Accessibility Parking Lot D amounting to \$34,200, and Project Testing Center Building H (Student/Conference Center) amounting to \$387,000, are also being recommended as a tax year 2024 health and safety project.

With the tax year 2024 levy, the College aims to maintain the same overall tax rate as the prior year.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT “ACCESSIBILITY AND ASBESTOS
ABATEMENT BUILDING N (NATURAL SCIENCE CENTER)” AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Accessibility and Asbestos Abatement Building N, a project which will substantially upgrade the College’s Classroom N107 and hallway; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Accessibility and Asbestos Abatement Building N is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2024, to be collected in the year 2025; and that the levy for the year 2024 be allocated 50% for FY25 and 50% for FY26 as a special tax for health and safety purposes in the amount not to exceed the sum of \$1,285,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 26th day of November, 2024.

Chairman

ATTEST:

Secretary