



**Highland Community College Board of Trustees
Retreat Agenda
March 6, 2025 – 11:00 a.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=SmdzVjE3cDRVenFlaFBYRm5sV2VIQT09>
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 Comments
- V. Opening Remarks
- VI. Division Focus: Humanities, Social Sciences, and Fine Arts
- VII. Update and Discussion: Feasibility of an Athletic, Learning, and Event Center
 - A. Update on Space Needs
 - B. Update on Athletic Director Search
 - C. Determine Focus for Potential Funding Options
 - D. Next Steps
- VIII. CLOSED SESSION**
 - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
 - B. Collective Negotiating Matters
- IX. ACTION, IF NECESSARY**
 - A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body

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. Collective Negotiating Matters
 - 1. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 Regarding Use of Sick and Personal Time in One-Hour Increments (Page 1)
 - 2. Memorandum of Understanding Between Highland Community College (Board of Trustees) and Highland Community College Custodial Maintenance, Affiliated with AFT/IFT Local 1957 Regarding Use of Benefit Time in One-Hour Increments (Page 3)

- X. Administrative Updates
 - A. Cultivation of Foundation Donors
 - B. Purchase of Concert Grand Piano

- XI. Main Motion (Action)
 - A. Approval of Purchase of the Estonia Concert Grand Piano from Cordogon's Pianoland, Geneva, Illinois at a Purchase Price not to Exceed \$225,000, Plus Related Costs (Page 5)

- XII. Old Business

- XIII. New Business

- XIV. Adjournment

**AGENDA ITEM #IX-B-1
MARCH 6, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES) AND
HIGHLAND COMMUNITY COLLEGE FACULTY SENATE, AFFILIATED WITH
AFT/IFT LOCAL 1957 REGARDING USE OF SICK AND
PERSONAL TIME IN ONE-HOUR INCREMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957 regarding faculty use of sick and personal time in one-hour increments, effective March 3, 2025.

BACKGROUND: An existing MOU between the Highland Community College Faculty Senate and the College includes provisions permitting faculty to take sick and personal time in two-hour increments. The College presently allows benefit time to be taken in one-hour increments for full- and part-time non-faculty benefit-eligible employees, and it would be beneficial to extend the same benefit to faculty. The faculty are willing to accept this modification and enter into this MOU.

BOARD ACTION: _____

Memorandum of Understanding
Between
Highland Community College (Board of Trustees)
and
Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957

January 8, 2025

Issue: The current Collective Bargaining Agreement between the parties does not include provisions permitting faculty to take sick and personal time in one-hour increments. The College recently changed to allow one-hour increments for non-faculty full-time and part-time benefit eligible employees. Highland agrees it would be mutually beneficial practice to extend the same benefit to faculty, even though it was not negotiated as part of the recent Collective Bargaining Negotiations. The faculty are willing to accept this modification and enter into this memorandum of understanding (MOU) Agreement.

Agreement: The parties hereby agree to the following:

1. Effective March 3, 2025, faculty, as defined by the parties Collective Bargaining Agreement, may use sick and personal leave benefit time in one-hour increments.
2. Agreement on this issue, to modify that the current terms and conditions of the Collective Bargaining Agreement, does not constitute past to practice, or in any manner set precedent, as to modifications to the Collective Bargaining Agreement on any other issue related to sick or personal leave.

Signature of College Representative / Date

 1-13-25

Signature of Faculty Senate President / Date

Signature of / Date

**AGENDA ITEM #IX-B-2
MARCH 6, 2025
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHLAND COMMUNITY COLLEGE (BOARD OF TRUSTEES)
AND HIGHLAND COMMUNITY COLLEGE CUSTODIAL MAINTENANCE,
AFFILIATED WITH AFT/IFT LOCAL 1957
REGARDING USE OF BENEFIT TIME IN ONE-HOUR INCREMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (MOU) between Highland Community College (Board of Trustees) and Highland Community College Custodial Maintenance, Affiliated with AFT/IFT Local 1957 regarding use of benefit time in one-hour increments effective March 3, 2025.

BACKGROUND: An existing MOU between the Custodial Maintenance Union and the College includes provisions permitting Custodial Maintenance employees to take vacation, sick, and personal time in two-hour increments. The College presently allows benefit time to be taken in one-hour increments for full- and part-time non-faculty benefit-eligible employees, and it would be beneficial to extend the same benefit to Custodial Maintenance employees. The Custodial/Maintenance employees are willing to accept this modification and enter into this MOU.

BOARD ACTION: _____

Memorandum of Understanding
Between
Highland Community College (Board of Trustees)
and
Highland Community College Custodial Maintenance, Affiliated with AFT/IFT Local 1957

January 9, 2025

Issue: In order to comply with the Illinois Paid Leave for All Workers Act, Highland Community College changed its vacation, personal and sick leave policies for full-time and part-time benefit eligible administrative, professional, and classified employees. Custodial/maintenance employees are covered by these policies.

This revises the ability to use benefit time from two-hour to one-hour increments. The custodial/maintenance union stated its willingness to accept the revisions at the time. Highland and the custodial/maintenance union believe it is important to enter into this memorandum of understanding (MOU) Agreement.

Agreement: The parties hereby agree to amend the existing CBA and replace with the following:

1. Effective March 3, 2025, as defined by the parties Collective Bargaining Agreement, custodial/maintenance employees may use sick, vacation and personal leave benefit time in one-hour increments.
2. Terms of Prior MOU's and the CBA remain in effect, other than as expressly modified herein.
3. Agreement on this issue, to modify that the current terms and conditions of the Collective Bargaining Agreement, does not constitute past to practice, or in any manner set precedent, as to modifications to the Collective Bargaining Agreement on any other issue related to sick, vacation or personal leave.

Signature of College Representative / Date

Brian Lang *1-13-25*

Signature of Custodial Maintenance President / Date

**AGENDA ITEM #XI-A
MARCH 6, 2025
HIGHLAND COMMUNITY COLLEGE**

**APPROVAL OF PURCHASE OF THE ESTONIA CONCERT GRAND PIANO FROM
CORDOGON’S PIANOLAND, GENEVA, ILLINOIS AT A PURCHASE PRICE NOT TO
EXCEED \$225,000, PLUS RELATED COSTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the purchase of the Estonia Concert grand piano from Cordogon’s Pianoland, Geneva, IL at a purchase price not to exceed \$225,000, plus related costs. Due to the unique singular source of the Estonia Concert grand piano, the College’s purchase will not be bid.

BACKGROUND: A gift from the Highland Community College Foundation will fund the purchase of the Estonia concert grand piano. This manufacturer surpasses others in European hand-crafted quality, tonal richness, and overall value. Built in Tallinn, Estonia, by artisans committed to the highest traditions of European piano-making, Estonia pianos embody a level of craftsmanship typically found in legendary brands such as Bösendorfer, Grotrian, and Bechstein, yet at a significantly more accessible price.

Its solid spruce soundboard, hand-bent maple rim, and premium Renner action contribute to a warm, singing tone – rich and expressive, yet versatile enough for solo recitals, chamber music, and ensemble performances. Estonia’s resonant bass, clear yet singing treble, and highly responsive action make it an outstanding pedagogical tool and performance instrument for a multitude of styles and concert situations.

Beyond its artistic and educational merits, Estonia presents an unmatched combination of quality and value, offering a concert-grade European instrument at a more accessible price point than its Japanese and American counterparts. Its selection affirms our commitment to providing students and faculty with an instrument of the highest artistic and educational value.

Given our decision to proceed with the Estonia, Cordogan's Pianoland is the only dealer within a 250-mile radius that is an authorized seller for Estonia pianos. John Cordogan has worked with our college previously in the acquisition of our Kawai uprights and is also the sole authorized servicer of Estonia pianos in the region. Piano distributors are not required to provide warranty service for instruments not purchased from them, and scheduling regular factory maintenance for such a significant investment would be exceedingly difficult and costly if the servicing dealer were located more than 250 miles away.

BOARD ACTION: _____