

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

January 17, 2017 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: November 15, 2016 Regular Meeting
 December 7, 2016 Board Retreat
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Board Meeting Schedule (Page 1)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. 2017 – 2020 Calendar (Page 7)
 - 2. First Reading – Revised Policy 1.06: Duties and Responsibilities of the Board (Page 13)
 - 3. First Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 17)
 - 4. First Reading – Revised Policy 5.09: Reimbursement for Travel Expenses (Page 19)
 - C. Personnel
 - 1. Seniority Lists (Page 22)

D. Financial

1. Interfund Transfer from Operations & Maintenance, Restricted Fund to Educational Fund (Page 29)
2. Payment of Bills and Agency Fund Report – November 2016 (Page 30)
3. Payment of Bills and Agency Fund Report – December 2016 (Page 32)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 34)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XII. 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, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIII. New Business

- A. Appoint Trustees to Review Closed Session Minutes

XIV. Dates of Importance

- A. Next Regular Board Meeting – February 21, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – March 1, 2017, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-B-1
JANUARY 17, 2017
HIGHLAND COMMUNITY COLLEGE**

BOARD MEETING SCHEDULE

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2017 meeting, which will be held on the fourth Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2017:

January 17, 2017
February 21, 2017
March 21, 2017
April 25, 2017 (4th Tuesday)

BACKGROUND: The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

BOARD ACTION: _____

**AGENDA ITEM #VII-C-1
JANUARY 17, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload and other assignments be approved for the Fall semester of 2016.

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 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Alan	Nowicki		YMCA C-CATS	Forensic Entomology				\$40.00
Melissa	Schleuning		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Michael	Jazo	3781	PERS011ACC	How to Trade Stocks	6		\$25.00	\$150.00
Cliff	Klenke		Soldering Consultation					\$78.00
Steve	Konefes	3819	PERS032FCC	Mexican Cuisine	6		\$20.00	\$120.00
Steve	Konefes	3799	PERS032CCC	Adv. Culinary Arts	12		\$20.00	\$240.00
Steve	Konefes	3850	PERS037NCC	Intro to Culinary Arts	12		\$20.00	\$240.00
Steve	Konefes	3817	PERS032ECC	Italian Cuisine	6		\$20.00	\$120.00
Kerry	Weber		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Suzanne	Miller	4150	SPTP160I	Workforce Ready				\$2,300.00
Shelly	Morgan	3710	NURS091HBB	Portion of BNA				\$172.80
Gordon	Dammann	3808	SPTP120ACC	Civil War History	9		\$40.00	\$360.00
Shelly	Morgan	3792	WFD051FCC	Basic Life Support				\$120.00
Jean	Meyers		Cosmetology Lab - P/T Instructor		TBD		\$25.17	TBD
Heidi	Lessen		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Kayla	Clark		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Amy	Chamberlin		Careers to Consider presenter					\$200.00
Jeremy	Monigold		Careers to Consider presenter					\$200.00
Jim	Palmer		Careers to Consider presenter					\$200.00
Jeff	Robertson		Careers to Consider presenter					\$200.00
Jennifer	Roser		Careers to Consider presenter					\$200.00
Aaron	Sargent		Careers to Consider presenter					\$200.00
Todd	Vacek		Careers to Consider presenter					\$200.00
Dave	Vrtol		Careers to Consider presenter					\$200.00
Heidi	Lessen		Careers to Consider presenter					\$200.00
Eric	Piper		Careers to Consider presenter					\$200.00
Kerry	Weber		Careers to Consider presenter					\$200.00
Jacqueline	Bennett		Careers to Consider host					\$100.00
Other Assignments								
Christopher	Blocker		Volleyball game 10/25/16 worker					\$ 15.00
Mirakel	Dedmond		Volleyball game 10/25/16 worker					\$ 20.00
Eric	Gillam		Women's basketball game 11/3/16 official					\$ 140.00
Steve	Hansen		Men's basketball game 11/5/16 official					\$ 140.00
Rod	Hill		Men's basketball game 11/5/16 official					\$ 140.00
Doug	Huey		Women's basketball game 11/3/16 official					\$ 140.00
Scott	Huffman		Women's basketball game 11/3/16 official					\$ 140.00
Rocky	Jones		Men's basketball game 11/5/16 official					\$ 140.00
Kevin	Berg		Caricature artist 11/5/16					\$ 250.00
Joe	Lopez		Women's basketball game 11/5/16 official					\$ 140.00
Kevin	Moore		Men's basketball game 11/5/16 official					\$ 140.00
Dakata	Toney		Volleyball game 10/25/16 worker					\$ 15.00
Misty	Witt		Volleyball games Oct 2016 scorer's table					\$ 50.00
Bernard	Branch		Women's basketball game 11/5/16 official					\$ 140.00
Allison	Barr		Drawing assistant		5		12	\$ 60.00

Fall 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Grant	Draper			Drawing assistant	6		12	\$ 72.00
Leeanne	Krusemark			Lifelong Learning instructor				\$ 320.00
Kevin	Croom-Ausler			DJ services 11/5/16				\$ 200.00
Randa	Noble			Business Institute instructor				\$ 1,318.75
Julie	Dale			Ballroom dance instruction				\$ 643.50
Jessica	Oladapo			Diversity training Instructor				\$ 2,129.60
Bernard	Branch			Women's basketball game 11/19/16 official				\$ 140.00
Michael	Bromley			Women's basketball game 11/19/16 official				\$ 140.00
Terry	Glaub			Women's basketball game 11/19/16 official				\$ 140.00
Lindsey	McNamer			Security guard 11/5/16				\$ 140.00
Robert	Sutter			Security guard 11/5/16				\$ 120.00
Rod	Anderson			Men's basketball game 11/22/16 official				\$ 140.00
Tony	Lasek			Men's basketball game 11/22/16 official				\$ 140.00
Mike	Mercer			Men's basketball game 11/22/16 official				\$ 140.00
Joshua	Naujokas			Sound for BSA open mic event				\$ 80.00
Allison	Barr			Drawing assistant	5		12	\$ 60.00
Grant	Draper			Drawing assistant	6		12	\$ 72.00
Bonnie	Hale			Consultation/student file review				\$ 475.00
Dean	Buckwalter			Scorer's table 4 basketball games in November				\$ 100.00
Kim	Grimes			Scorer's table 5 basketball games in November				\$ 125.00
Misty	Witt			Scorer's table 5 basketball games in November				\$ 125.00
Bernard	Branch			Women's basketball game 12/1/16 official				\$ 140.00
Drew	Middleton			Women's basketball game 12/1/16 official				\$ 140.00
Joe	Thompson			Women's basketball game 12/1/16 official				\$ 140.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
John	Hartman		Piano tuning					\$ 65.00
Michael	Bromley		Women's basketball game 12/6/16 official					\$ 140.00
Maria	Brown		Technical Review of Student Support Services Proposal					\$ 2,500.00
Camelot Costumes LLC			Children's Show labor					\$ 500.00
Ray	Donald		Women's basketball game 12/6/16 official					\$ 140.00
Everett	Fenwick		Women's basketball game 12/6/16 official					\$ 140.00
Jeff	Slattengren		Stats for William R Bear tournament					\$ 360.00
Bernard	Branch		Women's basketball game 12/8/16 official - game canceled					\$ 140.00
Michele	Horvath		Women's basketball game 12/8/16 official - game canceled					\$ 140.00
Valerie	Russell		Women's basketball game 12/8/16 official - game canceled					\$ 140.00
Rod	Anderson		William R Bear tournament official 12/9/16 3:00 pm					\$ 140.00
Rod	Anderson		William R Bear tournament official 12/9/16 7:00 pm					\$ 140.00
Rod	Anderson		William R Bear tournament official 12/10/16 11:00 am					\$ 140.00
Jeff	Carr		William R Bear tournament official 12/9/16 3:00 pm					\$ 140.00
Jeff	Carr		William R Bear tournament official 12/10/16 11:00 am					\$ 140.00
Bradley	Carrell		William R Bear tournament official 12/10/16 9:00 am					\$ 140.00
Bradley	Carrell		William R Bear tournament official 12/10/16 1:00 pm					\$ 140.00
Timothy	Cunningham		William R Bear tournament official 12/10/16 3:00 pm					\$ 140.00
Timothy	Cunningham		William R Bear tournament official 12/10/16 7:00 pm					\$ 140.00
Edward	Draper		William R Bear tournament official 12/9/16 5:00 pm					\$ 140.00
Edward	Draper		William R Bear tournament official 12/9/16 9:00 pm					\$ 140.00
Edward	Draper		William R Bear tournament official 12/10/16 9:00 am					\$ 140.00
Edward	Draper		William R Bear tournament official 12/10/16 1:00 pm					\$ 140.00
Jeremy	Gerlach		William R Bear tournament official 12/10/16 3:00 pm					\$ 140.00
Jeremy	Gerlach		William R Bear tournament official 12/10/16 7:00 pm					\$ 140.00
David	Gilliland		William R Bear tournament official 12/9/16 1:00 pm					\$ 140.00
Steve	Hansen		William R Bear tournament official 12/10/16 5:00 pm					\$ 140.00
Steve	Hansen		William R Bear tournament official 12/10/16 9:00 pm					\$ 140.00
Tony	Lasek		William R Bear tournament official 12/10/16 5:00 pm					\$ 140.00
Tony	Lasek		William R Bear tournament official 12/10/16 9:00 pm					\$ 140.00
James	McGinnes		William R Bear tournament official 12/10/16 3:00 pm					\$ 140.00
James	McGinnes		William R Bear tournament official 12/10/16 7:00 pm					\$ 140.00
Lynell	Mitchell		William R Bear tournament official 12/9/16 7:00 pm					\$ 140.00
Colin	Mix		William R Bear tournament official 12/10/16 11:00 am					\$ 140.00
Michael	Pfeil		William R Bear tournament official 12/9/16 1:00 pm					\$ 140.00
Jeff	Rutledge		William R Bear tournament official 12/9/16 1:00 pm					\$ 140.00
Steve	Spivey		William R Bear tournament official 12/10/16 5:00 pm					\$ 140.00
Steve	Spivey		William R Bear tournament official 12/10/16 9:00 pm					\$ 140.00
Chad	Sutton		William R Bear tournament official 12/9/16 5:00 pm					\$ 140.00
Chad	Sutton		William R Bear tournament official 12/9/16 9:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/10/16 1:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/9/16 5:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/9/16 9:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/10/16 9:00 am					\$ 140.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Dale	Brady		William R Bear tournament official 12/9/16 3:00 pm					\$ 140.00
Dale	Brady		William R Bear tournament official 12/6/16 7:00 pm					\$ 140.00
Allison	Funches		Honorarium for singing to open Dr. Steve Perry					\$ 300.00
Miles	McShane		Assisted with Madrigal Dinner					\$ 100.00
Zachary	Stewart		Lighting operator for Cosmo event 12/2/16					\$ 80.00
Kathleen	Weber		Proctoring for EPA Section 608 Technician Certification exam					\$ 150.00
Alegra	Koser		Security guard for William R Bear tournament 12/10/16					\$ 320.00
Lindsey	McNamer		Security guard for William R Bear tournament 12/10/16					\$ 160.00
Kenneth	Nesemeier		Security guard for William R Bear tournament 12/9/16, 12/10/16					\$ 280.00
Dean	Buckwalter		Worked 3 women's basketball games & 10 tournament games					\$ 325.00
Kim	Grimes		Worked 3 women's basketball games & 12 tournament games					\$ 375.00
Misty	Witt		Worked 3 women's basketball games & 12 tournament games					\$ 375.00

**AGENDA ITEM #VIII-B-1
JANUARY 17, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

2017 - 2020 CALENDAR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the 2017 – 2020 calendar.

BACKGROUND: The proposed calendar is reviewed by the Core Cabinet, Admissions and Records staff, Deans, Financial Aid Director, Marketing and Community Relations staff, and the Faculty Senate President and appointed faculty representatives. This calendar is included in the 2017 - 2019 catalog and published on the College website.

BOARD ACTION: _____



Academic Calendar 2017-2020

Spring 2017

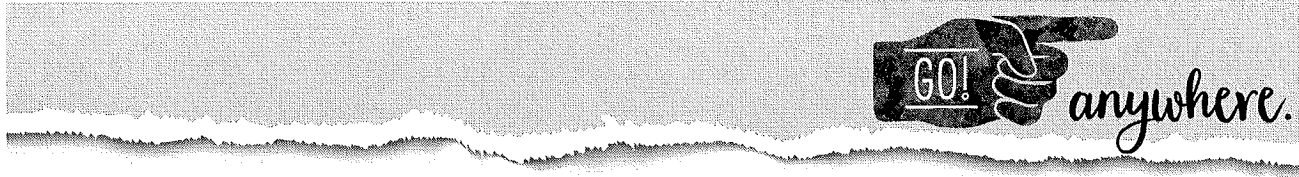
October 17, 2016 – January 9, 2017	Registration for Spring 2017
January 2	Holiday • New Year’s Day observed
January 5	Faculty return to campus
January 9	Classes begin
January 9 – 13	Class changes permitted
January 13	Last day to drop for first 8-week classes, no record/refund
January 16	Holiday • Martin Luther King Jr. Day
January 23	Last day to drop for 16-week classes, no record/refund
February 13	Holiday • Lincoln’s Birthday observed
February 20 – June 12	Registration for Summer 2017
February 24	Last day to withdraw “W” for first 8-week classes
March 3	Midterm
March 6	Second 8-week classes begin
March 10	Last day to drop for second 8-week classes, no record/refund
March 20 – 24	Academic Holidays • Spring Break
April 17 – August 14	Registration for Fall 2017
April 20	Last day to withdraw “W” for 16-week and second 8-week classes
May 4, 5, 8, 9, & 10	Final exams
May 12	End of Spring term
May 13	Commencement
May 13	Final day instructors

Pre-Summer Session 2017

May 22	Classes begin
May 23	Last day to drop, no record/refund
May 29	Holiday • Memorial Day
June 8	End of session

Summer 2017

February 20 – June 12	Registration for Summer 2017
June 12	Classes begin
June 12 – 15	Class changes permitted
June 19	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 6	Midterm
July 27	Last day to withdraw “W”
August 3	End of Summer session



Fall 2017

April 17 – August 14	Registration for Fall 2017
August 10	Faculty return to campus
August 14	Classes begin
August 14 – 18	Class changes permitted
August 18	Last day to drop for first 8-week classes, no record/refund
August 25	Last day to drop for 16-week classes, no record/refund
September 4	Holiday • Labor Day
September 29	Last day to withdraw “W” for first 8-week classes
October 6	Midterm
October 9	Holiday • Columbus Day
October 10	Second 8-week classes begin
October 16	Last day to drop for second 8-week classes, no record/refund
October 16, 2017 – January 16, 2018	Registration for Spring 2018
November 16	Last day to withdraw “W” for 16-week and second 8-week classes
November 23 – 24	Holiday • Thanksgiving
December 4 – 8	Final exams
December 8	End of Fall term
December 22 & 25	Holiday • Christmas Eve observed & Christmas Day
December 22, 2017 – January 1, 2018	Campus closed

Spring 2018

October 16, 2017 – January 16, 2018	Registration for Spring 2018
January 1	Holiday • New Year’s Day
January 11	Faculty return to campus
January 15	Holiday • Martin Luther King Jr. Day
January 16	Classes begin
January 16 – 22	Class changes permitted
January 22	Last day to drop for first 8-week classes, no record/refund
January 29	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 21 – June 11	Registration for Summer 2018
March 2	Last day to withdraw “W” for first 8-week classes
March 9	Midterm
March 12	Second 8-week classes begin
March 16	Last day to drop for second 8-week classes, no record/refund
March 19 – 23	Academic Holidays • Spring Break
April 16 – August 20	Registration for Fall 2018
April 26	Last day to withdraw “W” for 16-week and second 8-week classes
May 10, 11, 14, 15, & 16	Final exams
May 16	End of Spring term
May 19	Commencement
May 19	Final day instructors

Pre-Summer Session 2018

May 21	Classes begin
May 22	Last day to drop, no record/refund
May 28	Holiday • Memorial Day
June 7	End of session



Summer 2018

February 21 – June 11	Registration for Summer 2018
June 11	Classes begin
June 11 – 14	Class changes permitted
June 18	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 5	Midterm
July 26	Last day to withdraw "W"
August 2	End of Summer session

Fall 2018

April 16 – August 20	Registration for Fall 2018
August 16	Faculty return to campus
August 20	Classes begin
August 20 – 24	Class changes permitted
August 24	Last day to drop for first 8-week classes, no record/refund
August 31	Last day to drop for 16-week classes, no record/refund
September 3	Holiday • Labor Day
October 5	Last day to withdraw "W" for first 8-week classes
October 8	Holiday • Columbus Day
October 12	Midterm
October 15	Second 8-week classes begin
October 19	Last day to drop for second 8-week classes, no record/refund
October 22, 2018 – January 14, 2019	Registration for Spring 2019
November 26	Last day to withdraw "W" for 16-week and second 8-week classes
November 22 – 23	Holiday • Thanksgiving
December 10 – 14	Final exams
December 14	End of Fall term
December 24 – 25	Holiday • Christmas Eve & Christmas Day
December 24, 2018 – January 1, 2019	Campus closed

Spring 2019

October 22, 2018 – January 14, 2019	Registration for Spring 2019
January 1	Holiday • New Year's Day
January 10	Faculty return to campus
January 14	Classes begin
January 14 – 18	Class changes permitted
January 18	Last day to drop for first 8-week classes, no record/refund
January 21	Holiday • Martin Luther King Jr. Day
January 28	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 20 – June 10	Registration for Summer 2019
March 1	Last day to withdraw "W" for first 8-week classes
March 8	Midterm
March 11	Second 8-week classes begin
March 15	Last day to drop for second 8-week classes, no record/refund
March 18 – 22	Academic Holidays • Spring Break
April 15 – August 19	Registration for Fall 2019