

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
October 20, 2009

Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois

3:00 p.m. Tour of Auto Body and Auto Mechanics Labs
(Meet in President's Office to begin tour)

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: September 2, 2009 Board Retreat
 September 15, 2009 Budget Work Session
 September 15, 2009 Regular Meeting
 September 29, 2009 Audit Committee Meeting
- IV. Public Comments
- V. Introductions
- VI. Audit Report: Dan Rowe of Lindgren, Callihan, Van Osdol & Co. Ltd.
- VII. Status of the College Report: Auto Body and Auto Mechanics
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors/Overload (Page 1)
 - 2. Revised Job Description: Financial Aid Specialist II (Page 3)
 - 3. New Job Description: Financial Aid Specialist I (Page 6)
 - D. Financial (None)
 - 1. Approval of Statement of Final Construction Compliance: Elevator Upgrade Project (Page 9)

X. Main Motions

A. Academic

1. New Degree: Associate of Arts in Teaching – Early Childhood Education (Page 11)

B. Administration

1. Second Reading – New Policy: Web Page Accessibility (Page 25)
2. First Reading – Revised Policy: Use of Facilities (Page 27)
3. Amended Highland Community College 403(b) Retirement Plans (Page 29)

C. Personnel (None)

D. Financial

1. FY'09 Annual Audit (Page 63)
2. Consideration and Action on a Resolution Providing for the Issuance of General Obligation Community College Bonds for the College (Handout)
3. Resolution on Protection, Health, or Safety Project – Energy Upgrades (Page 64)
4. Payment of Bills and Agency Fund Report (Page 82)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 84)
- B. Student Trustee
- C. ICCTA Representative
- D. Administration

XII. Old Business

XIII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
- C. Purchase or Lease of Real Property for the Use of the Public Body

XIV. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

1. Custodial/Maintenance Contract (Handout)

C. Purchase or Lease of Real Property for the Use of the Public Body

XV. New Business

XVI. Dates of Importance

A. Next Regular Board Meeting – November 18, 2009 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center

B. Next Quarterly Board Retreat – December 2, 2009 at 8:30 a.m. at in room H-206 in the Highland Community College Student/Conference Center (breakfast available at 8:00 a.m.)

XVII. Adjournment

**AGENDA ITEM #IX-C-1
OCTOBER 20, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS/OVERLOAD

RECOMMENDATION OF THE PRESIDENT: That the part-time/overload instructors listed be approved to teach during the Fall semester of 2009.

BACKGROUND: The instructors listed on the following page have the required training and experience to teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Fall 2009							
Miscellaneous							
First	Last	Subject	Course Title	Clock Hrs	Credit Hrs	Rate	Total Salary
Dagny	Brandt	MUSIC171A	Applied Music Major				\$1,080.00
Dagny	Brandt	MUSIC172A	Applied Music Minor				\$180.00
Gary	Brubaker	MUSIC172A	Applied Music Minor				\$180.00
Jody	Brubaker	MUSIC171A	Applied Music Major				\$360.00
Jody	Brubaker	MUSIC172A	Applied Music Minor				\$180.00
Ken	Eicholz	MUSIC171A	Applied Music Major				\$1,080.00
John	Hartman	MUSIC171A	Applied Music Major				\$1,080.00
Chris	Parkinson	MUSIC172A	Applied Music Minor				\$1,260.00
Chris	Parkinson	MUSIC171A	Applied Music Major				\$360.00
Allen	Redford	MUS183AXX	Chamber Singers		1	\$1,113.00	\$1,113.00
Vicki	Schulz	EDUC200NHB	Education Observation II		1	\$1,113.00	\$222.60*
Vicki	Schulz	EDUC100NHB	Educaiton Observation I		1	\$1,113.00	\$1,113.00
Nancy	Barker	INFT160A	Digital Pictures & Sound		1	\$1,113.00	\$1,113.00
Steve	Simpson	GEOL126N	Geology		1.92	\$1,113.00	\$2,136.96
Tim	Dennis	MATH167A	Plane Trigonometry		0.88	\$1,113.00	\$979.44
Marcia	Bennett	MATH164N	Math/Elem Teachers		4	\$496.25	\$1,985.00
William	Kloeping	MATH162PXX	Int. Algebra		4	\$444.04	\$1,776.16
Anki	Fockstedt	SPTP160ACC	Horse Feeding Breeding				\$843.75
Anki	Fockstedt	SPTP163ACC	Pract Work of the Horse				\$1,012.50
Anki	Fockstedt	SPTP162A	Horse Handling				\$843.75
Anki	Fockstedt	SPTP161ACC	Horse Maintenance				\$1,350.00
Nancy	Barker	WFD011ACC	Promote your Business				\$278.24
Cliff	Klenke	WFD048M	Solder Requalify				\$278.24
Cliff	Klenke	WFD048O	Solder Requalify				\$278.24
Cliff	Klenke	WFD048N	Solder Requalify				\$278.24
Verna	Kintzel	PERS036BCC	Knitting	12		\$23.05	\$276.60
Bob	Baker	DATP110CC	Computers Made Easy	10		\$23.05	\$230.05
Debbie	Miller	CED020CC	Cardmaking	8		\$23.05	\$184.40
Janet	Checker	PERS036CCB	Oil Painting	12		\$23.05	\$276.60
Lindsay	Heitz	CED019CC	Interior Design	12		\$23.05	\$276.60
Kathy	Heid	PERS036ACC	Walk and Stretch	30		\$23.05	\$691.50
Carl	Scace	INFT282N	A+ Certification		3	\$444.04	\$1,332.12
Ron	Dean	Assistant Men's Basketball Coach					\$2,671.20
William	Beal	PHYD222A	Weight Training		1.6	\$429.04	\$686.46
Ron	Dean	PHYD124N	Football Coaching		2	\$429.04	\$858.08
Ron	Dean	PHYD221	Physical Fitness II		2	\$429.04	\$858.08
Ron	Dean	PHYD130	General Conditioning		1.6	\$429.04	\$686.46
Ron	Dean	PHYD220CXX	Team Sport Basketball		1.6	\$429.04	\$686.46
Ron	Dean	PHYD121A	Physical Fitness I		1.6	\$429.04	\$686.46
Pete	Norman	PHYD227N	Sports Officiating		3	\$1,113.00	\$3,339.00
Jennifer	Smith	PHYD239A	Body Mechanics/Yoga		1.6	\$429.04	\$686.46
Janice	Weber	PHYD236A	Aerobics		1.6	\$429.04	\$686.46
YMCA		PHYD116N	Int. Tae Kwon Do		1.6	\$429.04	\$114.41*
YMCA		PHYD236N	Aqua Aerobics		1.6	\$429.04	\$343.23*
YMCA		PHYD117N	Beginning Swimming		1.6	\$429.04	\$228.82*
* Pro rates based on students							

**AGENDA ITEM #IX-C-2
OCTOBER 20, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
FINANCIAL AID SPECIALIST II**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached revised job description for Financial Aid Specialist II. No change is being recommended to the placement on the Highland Salary Range Table. This position continues as an exempt professional position.

BACKGROUND: This position title is being revised to reflect the higher level of responsibility in comparison with the new Financial Aid Specialist I job description that is being recommended to the Board of Trustees.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Financial Aid Specialist II *

GENERAL STATEMENT OF RESPONSIBILITIES: To assist in implementing, coordinating and administering the financial aid program.

PRINCIPAL DUTIES: (essential functions)

- Advises, counsels and provides all types of financial aid assistance to current and potential students.
- Calculates and awards student loans to student applicants based on Federal, state and institutional regulations.
- Develops, implements and evaluates department processes and procedures for processing and awarding student financial aid.
- Processes electronic transmissions with Department of Education, state agencies and other selected vendors or resources.
- Submits student loan originations and processes loan disbursements through the use of SCT Banner and ELM software.
- Coordinates entrance and exit loan counseling.
- 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.
- Updates and revises department policy and procedure manual.
- Assists the director with community outreach programs to promote financial aid awareness within the district.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of federal and state financial aid requirements.

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

Knowledge of computer operations and software applications.

Knowledge of customer service techniques.

Skill in operating computers and software applications.

Skill in performing general office duties.

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

Skill in effectively communicating using tact and diplomacy.

Skill in analyzing information and situations and providing appropriate recommendations.

Skill in maintaining confidential information.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

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.

REPORTS TO: Director, Financial Aid

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION: Exempt

CLASS CODE: 3109

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

LAST REVISED: ~~10/24/06~~ 10/20/09 *Pending Board Approval

**AGENDA ITEM #IX-C-3
OCTOBER 20, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
FINANCIAL AID SPECIALIST I**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached new job description for Financial Aid Specialist I with placement at Range 41 on the Highland Salary Range Table. This is a non-exempt support staff position.

BACKGROUND: This position is necessary to assure the College is in compliance with Federal Regulations. Since July 2008, the financial aid department has added three part-time temporary employees and an additional student worker due to the lag in processing and to keep the College compliant with federal regulations. A huge change will occur for the department next summer with 'Year Round Pell' as well as the likelihood of transitioning to direct lending (pending senate approval). The learning curve in the financial aid department, typically one full year, is such that it has been hard for temporary employees to make a significant impact on our workload and the department continues struggling to keep up. Services to students are being delayed. If approved, this position will take the place of the three temporary employees. Funding for this position is included in the FY'10 budget.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Financial Aid Specialist I*

GENERAL STATEMENT OF RESPONSIBILITIES: To assist in implementing, coordinating and administering the financial aid program.

PRINCIPAL DUTIES: (essential functions)

- Advises, counsels and provides all types of financial aid assistance to current and potential students.
- Performs weekly Download process including issue resolution.
- Processes electronic transmissions with Department of Education, state agencies and other selected vendors or resources.
- Assists with verification process on files chosen by the Dept of Ed. Requires knowledge of basic tax law.
- Identifies and resolves discrepancies regarding federal and state financial aid awards.
- Assists with calculating R2T4 (Return to Title IV), updating student accounts, notifying student of changes in account.
- 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.
- Coordinates communication with students via award letters and tracking letters.
- Reviews files and makes adjustments to avoid over awards.
- Serves as back up to the VA Certifying official.
- Updates and revised department policy and procedure manual.
- Assists the director with community outreach programs to promote financial aid awareness within the district.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of federal and state financial aid requirements.

Knowledge of basic tax law.

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

Knowledge of computer operations and software applications.

Knowledge of customer service techniques.

Skill in operating computers and software applications.

Skill in performing general office duties.

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

Skill in effectively communicating using tact and diplomacy.

Skill in analyzing information and situations and providing appropriate recommendations.

Skill in maintaining confidential information.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

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

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Director, Financial Aid

APPOINTED BY: President

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3105

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

ADOPTED: 10/20/09* Pending Board Approval

**AGENDA ITEM #IX-D-1
OCTOBER 20, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF STATEMENT OF FINAL CONSTRUCTION COMPLIANCE
ELEVATOR UPGRADE PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the Statement of Final Construction Compliance for the Elevator Upgrade project completed during 2009.

BACKGROUND: ICCB requires completion of a Statement of Final Construction Compliance by a registered engineer when the College has finalized a Protection, Health and Safety Project.

The Elevator Upgrade Project for buildings “H” and “M” took place during Fiscal Years 2008 and 2009. The upgrades were a result of State safety requirements. During the project, some change orders occurred due to unforeseen circumstances, causing the project to exceed the approved budget. Remaining funds from prior Protection, Health, and Safety projects were utilized to cover the cost of the change orders.

BOARD ACTION: _____

Protection, Health, and Safety Project

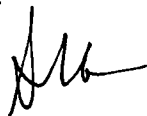
Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Final cost of the project:

Approved Budget \$ 86,400.00 Actual Cost \$ 95,486.60

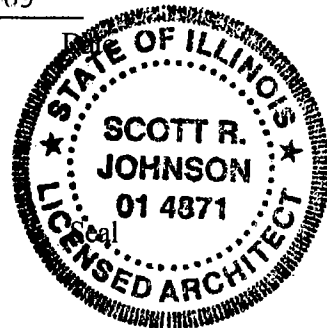
I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



Architect/Engineer's Signature

08/06/09

001-014871
Illinois Registration or License Number



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

**AGENDA ITEM #X-A-1
OCTOBER 20, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW DEGREE
ASSOCIATE OF ARTS IN TEACHING – EARLY CHILDHOOD EDUCATION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve a new Associate of Arts in Teaching – Early Childhood Education degree.

BACKGROUND: Over the last four years the Illinois Community College Board (ICCB) has led an initiative to create model curricula for Associate of Arts in Teaching degrees in various content areas. The intent is to assist students in transferring from one college to another college or university as they pursue an education degree. One of these content areas is in early childhood education. The college would like to make this educational opportunity available to the residents of our district.

The Associate of Arts in Early Childhood Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in early childhood education.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

Illinois Community College Board

APPLICATION FOR ASSOCIATE OF ARTS IN TEACHING
Submit Three Complete Copies

COLLEGE NAME Highland Community College 5-DIGIT COLLEGE NO.

TITLE OF PROPOSED NEW UNIT Associate of Arts in Teaching – Early Childhood Education

CREDIT HOURS 64

DEGREE TYPE 52

APPLICATION FOR: Early Childhood Education (PCS/CIP:1.1 131210)

Please attach the following items in duplicate:

1. **Admissions:** The General Principles for the development of AAT models state, “Community colleges should adopt a process for admission to AAT programs for purposes of advising and career development.” Provide a description of the college’s process for admission to the AAT in Special Education program, including admission requirements and required advising and counseling support.
2. **Curriculum:** Provide the following information:
 - A proposed catalog description of the program.
 - § A curriculum chart reflecting the proposed degree requirements, including general education , professional education, and major area courses (see Attachment 1).
 - § Copies of new or revised syllabi for the professional education courses being offered as part of the program that are aligned with the sample syllabi developed for AAT models.
 - § Copy of new or revised syllabus that is aligned with the sample syllabus for Introduction to Early Childhood Education and syllabi for remaining major area courses being offered as part of the program that are aligned with identified standards for this component of the model
 - § The number of field experience contact hours required within the Introduction to Education course, along with a description of those experiences (settings, age ranges, activities, artifacts, and assessments).

PLEASE NOTE: Members of the Elementary/Secondary/Special Education Panel and the Early Childhood Education Panel of the Illinois Articulation Initiative (IAI) have endorsed the five professional education courses developed in conjunction with the AAT degree models (Introduction to Education, Educational Technology, Students with Disabilities in School, Educational Psychology, and Development) as their standards-based recommendation. Colleges are expected to submit their professional education courses to the appropriate IAI panel for review in a timely manner.

CONTINUED ON NEXT PAGE...

SIGNED _____ DATE _____
College Official Responsible

ICCB USE ONLY: Reviewed by _____ ON _____ Approved by ICCB ON _____ Approved by IBHE ON _____
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