

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

November 17, 2015 – 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. PUBLIC HEARING – TAX LEVY**
- IV. Approval of Minutes: October 20, 2015 Regular Meeting
 October 27, 2015 Special Meeting
- V. Public Comments
- VI. Introductions
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading: Policy 4.40 – Student Worker Program (Page 4)
 - C. Personnel
 - 1. Revised Job Title: President (Page 6)
 - 2. Revised Job Description: Dean, Humanities, Social Sciences, and Fine Arts (Page 10)
 - 3. Revised Job Description: Cafeteria Manager (Page 13)
 - 4. Revised Job Title and Description: Manager, Math Achievement Center (Page 16)
 - 5. New Job Description: Testing Center/Disability Services Specialist (Page 19)

D. Financial

1. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered Into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (Page 22)
2. Education and Building Fund Levy (Page 27)
3. Insurance Levy (Page 30)
4. Audit Levy (Page 33)
5. Social Security and Medicare Levy (Page 35)
6. Approval of Statement of Final Construction Compliance: Campus-Wide Internet Protocol Security Camera System (Page 37)
7. Network and Server/Storage Professional Services Agreements (Page 39)
8. Approval of Contract for Purchase of Royalties to Musical for Summerset 2016 (Page 52)
9. Payment of Bills and Agency Fund Report (Page 53)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 55)
- B. Enrollment
- C. Student Trustee
- D. Audit Committee Chair
- E. ICCTA Representative
- F. Board Chair
- G. Administration

XI. Old Business

- A. Community Foundation of Northern Illinois Rubin Education Challenge

XII. 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

XIII. 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

XIV. New Business

XV. Dates of Importance

- A. Next Regular Board Meeting – January 19, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – December 2, 2015, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVI. Adjournment

**AGENDA ITEM #VIII-C-1
NOVEMBER 17, 2015
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT AND CEO: That the part-time instructors, overload, and other assignments be approved for the Fall semester of 2015.

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 2015			COURSE	CLOCK	CREDIT	TOTAL			
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Beth	Gilmour	3784	HMEC192BCC	Food Sanitation		1	\$464.40	\$464.40	
Kay	Sperry		NURS091	Basic Nursing Assitant		2	\$1,382.10	\$2,764.20	
Marcia	Bennett		MATH M3	MAC Lab		2.5	\$535.91	\$1,339.78	
Marcia	Bennett		MATH N3	MAC Lab		2.5	\$535.91	\$1,339.78	
Marcia	Bennett		MATH Y3	MAC Lab		2	\$535.91	\$1,071.82	
Gael	Brewbaker		MATH F3	MAC Lab		2	\$535.91	\$1,071.82	
Gael	Brewbaker		MATH H3	MAC Lab		2	\$535.91	\$1,071.82	
Gael	Brewbaker		MATH Y5	MAC Lab		2	\$535.91	\$1,071.82	
Jan	Butterfield		MATH A3	MAC Lab		2	\$479.40	\$958.80	
Jan	Butterfield		MATH C3	MAC Lab		2	\$479.40	\$958.80	
Jan	Butterfield		MATH E3	MAC Lab		2	\$479.40	\$958.80	
Jan	Butterfield		MATH G3	MAC Lab		2	\$479.40	\$958.80	
Jeannine	Hugill		MATH D3	MAC Lab		2	\$535.91	\$1,071.82	
Bill	Kloeping	3212	MATH159B	Int. Algebra II		2	\$479.40	\$958.80	
Nancy	Luepke		MATH G3	MAC Lab		2	\$479.40	\$958.80	
Nancy	Luepke		MATH M3	MAC Lab		2.5	\$479.40	\$1,198.50	
Nancy	Luepke	3132	MATH067B	Basic Algebra II		2	\$479.40	\$958.80	
Ellen	McGinnis		MATH B3	MAC Lab		2	\$479.40	\$958.80	
Ellen	McGinnis		MATH C3	MAC Lab		2	\$479.40	\$958.80	
Ellen	McGinnis		MATH D3	MAC Lab		2	\$479.40	\$958.80	
Ellen	McGinnis		MATH E3	MAC Lab		2	\$479.40	\$958.80	
Mark	Miller		MATH A3	MAC Lab		2	\$520.91	\$1,041.82	
Mark	Miller		MATH B3	MAC Lab		2	\$520.91	\$1,041.82	
Mark	Miller	3007	MATH058B	Pre-Algebra I		2	\$520.91	\$1,041.82	
Karissa	Patefield	3779	MATH059A	Pre-Algebra II		2	\$628.22	\$1,256.44	
Steve	Young		MATH F3	MAC Lab		2	\$535.91	\$1,071.82	
Steve	Young		MATH H3	MAC Lab		2	\$535.91	\$1,071.82	
Shelly	Morgan	3763	NURS091HXB	Portion of Nursing Asst Clinical		2	\$1,256.45	\$2,512.90	
Cassie	Mekeel	3753	NURS091BX	Portion of Nursing Asst Clinical		1.4	\$1,256.45	\$1,759.03	
Steve	Mihina		Scoring Table for 8/24 Volleyball						\$25.00
Steve	Mihina		Worked 9/2 Volleyball Game						\$25.00
Steve	Mihina		Worked Table at 9/9, 9/16, & 9/29 Volleyball Games						\$75.00
Roberta	Andrews		B4U Test Session						\$60.78
Anki	Bauer	3617	EQUI113HBN	Equine Massage II		2.8	\$479.40	\$1,342.32	
Joseph	DeParasis	3655	EQUI147HB	Stable Management		2.32	\$535.91	\$1,243.31	
Roger	Hicks	3611	WELD232N	Int. Welding		3.8	\$479.40	\$1,821.72	
Bruce	Pittluck	3299	INFT133Y1A	Adv. Word 2013		1	\$535.91	\$267.96*	
Bruce	Pittluck	3400	INFT142Y1	Adv. Excel		1	\$535.91	\$535.91	
Teresa	Vowell	3398	INFT142A	Adv. Excel		1	\$479.40	\$479.40	
Melissa	Johnson	3973	EC E211Y1	Staff Mgmt in ECE		3	\$628.22	\$1,884.66	
Melissa	Johnson	3830	ECE213Y1	Encl Environment Inf/Tod		0.76	\$628.22	\$477.45	
Aaron	Sargent	4047	DRAF110A	Print Reading		2.8	\$1,256.45	\$3,518.06	
Jeremy	Monigold	3402	INFT147Y1	Adv. Access		1	\$1,382.10	\$552.84*	
Jeremy	Monigold	3404	INFT147A	Adv. Access		1	\$1,382.10	\$276.43*	
Kristin	Hubbard	3998	PSY161DC	Intro to Psychology		3	\$520.91	\$1,562.73	

Fall 2015				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Kristin	Hubbard	4060	PSY161DC2	Intro to Psychology			3	\$520.91	\$1,562.73
Kristin	Hubbard			Course Development					\$200.00
Camelot Costumes				Costumer for I Hate Hamlet					\$500.00
Camelot Costumes				Costumer for Broadway in Concert					\$50.00
Tammy	Abell			Training Stipend High School Servent Leadership					\$500.00
Kim	Ramirez			Professional Medical Coding Class					\$6,210.00
Kathy	Heid	4110	PHYD121ACC	Walk & Stretch		30		\$18.00	\$540.00
*Pro rated based on enrollment									

**AGENDA ITEM #XI-B-1
NOVEMBER 17, 2015
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING –POLICY 4.40
STUDENT WORKER PROGRAM**

RECOMMENDATION OF THE PRESIDENT AND CEO: That the Board of Trustees approves for first reading the attached new policy 4.40 Student Worker Program, which will be included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: This new policy is being recommended in order to ensure compliance with Federal Work Study Program requirements. The proposed policy is supported by research and collaboration with internal stakeholders and other area community colleges. Procedures have been updated and new tools have been introduced to enhance the College's Student Worker Program.

BOARD ACTION: _____

4.40 Student Worker Program (Adopted)

The Student Worker Program will abide by all existing regulations and policies, as set forth by Highland Community College's Policy Manual, the Federal Student Aid handbook, and the Code of Regulations for the Federal Work Study Program.

**AGENDA ITEM #IX-C-1
NOVEMBER 17, 2015
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB TITLE
PRESIDENT**

RECOMMENDATION OF THE PRESIDENT AND CEO: That the Board of Trustees approves the description for job title change from President and CEO to President. No change is being recommended to the placement on the Highland Salary Range Table. This continues to be a full-time, exempt position.

BACKGROUND: The preference of the President is to drop the CEO from the position title, as having both CEO and President in the title seems redundant.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: ~~President* and CEO~~

GENERAL STATEMENT OF RESPONSIBILITIES: The ~~President and CEO~~President is responsible for the College's adherence to its mission and achievement of its goals. The ~~President and CEO~~President fulfills this responsibility by establishing appropriate organizational structure and procedures and by recommending policies, which promote the maximum participation of all Highland Community College constituents in fostering the core values of integrity, compassion and respect.

PRINCIPAL DUTIES: (essential functions)

- Acts as chief executive officer of Highland Community College under the Board of Trustees and is charged with putting into effect Board policies and regulations.
- Makes recommendations to the Board on all matters pertaining to the salaries, promotion, demotion, and dismissal of members of the teaching and administrative and professional staff.
- Has final authority for salaries, hiring, promotion, demotion and dismissal of all classified employees of the college.
- Bears responsibility to the Board of Trustees for the satisfactory governance and administration of the college. The ~~President and CEO~~President may delegate responsibility for specified management functions.
- Works closely with HCC Foundation board and staff to strengthen partnership and collaboration with the College to maximize existing resources and cultivate new opportunities.
- Promotes the College mission and its vision in ways that strengthen existing external partnerships, while identifying and cultivating new channels of support.
- Directs the selection of a competent and harmonious teaching and administrative and professional staff, and recommends their employment to the Board of Trustees.
- Serves on state and national committees to the extent that the ~~President and CEO~~President's primary responsibility to the College is not impaired.
- Oversees the preparation of an annual balanced budget for the operation of the College.
- Makes periodic reports to the Board of Trustees, to recognized accrediting and standardizing agencies, to the College constituency, and to State coordinating agencies.
- Maintains amity and unity of purpose among all members of the teaching, administrative, professional, and classified staffs, the Board of Trustees, the College's alumni, and all other College constituencies.
- Provides input, coordination, and leadership as required for institutional planning and effectiveness.
- In concert with the Executive Vice President, Vice President of Student Development and Support Services, academic deans and faculty, works with internal and external stakeholders to continually scan changes in academic services programs and standards and ensures optimal planning and effective strategic decisions.
- Supervises and evaluates the Executive Vice President and Executive Assistant (Board).
- Performs all other duties and responsibilities as may be assigned by the Board of Trustees.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of higher education policies and practices.

Knowledge and in-depth understanding of higher educational programs and services, and development of a learning-focused environment.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of Servant Leadership philosophy and practices.

Knowledge of budgetary preparation, revenue sources and the financial management of an educational institution.

Knowledge of interpersonal skills using tact and diplomacy.

Knowledge of working in a union environment.

Knowledge of Illinois Community College Board rules and regulations and the Illinois Public Community College Act.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in strategic, service-oriented thinking.

Skill in leading, supervising and team building.

Skill in conducting feasibility and cost benefit analysis studies of programs and services.

Skill in creating and presenting effective written and oral communication pieces.

Skill in developing, implementing and evaluating policies and procedures.

Skill in selecting, organizing and evaluating staff performance.

Skill in establishing effective community partnerships and effective relationships with external stakeholders.

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 20 pounds.

MINIMUM QUALIFICATIONS: Doctorate in educational administration, business administration, Juris Doctor or related field, combined with experience demonstrating successful and increasing leadership responsibilities. Five years (5) experience in educational administration with two (2) years in community college administration desired. Prior management and leadership experience required, as well as an understanding of governmental and political processes. Must be student success and enrollment management oriented, and have an understanding of finance, preferably educational finance. Must be able to effectively communicate with students, employees, the community, including the outlying communities, and have the ability to develop and maintain partnerships. A strategic, service-oriented thinker is required. Must be fair and equitable and believe in a climate which appreciates the differences of each individual and encourages multicultural perspectives. Must have the ability to promote the opportunity for new ideas and to critically determine feasibility. Must believe in and follow Servant-Leadership and Core Values of the institution.

REQUIRED LICENSE/CERTIFICATION: None

SECURITY SENSITIVE POSITION: May require a criminal and financial background checks.

REPORTS TO: Board of Trustees

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6350

JOB SERIES/FAMILY: Administrative Series/Executive Group

REVISED: ~~3/16/15~~ 10/17/15 ***Pending Board Approval**

ADOPTED/LAST REVISED: 08/19/14, 3/16/15

**AGENDA ITEM #IX-C-2
NOVEMBER 17, 2015
HIGHLAND COMMUNITY COLLEGE**

REVISED JOB DESCRIPTION
DEAN, HUMANITIES, SOCIAL SCIENCES, AND FINE ARTS

RECOMMENDATION OF THE PRESIDENT AND CEO: That the Board of Trustees approves the attached revised job description for the Dean, Humanities, Social Sciences, and Fine Arts. No change is being recommended to the placement on the Highland Salary Range Table. This continues to be a full-time, exempt position.

BACKGROUND: The job description's principle duties have been updated to include overseeing the development of class schedules and teaching assignments. This update reflects the appropriate level of responsibility expected of the dean.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Dean, Humanities & Social Sciences, and Fine Arts*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide supervision and direction for the programs within the Humanities, Social Sciences, and Fine Arts area of the College.

PRINCIPAL DUTIES: (essential functions)

- Development, supervision, coordination and evaluation of the instructional programs related to areas of assignment.
- Directs and coordinates all aspects Humanities, Social Sciences, and Fine Arts education related funding options, grants, and state and federal requirements.
- Actively participates in and seeks opportunities to develop and promote new and existing programs and courses.
- Trains, supervises and evaluates the work performance of assigned staff and faculty. Recommends an employee for promotion, reassignment, discipline and termination.
- ~~Oversees the development of class schedules and teaching assignments and Participates in the development of class schedules, making teaching assignments and efficiently distributes teaching loads.~~
- Prepares and manages the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division and individuals.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Participates in assessment of student learning, AQIP, and other projects as assigned.
- Participates in collective bargaining if requested.
- Interprets administrative policies to faculty and staff and represents division faculty and staff members to the administration.
- Mentors new faculty.
- Directs and coordinates Friends of the Fine Arts.
- In accordance with the Risk Management Policy and Program:
 - Review student complaints.
 - Oversee and monitor instructor and student travel.
 - Perform safety assessments of the College's Fine Arts production equipment.
 - Oversee the Theater Department's use of machinery and chemicals.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of practices in the administration of instructional programs and related support activities.

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of technology used in teaching and learning.

Knowledge of grant administration techniques, budget preparation and expenditure control.

Knowledge of research and analysis techniques and strategies.

KNOWLEDGE AND SKILLS REQUIRED CONTINUED:

Knowledge of personnel management and supervisory principles and practices.

Skill in assessing community needs and developing responsive programs.

Skill in effectively leadership, delegating tasks and authority, and training personnel.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

Skill in developing short and long-range goals for enrollment and retention, including assisting in marketing and developing new programs and continuing to promote existing programs and courses.

Skill in researching and writing grants and other operational reports.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

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 20 pounds.

MINIMUM QUALIFICATIONS: Master's degree in humanities, social sciences, fine arts or a related field and five (5) years teaching experience at the college level OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: Executive Vice President

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6110

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: 05/29/15 11/17/15 *[Pending Board Approval]

**AGENDA ITEM #IX-C-3
NOVEMBER 17, 2015
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
CAFETERIA MANAGER**

RECOMMENDATION OF THE PRESIDENT AND CEO: That the Board of Trustees approves the attached revised job description for Cafeteria Manager with placement on the Highland Salary Range Table at range level 39. A salary adjustment to \$30,000 annually for the incumbent in the position, Shelly Perkins, is also being recommended with a retroactive effective date of September 27, 2015. This position continues to be a full-time, exempt, professional position.

BACKGROUND: An updated Position Analysis Questionnaire (PAQ) for this position was submitted as part of the request for reconsideration process. In March 2014, the Cafeteria Manager position was changed from a part-time position to a full-time one. With the increase in hours, the Vice President, Administrative Services has taken a less involved role in Cafeteria operations with increased accountability transferring over to the Cafeteria Manager. Since this position has become full-time, Ms. Perkins has taken on the following duties that were previously performed by the Vice President, Administrative Services: employee disciplinary issues and hiring; marketing, posting of menus online and signage; completion of cafeteria purchase orders and payment processing; coordination with Maintenance on equipment/facility issues; and before and after hours planning and communication with staff members and vendors for deliveries. In addition, this position has taken on an increased level and frequency of catering. This requires coordination with internal and external groups, development of menus, pricing, and planning for preparation and event staffing. Furthermore, through a market study of salary data for Food Service Managers in the northwestern Illinois area, it was determined that the range level placement of the Cafeteria Manager position needed to be adjusted to be externally competitive. As a result, the position is being changed from range level 32 to range level 39 on Highland's Salary Range Table.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Cafeteria Manager*

GENERAL STATEMENT OF RESPONSIBILITIES: To plan and manage the daily operations of the College's cafeteria.

PRINCIPAL DUTIES: (essential functions)

- ~~Prepares, m~~Monitors and manages cafeteria budget, ~~makes recommendations for~~inclusive of inventory purchasing, staffing, supplies, and other uses of resources.
- ~~Provides direction for~~Directs menus, food preparation, presentation, and pricing taking into account inventory, budget and food quality. ~~Oversees~~Completes product order process which includes scheduling and receiving food and supply deliveries and verifying product orders and quality.
- Ensures and monitors compliance with state and local health and fire regulations regarding food preparation, cooking and serving.
- Completes or supervises staff in daily food preparation, including cooking and serving.
- Provides small-catering services for campus as resources allow.
- Negotiates with vendors.
- Coordinates marketing and sales efforts with appropriate College departments.
- Completes or supervises staff in serving food, operating the grill, fryer and other equipment, gathering and cleaning trays, and wiping down trays, tables, and counters.
- Performs daily cash register close-out and reconciliation.
- Directs daily set up.
- Hires, tFrains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Approves time sheets.
- Collaborates with Maintenance Services when experiencing equipment or facility issues.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of budgeting, purchasing and operations in a food service environment.

Knowledge of food serving and preparing techniques and processes.

Knowledge of safe food handling techniques.

Knowledge of personnel management and supervisory principles and practices.

Food sanitation license required.

Skill in operating a cash register.

Skill in operating kitchen appliances such as grills, fryers, knives and others.

Skill in following and delivering oral and written instructions.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in selecting, organizing and evaluating staff performance.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in a food service environment. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 25 pounds. Potential exposure to hot grease and other objects, open flames, and steam.

MINIMUM QUALIFICATIONS: High school diploma, and ~~one~~two (2) years food service ~~work-management~~ experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Food sanitation license required.

SECURITY SENSITIVE POSITION: Will require a criminal background check.

REPORTS TO: Vice President of Administrative Services

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4510

JOB SERIES/FAMILY: Student Support Services Series/Cafeteria Group

LAST REVISED: ~~4/15/2014~~11/17/15* **[Pending Board Approval]**

**AGENDA ITEM #IX-C-4
NOVEMBER 17, 2015
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB TITLE AND DESCRIPTION
MANAGER, MATH ACHIEVEMENT CENTER**

RECOMMENDATION OF THE PRESIDENT AND CEO: That the Board of Trustees approves the revised job title and attached revised job description for Manager, Math Achievement Center with placement on the Highland Salary Range Table at range 55. The Manager, Math Achievement Center position was formerly known as the Coordinator, Math Lab and was a part-time, non-exempt, classified position. The position will change to a full-time, exempt professional position.

BACKGROUND: The College Cabinet has been reviewing staffing requisition requests for FY16. At the August 13, 2015, College Cabinet meeting, the President and CEO, in conjunction with College Cabinet, recommended that this position be changed from a part-time to a full-time position. Over the last three fiscal years, an average of 1,585 students (duplicated head count) were enrolled in transitional math courses each year. This position plays an important role in helping to increase our college-level enrollment and student retention. It will be essential to the successful redesign of the transitional math program at the classroom level. A revised Position Analysis Questionnaire (PAQ) outlining the expected changes to responsibilities, skills, experience and education of the position was submitted to the Classification and Compensation Review Team for review. Added responsibilities include taking on the hiring, supervision, evaluation and training of part-time Math Achievement Center instructional staff and a budget of \$132,000; determining the class schedules and instructor course loads; developing new and revised curriculum and alternative testing formats; coordinating the B4U test program, which includes recruiting and training instructors, scheduling, communicating with appropriate stakeholders, completing paperwork and evaluating program data; and maintaining the new interactive Math Achievement Center learning model process, which will require taking on a more involved role in researching and developing best practices, assessment, and supporting instructors. In addition, this position will be expected to teach up to eight credit hours per semester, including college level (transferrable) math courses, necessitating the educational requirement for the position to increase from a bachelor's to a master's degree. Due to the significant changes noted, the position is being changed from range level 40 to range level 55 on Highland's Salary Range Table.

In addition, the position title is being changed to Manager, Math Achievement Center due to the transitional math program's name change and to convey the increased accountability and responsibility associated with the position as the main driver of the Math Achievement Center and its success.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: ~~Coordinator~~Manager, Math ~~Lab~~Achievement Center*

GENERAL STATEMENT OF RESPONSIBILITIES: To promote student success in Mathematics by managing the operations and services, and by ~~assisting in~~supporting the research, assessment, and implementation of best practices in the Math ~~Lab~~Achievement Center.

PRINCIPAL DUTIES: (essential functions)

- ~~Coordinate~~Manages all day-to-day operations of the Math ~~Lab~~Achievement Center (MAC).
- ~~Teaches~~Delivers ~~1 to 2~~transitional math courses, college level math courses, or campus informational sessions, as assigned in order to be more fully integrated with faculty and students. Total courses taught are not to exceed 8 credit hours per semester.
- Sets up and coordinates computer Math ~~Lab~~MAC classes utilizing appropriate software, including entering students in classes and assigning instructors.
- Hires, sSupervises, trains and evaluates Math ~~Lab~~MAC part-time instructional staff and student workers.
- Develops new and revised curriculum, alternative testing formats, and technology training for instructors and students. Updates software, tests/manuals, learning objects and graphing calculators.
- Supports the vision of ~~institutional-academic~~preparedness that seeks to serve students who enter the College underprepared throughout their ~~academic~~career at the College.
- With the Director, Learning and Transitional Education Services, aAssists with the development of strategies for primary and supplemental instruction; and maintains the new interactive learning model process in the MAC by modeling and supporting instructor~~the vision of institutional preparedness, direction and strategic planning.~~
- Liaise~~Coordinates~~ with the Success Center, and other College departments and college level faculty members with the purpose of helping student success in Mathematics.
- Provides research into best practices and methodologies for transitional math education and to identify~~identifies~~ the most appropriate ~~math software and teaching tools~~ suitable to students.
- Coordinates the B4U Test Program to include recruiting and training instructors, scheduling dates, communicating with necessary internal departments, completing paperwork and evaluating the program data.
- Develops class schedules and recommends teaching assignments that efficiently distribute teaching loads.
- Assists in the development of the budget, makes recommendations for the purchase of supplies, materials and equipment.
- Collaborates with the Director of Learning and Transitional Education Services in development and implementation of strategies to involve students at all levels in transitional mathematics and to work closely with faculty and math tutors to strengthen student math backgrounds in order to succeed in math.
- Responds timely to math-related inquiries from students, faculty, administration and staff.
- Regularly assesses services and makes improvements based on findings.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles, practices and processes of learning and teaching.