

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

February 22, 2011 – 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: January 18, 2011 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors/Overload (Page 1)
 - D. Financial
 - 1. Appointment of Auditor for Fiscal Year 2011 (Page 13)
 - 2. Approval of Statement of Final Construction Compliance (Page 15)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – Revised Policy: Evaluation of Instruction (Page 17)
 - 2. First Reading – Policy Manual Chapter III: Student (Page 24)
 - 3. Second Reading – Revised Policy: Grades (Page 60)
 - C. Personnel (None)
 - D. Financial
 - 1. Resolution on New Natural Science Greenhouse (Page 62)
 - 2. Payment of Bills and Agency Fund Report (Page 73)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 75)
- B. Monitoring Report: Occupational Preparation
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

X. Old Business

XI. 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

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
 - 1. Consideration of Tenure Extension for Kay Ostberg (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

XIII. New Business

XIV. Dates of Importance

- A. Freeport Area Chamber of Commerce's Rise 'n Shine Breakfast, co-hosted by Highland and the HCC Foundation – March 2, 2011 at 7:30 a.m. in the Wind Turbine Technician Training Center
- B. Next Quarterly Board Retreat – March 2, 2011 at 8:30 a.m. in room H-206 in the Highland Community College Student/Conference Center (breakfast available at the Rise 'n Shine Breakfast)
- C. Next Regular Board Meeting – March 15, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center

XV. Adjournment

**AGENDA ITEM #VII-C-2
FEBRUARY 22, 2011
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 Spring semester of 2011.

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

BOARD ACTION: _____

Business/Technology						
Spring 2011			Contact	Credit	Total	
First name	Last name	Course Title	Hour	Hour	Rate	Salary
Anne	Breed	OFFICE TECHNOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD
Diane	DeWitt	OFFICE TECHNOLOGY LAB- P/T Instructor	TBD		\$26.44	TBD
Carol	Engelkens	OFFICE TECHNOLOGY LAB- Lab Assistant	TBD		\$11.87	TBD
Karen	Kiesling	COSMETOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD
Sandra	Kuelling	COSMETOLOGY LAB-P/T Instructor	TBD		\$23.65	TBD
Dianne	Maresch	COSMETOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD
Gloria	Maurer	OFFICE TECHNOLOGY LAB- P/T Instructor	TBD		\$25.65	TBD
Jean	Meyers	COSMETOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD
Sarah	Miller	OFFICE TECHNOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD
Dorie	Oloff	OFFICE TECHNOLOGY LAB- P/T Instructor	TBD		\$22.87	TBD
Bruce	Pittluck	OFFICE TECHNOLOGY LAB- Lab Assistant	TBD		\$11.87	TBD
Vicki	Standley	OFFICE TECHNOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD
Dortaya	Triplett	COSMETOLOGY LAB-P/T Instructor	TBD		\$23.65	TBD
Dortaya	Triplett	COSMETOLOGY LAB-Lab Assistant	TBD		\$17.82	TBD
Todd	Vacek	AUTO BODY LAB- P/T Instructor	TBD		\$23.65	TBD
Todd	Vacek	AUTO BODY LAB - Lab Assistant	TBD		\$17.29	TBD
Kristine	Young	COSMETOLOGY LAB - P/T Instructor	TBD		\$23.65	TBD

Business/Technology Spring 2011			Course	Clock	Credit		Total
First	Last	Subject	Title	Hours	Hours	Rate	Salary
Scott	Anderson	DRAF105N	Computer Aided Drafting I		3.70	\$1,129.70	\$4,179.89
Scott	Anderson	SPTP262C	Welding-Workplace Exp		1.00	\$1,242.67	\$124.27*
Thomas	Bergstrom		Auto Body classes		3.00	\$1,129.70	\$3,389.10
					1.60	\$1,242.67	\$1,988.27
Thomas	Bergstrom	WELD135A	Shield Arc/Oxy Weldng + 2 LABS		1.40	\$1,242.67	\$1,739.74
					4.00	\$1,355.64	\$5,422.56
Eric	Dietmeier	BUSN125Y	Math Of Business		3.00	\$1,129.70	\$3,389.10
Eric	Dietmeier	BUSN141HB	BusinessCommunications		.10	\$1,242.67	\$124.27
Steve	Gellings	ELET295A	Progr Logic Controllers + LAB		3.00	\$1,129.70	\$3,389.10
					2.00	\$1,242.67	\$2,485.34
Joseph	Grove	BUSN121Y	Intro To Business		3.00	\$1,129.70	\$3,389.10
Joseph	Grove	ECON111A	Prin of Economics I		3.00	\$1,242.67	\$3,728.01
Denise	Johnson	OFFT255A	Office Procedures		3.00	\$1,129.70	\$3,389.10
					1.00	\$1,242.67	\$1,242.67
Denise	Johnson	OFFT255B	Office Procedures		1.30	\$1,242.67	\$1,615.47
James	McLeland	AUTB193A	Frame\Body\Alignment I		3.00	\$1,129.70	\$3,389.10
					1.00	\$1,242.67	\$1,242.67
Jeremy	Monigold	INFT180E	Intro Information Systems + 3 LABS		3.00	\$1,129.70	\$3,389.10
					2.00	\$1,242.67	\$2,485.34
Jeremy	Monigold	INFT180Y	Intro Information Systems		1.00	\$1,242.67	\$1,242.67
					.50	\$1,355.64	\$677.82
James	Palmer		Auto Mechanics classes		3.00	\$1,129.70	\$3,389.10
					3.00	\$1,242.67	\$3,728.01
					.15	\$1,355.64	\$203.34
James	Palmer		Auto Mechanics ADDITIONAL LAB		8.50	\$1,355.64	\$11,522.94
Craig	Pence	ACCT105A	Elem of Accounting		3.00	\$1,129.70	\$3,389.10
Craig	Pence	ACCT105Y	Elem of Accounting		2.00	\$1,242.67	\$2,485.34
Ellen	Rice	INFT140A	Beginning Excel		1.00	\$1,129.70	\$1,129.70
Ellen	Rice	INFT142A	Advanced Excel		1.00	\$1,129.70	\$1,129.70
William	Robertson		Auto Mechanics classes		3.00	\$1,129.70	\$3,389.10
					3.00	\$1,242.67	\$3,728.01
					.15	\$1,355.64	\$203.34
William	Robertson		Auto Mechanics ADDITIONAL LAB		8.50	\$1,355.64	\$11,522.94
Cathie	Schmerse		Cosmetology classes		3.00	\$1,129.70	\$3,389.10
					3.00	\$1,242.67	\$3,728.01
					1.03	\$1,355.64	\$1,356.67
James	Setterstrom	AGRI286A	Field Crop Science + LAB		2.80	\$1,129.70	\$3,163.16
David	Vrtol	WTEC110A	Wind Mechanical Systems		3.00	\$1,129.70	\$3,389.10
Dana	Zimmerman	OCED250N	Career Seminar-WIND TECH		.90	\$1,129.70	\$1,016.73
*Pro rated based on students							

Business/Technology Spring 2011							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Peggy	Davidson	ECE207A	Math/Science for Yng Chld		3.00	\$503.47	\$1,510.41
Joseph	DeParasis	SPTP263N	Equine Nutrition		3.00	\$488.47	\$981.82*
Joseph	DeParasis	SPTP266WN	Equine Physiology		3.00	\$488.47	\$732.70*
Carol	Engelkens	INFT295Y	MS Publisher-Online		1.00	\$450.48	\$301.82*
Anki	Fockstedt	BUSN143A	Fund of Retailing		3.00	\$435.48	\$1,306.44
Anki	Fockstedt	SPTP261N	Riding Instruction I		2.00	\$435.48	\$435.48*
Anki	Fockstedt	SPTP265N	Equine Massage II		2.00	\$435.48	\$722.90*
Tamara	Haight	BUSN141NN	Business Communications		3.00	\$435.48	\$1,306.44
Blythe	Hamilton	COSM180N	Intro Therapeutic Massage		2.00	\$450.48	\$900.96
Tara	Hersey	MATH111N	Technical Math		3.00	\$488.47	\$1,465.41
Roger	Hicks	WELD130N	Intro to Welding + 2 LABS		5.40	\$450.48	\$2,432.59
Roger	Hicks	WELD232N	Interm Welding/Fabrication		3.00	\$450.48	\$1,351.44
Hank	Ils	WELD233N	Adv Welding Processes		3.00	\$450.48	\$1,351.44
Steven	Kocmoud	INFT145Y	Beginning Access		1.00	\$435.48	\$435.48
Steven	Kocmoud	INFT147Y	Advanced Access		1.00	\$435.48	\$435.48
Steven	Kocmoud	INFT182N	Microcomputer Hardware		3.00	\$435.48	\$1,306.44
William	Kuhlemeier	AGOC120A	Prin of Farm Management		4.00	\$450.48	\$1,801.92
William	Kuhlemeier	AGRI182A	Intro Ag Mechanization		3.70	\$450.48	\$1,666.78
Jolene	Martens	ITHC220N	Anatomy for Info Tech		3.00	\$450.48	\$1,351.44
Rudolph	Nielsen	INFT150Y	Microsoft Office Integration		1.00	\$503.47	\$503.47
Rudolph	Nielsen	INFT180A	Intro Information Systems		3.00	\$503.47	\$1,510.41
Bruce	Pittluck	INFT110N	Intro to Prsnl Computers		1.00	\$450.48	\$450.48
Bruce	Pittluck	INFT133N	Advanced Word 2007		1.00	\$450.48	\$450.48
Bruce	Pittluck	INFT133Y	Adv. Word 2007-Online		1.00	\$450.48	\$450.48
Bruce	Pittluck	INFT140Y	Beginning Excel		1.00	\$450.48	\$450.48
Bruce	Pittluck	INFT142Y	Advanced Excel		1.00	\$450.48	\$450.48
Michael	Plager	AGOC224A	Artifitial Insemination		2.00	\$435.48	\$870.96
Crimson	Pulver	SPTP260A	Horse Training I		2.00	\$435.48	\$870.96
Cynthia	Runte	ECE127HB	Music/Movement Yng Child		3.00	\$450.48	\$1,351.44
Carl	Scace	INFT282N	A+ Certification		3.00	\$450.48	\$1,351.44
Carl	Scace	INFT295N	Security+ Certification		3.00	\$450.48	\$1,351.44
Jeannine	Scherenberg	ACCT105N	Elem of Accounting		3.00	\$488.47	\$1,465.41
Jeannine	Scherenberg	ACCT214A	Managerial Accounting		4.00	\$488.47	\$1,953.88
Carl	Setterstrom	BUSN141N	BusinessCommunications		3.00	\$488.47	\$1,465.41
Katherine	Shaw	BUSN125B	Math Of Business		3.00	\$488.47	\$1,465.41
Jeanne	VanOrsdal	ECE123HB	Hlth,Safety,Nutrition Yng Chld		3.00	\$488.47	\$1,465.41
Brandi	Widmer	SPTP268A	Riding I		2.00	\$435.48	\$583.54*
Carol	Wilhelms	ACCT213N	Financial Accounting		4.00	\$450.48	\$1,801.92
Carol	Wilhelms	ACCT220Y	Adv Quickbooks Accounting		2.00	\$450.48	\$900.96
Carol	Wilhelms	ACCT218N	Business Income Tax		3.00	\$450.48	\$905.46*
*Pro rated based on students							

Success Center							
Spring 2011							
			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	Rate	SALARY
Cheryl	Heise	COMM120A	College Reading		3	\$488.47	\$1,465.41
Keith	Lathan	COMM085B	Basic Language		5	\$488.47	\$2,442.35
Elizabeth	Niesman	COMM085A	Basic Language		2	\$503.47	\$1,006.94
Elizabeth	Niesman	COMM087A	Writing Workshop		1	\$503.47	\$503.47
Elizabeth	Niesman	COMM087B	Writing Workshop		1	\$503.47	\$503.47
Elizabeth	Niesman	COMM087Y	Writing Workshop		1	\$503.47	\$503.47
Elizabeth	Niesman	LIBS199AXX	FYE		2	\$503.47	\$1,006.94
Elizabeth	Niesman	LIBS199BXX	FYE		2	\$503.47	\$1,006.94
Teresa	Reel	COMM085A	Basic Language		3	\$488.47	\$1,465.41
Beverly	Stearns	LIBS199EXX	FYE		2	\$435.48	\$870.96
Beverly	Stearns	LIBS199CXX	FYE		2	\$435.48	\$870.96
Connie	Visel	COMM120HB	College Reading		3	\$503.47	\$1,510.41
Connie	Visel	COMM120AHB	College Reading		3	\$503.47	\$1,510.41
Connie	Visel	COMM120N	College Reading		3	\$503.47	\$1,510.41
Frederick	Williams	LIBS199YXX	FYE		2	\$435.48	\$870.96
Kathy	Young	COMM087YY	Writing Workshop		1	\$435.48	\$435.48
Anthony	Sago	SPTP101A	Male Initiative		1	\$1,129.70	\$1,129.70
Athletics							
Spring 2011							
William	Beal	PHYD222A	Weight Training		1.6	\$435.48	\$696.76
Charles	Born	PHYD225A	Theory of Coaching		2	\$503.47	\$1,006.94
Pete	Norman	PHYD135A	Games in Elem PE		3	\$1,129.70	\$3,389.10
Pete	Norman	PHYD227N	Sports Officiating		3	\$1,242.67	\$3,728.01
Zac	Roman	PHYD115N	Intro to Recreation		3	\$435.48	\$1,306.44
Zac	Roman	PHYD121A	Physical Fitness I		1.6	\$435.48	\$696.77
Zac	Roman	PHYD221A	Physical Fitness II		2	\$435.48	\$870.96
Zac	Roman	PHYD222B	Weight Training		1.6	\$435.48	\$696.77
Jennifer	Smith	PHYD239A	Body Mechanics		1.6	\$435.48	\$696.76
Janice	Weber	PHYD236A	Aerobics		1.6	\$435.48	\$696.76
Monica	Coon	Head Softball Coach					\$4,452.00
Sharon	Schultz	Intramural Director					\$500.00
DJ	Sorrallis	Asst. Men's Basketball Coach					\$2,671.20
Project Succeed							
Spring 2011							
Annette	Caudle	MATH061PXX	Arithmetic Skills		4	\$435.48	\$1,741.92
Annette	Caudle	MATH162PXX	Int. Algebra		4	\$435.48	\$1,741.92

Community Education							
Spring 2011							
			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	Rate	SALARY
Georgia	Balsamo	HMEC192ACC	Food Sanitation		1	\$450.48	\$450.48
Freya	Barger	PERS036BCC	Dance	15		\$11.17	\$167.55
John	Huneke	SPTP113BCC	Sign Language		1	\$435.58	\$435.58
Kelly	Myers	PERS036BCC	Dance	15		\$23.40	\$351.00
Kim	Pool	SPTP110/120/220	HS Servant Leadership		6	\$450.48	\$2,702.88
Sharon	Zigmont	HMEC192ECC	Food Sanitation		1	\$450.48	\$450.48
Miscellaneous							
Rose	Ferguson	Affirmative Action Officer/Harassment Investigations					\$1,000.00
Virginia	Ware	Student Behavioral Intervention Officer					\$1,000.00
Cliff	Klenke	WFD048A	Solder Requalification				\$282.44
Cliff	Klenke	WFD048B	Solder Requalification				\$282.44
Cliff	Klenke	WFD048C	Solder Requalification				\$282.44
Jeremy	Monigold	WFD011A	Microsoft Office 2010				\$211.83

Fine Arts							
Spring 2011							
			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	Rate	SALARY
Reed	Bakken	ART117/217A	Pottery/Pottery II		3	\$855.90	\$2,567.70
Reed	Bakken	ART117/217B	Pottery/Pottery II		3	\$855.90	\$2,567.70
Reed	Bakken	ART117/217N	Pottery/Pottery II		3	\$855.90	\$2,567.70
James	Davis	MUS268A	Music of the USA		3	\$503.47	\$1,510.41
John	Hartman	MUS162A	Theory II		3	\$450.48	\$1,351.44
John	Hartman	MUS262A	Theory IV		3	\$450.48	\$1,351.44
Bill	Petersen	MUS110NXX	Large Jazz Ensemble		2	\$503.47	\$1,006.94
James	Planting	ART113A	Drawing I		3	\$855.90	\$2,567.70
James	Planting	ART119A	Sculpture I		3	\$855.90	\$1,283.85*
James	Planting	ART211A	Paint I/II		3	\$855.90	\$1,720.36*
Scott	Stitch	MUS110NXX	Concert Band		2	\$503.47	\$1,006.94
Loretta	Swanson	ART110Y	Intro to Art		3	\$503.47	\$1,510.41
Loretta	Swanson	ART110YY	Intro to Art		3	\$503.47	\$1,510.41
Loretta	Swanson	ART216N	Art History II		3	\$503.47	\$1,510.41
Randall	Welp	THEA184A	Principles of Acting		3	\$488.47	\$1,465.41
Randall	Welp	THEA196A	Intro to Theatre		3	\$488.47	\$1,465.41
Renee	Setterstrom	MUS178A	Class Piano II		2	\$435.48	\$435.48*
Renee	Setterstrom	Chamber Singers Accompanist					\$1,200.00
Nadia	Wirchnianski	HCC Chorale Accompanist					\$1,200.00
Thompson	Brandt	MUS268Y	Music of the USA		3	\$1,242.67	\$3,728.01
Thompson	Brandt	MUS160HBN	Music for Elem Teachers		3	\$1,355.64	\$2,440.15*
Allen	Redford	MUS153HBN	Intro to Audio		2	\$1,129.70	\$1,129.70*
Allen	Redford	MUS183AXX	Chamber Singers		1	\$1,129.70	\$1,129.70
Elwyn	Webb	THEA283AXX/BXX	Theatre Practicum		3	\$1,129.70	\$3,389.10
Elwyn	Webb	THEA296N	Intro to Tech Theatre		3	\$1,242.67	\$3,728.01
*Pro rated based on students							

HSS							
Spring 2011							
			COURSE	CLOCK	CREDIT		
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	Rate	SALARY
Michael	Bicksler	HIST142DC	West Civ 1648 to Present		3.00	\$503.47	\$755.21*
Colette	Binger	PSY161DC	Intro to Psychology		3.00	\$503.47	\$1,510.41
Colette	Binger	PSY262HB	Human Growth\Dev		3.00	\$503.47	\$1,510.41
Sam	Braddock	LAW120YDC	Intro to Corrections		3.00	\$503.47	\$1,510.41
James	Breed	PHIL180A	World Religions		3.00	\$503.47	\$1,510.41
James	Breed	PHIL282Y	Ethics		3.00	\$503.47	\$1,510.41
Daniel	Burns	COMM090G	Preface to Rhetoric		3.00	\$488.47	\$1,465.41
Rebecca	Connors	SPCH191N	Fund of Speech		3.00	\$503.47	\$1,510.41
Timothy	Connors	SPCH191NN	Fund of Speech		3.00	\$503.47	\$1,510.41
James	Davis	HUMA104WDC	Intro to Humanities		3.00	\$503.47	\$1,510.41
Eldridge	Gilbert	HIST243A	History of Africa I		3.00	\$503.47	\$1,510.41
Eldridge	Gilbert	HIST247A	African-American Hist I		3.00	\$503.47	\$1,510.41
Christine	Henderson	COMM095N	Basic Composition		3.00	\$503.47	\$1,510.41
West Carroll High School		SPCH191DC	Fund of Speech		3.00	\$488.47	\$1,465.41
West Carroll High School		ENGL122DC	Rhetoric & Comp II		3.00	\$488.47	\$1,465.41
Stephanie	Kaiser	PSY162WN	Child Psychology		3.00	\$503.47	\$1,510.41
Stephanie	Kaiser	PSY262WN	Human Growth\Dev		3.00	\$503.47	\$1,510.41
Robbin	Klein	SOCI171N	Introduction Sociology		3.00	\$488.47	\$1,465.41
Adrian	Kostallari	COMM214N	Bus/Tech Writing		3.00	\$503.47	\$1,510.41
Brian	Moore	ENGL121A	Rhetoric & Comp I		3.00	\$503.47	\$1,510.41
Brian	Moore	ENGL121B	Rhetoric & Comp I		3.00	\$503.47	\$1,510.41
Jaci	Ogden	ENGL122G	Rhetoric & Comp II		3.00	\$488.47	\$1,465.41
Lisa	Roettger	ENGL121G	Rhetoric & Comp I		3.00	\$488.47	\$1,465.41
Lisa	Roettger	ENGL121H	Rhetoric & Comp I		3.00	\$488.47	\$1,465.41
Lisa	Roettger	ENGL121N	Rhetoric & Comp I		3.00	\$488.47	\$1,465.41
Daryl	Watson	GEOG132A	Reg Geo of World		3.00	\$503.47	\$1,510.41
Daryl	Watson	HIST144DC	U.S. History II		3.00	\$503.47	\$1,510.41
John	Webb	HUMA104A	Intro to Humanities		3.00	\$1,129.70	\$3,389.10
John	Webb	HUMA104B	Intro to Humanities		3.00	\$1,242.67	\$3,728.01
John	Webb	HUMA106HB	Intro to Humanities II		3.00	\$1,355.64	\$4,066.92
Eric	Welch	SOCI276Y	Racism & Diversity		3.00	\$1,129.70	\$3,389.10
Eric	Welch	POL257Y	Understanding the Const.		3.00	\$1,242.67	\$2,982.41*
Randall	Welp	ENGL226A	American Literature II		3.00	\$488.47	\$1,465.41

*Pro rated based on students

HSS							
Spring 2011							
			COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	Rate	SALARY
Thompson	Brandt	HUMA104Y	Intro to Humanities		3.00	\$1,129.70	\$3,389.10
Samuel	Fiorenza	ENGL122YY	Rhetoric & Comp II		3.00	\$1,129.70	\$3,389.10
Kim	Goudreau	SOCI273A	Social Serv. Field Exp		3.00	\$1,129.70	\$1,355.64*
Kent	Johnson	SPAN202A	Intermediate Spanish II		2.00	\$1,129.70	\$903.76*
Tracy	Mays	ENGL122E	Rhetoric & Comp II		1.00	\$1,129.70	\$1,129.70
Heather	Moore	COMM090N	Preface to Rhetoric		3.00	\$1,129.70	\$3,389.10
Heather	Moore	ENGL121YY	Rhetoric & Comp I		3.00	\$1,242.67	\$3,728.01
James	Phillips	Honors Program			3.00	\$1,129.70	\$3,389.10
Paul	Rabideau	PSY161Y	Introduction to Psychology		3.00	\$1,129.70	\$3,389.10
Vicki	Schulz	EDUC100A	Education Observation I		1.00	\$1,129.70	\$1,129.70
James	Yeager	SPCH199AXX	Speech Activities I		1.00	\$1,129.70	\$2,259.40
James	Yeager	SPCH296A	Intercultural Communication		3.00	\$1,129.70	\$1,694.55*
*Pro rated based on students							

Nursing							
Spring 2011							
			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	Rate	SALARY
Bev	Atherton	NURS091N	Nursing Asst	88		\$30.00	\$2,640.00
Bev	Atherton	NURS091NX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Sylvia	Baker	NUR288HB	NIOIN	104		\$38.00	\$3,952.00
Mairi	Douglas	NURS091WNB	Nursing Asst	88		\$30.00	\$2,640.00
Mairi	Douglas	NURS091WNX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Shannon	Hauser	NUR284HB	NIOIN		2	\$600.00	\$1,200.00
Margie	Kochsmier	NUR181HB	NIOIN	120		\$38.00	\$4,560.00
Crystal	Lundvall	NURS291NXX	Fam Nursing Lab	80		\$38.00	\$3,040.00
Debra	Meyer	NUR291NX	Fam Nursing Lab	80		\$38.00	\$3,040.00
Pat	Mitchell	NUR178HB	NIOIN		2	\$600.00	\$1,200.00
Pat	Mitchell	NUR285HB	NIOIN		2	\$600.00	\$1,200.00
LeighAnne	Piper	NUR181HB	NIOIN	104		\$38.00	\$3,952.00
Susan	Potter	NUR286HB	NIOIN	52		\$38.00	\$1,976.00
Duska	Ruter	NUR091NXX	NIOIN	40		\$30.00	\$1,200.00
Donna	Kauke	NURS291NXX	Family Nursing		3	\$1,129.70	\$3,389.10
Donna	Kauke	NURS291NXX	Fam Nursing Lab		3	\$1,242.67	\$3,728.01
					1.32	\$1,355.64	\$1,789.44
Jessica	Larson	NURS192AXX	Clinical Dev II Lab		3	\$1,129.70	\$3,389.10
					0.96	\$1,242.67	\$1,192.96
Barb	Merhley	NURS294AAX	Clinical Dev III Lab		0.96	\$1,242.67	\$1,084.51
Chrislyn	Senneff	NURS291AX	Fam Nursing Lab		3	\$1,129.70	\$3,389.10
					0.12	\$1,242.67	\$149.10
Lynda	Shiro	NURS192AAX	Clinical Dev II Lab		3	\$1,129.70	\$3,389.10
					1.12	\$1,242.67	\$1,391.79
MaryKate	Shore	NURS091B	Nursing Asst Lab		3	\$1,129.70	\$3,389.10
					0.5	\$1,242.67	\$621.34
Kay	Sperry	NUR294NXX	Clinical Dev IIIB Lab		3	\$1,129.70	\$3,389.10
					1.46	\$1,242.67	\$1,814.30
Maggie	White	NUR294NX	Clinical Dev IIIB Lab		1.96	\$1,129.70	\$2,214.21

Science/Math							
Spring 2011							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Marcia	Bennett	MATH061N2	MATH LAB		5.00	\$503.47	\$2,517.35
Marcia	Bennett	MATH164N	Math/Elem Teachers I		4.00	\$503.47	\$2,013.88
Gael	Brewbaker	MATH061F2	MATH LAB		4.00	\$503.47	\$2,013.88
Gael	Brewbaker	MATH065H2	MATH LAB		4.00	\$503.47	\$2,013.88
Gael	Brewbaker	MATH162Y	MATH LAB		4.00	\$503.47	\$2,013.88
Janis	Butterfield	MATH061A2	MATH LAB		4.00	\$450.48	\$1,801.92
Janis	Butterfield	MATH061E2	MATH LAB		4.00	\$450.48	\$1,801.92
Janis	Butterfield	MATH061G1	MATH LAB		4.00	\$450.48	\$1,801.92
Janis	Butterfield	MATH061M2	MATH LAB		5.00	\$450.48	\$2,252.40
Tracy	Diestelmeier	MATH177DC	Statistics		3.00	\$488.47	\$1,126.29*
James	Dole	NSCI134Y	Intro to Astronomy		3.00	\$488.47	\$1,465.41
April	Einsweiler	BIOL124WN	Microbes and Society		3.00	\$488.47	\$981.82*
Leanne	Grahame	CHEM101A	Intro to Chemistry		3.00	\$488.47	\$1,465.41
Leanne	Grahame	CHEM101N	Intro to Chemistry		3.00	\$488.47	\$1,465.41
Jeannine	Hugill	MATH061B1	MATH LAB		4.00	\$503.47	\$2,013.88
Jeannine	Hugill	MATH061D2	MATH LAB		4.00	\$503.47	\$2,013.88
Donald	Hunziker	MATH061A1	MATH LAB		4.00	\$503.47	\$2,013.88
Donald	Hunziker	MATH061C2	MATH LAB		4.00	\$503.47	\$2,013.88
Mickey	Jewell	MATH061N1	MATH LAB		5.00	\$503.47	\$2,517.35
William	Kloeping	MATH162A	Int Algebra		4.00	\$450.48	\$1,801.92
William	Kloeping	MATH166A	College Algebra		4.00	\$450.48	\$1,801.92
Nancy	Luepke	MATH061M1	MATH LAB		4.00	\$450.48	\$1,801.92
Nancy	Luepke	MATH065A	Basic Algebra		4.00	\$450.48	\$1,801.92
Ellen	McGinnis	MATH061C1	MATH LAB		4.00	\$450.48	\$1,801.92
Ellen	McGinnis	MATH061D1	MATH LAB		4.00	\$450.48	\$1,801.92
Ellen	McGinnis	MATH061E1	MATH LAB		4.00	\$450.48	\$1,801.92
Ellen	McGinnis	MATH062B2	MATH LAB		4.00	\$450.48	\$1,801.92
Cindy	Musser	MATH172A	Calc for Bus/Soc Science		3.00	\$1,129.70	\$3,389.10
Cindy	Musser	MATH174A	Math for Elem Teachers II		3.00	\$1,242.67	\$3,728.01
Jennifer	Sullivan	BIOL110DC	Principles of Biology		4.00	\$503.47	\$1,510.41
Jennifer	Sullivan	BIOL110DCX	Principles of Biology Lab		1.70	\$503.47	\$855.90
Steve	Young	MATH061F1	MATH LAB		4.00	\$503.47	\$2,013.88
Steve	Young	MATH061H1	MATH LAB		4.00	\$503.47	\$2,013.88
Steve	Young	MATH165A	Quantitative Lit in Math		4.00	\$503.47	\$2,013.88
William	Zigmont	MATH061W	MATH LAB		5.00	\$450.48	\$2,252.40
William	Zigmont	MATH061WN	MATH LAB		5.00	\$450.48	\$2,252.40
Juliet	D'Souza	BIOL116HB	Intro To Ecology		2.10	\$1,129.70	\$2,372.37
Brendan	Dutmer	CHEM124A	Gen College Chem II		0.29	\$1,129.70	\$327.61
Karla	Giuffre	BIOL120A	Fund of A & P		3.20	\$1,129.70	\$3,389.10
					0.20	\$1,242.67	\$248.53
*Pro rated based on students							

**AGENDA ITEM #VII-D-1
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

APPOINTMENT OF AUDITOR FOR FISCAL YEAR 2011

RECOMMENDATION OF THE PRESIDENT: It is recommended that the firm of Wipfli (formerly Lindgren, Callihan, Van Osdol, and Co., Ltd.) be retained to perform the annual audit for Fiscal Year 2011 at a cost not to exceed \$46,000. The audit will encompass all funds of Highland Community College including State and Federal grant programs.

BACKGROUND: Attached please find a letter submitted by Wipfli outlining professional auditing services to be provided with proposed fees. Auditing services require a high degree of professional skill and thus are one of the few services not subject to public bid law.

Lindgren, Callihan, Van Osdol & Co., Ltd. has provided audit services to Highland Community College since fiscal year 1982. Audit partner rotation is utilized in order to promote a quality process. Wipfli's fee is comparable to that paid by other Illinois community colleges for similar services. The College has been pleased with the level of services provided by this firm.

BOARD ACTION: _____

328 W. Stephenson Street
Freeport, IL 61032

WIPFLI_{LLP}
CPAs and Consultants

February 1, 2011

Audit Committee
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032

Dear Audit Committee Members:

We appreciate the opportunity to submit this proposal, at your request, to provide auditing services to Highland Community College for the fiscal year ending June 30, 2011.

Based on our prior experience, we understand your current and future requirements and will be able to effectively meet them. Our Freeport personnel are available on a year-round basis to perform the audit and to help with other issues that may come up during the year; in addition, specialists are readily accessible from our other offices.

Our high level of experience and responsiveness provide our clients with innovative, high quality service on an economical basis. This service helps insure fewer surprises and early identification of problems as well as opportunities.

The College is required to be audited under regulations issued June 24, 1997 by the U.S. Office of Management and Budget (OMB) and under state statutes. We propose that our fee to audit the College records for the year ending June 30, 2011 will not exceed \$46,000, and includes the fee to perform the audit procedures necessary to comply with OMB Circular A-133 and general auditing standards. The above fee is based on the assumption that unexpected circumstances will not be encountered during the audit.

Individual program audits are not included in this fee proposal. The fees to audit individual programs are determined by the grantor. For the fiscal year ending June 30, 2010 there were no additional program audits performed.

We will meet in advance with your staff to determine the assistance to be provided and to work out the dates that we may perform our audit fieldwork. This procedure helps us plan the audit more efficiently, which will help minimize your audit fees.

Sincerely,
Wipfli LLP



Gregory A. Dunham
Executive Officer



Daniel B. Rowe
Senior Manager

**AGENDA ITEM #VII-D-2
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

APPROVAL OF STATEMENT OF FINAL CONSTRUCTION COMPLIANCE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the Statement of Final Construction Compliance for one project completed during 2010.

BACKGROUND: ICCB requires completion of an annual Project Status Report. It is an additional requirement to have a Statement of Final Construction Compliance completed by a registered engineer.

The PA/Intercom System for the College incurred one change order due to unforeseen circumstances. Contingency funds were included in the project to allow for such situations, and sufficiently covered the cost of the change order.

BOARD ACTION: _____

Protection, Health, and Safety Project

Highland Community College – PA and Intercom System Project

Statement of Final Construction Compliance

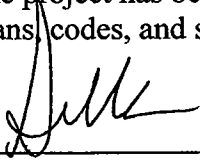
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Scott R. Johnson, AIA, LEED AP
Richard L. Johnson Associates, Inc.
4703 Charles Street
Rockford, Illinois 61108

Final cost of the project:

Approved Budget \$ 700,000.00 Actual Cost \$ 469,034.02

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.



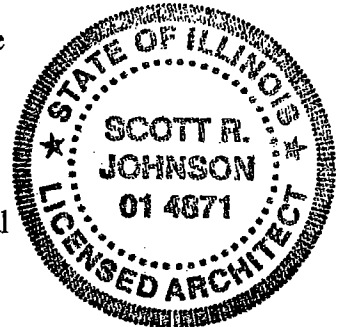
Architect/Engineer's Signature

1/21/11

Date

Illinois Registration or License Number

Seal



Approved by the _____ Board of Trustees

Date

**AGENDA ITEM #VIII-B-1
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
EVALUATION OF INSTRUCTION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for first reading the attached revisions to Policy 4.35 Evaluation of Instruction.

BACKGROUND: The attached policy is in Chapter IV of the Policy Manual, Personnel. A first reading of this policy was approved at the December 2010 Board meeting. Since that time, updates have been made to correctly reflect the agreed upon wording. Due to this, the policy is being presented for another first reading. The corrected recommended changes were developed through the course of faculty negotiations and provide a process by which student additional or special evaluation of instruction will be conducted. Items with a strike-through are recommended for deletion. Items that are underlined are recommended additions.

BOARD ACTION: _____

4.35 Evaluation of Instruction (~~Reaffirmed 11/18/08~~Revised)

The purpose of the formal instructional evaluation process is to encourage and actively promote ongoing development in the teaching and learning process. It intentionally offers an opportunity for deans and instructors to establish strong, professional relationships so that improvement in and enhancement of student academic achievement can be attained. The process should be timely, consistent, and meaningful.

The evaluation process varies depending upon if the instructor is non-tenured, tenured, or a part-time instructor. In all cases there are four components to the evaluation process. These components are:

- administrative classroom visits,
- use of a student evaluation of instruction course survey,
- a self-evaluation, and
- an evaluation meeting between the instructor and the appropriate dean or associate dean.

The data collected from these four evaluation components are combined into a summary evaluation document.

Administrative Evaluation of Instructors

Full-time Tenured Faculty

Procedure:

1. All tenured faculty will be evaluated formally a minimum of once every three years.
2. During the year of this formal evaluation, all students in the faculty members' classes, for at least one of the semesters, will be asked to complete the institutional student evaluation form.
3. At the conclusion of the evaluation year, the faculty member will complete a written self-evaluation and submit it to his or her supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. A class visitation by the supervisor will occur in the same semester during which student evaluations take place (see Item #2 above). The visit is scheduled and a lesson plan of the class is submitted to the supervisor showing the class goals and objectives.

5. After the class visitation, the supervisor will compose a written evaluation of the faculty member in a timely fashion that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. If considerable improvement is needed or serious deficiencies are present, the evaluation process shall revert back to the frequency of second and third year non-tenured faculty evaluations until two successive years of satisfactory evaluations occur. Faculty may respond in writing to the evaluation and/or the improvement strategies.
6. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the Vice President of Academic and Student Services and will be placed in the faculty member's personnel file in the Human Resources Office.
7. Other evaluation criteria and methods, including peer evaluation and professional certification, are encouraged.
8. Prescriptive recommendations and/or suggested improvements will be monitored throughout the year.

Full-time Non-tenured Faculty

The following procedures have been developed to evaluate non-tenured faculty in compliance with the State Tenure Law (110 ILCS 805/Article IIIb). In addition to course improvement, a primary objective of this evaluation is to recommend retention or non-retention of a faculty member beyond the probationary period. This evaluation procedure complements the existing procedure for evaluation of instruction that will continue to be used for tenured full-time faculty and part-time faculty.

Procedure:

1. All non-tenured faculty will be evaluated formally for the first three years of employment by the dean or associate dean.
2. Each semester during those three years, all students in the faculty member's classes will be asked to complete the institutional student evaluation form.
3. At the conclusion of each year, the faculty member will complete a written self-evaluation and submit it to the supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. Class visitation by the supervisor will occur a minimum of twice a semester during the first year of employment, and a minimum of once a semester during the second and third years of employment. The visits are scheduled, and prior to

the visit a lesson plan with the class goals or objectives for these classes will be submitted to his or her supervisor.

5. Other senior faculty members may be requested by the deans or associate deans to visit classes of non-tenured faculty at least once during the semester.
6. Additional evaluative criteria and methods as determined by the Vice President of Academic ~~and Student~~ Services and/or the dean or associate dean may be used.
7. The supervisor will then compose a written evaluation of the faculty member that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. Faculty may respond in writing to the evaluation and/or the improvement strategies.
8. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the Vice President of Academic ~~and Student~~ Services and will be placed in the faculty member's personnel file.
9. The dean or associate dean will consider, but will not be required to adopt, an advisory recommendation concerning dismissal or extension of probation of non-tenured faculty or the granting of tenure to a non-tenured faculty member. Such recommendation will be made by a faculty peer committee of three tenured faculty from the appropriate division.
10. In case of a decision not to rehire, or a decision to extend the probation period, the Vice President of Academic ~~and Student~~ Services and dean or associate dean shall consult with the individual in question in advance of the notification dates required in the Tenure Law.
11. The administration may require the faculty member to serve a fourth year as a non-tenured faculty member and be evaluated according to procedure before a decision is made on tenure. Notice will be given to the faculty member not later than 60 days before the end of the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions that the faculty member should take in order to satisfactorily complete service requirements for tenure.
12. If tenure status is not recommended, notice shall be given to faculty at least 60 days before the end of the school year or term, and such recommendations will be made to the Board of Trustees for action.
13. At the conclusion of the third year, or if necessary fourth year, of employment, the President will make a recommendation regarding tenure to the Board of Trustees for action.

Part-time Faculty

Procedure:

1. All new part-time faculty will be evaluated during their first teaching assignments using one or more of the following methods:
 - class visitation, scheduled or on a walk-in basis
 - student evaluation
 - self-evaluation
 - peer evaluation
 - other evaluation criteria and methods may be used at the discretion of the supervisor and the Vice President of Academic and Student Services.
2. Re-employed part-time faculty may be evaluated on a regular basis according to the same methods.
3. Part-time faculty will be evaluated a minimum of once each semester of the first three semesters they teach. After three successive satisfactory evaluations, each part-time instructor will be evaluated a minimum of once every three years.

Student Evaluation of Instruction

~~An evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive successful evaluations previously. The instructor and dean or associate dean should jointly select the classes to be used for the student evaluation.~~

~~Additional or special student evaluation of instructor instruments or methods may be used to meet special needs. These additional student evaluations are implemented at the prerogative of the instructor or under direction of the dean or associate dean or Vice President of Academic and Student Services.~~

~~A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.~~

1. Standard Evaluation Instrument: A standard evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This standard evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive positive evaluations previously. The instructor and dean or associate dean should jointly select the classes to be used for the standard student evaluation.

2. Additional/Special Evaluation: Additional or special student evaluation of instructor instruments or methods may be used to meet special needs not addressed by the standard evaluation instrument. Special needs may include, but shall not be limited to; the evaluation of new courses or new teaching methods; the investigation of student complaints; the investigation of complaints by the faculty or staff; or, investigation of matters before the Judicial Review Board. These additional/special student evaluations may be implemented at the prerogative of the instructor with dean or associate dean approval or by the dean, the associate dean or Vice President of Academic Services. ~~Additional or special evaluations will be conducted during a regular scheduled class session.~~ If an additional or special evaluation is administered to a particular class during the regular school term, the evaluation shall be conducted during a regular class session. If the evaluation is administered when the class is not in session during the regular school term, the students receiving the evaluation instrument shall be instructed to not share or discuss the instrument with other students before the due date for returning the instrument has expired.

3. If an additional/special evaluation is used to investigate any complaint or allegation of misconduct on the part of the faculty, the individual implicated involved in any such complaint shall be informed of the allegation prior to use of the additional/special evaluation instrument, provided with a copy of the instrument for review and comment at least three (3) business days prior to the use of the instrument, and shall be provided a typed compilation of the student responses, unless such disclosure is prohibited by law. Any information which may be used to identify a particular respondent on the typed compilation shall be redacted. Initial notification and a copy of the instrument shall be provided via college email to the faculty member and to the Faculty Senate President or the Faculty Senate President's designee. The typed compilation of the student responses will also be provided via email to the faculty member and the Faculty Senate President or the Faculty Senate President's designee, and it will be sent prior to any meeting scheduled with the administration or its representatives to discuss the results.

4. Student evaluations shall not be used as the sole basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members.
5. A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.

**AGENDA ITEM #VIII-B-2
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING: POLICY MANUAL CHAPTER III – STUDENT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for first reading the attached new and revised policies in Chapter III of the Policy Manual and affirm for first reading the unchanged policies in Chapter III of the Policy Manual.

BACKGROUND: A first reading of Chapter III was approved by the Board at the December 2010 meeting. Since that reading, policies 3.09 and 3.115 have been updated, as outlined below. Due to this, the Chapter is being presented for another first reading. The list of attached policies incorporates changes in words, job titles, or clarification. Reaffirmations of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College.

Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

Policy # Change

- 3.06 ~~Repeating Courses~~ – Update job title. Reaffirmed.
- 3.09 Student Records – Remove student email from student directory information.
- 3.10 Financial Aid - Delete the last sentence in Section 4 to be consistent with actual practice. Revised.
- 3.115 Student Code of Conduct – Change wording to allow for use of Student Code of Conduct in conjunction with State and/or Federal law.
- 3.12 Campus Speakers – Change the first sentence to read “Any student or employee may recommend to the President or his or her designee any speaker to appear on campus.” Revised.
- 3.16 Student Organizations - Update job title. Reaffirmed.
- 3.20 Food—Use of in Highland Community College Facilities – Change wording to expand on eating areas. Revised.
- 3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities Changed wording to include prescription drugs. Revised.
- 3.23 Substance Abuse assistance—Information – Update job title. Reaffirmed.

All other policies within Chapter III remain unchanged, with Board reaffirmation recommended.

BOARD ACTION: _____

CHAPTER III

STUDENT

TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
3.00	Admissions Requirement
3.001	Student Responsibility for Admission and Registration
3.01	Waiver of Requirements
3.02	Graduation Requirements
3.021	Student Responsibility for Graduation
3.03	Attendance
3.035	Attendance—Volunteer Emergency Worker
3.04	Scholastic Requirements
3.041	Evaluation
3.05	Grades
3.051	Academic Grievance
3.052	Grade Reports
3.053	Grade Point System
3.06	Repeating Courses
3.07	Withdrawals
3.08	Transfer of Credits
3.09	Student Records
3.10	Financial Aid "Standards of Satisfactory Academic Progress"
3.11	Student Activities
3.115	Student Code of Conduct
3.12	Campus Speakers
3.13	Student Assembly and Dissent
3.14	Student Government
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3.16	Student Organizations
3.17	Official Student Publications
3.18	Student Disciplinary Regulations
3.20	Food—Use of in Highland Community College Facilities
3.21	Intoxicants—Use of in Highland Community College Facilities
3.22	Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
3.23	Substance Abuse Assistance—Information
3.24	Sexual and Other Harassment
3.25	Non-Violence

| 3.00 Admissions Requirement (Reaffirmed-9/20/05)

The Board of Trustees shall adopt regulations for the admission of students. If space is not available for all students applying, the College shall give preference to students residing in District 519.

| 3.001 Student Responsibility for Admission and Registration (Revised 9/20/05 Reaffirmed)

The responsibility for proper registration each semester rests entirely with the student. All students are expected to register for each semester on the dates established on the College calendar and are not admitted to class until they are properly registered.

| 3.01 Waiver of Requirements (Reaffirmed ~~9/20/05~~)

A student may request waiver of admission, academic, or graduation requirements as found in the current College catalog.

| 3.02 Graduation Requirements (Reaffirmed ~~9/20/05~~)

Highland Community College shall establish graduation requirements for Certificates and Associate Degree Programs.

| 3.021 Student Responsibility for Graduation (Reaffirmed ~~9/20/05~~)

All students are responsible for satisfying graduation and/or program requirements within their individual curricula at Highland Community College. A student will be allowed to graduate if the student meets the College and program requirements as outlined in the College catalog under which the student matriculated or any Highland Community College catalog in effect during enrollment.

| 3.03 Attendance (~~Revised 9/20/05~~ Reaffirmed)

Classroom attendance is the responsibility of the student. See Student Code of Conduct located in the College catalog for attendance information.

| 3.035 Attendance–Volunteer Emergency Worker (Adopted 12/19/06 Reaffirmed)

The Volunteer Emergency Worker Job Protection Act and the Volunteer Fire Protection Association Act as amended provides that no public university or community college's attendance policy or the attendance policy of a faculty member thereof may in any way penalize a student who is a volunteer emergency worker or volunteer fire protection association member for absence from class caused by the performance of his or her duties as a volunteer.

“Volunteer Emergency Worker” means a volunteer emergency worker as defined in the Volunteer Emergency Worker Job Protection Act. Highland Community College shall have the right to initiate disciplinary action against a student as described in the College Catalog for misuse of this policy.

| 3.04 Scholastic Requirements (Reaffirmed-9/20/05)

Minimum scholastic requirements are established by the College and are listed in the College catalog. Failure of the student to meet these requirements as listed in the College catalog, may result in academic probation or academic suspension.

| 3.041 Evaluation (Reaffirmed ~~9/20/05~~)

Evaluation is considered part of the total requirement for each college credit course according to course syllabi.

| 3.051 Academic Grievance (Revised 9/20/05 Reaffirmed)

In the event of a student academic grievance, excluding disciplinary cases, the student has the right to request a formal hearing according to established procedure as outlined in the College Catalog under “Other Student Academic Complaints.”

| 3.052 Grade Reports (Revised 9/20/05 Reaffirmed)

Verified grade reports of students' progress, attested to by the instructor, shall be made twice each semester, at midterm and the semester conclusion. The midterm report shall be based on the record of scholarship to that date, and will not be a permanent grade of record.

| 3.053 Grade Point System (Revised 9/20/05 Reaffirmed)

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Minimum Passing	1 grade points
F	Failure	0 grade points
S	Satisfactory	0 grade points
P	Passing	0 grade points
R	Needs to be Repeated	0 grade points
U	Unsatisfactory	0 grade points
I	Incomplete	0 grade points
W	Withdrew	0 grade points

S, U, I, P, R, and W grades will not be used in computing grade point averages.

3.06 Repeating Courses (Revised-Reaffirmed 9/20/05)

A student is permitted to repeat a course for which a grade of A, B, C or S previously has been earned only with formal permission of the ~~Dean of Enrollment Services~~Director of Enrollment and Records. However, the College reserves the right to delay or deny a student's repetition of courses or programs which have limited enrollment.

When a student repeats a course, the last grade becomes the grade of record, and any preceding grades will be disregarded in computation of the cumulative grade point average at Highland Community College.

| 3.07 Withdrawals (Revised 9/20/05 Reaffirmed)

Students shall be able to withdraw from a course according to procedures in the College catalog.

| 3.08 Transfer of Credits (Reaffirmed ~~9/20/05~~)

A student enrolled in curricula designed to transfer to four-year colleges and universities bears the responsibility to be aware of the requirements of the institution to which the student intends to transfer.

| 3.09 Student Records (Revised 6/20/06)

The Gramm-Leach-Bliley (GLB) Act (effective 2003) requires colleges to ensure the security and confidentiality of student records. Highland Community College complies with this law by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and subsequent regulations thereto.

| The College considers the student's name, address, telephone, ~~e-mail address~~, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended to be directory information and therefore available for dissemination, unless the College is instructed otherwise in writing at the time of registration. The address and phone contact number provided by the student is considered the address and telephone listing information available for dissemination.

3.10 Financial Aid (Revised 7/20/10)

Any individual who has been admitted to Highland Community College or who is currently enrolled at Highland Community College in an eligible degree or certificate program is eligible to apply for student financial assistance. Students not demonstrating satisfactory progress toward their degree or certificate fail to continue eligibility.

"Standards of Satisfactory Academic Progress" (Revised Fall 2000)

As it pertains to students receiving Financial Aid at Highland Community College, this policy ensures that all students meet the federal, state, and local financial aid program requirements for eligibility (Title 34, Section 668.16, U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of

- A maximum time frame requirement
- A completion requirement
- A minimum grade point average requirement

1. **Grade Point Average Requirement**

In order to receive Federal, State, and/or Highland Community College Foundation financial aid funds, a student must remain in good academic standing. The Highland College minimum standards are:

- 1.75 after attempting 12 credit hours
- 2.00 after attempting 24 credit hours

Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student's entire academic career at HCC. A student placed on academic probation will also be placed on Financial Aid Probation. A student remaining on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

2. **Definitions**

Financial Aid Probation - When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is placed on Financial Aid Probation. A student may stay on Financial Aid Probation for one semester.

Financial Aid Termination - A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid

Termination status upon two successive semesters of Financial Aid Probation or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid for the next semester of enrollment.

Grades - Successful completion includes only grades of A, B, C, D, P, R or S. Grades considered to be unsuccessful are F, I, W and U.

A grade of I, Incomplete counts as enrolled hours but does not count as successfully completed hours until the "I" is changed to an A, B, C, D, P, R or S.

Withdrawals after the no-record drop date count as enrolled hours but do not count as successfully completed credit hours.

Repetition of a course, which has been successfully completed, only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.

Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.

3. **Maximum Time Frame Requirement (150% Rule)**

The maximum time frame students have to complete a degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC will be considered, even if financial aid was not received during a particular semester. (Example: A degree requiring 62 credit hours would have a maximum of 93 attempted credit hours of available financial aid.) Students who exceed the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

Completion Requirement (50% semester/67% overall)

Semester requirement:

Each semester at HCC students must complete at least 50% of their hours attempted or be placed on Financial Aid Probation. If a student fails to complete at least one class in a semester, the student is immediately placed on Financial Aid Termination.

Cumulative requirement:

At the end of the student's second semester, and subsequent semesters, the student must complete a minimum of 67% of all attempted credit hours while at HCC. Failure to meet the minimum percentage standard will place the student on Financial Aid Probation.

4. **Frequency of Review**

The grade point average, cumulative completion rate, and maximum time frame requirements are evaluated at the end of each fall and spring academic semester. ~~The completion of a degree or certificate is evaluated after the second semester at HCC and re-evaluated each semester thereafter.~~

5. **Appeal Procedure**

If a student feels that extenuating circumstances (such as a student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may write a letter of appeal to the Director of Financial Aid. The letter must be accompanied by the documentation necessary to support the student's claim. The five-member Financial Aid Appeals Committee (Director of Enrollment and Records, a representative from the Business Office, Director of Financial Aid, Academic Advisor, and a member at-large) will determine if the policy will be waived so the student will be returned to probation status and have financial aid reinstated for their next semester of enrollment. The decision of the Financial Aid Appeals Committee will be final.

If the student's letter of appeal is denied, further appeals may be heard after the student successfully completes an additional 6 credit hours or more at HCC using resources other than FAFSA awards.

| 3.11 Student Activities (Reaffirmed ~~9/20/05~~)

A comprehensive program of student activities to complement the academic program will be offered in which all students are eligible to participate unless otherwise restricted by College regulations.

3.115 Student Code of Conduct (Revised ~~9/20/05~~)

The activities of students both on campus and at College sponsored events, or on College owned property, are governed by ~~federal~~ Federal and ~~state~~ State laws, College policy, and the Student Code of Conduct, ~~in order of legal precedence~~. Violations of the Student Code of Conduct are processed as outlined in the Code (see College catalog). Violations of ~~federal~~ Federal and/or ~~state~~ State laws or College policy are ~~not~~ under the jurisdiction of the Student Code of Conduct or the “Student Judicial Review Board” and are processed accordingly.

3.12 Campus Speakers (Revised ~~9/20/05~~)

Any student, ~~faculty member, or administrator~~ or employee may recommend to the President or his or her designee any speaker to appear on campus. The speaker must be assured the right to express a point of view; however, the expression of any point of view must be in compliance with local, State and Federal statutes, must respect the rights of others, and must not disrupt the regular essential operation of the College.

It is the responsibility of the College to take such precautions as deemed appropriate to protect its students, employees, guests, facilities and the community from potential harm arising from speaking events at the College. The cost of the precautions will be borne by the originator of the event if it is not sponsored by the College.

| 3.13 Student Assembly and Dissent (Reaffirmed ~~9/20/05~~)

The right to examine critically, dissent, and support causes in a responsible manner should be fostered at Highland Community College. The exercise of such dissent, however, must be in compliance with College regulations, local, State and Federal laws, must respect the rights of others, and must not disrupt the regular and essential operations of the College.

| 3.14 Student Government (Reaffirmed ~~9/20/05~~)

Students have the right to organize a student governing body.

| 3.15 Political Activity (Reaffirmed ~~9/20/05~~)

The College, in order to carry forward its programs of acquainting students with their responsibilities as citizens of a community, will encourage interest and appropriate participation of students, both on and off campus, in political activities. These activities will be governed by College policies and applicable local, State and Federal laws.

3.16 Student Organizations (~~Revised 9/20/05~~ Reaffirmed)

Students at Highland Community College shall be free to organize and join associations to promote their common interests and to petition for the recognition of these organizations according to the College procedure obtained from the Associate Vice President of Academic and Student Services.

| 3.17 Official Student Publications (Revised 9/20/05 Reaffirmed)

Students at Highland Community College have the right to publish and disseminate information in official student publications. At the same time, the institution must provide editorial freedom and financial autonomy to maintain the integrity of purpose of such official student publications as a vehicle for free inquiry and free expression.

| 3.18 Student Disciplinary Regulations (Revised 9/20/05 Reaffirmed)

Highland Community College shall have the right to initiate disciplinary action (disciplinary probation, disciplinary suspension, or expulsion) against a student as described in the College catalog.

3.20 Food—Use of in Highland Community College Facilities (Reaffirmed
9/20/05 Revised)

Food and beverage may be consumed only in designated areas such as cafeteria, kitchens, break rooms, offices and commons areas. Food or beverage shall not be consumed in classrooms, computer areas or library, except as allowed by college staff.

3.21 Intoxicants—Use of in Highland Community College Facilities (Revised 8/21/07 Reaffirmed)

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (Revised-8/21/07)

The possession, use, sale, ~~or exchange~~ or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the sale, exchange, or sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

3.23 Substance Abuse Assistance—Information (~~Revised~~Reaffirmed 8/21/07)

The College shall provide a list of resources for students who desire information concerning their substance abuse problem and where to obtain assistance. The list of resources is in the Student's Right to Know publication located on the Highland Community College website in the Admissions section or may be obtained from the ~~Vice President of Academic and Student Services Office~~Director of Enrollment and Records.

| 3.24 Sexual and Other Harassment (Reaffirmed ~~9/20/05~~)

See Policy 4.034.

| 3.25 Non-Violence (Reaffirmed ~~9/20/05~~)

See Policy 4.39.

**AGENDA ITEM #VIII-B-3
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING
REVISED POLICY: GRADES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for second reading the attached revisions to Policy 3.05 Grades.

BACKGROUND: The attached policy is in Chapter III of the Policy Manual, Student. The recommended changes were developed through the course of faculty negotiations and provide a process by which a student or faculty member can appeal a grade or a grade change. Items with a strike-through are recommended for deletion. Items that are underlined are recommended additions.

No changes have been made to this policy since the Board approved the first reading at the December 21, 2010 regular meeting.

BOARD ACTION: _____

3.05 Final Course Grades (Revised 9/20/05)

The ~~determining~~ingation of grades for student class progress and achievement is the sole responsibility of the individual instructor. ~~Except through the grade appeals process,~~ no person, other than the instructor, shall be allowed to give or change a grade. ~~An academic complaint process~~ The grade appeals process ~~exists~~ is found under “Other Student Academic Complaints” in the College Catalog. ~~(see College Catalog “Other Student Academic Complaints”).~~

When a request is made for a review of a grade originally given by an instructor no longer employed by the College, the Vice President of Academic ~~and Student~~ Services and Dean shall determine if any change is merited.

**AGENDA ITEM #VIII-D-1
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

RESOLUTION ON NEW NATURAL SCIENCE GREENHOUSE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the submission of an application to the Illinois Community College Board for construction of a new Natural Science Greenhouse.

BACKGROUND: Built in 1970, Highland Community College's current greenhouse is a 500 square foot facility attached to, but not structurally part of, the Natural Science building. All space is currently used, restricting room for permanent specimens, and making the implementation of new lab projects impossible. Increasing enrollments of biology students to the present population of 250 students per year have exacerbated the need for additional space.

Numerous structural issues have also developed with the greenhouse over the years, making it nearly unusable. The knee wall foundation supporting the structure is disintegrating. The mansard of the Science building overhangs part of the greenhouse, and every year falling snow breaks out several panes of the ceiling and walls that must be replaced. Environmental controls are inadequate, the building does not have any fire protection, nor is it ADA compliant. Construction of a new greenhouse would allow Highland to address educational and space needs, as well as the safety, environmental, and accessibility concerns of the present building.

This project will be locally funded by a bond issuance and local donations.

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 condition of the Highland Community College Greenhouse, and to make recommendations regarding the remediation of the condition of said structure; and,

WHEREAS, Richard L. Johnson Associates has reviewed the conditions and has recommended projects to improve structural, space and accessibility conditions; and,

WHEREAS the cost of this project has been estimated at \$370,000;

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 apply to the Illinois Community College Board pursuant to the Protection, Health or Safety Code to defray the cost of the needed project.

Section 3. The Officers of the College are authorized and directed to execute and deliver, on behalf of the College, any and all documents necessary to complete the application and receipt for any funds received pursuant to such application.

Section 4. This Resolution shall be effective upon its passage and approval as provided by law.

Adopted this 22nd day of February, 2011, 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:

Chairman

Secretary

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Highland Community College #519

Contact Person: Kurt Simpson Phone #(815) 599-3501

Project Title: New Natural Science Greenhouse

Project Budget \$370,000 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2.

Date February 22, 2011

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II and III.
 Locally Funded Remodeling--complete/submit Sections I and III.
 Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
 Protection, Health and Safety--complete/submit Section I and Attachment PHS.
 Capital Renewal Project--complete/submit Section I and Attachment CRG.
 ADA Project—complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) **Yes**

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation. **1664 sq. ft.**
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

A geotechnical report was completed for soil borings taken within 50 feet of the site of the proposed greenhouse in June 13, 2007 for a different project. Because of its close proximity, we can use the results of this geotechnical report to design the new greenhouse.

Section III

- A. Submit the remodeled square footage allocation (Use Square Footage Summary Attachment)

Programmatic Justification and Scope of Work

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

Built in 1970, Highland Community College's current greenhouse is a 538 sq. ft. facility attached to, but not structurally part of the Natural Science building. All space is currently used, restricting room for permanent specimens, and making the implementation of new lab projects impossible. Increasing enrollments of Biology students to the present population of 250 students per year have exacerbated the need for additional space.

Numerous structural issues have also developed with the greenhouse over the years, making it nearly unusable. The knee wall foundation supporting the structure is disintegrating, developing cracks and gaps allowing access by insects and rodents. The mansard of the Science building overhangs part of the greenhouse, and every year falling snow breaks out several panes of the ceiling and walls that must be replaced. This can be problematic, as many of these panes are curved not flat, and replacements can no longer be purchased. Environmental controls are inadequate, making plant growth difficult, inhibiting lab studies and research. The greenhouse does not have any fire protection, nor is the structure ADA compliant. Non-ADA doorways, a gravel floor, and concrete stoops restrict access by disabled students. Even if a disabled individual was able to enter, the structure is so small they would not be able to maneuver once inside. Construction of a new greenhouse would allow Highland to address the educational and space needs, as well as the safety, environmental, and accessibility concerns of the present building.

Scope of Work

The proposed project consists of a 1,664 square foot new Greenhouse.

Location

The greenhouse will be located just south of the Natural Science Building "N". This area is a grassy area with some landscaping and some utility interference.

Site Development

The existing greenhouse structure will be removed. There will be new sidewalks that tie the greenhouse into the existing sidewalk layout as well as a sidewalk connecting the greenhouse to the Natural Science Building "N". Grassy areas will be reseeded after disturbance and landscape areas will be planted around the building. There is an existing storm sewer line that will have to be re-routed. Sanitary, water and electricity will be extended from the existing building.

Building Construction Layout

1. The exterior wall and roof will consist of an aluminum structure with acrylic glazing. An Alternate Bid will be taken to add a brick and block knee wall to the structure.
2. The structural system will consist of aluminum columns and trusses.
3. The floor will consist of a 5" thick reinforced concrete slab over a vapor barrier.
4. The greenhouse will consist of one large room. Under an Alternate Bid, a new hallway will be constructed to connect the existing building to the Greenhouse.

Mechanical Systems

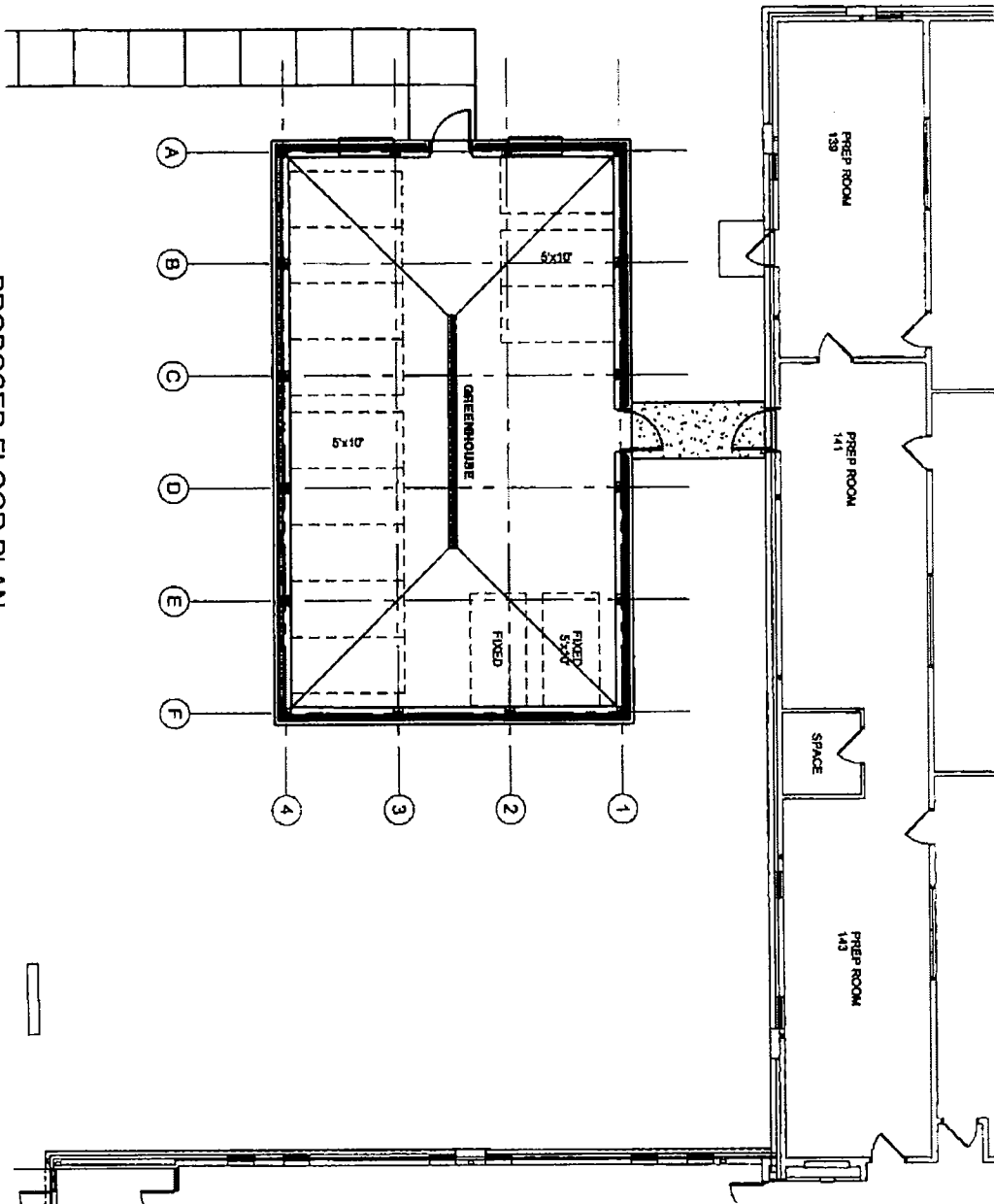
1. The greenhouse will be heated with unit heaters and cooled with natural ventilation and an evaporative cooling pad. Under Alternate Bid, in floor radiant heat would be installed.
2. Two horizontal air fans will be installed.
3. A temperature control system will be installed.
4. A trench drain will be installed in the floor.

Electrical Systems

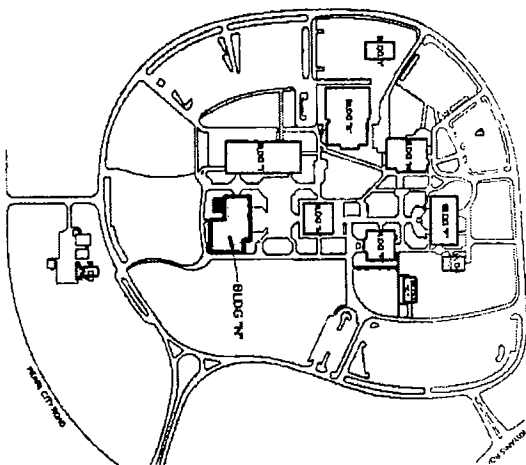
1. An electrical panel will be installed in the greenhouse fed from the existing building.
2. High efficiency fluorescent light fixtures will be installed.
3. Emergency lighting will be provided.
4. Exit signs will be installed over doors.
5. Intercom system will be provided and will tie into the campus wide system.
6. Fire alarm system will be tied into the Natural Science Center Building.

Financing

See attachment #2.



PROPOSED FLOOR PLAN
SCALE: 1/16"=1'-0"



KEY PLAN
SCALE: NONE

PROJECT INFORMATION		SHEET IDENTIFICATION	
Date	December 22, 2010	FLOOR PLAN AND KEY PLAN	
Rev Desc			
Rev			
RJA Proj	2010-075		

Richard L. Johnson Associates, Inc.
architects • interior designers
4703 Charles Street, Rockford, IL 61108
815/798-1231 815/395-1700 Fax
www.rlja.com

**NEW GREENHOUSE AT BUILDING "M" FOR
HIGHLAND COMMUNITY COLLEGE
PREP-ORT, ILLINOIS**

Attachment #1 Project Budget

Check One:

**New Construction x
Remodeling**

Project Name: New Natural Science Greenhouse

	Budget Amounts	
	New Construction	Remodeling
Land	N/A	N/A
Site Development	\$36,000	N/A
Construction (including Fixed Equipment)	\$160,000	
Mechanical	\$53,000	
Electrical	\$14,000	
General Conditions	\$35,000	
Contingency	\$32,000	
A/E Professional Fees	\$40,000	
Total	\$370,000	

Protection, Health, and Safety Project Name: NA

Budget Amounts

Project Costs
Overhead and Profit
Contingency
A/E Fees plus Reimbursable
Total

**Square Footage
Summary Attachment**

Square Footage Summary

District/College Name: 519 Highland Community College

Project Name: New Natural Science Greenhouse

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

Net Assignable Square Feet

	New Square Footage	Existing Square Footage
Classrooms	0	NA
Laboratories	1,421	NA
Offices	0	NA
Study	0	NA
Special Use	0	NA
Support	0	NA
Other	0	NA
Total NASF	1,421	NA
Total Gross Square Feet (GSF)	1,664	NA
Efficiency (NASF / GSF)*	<u>85.4 %</u>	NA

*Minimum acceptable efficiency is 70 percent.

**AGENDA ITEM #VIII-D-2
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approve the following resolution for the payment of the January 2011 bills.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 277738 through 278603 amounting to \$950,946.01 and Automated Clearing House (ACH) debits W0000086 through W0000091 amounting to \$206,782.96 and Electronic Refunds of \$54,927.52 with 3 adjustments of \$359.00 such warrants amounting to \$ 1,212,297.49. Transfers of funds for payroll amounted to \$540,216.12.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, January 31, 2011**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$260,680.26	\$1,250.00	\$0.00	\$261,930.26
FIFTH THIRD	17,857.56	0.00	0.00	17,857.56
UNION LOAN AND SAVINGS	168,097.59	0.00	0.00	168,097.59
TOTAL ASSETS	\$446,635.41	\$1,250.00	\$0.00	\$447,885.41
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	72,400.00			72,400.00
1017 HCC ROAD AND LOT	94,969.96			94,969.96
1018 YMCA ROAD AND LOT	91,637.41	416.67		92,054.08
1019 YMCA BLDG/MAINT	33,757.90	833.33		34,591.23
1020 HCC BLDG/MAINT	42,700.90			42,700.90
1021 YMCA/HCC INTEREST	92,330.37			92,330.37
1022 HCC SECTION 125 PLAN	17,857.56			17,857.56
TOTAL	\$446,635.41	\$1,250.00	\$0.00	\$447,885.41

**AGENDA ITEM #IX-A
FEBRUARY 22, 2011
HIGHLAND COMMUNITY COLLEGE BOARD
FY'11**

**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

- As of January 31st, we are 58% of the way into FY'11.
- At this time last year, Tuition & Fees revenue in both the Operating Funds and the Restricted Purpose Fund were at 98% and 94% of the actual year-end revenue, respectively. As of January 31st of this fiscal year, Tuition & Fees in both funds are at about 95% and 96% of the amount budgeted, respectively.
- In December, the State made all remaining payments due to the College for FY'10. As of the January 31, 2011, the unrestricted Small College grant (\$60,000) has been paid in full. Other unrestricted grants have been paid for July and August, meaning the State is five months delinquent on these types of grants. Payments on restricted grants have been made depending on the type of grant. The State has not yet paid the College for the fall MAP awards, amounting to about \$250,000.
- The College will begin the regular budget process in February to build the FY'12 budget. This process will include an information-gathering component that involves all staff.
- The Operations and Maintenance (Restricted) Fund budget includes the Protection, Health, and Safety project that focused on energy efficiency. We recently received official information from the Department of Commerce and Economic Opportunity that our ComEd incentive for the lighting projects last summer that was originally estimated to be \$30,410 has increased to \$39,970. We will receive reimbursement when the project is fully completed.
- Federal forms of financial aid such as the Pell and Supplemental Equal Opportunity Grants (SEOG) are included in the Restricted Purpose Fund. At this time last year, the College had processed **\$2.3 million** in federal financial aid for Highland students. To date for FY'11, the College has processed **\$4.2 million** in federal financial aid for Highland students.

