

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

May 17, 2016

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

**3:00 p.m. SimMan “Meet and Greet”**  
*Meet in Board room to go to Ray and Betty Stamm Health Science Nursing Wing*

**4:00 p.m. Regular Meeting**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     April 8, 2016 Special Meeting  
                                      April 26, 2016 Special Meeting  
                                      April 26, 2016 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, and Other Assignments (Page 1)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    1. First Reading – New Policy 3.26: Student Optional Disclosure of Private Mental Health Information (Page 4)
    2. Second Reading – New Policy 2.18: Dual Credit Substitute Instructors (Page 6)
    3. Second Reading – Revised Policy 4.041: Rehiring of Employees (Page 8)

C. Personnel

1. Appointment: Interim Dean, Humanities, Social Sciences, and Fine Arts (Page 10)

D. Financial

1. Resolution Supporting the Request by the Helm Group for a Commercial Property Tax Abatement (Page 11)
2. Acceptance of Bid: Protection, Health, and Safety Project – Student/Conference Center (Building “H”) Make-up Air Unit Replacement (Page 19)
3. Payment of Bills and Agency Fund Report (Page 21)

IX. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 23)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

**XI. CLOSED SESSION**

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

**XII. ACTION, IF NECESSARY**

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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – June 21, 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 – June 1, 2016 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-C-1  
MAY 17, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

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

**BACKGROUND:** The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: \_\_\_\_\_

Spring 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Other Assignments</b>								
Julie	Dale		Six weeks ballroom dancing instructor - 19 registrants					\$ 864.50
John	Hartman		Piano Tuning					\$ 260.00
Doug	Newland		4/5/16 softball umpire					\$ 120.00
Burdette	Odell		4/5/16 softball umpire					\$ 120.00
Burdette	Odell		4/7/16 softball umpire					\$ 120.00
Jessica	Oladapo		Diversity Training Instructor					\$ 922.80
John	Reed		4/7/16 softball umpire					\$ 120.00
Anton	Scodwell		Guest artist for jazz band performance 4/28/16					\$ 500.00
John	Hartman		Piano Tuning					\$ 130.00
Larry	Bishop		East/West Softball Tournament umpire 4 games					\$ 240.00
Stephen	Brown		East/West Softball Tournament umpire 1 games					\$ 60.00
Troy	Grove		East/West Softball Tournament umpire 4 games					\$ 240.00
Rick	Howarth		East/West Softball Tournament umpire 1 games					\$ 60.00
Maynard	Keller		East/West Softball Tournament umpire 3 games					\$ 180.00
Burdette	Odell		4/14/16 softball umpire					\$ 120.00
Darwin	Powell		East/West Softball Tournament umpire 3 games					\$ 180.00
John	Reed		4/14/16 softball umpire					\$ 120.00
John	Reed		East/West Softball Tournament umpire 2 games					\$ 120.00
Rebecca	Wardlow		Trainer for Business Institute class (Social Media)					\$ 500.00
Eric	Norman		Transporting students to and from Springfield					\$ 160.65
Arden	Anderson		4/16/16 softball umpire					\$ 120.00
Troy	Grove		4/17/16 softball umpire					\$ 120.00
Ronda	Paulson		Catering for 2016 HCC Job Fair					\$ 578.99
John	Reed		4/17/16 softball umpire					\$ 120.00
John	Reed		4/19/16 softball umpire					\$ 120.00
Kris	Wild		4/16/16 softball umpire					\$ 120.00
Frank	Young		4/19/16 softball umpire					\$ 120.00
Rick	Howarth		4/24/16 softball umpire					\$ 120.00
John	Reed		4/24/16 softball umpire					\$ 120.00
Sonja	Newton		Sign language interpreter					\$ 1,038.42
John	Reed		4/25/16 softball umpire					\$ 100.00
Kris	Wild		4/25/16 softball umpire					\$ 100.00
<b>Miscellaneous</b>								
Suzanne	Miller	6869	PERS037FCC	Meditation for Beginners	2		\$25.00	\$50.00
Paula	Schmoldt	6869	PERS037FCC	Meditation for Beginners	2		\$25.00	\$50.00
Eric	Welch	6914	PERS036QCC	Windows 10	2.5		\$20.00	\$50.00
Rudy	Nielsen	6907	DATP110ACC	Int. Computers for Srs	10		\$15.00	\$150.00
Suzanne	Miller	6867	PERS037CCC	Chakras for Beginners				\$150.00
Cecilia	VanHeeren	6840	CED016ACC	Conversational Spanish	12		\$15.00	\$180.00
Paula	Schmoldt	6867	PERS037CCC	Chakras for Beginners				\$150.00
Colette	Binger	6431	PSY160N	Psych for Human Relations		3	\$535.91	\$1,071.82
Kristin	Stinnett		Substitution for Palmer/Robertson					\$300.00

Spring 2016				COURSE	CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Deb	Miller	6792	CED020CCC	Card Making	10		\$25.50	\$255.00
Deb	Miller	6791	CED020BCC	Card Making	10		\$25.50	\$255.00
Deb	Miller	6790	CED020ACC	Card Making	10		\$25.50	\$255.00
Amy	Flowers		Paraprofessional,	Independent Study	TBD		\$35.00	TBD
Steve	Konefes	6873	PERS036GCC	Intro to Culinary Arts	12		\$20.00	\$240.00
Cindy	Carton	6893	PERS037BCC	Intro to Email	4		\$24.96	\$99.84
Jim	Planting	6913	SPTP160OCC	Jewelry Making	12		\$10.00	\$120.00
Suzanne	Miller	6866	PERS037BCC	Reiki II	6		\$25.00	\$150.00
Paula	Schmoldt	6866	PERS037BCC	Reiki II	6		\$25.00	\$150.00

**AGENDA ITEM #VIII-B-1  
MAY 17, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 3.26  
STUDENT OPTIONAL DISCLOSURE OF PRIVATE  
MENTAL HEALTH INFORMATION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached new policy, 3.26 Student Optional Disclosure of Private Mental Health Information, which will be included in Chapter III, Student, of the Policy Manual.

**BACKGROUND:** The proposed policy ensures compliance with State regulations that provide a student with the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person. The College has established procedures to communicate this opportunity to students and to collect and properly store authorizations if received.

BOARD ACTION: \_\_\_\_\_

3.26 Student Optional Disclosure of Private Mental Health Information (Adopted )

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Highland Community College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.



**AGENDA ITEM #VIII-B-2  
APRIL 26, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW POLICY 2.18  
DUAL CREDIT SUBSTITUTE INSTRUCTORS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading the attached new policy 2.18, Dual Credit Substitute Instructors, which will be included in Chapter II, Instruction, of the Policy Manual.

**BACKGROUND:** The proposed policy outlines the requirements to be met in the case that substitute instruction is necessary for dual credit/dual enrollment courses offered by the College. These requirements are necessary for compliance with the Illinois Community College Board Administrative Rules and the Higher Learning Commission.

No additions or revisions have been made since trustees approved the first reading during the April 26, 2016, regular meeting.

BOARD ACTION: \_\_\_\_\_

2.18 Dual Credit Substitute Instructors (Adopted )

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

1. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules; and
2. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and
3. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the subject if no qualified high school or Highland instructor could be secured; and
4. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
5. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and
6. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.

**AGENDA ITEM #VIII-B-3  
MAY 17, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY 4.041  
REHIRING OF EMPLOYEES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading the attached revised policy 4.041, Rehiring of Employees, which is included in Chapter IV, Personnel, of the Policy Manual.

**BACKGROUND:** The proposed revised policy defines the conditions under which full-time, as defined under the Affordable Care Act, employees who terminate from the College will be considered for re-employment on a part-time or temporary basis. The proposed revisions ensure compliance with the Patient Protection and Affordable Care Act.

No additions or revisions have been made since trustees approved the first reading during the April 26, 2016, regular meeting.

BOARD ACTION: \_\_\_\_\_

#### 4.041 Rehiring of Employees (Revised ~~7/16/13~~)

Previous employees rehired after a break in service of four months will be considered new employees.

As a result of regulations enacted by the Patient Protection and Affordable Care Act (PPACA), full-time employees who terminate from the College will not be considered for re-employment at the College on a part-time or temporary basis unless they have had a break in service of at least 26 weeks. Under the PPACA, full-time status includes employees who average 30 or more hours of service per week. For the purpose of this policy, full-time status is defined as employees who average 30 or more hours of service per week. Any exception to this policy will need to be due to critical needs and will require the President's approval.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-0968 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a “critical operations” need, or the Affected Annuitant chooses to suspend their SURS annuity prior to employment.

If an Affected Annuitant suspends their SURS annuity and is then re-employed by the College, that individual will continue their suspended annuity status while employed by the College or resign prior to restarting their annuity. An annuitant must give their supervisor and Human Resources a notice of their intent to restart their annuity no later than 60 days prior the date their annuity will restart. If that annuitant begins receiving a SURS annuity and chooses not to voluntarily resign, the College will terminate their employment. Termination would be due to misrepresentation of status and for being in conflict with College policy. The College will seek reimbursement from the Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status.

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

**AGENDA ITEM #VIII-C-1  
MAY 17, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT  
INTERIM DEAN, HUMANITIES, SOCIAL SCIENCES, AND FINE ARTS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Mr. Jim Phillips as full-time interim Dean of Humanities, Social Sciences, and Fine Arts division beginning July 5, 2016 and extending through August 9, 2017, at a salary of \$88,153 over the length of this appointment, plus appropriate fringe benefits. Such salary shall be in lieu of any other salary and benefits Mr. Phillips would be entitled to receive under his current faculty position. Mr. Phillips will teach the Leadership Institute and Leadership Forum classes as a part of this appointment. This is an Administrative appointment and is necessary due to the continued vacancy in the division following the closing of the most recent search for a replacement. This interim appointment will end no later than August 9, 2017.

**BACKGROUND:** Mr. Phillips has been employed by Highland Community College as a full-time instructor since Fall semester 2005. Mr. Phillips served as interim Dean in the above division from January 12, 2015 through August 12, 2015. He began at Highland as an Academic Advisor in August of 2000. In July of 2004, Mr. Phillips took over as Transfer Coordinator following Kay Kleckler's retirement. Mr. Phillips holds a Bachelor of Arts and a Master of Arts in History from Western Illinois University. His experience at Highland, prior experience serving as interim dean, and knowledge of division processes and goals make him an ideal candidate to fill the dean role in the interim.

BOARD ACTION: \_\_\_\_\_

**AGENDA ITEM #VIII-D-1  
MAY 17, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION SUPPORTING THE REQUEST BY THE HELM GROUP  
FOR A COMMERCIAL PROPERTY TAX ABATEMENT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees formally supports the request by the Helm Group to expand the City of Freeport/Stephenson County Enterprise Zone by at least an additional 1.0 acres to an area 400 feet South of U.S. Business Route 20 at 2283 U. S. Business Route 20 East to facilitate a project to build a new Information Technology (IT) building, which will expand the company's CAD workforce in the Stephenson County area. It is further recommended that the Board approves the attached Resolution allowing for a tax abatement for taxes on real property located in the Enterprise Zone resulting in an increase in assessed valuation, which is attributable to the construction of improvements and/or to the renovation or rehabilitation of existing improvements, subject to the limitations outlined in the Resolution, and authorizes the Board Chair to send a letter of support to the City of Freeport/Stephenson County Enterprise Zone Committee.

**BACKGROUND:** At a special meeting of the Board held on April 26, 2016, Mark Helm, representing the Helm Group, and David Young, representing Northwest Illinois Development Alliance, presented trustees with information on the request for the proposed project. The project scheduled to be implemented as a result of the abatement complies with the Board's philosophy on tax abatements.

The Highland Board of Trustees supports economic development throughout the College district. Tax abatement requests are considered on an individual basis following established Board policy 5.50 – Tax Abatement

BOARD ACTION: \_\_\_\_\_

**RESOLUTION OF HIGHLAND COMMUNITY COLLEGE DISTRICT #519**

**WHEREAS**, the Stephenson County / Freeport / Jo Daviess County / Hanover / East Dubuque Enterprise Zone Committee has made known to Highland Community College District #519 its intention of establishing an Enterprise Zone designation for a portion of the territory which lies in the Highland Community College taxing area.

**WHEREAS**, both the initial designation of an Enterprise Zone pursuant to the Illinois Enterprise Zone Act, 20 ILCS 655/1 et.seq, as amended and the eventual success of the Enterprise Zone depend upon community support and the nature of incentives to be offered; and,

**WHEREAS**, the Enterprise Zone Committee recommends that the additional construction within the Enterprise Zone be allowed to that area shown on "Exhibit A" in the Highland Community College District #519 taxing area for the Helm Group's IT consolidation/expansion project; and,

**WHEREAS**, this public taxing authority finds that this additional project within the existing Enterprise Zone designation will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE DISTRICT #519;**

The Board of Trustees of Highland Community College District #519 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Stephenson County / Freeport / Jo Daviess County / Hanover / East Dubuque Enterprise Zone resulting from an increase in assessed valuation, shown on "Exhibit A", which is attributable to the construction of improvements and/or to the renovation or rehabilitation of existing improvements and subject to the following limitations:

- (a) The abatement shall only apply to the taxes corresponding to an increase in assessed valuation, as and after the subject improvements have been duly assessed and placed on the tax rolls, and said abatement shall not exceed the amount attributable to the construction of the improvements
  
- (b) The abatement shall pertain only to those parcels within the enterprise zone which have been improved after the designation of the enterprise zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of any Tax Increment Redevelopment Project District.

- (c) Such abatement for these commercial parcels shall be at the rate of:
  - 1. 100% of the value of the improvements for the first three (3) years following the assessment year in which each improvement is completed.
  - 2. However, commercial property may qualify for an additional 100% for the fourth year,
  - 3. Followed by a full property tax bill in the fifth and successive years.
- (d) The abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained; and,
- (e) The authorization to direct the County Clerk to abate the described portion of taxes for Highland Community College District No. 519 on real property located in Stephenson County shall end December 31, 2020 and shall be of no force and effect after the sixth year of abatement of taxes.

**PASSED BY THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE DISTRICT #519,  
THIS 17<sup>th</sup> DAY OF MAY, 2016.**

\_\_\_\_\_  
Chair, Board of Trustees

ATTESTED:

\_\_\_\_\_  
Board Secretary



## THE HELM GROUP

## EXHIBIT A

Estimated Project Cost: \$1,400,000.00

Estimated Number of Jobs: 10 FTE

Acres: 1.0 Acres

**CURRENT TAXES:**

Freeport Blacktop Construction

2283 US Business 20

Freeport, IL 61032

Parcel # 04-19-03-376-004

TAX CODE: 04003

EAV: \$ 62,951.00

DISTRICT	TAX RATE	2014 TAXES PAID
FPT MOSQUITO ABATEMENT	0.05109	32.16
COUNTY TAX	1.39135	875.88
HCC #519	0.48368	304.48
FREEPORT RURAL FIRE - AMB	0.65024	409.33
SILVER CREEK TOWNSHIP	0.21556	135.70
FSD #145	7.46903	4,701.83
FLORENCE/SILVER CREEK	0.01350	8.50
SILVER CREEK ROAD	0.44739	281.64
<b>TOTAL</b>	<b>10.72184</b>	<b>\$ 6,749.52</b>

ESTIMATED IMPACT OF THE HELM GROUP'S PROJECT ON TAXING JURISDICTIONS USING CURRENT MILL RATES

NEW BUILDING'S EAV \$ 250,000.00

DISTRICT	TAX RATE	PROJECTED INCREASE IN PROPERTY TAXES
FPT MOSQUITO ABATEMENT	0.05109	127.73
COUNTY TAX	1.39135	3,478.37
HCC #519	0.48368	1,209.20
FREEPORT RURAL FIRE - AMB	0.65024	1,626.60
SILVER CREEK TOWNSHIP	0.21556	538.90
FSD #145	7.46903	18,672.58
FLORENCE/SILVER CREEK	0.01350	33.75
SILVER CREEK ROAD	0.44739	1,118.48
<b>TOTAL</b>	<b>10.72184</b>	<b>\$ 26,804.60</b>

## EXHIBIT A