

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

June 15, 2010 – 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: May 18, 2010 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic
 - 1. Curriculum & Instruction Committee Report (Page 1)
 - B. Administration (None)
 - C. Personnel
 - 1. New Job Description: Coordinator, Medical Assistant Program (Page 4)
 - D. Financial
 - 1. Part-time Instructors/Overload (Page 7)
 - 2. Resolution: Prevailing Rate of Wages (Page 11)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – Revised Policy: Financial Aid (Page 21)
 - C. Personnel
 - 1. Appointment: Physics Instructor (Page 25)
 - D. Financial
 - 1. Service Road Agreement (Page 26)
 - 2. Health Insurance Rates (Page 29)
 - 3. Provision of Mental Health Assessments Agreement (Page 30)
 - 4. University of Illinois Extension Lease Agreement (Page 38)

5. Consideration and Action on a Resolution Providing for an Installment Purchase Agreement and Authorizing and Providing for the Issuance of General Obligation Debt Certificates (Limited Tax) for the College (Page 39)
6. Payment of Bills and Agency Fund Report (Page 40)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 42)
- B. Student Trustee
- C. ICCTA Representative
- D. 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
- C. Probable, Imminent or Pending Litigation
- D. Semiannual Review of all Closed Session Minutes and Tapes

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives
- C. Probable, Imminent or Pending Litigation
- D. Semiannual Review of all Closed Session Minutes and Tapes

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – July 20, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- B. Next Quarterly Board Retreat – September 1, 2010 at 8:30 a.m. (tentatively scheduled at Eagle Ridge in Galena – breakfast available at 8:00 a.m.)

XV. Adjournment

REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. David D. Shockey, Chairperson, at 4:00 p.m. on May 18, 2010 in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

ROLL CALL

The following members were present: Mr. Steve Kroeger, Mrs. Maurita Scharman, Mr. David Shockey, Mr. Robert B. Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Daniel Dick

The following members were absent: Mrs. Diane Gallagher

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services (departed 4:58 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:58 p.m.); Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:19 p.m.); Mr. Nathan Hensal, Director of ITS for Network, Desktop and AV Support (departed 4:05 p.m.); Mr. Michael Gunderson, Audio Visual Technician (departed 4:05 p.m.); Ms. Kathy Bangasser, Director, Financial Aid (departed 4:05 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:53 p.m.); Ms. Mary Jo Clapper, HCC Foundation Secretary (departed 4:03 p.m.); Ms. Ashley Wolber, Financial Aid Assistant (departed 4:05 p.m.); Mr. Dave Vrtol, Faculty (departed 4:53 p.m.); Mr. Steve Gellings, Faculty (departed 4:53 p.m.); Mr. Steve Mihina, Faculty (departed 4:58 p.m.); Mr. Harley Lancaster, Student (departed 4:53 p.m.); Mr. Brad Hart, Big Radio (arrived 4:40 p.m.; departed 4:53 p.m.); Dr. Steve Jennings, Retired Faculty (departed 4:58 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

Mrs. Scharman moved and Mr. Urish seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Endress moved and Mr. Block seconded the motion to approve the minutes of the April 20, 2010 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Kathy Bangasser introduced Ms. Ashley Wolber, Financial Aid Assistant; Ms. Atherton introduced Ms. Mary Jo Clapper, Foundation Secretary; and, Mr. Nathan Hensal introduced Mr. Michael Gunderson, Audio Visual Technician.

FOUNDATION REPORT

Ms. Atherton announced that she and Dr. Kanosky, Mr. Urish, and Mr. Jim Berberet have been asked to make a presentation to the physicians from FHN tonight at 6:00 p.m. Ms. Atherton showed trustees the video produced for the nursing wing fundraising campaign, which will be shown tonight during the presentation. Thanks to Mr. Pete Willging and his staff for producing the video, to Mr. Alan Wenzel for recording the voiceover, and to Mr. Allen Redford for use of the Fine Arts sound studio. The DVD will be made available for use by the speakers' bureau.

The Foundation golf outing is scheduled for June 7. Currently 16 foursomes have signed up, but sponsorship levels are down this year.

The Foundation will sponsor a reception and matinee performance of the Summerset Theatre's production of "Grease" on July 18 for donors and prospective donors. Tours of the nursing wing will also be available.

CONSENT MOTION

- A. Academic (None)
- B. Administration (None)
- C. Personnel (None)
- D. Financial

1. **Part-time Instructors**

Recommendation: That the list of part-time/overload instructors, as presented, be approved to teach during the Spring semester of 2010.

Mr. Urish moved and Mr. Kroeger seconded the motion to approve the Consent Motion, as presented. The roll call on the motion was as follows:

AYES: Scharman, Shockey, Urish, Block, Endress, Kroeger, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Second Reading – Revised Policy: Requisitions for Supplies and Services

Mr. Endress moved and Mrs. Scharman seconded the motion to approve the second reading of the revised Requisitions for Supplies and Services policy, as presented. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Kroeger, Scharman, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policies: Policy Manual Chapter V – Finance & Facilities

Mr. Block moved and Mr. Kroeger seconded the motion to approve the second reading of the revised Chapter V – Finance and Facilities section of the policy manual, as presented. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Kroeger, Scharman, Shockey, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial1. Resolution on Matching Grant Fund

Mr. Dick moved and Mr. Urish seconded the motion to approve the Resolution regarding the Matching Grant Fund monies, as presented.

Mr. Kroeger stated that the main change from the approach taken in August 1990 when the fund was established is that of a balanced investment approach. In 1990, the Board looked at long-term growth. Dr. Kanosky reminded trustees that originally the Foundation raised \$500,000 for this, and the amount was matched by the government. As of March 31, 2010, the fund had grown to \$4,730,000.

The roll call on the motion was as follows:

AYES: Block, Endress, Kroeger, Scharman, Shockey, Urish, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

2. Payment of Bills and Agency Fund Report

Mr. Urish moved Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for April 2010 bills in the amount of \$1,008,598.53, Automated Clearing House (ACH) debits of \$205,489.06, and Electronic Refunds of \$0, with four adjustments of \$2,181.77, such warrants amounting to \$1,211,905.82. Transfers of funds for payroll amounted to \$639,610.42. The roll call on the motion was as follows:

AYES:	Endress, Kroeger, Scharman, Shockey, Urish, Block, Dick
NAYS:	None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

REPORTS

Treasurer's Report and Statements of Revenue, Expenditures and Changes in the Fund Balance

Ms. Janssen reported that the College already received the fourth quarter payment from the State, and the College should still be receiving \$380,000 by the June 30 due date. Grant funding is currently a little bit behind.

Dr. Kanosky reported that FY'11 funding is still unknown. Ms. Janssen stated that ICCB has indicated that system-wide community colleges will be level funded, minus the two percent that we received from the American Reinvestment and Recovery Act. At this point we do not have any firm numbers from the State.

Status of the College: Wind Turbine Technician Training Program

Mr. Scott Anderson introduced Mr. Steve Gellings and Mr. Dave Vrtol, instructors for the Wind Turbine Technician Training Program, and Mr. Harley Lancaster, a recent graduate of the program. Mr. Vrtol announced that 13 students passed the program guidelines and three have obtained jobs so far. These students are eligible for a wide range of job opportunities in engineering, as well as the operations and maintenance of wind turbines. Mr. Anderson reported that students who are not selected for the program are encouraged to take related course work, even if they are not selected. In addition, every class that the students take toward the degree earns them points toward their admission into the program. Mr. Harley Lancaster, a recent graduate of the program, stated that since the College has a relatively new program, he believes companies are not aware of it outside of the Midwest area, and he believes our students could benefit from additional promotion of the program to potential employers.

To-date, approximately \$170,000 has been received in manufacturing support, including a \$50,000 donation of tools from Greenlee Textron and \$90,000 in wind turbine nacelles and parts from AirStream. On May 20, 2010, the wind program will hold an "All Women Climb" event, to help promote women in renewable energy and bring awareness to the program. Ms. Janssen,

Ms. Grimes, Ms. Dani Maxwell from WREX-TV, and Ms. Hilary Matheson from The Journal-Standard will take part in the event.

Student Trustee

Mr. Dick reported that class finals were completed last week, and summer classes started yesterday. He received positive feedback from students regarding commencement being held on campus this past weekend. The Student Senate just wrapped up the “Soles for Souls” drive, collecting shoes for those in need. The event was cosponsored with Phi Theta Kappa and the softball team.

ICCTA Representative

Mrs. Gallagher was unable to attend the meeting but submitted a written report.

ADMINISTRATION

Ms. Ferguson attended several webinars on the impact that the new health insurance legislation may have on the College.

Ms. Janssen reported that representatives of First MidState will attend the June 2 Board Retreat to discuss the bond process. The College Council met on Monday to prioritize potential projects for the bond sale. The FY’10 audit process will begin soon.

Dr. Davidson announced that the College has a new agreement with Beloit College that would provide up to \$6,000 in gift aid for eligible Highland graduates with a GPA of 3.3 or higher to pursue their education at Beloit College.

Dr. Kanosky reported that he received a letter from the Phi Theta Kappa (PTK) national office announcing that Highland’s chapter Nu Mu has received special commendation as a two-star chapter. Dr. Kanosky thanked the PTK advisors and staff for their dedication to the PTK students.

OLD BUSINESS

There was no old business.

At 4:58 p.m., the Chairperson declared a recess; the meeting resumed at 5:03 p.m.

CLOSED SESSION

Mr. Urish moved and Mr. Kroeger seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees; collective negotiating matters between the public body and its employees or their representatives; and probable, imminent or pending litigation, pursuant to the Open Meetings Act, and to return to Open Session for possible action. The roll call on the motion was as follows:

AYES: Kroeger, Scharman, Shockey, Urish, Block, Endress, Dick
 NAYS: None

At 5:04 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Urish moved and Mrs. Scharman seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Scharman, Shockey, Urish, Block, Endress, Kroeger, Dick
 NAYS: None

At 5:25 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

No action was necessary.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

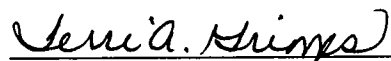
Mr. Shockey reminded trustees of the quarterly Board retreat on Wednesday, June 2 at 8:30 a.m. in room H-206 in the Student/Conference Center on the Highland campus. Breakfast will be available beginning at 8:00 a.m. The Audit Committee is scheduled to meet at 1:30 p.m. on June 2. Ms. Grimes will contact Ms. Nancy Barker to see if she is available to take the Board photograph during the Board Retreat.

The next regular Board meeting is scheduled for Tuesday, June 15, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland campus.

ADJOURNMENT

Mr. Block moved and Mr. Endress seconded the motion to adjourn the meeting. At 5:28 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



Terri A. Grimes, Board Secretary
 Illinois Community College District No. 519

**AGENDA ITEM VII-A-1
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

CURRICULUM & INSTRUCTION COMMITTEE REPORT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached report of course and curriculum changes for the July 1, 2009 through June 30, 2010.

BACKGROUND: The annual report of the Curriculum and Instruction Committee is presented each June for approval by the Board of Trustees.

BOARD ACTION: _____

Curriculum & Instruction Committee Report 2009-10 Academic Year
Submitted by Jeff Davidson and Paul Rabideau, Co-Chairs
June 3, 2010

NEW PROGRAMS

Emergency Medical Technician degree (63 credits) **Approved by ICCB 10/09**

Customer Service certificate (31 credit hours) **Approved by ICCB 10/09**

Automotive Service – Level I certificate (28 credit hours) **Approved by ICCB 8/09**

Automotive Service – Level II certificate (33 credit hours) **Approved by ICCB 8/09**

AAT – Early Childhood Education (64 credits) **Approved by ICCB 4/10**

NEW COURSES

BUSN131 – Money and Inventory Control (1 credit) **Approved by ICCB 10/09**

BUSN130 – Business Equipment (1 credit) **Approved by ICCB 10/09**

HIST299 – Topics in History (3 credits) **Approved by ICCB 1/11/2010**

NURS112 – EMT Paramedic I (11 credits) **Approved by ICCB 4/10**

NURS113 – EMT Paramedic II (12 credits) **Approved by ICCB 4/10**

NURS114 – EMT Paramedic III (8 credits) **Approved by ICCB 4/10**

NURS115 – EMT Paramedic IV (12 credits) **Approved by ICCB 4/10**

LIBS189 – Developing Financial Literacy (2 credits)

MUS254 – Aural Skills III (1 credit) **Approved by ICCB 5/10**

MUS154 – Aural Skills I (1 credit) **Approved by ICCB 5/10**

COURSE CHANGES

ECE204 – Exceptional Child in EC Programs – change from 3 credit class to 2 credit class w/2 lecture hours **Approved by ICCB 10/6/09**

NSCI131 – Physical Science – added prerequisite of MATH162 or concurrent enrollment (3/4/10) Does not have to go to ICCB for approval

MUS161 – Theory I – changed credit hours to 3 (from 4); changed lecture hours to 2 (from 3) **Approved by ICCB 3/30/10**

MUS261 – Theory III – changed credit hours to 3 (from 4); changed lecture hours to 2 (from 3) **Approved by ICCB 3/30/10**

**AGENDA ITEM #VII-C-1
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW JOB DESCRIPTION
COORDINATOR, MEDICAL ASSISTANT PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the attached new job description for Coordinator, Medical Assistant Program with placement at Range 40 on the Highland Salary Range Table. This is an exempt professional position. Funding for this position is included in the FY'11 budget.

BACKGROUND: This position is required by the accrediting body CAAHEP (Commission on Accreditation of Allied Health Education Programs) for the Highland Community College Medical Assistant program to meet their review, which is expected to be in January 2011. This position is crucial to Highland and to the students to assure accreditation so that they may take their examination and gain employment in this field. They cannot take the exam until our program is accredited. This position will be responsible for annual reporting required by the accrediting body and provide coordination and limited oversight over the program practicums, programming and credentialing. This position was projected for year two of the Medical Assistant program, which is Fall 2010.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Coordinator, Medical Assistant Program*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide coordination and limited oversight of the college's medical assistant program, including practicums, programming and credentialing.

PRINCIPAL DUTIES: (essential functions)

- Assigns practicums, assists in evaluating clinical sites, and coordinates clinical site requirements for medical assistant program.
- Implements, coordinates and administers processes and procedures for the College's medical assistant program.
- Coordinates the workflow of the medical assistant program.
- Advises students following admittance in the Medical Assistant program individually and through group presentations on processes, courses, types of degrees, transfer options and skill development.
- Prepares and maintains a variety of federal and state reports, self study reports for accreditation, plans and surveys, and questionnaires as required.
- Develops implements and evaluates processes for program effectiveness, including outcomes, organization, administration, continuous review, planning and development.
- Trains program instructors and staff, and assists Associate Dean of Nursing and Allied Health in supervising and evaluating the work performance of assigned instructors and staff.
- Assists in the preparation and administration of the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- In consultation with the Associate Dean of Nursing and Allied Health, develops, modifies, and recommends changes in medical assistant program policies and procedures with the input of appropriate faculty and staff. Applies continuous improvement strategies in processes and procedures in related to the medical assistant program.
- Selects and approves appropriate practicum sites, provides orientation for the on-site supervisors, and provides oversight of the practicum experience including on-site assessment of student experiences and the quality of learning opportunities at least once during each term students are assigned to the practicum site.
- Participates in recruiting events and other outreach programs to provide program and general information.
- Instructs in the didactic and clinical settings as necessary.
- Performs other duties as assigned.

Knowledge of Allied Health policies, principles and practices.

Knowledge of medical assistant program curriculum.

Knowledge of evaluating student learning and performance effectively.

Knowledge of state and federal laws, rules and regulations as they apply to medical assistant practice.

Knowledge of office management and workflow procedures.

Knowledge of accounting, auditing and budgeting processes and procedures.

KNOWLEDGE AND SKILLS REQUIRED (continued):

Knowledge of personnel management and supervisory principles and practices.
 Knowledge of computer equipment and software applications.

Skill in educational theory and instruction techniques.

Skill in producing reports, documents, and program accreditation self study.

Skill in communicating both orally and in writing.

Skill in developing and evaluating policies and procedures.

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

Skill in operating computer equipment and software applications.

Skill in effectively managing staff, delegating tasks and authority, and training personnel.

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

PHYSICAL REQUIREMENTS: Work is routinely performed in office and clinical environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and lifting of objects up to 30 pounds.

MINIMUM QUALIFICATIONS: Associate's degree required, three (3) years experience in healthcare as a medical assistant, and one (1) year teaching experience in postsecondary and/or vocational/technical education OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Certified Medical Assistant; Current CPR Certification; Valid Drivers License; Status in the National Registry or eligible in National Registry with status obtained within 1st year of employment.

SECURITY SENSITIVE POSITION: May require a criminal background check. Requires a motor vehicle record check.

REPORTS TO: Associate Dean, Nursing and Allied Health.

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4102

JOB SERIES/FAMILY: Student Support Services Series/Academic Advising Group

ADOPTED: June 15, 2010*[Pending Board Approval]

**AGENDA ITEM #VII-D-1
JUNE 15, 2010
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 Summer semester of 2010.

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: _____

Science/Health							
Summer 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Lisa	Carey	NUR183HB	Med/Surg Nursing	126		\$35.00	\$4,410.00
Margie	Kochsmier	NUR183HB	Med/Surg Nursing	84		\$35.00	\$2,940.00
Alicia	Kepner	NURS123X	Medical Asst Lab	24		\$30.00	\$720.00
Alicia	Kepner	NURS123A	Medical Asst	6		\$25.00	\$150.00
Alicia	Kepner	NURS122A	Medical Asst Seminar	12		\$25.00	\$300.00
Bev	Atherton	NURS091N	Nursing Asst	88		\$30.00	\$2,640.00
Bev	Atherton	NURS091NX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Mairi	Douglas	NURS091WNX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Mairi	Douglas	NURS091WN	Nursing Asst	88		\$30.00	\$2,640.00
Tresa	Gille	NURS099AX	Pract Nursing Lab	49.5		\$30.00	\$1,485.00
Donna	Kauke	NURS099AX	Pract Nursing/Family		1.5	\$1,113.00	\$1,669.50
Barb	Merhley	NURS123X	Medical Asst Lab		1.5	\$1,113.00	\$1,669.50
Barb	Merhley	NURS289HB	Legal/Ethics Issues		3	\$1,113.00	\$3,339.00
Duska	Ruter	NURS091NXX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Chrislyn	Senneff	NURS099AX	Pract Nursing/Family		1.5	\$1,113.00	\$1,669.50
Mary Kate	Shore	NURS091A	Nursing Asst		5.5	\$1,113.00	\$6,121.50
Mary Kate	Shore	NURS091AX	Nursing Asst Lab		2.5	\$1,113.00	\$2,782.50
Mary Kate	Shore	NURS091AXX	Nursing Asst Lab		2.5	\$1,113.00	\$2,782.50
Mary Kate	Shore	NURS091BX	Nursing Asst Lab		2.5	\$1,113.00	\$2,782.50
Mary Kate	Shore	NURS091BXX	Nursing Asst Lab		2.5	\$1,113.00	\$2,782.50
Kay	Sperry	NURS099X	Pract Nursing/Family		3.6	\$1,113.00	\$4,006.80
Kay	Sperry	NURS123X	Medical Asst Lab		7	\$1,113.00	\$7,791.00
Kay	Sperry	NURS193A	Nursing Perspectives		1	\$1,113.00	\$1,113.00
Marcia	Bennett	MATH N2	Math Lab		5	\$496.25	\$2,481.25
Jan	Butterfield	MATH A1	Math Lab		4	\$444.04	\$1,776.16
Jan	Butterfield	MATH B2	Math Lab		4	\$444.04	\$1,776.16
Karla	Giuffre	BIOL211A	Gen Microbiology		2	\$1,113.00	\$2,226.00
Karla	Giuffre	BIOL211X	Gen Microbiology Lab		3.4	\$1,113.00	\$3,784.20
Cheryl	Graff	BIOL117A	Basic Nutrition		3	\$1,113.00	\$3,339.00
Leanne	Grahame	CHEM101A	Intro to Chemistry		3	\$481.25	\$1,443.75
Mickey	Jewell	MATH N1	Math Lab		4	\$496.25	\$1,985.00
Ellen	McGinnis	MATH A2	Math Lab		4	\$444.04	\$1,776.16
Ellen	McGinnis	MATH B1	Math Lab		4	\$444.04	\$1,776.16
Al	Nowicki	BIOL110HB	Princ of Biology		3	\$1,113.00	\$3,339.00
Al	Nowicki	BIOL110X	Princ of Biology Lab		1.7	\$1,113.00	\$1,892.10
Jim	Setterstrom	MATH177A	Statistics		3	\$1,113.00	\$3,339.00
Jim	Setterstrom	MATH177B	Statistics		3	\$1,113.00	\$3,339.00
John	Sullivan	CHEM120A	Gen, Org, Bio Chemistry		3	\$1,113.00	\$3,339.00
John	Sullivan	CHEM120X	Gen, Org, Biol Chemistry Lab		1.7	\$1,113.00	\$1,892.10
Maggie	White	BIOL120A	Found of A&P		4	\$1,113.00	\$4,452.00
Maggie	White	BIOL120X	Found of A&P Lab		1.7	\$1,113.00	\$1,892.10
William	Zigmont	MATH W	Math Lab		5	\$444.04	\$2,220.20
Laura	Setterstrom		Biology Lab Assistant	TBD		\$13.00	TBD

Fine Arts							
Summer 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Robert	Apolloni	ART110A	Intro to Art		3	\$1,113.00	\$3,339.00
Thompson	Brandt	MUS268HBN	Music of the USA		3	\$1,113.00	\$3,339.00
Loretta	Swanson	ART110Y	Intro to Art		3	\$496.25	\$1,488.75
John	Webb	HUMA104A	Intro to Humanities		3	\$1,113.00	\$3,339.00
Reed	Bakken	ART117N	Pottery I		3	\$843.63	\$2,530.89
Reed	Bakken	INST200A	Adv. Pottery		3	\$843.63	\$430.25*
Allen	Redford	MUS267Y	Intro to Music		3	\$1,113.00	\$3,339.00
Loretta	Swanson	ART110YY	Intro to Art		3	\$496.25	\$1,488.75
Sam	Tucibat	ART238A	Graphic Design IV		3	\$1,113.00	\$1,001.70*
Elwyn	Webb	THEA283AXX	Theatre Practicum		3	\$1,113.00	\$3,339.00
Elwyn	Webb	THEA283BXX	Theatre Practicum		3	\$1,113.00	\$3,339.00
Elwyn	Webb	THEA188NXX	Summer Theatre Workshop		3	\$1,113.00	\$3,339.00
John	Webb	HUMA104B	Intro to Humanities		3	\$1,113.00	\$3,339.00
Doug	Wilken	Shop Forman & Sound Designer					\$800.00
*pro rated based on students							
Humanities/Social Sciences							
Summer 2010							
Andy	Dvorak	POL152A	Am. Government		3	\$1,113.00	\$3,339.00
Sam	Fiorenza	ENGL227A	British Literature		3	\$1,113.00	\$3,339.00
Barbara	Jacobs	EDUC225N	Educational Technology		3	\$481.25	\$1,443.75
Paul	Rabideau	PSY161A	Intro to Psychology		3	\$1,113.00	\$3,339.00
Alan	Wenzel	SPCH191A	Fund of Speech		3	\$1,113.00	\$3,339.00
James	Yeager	SPCH191HB1	Fund of Speech		3	\$1,113.00	\$3,339.00
BI/Miscellaneous							
Summer 2010							
Anki	Fockstedt	WFD048ACC	Saddle Fitting				\$45.00
Anki	Fockstedt	WFD048CCC	Equestrian Center				\$45.00
Jeremy	Monigold	WFD011A	Excel				\$560.88
Jeremy	Monigold	WFD011B	Excel				\$450.88
Rose	Ferguson	Affirmative Action Officer/Harassment					\$1,000.00

Business/Technology							
Summer 2010							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Jim	Palmer	AUTB280A	Adv Auto Electrical		3	\$1,113.00	\$2,003.40*
Jim	Palmer	AUTB180A	Basic Auto Electrical		3	\$1,113.00	\$2,337.30*
Bruce	Pittluck	INFT110B	Intro to Prsnl Computers		1	\$444.04	\$444.04
Mike	Plager	AGOC224	Artificial Insem		2	\$429.04	\$574.92*
Anne	Breed	Office Tech Lab - P/T instructor		TBD		\$23.32	TBD
Diane	DeWitt	Office Tech Lab - P/T instructor		TBD		\$26.06	TBD
Carol	Engelkens	Office Tech - Lab Assistant		TBD		\$11.69	TBD
Dianne	Eytalis	Cosmetology - P/T instructor		TBD		\$23.32	TBD
Karen	Kiesling	Cosmetology - P/T instructor		TBD		\$23.32	TBD
Sandra	Kuelling	Cosmetology - P/T instructor		TBD		\$23.32	TBD
Gloria	Maurer	Office Tech - P/T instructor		TBD		\$25.27	TBD
Jean	Meyers	Cosmetology - P/T instructor		TBD		\$23.32	TBD
Dorie	Olloff	Office Tech - P/T instructor		TBD		\$22.53	TBD
Bruce	Pittluck	Office Tech - Lab Assistant		TBD		\$11.69	TBD
Vicki	Standley	Office Tech - P/T instructor		TBD		\$23.32	TBD
Dortaya	Triplett	Cosmetology - P/T instructor		TBD		\$23.32	TBD
Dortaya	Triplett	Cosmetology - Lab Assistant		TBD		\$17.55	TBD
Kristine	Young	Cosmetology - P/T instructor		TBD		\$23.32	TBD
Erick	Kurth	Autobody Lab Asst		TBD		\$10.00	TBD
Cody	Maddox	Autobody Lab Asst		TBD		\$10.00	TBD
* pro rated based on students							

**AGENDA ITEM #VII-D-2
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION
PREVAILING RATE OF WAGES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees adopt the attached Resolution regarding the prevailing rate of wages.

BACKGROUND: In order to be in compliance with the Prevailing Wage Act as defined in the Illinois Compiled Statutes, Highland Community College must pass the attached Resolution in June of each year. This Resolution includes a list of wages, by craft, for Stephenson County furnished to us by the Illinois Department of Labor. A notice of the prevailing wage rates will be published in the newspaper and a copy of the Resolution will be provided to “any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rate and the particular class of workers whose wages will be affected by such rates in the district,” in accordance with the Act.

BOARD ACTION: _____

RESOLUTION - PREVAILING RATE OF WAGES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and,

WHEREAS, the aforesaid Act requires that Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Stephenson, Ogle, Jo Daviess and Carroll Counties, employed in performing construction of public works, for said Illinois Community College District #519; and,

Now, therefore, be it ordained by the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois, as follows:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Stephenson County area as determined by the Department of Labor of the State of Illinois as of June 2010, a copy of that determination being attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Illinois Community College District #519 to the extent required by the aforesaid Act.

SECTION 3: The Illinois Community College District #519 Board Secretary shall publicly post or keep available for inspection by any interested party in the main office of Illinois Community College District #519 this determination of such prevailing rate of wage.

SECTION 4: The Illinois Community College District #519 Board Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Illinois Community College District #519 Board Secretary shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Illinois Community College District #519 Board Secretary shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the Board of Trustees of Illinois Community College District #519 and is effective.

PASSED THIS _____ day of _____, 2010.

APPROVED:

Chair, Board of Trustees

(SEAL)

ATTEST:

Board Secretary

Stephenson County Prevailing Wage for June 2010

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		BLD		28.660	29.660	1.5	1.5	2.0	7.290	10.63	0.000	0.800
ASBESTOS ABT-MEC		BLD		18.950	0.000	1.5	1.5	2.0	2.700	3.350	0.000	0.000
BOILERMAKER		BLD		34.170	37.170	2.0	2.0	2.0	6.820	8.550	0.000	0.350
BRICK MASON		BLD		34.500	37.250	1.5	1.5	2.0	6.550	10.96	0.000	0.510
CARPENTER		BLD		31.270	34.710	1.5	1.5	2.0	7.100	10.87	0.000	0.600
CARPENTER		HWY		31.430	33.180	1.5	1.5	2.0	7.100	9.990	0.000	0.490
CEMENT MASON		ALL		32.500	35.250	1.5	1.5	2.0	6.550	11.83	0.000	0.150
CERAMIC TILE FNSHER		BLD		29.530	0.000	1.5	1.5	2.0	6.550	4.230	0.000	0.440
COMMUNICATION TECH		BLD		33.000	36.300	1.5	1.5	2.0	9.390	9.550	0.000	0.660
ELECTRIC PWR EQMT OP		ALL		33.140	42.570	1.5	1.5	2.0	4.750	10.27	0.000	0.250
ELECTRIC PWR GRNDMAN		ALL		25.680	42.570	1.5	1.5	2.0	4.750	7.960	0.000	0.190
ELECTRIC PWR LINEMAN		ALL		39.420	42.570	1.5	1.5	2.0	4.750	12.22	0.000	0.300
ELECTRIC PWR TRK DRV		ALL		26.520	42.570	1.5	1.5	2.0	4.750	8.230	0.000	0.200
ELECTRICIAN		BLD		40.000	44.000	1.5	1.5	2.0	9.740	15.83	0.000	0.800
ELEVATOR CONSTRUCTOR		BLD		42.540	47.860	2.0	2.0	2.0	10.03	9.460	2.550	0.000
GLAZIER		BLD		31.080	32.080	1.5	1.5	2.0	8.100	8.200	0.000	1.000
HT/FROST INSULATOR		BLD		32.680	35.130	1.5	1.5	2.0	7.250	12.07	0.000	0.000
IRON WORKER		ALL		35.000	36.750	2.0	2.0	2.0	7.700	18.76	0.000	1.200
LABORER		BLD		28.660	29.660	1.5	1.5	2.0	7.290	10.63	0.000	0.800
LABORER		HWY		27.510	28.260	1.5	1.5	2.0	7.290	10.63	0.000	0.800
LABORER, SKILLED		HWY		29.360	30.110	1.5	1.5	2.0	7.290	10.63	0.000	0.800
LATHER		BLD		31.270	34.710	1.5	1.5	2.0	7.100	10.87	0.000	0.600
MACHINIST		BLD		42.770	44.770	1.5	1.5	2.0	7.750	8.690	0.650	0.000
MARBLE FINISHERS		BLD		29.530	0.000	1.5	1.5	2.0	6.550	4.230	0.000	0.440
MARBLE MASON		BLD		32.020	32.270	1.5	1.5	2.0	6.550	6.730	0.000	0.470
MILLWRIGHT		BLD		33.970	37.370	1.5	1.5	2.0	6.550	12.35	0.000	0.500
OPERATING ENGINEER		BLD 1		40.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD 2		39.650	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD 3		37.200	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD 4		35.200	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD 5		44.100	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD 6		43.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		BLD 7		40.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 1		40.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 2		39.650	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 3		38.350	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 4		36.900	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 5		35.450	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 6		43.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
OPERATING ENGINEER		HWY 7		41.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300
PAINTER		ALL		34.500	36.500	1.5	1.5	1.5	8.100	8.200	0.000	1.000
PILEDRIVER		BLD		32.270	35.820	1.5	1.5	2.0	7.100	10.87	0.000	0.600
PILEDRIVER		HWY		31.430	33.180	1.5	1.5	2.0	7.100	9.990	0.000	0.490
PIPEFITTER		BLD		37.200	39.800	1.5	1.5	2.0	7.640	9.880	0.000	0.700
PLASTERER		BLD		32.540	35.790	2.0	2.0	2.0	6.550	10.70	0.000	0.150
PLUMBER		BLD		37.200	39.800	1.5	1.5	2.0	7.640	9.880	0.000	0.700
ROOFER		BLD		37.000	40.000	1.5	1.5	2.0	7.500	6.020	0.000	0.330
SHEETMETAL WORKER		BLD		34.160	36.090	1.5	1.5	2.0	5.150	13.51	0.520	0.290
SPRINKLER FITTER		BLD		36.140	38.890	1.5	1.5	2.0	8.200	6.550	0.000	0.250
STONE MASON		BLD		34.500	37.250	1.5	1.5	2.0	6.550	10.96	0.000	0.510
TERRAZZO FINISHER		BLD		29.530	0.000	1.5	1.5	2.0	6.550	4.230	0.000	0.440
TERRAZZO MASON		BLD		32.020	32.270	1.5	1.5	2.0	6.550	6.730	0.000	0.470
TILE LAYER		BLD		31.270	34.710	1.5	1.5	2.0	7.100	10.87	0.000	0.600
TILE MASON		BLD		32.020	32.270	1.5	1.5	2.0	6.550	6.730	0.000	0.470
TRUCK DRIVER		ALL 1		25.880	26.430	1.5	1.5	2.0	5.150	6.500	0.000	0.000
TRUCK DRIVER		ALL 2		26.030	26.430	1.5	1.5	2.0	5.150	6.500	0.000	0.000
TRUCK DRIVER		ALL 3		26.230	26.430	1.5	1.5	2.0	5.150	6.500	0.000	0.000

TRUCK DRIVER	ALL	4	26.430	26.430	1.5	1.5	2.0	5.150	6.500	0.000	0.000
TUCKPOINTER	BLD		34.500	37.250	1.5	1.5	2.0	6.550	10.96	0.000	0.510

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
 OSA (Overtime is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations

STEPHENSON COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.): Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving and Extracting); Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or

Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) / 2 ton capacity or more; Non-Self Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole

and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

LEGAL NOTICE**Notice of Resolution
Prevailing Wage Rates**

TAKE NOTICE that the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College), pursuant to "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, has determined on, and as effective from June 15, 2010, that the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is the same as determined by the Department of Labor of the State of Illinois for Stephenson County as of June 2010. A copy of the full Resolution and the Department of Labor determination is available for inspection by any interested party in the Office of the President of Illinois Community College District #519, 2998 West Pearl City Road, Freeport, IL 61032, and to any employer, and to any association of employers, and to any person or association of employees who have filed, or file their names and addresses, requesting copies of the same.

Illinois Community College District #519 -
Counties of Stephenson, Ogle,
Jo Daviess and Carroll, and State of Illinois

By:
Terri A. Grimes, Board Secretary

**AGENDA ITEM #VIII-B-1
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
FINANCIAL AID**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the first reading of the attached policy.

BACKGROUND: The attached policy is included in the Student chapter (III) of the Policy Manual. The recommended changes include wording to update a position title and to allow for greater flexibility and efficiency of the Financial Aid Appeals Committee through broadening the Business Office participation.

BOARD ACTION: _____

| 3.10 Financial Aid (Revised 5/15/07)

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 (~~Dean of Enrollment Services~~Director of Enrollment and Records, Manager of Accounting ~~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.

**AGENDA ITEM #VIII-C-1
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
PHYSICS INSTRUCTOR**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the appointment of Mr. Alan O'Keefe as full-time Physics Instructor in the Natural Science and Mathematics division beginning August 12, 2010 at an FY'10 salary of \$49,862 plus appropriate fringe benefits (MS+0, 3 years experience). Since the FY'11 faculty union contract has not yet been negotiated, this salary is based on the FY'10 salary schedule and is within the FY'11 budget. This is a full-time faculty position. This appointment and hire is necessary due to the resignation of a full-time Physics Instructor.

BACKGROUND: Mr. O'Keefe comes to Highland with three years of community college teaching experience. His most recent position was with Wabash Valley College in southern Illinois where, for the last three years, he taught all levels of freshman and sophomore physics and intermediate math courses. He was newly tenured at that institution and was very active in the course and student assessment processes. He also participated in student recruitment activities, running a science booth demonstrating physics applications at the college fair that was quite popular with prospective students. He taught transfer courses and worked with the career and technical students in the manufacturing program, tailoring technical physics courses to meet their needs. Prior to his tenure at Wabash Valley College, Mr. O'Keefe was a graduate research assistant and graduate teaching assistant at Central Michigan University while he was obtaining his Master of Science in physics. While there he taught three introductory algebra-based lab courses and developed teaching methods in problem-based learning for advanced and introductory physics courses. He was recognized for his teaching and was the recipient of the graduate student teaching award. Mr. O'Keefe obtained his bachelor of science in physics and mathematics at Hillsdale College in Michigan. While obtaining his bachelor's degree, he worked as a tutor in the Physics Learning Center assisting students with the development of their skills in both calculus and algebra-based physics. Mr. O'Keefe's experience teaching at the community college level, passion for his subject matter and educational background make him the ideal candidate to expand and enhance our Physics program.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-1
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

SERVICE ROAD AGREEMENT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board renew the three-year lease agreement between Highland Community College, Freeport School District #145, and the YMCA for the maintenance of the service road.

BACKGROUND: The recommendation provides for the renewal of the agreement between the three above named entities for payment by each in the amount of \$5,000 per year to be held in escrow until needed for repairs to the Highland Community College service road. The agreement has existed for some time, with the current document expiring June 30, 2013. The renewal has been agreed upon by District #145 and the YMCA.

BOARD ACTION: _____

AGREEMENT

AGREEMENT made effective July 1, 2010, by and between **Community College District #519**, Counties of Stephenson, Ogle, JoDaviess and Carroll (Highland Community College, hereinafter referred to as "HCC"); the **Family YMCA of Northwest Illinois** (hereinafter referred to as "YMCA"); and **Freeport School District #145** (hereinafter referred to as "District #145").

Recitals

- A. HCC and YMCA jointly operate a sports complex on HCC's campus. Vehicular access to the complex is over a service road owned and maintained by HCC.
- B. District #145 owns and conducts activities in the Jones-Farrar Magnet School on land adjoining the HCC campus. Persons traveling to and from the Jones-Farrar Magnet School also use the HCC service road.
- C. In the past, maintenance of the service road has been the subject of an informal agreement between these parties and others whereby organizations benefiting from the service road have contributed to its maintenance by annual payments to HCC. The parties now wish to reduce their understandings with regard to maintenance of this service road to writing.

Agreement

1. **Term.**

The term of this Agreement shall begin on July 1, 2010, and expire on June 30, 2013.

2. **Obligations of HCC.**

HCC agrees to provide/perform for the YMCA and District #145 the following:

- a) Ingress to and egress from the sports facility and the Jones-Farrar Magnet School over the service road which circles the HCC campus;
- b) Normal maintenance of the service road, including snow plowing;
- c) Street lights along the perimeter of the service road; and
- d) Use of HCC parking lots for overflow parking by YMCA patrons and guests of District #145.

3. Obligations of YMCA and District #145.

In consideration for the benefits it is to derive under this arrangement, YMCA and District #145 each agree to make an annual contribution of Five Thousand Dollars (\$5,000.00) toward the cost of major repairs or repaving the HCC service road. This annual contribution shall be paid to HCC and due in advance on July 1 of each year, beginning July 1, 2010. Contributions not paid within 30 days of the date due shall bear interest at the rate of 10% per annum until paid. These annual contributions shall be set aside and accumulated until needed for major repairs or repaving. HCC shall have the sole discretion to determine when major repairs/repaving are required.

4. Legal Fees, Etc.

Should legal action be taken to construe or enforce the terms of this Agreement, the substantially prevailing party shall be entitled to recover its reasonable legal fees, court costs and related expenses from the losing party and the court having jurisdiction of the matter shall be authorized and empowered to fix the amount of the same and to enter judgment therefor.

5. Amendments.

No amendment to this Agreement shall be valid unless in writing and signed by an authorized representative of each party.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the day and year first set forth above.

HIGHLAND COMMUNITY COLLEGE

By _____
President

FAMILY YMCA OF NORTHWEST ILLINOIS, INC.

By _____
President

FREEPORT SCHOOL DISTRICT #145

By _____
Superintendent

**AGENDA ITEM #VIII-D-2
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

HEALTH INSURANCE RATES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees establish the following monthly rates for health insurance during FY'11 under the self-insured health plan as listed below:

Employee Only	\$ 588.39	Retiree Only	\$540.00
Family Plan	\$1,399.39	Retiree with Family Plan	\$1,105.00

The Employee Only and Family Plan rates are 2% lower than those adopted in October of FY'10. The Retiree rates are adjusted to be in keeping with the State University Retirement System levels.

BACKGROUND: The College and Cottingham and Butler recently completed a competitive quoting process for the reinsurance cost element of our self-insured health plan. The most competitive quote includes a "Lock 24" provision that prevents the carrier from specifying, or "lasering" certain participants for which the College must cover a higher level of claims in FY'12. The FY'11 level of claims or "specific attachment point" for each participant is \$60,000. In the case of a "laser", a reinsurance carrier would set a specific attachment point on an individual based on health conditions. The amount of claims to be covered by the College in this situation could be significant. The most competitive quote also includes a guaranteed maximum rate increase in FY'12. The overall cost of the reinsurance costs element for FY'11 amounts to a 26 percent increase over the previous year.

The claims cost element of our health plan for FY'10 was about the same as the previous year. Using this experience as the basis for estimating FY'11 claims in combination with the accumulated fund balance, the College is able to slightly reduce the total premium cost at the FY'10 level at this time. Once more information is known regarding the state and the College's FY'11 budget, premium changes may need to be considered.

The health plan will continue to include a Wellness Program that offers an incentive of \$300 per year to qualifying participants, with the long-term goal of reduced claims through the promotion of a healthy lifestyle. Vision coverage, implemented in FY'09, will also continue to be offered in FY'11.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-3
JUNE 15, 2010
HIGHLAND COMMUNITY COLLEGE BOARD**

PROVISION OF MENTAL HEALTH ASSESSMENTS AGREEMENT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approve the agreement between Highland Community College and FHN Family Counseling Center for the provision of student mental health assessments, consultation, and training at a rate of \$85.00/hour for a minimum of five hours per week and a maximum of 10 hours per week while classes are in session.

BACKGROUND: Highland Community College followed a request for proposals (RFP) process for the provision of mental health services on the Highland campus prior to the approval of the 2009 – 2010 agreement with FHN. This agreement allowed us to provide free assessment services for students and increase our capacity for consultation and training related to student mental health concerns.

The attached service provision agreement stipulates that a qualified mental health professional (QMHP) will be located on Highland’s campus five to 10 hours per week while classes are in session for the Fall 2010 and Spring 2011 semesters. This agreement has been incorporated into the College’s risk management plan. Attached release and informed consent forms (Exhibit A and Exhibit B), in addition to an HCC referral form, will allow the QMHP to execute services and communicate with appropriate Highland staff regarding concerns, attendance at appointments and student progress while remaining compliant with the Family Educational Rights and Privacy Act (FERPA).

This agreement will be evaluated at the end of the Spring 2011 semester and may be extended.

BOARD ACTION: _____

SERVICE PROVISION AGREEMENT

Between FHN FAMILY COUNSELING CENTER and HIGHLAND COMMUNITY COLLEGE

Highland Community College ("HCC") and FHN Family Counseling Center ("Center") enter into this Agreement for the Center to provide: (a) mental health assessment services, (b) crisis intervention, and (c) faculty/staff training on the HCC Campus. This Agreement shall commence on the 16th day of August, 2010, and expire on the 13th day of May, 2011.

HCC WILL:

- Pay Eighty-Five Dollars (\$85.00) per hour not to exceed ten (10) hours per week for the services of a Qualified Mental Health Professional ("QMHP"); however, in the event of a Catastrophic Situation (as defined below), the hours and reimbursement for the hours may exceed the ten (10) hours per week;
- Provide a calendar of the college semester including days classes are in session and holidays;
- Provide the QMHP access to an HCC E-mail Account with electronic calendar, private telephone, office space, computer, and a locked filing cabinet during the hours the QMHP is present on campus;
- Coordinate and schedule individual student meetings for the Center staff during work hours on HCC's Campus;
- Provide access to a copier;
- Provide a written waiver form following FERPA Guidelines that allows HCC to receive risk, assessment, and progress reports from the Center; and
- Meet mid-contract with the Center's administrators to discuss the Agreement and service provision for possible improvement revisions.

CENTER WILL:

- Provide a qualified, consistent (barring turnover) staff person who has knowledge of college student issues and stressors to be available to HCC Students, Staff and Faculty, and work to develop relationships within the College Community;
- Provide a schedule of work hours during the time classes are scheduled;
- Provide (in the following priority order) individual mental health and crisis assessments for HCC Students; consult with members of the HCC Faculty and Staff for the purposes of discussing concerns about HCC's Students; participate in Behavioral Intervention Team meetings and provide consultation to the group; plan, develop and deliver trainings and informational in-service sessions

for faculty, staff and HCC Students as determined in collaboration with the HCC Behavioral Intervention Team Members and Administrators;

- Refer students for crisis intervention and referral services;
- Inform students of the options for obtaining mental health services in the local area and make available information about local service providers including the Center. Explain payment options as needed upon referral to improve access to services;
- Obtain a written Release in the form attached as Exhibit “A”, in accordance with HIPPA Guidelines, and the Illinois Mental Health and Confidentiality Act that allows the Center to communicate with HCC about a student’s progress or referral;
- Prior to providing individual mental health and crisis assessments for HCC Students, obtain an Informed Consent in the form attached as Exhibit “B”;
 - NOTE: The Illinois Statues allow providers to:
 - Provide five (5) forty-five (45) minute outpatient counseling sessions to any minor student, aged 12 through 17, at the Center without parental or guardian consent at no cost to the minor student and/or the minor student’s parents or guardian, and without disclosure to the minor student’s parents or guardian pursuant to 405 ILCS 5/3-501, unless consented to by the minor student;
- Purchase and maintain the malpractice insurance coverage required to provide these services;
- Meet mid-contract with HCC administrators to discuss the agreement and service provision for possible improvement revisions;
- Act as an immediate responder to provide mental health services on campus in the event that HCC would experience a catastrophic situation affecting the campus community. Catastrophic Situation shall be defined as: Emergency or Disaster Response (“Catastrophic Situation”) ; however, in such Catastrophic Situation, FHN’s disaster protocol and plan (“FHN’s Disaster Plan”) would take precedence over HCC’s disaster protocol and plan, and Center’s employees would be required to follow FHN’s Disaster Plan. In the event a Catastrophic Situation would occur, the Center cannot guaranty that the responder(s) would be the same consistent, individual providing services to HCC; and
- Consult with HCC administrators to assist in the development of an emergency response plan for the provision of mental health services should HCC experience a catastrophic event. Provide assistance in the coordination of such services with other providers should an event take place.

OWNERSHIP OF MEDICAL RECORDS

HCC and Center agree as follows:

- a. Any records documenting interventions performed by the Center’s Staff on the HCC Campus shall be owned jointly by HCC and the Center. HCC will maintain the records in a

locked file cabinet for a period of seven (7) years with Center's QMHP having access to the records at all times; and

- b. In the event a patient is referred to the Center for further treatment, the records shall be owned and maintained by the Center for a period of seven (7) years at Center's facility. HCC will be permitted access to these records provided the appropriate Release has been signed by the patient allowing HCC to have access to the records.

INVOICING AND PAYMENT FOR SERVICES

HCC will be invoiced a minimum of quarterly including hours worked and a general description of services provided. Invoices will be sent to the following individual at the following address:
Highland Community College, 2998 West Pearl City Road, Freeport, IL 61032.
Services shall be paid for by HCC to Center within thirty (30) days of invoicing.

NOTICES

Notices required herein shall be considered effective when delivered in person or when sent by United States Mail, postage prepaid, return receipt requested, and addressed to:

HCC:

Highland Community College
Attention: Associate Vice President of Student Services
2998 W. Pearl City Road
Freeport, Illinois 61032

CENTER:

FHN Family Counseling Center
Attention: Executive Vice President of Behavioral Healthcare
421 W. Exchange Street
Freeport, Illinois 61032

GOVERNING LAW

This Agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the internal laws of the State of Illinois without regard to its choice of

law rules. Stephenson County, Illinois, shall be the sole and exclusive venue for any proceeding as between the parties in connection with this Agreement.

INDEMNIFICATION

HCC and Center agree to indemnify and hold harmless each other, and their respective employees and agents, against any and all liability, losses or damages or any expenses whatsoever as a result of claims, demands, damages, costs or judgments against HCC or Center that may arise in connection with the terms and conditions of this Agreement.

HIGHLAND COMMUNITY COLLEGE

BY: _____
Print Name: Joe M. Kanosky, Ph.D.
As: President
Date: _____

FHN FAMILY COUNSELING CENTER

BY: _____
Print Name: Daniel E. Neal
As: Executive Vice President of Behavioral Healthcare
Date: _____

Exhibit "A" – Release

Exhibit "B" – Informed Consent

FHN FAMILY COUNSELING CENTER

421 W. Exchange Street
Freeport, IL 61032

300 Summit
Galena, IL 61036

EXHIBIT "A"

Authorization to Release/Obtain Information

Client Name: _____ Last _____ First _____ M.I. _____ DOB: ____/____/____

I hereby authorize FHN Family Counseling Center to
RELEASE information to:

Individual:		
Organization:		
Street Address:		
City:	State:	ZIP:

I hereby authorize FHN Family Counseling Center to OBTAIN
information from:

Individual:		
Organization:		
Street Address:		
City:	State:	ZIP:

INFORMATION TO BE RELEASED/RECEIVED:

- | | | |
|--------------------------|--------------------------|--|
| Psychosocial history | Psychiatric evaluation | Progress Notes |
| Mental Health Assessment | Treatment plan | Discharge summary |
| Medications | Attendance | Alcohol/Substance Abuse Assessment and Treatment |
| Recommendations | Psychological evaluation | HIV/Aids Information |
| Other (specify) _____ | | |

PURPOSE FOR DISCLOSURE: Coordinate services Other (specify) _____

These records may contain mental health, developmental disability, alcohol and drug abuse, or sexually transmitted disease information. Only records believed necessary for the stated purpose shall be released. I may inspect and obtain photocopies of the records disclosed. Photocopies of this authorization will be considered as valid as the original.

This authorization expires on the following calendar date ____/____/____. **(NOT TO EXCEED ONE YEAR).**

This authorization may be revoked by me at any time except to the extent that action has been taken based on my signed release prior to the revocation request.

If I refuse to sign this authorization, my records shall not be released. No other known consequence shall result if I refuse to sign. I waive and hold FHN Family Counseling Center harmless from any liability resulting from the release of the above-authorized information.

Client Signature: _____	Date: ____/____/____
Parent/Guardian Signature: _____	Date: ____/____/____
Witness Signature: _____	Date: ____/____/____
Revocation Signature: _____	Date: ____/____/____

This information has been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse.

© 2001 FHN Family Counseling Center, 421 W. Exchange Street, Freeport, IL 61032 (815) 599-7300; fax (815) 599-7398

EXHIBIT 'B'

FHN FAMILY COUNSELING CENTER
INFORMED CONSENT, USE AND DISCLOSURE OF HEALTH INFORMATION FOR TREATMENT,
PAYMENT, OR HEALTHCARE OPERATIONS, AND ACKNOWLEDGEMENT OF LIMITS OF
CONFIDENTIALITY AND MANDATED REPORTER STATUS

INFORMED CONSENT

Client Name: _____

ADULT CONSENT

My signature confirms that I:

- Have been informed about the services FHN Family Counseling Center provides;
- Have been given a copy of the Client Rights Statement and it has been explained to me; and
- Give my consent to participate in a mental health assessment that, with my participation, will be used to develop an individualized treatment plan.

MINOR CONSENT

I, _____, give my permission to FHN Family Counseling Center to provide assessment, referral and treatment service to my minor child named above.

My signature confirms that I:

- Have been informed about the services FHN Family Counseling Center provides;
- Have been given a copy of the Client Rights Statement and it has been explained to me; and
- Give my consent for my minor child to participate in a mental health assessment that, with his/her participation, will be used to develop an individualized treatment plan.

USE AND DISCLOSURE OF HEALTH INFORMATION FOR TREATMENT, PAYMENT, OR
HEALTHCARE OPERATIONS

I have been provided a copy of FHN's Notice of Privacy Practices, and understand that as part of my health care, this organization originates and maintains health records describing my health history, symptoms, examinations and test result, diagnoses, treatment, and any plans for future care or treatment. I understand that my health information may be used and disclosed among my health care providers for treatment purposes, and may be used and disclosed by health care providers and any insurance or other necessary health plan personnel in order to obtain payment of health care services. I also understand that such entities may use and share health information about me for certain health care operations, such as to assess quality and competency of health care professionals.

ACKNOWLEDGMENT OF LIMITS OF CONFIDENTIALITY AND MANDATED REPORTER STATUS

I, the undersigned, understand that all FHN Family Counseling Center Employees are mandated reporters under the Abused and Neglected Child Reporting Act (Ill. Rev. Stat. 1985, Ch. 23, pars. 2051 et seq.) This means they are required to report or cause a report to be made to the Child Abuse Hotline number (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. This pertains to any suspected abuse, past or present, to a minor under the age of 18.

I also understand that all FHN Family Counseling Center Employees are mandated as well to report any suspected incident of elder abuse or neglect (affecting adults 60 years of age or older). This means that they are required to report the abuse or neglect to the Stephenson County Senior Center (also covering Jo Daviess County) at 1-815-235-9777 or the Illinois Department on Aging After-Hours hotline at 1-800-279-0400.

I further understand my primary clinician, as well as other FHN Family Counseling Center Employees, are also obligated to break my confidentiality in the event I threaten harm to others or myself.

Under the Duty to Warn Act, I understand law enforcement and the alleged victim(s) will be informed if I threaten harm to another person or persons.

I affirm that I have read this statement and have knowledge and understanding of the limits of the confidentiality and mandating reporting status of the staff of FHN Family Counseling Center.

RELEASE OF INFORMATION AND ASSIGNMENT OF INSURANCE/MEDICARE BENEFITS

I authorize FHN Family Counseling Center/FHN to release medical information necessary to process this claim. Further, I assign directly to FHN Family Counseling Center/FHN any or all benefits otherwise payable to me, but not to exceed the regular charges. I understand I am financially responsible for charges not covered by this authorization and any deductible due upon receipt of the billing statement. Should the account be referred to an attorney or collection agency for collection, the undersigned may also pay reasonable attorney's fees and collection expenses.

I certify that I am the patient, the patient's legal representative, or am duly authorized by the patient as the patient's general agent to execute the above and accept its terms.

DO NOT SIGN UNLESS IN THE PRESENCE OF AN FHN EMPLOYEE.

My signature indicates that I am: (a) Giving the Informed Request described above; (b) Consenting to the Use and Disclosure of Protected Health Information by FHN/FHN Family Counseling Center for Treatment, Payment, or Healthcare Operations; (c) Acknowledging the Limits of Confidentiality and Mandated Reporter Status described above; (d) Giving or not-giving permission for the Telephone Survey Consent described above; and, (e) Giving permission for the Release of Information and Assignment of Insurance/Medicare Benefits.

Client Signature: _____ *

Date: _____

Parent/Guardian : _____

Date : _____

Child Signature (12-17 Years): _____

Date: _____

I HAVE EXPLAINED THE CLIENT'S RIGHTS TO THIS INDIVIDUAL, AND IT IS MY BELIEF THEY UNDERSTAND THESE RIGHTS.

Date : _____

Client Phone Number : _____

Date : _____

***Indicate relationship (if signed by other than the patient)**

