



C. Personnel

1. Revised Job Descriptions (Page 22)

D. Financial

1. Tentative Budget for Fiscal Year 2010 (Page 52)
2. Payment of Bills and Agency Fund Report (Page 75)

IX. Reports

- A. Treasurer's Report and Comparison of Budget with End-of-Year Projections (Page 77)
- 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

**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

XIII. New Business

XIV. Dates of Importance

- A. Opening Days activities – August 13 & 14, 2009
- B. Next Regular Board Meeting – August 18, 2009 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- C. Next Quarterly Board Retreat – September 2, 2009 at 8:30 a.m. at Pinecrest Community, Mt. Morris, Illinois (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-A-1  
JULY 21, 2009  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ADDENDUM TO THE VOCATIONAL EDUCATION AGREEMENT  
BETWEEN CAREERTEC AND HIGHLAND COMMUNITY COLLEGE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the attached addendum to the Vocational Education Agreement between the Career and Technical Education Consortium (CareerTEC) and Highland Community College.

As with the original agreement, this addendum will be in effect from July 1, 2009 through June 30, 2011 when a new agreement will be presented for approval.

**BACKGROUND:** Course articulation with secondary schools was identified in the College's previous Strategic Plan. This addendum serves to aid in fulfilling this goal.

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

**Vocational Education Agreement between  
Career and Technical Education Consortium and  
Highland Community College**

**CareerTEC, Dual Credit, Nursing: Associate of Applied Science  
Fiscal Years 2010 and 2011 (July 1, 2009 through June 30, 2011)**

**Program Structure:**

CareerTEC will provide the instructors, materials, and facility for the coursework consistent with that of NURS 091, Nursing Assistant. Highland Community College will grant eight (8) credit hours of Dual Credit to those students successfully completing the CNA training, which is part of this course.

CareerTEC will provide the instructor, materials and faculty for the coursework consistent with that of NURS 100, 101, 102; Medical Terminology. Highland Community College will grant three (3) hours of Dual Credit for Medical Terminology to those students successfully completing the Medical Terminology exam with a minimum score of 70% on the exam administered by Highland Community College.

**Schedule:**

Nursing 091

Fall and Spring semesters.

To include criminal background check, application for certification test, clinical hours and any paperwork necessary to become a certified CNA in Illinois. These students will be enrolled in CareerTEC's Health Occupations Youth Apprenticeship I that will meet in two separate classes, from 7:30 to 9:00 a.m., and 9:20 to 10:50 a.m. Monday through Friday.

Medical Terminology I, II, III

Fall and Spring semesters

While enrolled in Medical Terminology, these students will be interning at various health care facilities in the community through the Health Occupations Youth Apprenticeship II course. Students will use the same text that is used at HCC. Students will meet on Wednesdays from 1:00 to 2:30 p.m. for class.

**Tuition Costs:**

No tuition or fees are required of these students or CareerTEC.

*For the Career and Technical Education Consortium:*

\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*For the Highland Community College District #519:*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**AGENDA ITEM #VII-A-2  
JULY 21, 2009  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW CERTIFICATE  
AUTOMOTIVE SERVICE – LEVEL I**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the new Automotive Service – Level I certificate.

**BACKGROUND:** Labor market information from the Illinois Department of Labor predicts higher growth for this occupational cluster. This certificate will provide the necessary training for the expected increase in these areas.

This certificate will prepare students for employment as entry-level technicians for routine vehicle maintenance responsibilities. Employment opportunities for trained technicians are excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.

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

Form 21  
(July 2001)

Illinois Community College Board

**REASONABLE AND MODERATE EXTENSION REQUEST**  
(submit one copy)

COLLEGE NAME Highland Community College 5-DIGIT COLLEGE # 51901  
CONTACT PERSON Scott Anderson PHONE # 815-599-3604  
E-MAIL scott.anderson@highland.edu FAX # 815-599-3625

**PROPOSED REASONABLE AND MODERATE EXTENSION:**

TITLE: Automotive Service-Level I CREDIT HOURS 28

**EXISTING/PARENT PROGRAM:**

TITLE: Automotive Mechanics PREFIX/# 6040/604

PLEASE ATTACH THE FOLLOWING ITEMS:

1. **A description of employment objectives/program purpose** for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
2. **Copies of the term-by-term sequence of courses** for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
3. **Labor market need information**, including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
4. **A description of approval/accreditation procedures** if this extension requires approval or review by other agencies or professional or regulatory entities.
5. **Course forms** (Form 11) in duplicate to add any new courses to the curriculum.
6. **Form 22** completed in duplicate.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
College Official Responsible

<b>ICCB USE ONLY:</b>	REVIEWED BY _____	Date _____	
	APPROVED BY _____	Date _____	

**A description of employment objectives/program purpose for both:**

- The proposed reasonable and moderate extension

*This Level One certificate prepares students for employment as entry-level technicians for routine vehicle maintenance responsibilities in lubrication, brake installation, tire service, suspension repair and alignment, and minor automotive electrical.*

*Students find jobs repairing and servicing passenger cars, trucks, and other automotive vehicles. Some jobs in the automotive field may be for general technicians, while others are for specialists in engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, emission controls, or heating and air conditioning. Employment opportunities for trained technicians are excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.*

- The existing parent program

*This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes, control systems diagnostics and engine service. Certification is possible in Automotive Service Excellence/Master Automobile Technician.*

*Program graduates may find jobs repairing and servicing mechanical and electrical systems of passenger vehicles and light trucks. Job openings in the automotive field may be for general technicians or specialists in control systems diagnostics, engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, tune-up/emission control, or heating and air conditioning. The outlook for employment in this occupation is excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.*

**Automotive Service – Level I**

First semester		16 Sem. Hours
AUTM 111	Suspension and Alignment	5
AUTM 113	Brakes	4
AUTM 115	Standard Transmission & Final Drives	4
WELD 130	Introduction to Welding	3
or		
WELD 135	Shield Arc/Oxy Welding	3
Second semester		12 Sem. Hours
AUTM 120	Fundamentals of Engines	3
AUTM 122	Engine Components and Construction	3
AUTM 124	Fundamentals of Electricity	4
AUTM 138	Automotive Servicing	2
Total Hours =		28

**Automotive Mechanics AAS 604 (Parent Program)**

First Semester		19 Sem. Hours
* AUTM 111	Suspension and Alignment	5
* AUTM 113	Brakes	4
* AUTM 115	Standard Transmission & Final Drives	4
* BUSN 141	Business Communications (or COMM 101 or ENGL 121)	3
WELD 135	Shield Arc/Ox Welding	3
SECOND SEMESTER		16 Sem. Hours
* AUTM 120	Fundamentals of Engines	3
* AUTM 122	Engine Components and Construction	3
* AUTM 124	Fundamentals of Electricity	4
* AUTM 138	Automotive Servicing	2
* BUSN 125	Mathematics of Business	3
INFT	Elective	1
THIRD SEMESTER		16 Sem. Hours
* AUTM 231	Fundamentals of Electronics	3
* AUTM 233	Fuel Systems	3
* AUTM 235	Electronic Engine Controls	4
* AUTM 237	Engine Performance	3
	Economic Principles (ECON111 or BUSN 225)	3
FOURTH SEMESTER		18 Sem. Hours
AUTM 240	Automatic Transmissions	5
* AUTM 242	Automotive Body Electronics	3
* AUTM 238	Advanced Automotive Data Analysis	3
AUTM 248	Automotive Heating & Air Conditioning	3
BUSN 124	Intro to Small Business	3
INFT	Elective	1
TOTAL HOURS =		69

**State of Illinois**  
**Occupational Employment Projections (Long-term)**  
**2006-2016**

Standard Occupational Classification (SOC) Code	Title	Base Year Employment 2006	Projected Year Employment 2016	Employment Change 2006-2016		Average Annual Job Openings due to			Annual Compound Growth
				Number	Percent	Growth	Replacements	Total	
00-0000	Total, All Occupations	6,354,095	7,094,886	740,791	11.66	81,141	141,549	222,690	1.11
49-3023	Automotive Serv Techs & Mechanics	33,547	38,745	5,198	15.49	520	673	1,193	1.45

**AGENDA ITEM #VII-A-3  
JULY 21, 2009  
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW CERTIFICATE  
AUTOMOTIVE SERVICE – LEVEL II**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approve the new Automotive Service-Level II certificate.

**BACKGROUND:** Labor market information from the Illinois Department of Labor predicts higher growth for this occupational cluster. This certificate will provide the necessary training for the expected increase in these areas.

This certificate will prepare graduates to find jobs repairing and servicing mechanical and electrical systems of passenger vehicles and light trucks. The outlook for employment in this occupation is excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.

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

Illinois Community College Board

**REASONABLE AND MODERATE EXTENSION REQUEST**  
(submit one copy)

COLLEGE NAME Highland Community College 5-DIGIT COLLEGE # 51901  
CONTACT PERSON Scott Anderson PHONE # 815-599-3604  
E-MAIL Scott.anderson@highland.edu FAX # 815-599-3625

**PROPOSED REASONABLE AND MODERATE EXTENSION:**  
TITLE: Automotive Service-Level III CREDIT HOURS 33

**EXISTING/PARENT PROGRAM:**  
TITLE: Automotive Mechanics PREFIX/# 6040/604

PLEASE ATTACH THE FOLLOWING ITEMS:

1. **A description of employment objectives/program purpose** for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
2. **Copies of the term-by-term** sequence of courses for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
3. **Labor market need information**, including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
4. **A description of approval/accreditation procedures** if this extension requires approval or review by other agencies or professional or regulatory entities.
5. **Course forms** (Form 11) in duplicate to add any new courses to the curriculum.
6. **Form 22** completed in duplicate.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
College Official Responsible

ICCB USE ONLY:	REVIEWED BY _____	Date _____
	APPROVED BY _____	Date _____

**A description of employment objectives/program purpose for both:**

- The propose reasonable and moderate extension

*This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes, control systems diagnostics and engine service. Certification is possible in Automotive Service Excellence/Master Automobile Technician.*

*Program graduates may find jobs repairing and servicing mechanical and electrical systems of passenger vehicles and light trucks. Job openings in the automotive field may be for general technicians or specialists in control systems diagnostics, engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, tune-up/emission control, or heating and air conditioning. The outlook for employment in this occupation is excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.*

- The existing parent program

*This program prepares students for employment in the areas of computerized engine controls, air conditioning, transmissions, alignments, brakes, control systems diagnostics and engine service. Certification is possible in Automotive Service Excellence/Master Automobile Technician.*

*Program graduates may find jobs repairing and servicing mechanical and electrical systems of passenger vehicles and light trucks. Job openings in the automotive field may be for general technicians or specialists in control systems diagnostics, engines, brakes, drive trains, transmissions, steering/suspension, electrical systems, tune-up/emission control, or heating and air conditioning. The outlook for employment in this occupation is excellent due to the increasing number of vehicles on the road and the growing complexity of automotive technology.*

**Automotive Service – Level II**

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FIRST SEMESTER		16 Sem. Hours
AUTM	231	Fundamentals of Electronics 3
AUTM	233	Fuel Systems 3
AUTM	235	Electronic Engine Controls 4
AUTM	237	Engine Performance 3
BUSN	141	Business Communications 3
SECOND SEMESTER		17 Sem. Hours
AUTM	240	Automatic Transmissions 5
AUTM	242	Automotive Body Electronics 3
AUTM	238	Advanced Automotive Data Analysis 3
AUTM	248	Automotive Heating & Air Conditioning 3
MATH	111	Technical Math 3
TOTAL HOURS =		33

**\*Prerequisite of Automotive Service Level I certificate**

**Automotive Mechanics AAS 604 (Parent Program)**

<b>First Semester</b>	<b>19 Sem. Hours</b>	
* AUTM 111	Suspension and Alignment	5
* AUTM 113	Brakes	4
* AUTM 115	Standard Transmission & Final Drives	4
* BUSN 141	Business Communications (or COMM 101 or ENGL 121)	3
WELD 135	Shield Arc/Ox Welding	3
<b>SECOND SEMESTER</b>	<b>16 Sem. Hours</b>	
* AUTM 120	Fundamentals of Engines	3
* AUTM 122	Engine Components and Construction	3
* AUTM 124	Fundamentals of Electricity	4
* AUTM 138	Automotive Servicing	2
* BUSN 125	Mathematics of Business	3
INFT	Elective	1
<b>THIRD SEMESTER</b>	<b>16 Sem. Hours</b>	
* AUTM 231	Fundamentals of Electronics	3
* AUTM 233	Fuel Systems	3
* AUTM 235	Electronic Engine Controls	4
* AUTM 237	Engine Performance	3
	Economic Principles (ECON111 or BUSN 225)	3
<b>FOURTH SEMESTER</b>	<b>18 Sem. Hours</b>	
AUTM 240	Automatic Transmissions	5
* AUTM 242	Automotive Body Electronics	3
AUTM 248	Automotive Heating & Air Conditioning	3
INFT	Elective	1
BUSN 124	Intro to Small Business	3
<b>TOTAL HOURS =</b>		<b>69</b>

**State of Illinois  
Occupational Employment Projections (Long-term)  
2006-2016**

Standard Occupational Classification (SOC) Code	Title	Base Year Employment 2006	Projected Year Employment 2016	Employment Change 2006-2016		Average Annual Job Openings due to			Annual Compound Growth
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<b>00-0000</b>	<b>Total, All Occupations</b>	<b>6,354,095</b>	<b>7,094,886</b>	<b>740,791</b>	<b>11.66</b>	<b>81,141</b>	<b>141,549</b>	<b>222,690</b>	<b>1.11</b>
49-3023	Automotive Serv. Techs. & Mechanics	33,547	38,745	5,198	15.49	520	673	1,193	1.45

**AGENDA ITEM #VII-B-1  
JULY 21, 2009  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCREDITATION RECOMMENDATION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees reaffirm Highland Community College's Academic Quality Improvement Program (AQIP) accreditation method.

**BACKGROUND:** The AQIP process is a proactive method of seeking accreditation that is more formative than the traditional self-study method and parallels the Malcolm Baldrige process. The College is completing its first seven-year cycle for which it is expected to have its accreditation reaffirmed in the Spring of 2010 by the Higher Learning Commission. Those involved in the AQIP process at the College have found it to be beneficial and would like the College to continue to use this method for continuing its accreditation.

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

