

**MINUTES OF THE REGULAR MEETING OF THE
HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
January 17, 2017**

Members present: Gregg Chadwick, Jim Drew, Jeff Flessner, Don Gibb, Pat Hardesty, Jessica Wheeler

Members absent: Becky Ropp, one vacancy

Others present: Rob Widmer, Rick Pearce, Doug Minter, Kelli Hill, Sarah Diel-Hunt, Scott Bross, Becky Gropp, Jim Hubbard, Sharon McDonald, Bennett Morris, Rick Grenzsbach and Andy Ramage of Brown, Hay & Stephens, Lenore Sobota-the Pantagraph, Laura Mai

Chair Gregg Chadwick called the Regular Meeting of the Board of Trustees of Heartland Community College to order at 6:00pm at Heartland Community College in Normal. The roll call was followed by the Pledge of Allegiance.

ADOPT THE AGENDA

Mr. Jeff Flessner moved to adopt the agenda. Mr. Jim Drew seconded. A roll call vote was unanimous. Motion approved.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

Strategic Plan

Dr. Sarah Diel Hunt, Associate Vice President for Academic Affairs, noted the new Strategic Plan will be launched in August 2017. Dr. Diel Hunt provided an overview of the new planning process and the strategic plan, which are being developed simultaneously. The new vision statement is "Leading our community to lifelong learning and success." The new mission statement is "Heartland provides accessible, innovative learning opportunities and resources that enrich our community." Minor revisions were made to the values statements. College priorities, which now include a fourth priority, are: Promote Student Success; Ensure Resource Stewardship; Serve as a Community Resource; and Model Communication, Collaboration and Transparency. The Campus Conversation generated 90 college-wide goals; employees have narrowed the goals down and staff is in the process of finalizing them. Many of the other goals have been preserved for academic and unit level reviews. A survey on the goals will be circulated to employees and the Board to assist in finalization in February. The next steps include establishing key performance indicators, developing a living college-wide plan as well as an academic plan and planning at the unit level. There has been a lot of campus-wide engagement throughout the entire process.

Financial

Doug Minter, VP of Business Services, drew attention to a new footnote on the Revenues and Expenditures Summaries, “Contingencies of \$65,174 are included in the expenditures” that references a formal process by which contingency funds are being shifted to cover shortfalls. Staff feels it is appropriate to take responsibility to honor obligations the State made, but cannot keep at this time, regarding Spring MAP Grant disbursements. Approximately 322 students will receive \$179,000 to \$200,000.

Cabinet/Other

Dr. Rick Pearce, VP for Learning and Student Success, reported that Michael “Mac” McAvoy, Assistant Professor of Art, would like to show the Board the result of his sabbatical: a large, interactive sculpture installation. Dr. Pearce invited the Board, if willing, to walk over to the Instructional Commons North at the February meeting.

TRUSTEE REPORTS

ICCTA

There was no report from Mr. Don Gibb.

Student Trustee

Ms. Jessica Wheeler reported the Textbook Swap achieved its goal for the number of books taken. The Student Government Association is collaborating with others on violence prevention on campus. She reported on the Boxes and Walls event concerning oppression and diversity; the Board was in favor of including the YWCA as long as college rules are followed. Ms. Wheeler reported on the Food and Beverage Initiative survey as well as building a better relationship with the college newspaper, *The Spectator*. This is Welcome Week Open House for the Student Engagement Office and student activities include grocery bingo in the café.

Other

No report.

CONSENT AGENDA

Mr. Jim Drew moved to approve the consent agenda. Mr. Don Gibb seconded. A roll call vote was unanimous. Motion approved.

Items approved on the consent agenda were ratification of bills paid in December 2016, minutes of the Board retreat of November 28, 2016, and minutes of the regular meeting of December 13, 2016.

CLOSED SESSION

Ms. Jessica Wheeler moved to enter into closed session at 6:24pm to consider personnel matters, closed session minutes, pending litigation, and purchase or lease of property. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

Chair Chadwick reconvened the regular meeting at 7:26pm.

PERSONNEL ITEMS

Monthly Personnel Actions

Mr. Don Gibb moved to approve the personnel actions included in Agenda Item 11.1. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

| | <u>Position</u> | <u>Name</u> | <u>Effective Date</u> | <u>Pay Rate</u> | <u>Pay Type</u> |
|---------------------------------|---|--------------------|------------------------------|------------------------|------------------------|
| A. Ratify Employment | | | | | |
| | <u>Faculty – Regular Full-time</u> | | | | |
| | Instructor of Nursing | Jennifer Abraham | 1/9/17 | \$50,360.00 | Annual Salary |
| | Assistant Professor of Nursing | Susan Carl | 1/9/17 | \$53,650.00 | Annual Salary |
| | Instructor of Nursing | Melinda Cornwell | 1/9/17 | \$50,360.00 | Annual Salary |
| | Instructor of Nursing | Tara Morris | 1/9/17 | \$50,066.00 | Annual Salary |
| B. Employment Change | | | | | |
| | <u>Administrative – Regular Full-time</u> | | | | |
| | Dean of Continuing Education | Amy Humphreys | 1/17/17 | \$82,200.00 | Annual Salary |
| | <i>Ms. Humphreys previously served as the Director of Marketing and Public Relations.</i> | | | | |
| | Associate Director of Grant Development and Management | John Todd | 1/17/17 | \$57,047.00 | Annual Salary |
| | <i>Mr. Todd's salary was adjusted to reflect additional duties related to reorganization within Adult Ed.</i> | | | | |
| | Interim Director of Adult Education | Kerry Urquizo | 1/17/17 | \$58,988.00 | Annual Salary |
| | <i>Ms. Urquizo previously served as the Associate Director of Adult Education Instruction.</i> | | | | |
| C. Separation of Service | | | | | |
| | <u>Administrative – Regular Full-time</u> | | | | |
| | Director of Adult Education | Tammy Truitt | 1/13/17 | | |
| | <u>Professional/Technical – Regular Full-time</u> | | | | |
| | Coordinator – Disability Support Services | Shonna Colclasure | 1/6/17 | | |
| | <u>Classified – Regular Full-time</u> | | | | |
| | Admissions Assistant | Courtney Bonnell | 1/13/17 | | |
| | Secretary – Child Development Center | Kristine Hilke | 1/6/17 | | |

D. Supplemental/Miscellaneous

Personnel action recommendations presented and discussed during closed session.

**Please note that new employees are marked by an asterisk.*

Sabbatical Leave Recommendation

Mr. Jim Drew moved to approve five sabbatical leaves as provided for in the collective bargaining agreement. Approval is for four one-semester sabbaticals: Jennifer Cherry, Associate Professor of English (Fall 2017); Matt Felumlee, Professor of English (Spring 2018); Adam Scott, Associate Professor of English (Fall 2017); Alaina Winters, Professor of Communication (Spring 2018); and one two-semester sabbatical: Nicolaas tenBroek, Distinguished Professor of Computer Technology (Fall 2017 and Spring 2018). Ms. Jessica Wheeler seconded. A roll call vote was unanimous. Motion approved.

SEMI-ANNUAL CLOSED SESSION MINUTES AND RECORDINGS

Mr. Jeff Flessner moved to approve and release the closed session minutes of the following Board meetings (except for portions of such minutes that have been redacted for the reason

that the need to maintain confidentiality continues to exist): regular Board meeting of June 21, 2016; regular Board meeting of July 19, 2016; regular Board meeting of August 16, 2016; regular Board meeting of September 20, 2016; regular Board meeting of October 18, 2016; regular Board meeting of November 15, 2016. To extend non-disclosure of the recordings of the closed session portions of the Board's regular and special meetings set forth below for the reason that the need to maintain confidentiality continues to exist, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates: regular Board meeting of June 21, 2016 authorized destruction date December 21, 2018; regular Board meeting of July 19, 2016 authorized destruction date January 19, 2019; regular Board meeting of August 16, 2016 authorized destruction date February 16, 2019; regular Board meeting of September 20, 2016 authorized destruction date March 20, 2019; regular Board meeting of October 18, 2016 authorized destruction date April 18, 2019; regular Board meeting of November 15, 2016; authorized destruction date May 15, 2019. Mr. Jim Drew seconded. A roll call vote was unanimous. Motion approved.

CLOSED SESSION

Chair Gregg Chadwick and Mr. Jim Drew recused themselves from the closed session. Chair Chadwick appointed Mr. Don Gibb as Acting Chair and Mr. Jeff Flessner as Acting Secretary for the remainder of this Board meeting.

Mr. Jim Drew moved to enter into closed session at 7:28pm for the selection of a person to fill a Board vacancy. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

Acting Chair Gibb reconvened the regular meeting at 7:40pm.

ADJOURNMENT

Mr. Jeff Flessner moved to adjourn. Ms. Jessica Wheeler seconded. Motion approved with a voice vote.

The meeting was adjourned at 7:41pm.

Gregg Chadwick, Chair

Jeff Flessner, Acting Secretary

*Note: The student vote is advisory only.