

**MINUTES OF THE REGULAR MEETING OF THE  
HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES  
March 21, 2017**

Members present: Gregg Chadwick, Jim Drew, Jeff Flessner, Don Gibb, Janet Hood, Becky Ropp, Jessica Wheeler

Members absent: Pat Hardesty

Others present: Rob Widmer, Doug Minter, Kelli Hill, Sarah Diel-Hunt, Scott Bross, Val Conrady, Becky Gropp, Becky LaMont, Sharon McDonald, Kristi Powell, 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 the Heartland Lincoln Center in Lincoln. The roll call was followed by the Pledge of Allegiance.

**ADOPT THE AGENDA**

**Ms. Janet Hood moved to adopt the agenda. Ms. Becky Ropp seconded. A voice vote was unanimous. Motion approved.**

**PUBLIC COMMENT** - None.

**STAFF REPORTS**

Formal Educator of the Year

Ms. Janet Beach Davis, Associate Director for Science Laboratories and Adjunct Instructor Earth Sciences was named Formal Educator of the Year by the Environmental Education Association of Illinois (EEAI). Ms. Stacey Clementz, Immediate Past President of the EEAI, presented the award to Ms. Davis. This award is for outstanding ongoing efforts in introducing environmental education into the school's curriculum.

Heartland Lincoln Center (HLC)

Ms. Kristi Powell, Associate Director of Heartland Lincoln Center (HLC), commented on the new carpet and paint in the HLC and other highlights including: continued outreach to the local high schools; the Foundation's golf outings in Lincoln have raised enough money for a Logan County scholarship; "Advice with a Slice" brought local hospital staff and students together to discuss career paths; and Jennifer Kirby, Advisor, was named Volunteer of the Year by the Chamber of Commerce.

Ms. Val Conrady, Coordinator of Adult Education and Continuing Education, reported on Continuing Ed programming for youth and adults at the HLC. The first summer session was in 2016 and in 2017 there are 5 classes scheduled. Adult Ed is addressing the Workforce Innovation and Opportunity Act's new requirements for classes. She described new online job applications and interviewing skills being offered in the classroom and shared student success stories for each of the programs.

## Board Policy 1<sup>st</sup> Reading: Alcoholic Beverage Service and Sales

Mr. Doug Minter, VP of Business Services, reported the State amended the Liquor Control Act's language on alcohol service and sales at public institutions of higher learning. He emphasized the College already had very strict administrative policies and procedures related to alcohol so these policies will not change much.

## Financial

Reporting on the Revenues and Expenditures, Mr. Minter noted the College is still operating on Stopgap #2 funding, and drawing on contingencies, which is not standard operating procedure. Staff is working toward the goal of breaking even at the end of the year.

## Recognition & Correspondence

President Widmer reported the Developmental Writing program was approved for NADE accreditation. Accreditation is always a challenge and he gave kudos to all who were involved.

President Widmer distributed a *Pantagraph* article on Mac McAvoy's sculpture, which the Board viewed last month.

## Cabinet/Other

President Widmer distributed a list of Heartland's upcoming graduation ceremonies.

President Widmer reported data on student enrollment and persistence. From Spring 2013-2017, Heartland's headcount enrollment grew 2.5% while the statewide average was a 17.4% loss. Heartland students (starting in Fall 2009 and over a six-year period) far exceeded a National Student Clearinghouse benchmark for completing a first degree and for completing a subsequent certificate or degree at a 4-year institution.

Ms. Kelli Hill, VP for Continuing Education and Advancement, reported that Logan County did an Economic Impact Study approximately 5 years ago. One of the top needs was to increase the number of residents with post-secondary education. It is anticipated that increased presence at HLC for Continuing Ed or Adult Ed courses will help increase students' and parents' comfort level in the higher education environment.

Ms. Hill reported Development had several sessions for Scholarship Reading Night including first time readings in Lincoln and Pontiac. Over 130 volunteers doubled last year's participation.

Dr. Sarah Diel Hunt, Associate VP for Academic Affairs, reported on the collaboration to deliver the Emergency Medical Technician (EMT) basic program to Heartland, which was initiated by Becky LaMont, Dean of Health and Human Services, and Dylan Ferguson, Director of McLean County Area Emergency Medical Systems (MCAEMS) approximately one year ago. The first cohort of students from Spring 2016 took the certification test and had a 100% pass rate on first attempt; the statewide average is 72% rate and the national average is 69%. The program was expanded in Spring 2017 to include the EMT paramedic degree.

Dr. Diel Hunt reported on a book launch for Mr. Jim Collins, former Assistant Coach for Heartland baseball, scheduled for March 24 at the Corn Crib. The book, *Uncommon Hope*, is about Mr. Collins' son, Michael, a Heartland student athlete who was killed in a car accident.

## **TRUSTEE REPORTS**

### **ICCTA**

Mr. Don Gibb reported on the one-day meeting at Palatine in March. He commented on topics covered in the Trustee Roundtable, Special Committees, and the Legislative Report. Mr. Gibb referenced several bills and commented on each including Senate Bill 888 on the community college bachelor of nursing degree program. President Widmer distributed information on SB 888 and following discussion, recommended against pursuing BSN authority at this time and rather continue to consider pursuit over the next several years. President Widmer will advocate with legislators supporting SB 888. Becky LaMont, Dean of Health and Human Services, also offered her thoughts on the program.

### **Student Trustee**

Ms. Jessica Wheeler reported on several topics covered at the ICCB-SAC meeting including the “More Than a Student” and the “Humans of Heartland” projects, the upcoming Advocacy Day and plans for attendance, and suggestions for book swaps. The Heartland Student Government Association will vote for a new student trustee soon, and review proposals for “Boxes and Walls.” During the Alternative Spring Break in Baton Rouge, LA, participants worked on 3 houses. Heartland Activities Committee scheduled a movie night.

### **Other**

On behalf of the Board, Chair Gregg Chadwick presented a certificate and an inscribed paper weight to Ms. Jessica Wheeler for her year-long term on the Board of Trustees. The Board thanked Ms. Wheeler for her service.

Chair Chadwick thanked Ms. Powell and Ms. Conrady for their hospitality in hosting the Board meeting and related Board activities.

## **CONSENT AGENDA ACTION ITEMS**

**Mr. Don Gibb moved to approve the ratification of bills paid during February 2017; travel expenditures by members of the Board of Trustees and travel expenditures that exceed maximum reimbursable rates by HCC employees submitted since the last meeting of the Board of Trustees; the minutes of the February 21, 2017 regular meeting of the Board of Trustees; FY2018 Budget Preparation Resolution; FY2017 Audit Firm Engagement; Academic Calendars 2016-2017 and 2017-2018 updates, 2018-2019 final, 2019-2020 draft. Mr. Jim Drew seconded. A roll call vote was unanimous. Motion approved.**

### **FY2018 Budget Preparation Resolution**

**To adopt the attached resolution regarding the preparation of the Heartland Community College Fiscal Year 2018 (July 1, 2017 - June 30, 2018) Budget.**

### **FY2018 Audit Firm Engagement**

**To engage the firm of Clifton Larson Allen LLP (Peoria, IL) to conduct the FY2017 College audit with an FY2017 audit fee of \$51,500.**

Academic Calendars 2016-2017 and 2017-2018 Update, 2018-2019 Final and 2019-2020 Draft

**To update the academic calendars for 2016-2017 and 2017-2018; and to approve the academic calendars for 2018-2019 final and 2019-2020 draft as presented.**

**NON-PERSONNEL ACTION ITEMS**

Farm Ground Lease

**Mr. Jim Drew moved to lease approximately 80 acres of farm ground to Mr. Mike Mouser of Carlock, Illinois for the crop years 2017, 2018 and 2019, with rent for crop year 2017 of \$18,800 to be paid in two equal installments, and rent amounts for subsequent crop years to be determined by the parties prior to March 1 of the respective crop years. Ms. Jessica Wheeler seconded. A roll call vote was unanimous. Motion approved.**

Board Policy Revision 2<sup>nd</sup> Reading: Local Government Travel Expense Control Act

**Ms. Becky Gropp moved to approve the Board Policy as presented to replace 2.6. Expense Reimbursement with 7.8. Travel, Meal and Lodging Expenses. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.**

**CLOSED SESSION**

**Mr. Jim Drew moved to enter into closed session at 7:31pm to consider personnel matters, pending litigation and purchase or lease of real property Mr. Don Gibb seconded. A roll call vote was unanimous. Motion approved.**

Chair Gregg Chadwick reconvened the regular meeting at 8:32pm.

**CLOSED SESSION ACTION ITEMS: Personnel Matters**

Personnel Matters

**Ms. Becky Ropp moved to approve the monthly personnel actions. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.**

**Mr. Don Gibb moved to approve the termination of Raymond Zich, Adjunct Faculty, effective March 21, 2017. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.**

**CLOSED SESSION – Annual Administrative Evaluations**

**Mr. Jim Drew moved to enter into closed session at 8:25pm to consider personal matters. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.**

Chair Gregg Chadwick reconvened the regular meeting at 9:21pm.

**ADJOURNMENT**

**Mr. Jeff Flessner moved to adjourn. Ms. Janet Hood seconded. Motion was approved with a voice vote.**

The meeting was adjourned at 9:22pm.

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Gregg Chadwick, Chair

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Rebecca L. Ropp, Secretary

\*Note: The student vote is advisory only.



**11.1 MONTHLY PERSONNEL ACTIONS**

**Motion:** To approve the recommendation as presented in Board Agenda Item 11.1.

**Recommendation:** To approve the personnel actions in Board Agenda Item 11.1.

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

	<u>Position</u>	<u>Name</u>	<u>Effective Date</u>	<u>Pay Rate</u>	<u>Pay Type</u>
<b>A. Ratify Employment</b>	<u>Faculty – Temporary Part-time (Adjunct Faculty)</u>				
	AQIP Coordinating Committee	Maria Garcia	01/17/17-05/18/17	\$100.00	Total Amount
	CAS Committee	Maria Garcia	01/17/17-05/18/17	\$200.00	Total Amount
	MUSI 197-03	Jeffrey Young	01/17/17-05/18/17	\$480.00	Total Amount
	MATH 09x-07	Wesley Slough	03/20/17-05/18/17	\$1,753.92	Total Amount
<b>B. Approve Employment</b>	<u>Faculty – Regular Full-time</u>				
	Instructor of Accounting	Paul Kelson	8/9/17	\$48,000.00	Annual Salary
	Instructor of Mathematics	Matthew Childers	1/8/18	\$50,568.00	Annual Salary
	Instructor of Mathematics	Gary Lewis	1/8/18	\$55,537.00	Annual Salary
<b>C. Overload/Supplemental Employment</b>	<u>Faculty – Regular Full-time</u>				
	INDP 297-06	Karla Huffman	01/17/17-05/18/17	\$300.00	Total Amount
	INDP 297-09	Charles Brawner	01/17/17-05/18/17	\$50.00	Total Amount
	INDP 297-10	Charles Brawner	01/17/17-05/18/17	\$150.00	Total Amount
	MUSI 196-04	Douglas Salokar	01/17/17-05/18/17	\$960.00	Total Amount
	MUSI 196-06	Douglas Salokar	01/17/17-05/18/17	\$240.00	Total Amount
	MUSI 201-02	Douglas Salokar	01/17/17-05/18/17	\$480.00	Total Amount
	Teaching/Other Overload	Kim McHale	03/20/17-05/18/17	\$1,850.00	Total Amount
<b>D. Separation of Service</b>	<u>Faculty – Temporary Part-time (Adjunct Faculty)</u>				
	Adjunct Instructor I	Meghan Kafer	3/10/17		
	<u>Professional/Technical – Temporary Part-time</u>				
	Assistant Coach-Men’s Soccer	Ryan Keefe	3/8/17		
<b>E. Supplemental/Miscellaneous</b>	Personnel action recommendations presented and discussed during closed session.				