

7.3. MINUTES REGULAR MEETING APRIL 25, 2017

MINUTES OF THE REGULAR MEETING OF THE HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES April 25, 2017

Members present: Mary Campbell, Gregg Chadwick, Jeff Flessner, Don Gibb, Pat Hardesty, Janet Hood, Becky Ropp, Renee Vaessen

Members absent: none

Others present: Rob Widmer, Rick Pearce, Doug Minter, Kelli Hill, Sarah Diel-Hunt, Scott Bross, Becky Gropp, Jim Hubbard, Dana King, Becky LaMont, Barb Leathers, Sharon McDonald, Anita Moore, Bob Shaw, Kim Travers, Kerry Urquizo, Jessica Wheeler, Lenore Sobota of *The Pantagraph*, Laura Mai

Chair Gregg Chadwick called the Regular Meeting of the Board of Trustees of Heartland Community College to order at 7:00pm at Heartland Community College in Normal. The roll call was followed by the Pledge of Allegiance.

ADOPTION OF THE AGENDA

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

ORGANIZATION OF THE BOARD

Mr. Jeff Flessner moved to adjourn the Retiring Board Sine Die. Mr. Don Gibb seconded. A roll call vote was unanimous. Motion approved.

Chair Chadwick convened the new Board.

Chair Chadwick asked Ms. Mary Campbell and Ms. Rene Vaessen to take their places at the table. Ms. Jessica Wheeler, past Student Trustee, introduced Ms. Vaessen and Ms. Campbell introduced herself. Chair Chadwick thanked Ms. Wheeler for her service on the Board and acknowledged Mr. Jim Drew's six years of service on the Board with a certificate of service that he had presented to Mr. Drew privately the prior week.

Chair Chadwick asked Mr. Jeff Flessner to administer the Affirmation of Services for Newly Seated HCC Trustees. Receiving the oath were: Ms. Janet Hood, Ms. Mary Campbell, Ms. Renee Vaessen, and Mr. Gregg Chadwick. After the Trustees affirmed each of the five statements, Chair Chadwick asked the Trustees to be seated. The roll call was followed by the election of officers.

Mr. Don Gibb moved to elect Mr. Gregg Chadwick as Chair of the Board. Ms. Becky Ropp seconded. The voice vote carried, motion approved.

Mr. Pat Hardesty moved to elect Mr. Jeff Flessner as Vice Chair of the Board. Ms. Janet Hood seconded. The voice vote carried, motion approved.

Mr. Don Gibb moved to elect Ms. Becky Ropp as Secretary of the Board. Mr. Pat Hardesty seconded. The voice vote carried, motion approved.

7.3. MINUTES REGULAR MEETING APRIL 25, 2017 (Continued)

On behalf of the Board, Chair Gregg Chadwick appointed Mr. Doug Minter, Vice President of Business Services, as Treasurer for the Board; Ms. Laura Mai, Executive Assistant, as Recording Secretary for the Board; Mr. Jeff Flessner, Ms. Janet Hood, Mr. Doug Minter, and Ms. Sharon McDonald to the Board Finance Committee; Mr. Don Gibb as the Board Representative and Ms. Mary Campbell as the Alternate Board Representative to the Illinois Community Colleges Trustees Association (ICCTA).

Mr. Jeff Flessner moved to schedule the 2017 and 2018 Regular Meetings of the Heartland Community College Board at 6:00 pm the third Tuesday of each month January through November and the second Tuesday of December. All meetings will be held at the Heartland facility in Normal except the March meeting which will be held at the Heartland Lincoln Center and the October meeting at the Heartland Pontiac Center. Ms. Janet Hood seconded. The voice vote carried, motion approved.

PUBLIC COMMENT - There were no public comments.

STAFF REPORTS

Outstanding Faculty Awards

Dr. Bob Shaw, Dean of Science, Technology, Engineering, and Math (STEM) & Business, reported Ms. Stephanie McMahon, Adjunct Instructor II of Biology, received the honor of Outstanding Adjunct Faculty Member, and Ms. Kim Travers, Distinguished Professor of Industrial Technology, received the honor of Outstanding Full-Time Faculty Member. Dr. Shaw complimented both on their service and dedication to the College. Ms. Travers took the opportunity to show a student shot, edited and produced video while she reported on the Students Involved in Technology Conference. She thanked Ms. Anita Moore, Dean of Student Support Services, and Ms. Mary Campbell, Trustee, for nominating her for the Women of Distinction award. Ms. Travers showed off her shirt featuring a design by students in a digital media class for a February Explore CTE event.

Phi Theta Kappa All-Illinois Academic Team

Dr. Sarah Diel-Hunt, Associate VP for Academic Affairs, noted Phi Theta Kappa (PTK) is an international honor society for two-year colleges. The All-Illinois Academic Team award is sponsored by American Association of Community Colleges, PTK, and USA Today; it honors outstanding community college students. This year two students were named to this team, Mr. Brad Bell and Mr. Evan Strandquist. Dr. Diel-Hunt invited Mr. Strandquist to address the Board. Mr. Strandquist had applied for scholarships through PTK and was later notified of the nomination. After graduating from Heartland, he will transfer to ISU for pre-med. President Widmer accompanied Mr. Bell and Mr. Strandquist to Springfield for the recognition ceremony.

Central Illinois Regional Broadband Network (CIRBN)

Mr. Doug Minter, VP of Business Services, introduced Mr. Mark DeKeersgieter, Executive Director, CIRBN, LLC. Heartland is a customer, a co-location site (CIRBN equipment is located on campus) and has Board representation for CIRBN. Mr. DeKeersgieter gave a presentation on the history and development of CIRBN, its mission, the economic impact on the communities it serves, and the relationship between Heartland and CIRBN.

7.3. MINUTES REGULAR MEETING APRIL 25, 2017 (Continued)

Strategic Budget Forecast

President Widmer noted the College is trying to plan in an environment of uncertainty. Mr. Minter gave a presentation on: baseline terminology; strategic planning; risk management; key historical trends including a public composite financial index monitored by the Higher Learning Commission, and other financial metrics; the Strategic Budget, including a Multiyear Plan Progress Report and a 5-Year Forecast. He also mentioned areas where the College is celebrating success. This report was previously presented to the College Advisory Council (a group of approximately 30 employees who meet monthly with the President and Cabinet). Several budget managers were in the audience for this meeting.

Staff is seeking Board commitment to maintain quality during State budget uncertainty. Staff discussed the strategic use of reserves to plan the budget, mitigate risk and avoid radical reactions in an uncertain environment.

Financial

Mr. Minter noted the year is 75% complete, further State funding in the current year continues to be uncertain, and expenditures are significantly lower than last year. The Finance Committee discussed the correction of a technical error on the Revenue and Expenditures Summaries involving Adult Education programs and tuition.

Recognition & Correspondence

Anita Moore, Dean of Student Support Services, received a thank you for student efforts during the Alternative Spring Break in Louisiana assisting flood victims.

There were four Heartland employees nominated for the YWCA Women of Distinction award: Kim Travers, Distinguished Professor of Industrial Technology; Faye Freeman-Smith, Director of Student Counseling; Colleen Reynolds, Director of College Engagement; and Susan Baller-Shepard, Adjunct Instructor II. The award ceremony is Tuesday, May 16, the same night as the May Board meeting.

Two participants in a Continuing Education travel program sent a thank you note. Laurie Mueller and Lucas Warren, Program Coordinators for Continuing Education, assisted the family with a medical emergency during the trip to Chicago.

Congratulations were given for a stellar performance by Heartland students who took 1st and 2nd place awards at the Phi Beta Lambda State Leadership Conference in Effingham. The students will go on to participate in the national competition.

Mr. Minter was notified the College's Comprehensive Annual Finance Report (CAFR) for FY16 once again received the Government Finance Officers Association Certificate of Achievement. This was Sharon McDonald's first year as the Heartland Controller pursuing the certification.

Cabinet/Other

Dr. Diel-Hunt reported on creative ways to deliver professional development to faculty and staff. The Technology in Education Expo was held on campus and featured 26 sessions on how to use technology tools in classrooms and jobs. Over 134 employees took part. Thanks to Traci Van Prooyen and 30 faculty and staff who served as presenters.

7.3. MINUTES REGULAR MEETING APRIL 25, 2017 (Continued)

Kelli Hill distributed brochures for Continuing Education “Edventures”.

President Widmer reminded the Board of various upcoming spring ceremonial graduations.

TRUSTEE REPORTS

ICCTA

Mr. Don Gibb reported on Lobby Day and indicated the Board of Representatives will meet in Springfield this week. The ICCTA Annual Convention is in Bloomington in June and will include an offering of the mandatory training for trustees elected or appointed after January 1, 2017. Mr. Gibb provided a legislative update and noted the weekly legislative report is available online. Mr. Gibb reported on his conversations with legislators and lobbyists regarding different bills and the State budget.

Student Trustee

Ms. Renee Vaessen reported on various activities by the Student Government Association and the Heartland Activities Committee including upcoming election of officers, De-Stress Week, Hawkpalooza, Boxes and Walls, Money Smart Week. She briefly introduced herself as a freshman majoring in Communications with plans to transfer to ISU in the future.

CONSENT AGENDA

Ms. Becky Ropp moved to approve the ratification of bills paid during March 2017; travel expenditures by members of the Board of Trustees and travel expenditures that exceed maximum reimbursable rates by Heartland Community College employees submitted since the last meeting of the Board of Trustees; the minutes of the regular meeting March 21, 2017 of the Board of Trustees. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

NON-PERSONNEL ACTION ITEMS

Board Policy 2nd Reading: Alcoholic Beverages Sales and Service

Ms. Becky Ropp moved to adopt the Board Policy as presented. Mr. Don Gibb seconded. A roll call vote was unanimous. Motion approved.

CLOSED SESSION

Mr. Jeff Flessner moved to enter into closed session at 8:12pm to consider personnel matters, pending litigation, purchase or lease of property. Mr. Pat Hardesty seconded. A roll call vote was unanimous. Motion approved.

Chair Gregg Chadwick reconvened the regular meeting at 8:19pm.

7.3. MINUTES REGULAR MEETING APRIL 25, 2017 (Continued)

PERSONNEL ITEMS

Personnel Actions

Mr. Don Gibb moved to approve the monthly personnel actions. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

ADJOURNMENT

Mr. Pat Hardesty moved to adjourn. Ms. Becky Ropp seconded. Motion was approved with a voice vote.

The meeting was adjourned at 8:37pm.

Gregg Chadwick, Chair

Rebecca L. Ropp, Secretary

*Note: The student vote is advisory only

7.3. MINUTES REGULAR MEETING APRIL 25, 2017 (Continued)

7.2. TRAVEL EXPENDITURES

Travel Expenditures by members of the Board of Trustees and any Travel Expenditures Exceeding Travel Limits by Employees							
Name	Title	Purpose of Travel	Registration Fees	Transportation Costs	Meals	Lodging Costs	Total
Jessica Wheeler	Student Trustee	ICCB-SAC Mtg Pd 4/26/17				\$102.35	\$102.35

7.3. MINUTES REGULAR MEETING APRIL 25, 2017 (Continued)

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>
A. Ratify Employment					
	<u>Faculty – Temporary Part-time (Adjunct Faculty)</u>				
	College Advisory Council Adjunct Representative				
		Margaret Varney	01/17/17-05/18/17	\$100.00	Total Amount
B. Approve Employment					
	<u>Administrative – Regular Full-time</u>				
*	<i>Executive Director of Marketing & Public Information</i>				
		Tim Bill	05/17/17	\$78,000.00	Annual Salary
C. Separation of Service					
	<u>Faculty – Regular Full-time</u>				
	Asst Professor of Radiography	Pat Monahan	05/19/17 (retirement)		
	<i>The personnel action items for December 2016 included notification of Mr. Monahan's retirement, which was delayed to May 19, 2017.</i>				
	Professor II of Nursing	Tammy Taylor	05/19/17 (retirement)		
	Instructor Physical Therapy Assistant Program				
		Courtney Yamada	05/19/17		
	<u>Classified – Regular Full-time</u>				
	Records Manager-Continuing Education				
		Megan Callison	05/31/17		
	Division Secretary-LASS	Anna Wegener	06/09/17		
D. Supplemental/Miscellaneous					
	Personnel action recommendations presented and discussed during closed session.				