

**MINUTES OF THE REGULAR MEETING OF THE  
HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES  
May 16, 2017**

Members present: Gregg Chadwick, Jeff Flessner, Don Gibb, Janet Hood, Becky Ropp (arrived at 7:30pm), Renee Vaessen

Members absent: Mary Campbell, Pat Hardesty

Others present: Rob Widmer, Rick Pearce, Doug Minter, Sarah Diel-Hunt, Scott Bross, Angie Coughlin, Dolan Cummings, Becky Gropp, Barb Leathers, Sharon McDonald, Anita Moore, Dylan Nelson, Jason Nelson, Bob Shaw, Stacey Shrewsbury, Jessica Wheeler, Ian Wilson, Lenore Sobota of *The Pantagraph*, Marsha Heustis

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 AGENDA**

**Ms. Janet Hood moved to adopt the agenda. Mr. Jeff Flessner seconded. A voice vote was unanimous. Motion approved.**

**PUBLIC COMMENT**

There were no public comments.

**STAFF REPORTS**

College Spotlight: Student Alternative Spring Break

Students Dollan Cummings, Dylan Nelson, and Jessica Wheeler expressed their appreciation for the opportunity to participate in the alternative spring break trip to Baton Rouge to assist two home owners repair their flood-damaged homes. Ten students and three staff went on the trip. They stayed at a camp with students from other colleges and universities who were also there to volunteer.

Stratospheric Observatory for Infrared Astronomy

Ms. Stacey Shrewsbury, Lead Flight Director of the Challenger Learning Center (CLC), was honored to be chosen as an Airborne Astronomy Ambassador to fly aboard a highly modified Boeing 747SP aircraft in March. It was equipped with a telescope that has a 100-inch-diameter mirror that is used to analyze infra-red light. SOFIA is a partnership of NASA and the German Aerospace Center. The plane is based at the Armstrong Flight Research Center in Palmdale, California. Ms. Shrewsbury had to complete a rigorous application process followed by preparatory course work. She found it very rewarding to have a first-hand opportunity to see scientific researchers at work and to observe the level of teamwork required for the missions. She noted the close alignment with CLC missions.

## College NOW

Dr. Sarah Diel-Hunt, Associate Vice President of Academic Affairs, presented Trustees with an annual update on College NOW which provides students in District 540 schools with early access to college credit. Students receive high school and college credit simultaneously for each approved course. During the current academic year, 128 courses have been taught in sixteen different schools to 875 students. This has generated over 5,700 credit hours. Three modes of delivery are utilized: (1) Students are taught by qualified high school teachers in their local schools. (2) Students are taught in their local schools by Heartland faculty. HCC charges the school district \$1,500 per credit hour to cover the cost of faculty. (3) Students take classes on the Heartland campus and pay tuition. Students must pre-arrange high school credit with their respective district prior to enrolling. The College is hoping to increase dual credit access to students by offering courses at the attendance centers or on line.

## Strategic Budget Forecast, Part II

Mr. Doug Minter, VP of Business Services, followed up last month's budget forecast presentation with additional five-year forecasts of financial scenarios and assumptions. Assumptions were based on various revenue and expenditure models. Primarily, revenue considerations were local taxes, tuition, and enrollment. Expenditure considerations were salaries, previously curtailed professional development, and delayed capital improvements. A tentative budget will be presented at the regular June meeting of the Trustees, and the final budget will be presented at the September meeting.

## Financial

Mr. Minter noted the fiscal year is nearing completion. Revenue and expenditures are at expected levels other than state funding. The College has received a total of thirty-five percent of its State funding for the past two fiscal years combined.

## Recognition & Correspondence

HCC student Sarah Keene won honorable mention in the ICCTA Paul Simon Student Essay Contest. She will be recognized at the June 2nd annual ICCTA Awards Banquet and presented with a \$250 scholarship.

Mr. Don Gibb earned his first Trustee Education Award by participating in fifteen or more seminars offered by the Trustee Association. Mr. Gibb will be recognized at the June 2<sup>nd</sup> annual Awards Banquet.

Dr. Rick Pearce, VP for Learning and Student Success, shared a newspaper article that acknowledged the efforts of the Student Engagement staff, Tutoring Services, and International Programs in bringing the Boxes and Walls event to campus.

Ms. Lauren Denofrio, Instructional Chair – Science, received word from Mr. Paul Ritter, ecology teacher at Pontiac Township High School, that 13 Heartland Community College Environmental Earth dual credit class students traveled to Springfield, Illinois on May 4, 2017. The purpose of their trip was to accept a proclamation and resolution from the Governor and Senate as a result of their work with the Livingston County Bluebird recovery program and trail.

Ms. Sara Bourque and Mr. Doug Dowell, Phi Theta Kappa Co-Advisors, conveyed thanks from themselves and the students who attended Catalyst, the Phi Theta Kappa international conference in Nashville, Tennessee. They participated in personal development opportunities with honor students and advisors from across the country.

#### Cabinet/Other

President Widmer was pleased to announce that HCC's Physical Therapist Assistant (PTA) program is now fully accredited by the Commission of Accreditation in Physical Therapy Education (CAPTE). The first cohort of PTA students will received their pins on Friday, May 12<sup>th</sup>. There will be a report at the June meeting of the Board of Trustees.

President Widmer reported that HCC employees Susan Baller-Shepard, Kim Travers, Colleen Reynolds, and Faye Freeman-Smith have been nominated in various categories for YWCA Women of Distinction Awards, which are being announced tonight.

Commencement details and parking were explained.

### **TRUSTEE REPORTS**

#### ICCTA

Mr. Don Gibb reported on Lobby Day. Mr. Gibb, Ms. Becky Gropp, and President Widmer visited with Representatives Dan Brady, Tom Bennett, and Tim Butler. Mr. Gibb provided a legislative update. New ICCTA officers will be elected in June.

#### Student Trustee

Ms. Renee Vaessen reported on various activities by the Student Government Association and the Heartland Activities Committee including movie night and the upcoming book swap.

#### Other

The mandatory training for trustees elected or appointed after January 1 is being offered at the ICCTA Annual Convention in June. President Widmer indicated that HCC's Continuing Education Division is considering developing training with the potential to satisfy the training requirement in the future.

President Widmer mentioned it will soon be time to renew ACCT dues, and he asked Trustees to consider the value of membership before next year's renewal.

### **CONSENT AGENDA**

**Mr. Jeff Flessner moved to approve the ratification of bills paid during April 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 April 25, 2017 of the Board of Trustees. Mr. Don Gibb seconded. A roll call vote was unanimous. Motion approved.**

## NON-PERSONNEL ACTION ITEMS

### FY2018 Employee Insurance

Ms. Becky Ropp moved to approve the monthly rates and insurance providers for the Heartland Community College employee insurance program for FY2018, including medical, dental, vision, term life/accidental death and dismemberment (AD&D), and long-term disability insurance. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

### Follett Higher Education Group (Bookstore) Contract

Mr. Don Gibb moved to authorize execution of an agreement with Follett Higher Education Group, Inc., for the term June 1, 2017 through May 31, 2018, to operate the Heartland Community College Bookstore. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

### New Program Approval: Industrial Technology

Ms. Janet Hood moved to approve a new program of study leading to a 30 credit-hour certificate and a 60 credit-hour Associate in Applied Science (AAS) Degree in Industrial Technology. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.

## CLOSED SESSION

Ms. Janet Hood moved to enter into closed session at 7:45pm to consider personnel matters. A roll call vote was unanimous. Motion approved.

Chair Gregg Chadwick reconvened the regular meeting at 7:50pm.

## 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.

### Faculty Promotions

Ms. Janet Hood moved to approve the promotion of the following faculty members into the identified rank. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.

<u>Name</u>	<u>New Title</u>	<u>Academic Division</u>
Sean Colcleasure	Associate Professor	Liberal Arts and Social Sciences
Jon Hoekstra	Associate Professor	STEM-Business
Matt Lathrop	Associate Professor	STEM-Business
Jeremy Scott	Associate Professor	Liberal Arts and Social Sciences
Cathy Gilbert	Professor I	Liberal Arts and Social Sciences
Zach Petrea	Professor I	Liberal Arts and Social Sciences
Adam Scott	Professor I	Liberal Arts and Social Sciences

<b>Janice Malak</b>	<b>Professor II</b>	<b>Liberal Arts and Social Sciences</b>
<b>Karen Shaw</b>	<b>Professor II</b>	<b>Liberal Arts and Social Sciences</b>
<b>Pete Betz</b>	<b>Distinguished Professor</b>	<b>STEM-Business</b>
<b>Jennifer Cherry</b>	<b>Distinguished Professor</b>	<b>Liberal Arts and Social Sciences</b>
<b>Matt Felumlee</b>	<b>Distinguished Professor</b>	<b>Liberal Arts and Social Sciences</b>
<b>Thuong Jongky</b>	<b>Distinguished Professor</b>	<b>STEM-Business</b>
<b>Barb McLaughlin-Olson</b>	<b>Distinguished Professor</b>	<b>Health and Human Services</b>

**ADJOURNMENT**

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

The meeting was adjourned at 7:53pm.

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Gregg Chadwick, Chair

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Rebecca L. Ropp, Secretary

\*Note: The student vote is advisory only

## 7.2. TRAVEL EXPENDITURES

<b>Travel Expenditures by members of the Board of Trustees and any Travel Expenditures Exceeding Travel Limits by Employees</b>							
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

**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>				
College Advisory Council Adjunct Representative				
	Margaret Varney	01/17/17-05/18/17	\$100.00	Total Amount
<b>B. Approve Employment</b>				
<u>Administrative – Regular Full-time</u>				
* Executive Director of Marketing & Public Information	Tim Bill	05/17/17	\$78,000.00	Annual Salary
<b>C. Separation of Service</b>				
<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		
<b>D. Supplemental/Miscellaneous</b>				
Personnel action recommendations presented and discussed during closed session.				