

REGULAR MEETING OF THE BOARD OF TRUSTEES
HEARTLAND COMMUNITY COLLEGE
Community Commons Building 2012
1500 W. Raab Road, Normal, Illinois
June 20, 2017
6:00 pm

AGENDA

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Adopt Agenda
4. Public Comment
5. Staff Reports
 - 5.1. College Spotlight: Physical Therapist Assistant Program (Oral)
 - 5.2. Athletics Overview and Update (Oral)
 - 5.3. Credit Enrollment Summer 2017
 - 5.4. Financial
 - 5.5. Recognition & Correspondence
 - 5.6. Cabinet/Other
6. Trustee Reports
 - 6.1. ICCTA
 - 6.2. Student Trustee
 - 6.3. Other
7. Consent Agenda Action Items
 - 7.1. Approval of Bills
 - 7.2. Travel Expenditures
 - 7.3. Minutes of Regular Meeting May 16, 2017
 - 7.4. Prevailing Wage Resolution
 - 7.5. FY2017 Transfer Resolutions
8. Non-Personnel Action Items
 - 8.1. FY2018 Tentative Budget
 - 8.2. FY2019 RAMP Capital Request
 - 8.3. FY2018 Connect Transit System Universal Access Service Agreement
 - 8.4. Wind Turbine Services Contract
9. Closed Session – Personnel Matters, Purchase or Lease of Property, Pending Litigation
10. Personnel Reports
11. Closed Session Action Items
 - 11.1. Personnel
 - 11.2. Employee Compensation Effective July 1, 2017
 - 11.3. Adjunct Faculty Promotions
 - 11.4. Vice President of Business Services Contract: Recommendation of a contract for Douglas E. Minter, Vice President of Business Services, with an annual base compensation of \$139,916 effective July 1, 2017 and continuing through the first to occur of separation of service or June 30, 2018.
 - 11.5. Vice President of Continuing Education and Advancement Contract: Recommendation of a contract for Kelli Tillery Hill, Vice President of Continuing Education and Advancement, with an annual base compensation of \$134,152 effective July 1, 2017 and continuing through the first to occur of separation of service or June 30, 2018.
 - 11.6. Vice President for Learning and Student Success Contract: Recommendation of a contract for Richard R. Pearce, Vice President for Learning and Student Success, with an annual base compensation of \$147,522 effective July 1, 2017 and continuing through the first to occur of separation of service or June 30, 2018.
12. Adjournment

11.4. VICE PRESIDENT OF BUSINESS SERVICES CONTRACT (Continued)

HEARTLAND COMMUNITY COLLEGE EMPLOYMENT CONTRACT

This employment contract is made and entered into in Normal, Illinois, this 21st day of June, 2017, by and between the Board of Trustees of Heartland Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, Tazewell, State of Illinois, hereinafter referred to as "Board," and **Douglas E. Minter** as Vice President of Business Services of Heartland Community College, hereinafter referred to as "appointee."

WITNESSETH, the parties have agreed as follows:

SECTION ONE: TERM

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs and Douglas E. Minter hereby accepts appointment and employment as Vice President of Business Services of Heartland Community College, Community College District No. 540, commencing at 12:01 a.m. on July 1, 2017, and terminating at midnight on June 30, 2018, unless terminated otherwise as herein provided.

SECTION TWO: DUTIES

This contract is for such services as may be assigned according to the job description. The appointee agrees that he may be reassigned to other positions within his professional-educational qualifications. The appointee hereby agrees to faithfully perform and discharge all duties assigned to the appointee to the satisfaction of the Board.

SECTION THREE: COMPENSATION AND BENEFITS

Compensation shall be as follows:

- 1) **Salary.** For the period of July 1, 2017 through and including June 30, 2018, the Board shall pay Appointee in bi-weekly installments an annual base salary of one hundred thirty-nine thousand nine hundred sixteen dollars (\$139,916).
- 2) For each subsequent year of employment beginning July 1 of each fiscal year through and including June 30 of that fiscal year, pursuant to this contract, the Board or any individual or committee designated in its stead, will evaluate the Appointee, prior to July 1 of that year and determine any additional payment to be made during that period.
- 3) **Vehicle.** The Board shall also provide Appointee with an automobile/expense reimbursement allowance in the amount of five hundred and no/100 dollars (\$500.00) per month plus use of a college credit card for the purchase of gasoline for College related purposes.
- 4) **Life Insurance.** Appointee is further entitled to term life insurance equal to twice the amount of annual base salary.
- 5) **Physical Examination.** The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, as recommended by a physician.
- 6) **Vacation.** Appointee shall be entitled to a vacation of 22 working days per year, accumulative to 56, to be used with approval of the President.
- 7) **Sick Leave.** Appointee shall be entitled to sick leave of 12 days per year, with unlimited accumulation and an original award of 12 days. Furthermore, the parties understand that at the beginning of the appointee's final year of pre-retirement HCC employment, employee would be credited, as needed, with additional sick leave equal to the difference between employee's then accumulated sick leave total and 180 days, and that

11.4. VICE PRESIDENT OF BUSINESS SERVICES CONTRACT (Continued)

during that final year of pre-retirement employment employee would accrue additional sick leave at the current rate of 12 days per year.

- 8) Business Expenses. The Board shall pay all expenses on behalf of or incurred by the Vice President which are approved as being reasonable and necessary to the business of the College.

SECTION FOUR: TERMINATION

This Agreement shall be subject to termination upon any of the following circumstances:

- 1) Mutual written consent of the parties.
- 2) Appointee’s disability, as determined by Appointee’s eligibility to receive SURS' disability benefits, or Appointee’s death.
- 3) Discharge for cause which shall include, but not be limited to, Appointee’s failure to perform in accordance with the terms of this Agreement, illegal or immoral conduct, failure to comply with Board policies applicable to the performance and/or conduct of the position held by the Appointee, or conduct that is detrimental to the best interests of the College. Prior to discharge for just cause Appointee shall have the right to service of written charges, notice of hearing, and a hearing before the Board. Appointee may elect to be accompanied by counsel at any such hearing, in which event counsel expenses shall be paid by Appointee.

It is further understood that this agreement is being executed to take effect as of July 1, 2017, and when returned with the signature of the Appointee, is a binding contract.

HEARTLAND COMMUNITY COLLEGE

By: _____
Robert D. Widmer, President

Date: _____

I accept this appointment to the position of Vice President of Business Services of Heartland Community College.

Signature of Appointee

Date: _____

11.5. VICE PRESIDENT OF CONTINUING EDUCATION AND ADVANCEMENT CONTRACT
(Continued)

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This employment contract is made and entered into in Normal, Illinois, this 21st day of June, 2017, by and between the Board of Trustees of Heartland Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, Tazewell, State of Illinois, hereinafter referred to as "Board," and **Kelli Tillery Hill** as Vice President of Continuing Education and Advancement of Heartland Community College, hereinafter referred to as "appointee."

WITNESSETH, the parties have agreed as follows:

SECTION ONE: TERM

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs and Kelli Tillery Hill hereby accepts appointment and employment as Vice President of Continuing Education and Advancement of Heartland Community College, Community College District No. 540, commencing at 12:01 a.m. on July 1, 2017, and terminating at midnight on June 30, 2018, unless terminated otherwise as herein provided.

SECTION TWO: DUTIES

This contract is for such services as may be assigned according to the job description. The appointee agrees that he may be reassigned to other positions within his professional-educational qualifications. The appointee hereby agrees to faithfully perform and discharge all duties assigned to the appointee to the satisfaction of the Board.

SECTION THREE: COMPENSATION AND BENEFITS

Compensation shall be as follows:

- 1) **Salary.** For the period of July 1, 2017 through and including June 30, 2018, the Board shall pay Appointee in bi-weekly installments an annual base salary of one hundred thirty-four thousand one hundred fifty-two dollars (\$134,152).
- 2) For each subsequent year of employment beginning July 1 of each fiscal year through and including June 30 of that fiscal year, pursuant to this contract, the Board or any individual or committee designated in its stead, will evaluate the Appointee, prior to July 1 of that year and determine any additional payment to be made during that period.
- 3) **Vehicle.** The Board shall also provide Appointee with an automobile/expense reimbursement allowance in the amount of five hundred and no/100 dollars (\$500.00) per month plus use of a college credit card for the purchase of gasoline for College related purposes.
- 4) **Life Insurance.** Appointee is further entitled to term life insurance equal to twice the amount of annual base salary.
- 5) **Physical Examination.** The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, as recommended by a physician.
- 6) **Vacation.** Appointee shall be entitled to a vacation of 22 working days per year, accumulative to 56, to be used with approval of the President.
- 7) **Sick Leave.** Appointee shall be entitled to sick leave of 12 days per year, with unlimited accumulation and an original award of 12 days. Furthermore, the parties understand that at the beginning of the appointee's final year of pre-retirement HCC employment, employee would be credited, as needed, with additional sick leave equal to the difference between employee's then accumulated sick leave total and 180 days, and that during that final year of pre-retirement employment employee would accrue additional sick leave at the current rate of 12 days per year.

11.5. VICE PRESIDENT OF CONTINUING EDUCATION AND ADVANCEMENT CONTRACT
(Continued)

- 8) Business Expenses. The Board shall pay all expenses on behalf of or incurred by the Vice President which are approved as being reasonable and necessary to the business of the College.

SECTION FOUR: TERMINATION

This Agreement shall be subject to termination upon any of the following circumstances:

- 1) Mutual written consent of the parties.
- 2) Appointee's disability, as determined by Appointee's eligibility to receive SURS' disability benefits, or Appointee's death.
- 3) Discharge for cause which shall include, but not be limited to, Appointee's failure to perform in accordance with the terms of this Agreement, illegal or immoral conduct, failure to comply with Board policies applicable to the performance and/or conduct of the position held by the Appointee, or conduct that is detrimental to the best interests of the College. Prior to discharge for just cause Appointee shall have the right to service of written charges, notice of hearing, and a hearing before the Board. Appointee may elect to be accompanied by counsel at any such hearing, in which event counsel expenses shall be paid by Appointee.

It is further understood that this agreement is being executed to take effect as of July 1, 2017, and when returned with the signature of the Appointee, is a binding contract.

HEARTLAND COMMUNITY COLLEGE

By: _____
Robert D. Widmer, President

Date: _____

I accept this appointment to the position of Vice President of Continuing Education and Advancement of Heartland Community College.

Signature of Appointee

Date: _____

11.6. VICE PRESIDENT FOR LEARNING AND STUDENT SUCCESS CONTRACT

(Continued)

HEARTLAND COMMUNITY COLLEGE EMPLOYMENT CONTRACT

This employment contract is made and entered into in Normal, Illinois, this 21st day of June, 2017, by and between the Board of Trustees of Heartland Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, Tazewell, State of Illinois, hereinafter referred to as "Board," and **Richard R. Pearce** as Vice President for Learning and Student Success of Heartland Community College, hereinafter referred to as "Appointee."

WITNESSETH, the parties have agreed as follows:

SECTION ONE: TERM

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs, and Richard R. Pearce hereby accepts appointment and employment as Vice President for Learning and Student Success of Heartland Community College, Community College District No. 540, commencing at 12:01 a.m. on July 1, 2017, and terminating at midnight on June 30, 2018, unless terminated otherwise as herein provided.

SECTION TWO: DUTIES

This contract is for such services as may be assigned according to the job description. The Appointee agrees that he or she may be reassigned to other positions within his or her professional-educational qualifications. The Appointee hereby agrees to faithfully perform and discharge all duties assigned to the Appointee to the satisfaction of the Board.

SECTION THREE: COMPENSATION AND BENEFITS

Compensation shall be as follows:

- 1) **Salary.** For the period of July 1, 2017, through and including June 30, 2018, the Board shall pay the Appointee in bi-weekly installments and on a pro-rata basis an annual base salary of one hundred forty-seven thousand five hundred twenty-two dollars (\$147,522).
- 2) For each year of employment beginning July 1 of each fiscal year through and including June 30 of that fiscal year, pursuant to this contract, the Board or any individuals or committee designated in its stead, will evaluate the Appointee, on or around July 1 of that year and determine any additional payment to be made during that period.
- 3) **Vehicle.** The Board shall also provide Appointee with an automobile/expense reimbursement allowance in the amount of five hundred dollars (\$500.00) per month plus use of a college credit card for the purchase of gasoline for College related purposes.
- 4) **Life Insurance.** Appointee is further entitled to term life insurance equal to twice the amount of annual base salary.
- 5) **Physical Examination.** The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, as recommended by a physician.
- 6) **Vacation.** Appointee shall be entitled to a vacation of 22 working days per year, accumulative to 56, to be used with approval of the President.
- 7) **Sick Leave.** Appointee shall be entitled to sick leave of 12 days per year, with unlimited accumulation and an original award of 12 days. Furthermore, the parties understand and acknowledge that at the beginning of

11.6. VICE PRESIDENT FOR LEARNING AND STUDENT SUCCESS CONTRACT
(Continued)

the Appointee's final year of pre-retirement HCC employment, Appointee would be credited, as needed, with additional sick leave equal to the difference between Appointee's then accumulated sick leave total and 180 days, and that during the final year of pre-retirement employment Appointee would accrue additional sick leave at the current rate of 12 days per year.

- 8) Business Expense. The Board shall pay all expenses on behalf of or incurred by the Appointee which are approved as being reasonable and necessary to the business of the College.

SECTION FOUR: TERMINATION

This Agreement shall be subject to termination upon any of the following circumstances:

- 1) Mutual written consent of the parties.
- 2) Appointee's disability, as determined by Appointee's eligibility to receive SURS' disability benefits, or Appointee's death.
- 3) Discharge for cause which shall include, but not be limited to, Appointee's failure to perform in accordance with the terms of this Agreement, illegal or immoral conduct, failure to comply with Board policies applicable to the performance and/or conduct of the position held by the Appointee, or conduct that is detrimental to the best interests of the College. Prior to discharge for just cause Appointee shall have the right to service of written charges, notice of hearing, and a hearing before the Board. Appointee may elect to be accompanied by counsel at any such hearing, in which event counsel expenses shall be paid by Appointee.

It is further understood that this agreement is being executed to take effect as of July 1, 2017, and when returned with the signature of the Appointee, is a binding contract.

HEARTLAND COMMUNITY COLLEGE

By: _____
Robert D. Widmer, President

Date: _____

I accept this appointment to the position of Vice President for Learning and Student Services of Heartland Community College.

Signature of Appointee

Date: _____