
DOUGLAS E. MINTER

CAREER OBJECTIVE

Lead the Heartland Community College district – including its students, employees, residents, and businesses – to lifelong learning and success as the College’s president.

EDUCATION

M.B.A., MASTER OF BUSINESS ADMINISTRATION **1990**
Illinois State University, Normal, Illinois

B.S., INDUSTRIAL TECHNOLOGY **1982**
Minor, Applied Computer Science
Illinois State University, Normal, Illinois

PROFESSIONAL EXPERIENCE

HEARTLAND COMMUNITY COLLEGE

1991 – PRESENT

NORMAL, IL

VICE PRESIDENT OF BUSINESS SERVICES **2014 – PRESENT**

Heartland Community College is a comprehensive community college serving 230,000 residents in all or part of six counties at three campuses located in Normal, Pontiac, and Lincoln. HCC serves 5,000 credit and 14,000 non-credit students, offering 22 degrees, 51 certificates and numerous personal enrichment experiences. With an annual operating budget of \$34,000,000, the college employs 90 full-time and 190 part-time faculty and 500 full- and part-time staff.

Responsibilities

- ✓ Serve as chief business officer, chief financial officer, and principal advisor to the President on College finances and general business operations
- ✓ Contribute to policy development and major strategic planning and resource allocation decisions as a member of the executive leadership team
- ✓ Oversee planning processes related to budget and finance, human resources, administrative services, information technology, and facilities
- ✓ Lead and coordinate development of annual operational budget and multi-year strategic budget
- ✓ Assess College property tax needs and prepare tax levy requests for Board approval
- ✓ Oversee activities and assets associated with public fund investments
- ✓ Serve as Treasurer of the District and Secretary/Treasurer of the Heartland Community College Foundation
- ✓ Serve as the College Freedom of Information Officer
- ✓ Serve as the College Ethics Officer

- ✓ Represent the College in local, state, and national professional organizations, and establish linkages with appropriate local, regional, and state resources and agencies and public groups
- ✓ Serve as champion and lead writer for Category 5 (Knowledge Management and Resource Stewardship) in the College's Academic Quality Improvement Program (AQIP) Systems Portfolio

Highlights

- ✓ Played active role in formulation of new framework for Institutional Effectiveness that involved elimination of a dedicated, executive director level position and replacement by a council and committee structure that better engages campus stakeholders
- ✓ Implemented functionality in financials system to reduce budget overrides and better align spending with available budget funds
- ✓ Established process for making contingency funds available to budget managers as a remedy for challenges presented by very tight budget constraints
- ✓ Achieved stellar, reaffirmed credit ratings with Standard & Poor's and Moody's Investor Services during times of unprecedented financial challenges
- ✓ Saved the College over \$7 million in interest expenses through debt refinancing initiative
- ✓ Increased College's operating fund balances above longstanding target
- ✓ Taught professional development classes in Microsoft OneNote, earning very positive evaluation feedback scores from participants

CHIEF INFORMATION OFFICER (CIO)

2006 - 2014

DIRECTOR/DEAN OF INFORMATION TECHNOLOGY SERVICES

1997 - 2006

Responsibilities

- ✓ Lead staff of 25 employees in IT department, with continual emphasis on communication, collaboration, and teamwork
- ✓ Proactively communicate with stakeholders in the management of change and during times of technology system failures
- ✓ Promote, by example, use of strong project management principles and practices
- ✓ Plan, lead, and oversee acquisitions, implementations, customizations, and maintenance of all technology-based systems hardware and software
- ✓ Manage \$1.5 million annual technology budget for hardware and software systems, network and telecommunications equipment, and "smart" classrooms
- ✓ Drive and support innovative and leading edge solutions, such as desktop/application virtualization, digital signage, and learning technologies
- ✓ Establish and document standards and procedures for campus technologies, including hardware, software, and infrastructure
- ✓ Collaborate with architects, engineers, faculty, and staff on building and remodeling projects to integrate robust technology infrastructure and technology-friendly furnishings throughout campus

Highlights

- ✓ Led implementation of *myHeartland* portal, which delivered true *anywhere, anytime, single sign-on* access to several discrete systems (including PeopleSoft, Blackboard, Google student e-mail, library subscription databases) for approximately 6,000 users
- ✓ Initiated and oversaw migration from Novell's eDirectory and GroupWise systems to Microsoft's Windows/Active Directory and Exchange/Outlook systems, dramatically increasing reliability of file, print, and web services for students, faculty, and staff
- ✓ Established and implemented state-of-the-art and standardized "smart classrooms" using AMX/Panja technologies for in-class and remote control of classroom Audio/Visual (A/V) equipment, resulting in dramatically fewer interruptions of class time due to either technical or training issues
- ✓ Initiated and oversaw the implementation of major technology updates when the Challenger Learning Center moved from the Prairie Aviation Museum at the Central Illinois Regional Airport to Heartland's campus, enabling flight directors (teachers) to spend more time with students

FACULTY, TECHNOLOGY

1994 - 1997

- ✓ Elected by team membership to serve as chair of Institutional Technology Team
- ✓ Instructed many different courses, such as: Word Processing, Programming with C, AutoCAD, Networking and Data Communications, Refrigeration and Air Conditioning, Microcomputer Maintenance and Repair, and Electricity/Electronics
- ✓ Earned consistently high marks on student evaluations

ADJUNCT FACULTY

1991 - 1993, 2000, 2002

- ✓ Delivered classroom instruction in WordPerfect, Lotus 123, Discovering Computers, and Electronics

AMERICAN COLLEGE OF TECHNOLOGY

**1981 - 1994
BLOOMINGTON, IL**

VICE PRESIDENT

1985 - 1994

American College of Technology was a private vocational and technical college. While local enrollment peaked at about 300 students, it specialized in providing career retraining in a number of occupations for displaced workers from many manufacturing plants and businesses throughout the State of Illinois. Training programs ranged from 300 to 1500 clock hours, with heavy emphasis on hands-on, laboratory experiences in programs such as Office Computer Applications; Computer Repair and Electronics; Computer Aided Drafting and Design (CADD); Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R); and Major Appliance Repair. With annual revenue of \$1 million, it employed about 25 people.

Responsibilities

- ✓ Managed 25 full- and part-time employees at both local and remote locations
- ✓ Purchased, installed, and configured personal computers, peripherals, and network hardware for business and training applications throughout Illinois
- ✓ Installed and set up Department of Education electronic Student Aid Report (SAR) transfer and processing software (EDEXpress and ExpEDite) and financial aid eligibility calculation software

- ✓ Created spreadsheet templates to perform financial forecasts, calculate financial aid eligibility estimates, and maintain student grade transcripts
- ✓ Wrote queries and command files to simplify retrieval of database information for completion of reports for Illinois State Board of Education, Integrated Post-Secondary Education Data System (IPEDS), and accreditation requirements

Highlights

- ✓ Led college to top 10% national rating by accreditation commission
- ✓ Served as Team Leader/Management Specialist in accreditation inspection visits to six schools throughout country
- ✓ In response to state RFPs, wrote proposals for vocational training programs, securing over \$750,000 in contracts
- ✓ Engaged in innovative and successful career placement activities, including trips to Florida and Arizona to directly connect HVAC/R graduates with prospective employers

INSTRUCTOR

1981 - 1985

- ✓ Designed, built, and implemented electrical troubleshooting trainers that allowed instructors to easily put up to 20 different electrical problems into equipment simulators
- ✓ Wrote and maintained curricula for several different vocational programs
- ✓ Wrote and implemented instructor orientation, training, and reference manual
- ✓ Delivered classroom instruction in Computer Electronics, Computer Aided Drafting, Refrigeration/Heating & Air Conditioning, and Major Appliance Repair programs

ILLINOIS STATE UNIVERSITY - ARCHITECTURAL/ENGINEERING SERVICES

1980 - 1981

NORMAL, IL

DRAFTSMAN

1980 - 1981

- ✓ Updated campus scale model with new building replicas
- ✓ Prepared plans for campus demolition and construction projects

HONORS & RECOGNITION

- ✓ Illinois State University, School of Information Technology Distinguished Alumni Award Recipient, 2013
- ✓ Namesake for the annual Doug Minter Award - *Charlie Hustle Award for the Squirt with Best Work Ethic*, Bloomington Recreational Hockey (youth), 2012 - Present
- ✓ Volunteer of the Year Award, Bloomington Youth Hockey, 2010
- ✓ Committee/Team/Group Service Award, Heartland Community College, 2006
- ✓ Above & Beyond Award, Heartland Community College, 2001
- ✓ Quality Service Award, Heartland Community College, 1998
- ✓ Honor Societies/Fraternities, 1980 - 1991
 - Beta Gamma Sigma, Honor Society for Collegiate Schools of Business (ISU)
 - Sigma Iota Epsilon, Honorary Management Fraternity (ISU)
 - Iota Lambda Sigma, Industrial Education Honors Fraternity (ISU)

ASSOCIATIONS & PROFESSIONAL DEVELOPMENT

- ✓ Boys and Girls Club Community Advisory Council, 2016 – Present
- ✓ Central Illinois Regional Broadband Network, LLC Board, 2014 – Present
 - Board Chair: January 2018 – Present
 - Vice Chair: January 2016 – December 2017
- ✓ Students Involved with Technology, Annual Conference Volunteer, 2001 – Present
- ✓ Illinois Community College Chief Financial Officers, 2014 – Present
- ✓ Higher Learning Commission, Annual Conference, 2015
- ✓ Higher Learning Commission, Academic Quality Improvement Program (AQIP) Strategy Forums, 2014 & 2016
- ✓ Community College Business Officers, Annual Conference, 2014
- ✓ President, Illinois Council of Community College Administrators – Technology Commission, 2012
- ✓ Illinois Century Network Advanced Engineering Taskforce, 2010 – 2012
- ✓ Central Region SharePoint Conference, 2009 & 2011
- ✓ Working Connections Institute: SharePoint, Illinois Community College Board, 2010
- ✓ League for Innovation in the Community College, Conference on Information Technology (CIT)/STEMtech, 2003, 2006, 2010 – 2012
- ✓ PeopleSoft Higher Education User Group (HEUG) and Executive Forums, 2006-2009 & 2011
- ✓ Town of Normal Electrical Commission, 2000 – 2007
- ✓ PeopleSoft Functional and Technical Classes, 1998 – 2000
- ✓ Novell Certified Network Administrator (CNA), 1997
- ✓ Air Conditioning and Refrigeration Institute, Technician and EPA Certifications, 1992 - 1994
- ✓ Secretary, McLean County Community Compact, 1990-1993
- ✓ Technical/Vocational School Management Workshops, 1986 – 1993
 - Small Schools Management Workshop, Career College Association (CCA)
 - Renewal of Accreditation Workshop, Career College Association (CCA)
 - Student Recruitment Representative Workshop, National Association of Trade and Technical Schools (NATTS)
 - Competency-Based Staff Development Program, National Association of Trade and Technical Schools (NATTS)
- ✓ International Society of Certified Electronics Technicians (ISCET), 1987 – 1991

PRESENTATIONS

- ✓ “Performance = Motivation x Ability: Evaluating and Improving Individual and Team Performance – A Simple But Powerful Formula,” Power of Peers Conference, Heartland Community College, 2015
- ✓ “SharePoint Planning Tool Designed to Streamline Community College Processes,” STEMtech Conference, League for Innovation in the Community College, 2012
- ✓ “Using Mind Mapping Software for Planning and Presentations,” STEMtech Conference, League for Innovation in the Community College, 2011
- ✓ “Taking the Space Age Into the Future” (Challenger Learning Center), STEMtech Conference, League for Innovation in the Community College, 2010
- ✓ “Heartland Workforce Development Center & Technologies,” Association of Information Technology Professionals, 2006

HEARTLAND COMMUNITY COLLEGE ENGAGEMENT

Vice President

- ✓ 403(b) Investment Committee
- ✓ AQIP Coordinating Committee
- ✓ College Advisory Council
- ✓ Compliance Committee (chair)
- ✓ Conservation Plan Team (chair)
- ✓ Continuing Education Outreach Team
- ✓ Emergency Management Planning Committee (chair)
- ✓ Fair Labor Standards Act Overtime Rules Team
- ✓ Food & Beverage Initiative Team
- ✓ Institutional Effectiveness Council (chair)
- ✓ Insurance Review Team
- ✓ Professional Development Council
- ✓ Textbook Steering Committee

Chief Information Officer

- ✓ Information Security Committee
- ✓ PeopleSoft Steering Committee
- ✓ Technology Planning Council/Technology Steering Committee (chair)
- ✓ Textbook Task Team (co-chair)

EXTRA-CURRICULAR ACTIVITIES

AMATEUR COMEDIAN	2009, 2011 - 2013
Challenger Learning Center Funny Raiser, Heartland Community College Foundation	
YOUTH HOCKEY COACH	2008 - 2011
Bloomington Youth Hockey, Bloomington, Illinois	
✓ USA Hockey, Level II Coaching Clinic/Certification	
HIGH SCHOOL HOCKEY COACH	2002 - 2003
McLean County Youth Hockey, Bloomington, Illinois	
✓ USA Hockey, Level I Coaching Clinic/Certification	
FOUNDER & LEAGUE MANAGER	1996 - 1998
Twin City Inline Hockey Association, Normal, Illinois	