MINUTES OF THE REGULAR MEETING OF THE
HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
November 15, 2016

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

Members absent: Jac Copes

Others present: Rob Widmer, Rick Pearce, Doug Minter, Kelli Hill, Sarah Diel-Hunt, Scott Bross, Nancy and Ethan Evans, Matt Felumlee, Becky Gropp, Stephanie Kratz, Tom McCulley, Sharon McDonald, Bob Shaw, Jeff Bonick and Charla Hollowell of CliftonLarsonAllen, LLP, 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. Chair Chadwick appointed Ms. Becky Ropp as Acting Secretary.

ADOPT THE AGENDA

Mr. Don Gibb moved to adopt the agenda. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

PUBLIC COMMENT

None.

STAFF REPORTS

Audit Report 2016

Mr. Doug Minter, VP of Business Services, introduced Mr. Jeff Bonick and Charla Hollowell of Clifton Larson Allen, LLP (CLA), who reviewed details of the audit with the Finance Committee prior to the Board meeting. Mr. Bonick reported that CLA issued an unmodified, or “clean” opinion on the college’s financial statements in accordance with Uniform Guidance and Governmental Audit Standards. He noted an issue from last year concerning journal entries had been corrected. He reviewed areas of emphasis and provided a financial analysis of the audit. Mr. Bonick offered congratulations to the staff for earning another Certificate of Achievement for Excellence in Financial Reporting for FY2015 and for every year since 1998. He noted that HCC provides more information during the audits than is required. Mr. Minter noted this is the first year for Sharon McDonald, Controller, in this role and applauded her work.

Literacy Project

Tom McCulley, Instructional Chair-English Literacy and Modern Languages, thanked Dr. Sarah Diel-Hunt, Associate VP for Academic Affairs, and Dr. Rick Pearce, VP for Learning and Student Success, for their assistance during the development of the Accelerated Learning Program. Mr. McCulley introduced Professors Stephanie Kratz
and Matt Felumlee, both Faculty in English. Ms. Kratz and Mr. Felumlee reported on continued student success and persistence in English classes following a redesign in Fall 2013. Ms. Kratz also reported on her spring sabbatical involving an analysis of student writing samples, and a subsequent article she wrote that has been accepted for publication in a journal. Mr. Felumlee reported how the Literacy Project exposes developmental students simultaneously to both reading and writing. Unit 5 adopted this approach as a bridge program and students who self-identified as not likely to attend college will have some exposure to college.

Open Educational Resource Textbook

Dr. Bob Shaw, Dean of STEM and Business, introduced Dr. Nancy Evans, Distinguished Professor-Business Administration. Dr. Evans gave a sabbatical report on Adopting and Adapting Open Education Resources (OER). Dr. Evans described how she designed and developed a free, open source, interactive, digital and printable textbook, Introduction to Business, as an option to help students better afford college. Dr. Evans noted that 87 faculty at HCC are using OER materials at an estimated annual savings of over $70,000. This spring, 32 faculty members at Jefferson College in Hillsboro, Missouri will teach with the OER and will visit HCC for collaborative efforts. Dr. Evans may develop another OER textbook in personal finance.

Financial

Mr. Doug Minter, VP of Business Services, reported on continued uncertainty with the state budget. He noted specific frustration with stopgap funding due to both the uncertainty of funding and when funding is received at the very end of a semester. He presented several graphs depicting trends in declining state support and comparisons of revenue sources for neighboring districts.

Cabinet/Other

President Widmer noted the Board retreat is scheduled for November 28 at 1:00pm, and there are plans to provide material prior to the retreat.

Dr. Sarah Diel-Hunt reported on the partnership with Unit 5 to offer eligible high school students the opportunity to earn an Associate of Science Degree with an emphasis in Computer Science beginning in Fall 2017.

Mr. Doug Minter, who serves on a Community Transportation Advisory Council, reported that Connect Transit (CT) may discontinue bus service at the end of the calendar year if the state doesn’t provide funding. A significant number of HCC students use the bus service and the full impact on them is currently unknown.

TRUSTEE REPORTS

ICCTA

Mr. Don Gibb reported on the November ICCTA meeting. Topics included state funding ideas for new revenue sources, and how tuition waivers for athletics at community colleges are allocated. He noted highlights from the Annual Legal and Legislative Update. Mr. Gibb invited President Widmer to comment on the Bachelor of Science in Nursing degree.
Student Trustee

Ms. Jessica Wheeler’s report included the following: on-campus activities for International Week; Mr. Ian Wilson, Director of Student Engagement, has met with student leadership and is reviewing the student constitution and bylaws; the Student Senate has met; efforts to reduce noise in the library; a joint venture called “Humans of Heartland” by the Student Government Association and the college newspaper, the Spectator. Ms. Wheeler asked about using Skype to better engage the satellite campuses during student senate meetings.

Other

Ms. Becky Ropp asked about the status of the college café. Mr. Minter said a report is being prepared for next month to mark one year of operation.

CONSENT AGENDA ACTION ITEMS

Mr. Jeff Flessner moved to approve the consent agenda. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.

Items approved on the consent agenda were ratification of bills paid during October 2016; Minutes of the Regular Meeting October 18, 2016; Spring 2017 Athletic Transportation; Heartland Lincoln Center Leases; and Municipal Advisor and Legal Counsel Series 2016C Debt Certificates.

Spring 2017 Athletic Transportation

To award a contract to Peoria Charter Coach Company in the amount not to exceed $35,810 as the lowest responsible bidder for specified individual trips for spring 2017 travel for Heartland’s baseball and softball teams.

Heartland Lincoln Center Leases

To renew the lease with the Lincoln Public Library District for approximately 3000 square feet at 620 Broadway Street in Lincoln from January 1, 2017 through December 31, 2019 at an annual amount of $27,990 for the entire term of the lease; and to renew the lease with LSG Company for approximately 1000 square feet at 628 Broadway Street in Lincoln from January 1, 2017 through December 31, 2019 at an annual amount of $14,400 for the entire term of the lease.

Municipal Advisor and Legal Counsel Series 2016C Debt Certificates

To retain PMA Securities Incorporated to act as municipal advisor with respect to the proposed Heartland Community College Series 2016C Debt Certificates issue, and to retain the law firm of Chapman and Cutler of Chicago, Illinois as Legal Counsel in regard to the proposed Heartland Community College Series 2016C Debt Certificates issue and hereby authorize the firm to prepare the necessary legal proceedings for the proposed debt certificates and advise Heartland of the legal necessities.

1 In prior board documents, PMA Securities Incorporated has been identified as the College’s “financial advisor.” While the terms can be interchanged, the reference to “municipal advisor” better distinguishes PMA’s advisory role in debt management as opposed to investment management.
NON-PERSONNEL ACTION ITEMS

Resolution on Estimated Tax Levy for 2016

Mr. Jeff Flessner moved to adopt the “Resolution Regarding Estimated Amounts Necessary To Be Levied For The Year 2016” as presented. Mr. Jim Drew seconded. A roll call vote was unanimous. Motion approved.

Resolution Authorizing Taxable General Obligation Refunding Debt Certificates

Mr. Jim Drew moved to approve the Resolution of Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean and Tazewell and State of Illinois, authorizing and providing for the issue of $1,700,000 Taxable General Obligation Refunding Debt Certificates (Limited Tax), Series 2016C, evidencing the rights to payment under an Installment Purchase Agreement and providing for the security for and means of payment under the Agreement of the Certificates. Mr. Don Gibb seconded. A roll call vote was unanimous. Motion approved.

Tax Abatement State Farm

Ms. Becky Ropp moved to approve the Tax Abatement Resolution in respect to certain State Farm properties for the property tax year 2015. Ms. Jessica Wheeler seconded. A roll call vote was unanimous. Motion approved.

CLOSED SESSION

Mr. Jim Drew moved to enter into closed session at 8:59 pm to consider personnel matters. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

Chair Chadwick reconvened the regular meeting at 9:01 pm.

PERSONNEL ITEMS

Personnel Action Items

Mr. Don Gibb moved to approve the routine monthly personnel actions included in Agenda Item 11.1. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Effective Date</th>
<th>Pay Rate</th>
<th>Pay Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Ratify Employment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative – Regular Full-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Director of Student Engagement</td>
<td>Ian Wilson</td>
<td>11/15/16</td>
<td>$58,500</td>
<td>Annual Salary</td>
</tr>
<tr>
<td>Faculty – Part-time Temporary (Adjunct Faculty)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 200-03</td>
<td>Elmer Brown</td>
<td>11/1/16</td>
<td>$1,315.44</td>
<td>Total Amount</td>
</tr>
<tr>
<td>ACCT 201-02</td>
<td>Elmer Brown</td>
<td>11/1/16</td>
<td>$1,315.44</td>
<td>Total Amount</td>
</tr>
<tr>
<td>B. Employment Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative – Regular Full-time</td>
<td>Anita Moore</td>
<td>10/1/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean of Student Support Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Director of Academic Scheduling &amp; Curriculum Processes</td>
<td>Lisa Sleevar</td>
<td>10/14/16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The title of the position held by Ms. Moore as Dean of Student Success was recently changed.

The title and classification of the position held by Ms. Sleevar as Assistant to the Associate Vice President of Academic Affairs was recently changed.
C. Separation of Service

Administrative – Regular Full-time
Dean of Continuing Education Julie Elzanati 11/30/16

Professional/Technical – Regular Full-time
Coordinator CE Marketing and College Sustainability Larissa Armstrong 10/31/16

Faculty – Part-time Temporary (Adjunct Faculty)
Adjunct Instructor I Samuel Smith 10/31/16

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

Tenure Recommendation

Mr. Jim Drew moved to grant tenure to the following faculty members effective with the Spring 2017 semester: Joan Gramley: Health and Human Services; Radiography. Mr. Jeff Flessner seconded. A roll call vote was unanimous. Motion approved

ADJOURNMENT

Mr. Pat Hardesty moved to adjourn. Mr. Jeff Flessner seconded. Motion approved with a voice vote. The meeting was adjourned at 9:02pm.

Gregg Chadwick, Chair

Rebecca Ropp, Acting Secretary

*Note: The student vote is advisory only.