

**MINUTES OF THE REGULAR MEETING OF THE
HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
January 18, 2022**

Members present via Zoom: Mary Campbell, Joshua Crockett, Jeff Flessner, Janet Hood, Cecelia Long, Becky Ropp, Tom Whitt, Katie Boland

Members absent: none

Others present via Zoom: Keith Cornille, Rick Pearce, Sarah Diel-Hunt, Kelli Hill, Letisha Trepac, Terrance Bond, Scott Bross, Chris Downing, Steve Fast, Keith Gehrand, Lyndsay Jones, Barb Leathers, Sharon McDonald, Amy Pawlik, Traci Van Prooyen, Steve Riesenberger, Josh Woods, Kevin Eack, Connor Wood-The Pantagraph, Laura Mai

Chair Jeff Flessner called the Regular Meeting of the Board of Trustees to order at 6:00pm via Zoom. Roll call was followed by the Pledge of Allegiance to the United States flag.

ADOPT AGENDA

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

PUBLIC COMMENT

There was no public comment.

PRESIDENT'S REPORT

President Cornille thanked everyone for their patience as the meeting is once again held online due to the recent surge in positive COVID-19 cases across the region. He noted that the Board developed a list of goals at the July Retreat and will take time during this meeting to discuss the progress related to those goals.

Undergraduate Enrollment Spring 2022 First Day Report

Sarah Diel Hunt, VP, Enrollment and Student Services, reported that national college enrollment is down over one million students since the start of COVID, but even in this difficult environment Heartland's first day numbers show an overall increase of 14% in undergraduate head count and 12.4% in undergraduate credit hours.

New to this report are numbers showing how the College enrollment compares to the same point in time last year as well as to the previous year (pre-COVID). Enrollment remains down 8.9% from Spring 2020 (pre-COVID). In an unofficial survey of community colleges around the State, Heartland is faring very well as most reported declining enrollment from last year.

While some of the College's enrollment growth can be credited to growth in College NOW dual credit (mainly due to the intentional expansion of Success Education), regular undergraduate enrollment, which excludes College NOW dual credit enrollment, is also up 4.7% headcount and 6% in credit hours. Enrollment for new students increased 44.6%, new minority students increased 16.5%, and new students over age 25 increased 36%.

Element 451, the College's new student management system purchased to manage communications and outreach for prospective students was up and running by the end of fall and staff are very happy with it so far.

Public Safety Report

Dr. Cornille reported that in the fall staff reported on a comprehensive risk assessment to provide a road map to address gaps in risk and further the College's efforts to ensure a safe and supportive campus environment. A related survey revealed students and employees lacked confidence in a contracted service to prevent and respond to incidents. One recommendation was to establish an in-house public safety department in accordance with the Illinois Public Community Act.

The Criminal Safety Act and the Cleary Act require the College to report annually on criminal acts committed on campus or in the immediate surrounding neighborhoods. In recent years the data indicated that the campus environment is very safe, but crime increased in nearby neighborhoods.

Staff recommends establishing in-house public safety department to achieve consistency of staffing. Current staffing of 11 staff would expand to 17 inclusive of a director and 3 supervisors to ensure proper oversight for all shifts. Training would include first aid, CPR, AED, and crisis intervention and de-escalation techniques. The training employs a community policing and public service model to positively promote engagement with the College community.

Funding of the operation would be through the Liability, Protection and Settlement (Tort) fund thus not impacting the Education and Operating/Maintenance operating budgets. Discussion of this plan continues with both internal and external audiences.

Dr. Cornille recommends employing a hybrid staffing model consisting of 13 civilian officers and 4 sworn peace officers to cover the 24/7 public safety needs of the Normal campus. The staff at the Lincoln and Pontiac sites would rely on support from the local police forces with some interaction with the public safety department. The recommendation calls for the sworn peace officers to exercise their duties as provided by applicable law, rule or regulation and required training and certification, and carry industry standard equipment, including firearms.

Dr. Cornille asked Kevin Eack, Consultant for Brannan Group, and Steve Riesenber, Associate Director of Public Safety-Operations, to report. Mr. Eack reported on the reasons for the change: having a well-trained and properly equipped staff; control over hiring and training; fully-invested full-time employees. Also, with growth in student population and number of buildings, the change would allow for patrols and services at Lincoln and Pontiac and provide for assistance at special events. In addition, the present model is uncommon among peer institutions.

Mr. Riesenber reported on the "hybrid" model noting: a sworn officer's first priority is to defend the College community, non-sworn officers have a non-threatening presence, all officers can receive training that exceeds current training, and it is more cost effective. He explained training and preparation, how campus community engagement would focus on developing relationships and favor dialogue over enforcement. He noted that input and feedback came from Heartland's Student Government Association and Black Student Union, as well as several external groups.

Letisha Trepac, VP, Finance and Administration, reported on estimated costs: FY22 current expense is \$712,462; FY23 \$1,166,990 annually to be covered by increased revenue. She noted the cost of the proposed staff increase would be higher with the current model.

There were questions from the Board and assorted comments: The hiring process involves staff and student input (similar to other College positions), consideration of gender, equity, diversity

and inclusion. Meetings with organization leadership groups have been internal - not open to the public.

Cabinet Reports

Rick Pearce, Provost/VP, Academic Affairs, noted Prof. Terry Lowe's course, Legal Environment of Business, received Quality Matters Certification, the gold standard in online education.

Dr. Pearce reported the Health Sciences Division was awarded the State's Certified Recovery Support Specialist Grant for \$710,088, which supports expansion of the Peer Recovery Support Specialist Program, the first of its kind in Illinois. Annual renewals are possible for two years.

Traci Van Prooyen, Associate VP, Academic Affairs, reported on student and faculty insights on the innovative classrooms since November. She described what is great about the spaces and what people want to see more of. An Active Learning Extravaganza is scheduled for March 25.

FINANCIAL REPORT

Finance Committee

Janet Hood, Finance Committee Chair, reported. The costs to establish an in-house public safety department will be funded with Tort funds and will not increase the College's overall tax rate. The Committee is comfortable with the costs and agree that this is an investment in College services.

The Employee Insurance Consultant Agreement is part of a cyclical review of professional services. The recommendation will provide greater efficiency in the administration of employee benefits (which are 10% of the current operating budget) by consolidating consultant-related services while promoting education of employee benefits to employees.

The Committee discussed the significant impact of inflation on the expected cost of materials for the Ag Complex budget. Staff and Legat Architects are working to value engineer the cost down without compromising the overall design and functionality of the building. A Board report is underway on progress made on the building design and the next steps.

Finance and Administration

FY23 Strategic Budget Update: Ms. Hood noted that Letisha Trepac, VP, Finance and Administration, will present the strategic budget with a look at FY23 and beyond. The Finance Committee is currently discussing the many assumptions used to form the budget in preparation of items that will come to the Board in the coming months. Most notable of these include the tuition and fee rates and employee salaries. The Committee continues to review scenarios to gauge the impact of decisions made on these items.

Ms. Trepac reported the tuition and fees recommendation is next on the planning timeline; she reviewed several Board Policies and Administrative Standards focused on financial sustainability; she explained how the financial metrics indicate how the College's financial health ranks. Regarding the forecast, she made general comments and noted upcoming considerations about what elements will inform the budget.

TRUSTEE REPORTS

ICCTA

Mr. Tom Whitt reported ICCTA is monitoring the progress of bills. A group from Heartland will

attend the ACCT National Legislative Summit in Washington, DC next month.

Student Trustee

Ms. Katie Boland reported the Student Senate will hold meetings to discuss the College budget and financial planning. Student Engagement's Week of Welcome begins January 31 and will include a wellness event, a Student Senate meeting, and a service event at MidWest Food Bank.

Calendar of Upcoming Events

Chair Jeff Flessner noted the Calendar of Upcoming Events is available to the Board.

Mid-Year Review of 2021 Retreat Goals

Trustee Becky Ropp led a mid-year review of Board goals.

1. Complete the Board Manual Policy. Ms. Ropp reported the review will be finalized in February following a review by the College attorney.
2. Identify opportunities to enhance the College's public image by periodically speaking with community leaders about the College. Mr. Crockett and Ms. Long took the lead on this goal; Mr. Crockett reported. The Board wanted to connect with the general public at community event, so they created a list of events that align with that goal and the Board wanted to connect with fellow elected officials across the district, so they narrowed it down to a manageable list, e.g., councils, county boards, and township school boards who have an immediate stake in the success of Heartland. Next month they will have a written plan.
3. Engage in state trustee association meetings and events. Mr. Whitt reports regularly at Board meetings and he noted participation at ICCTA meetings in Bloomington last summer, the upcoming National Legislative Summit and the East Central Region meeting.
4. Attend on-campus activities/events. Ms. Ropp reported staff keep them informed of events, notably the communication during athletic events.
5. Become involved in agenda development for Board and committee meetings. Ms. Ropp reported a process has been set up to solicit input monthly from the Board.

CONSENT AGENDA ACTION ITEMS

Ms. Becky Ropp moved to approve:

The ratification of bills paid during December 2021.

The minutes of December 14, 2021 for the public hearings on the bonds and the tax levy, and the regular Board meeting.

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 lease of approximately 73 acres of farm ground to Mr. Jerome Denzer of Bloomington, Illinois for the crop years 2022, 2023, and 2024 with the rent of \$20,531, \$20,714, and \$20,896 per year respectively.

Mr. Tom Whitt seconded. A roll call vote was unanimous. Motion approved.

NON-PERSONNEL ACTION ITEMS

Establish a Public Safety Department

Mr. Tom Whitt moved to approve the recommendation to create a Heartland Community College Public Safety Department by exercising the prepared resolution, except for

employing sworn officers and deferring that decision until February 2022. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

Professional Service Agreement: Employee Insurance Consultant

Mr. Joshua Crockett moved to engage R&R Insurance Services as a professional service consultant for employee insurance benefits, based on the outcome of a request for proposal (RFP) process. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

Resolution Providing for the Issue of Not to Exceed \$20,500,000 General Obligation Bonds

Ms. Janet Hood moved to approve the resolution providing for the issue of not to exceed \$20,500,000 General Obligation Bonds, Series 2022, of Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean and Tazewell and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.

PERSONNEL ACTION ITEMS

Monthly Personnel Actions

Mr. Tom Whitt moved to approve the monthly personnel actions as presented. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.

Faculty Sabbatical Leave Recommendation

Ms. Cecelia Long moved to approve sabbatical leaves as provided for in the collective bargaining agreement. Approval is for a one-semester sabbatical for Jerome Bingham (Fall 2022); Karla Huffman, (Fall 2022); and Richard Seehuus (Spring 2023). Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

ADJOURNMENT

Ms. Becky Ropp moved to adjourn. Ms. Janet Hood seconded. Motion was approved with a voice vote.

The meeting adjourned at 7:5pm.

Jeff Flessner, Chair

Becky Ropp, Secretary

*Note: The student vote is advisory only