

**MINUTES OF THE REGULAR MEETING OF THE
HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
March 15, 2022**

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

Members absent: none

Others present: Keith Cornille, Rick Pearce, Sarah Diel-Hunt, Kelli Hill, Letisha Trepac, Scott Bross, Chris Downing, Steve Fast, Jennifer Kirby, Sharon McDonald, Kristi Powell, Megan Rolfs, Stacey Shrewsbury, Dominick Demonica-DKA, Laura Mai

Chair Jeff Flessner called the Regular Meeting of the Board of Trustees to order at 6:00pm at the Heartland Community College Lincoln Center. Roll call was followed by the Pledge of Allegiance.

ADOPT AGENDA

Ms. Janet Hood moved to and adopt the agenda. Ms. Becky Ropp seconded. A voice vote was unanimous. Motion approved.

PUBLIC COMMENT

There was no public comment.

PRESIDENT'S REPORT

Dr. Keith Cornille reported that several generous donations to support the development of the Ag Complex and Advanced Manufacturing and Technology Center will be recognized at next month's meeting. Tonight, the Board acts on bids for the Child Development Lab Fence Replacement (primarily funded through an ICCB grant), a lease agreement with Mid Central Community Action, and funds for renovation of the space to expand college offerings in West Bloomington.

Advanced Manufacturing and Technology

Dr. Cornille introduced Dominick Demonica of Demonica Kemper Architects to report on the nearly-complete design of the Advanced Manufacturing & Technology Center, which includes the addition of the Electric Vehicle and Energy Storage facility.

Mr. Demonica reported on the approximate timeline of the Advanced Manufacturing and Technology Center. Currently they are completing the construction documents and entering the bidding phase. Construction could start as early as May 30 followed by the renovation work with completion a year later.

The budget target is \$15m plus \$2m for equipment. Mr. Demonica described resolving one major issue with roofing pitch and materials that saved enough money to keep the budget on track. Because of the volatility of costs, if bids come in competitively, there is an opportunity to add alternates back into the budget, e.g., a faculty suite and enclosed group study rooms. Mr. Demonica provided a "tour" of the facility and described many actual and possible features including a grab-and-go robotic coffee bar.

Mr. Demonica responded to Board questions including: rain and melting snow on the roof will drain into an underground storm sewer system. There are no new skylights in the addition. There will be family/private toilet facilities. A project manager will coordinate construction. In response to questions on the media lab and new programs, Dr. Pearce noted the Career Technology and Education division is looking at programs for the next 3-5 years based on the new space.

College Spotlight: HCC Lincoln

On behalf of the college community, Dr. Cornille thanked Kristi Powell, HCC Lincoln Director, for over 25 years of service to Heartland. Ms. Powell transformed the lives of students and lead the successful move of HCCL from the Lincoln Square to its current location. Kelli Hill, VP, External Relations, noted today is Ms. Powell's last day with Heartland. She thanked her for creating a welcoming environment for students, community members, and staff.

Ms. Powell reported on recent changes to the center including installing umbrellas for a comfortable outdoor space for students. Summer activities included the 3rd Fridays Downtown with Hunter Hawk greeting children, and presenting the scholarship to the Logan County Fair Queen. Special events during the first week of classes included a pancake breakfast for students.

The Lincoln area includes Atlanta, Hartsburg-Emden, and Broadwell. The undergraduate credit hours for Academic Years 2020-2022 remained steady with a resurgence of in person learning. This fall both Pontiac and Lincoln spearheaded the Hometown Hawks program to create a community for students and introduce them to "Campus Connectors" on the main campus such as Kelli Gibbons in Financial Aid. Student surveys indicate students appreciate the effort.

Enrollment in Adult Ed programs remains steady with 20-25 students through the academic year and includes an online/in-person hybrid class in the fall. HCCL highlights include: Continuing Ed contract with Logan County to offer Traffic Safety School quarterly at HCCL, several personal enrichment classes, and 65-100 participants in the second annual Lincoln Luau bringing in \$5500 in revenue. Pursuant to the Strategic Enrollment Management (SEM) goals, plans include increasing the high school yield through strategies such as establishing more dual credit classes.

Ms. Powell started at Heartland as a part-time advisor and is ending as Director of HCCL. Chris Downing, Executive Director of Development and the Foundation, noted that Ms. Powell created a scholarship to support Logan County students.

Cabinet Reports

Ms. Hill introduced Jennifer Kirby, HCC Lincoln Director starting tomorrow. Ms. Kirby has been the HCCL Associate Director since 2019 and has a wealth of experience in higher education.

Ms. Hill introduced Megan Rolfs, Executive Director, Marketing as of March 1. Recently, Ms. Rolfs was the Executive Director of Marketing, Student Affairs, Illinois State University (ISU).

Rick Pearce, Provost/VP, Academic Affairs, reported on the Honors Program Symposium awards noting two Heartland students took 1st place competing with university juniors and seniors.

Dr. Pearce reported the Physical Therapy Assistants participated in the 2022 Law Enforcement Torch Run Polar Plunge which raised funds for the Special Olympics.

Dr. Pearce noted ISU recognized Jennifer Woodruff, Faculty, as a non-tenure track faculty ICCTA award nominee.

Sarah Diel-Hunt, VP, Enrollment and Student Services, reported summer registration opened on March 1, which is a week earlier than last year due to the quirks of calendars, and fall registration will open on April 5. Staff is producing a new district-wide booklet to promote fall enrollment.

Dr. Diel-Hunt distributed invitations to the April 27 Project Rise Student Recognition Ceremony, which is a wonderful ceremony recognizing the accomplishments of students who are first-generation, low income or have a verified disability.

Dr. Diel-Hunt recognized Ryan Knox, Athletic Director, who is the recipient of the National Association of Collegiate Directors of Athletics Athletic Director of the Year Award. This award honors athletic directors for their commitment to higher education and to the educational, personal and professional pursuits of student-athletes.

FINANCIAL REPORT

Finance Committee

Janet Hood, Finance Committee Chair, reported. The Committee continues to discuss the FY23 operating budget and budget projections; since finalizing tuition and fees, the projections are better informed. The current projection includes a deficit; the Committee is optimistic staff will make the necessary adjustments to bring a balanced budget to the Board.

The Committee is supportive of the progression made on planning for large-scale capital projects such as the Ag Complex and renovation to the Student Commons Building for the Career and Technical Education Center. Construction bids will be presented to the Board in April and May.

Finance and Administration

FY23 Strategic Budget: Letisha Trepac, VP, Finance and Administration, provided an update since the January 2023 budget presentation. Ongoing budget considerations include: fall enrollments, employee compensation, minimum wage increase, departmental budget requests, and cost escalation. Ms. Trepac described the current assumptions for revenue including: tuition and fees, Equalized Assessed Value, State funding, credit hours enrollment, equity tax eligibility, and non-tuition revenue. The current assumptions for expenditures include: salaries, benefits, materials, fixed charges, and scholarship waivers. There is a small deficit to resolve for FY23 before passing the final budget.

For this year's budget, FY22, since switching from budgeted numbers to anticipated actual numbers, the bottom line is \$1.2m better than expected. For FY23 budget, the bottom line improved by \$65k. A 1% increase in enrollment equals \$150k and \$1 increase in tuition is between \$90-100K. Ms. Trepac explained that a positive net transfer means more money was transferred into the operating budget from other fund sources and a negative net transfer means more money was transferred out.

The institution was awarded \$8.8m COVID relief funds; \$7.3m were used to support the loss of revenue, and the balance will continue to be used to offset COVID costs. Student relief was awarded \$6.3m; \$5.7m was issued. The GEER funds (the governor's allocation of the federal allocation) totaled \$525k, and \$475k have been used. Staff requested extensions to spend the student relief funds by June 2023.

Ms. Hill and Mr. Downing noted the Student Emergency Fund's \$250k endowment provides \$20,000-\$30,000 annually.

TRUSTEE REPORTS

ICCTA

Mr. Tom Whitt reported the East Peoria meeting included a roundtable on financial education for trustees; topics included how various schools handle: enrollment, staff stress and burnout, and campus security. The lobbyist reported on the governor's proposed 5% increase for community colleges and a proposal for MAP funding for shorter term programs. A final topic focused on local control and various bills that propose to impose state mandates.

Student Trustee

Ms. Katie Boland reported on Heartland Activities Committee events: Lunchtime Bingo, Heartland Skate Night at Skate n' Place, and Heartland Night at the Movies at Marcus Cinema. Student Leaders in Community Engagement (SLiCE) hosted the Alternative Spring Break in Memphis, Tennessee; working Living Lands and Waters, ten students helped clean the waters and earn a credit hour. To recognize excellence in teaching, the Student Government Association collected student nominations for two Outstanding Faculty Member Awards, the nominations go to the Selection Committee, and the announcements of recipients will follow.

Recognition of Student Trustee

On behalf of the Board, Chair Flessner presented a plaque and certificate to Ms. Katie Boland. Ms. Boland said it was a pleasure and a great experience to be the Student Trustee for the past two years. She thanked the Board for their assistance and Dr. Cornille for his support.

Calendar of Upcoming Events

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

CONSENT AGENDA ACTION ITEMS

Mr. Tom Whitt moved to approve:

- **Ratification of bills paid during February 2022.**
- **Minutes of the Regular Board meeting of February 15, 2022.**
- **Travel expenditures by the Board and travel expenditures that exceed maximum reimbursable rates by HCC employees submitted since the last meeting of the Board.**
- **The final calendar for Academic Year 2023-2024 and the draft calendar for Academic Year 2024-2025.**
- **Reinstatement of the Early Childhood Education Level IV Credential certificate program.**
- **The attached resolution regarding the preparation of the Heartland Community College Fiscal Year 2023 Budget (July 1, 2022 - June 30, 2023).**
- **The engagement of the firm of Wipfli LLP (Sterling, IL) to conduct the FY2022 College audit for a fee of \$53,500.**
- **Awarding of the Career and Technical Education Machine Lathes purchase to AA Machinery Sales as the lowest responsible bidder, in an amount not to exceed \$79,200.00.**

Mr. Joshua Crockett seconded. A roll call vote was unanimous. Motion approved.

NON-PERSONNEL ACTION ITEMS

Capital Request FY22: Child Development Lab Fencing Bid

Ms. Becky Ropp moved to approve awarding of the CDL Fence Replacement Project to J. Spencer Construction, LLC as the lowest responsive bidder, in an amount not to exceed \$241,900. Mr. Tom Whitt seconded. A roll call vote was unanimous. Motion approved.

Lease of MCCA Space for Building Maintenance Skills & Construction Skills Programs

Ms. Janet Hood moved to approve the lease agreement (April 1, 2022 ending June 30, 2025) with three additional one-year options to extend with Mid-Central Community Action, Inc (MCCA), to provide space to Heartland Community College at 1301 West Washington Street, Bloomington, Illinois. Mr. Joshua Crockett seconded. A roll call vote was unanimous. Motion approved.

Renovation of MCCA Leased Space

Ms. Katie Boland moved to approve the cost of renovation of the leased space of the ground level of the Mid-Central Community Action, Inc (MCCA) facility at 1301 West Washington Street, Bloomington, Illinois. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

PERSONNEL ACTION ITEMS

Monthly Personnel Actions

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

ADJOURNMENT

Ms. Becky Ropp moved to adjourn. Ms. Mary Campbell seconded. Motion was approved with a voice vote.

The meeting adjourned at 7:36pm.

Jeff Flessner, Chair

*Note: The student vote is advisory only

Becky Ropp, Secretary