



HEARTLAND
COMMUNITY COLLEGE

MINUTES OF THE REGULAR MEETING OF THE HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES

May 17, 2022

Members present: Mary Campbell, Joshua Crockett, Jeff Flessner, Janet Hood, Cecelia Long, Tom Whitt, Rodney Billerbeck

Members absent: Becky Ropp

Others present: Keith Cornille, Rick Pearce, Kelli Hill, Letisha Trepac, Terrance Bond, Scott Bross, Angie Coughlin, Steve Fast, Amy Humphreys, Justin Knorr, Barb Leathers, Sharon McDonald, Jason Nelson, Kathy Sawyer, Afrim Shabani, Kelly Stogner, Sarah Tipton, Josh Woods; Patrick Hoban, Dana Tuttle, Laura Mai

Chair Jeff Flessner called the Regular Meeting of the Board of Trustees of Heartland Community College to order at 6:00pm at Heartland Community College in Normal. The roll call was followed by the Pledge of Allegiance to the flag of the United States of America.

ADOPT AGENDA

Ms. Janet Hood moved to add “probable or imminent litigation” to the Closed Session agenda. Mr. Joshua Crockett seconded. A voice vote was taken. Motion approved.

PUBLIC COMMENT

Chair Flessner presented a Proclamation honoring Laura Mai, Board Recording Secretary, on her retirement from Heartland Community College.

PRESIDENT’S REPORT

Dr. Keith Cornille thanked everyone for taking time before this meeting to celebrate twelve employees who are retiring from the College this spring. On May 13, Heartland celebrated over 1,000 graduating students with over 300 graduates, their families and friends participating in the commencement ceremony. Thanks to all the faculty and staff who made the evening so special for so many.

In this, their second year, Heartland’s golf team is ranked 6th in the nation and they began play in the National Tournament today. This week the baseball team, also ranked 6th in the nation, will play in the regional tournament at the Corn Crib. Colin Holderman, a Hawk in 2016, is now pitching for the New York Mets. To date this year, the Hawks have won a national championship and finished 2nd, 3rd and 7th in the nation. In June, Ryan Knox, Director, Fitness and Recreation Center and Athletics, will receive the NJCAA Athletic Director of the Year award.

Personnel Report: Employee Totals

President Cornille noted a report is available on the number of individuals employed at the College, which is provided in November and May.

College Spotlight: Serving Employers through Business and Industry Solutions

Kelli Hill, VP, External Relations, noted that tonight's report focuses on Professional Development. Amy Humphreys, Dean, Continuing Education, has led the team to grow the workforce training programs to assist employers across District 540 while maintaining robust personal enrichment and youth programs, and Angie Coughlin, Director, Continuing Education Outreach and Professional Development, has been important in implementing these Business and Industry Solutions. Before introducing Ms. Coughlin to report, Ms. Hill noted an error in the written report: the FY22 percent of agreements is actually a 244% increase over FY19 (not 71%).

Ms. Coughlin reported on how Continuing Education (CE) is serving employers in the area. For example, CE recently hosted 65 individuals from area employers for the Business Solution Showcase. She noted a main reason employees leave their positions is lack of career and professional development. Two years ago, Christina Schultz, Director, Business and Industry Solutions, led the development of Essential Workplace Skills (EWS) and Fundamental Supervisory Skills, and CE developed a suite of Consulting Services with strategic planning being the most frequently requested service. Other services include pre-employment assessments to aid employers in hiring decisions. This year to date, CE has hosted 140 different events on campus through its Facilities Rentals.

The two primary ways CE works with employers are through customized training, which is ideal for large groups from one employer (in FY22 there were 62 new contracts, which is a 244% increase over FY19), and open enrollment, which is ideal for smaller numbers needing training. Together, Professional Development enrollments are up 59% over FY19, serving 1,858 individuals.

Types of employers served include municipalities/counties, private business, non-profits/social services, and education. Recently, CE worked with Mr. Will Gudeman of Bauer & Gudeman, Inc., who was unable to attend the meeting to report on the success of training his employees. Ms. Coughlin responded to trustee questions: there is a non-profit and a for-profit rate.

Tax Abatement Standardized Incentive Program

President Cornille noted staff is seeking Board approval on an intergovernmental agreement of the Enterprise Zone designation and uniform system for granting abatements for qualifying properties within those zones. He introduced Patrick Hoban, CEO and President of the Bloomington Normal Economic Development Council (EDC), to provide a refresher/overview on the details of the standardized abatement plan, which was discussed with the Board in the fall 2021.

Mr. Hoban reported that following discussion with the HCC Board in fall 2021, all five designating units approved the agreement, then the state approved it. Now he is looking to encourage more participants in the program. The EDC's job is to help current businesses as well as attract new businesses with the goals of getting investments, new jobs and a return of an increase in the EAV, and he described the State Enterprise Zone as the current number one tool in the state to achieve the goals. The EDC is the program administrator. He described what it means for businesses, how it works, and how to qualify for it. So far approved are Ford County, Gibson City, McLean County, Town of Normal, City of Bloomington, District 87. He is currently working with or has had introductory meetings with Unit 5 and CIRA. He noted the more people involved, the bigger the incentive.

President Cornille distributed a draft copy of the agreement, which is almost finalized, and noted a restriction on any education or workforce training institutions (doing the same things as Heartland) from receiving a tax abatement. Mr. Hoban added there are restrictions on business such as package liquor stores and marijuana dispensaries.

Mr. Hoban answered trustee questions: The agreement is in effect for the life of the zone (about 15 more years) and it could be renewed. Mr. Hoban explained where zones are within the community and incentivization.

Board Policy New 1st Reading: Minors on Campus

President Cornille introduced Amy Pawlik, Associate VP, Enrollment and Student Services, to provide background on the proposed Board policy regarding minors on campus. Dr. Pawlik reported that there are robust procedures already in place to keep kids safe on campus safe. Two of the biggest issues are standard reunification plans (making sure kids are reunified with their parents in the event of an emergency), and providing appropriate training and background checks for anyone coming in contact with minors, and a centralized location for storing information.

Dr. Pawlik read the policy out loud then answered trustee questions related to broad background checks; asking the vendor to facilitate the background check process and provide records to the College as needed; and the main laws impacting minors on campus.

Cabinet Reports

Dr. Pawlik reported on a \$41, 250 award for the Child Development Lab for the Strengthen and Grow Childcare grant, which will continue to support program such as the family meals program.

Dr. Pawlik reported Heartland received a sub-award of approximately \$5,000 a year for four years to bring international experiences to under-served populations.

Dr. Pawlik reported that in collaboration with Continuing Education and as a result of receiving COVID relief money through the GEAR 2 funding, Heartland is offering a therapy dog class.

Rick Pearce, Provost and VP, Academic Affairs, shared that Quality Matters is developing a national steering committee to develop a new rubric for Quality Matters, the benchmark for online education. Traci Van Prooyen, former Associate VP, Academic Affairs, and Dr. Pearce nominated Anna Catterson, Executive Director, Online Learning and Instructional Technology, who was accepted to serve on the steering committee and serve as the Chair on a sub-committee on course technology.

Dr. Pearce introduced Afrim Shabani, a part-time music instructor at HCC for 15 years. While completing a doctoral program in Higher Ed Administration at Bradley University, Mr. Shabani will work with the Cabinet this summer and fall.

Kelli Hill, VP, External Relations, reported there are almost 900 enrollments for Kids@Heartland this summer, which is double from the same time last year. Marketing strategies included posting the youth classes in the summer adult book, radio spots, social media, and offering early bird discounts.

Ms. Hill reported the digital sign at the campus entrance is now fully operational, thanks to Facilities, IT, Marketing, and others. Marketing staff uses institutional guidelines which include

best practices and processes for determining what is posted including prioritizing by emergencies, communications, promotional items, and high profile events.

FINANCIAL REPORT

Finance Committee

Committee Chair Janet Hood reported the Committee continues to discuss the strategic budget, and is pleased with staff efforts toward a balanced budget for FY23. The Committee is also discussing the employee insurance renewal for FY23.

Finance and Administration

Strategic Budget Update: Letisha Trepac, VP, Finance and Administration, introduced Justin Knorr, who will take over duties for Sharon McDonald, Controller. Mr. Knorr was a Heartland auditor for five years before he came to work for Heartland in April.

Ms. McDonald and Mr. Knorr reported on the financial planning timeline including the June FY23 Tentative Budget recommendation. They reviewed upcoming considerations, strategic budget assumptions for revenues and expenditures and provided a summary of what changed since the last projection. They provided an update on federal funding for COVID: HEERF-Institutional Relief (allocation \$8.8 million); HEERF-Student Relief (allocation \$6,275 million); GEER I & II-Student Relief (allocation \$525,000).

Employee Insurance FY23: Barb Leathers, Executive Director, Human Resources, reported the employee insurance program includes medical, dental, vision, term life and AD&D insurance. The projected change for these lines of insurance overall is a 5.1% increase from FY22. The medical insurance renewal is based on Heartland's claims experience (107%) and other costs of the plan, which are in line with expectations. Medical is 95% of the cost of employee insurance.

Employee feedback on the medical insurance coverage with Blue Cross Blue Shield is positive. There were no changes to the rate costs for dental insurance or vision insurance. The Insurance Review Team recommends a change in carriers for the term life insurance, which would result in a small savings for the college and value added benefits to employees. Overall the recommendation presents a 5.1% increase from FY22 to FY23.

Ms. Leather answered trustee question: the College pays 100% for full-time employee only premium and 45% for the dependent premium; there is no coverage for part-time employees.

College Cost Savings Efforts: Ms. Trepac provided insight on the process and practices used on a daily basis to help control expenditures. Reducing expense is only one component of a complex financial system. All decisions, whether they relate to expense reduction, reallocation, or investment, all start and are driven by the needs of the College. This presentation is limited to cost saving efforts and does not look at things such as debt management or revenue generation.

Ms. Trepac described cost containment measures for FY21 for:

Salary Expense, e.g., leverage position control

Benefit Expense, e.g., partner with external benefit consulting firm

Instructional Expense, e.g., salary and benefit cost containment

Utility Expense, e.g., use of wind turbine

Capital Improvements, e.g., prioritize operational enhancements to fit within budgeted allocations
General Operating Expense, e.g., use a competitive bid process

Ms. Trepac reviewed the results of these efforts through a peer comparison of college expenses for salaries, benefits, fund balance and utilities and Heartland was between 2nd or 3rd lowest in peer comparison.

TRUSTEE REPORTS

ICCTA

Mr. Tom Whitt reported the annual ICCTA convention is in Chicago in June, and the seminar is on minority contracting. The Awards Banquet features the inaugural Gregg Chadwick Service Award.

Student Trustee

Mr. Rodney Billerbeck reported on recognition for student leaders including the Global Student Union's Global Café and the Heartland Activities Committee. He thanked Dr Cornille and Vice President Diel Hunt for helping support the student leaders. He reported Student Engagement hosted the Cap and Gown Pickup for students participating in commencement but unable to pick up their regalia.

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

- **The ratification of bills paid during April 2022.**
- **The minutes of the regular Board meeting April 19, 2022.**

Ms. Cecelia Long seconded. A roll call vote was unanimous. Motion approved.

NON-PERSONNEL ACTION ITEMS

Employee Insurance FY2023

Ms. Janet Hood moved to approve the monthly rates and insurance providers for the Heartland Community College employee insurance program for FY2023, including medical, dental, vision, and term life/accidental death and dismemberment (AD&D) insurance. Mr. Tom Whitt seconded. A roll call vote was unanimous. Motion approved.

Tax Abatement Standardized Incentive Program

Mr. Joshua Crockett moved to approve the Intergovernmental Agreement to amend the Enterprise Zone designation and operation criteria to establish a uniform system of granting abatements for qualifying properties within the Zone. Ms. Janet Hood seconded. A roll call vote was unanimous. Motion approved.

CLOSED SESSION

Ms. Janet Hood moved to enter into closed session at 7:39pm to consider collective negotiating matters and probable or imminent litigation matters. Mr. Tom Whitt seconded. A roll call vote was unanimous. Motion approved.

Chair Jeff Flessner reconvened the regular meeting at 8:13pm.

PERSONNEL ACTION ITEMS

Personnel

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

Faculty Promotion

Mr. Tom Whitt moved to approve the promotion of the following faculty members into the identified rank.

**Patty Omahana, Professor I, Health Sciences,
Jeremy Scott, Professor I, Liberal Arts and Social Sciences
Susan Carl, Professor I, Health Sciences
Heather Chapman, Professor I, Science, Technology, Engineering and Math & Business
Jennifer Woodruff, Professor I, Liberal Arts and Social Sciences
Janice Malak, Distinguished Professor, Liberal Arts and Social Sciences**

Ms. Cecelia Long seconded. A roll call vote was as unanimous. Motion approved.

Emeritus Designation

Ms. Janet Hood moved By Resolution of the Board of Trustees of Heartland Community College in Special Recognition of Distinguished Service to Heartland Community College, the Heartland Board of Trustees Confers, With All the Rights and Privileges Thereto Appertaining, the Title of Emeritus Upon the Following Employees:

**Pamela Sweetwood, Director, TRIO Student Support Services
Kristi Powell, Director, Heartland Community College Lincoln
Sharon McDonald, Controller**

Mr. Rodney Billerbeck seconded. A roll call vote was as unanimous. Motion approved.

ADJOURNMENT

Mr. Joshua Crockett moved to adjourn. Ms. Janet Hood seconded. The voice vote carried, motion approved.

The meeting was adjourned at 8:15pm.


Jeff Flessner, Chair


Rebecca L. Ropp, Secretary

*Note: The student vote is advisory only