

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

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

Members absent:

Others present: Keith Cornille, Sarah Diel-Hunt, Kelli Hill, Rick Pearce, Letisha Trepac, Terrance Bond, Justin Knorr, Andy Litwiller, Dana Tuttle, Neil Brumleve, Connor Wood-Pantagraph

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 Pontiac. 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 adopt the agenda. Ms. Becky Ropp seconded. A voice vote was taken. Motion approved.**

**PUBLIC COMMENT**

No public comment.

**PRESIDENT'S REPORT**

Dr. Keith Cornille welcomed guests to the Pontiac campus. Dr. Cornille thanked all who attended the Night Out Event at Heartland Lincoln last Thursday and gave thanks to the efforts of the Development Office, Jennifer Kirby, and the Lincoln team.

Dr. Cornille thanked those that attended the Advanced Manufacturing & Technology Center groundbreaking last month. Dr. Cornille stated the project is off to a great start with the demolition being right on schedule, heavy equipment moving dirt for the addition, and next week foundations/footings will be poured.

October 19 will be the ribbon cutting for the new CCB Widmer Family Plaza, which is nearly complete and on November 9 the College will be recognizing Heartland scholarship recipients and honoring donors at the Foundation Celebration of Excellence.

**College Spotlight: Pontiac**

Kelli Hill, VP, External Relations introduced Stacey Shrewsbury, Director, Heartland Community College Pontiac. Ms. Shrewsbury presented the annual update to the Board on the various programs and services offered at Heartland Community College Pontiac

(HCCP) and for Pontiac service area residents. For the purpose of data analysis, the College considers the service area for the Pontiac Center to include the cities of Chenoa, Cornell, Fairbury, Flanagan, Forrest, Graymont, Odell, Pontiac, Saunemin, and surrounding areas.

HCCP hosts an array of classes including credit courses, Adult Education courses, and Continuing Education offerings. HCCP also provides a location for numerous college-related services including testing and assessment, advising, tutoring, financial aid, computer access, and processes associated with HCC's College Now program for Pontiac High School, Flanagan-Cornell High School, Prairie Central High School, and Livingston Area Career Center students. The location also serves as a community resource with office space for Grundy-Livingston-Kankakee Workforce Board and Mid-Central Community Action Center, both of which provide support services to the College's student population.

Over the past 12 months, efforts to increase visibility, maintain enrollment, and provide services were even more important as the College considered how programs and services would be offered as in-person activities resumed. In summary, credit hours taken on-site at HCCP and headcount at HCCP rebounded well from FY21 to FY22, though still below pre-Covid numbers. The demand for advising, testing, and other services offered locally at HCCP for students in the Livingston County area remains strong.

Continuing Education (CE) programs provide lifelong learning through personal enrichment and professional development classes. In FY22 HCCP hosted 4 CE classes with 24 participants. Customized Trainings were created for two employers in the Pontiac service area. In addition, Continuing Education and the Foundation partnered to offer the Abracadabra Academy to the Livingston County Boys and Girls Club at no cost to the organization.

### Landscape Master Plan

Letisha Trepac, VP, Finance and Administration introduced Andy Litwiller, Executive Director, Facilities and Neil Brumleve, PLA/ASLA/CPESC, MassieMassie+Associates.

In September 2021, the Board approved a professional services agreement retaining MassieMassie+Associates (MMA) to assist in addressing improvements to the College's outdoor space; identifying landscape projects to complement the existing Facilities Master Plan that are sustainable, suitable to the College's local environment, and practical for the College to maintain.

Mr. Litwiller spoke about the purpose of the Landscape Master Plan and the work being done with Mr. Brumleve and MassieMassie+Associates. The Landscape Master Plan has an overarching plan that will guide the college's choices moving forward and keep a cohesive, intentional quality to any landscape alterations or additions on campus. Implementation of the plan is intended to create a more welcoming and engaging environment for students, faculty, staff, and visitors and encourage outdoor learning and gathering. The plan will account for the phased-in development using a site improvement approach that will unify the campus both functionally and aesthetically.

Mr. Litwiller introduced Mr. Brumleve, who presented the Landscape Master Plan Executive Summary. Mr. Brumleve reported that during the past nine months he has been working with the college landscape advisory committee, gathering input from user groups around the college, collaborating with ongoing project planning on campus, and referencing the Facilities Master Plan as a guide during this process.

The advisory committee analyzed the existing conditions, established objectives, identified enhancement and maintenance projects, developed budget estimates, established priorities, recommended products and materials, and provided maintenance guidelines. The largest part of this project outlines ten major improvements to the campus that will have the highest impact on overall landscape quality and bring a uniform quality to existing and future spaces.

### Cabinet Reports

Rick Pearce, Provost and VP, Academic Affairs, reported that Kelly Pyle, AuD., Interim Dean, Health Sciences and Sonja Workman, Adjunct Instructor, Health Sciences, were panelists presenting at the 2022 McLean County Behavioral Health Forum on October 4. Dr. Pearce reported that Terry Lowe, Distinguished Adjunct Professor, Business, received the Quality Matters Certification Mark on BTEC170-Supervision.

Sarah Diel-Hunt, VP, Enrollment and Student Services reported that Heartland Navigate went live on October 3. Heartland has rebuilt major processes to take advantage of the features in the Navigate system. In Phase I, Academic Advising, Financial Aid, Success and Career Coaching, Student Access and Accommodation Services, the Dean of Students Office, the Library, Early College Opportunities, and the Project Rise care teams were all implemented. The system is being used to send communication campaigns, schedule appts, and input notes. Faculty can also access the system and students are responding well to the new system. The next phase is the degree planner. Support on campus and from the vendor has been fabulous.

Kelli Hill, VP, External Relations, acknowledged the work of the Foundation team and thanked those that have attended Foundation events. Ms. Hill reported that the Breakfast on the Quad event created interest in Heartland and some people have reached out to the Foundation Office asking about ways to support the College.

Ms. Hill shared that at the recent National Council of Marketing and Public Relations district conference, the Marketing team received a silver award for the Challenger Learning Center graphics and a bronze award for the Discover Heartland commercial.

Ms. Hill reported that Heartland has contracted with Connect Transit to have the College advertised (bus wrap) on an electric bus later this year. Dr. Cornille acknowledged the efforts of the Marketing team on their design and Ms. Letisha Trepac on the negotiation of the bus advertisement contract.

## **FINANCIAL REPORT**

### Finance Committee

Committee Chair Janet Hood reported that the Finance Committee is supportive of agenda item 9.1. Equity Tax Resolution.

Ms. Trepac mentioned items that will be discussed including the presentation of the Preliminary Audit by Justin Knorr, Controller, and the Equity Tax Resolution presentation by Ms. Trepac.

### Finance and Administration

## Preliminary Audit Financial for FY22

Justin Knorr, Controller, presented an Executive Summary of the Preliminary Annual Comprehensive Financial Report (ACFR) for the Fiscal Year that ended June 30, 2022. Mr. Knorr compared FY21 and 22 revenue/expenses and the last five years of credit hours and operating reserves.

Mr. Knorr reported the audit firm, WipFli, LLP, will meet with the Board Finance Committee in November and will attend the Board meeting following to present the audit results and financial reports as well as answer questions.

## Tax Levy Process and Equity Tax Authorization

Letisha Trepac, VP, Finance and Administration, explained last year's tax levy (request) and extension (received) and reviewed the process over the past five years. Ms. Trepac explained that a tax levy is a request (an estimate) and a tax levy extension is the actual amount to be raised by property taxes. Ms. Trepac explained factors used to calculate a tax levy based on known and unknown factors, reviewed EAV by property type and by county, and described some of the elements of the tax levy (fixed fund rates, fixed fund amounts, and flexible fund amounts). The equity tax will yield approximately \$3M in unrestricted operating funds for FY24 and will not increase Heartland's overall tax rate. Ms. Trepac summarized the next steps in the process and noted Heartland's priority to keep the overall taxpayers' rate virtually level with the prior year.

## **TRUSTEE REPORTS**

### ICCTA

Mr. Tom Whitt reported that ICCTA is keeping their eye on the elections. We will have at least one new representative covering part of the districts as well as possible changes with state representatives and senators. ICCTA has been in contact with all individuals running to let the individuals know ICCTA's position as an organization and as Community Colleges, especially when it relates to local control and bills they oppose. The next meeting is November 11 & 12 in Downers Grove, all are invited. There will be Trustee Roundtable hosted by Robin Schwartz on Legal Legislative and Ethics.

### Student Trustee

Mr. Rodney Billerbeck reported that the Student Senate presented and voted on their goals for the 2022-2023 semester focusing on increasing Student Awareness of campus opportunities and student involvement; improving and maintaining positive working relationships with college administrators, faculty, and staff; and increasing student organization representation and general student attendance at Student Senate meetings.

The Heartland Activities Committee (HAC) continues to coordinate free and fun programs for HCC students. October events included: free wristbands to Rader Farms for 50 students and free admission to Mindtrap Haunted House. Student Engagement events included a free workshop for students interested in Zine Culture sponsored by BSU; pumpkin painting and pizza party sponsored by HAC and Vet center; and Bagels and Ballots SLICE, SGA, and Political Science Club partnering with League of Women voters to provide a voter information workshop to help students understand the election ballot for this upcoming mid-term elections. The annual Harvest 5K event

is October 22. Heartland's PRIDE student organization held an informational open house where students learned about the history of HCC PRIDE, leadership positions, and upcoming signature events for the organization.

Emerging Leaders kicked off their 5th semester with 8 students participating this fall and is a free leadership development program. Students learn about the Five Exemplary Practices of Leadership, and develop a leadership style that reflects what they care about most. ISU practicum student, Xavier Isaais, advises the group.

#### 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 September 2022.
- The minutes of the Budget Hearing and regular Board meetings September 2022.
- 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.

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

#### **NON-PERSONNEL ACTION ITEMS**

##### Equity 2022 Tax Resolution

**Ms. Janet Hood moved to approve the Resolution of Intent to Levy an Additional Tax Pursuant to Section 3-14.3 of the Illinois Public Community College Act. Ms. Becky Ropp seconded. A roll call vote was unanimous. Motion approved.**

##### Resolution Calling a Public Hearing to Sell Funding Bonds

**Mr. Josh Crockett moved to approve the resolution calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean and Tazewell and State of Illinois, to sell \$12,750,000 Funding Bonds for the purpose of paying claims against said Community College District. Mr. Tom Whitt seconded. A roll call vote was unanimous. Motion approved.**

##### Resolution of Intent to Issue Bonds

**Ms. Janet Hood moved to approve the resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean and Tazewell and State of Illinois, and directing that notice of such intention be published as provided by law. Ms. Becky Ropp**

**seconded. A roll call vote was unanimous. Motion approved.**

CTE Machining Lathing

**Ms. Becky Ropp moved to approve awarding of the purchase of Desktop Lathes to First Technologies Inc. as the lowest responsive bidder, in a base quote not to exceed \$14,670.40 per unit. Career and Technical Education (CTE) intends to purchase six units, at a total cost not to exceed \$88,022.40. Ms. Mary Campbell seconded. A roll call vote was unanimous. Motion approved.**

**PERSONNEL ACTION ITEMS**

Monthly Personnel Actions

**Ms. Cecelia Long moved to approve the recommendation as presented in Board Agenda Item 10.1. Mr. Rodney Billerbeck seconded. A roll call vote was as unanimous. Motion approved.**

**ADJOURNMENT**

**Ms. Becky Ropp moved to adjourn. Ms. Janet Hood seconded. The voice vote carried, motion approved.**

The meeting was adjourned at 7:55pm

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Jeff Flessner, Chair

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Rebecca L. Ropp, Secretary

\*Note: The student vote is advisory only