

**MINUTES OF THE FINANCE COMMITTEE MEETING  
OF THE HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES  
December 12, 2023**

Members: Janet Hood, Tom Whitt

Others: Keith Cornille-President; Barb Leathers-Executive Director, Human Resources; Sam Overton-Interim V.P, Finance and Administration; Bridget Miller, Assistant Controller; Andy Litwiller, Executive Director, Facilities; Josh Crocket; Becky Ropp

The Finance Committee meeting was called to order at 4:00 pm by Chair Janet Hood.

**PUBLIC COMMENT**

None.

**FINANCE COMMITTEE MINUTES**

**Mr. Tom Whitt moved to approve the minutes from November 21, 2023; second by Mr. Sam Overton and the motion was approved.**

**CONSENT AGENDA**

Mr. Overton gave an overview of the November 2023 Bills, Investment Report, and Revenues and Expenditures Summaries. The September 2023 Wire Transfer Log was reviewed with most being typical monthly transactions.

**Mr. Tom Whitt moved to approve the Consent Agenda, as amended; Second by Mr. Sam Overton and the motion was approved.**

**FINANCIAL PLANNING**

The following were made available for review: Financial Planning Timeline, FY20-24 Professional Services Review Timeline, and Facilities and Construction Projects Update.

**DISCUSSION ITEMS**

**Process and Recommendation for EE Wage & Benefit Consultants**

Mr. Sam Overton and Mrs. Barb Leathers presented that after reviewing proposals from several consulting firms, Carlson Dettmann Consulting has been selected to assist with the salary survey. The current timeline is to have preliminary information in January with more comprehensive information by mid-spring.

**Paid Leave for All Workers Act (2<sup>nd</sup> Reading)**

Mrs. Barb Leathers updated the Committee with the IL statutory changes for the Paid Leave for All Workers Act and will discuss the changes at the Board meeting as well.

### **Protection Health & Safety Projects**

Mr. Andy Litwiller presented a current health and safety facilities project list with ties to funding source to support each project as well as tentative timelines.

### **Truth-In-Taxation Hearing – 2023 Tax Levy Resolution**

Mr. Sam Overton stated that all tax levy documentation was included in the Board packet and a hearing was planned for 6:00 pm that evening. A truth-in-taxation notice will be posted in the Pantagraph in December following the public hearing and Board meeting.

### **Bids for Workforce Development Center/Student Center Renovations**

Mr. Andy Litwiller presented at the last Board meeting that bids were submitted for the new Workforce Development Center and student center renovations. PJ Hoerr is the lowest bidder and will be recommended to the Board for the project, which is expected to begin December 2023 pending Board approval. This will be the first phase (out of three phases) with a completion date of August 2024 for this phase.

### **Bids for CTE/Tig Welders**

Mr. Andy Litwiller presented that an update for the HCC welding lab which will cost \$286,000.00 and will increase the current welders from 12 to 30. He will present to the Board and ask for an approval for this project to move forward.

### **FY25 Budget Priorities/Themes, Assumptions & Parameters**

Mr. Sam Overton presented the FY25 budget priorities that included: instruction innovation, supporting employees, implementation of SEM plan and completion strategies, and maintenance efforts.

### **Facilities Projects (Budget/Cost Analysis – 1<sup>st</sup> Review)**

Mr. Sam Overton presented a project spreadsheet with current funding sources (bonds, federal, state, Foundation, and private) along with current Board approved budgets and current cost. This is a first review of the projects list for feedback from the Committee and a plan to present this list on a quarterly basis moving forward.

### **Other**


Mrs. Barb Leathers stated that at the January meeting, the medical reserve conversation will continue as well as a follow up with R&R presentation and discussion from the November Finance Committee meeting.

## **ADJOURNMENT**

Mr. Tom Whitt moved to adjourn the meeting; second by Mr. Sam Overton and the motion was approved.

The meeting was adjourned at 4:54 pm.

  
Janet Hood, Chair, Finance Committee

  
Tom Whitt, Member, Finance Committee