

**REGULAR MEETING OF THE BOARD OF TRUSTEES
HEARTLAND COMMUNITY COLLEGE
Community Commons Building, Room 2012
1500 W. Raab Road, Normal, IL
February 19, 2019
6:00 pm**

AGENDA

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Adopt Agenda
4. Public Comment
5. President's Report
 - 5.1. College Spotlight: College NOW/Secondary Education Initiatives
 - 5.2. Student Success Spotlight: Unit 5 Dual Degree (Oral)
6. Cabinet Reports
 - 6.1. Higher Learning Commission Accreditation Follow-up (Oral)
 - 6.2. Credit Enrollment Spring 2019 Census Day
7. Financial Report
8. Trustees' Reports
 - 8.1. ICCTA
 - 8.2. Student Trustee
 - 8.3. Calendar of Upcoming Events, Updates and Announcements
9. Consent Agenda Action Items
 - 9.1. Approval of Bills
 - 9.2. Minutes of the Regular Meeting January 15, 2019
 - 9.3. Travel Expenditures
10. Non-Personnel Action Items
 - 10.1. Tuition and Fees Recommendation
11. Closed Session: Personnel, Collective Bargaining
12. Personnel Action Items
 - 12.1. Personnel
 - 12.2. Contract for Sarah Diel-Hunt, Vice President of Enrollment and Student Services, with an annual base compensation of \$133,000 effective February 20, 2019 and continuing through the first to occur of separation of service or June 30, 2019
 - 12.3. Tenure Recommendation
 - 12.4. Semi-Annual Closed Session Minutes and Recordings
13. Adjournment

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This employment contract is made and entered into in Normal, Illinois, this 20th day of February, 2019, by and between the Board of Trustees of Heartland Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, Tazewell, State of Illinois, hereinafter referred to as "Board," and **Sarah Diel-Hunt** as Vice President of Enrollment and Student Services of Heartland Community College, hereinafter referred to as "Appointee."

WITNESSETH, the parties have agreed as follows:

SECTION ONE: TERM

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs, and Sarah Diel-Hunt hereby accepts appointment and employment as Vice President of Enrollment and Student Services of Heartland Community College, Community College District No. 540, commencing at 12:01 a.m. on February 20, 2019, and terminating at midnight on June 30, 2019, unless terminated otherwise as herein provided.

SECTION TWO: DUTIES

This contract is for such services as may be assigned according to the job description. The Appointee agrees that he or she may be reassigned to other positions within his or her professional-educational qualifications. The Appointee hereby agrees to faithfully perform and discharge all duties assigned to the Appointee to the satisfaction of the Board.

SECTION THREE: COMPENSATION AND BENEFITS

Compensation shall be as follows:

- 1) **Salary.** For the period of February 20, 2019, through and including June 30, 2019, the Board shall pay the Appointee in bi-weekly installments and on a pro-rata basis an annual base salary of one hundred thirty-three thousand dollars (\$133,000).
- 2) For each year of employment beginning July 1 of each fiscal year through and including June 30 of that fiscal year, pursuant to this contract, the Board or any individuals or committee designated in its stead, will evaluate the Appointee, on or around July 1 of that year and determine any additional payment to be made during that period.
- 3) **Vehicle.** The Board shall also provide Appointee with an automobile/expense reimbursement allowance in the amount of five hundred dollars (\$500.00) per month plus use of a college credit card for the purchase of gasoline for College related purposes.
- 4) **Life Insurance.** Appointee is further entitled to term life insurance equal to twice the amount of annual base salary.
- 5) **Physical Examination.** The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, as recommended by a physician.
- 6) **Vacation.** Appointee shall be entitled to a vacation of 22 working days per year, accumulative to 56, to be used with approval of the President.
- 7) **Sick Leave.** Appointee shall be entitled to sick leave of 12 days per year, with unlimited accumulation and an original award of 12 days. Furthermore, the parties understand and acknowledge that at the beginning of the Appointee's final year of pre-retirement HCC employment, Appointee would be credited, as needed, with additional sick leave equal to the difference between Appointee's then accumulated sick leave total and 180 days, and that during the final year of pre-retirement employment Appointee would accrue additional sick leave at the current rate of 12 days per year.

- 8) Business Expense. The Board shall pay all expenses on behalf of or incurred by the Appointee which are approved as being reasonable and necessary to the business of the College.

SECTION FOUR: TERMINATION

This Agreement shall be subject to termination upon any of the following circumstances:

- 1) Mutual written consent of the parties.
- 2) Appointee's disability, as determined by Appointee's eligibility to receive SURS' disability benefits, or Appointee's death.
- 3) Discharge for cause which shall include, but not be limited to, Appointee's failure to perform in accordance with the terms of this Agreement, illegal or immoral conduct, failure to comply with Board policies applicable to the performance and/or conduct of the position held by the Appointee, or conduct that is detrimental to the best interests of the College. Prior to discharge for just cause Appointee shall have the right to service of written charges, notice of hearing, and a hearing before the Board. Appointee may elect to be accompanied by counsel at any such hearing, in which event counsel expenses shall be paid by Appointee.

It is further understood that this agreement is being executed to take effect as of February 20, 2019, and when returned with the signature of the Appointee, is a binding contract.

HEARTLAND COMMUNITY COLLEGE

By: _____

Keith Cornille, President

Date: _____

I accept this appointment to the position of Vice President of Enrollment and Student Services of Heartland Community College.

Signature of Appointee

Date: _____