

REGULAR MEETING OF THE BOARD OF TRUSTEES
HEARTLAND COMMUNITY COLLEGE
Community Commons Building 2012
1500 W. Raab Road, Normal, Illinois
June 18, 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: Adult Education
 - 5.2. Facilities Master Plan
 - 5.3. Credit Enrollment Summer 2019 Census Day
 - 5.4. Strategic Enrollment Management (SEM) Update (Oral)
6. Cabinet Reports
 - 6.1. Updates and Announcements
7. Financial
 - 7.1. Tentative Budget FY2020 Presentation (Oral)
8. Trustee 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 Regular Meeting May 21, 2019
 - 9.3. Travel Expenditures
 - 9.4. Prevailing Wage Resolution
 - 9.5. Transfer Resolution FY2019
 - 9.6. Higher Learning Commission (HLC) Reaffirmation
10. Non-Personnel Action Items
 - 10.1. Tentative Budget FY2020
 - 10.2. Athletic Transportation Bid Fall 2019 and Spring 2020
11. Closed Session: Personnel Matters
12. Closed Session Action Items
 - 12.1. Personnel
 - 12.2. Employee Compensation Effective July 1, 2019
 - 12.3. Adjunct Faculty Promotions
 - 12.4. Contract for Douglas E. Minter, Vice President, Business Services and Institutional Effectiveness, with an annual base compensation of \$144,951.40 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020
 - 12.5. Contract for Kelli Tillery Hill, Vice President, External Relations, with an annual base compensation of \$139,043.30 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020
 - 12.6. Contract for Richard R. Pearce, Provost/Vice President, Academic Affairs, with an annual base compensation of \$152,747.55 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020
 - 12.7. Contract for Sarah Diel-Hunt, Vice President, Enrollment and Student Services, with an annual base compensation of \$136,325.00 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020
13. Adjournment

**12.4. VICE PRESIDENT, BUSINESS SERVICES AND INSTITUTIONAL
EFFECTIVENESS CONTRACT**

ACTION:

Motion: To approve the contract for Douglas E. Minter, Vice President, Business Services and Institutional Effectiveness, as presented in Board Agenda Item 12.4.

Recommendation: To approve the attached contract for Douglas E. Minter, Vice President, Business Services and Institutional Effectiveness, with an annual base compensation of \$144,951.40 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020.

ISSUE:

Included with the agenda item is the proposed contract for the Vice President, Business Services and Institutional Effectiveness, Douglas E. Minter. This contract reflects a 2.5% annual base compensation increase.

12.4. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT
(Continued)

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This Employment Contract is made and entered into in Normal, Illinois 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** (“Board”) and **Douglas E. Minter**, as Vice President, Business Services and Institutional Effectiveness, of Heartland Community College (“Appointee”).

WITNESSETH, the parties hereto agree that:

**SECTION ONE
TERM**

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs, and Douglas E. Minter hereby accepts appointment and employment as Vice President, Business Services and Institutional Effectiveness, of Heartland Community College District No. 540, commencing at 12:01 a.m. on July 1, 2019, and terminating at midnight on June 30, 2020, unless earlier terminated 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 by the President to the satisfaction of the Board.

**SECTION THREE
COMPENSATION AND BENEFITS**

Compensation shall be as follows:

- 1) Salary. For the period of July 1, 2019, through and including June 30, 2020, the Board shall pay the Appointee in bi-weekly installments and on a pro rata basis an annual base salary of One Hundred Forty Four Thousand Nine Hundred Fifty One Dollars and Forty Cents (\$144,951.44).

During the term hereof, the President of Heartland Community College shall evaluate the Appointee considering assigned duties, overall performance, annual goals/objectives, and established expectations. Such evaluation shall be conducted prior to July 1, 2020, at which time the President may recommend an award of additional payment to Appointee for Board approval.

12.4. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT
(Continued)

Appointee may undertake related professional duties and obligations with professional organizations which enhance the reputation of the College and do not affect the performance of Appointee's employment obligations and expectations.

- 2) Benefits. Appointee shall be provided all privileges, leaves, and fringe benefits not specifically enumerated herein which are commonly extended to the administrative staff of the College, to the extent such benefits do not conflict with any other terms set forth herein. Benefits shall include:
 - A. Life Insurance. Appointee shall be entitled to term life insurance in a beneficial amount of not less than two times Appointee's base salary.
 - B. Vacation Leave. Appointee shall be entitled to 22 vacation leave days, accumulative to 56 days, vacation leave to be scheduled with approval of the President.
 - C. Sick Leave. Appointee shall be awarded 12 sick leave days during the term hereof, which days shall be subject to unlimited accumulation.
- 3) Vehicle Expense. The Board shall provide Appointee with an automobile/expense reimbursement allowance in the amount of Five Hundred Dollars (\$500) per month plus use of a College credit card for the purchase of gasoline for College related purposes.
- 4) Physical Examination. The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, by a physician duly licensed to practice medicine.
- 5) 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 early 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.

12.4. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT
(Continued)

- 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 July 1, 2019, and when returned with the signature of the Appointee is a binding contract.

Heartland Community College

By: _____ Date: _____
Keith Cornille, President

I accept this appointment to the position of Vice President, Business Services and Institutional Effectiveness, of Heartland Community College.

By: _____ Date: _____
Douglas E. Minter

12.5. VICE PRESIDENT, EXTERNAL RELATIONS CONTRACT

ACTION:

Motion: To approve the contract for Kelli Tillery Hill, Vice President, External Relations, as presented in Board Agenda Item 12.5.

Recommendation: To approve the attached contract for Kelli Tillery Hill, Vice President, External Relations, with an annual base compensation of \$139,043.30 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020.

ISSUE:

Included with the agenda item is the proposed contract for the Vice President, External Relations, Kelli Tillery Hill. This contract reflects a 2.5% annual base compensation increase.

12.5. VICE PRESIDENT, EXTERNAL RELATIONS CONTRACT (Continued)

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This Employment Contract is made and entered into in Normal, Illinois 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** (“Board”) and **Kelli Tillery Hill**, as Vice President, External Affairs, of Heartland Community College (“Appointee”).

WITNESSETH, the parties hereto agree that:

**SECTION ONE
TERM**

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs, and Kelli Tillery Hill hereby accepts appointment and employment as Vice President, External Affairs, of Heartland Community College District No. 540, commencing at 12:01 a.m. on July 1, 2019, and terminating at midnight on June 30, 2020, unless earlier terminated 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 by the President to the satisfaction of the Board.

**SECTION THREE
COMPENSATION AND BENEFITS**

Compensation shall be as follows:

- 1) Salary. For the period of July 1, 2019, through and including June 30, 2020, the Board shall pay the Appointee in bi-weekly installments and on a pro rata basis an annual base salary of One Hundred Thirty Nine Thousand Forty Three Dollars and Thirty Cents (\$139,043.30).

During the term hereof, the President of Heartland Community College shall evaluate the Appointee considering assigned duties, overall performance, annual goals/objectives, and established expectations. Such evaluation shall be conducted prior to July 1, 2020, at which time the President may recommend an award of additional payment to Appointee for Board approval.

12.5. VICE PRESIDENT, EXTERNAL RELATIONS CONTRACT (Continued)

Appointee may undertake related professional duties and obligations with professional organizations which enhance the reputation of the College and do not affect the performance of Appointee's employment obligations and expectations.

- 2) Benefits. Appointee shall be provided all privileges, leaves, and fringe benefits not specifically enumerated herein which are commonly extended to the administrative staff of the College, to the extent such benefits do not conflict with any other terms set forth herein. Benefits shall include:
 - A. Life Insurance. Appointee shall be entitled to term life insurance in a beneficial amount of not less than two times Appointee's base salary.
 - B. Vacation Leave. Appointee shall be entitled to 22 vacation leave days, accumulative to 56 days, vacation leave to be scheduled with approval of the President.
 - C. Sick Leave. Appointee shall be awarded 12 sick leave days during the term hereof, which days shall be subject to unlimited accumulation.
- 3) Vehicle Expense. The Board shall provide Appointee with an automobile/expense reimbursement allowance in the amount of Seven Hundred Dollars (\$700) per month plus use of a College credit card for the purchase of gasoline for College related purposes.
- 4) Physical Examination. The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, by a physician duly licensed to practice medicine.
- 5) 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 early 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

12.5. VICE PRESIDENT, EXTERNAL RELATIONS CONTRACT (Continued)

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 July 1, 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, External Affairs, of Heartland Community College.

By: _____
Kelli Tillery Hill

Date: _____

12.6. PROVOST/VICE PRESIDENT, ACADEMIC AFFAIRS CONTRACT

ACTION:

Motion: To approve the contract for Richard R. Pearce, Provost/Vice President, Academic Affairs, as presented in Board Agenda Item 12.6.

Recommendation: To approve the attached contract for Richard R. Pearce, Provost/Vice President, Academic Affairs, with an annual base compensation of \$152,747.55 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020.

ISSUE:

Included with the agenda item is the proposed contract for the Provost/Vice President, Academic Affairs, Richard R. Pearce. This contract reflects a 2.5% annual base compensation increase.

12.6. PROVOST/VICE PRESIDENT, ACADEMIC AFFAIRS CONTRACT (Continued)

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This Employment Contract is made and entered into in Normal, Illinois 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** (“Board”) and **Richard R. Pearce** as Provost/Vice President Academic Affairs, of Heartland Community College (“Appointee”).

WITNESSETH, the parties hereto agree that:

**SECTION ONE
TERM**

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs, and Richard R. Pearce hereby accepts appointment and employment as Provost/Vice President Academic Affairs, of Heartland Community College District No. 540, commencing at 12:01 a.m. on July 1, 2019, and terminating at midnight on June 30, 2020, unless earlier terminated 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 by the President to the satisfaction of the Board.

**SECTION THREE
COMPENSATION AND BENEFITS**

Compensation shall be as follows:

- 1) Salary. For the period of July 1, 2019, through and including June 30, 2020, the Board shall pay the Appointee in bi-weekly installments and on a pro rata basis an annual base salary of One Hundred Fifty Two Thousand Seven Hundred Forty Seven Dollars and Fifty Five Cents (\$152,747.55).

During the term hereof, the President of Heartland Community College shall evaluate the Appointee considering assigned duties, overall performance, annual goals/objectives, and established expectations. Such evaluation shall be conducted prior to July 1, 2020, at which time the President may recommend an award of additional payment to Appointee for Board approval.

12.6. PROVOST/VICE PRESIDENT, ACADEMIC AFFAIRS CONTRACT (Continued)

Appointee may undertake related professional duties and obligations with professional organizations which enhance the reputation of the College and do not affect the performance of Appointee's employment obligations and expectations.

- 2) Benefits. Appointee shall be provided all privileges, leaves, and fringe benefits not specifically enumerated herein which are commonly extended to the administrative staff of the College, to the extent such benefits do not conflict with any other terms set forth herein. Benefits shall include:
 - A. Life Insurance. Appointee shall be entitled to term life insurance in a beneficial amount of not less than two times Appointee's base salary.
 - B. Vacation Leave. Appointee shall be entitled to 22 vacation leave days, accumulative to 56 days, vacation leave to be scheduled with approval of the President.
 - C. Sick Leave. Appointee shall be awarded 12 sick leave days during the term hereof, which days shall be subject to unlimited accumulation.
- 3) Vehicle Expense. The Board shall provide Appointee with an automobile/expense reimbursement allowance in the amount of Five Hundred Dollars (\$500) per month plus use of a College credit card for the purchase of gasoline for College related purposes.
- 4) Physical Examination. The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, by a physician duly licensed to practice medicine.
- 5) 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 early 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

12.6. PROVOST/VICE PRESIDENT, ACADEMIC AFFAIRS CONTRACT (Continued)

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 July 1, 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 Provost/Vice President Academic Affairs, of Heartland Community College.

By: _____
Richard R. Pearce

Date: _____

12.7. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT

ACTION:

Motion: To approve the contract for Sarah Diel-Hunt, Vice President, Enrollment and Student Services, as presented in Board Agenda Item 12.7.

Recommendation: To approve the attached contract for Sarah Diel-Hunt, Vice President, Enrollment and Student Services, with an annual base compensation of \$136,325 effective July 1, 2019 and continuing through the first to occur of separation of service or June 30, 2020.

ISSUE:

Included with the agenda item is the proposed contract for the Vice President, Enrollment and Student Services, Sarah Diel-Hunt. This contract reflects a 2.5% annual base compensation increase.

12.7. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT
(Continued)

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This Employment Contract is made and entered into in Normal, Illinois 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** (“Board”) and **Sarah Diel-Hunt** as Vice President, Enrollment and Student Services, of Heartland Community College (“Appointee”).

WITNESSETH, the parties hereto agree that:

**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, Enrollment and Student Services, of Heartland Community College District No. 540, commencing at 12:01 a.m. on July 1, 2019, and terminating at midnight on June 30, 2020, unless earlier terminated 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 by the President to the satisfaction of the Board.

**SECTION THREE
COMPENSATION AND BENEFITS**

Compensation shall be as follows:

- 1) Salary. For the period of July 1, 2019, through and including June 30, 2020, the Board shall pay the Appointee in bi-weekly installments and on a pro rata basis an annual base salary of One Hundred Thirty Six Thousand Three Hundred Twenty Five Dollars and Zero Cents (\$136,325.00).

During the term hereof, the President of Heartland Community College shall evaluate the Appointee considering assigned duties, overall performance, annual goals/objectives, and established expectations. Such evaluation shall be conducted prior to July 1, 2020, at which time the President may recommend an award of additional payment to Appointee for Board approval.

12.7. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT
(Continued)

Appointee may undertake related professional duties and obligations with professional organizations which enhance the reputation of the College and do not affect the performance of Appointee's employment obligations and expectations.

- 2) Benefits. Appointee shall be provided all privileges, leaves, and fringe benefits not specifically enumerated herein which are commonly extended to the administrative staff of the College, to the extent such benefits do not conflict with any other terms set forth herein. Benefits shall include:
 - A. Life Insurance. Appointee shall be entitled to term life insurance in a beneficial amount of not less than two times Appointee's base salary.
 - B. Vacation Leave. Appointee shall be entitled to 22 vacation leave days, accumulative to 56 days, vacation leave to be scheduled with approval of the President.
 - C. Sick Leave. Appointee shall be awarded 12 sick leave days during the term hereof, which days shall be subject to unlimited accumulation.
- 3) Vehicle Expense. The Board shall provide Appointee with an automobile/expense reimbursement allowance in the amount of Five Hundred Dollars (\$500) per month plus use of a College credit card for the purchase of gasoline for College related purposes.
- 4) Physical Examination. The Board requires and agrees to reimburse Appointee for the cost of a complete physical examination annually, by a physician duly licensed to practice medicine.
- 5) 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 early 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

12.7. VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES CONTRACT
(Continued)

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 July 1, 2019, and when returned with the signature of the Appointee is a binding contract.

Heartland Community College

By: _____ Date: _____
Keith Cornille, President

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

By: _____ Date: _____
Sarah Diel-Hunt