

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**HEARTLAND COMMUNITY COLLEGE**  
**Community Commons Building 2012**  
**1500 W. Raab Road, Normal, Illinois**  
**August 18, 2020**  
**6:00pm**

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: Facilities Master Plan with Legat Architect (Oral)
  - 5.2. Board Policy Revision 1<sup>st</sup> Reading: Leaves
6. Cabinet Reports
7. Financial Report
  - 7.1. FY2020 Budget Year End Update (Oral)
  - 7.2. Property and Casualty Insurance Renewal Summary
8. Trustee Reports
  - 8.1. ICCTA
  - 8.2. Student Trustee
  - 8.3. Calendar of Upcoming Events
9. Consent Agenda Action Items
  - 9.1. Approval of Bills
  - 9.2. Minutes
    - 9.2.1 Regular Board Meeting June 16, 2020
    - 9.2.2 Special Board Meeting June 25, 2020
    - 9.2.3 Board Retreat July 21, 2020
  - 9.3. Facility Project Close-Outs
    - 9.3.1. Locally Funded Project: Remodel Health Science Lab
    - 9.3.2. Locally Funded Project: Remodel Student Engagement
    - 9.3.3. Protection, Health and Safety Project: Repair Roof Snow Safety System
  - 9.4. Connect Transit System Universal Access Service Agreement FY2021 Q1/Q2
  - 9.5. Property and Casualty Insurance Renewal FY2021
10. Non-Personnel Action Items
  - 10.1. Tax Abatement 5-Year Extension Agreement: State Farm
  - 10.2. RAMP Capital Request FY2022: Agriculture Building/Complex
11. Closed Session: Personnel and Collective Negotiating Matters
12. Personnel Action Items
  - 12.1. Personnel
  - 12.2. Contract for Letisha Trepac, Vice President, Finance and Administration, with an annual base compensation of \$140,000 effective August 24, 2020 and continuing through the first to occur of separation of service or June 30, 2021
13. Adjournment

**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 **Letisha Trepac** as Vice President, Finance and Administration, 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 Letisha Trepac hereby accepts appointment and employment as Vice President, Finance and Administration, of Heartland Community College District No. 540, commencing at 12:01 a.m. on August 24, 2020, and terminating at midnight on June 30, 2021, 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 August 24, 2020, through and including June 30, 2021, the Board shall pay the Appointee in bi-weekly installments and on a pro rata basis an annual base salary of One Hundred Forty Thousand Dollars and Zero Cents (\$140,000.00).

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, 2021, at which time the President may recommend an award of additional payment to Appointee for Board approval.

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 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 August 24, 2020, 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, Finance and Administration, of Heartland Community College.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Letisha Trepac