

**MEETING OF THE BOARD OF TRUSTEES
HEARTLAND COMMUNITY COLLEGE
COMMUNITY COMMONS BUILDING (CCB) 2012
1500 W. RAAB RD., NORMAL, IL 61761
DECEMBER 17, 2024
5:00 pm – BOARD WORKSHOP**

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Introduction of Robbins-Schwartz
5. Adjourn

HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
1500 W. RAAB ROAD, NORMAL, IL
COMMUNITY COMMONS BUILDING 1406/07
DECEMBER 17, 2024

6:00PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Adopt Agenda
4. Public Comment
5. Public Hearing Concerning a Proposed Property Tax Levy
6. Public Hearing to receive public comments on the proposal to sell \$26,500,000 Funding Bonds for the purpose of paying claims against the District, and \$10,500,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District.
7. President's Report
 - 7.1. First Reading – Board Policy: Officer Responsible (Section 8.0.)
 - 7.2. HLC Update (Oral)
 - 7.3. Cabinet Reports (Oral)
8. Financial Report
 - 8.1. Finance Committee Report (Oral)
 - 8.2. Finance and Administration (Oral)
 - 8.2.1. Protection, Health & Safety Projects List
9. Trustee Reports
 - 9.1. ICCTA (Oral)
 - 9.1.1. ACCT National Legislative Summit – February 9-12th
 - 9.2. Student Trustee
 - 9.3. Calendar of Upcoming Events
10. Consent Agenda Action Items
 - 10.1. Approval of Bills
 - 10.2. Minutes: November 19, 2024 Board Workshop and Regular Meeting
 - 10.3. Travel Expenditures
 - 10.4. Board Meeting Calendar CY 2025
 - 10.5. Second Reading – Board Policy: Non-Credit Tuition
 - 10.6. Second Reading – Board Policy: Reservists Called into Active Military Duty
11. Non-Personnel Action Items
 - 11.1. 2024 Tax Levy Resolution
 - 11.1.1. Protection, Health & Safety Projects Approval
12. Personnel Action Items
 - 12.1. Monthly Personnel Actions
 - 12.2. Emeritus Designation
13. Adjournment

7.1. BOARD POLICY: OFFICER RESPONSIBLE (SECTION 8) (First Reading)

BOARD ACTION

Motion: To adopt the recommendation as presented in Board Agenda Item 7.1.

Recommendation: To approve the changes/corrections to Board Policy: Officer Responsible (Section 8)

ISSUE

Board Policy is regularly reviewed by Trustees for any necessary amendments. During a recent review of Board Policy: Officer Responsible (Section 8), a minor correction was noted as needed and is now proposed to be corrected as follows (corrections in **bold**).

Original:

Officer Responsible: Vice President, External Relations

Proposed:

Officer Responsible: **President or Designee**

STRATEGIC PLAN ALIGNMENT

Ensure resource stewardship

CONTACT

Keith Cornille, President (309) 268-8106

9.2. STUDENT TRUSTEE

Heartland Community College Student Government Association 12/17/2024 - Student Trustee Board Report – Auston Koch

Posada Navideña

ALAS hosted their Posada Navideña on December 5th. A Posada Navideña is a Hispanic Christmas party that involves dancing, singing, and eating. There were fresh tamales, hot chocolate, and Latino sodas.

Video Game Showdown

Student Veterans of America hosted their Video Game Showdown on the 13th to celebrate the end of the semester. There were video game tournaments, snacks, and a prize raffle.

Spring Week of Welcome: Involvement Fair

The Spring Involvement Fair will be on Tuesday, January 21st from 11-2. Students will have the opportunity to explore all of the clubs and organizations on campus.

Hawk Nest Game Room Grand Opening

On Wednesday, January 22nd the Hawk Nest Game Room will be having its official Grand Opening. There will be free pizza, video games, and board games.

Heartland Night at Bloomington Bison Hockey Game

Friday, January 24 will be Heartland Night at the Bloomington Bison game. We will have free tickets but there is a limited number of free tickets. There are also \$3 beverages, \$3 hot dogs, free popcorn, and \$9 specialty t-shirts.

Learn more about clubs, organizations, and upcoming events at
www.GetInvolved.heartland.edu

9.3. CALENDAR OF UPCOMING EVENTS ***Board of Trustees Meeting/Function**

2024-2025

Upcoming Events

- Winter Break, College Closed; Tuesday, December 24-Wednesday, January 1, 2024
- Spring Semester “Grab and Go” Light Breakfast; Wednesday, January 8, 8:00 am, 2024, WDC/Student Center
- First Day of the Spring Semester; Monday, January 13, 2025
- Spring Kick-Off; Friday, January 17, 2025, 10:00 am, CCB 1407 w/ Zoom Option
- MLK, Jr. Day, College Closed; Monday, January 20, 2025
- Finance Committee; Tuesday, January 21, 2025, 3:30 pm, CCB 2011*
- Board Dinner/Workshop; Tuesday, January 21, 2025, 5:00 pm, CCB 2012*
- Regular Board Meeting; Tuesday, January 21, 2025, 6:00 pm, CCB 1406/07*
- National Legislative Summit; February 9-12, 2025, Washington D.C.

[Hawk Athletics Schedules](#)

[Art Gallery](#)

[SGA Meetings](#)

[Student Life/Student Engagement Calendar](#)

10. CONSENT AGENDA ACTION ITEMS

BOARD ACTION

Motion: To approve:

- The ratification of bills paid during November 2024.
- Minutes: November 19, 2024 Board Workshop and Regular Meeting.
- 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.
- Board Meeting Calendar CY 2025.
- Second Reading – Board Policy: Non-Credit Tuition.
- Second Reading – Board Policy: Reservists Called into Active Military Duty.

10.1. BILLS

BOARD ACTION

Motion: To approve the recommendation as presented in Board Agenda Item 10.1.

Recommendation: To approve the ratification of bills paid during November 2024.

10.2. MINUTES

BOARD ACTION

Motion: To approve the recommendation as presented in Board Agenda Item 10.2.

Recommendation: To approve the minutes: November 19, 2024 Board Workshop and Regular Meeting.

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**MEETING OF THE BOARD OF TRUSTEES
HEARTLAND COMMUNITY COLLEGE
Community Commons Building Room 2012
1500 W. Raab Road, Normal IL
November 19, 2024, 5:00 pm**

BOARD WORKSHOP/DINNER

Members Present: Becky Ropp, Josh Crocket, Janet Hood, Mary Campbell, Jeff Flessner, Auston Koch, Tom Whitt, Cecelia Long (present after roll call)

Others Present: Keith Cornille, Nora Dukowitz, Oli Crutcher, Aemun Lopeyok, Emily Nakamura, Claire Kuhlman, Jen O'Connor, Hannah Houston, Sarah Tipton, Ella Brownlee, Parker Newton, Jaxon Henrichs, Antonio Castillo, Kaitlyn Cope, Luis Buzan, Payton Wilz, Kaylee Lewis, Laurie Bergner

Chair Becky Ropp called the meeting to order at approximately 5:09 pm.

The Student Government Association began with an introduction of officers and reviewed their goals. SGA entertained questions from the attendees.

Ms. Jenny Crones gave a presentation regarding tutoring services at Heartland Community College. Then tables broke out for discussion and group work.

Below reflects the notes from the various tables:

Have you used tutoring services?

- Luis: No, Payton: Yes, Janet: Yes.
- No, just haven't taken that step yet. The thought of reaching out for help and realizing it is difficult. Don't want to be seen as the weak link.
- Claire: Yes, embedded tutor (not in office). Aemun: Yes, enjoyed it."
- Parker: Has not used tutoring, but was a peer tutor. He saw more older students.
- Both students said yes. Student #1 used the embedded tutor in Math 109 Student #2 used the tutor for Digital Media.
- Kaylee: Yes, used an embedded tutor and then went in for more tutoring. Help with long commute and quick question- used online tutor. Felt more comfortable going to the tutor than the instructor (related more). Had a negative interaction with the instructor, so the tutor is the first response.

Where is Tutoring Services located and how does our location help attract or dissuade students from using our service?

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- All: Library. Luis: Does not encourage use because of the library's hours (not readily available) and suggested a more visible indication of the library's hours at a school. kiosk/directory at entrances detailing buildings' offerings and hours would be useful.
- Students need to really seek it out.
- Tutoring services are in the library, but the location is relatively tucked away/hard to find. This may dissuade shyer students.
- Library location isn't very visible but has good access by being in the library.
- In the library and WDC, as well as online. Good, but keep a presence in WDC.
- Online lab and library. Library location can be intimidating to a new student- the library can be overwhelming. Knows about the Pontiac tutor- the tutor gets busy. Talked about tutoring for other subjects or writing, students will get the instructor to help with math. Could use more math support and maybe English too. Sometimes they go to tutoring on how to use the tools in online courses. Some course materials are inaccessible.

What do you think prevents students from coming in to work with a Tutor?

- Luis: Shame/stigma/knowledge. Payton: Motivation and drive to succeed are diminished.
- Intimidation and scheduling, No connections on campus/go to classes and then go home.
- Location, shame, community difficulties.
- Students are embarrassed to go in and/or think they have to pay.
- Can be a stigma; perhaps high school students who didn't have tutoring services aren't accustomed to having it as part of their team.
- Asking for help makes them feel weak. The first experience can be scary. Tutoring will help with doing the work- understanding how it works- and enjoying learning. Tutors taught Kaylee to tutor herself and made her love learning. There are a lot of online tools out there for students to help themselves, but when that doesn't work it may be a challenge to admit you need help. Tutors can promote learning and understanding. When (one table member) went to college, they didn't know how to study, take notes, or create success strategies. Tutors can help students develop themselves. One of the best things to learn about in an academic setting is how to learn. Tutors can make learning fun (basic algebra was hard and boring before).

What barriers to student success do you see at HCC and how do you see tutors helping with these barriers?

- Payton: Lack of involvement in student organizations and leadership. Luis: Knowledge of hours and offerings and more focus on tutoring for hybrid classes.
- Faculty could encourage students to use tutoring and other services. Hearing it from instructors would provide needed affirmation.
- Math is difficult for many students, but tutors often can help with explaining it from a different viewpoint (e.g., math as a language). ESL is also a major barrier. ESL classes exist but are not supported by tutoring as far as this table knows. Cultural challenges

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overall can be barriers to both international and domestic students and holistic evaluation can help.

- Older students have a harder time with the new way of learning and technology. Embedded tutor in chemistry class was utilized. They provide more time for students. If a teacher wants an embedded tutor, they should have one because it would be a better way to connect students to tutoring services.
- For international students, language is a major barrier. They won't go to tutoring because they can't understand the tutor. Could we have Spanish-speaking (and/or bilingual/multilingual with other languages) tutors?
- Challenge of location and times. How are we incorporating Pontiac and Lincoln? Offering drop-in support helps people who need a flexible schedule. Helping students who are parents by providing flexible scheduling supports students. How can email be used for asynchronous support? My embedded tutors respected my time and schedule.

What do students need the most from tutors?

- Luis: Showing care, empathy, and customer service.
- Beyond subject knowledge, support and encouragement.
- Affirmation is important so that students don't feel dumb. Affirming students that they aren't alone and are capable is invaluable to retention and student self-esteem. Stigma against non-linear/non-traditional paths to a college education can be majorly impactful to students and needs to be addressed.
- Most students just want tutors to give them the answer. Tutors should be encouraging. Tutors should teach the process (tutors are trained to do this).
- Availability. Students often do homework in the evening. Could they be available until 8 PM, or early in the morning before work/classes? Options: students may understand/connect with some tutors but not others. More tutors. Help students differentiate between certain services: tutoring, success coaching, mental health counseling, career services, etc., Difficult for students to know where to go for what. (Seems like tutoring should be located near these services).

Trustee Auston Koch and Chair Becky Ropp shared their appreciation for the participants.

Trustee Janet Hood made a motion to adjourn. Trustee Tom Whitt seconded. The meeting adjourned at approximately 5:56 pm.

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Becky Ropp, Chair

Trustee Josh Crockett, Secretary

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**MEETING OF THE BOARD OF TRUSTEES
HEARTLAND COMMUNITY COLLEGE
Community Commons Building Room 2012
1500 W. Raab Road, Normal IL
November 19, 2024, 6:00 pm**

Members Present: Becky Ropp, Josh Crocket, Janet Hood, Mary Campbell, Jeff Flessner, Auston Koch, Tom Whitt, Cecelia Long

Others Present: Keith Cornille, Nora Dukowitz, Aemun Lopeyok, Hannah Houston, Sarah Tipton, Parker Newton, Jaxon Henrichs, Antonio Castillo, Kaitlyn Cope, Luis Buzan, Payton Wilz, Kaylee Lewis, Laurie Bergner, Dominick Demonica, Mateuz Janik, Rob Widmer, Representatives from Wipfli

Chair Becky Ropp called the meeting to order at approximately 6:05 pm. Trustee Janet Hood made a motion to adopt the agenda, which was seconded by Trustee Tom Whitt. The motion passed.

Public Comment

There was no public comment.

President's Report

President Keith Cornille thanked Trustee Auston Koch for hosting the Board Dinner with student leaders. He also thanked those that attended the Celebration of Excellence in early November. President Cornille thanked those that donated to the Student Government Association's Feed the Need Food Drive. He then recognized national cross country champion Nora Brady, who beat all other runners by at least 40 seconds. Ms. Brady was unable to attend but expressed her thanks in writing.

President Cornille noted the ICCCP legislative priorities and reviewed the key points: Applied Bachelors degree, dual credit, articulation/transfer, authority for local control, and the workforce ecosystem. These align with the ICCTA's priorities as well.

The College has several events this week, including the national apprenticeship event tomorrow. Thursday is the COUNTRY Financial press conference to announce a very generous gift to the College for the Trail. Thursday evening is the Chamber of Commerce Agriculture Awards dinner, where Chair Becky Ropp and Lauren Monk will be recognized. Keith gave the first readings of changes to Board Policy proposed on this evening's agenda one non-credit tuition and military

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reservists. Keith then reviewed the entirety of the agenda for the evening's meeting.

Facilities Master Plan Status Report

Mr. Andy Litwiller gave an update on the Facilities Master Plan, which was approved in 2020. Supplemental plans to this include the Landscape Master Plan in 2021 and the Interior Master Plan in 2022. Accomplishments included the Testing Center in fall 2022 and food services in summer 2023, completion of the Agricultural Complex and Advanced Manufacturing Center in January 2024, and renovations to the Science Labs in the Instructional Commons Building (ICB) as well as the first floor of the WDC/Student Center. Mr. Litwiller entertained questions from the Board introduced Dominick Demonica for his presentation regarding the science labs.

Science Labs Renovation (Phase II)

Mr. Demonica explained the project was out to bid in the middle of October. The pre-bid meeting occurred just a few days ago with great response. Bids will be received the first week of December, with hope to bring them to the December Board meeting for approval. He went over the project schedule. The project is anticipated to be complete in August 2025. He reviewed floorplans/renderings for the project to show what areas are/will be involved. Dominick entertained questions. There will be plenty of power in the student areas to accommodate their needs. Safety and ADA issues are being addressed in the projects.

Cabinet Reports

Dr. Rick Pearce announced that two faculty members, Breezy Watkins and Amanda Frioli earned their Quality Matters certification for their online courses. Jeremy Bachelor was recognized as Faculty of the Year by the Illinois Community College Faculty Association. The Associate of General Studies was recently approved by the ICCB and now goes to the IBHE for consideration. Finally, the nursing program was awarded \$121,191 from the Illinois Board of Higher Education for Nursing school grant program that will help support equity and student success.

Dr. Sarah Diel-Hunt reported that Heartland has been recognized by the ALL IN Democracy Challenge initiative sponsored by Civic Nation as the 2024 Most Engaged Campus for College Student Voting. Once data is back from the 2024 general elections, we will learn how we did in terms of student voter registration and voter turnout. You will recall that for the 2022 election, we were awarded for Community College Highest Registration and Student Voter Rates.

Dr. Diel-Hunt also gave an update on Athletics. All of HCC's fall sport teams qualified for nationals, with Esports post-season entries still being finalized.

Cross Country:

- Women's Team Placed 6th
- Men's Team Placed 11th
- Nora Brady National Championship

Men's Soccer:

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- Won District Championship and went in to nationals as #11 seed
- They were eliminated today, but had a great showing beating the #7 seed and battling the #2 seed really hard, limiting them to only 1 goal

Women's Soccer:

- Won District Championship and earned the #3 seed at nationals
- They won their first match in pool play and are playing as we speak.
- Valentina Bernal named Region 24 Player of the Year

Women's Volleyball:

- The team got into nationals as #5 seed.
- They start play in Cedar Rapids, Iowa tomorrow.
- Sophomore Mairan Mannon was named Region 24 Player of the Year.

Illinois Council of Community College Administrators Conference was held last week in East Peoria. The Conference provides opportunities for community colleges around the State to share best/emergent practices. HCC was very well represented with 20 conference attendees, including three employees who were selected into the Aspiring Leaders Cohort (Nayoka Griffis, Amanda Garard, and Jennie Kearey). Not only did HCC represent well in terms of participation, more meaningfully, we had nine presenters at the conference – well more than any school – sharing what we have been doing.

Financial Report

Trustee Janet Hood reported that the Finance Committee began with approval of meeting minutes, then proceeded with concurrence of the Consent Agenda.

They received updates on a variety of topics including the Pontiac Public Library lease renewal and the two sublease renewals which are in conjunction with our Pontiac Public Library space.

The Committee continued discussion related to employee medical insurance and planning for future fiscal years.

Noah will provide an update on the Estimated 2024 Tax Levy process. After that, Sara McKenna from Wipfli, our external audit partners, will present on the Fiscal Year 2024 final annual consolidated financial report and single audit.

Finance and Administration Report

Estimated 2024 Tax Levy

Mr. Noah Lamb gave a presentation on the 2024 estimated tax levy. There will be a public hearing next month before the levy's adoption.

HCC Pontiac Lease

Mr. Lamb expressed his appreciation of the working relationship with the Pontiac Library. This is

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a ten-year lease of the library. There is a slight increase in the annual lease amount. After five years, HCC will have the ability to renegotiate.

Kankakee Community College for Grundy-Livingston-Kankakee Workforce Board Sublease

Nothing is significantly changing in this sublease for the upcoming term.

Mid Central Community Action, Inc. Sublease

The organization wants to reduce some square footage, based on need. The monthly lease amount was therefore adjusted based on square footage.

FY24 Final Annual Consolidated Financial Report and Single Audit

Mr. Lamb introduced Ms. Sarah McKenna from Wipfli, who gave a presentation regarding the Fiscal Year 2024 Audit. Sarah met with the Finance Committee meeting earlier today where she went into more detail. Noah gave some closing remarks on the Audit. He was pleased that while there were findings, they were not repeat findings and are not anticipated next year due to procedures already put into place when they were discovered. The findings help provide a guide or focus for continuous improvement.

Trustee Reports

ICCTA

Trustee Tom Whitt deferred to Trustee Janet Hood as he was unable to attend the November ICCTA meetings. Trustee Hood and Trustee Mary Campbell did attend. ICCTA approved their legislative initiatives at the meeting as well as their ICCTA Strategic Plan. The Trustee meeting was excellent with a great presentation. The National Legislative Summit is in February. The next ICCTA meetings are in March in Lisle. Trustee Campbell also gave an overview of the sessions she attended during the conference. The topic of DEI was discussed, especially in light of the recent election. Mental health on campus was also discussed. They also received a refresher on various topics from Robbins Schwartz.

Student Trustee

The Veterans Center hosted a Veterans Day ceremony. GSU hosted Global Café on the topic of the election. On November 23rd, Slice is hosting a Habitat for Humanity volunteer opportunity. Alice is hosting a dancing class. They will eventually perform at an event on December 5th. GSU is hosting Taste of the World on November 21. The Pontiac campus is hosting an ornament decorating event in late November.

Board Policy Review – Campus & Community

Dr. Chris Downing and Trustee Cecelia Long reviewed this section for any needed updates. They will be bringing forward a couple of small changes in December.

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Consent Agenda Action Items

Trustee Tom Whitt made a motion to approve the Consent Agenda, consisting of the following items :

- Approval of Bills
- Minutes: Board Dinner/Workshop and Regular Meeting – October 15, 2024
- Travel Expenditures
- Acceptance of the FY2024 Annual Consolidated Financial Audit Report
- HCC Pontiac Lease
 - Kankakee Community College for Grundy-Livingston-Kankakee Workforce Board Sublease
 - Mid Central Community Action Sublease
- Naming of Spaces
- Naming of Spaces – COUNTRY Financial Trail at Heartland Community College

Trustee Josh Crockett seconded the motion. The motion passed unanimously.

Non-Personnel Action Items

Estimated 2024 Tax Levy Resolution

Trustee Janet Hood made a motion to approve this item. Trustee Auston Koch seconded. The motion passed unanimously.

Approval of Science Labs Renovation (Phase II)

Trustee Janet Hood made a motion to approve this item. Trustee Josh Crockett seconded. The motion passed unanimously.

Personnel Action Items

Trustee Janet Hood made a motion to approve the Monthly Personnel Actions. Trustee Jeff Flessner seconded. The motion pass unanimously.

At this time, acknowledging this was Trustee Jeff Flessner's last meeting due to his recent resignation, Chair Becky Ropp took a moment to thank him for his service.

Trustee Tom Whitt made a motion to adjourn. Trustee Mary Campbell seconded. The motion passed unanimously and the meeting adjourned at approximately 7:42 pm.

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Becky Ropp, Chair

Trustee Josh Crockett, Secretary

10.3. TRAVEL EXPENDITURES

BOARD ACTION

Motion: To approve the recommendation as presented in Board Agenda Item 10.3.

Recommendation: To approve travel expenditures by members of the Board of Trustees and travel expenditures that exceed reimbursable rates by Heartland Community College employees submitted since the last meeting of the Board of Trustees.

ISSUE

Travel Expenditures by members of the Board of Trustees and any Travel Expenditures Exceeding Travel Limits by Employees.

Name	Title	Purpose	Reg	Transit	Meals	Lodging	Total	Comments
Jennifer O'Connor	AVP, Academic Affairs	NACEP Conference in Lake Buena Vista, FL	\$867.00	\$359.37	\$179.00	\$1,050.05	\$2,455.42	\$58.36 over GSA 150%
Dameron Beverly	Faculty – Nursing	OADN Conference in Tampa, FL	\$795.00	\$796.96	\$278.00	\$1,274.46	\$3,144.42	\$57 over GSA 150%
Julie Carr	Faculty – Nursing	OADN Conference in Tampa, FL	\$795.00	\$433.95	\$245.00	\$1,274.46	\$2,748.41	\$57 over GSA 150%
Susan Carl	Associate Dean, Health Sciences	OADN Conference in Tampa, FL	\$795.00	\$433.95	\$223.00	\$1,274.46	\$2,726.41	\$57 over GSA 150%
Janice Malak	Faculty – Sociology	Educause Conference in San Antonio, TX	\$2,154.00	\$837.40	\$307.00	\$1,295.26	\$4,594.00	\$66.50 over GSA 150%
Manju Kishore	Faculty – Biology	Assessment Institute in Indianapolis, IN	\$445.00	\$110.00	\$132.00	\$482.04	\$1,169.04	\$6.50 over GSA 150%

STRATEGIC PLAN ALIGNMENT

Ensure Resource Stewardship

CONTACT

Noah Lamb, Vice President, Finance and Administration (309) 268-8109

Laura Hughs, Associate Vice President, Finance and Administration (309) 268-8143

10.4. CY 2025 BOARD MEETING CALENDAR

BOARD ACTION

Motion: To approve the recommendation as presented in Board Agenda Item 10.4.

Recommendation: To approve the Board of Trustees 2025 meeting calendar as provided.

ISSUE

The meeting schedule for Calendar Year 2025 for Heartland Community College District 540 Board of Trustees is as follows:

- Regular Board meetings are on the 3rd Tuesday of the month (April is the 4th Tuesday) and begin at 6:00pm (the July Retreat begins at 5:00pm); locations are provided below.
- Finance Committee meetings begin at 3:30pm.
- Board Workshops & Dinners begin at 5:00pm.
- Retiree Reception begins at 5:30pm in May.

<p>January 21 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>February 18 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>March 18 HCCP, 211 E. Madison, Pontiac 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>April 22 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>May 20 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>June 17 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p>	<p>July 15 5:00pm Board Retreat</p> <p>August 19 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>September 16 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>October 21 HCCL, 2201 Woodlawn, Lincoln 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>November 18 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p> <p>December 16 1500 West Raab Rd, Normal 3:30pm Finance Committee 5:00pm Board Workshop & Dinner 6:00pm Board Meeting</p>
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STRATEGIC PLAN ALIGNMENT

Model Effective Communication, Collaboration, and Transparency.

CONTACT

Keith Cornille, President (309) 268-8106

10.5. BOARD POLICY: NON-CREDIT TUITION (Second Reading)

BOARD ACTION

Motion: To adopt the recommendation as presented in Board Agenda Item 10.5.

Recommendation: To approve the changes to Board Policy: Students 5.3.3: Non-Credit Tuition.

ISSUE

Board Policy is regularly reviewed by Trustees for any necessary amendments. During a recent review of Board Policy: Students 5.3.3: Non-Credit Tuition, a minor correction was noted as needed and is now proposed to be corrected as follows (corrections in **bold**).

Original:

Tuition and fees for non-credit courses are set on a course-by-course basis and are generally intended to recover costs or generate income in excess of the direct costs of course delivery.

Proposed:

Tuition and fees for **Continuing Education** non-credit courses are set on a course-by-course basis and are generally intended to recover costs or generate income in excess of the direct costs of course delivery.

Adult Education non-credit courses are provided at no charge.

STRATEGIC PLAN ALIGNMENT

Ensure resource stewardship

CONTACT

Keith Cornille, President (309) 268-8106

Sarah Diel-Hunt, Vice President, Enrollment and Student Services (309) 268-8593

10.6. BOARD POLICY: RESERVISTS CALLED INTO ACTIVE MILITARY DUTY
(Second Reading)

BOARD ACTION

Motion: To adopt the recommendation as presented in Board Agenda Item 10.6.

Recommendation: To approve the changes/corrections to Board Policy: Students 5.9.1: Reservists Called into Active Military Duty.

ISSUE

Board Policy is regularly reviewed by Trustees for any necessary amendments. During a recent review of Board Policy: Students 5.9.1: Reservists Called into Active Military Duty, a minor correction was noted as needed and is now proposed to be corrected as follows (corrections in **bold**).

Original:

Reservists called to active military duty while enrolled at the College shall receive a full refund of tuition or credit toward future enrollment charges.

Proposed:

Board Policy: Students 5.9.1: **Students** Called into Active Military Duty

Students called to active military duty **for two weeks or more have the right to receive a full refund of tuition and fees applicable to their registration.**

STRATEGIC PLAN ALIGNMENT

Ensure resource stewardship

CONTACT

Keith Cornille, President (309) 268-8106

Sarah Diel-Hunt, Vice President, Enrollment and Student Services (309)268-8593

11.1. 2024 TAX LEVY RESOLUTION

BOARD ACTION

Motion: To accept the recommendation as presented in Board Agenda Item 11.1.

Recommendation: To adopt the “Resolution Regarding Amounts Necessary to Be Levied for the Year 2024” and Certificate of Tax Levy as presented.

ISSUE

Annually, the College must develop a local property tax levy to support the future estimated budget of the institution. The 2024 property tax levy being considered herein operationally supports the fiscal year 2026 (FY2026) budget of the College. The presented levy includes an equity tax adopted pursuant to 110 ILCS 805/3-14.3. The 2024 Tax Levy must be completed and filed by the fourth Tuesday in December.

As in prior years, this process includes compliance with the “Truth in Taxation” statutes of the State of Illinois. According to these statutes, a taxing body must publish a “Public Notice of Proposed Property Tax Increase” if the aggregate levy exceeds the prior year extension or abatements by more than 5 percent. Additionally, a public hearing must be scheduled, advertised, and conducted relative to the proposed tax levy. The “Resolution Regarding Amounts Necessary To Be Levied For The Year 2024” addresses each of these provisions.

Pursuant to this resolution, the Board is stating the levy amounts and held a public hearing on December 17, 2024 on the proposed 2024 tax levy. This public hearing is to be preceded by issuance of public notice of the hearing in an appropriate newspaper within the district. That posting occurred on December 6, 2024. The required public hearing on the proposed tax levy was conducted on December 17, 2024 prior to the regular Board of Trustees meeting. That hearing precedes action on this resolution regarding the amounts necessary to be levied for the year 2024.

The resolution under consideration is predicated on a 10.49 percent increase in the district’s 2024 equalized assessed value (EAV) over 2023. Based on that assumption, the \$37,634,445 total tax levy of the district reflects an increase of approximately 8.02 percent over the total property taxes extended, including abatements, in 2023. The anticipated change in the College’s tax rate associated with this levy is an increase of approximately \$0.00176 from \$0.58217 to an estimated rate of \$0.58393. For the owner of a \$200,000 home, the estimated levy for 2024 would increase the taxes payable to the College by approximately \$1.55, assuming no change in EAV, from \$387.74 to \$389.29. The 2023 taxes payable to the College represented approximately 6.7 percent of the total estimated property taxes payable for a resident of Bloomington/Normal. The \$1.55 increase for the College is estimated to be (0.004%) of the total taxes paid by a resident.

STRATEGIC PLAN ALIGNMENT

Ensure Resource Stewardship

CONTACT

Noah Lamb, Vice President, Finance and Administration (309) 268-8109

Laura Hughs, Associate Vice President, Finance and Administration (309) 268-8143

**HEARTLAND COMMUNITY COLLEGE
RESOLUTION REGARDING
AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2024**

WHEREAS, the Truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of elections costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district’s intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2023 was:

Education Fund	\$10,208,139
Operations & Maintenance Fund	2,916,611
Educational and Operations & Maintenance Fund *	3,400,769
Protection, Health & Safety Fund	2,000,000
Audit Fund	200,000
Tort Immunity Fund.....	3,150,000
Property & Casualty Insurance	165,000
Federal Medicare Insurance	445,500
Worker’s Compensation & Occupational Diseases Insurance	110,000
Unemployment Insurance	35,000
TOTAL.....	\$22,631,019

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation (aggregate levy) for the year 2024 is as follows:

Education Fund	\$11,278,805
Operations & Maintenance Fund	3,222,516
Educational and Operations & Maintenance Fund *	4,053,925
Protection, Health & Safety Fund	1,000,000
Audit Fund	290,026
Tort Immunity Fund.....	3,670,000
Property & Casualty Insurance	275,000
Federal Medicare Insurance	500,000
Worker’s Compensation & Occupational Diseases Insurance	120,000
Unemployment Insurance	35,000
TOTAL.....	\$24,445,272

* Equity Tax

And, that the amount of taxes levied for the year 2024 be allocated 100 percent for Fiscal Year 2026.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures of other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes extended for the bond and interest purposes for 2023 was \$11,295,400; and it is hereby determined that the amount of taxes to be levied for bond and interest purposes for 2024 is \$13,189,173.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Heartland Community College, District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, and Tazewell, State of Illinois, as follows:

SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2024 is \$24,445,272.

SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2024 does exceed 105% of the taxes extended by the district in the year 2023.

SECTION 3: The amount of taxes estimated to be levied for the year 2024 for debt service is 118.46% of the taxes extended for debt service for 2023.

SECTION 4: Public notice was given in The Pantagraph, a newspaper of general circulation in said district. A public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, in the aforementioned newspaper. Said dates being between December 3 and 10, 2024, and shall be not less than 1/8 page in size with no smaller than twelve (12) point, enclosed in a black border not less than 1/4-inch-wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR
HEARTLAND COMMUNITY COLLEGE
DISTRICT #540**

- I. A public hearing to approve a proposed property tax levy increase for Heartland Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, and Tazewell, and State of Illinois, for 2024 will be held on December 17, 2024 at 6:00 p.m. at Heartland Community College, Community Commons Building Room 1406/1407, 1500 West Raab Road, Normal, Illinois 61761.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Keith Cornille, President, 1500 West Raab Road, Normal, Illinois 61761; (309) 268-8106.

- II. The corporate and special purpose property taxes extended or abated for 2023 were \$22,631,019.

The proposed corporate and special purpose property taxes to be levied for 2024 are \$24,445,272. This represents a 8.02% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2023 were \$11,295,400.

The estimated property taxes to be levied for debt service and public building commission leases for 2024 are \$13,189,173. This represents a 18.46% increase from the previous year.

- IV. The total property taxes extended or abated for 2023 were \$33,926,419.

The estimated total property taxes to be levied for 2024 are \$37,634,445. This represents a 10.49% increase over the previous year.

SECTION 5: EFFECTIVE DATE: This resolution shall be in full force and effect immediately upon its passage.

ADOPTED this 17th day of December 2024.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 540, COUNTIES OF DEWITT, FORD, LIVINGSTON, LOGAN, MCLEAN, and TAZEWELL, and STATE OF ILLINOIS

BY: _____
Chair, Board of Trustees

BY: _____
Secretary, Board of Trustees

11.1.1. Protection, Health & Safety 2024 Projects Approval

BOARD ACTION

Motion: To adopt the recommendation as presented in Board Agenda Item 11.1.1.

Recommendation: To approve the Protection, Health & Safety 2024 Projects totaling \$1,000,000 for the following individual non-prioritized projects and amounts.

ISSUE

The following projects have been identified as necessary projects dealing with health or safety of students, employees and/or visitors.

The scope of work involves architect/engineering coordination, contracting for any demolition, removal and replacement as specified for the project at various locations around campus.

Project	Cost
Road & Sidewalk Repairs (Various Locations)	\$223,255
Building Envelope Repairs (Various Buildings)	370,000
AED Replacements (Various Buildings)	12,500
Mill & Resurfacing (Various Locations)	100,000
Masonry Repairs (Various Buildings)	171,700
WDC Elevator Rebuild	122,545
Total	\$1,000,000

These projects will be started no sooner than May 2025, and will take several months to complete. The budget for all of these life safety projects totals \$1,000,000 and will be funded by the \$1,000,000 provided from the 2024 Tax Levy related to Protection, Health & Safety.

STRATEGIC PLAN ALIGNMENT

Ensure Resource Stewardship.

CONTACT

Noah Lamb, Vice President, Finance and Administration (309) 268-8109

Andy Litwiller, Executive Director, Facilities (309) 268-8461

Resolution to Approve Protection, Health & Safety 2024 Projects

- A. Whereas, pursuant to the provisions of the statutes of the State of Illinois, Community College District #540 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and
- B. Whereas, there is a need for repair and alteration of certain facilities of Heartland Community College District #540; and
- C. Whereas, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed 0.05 percent per year for a period sufficient to finance such repairs or alterations; and
- D. Whereas, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution that specifically identifies the projects, to levy a tax to pay for such alterations upon the equalized assessed value of all taxable property of the district at a rate not to exceed 0.05 percent per year for a period sufficient to finance such alterations; and
- E. Whereas, the Board has received a report from an appropriate professional that the following project at Heartland Community College requires repair and alterations, as defined in ICCB Rule 1501.601; and
- F. Whereas, the projects recommended for repair and alterations are:
 - 1. Road & Sidewalk Repairs (Various Locations) at \$223,255
 - 2. Building Envelope Repairs (Various Buildings) at \$370,000
 - 3. AED Replacements (Various Buildings) at \$12,500
 - 4. Mill & Resurfacing (Various Locations) at \$100,000
 - 5. Masonry Repairs (Various Buildings) at \$171,700
 - 6. WDC Elevator Rebuild at \$122,545
- G. Whereas, the Board certifies this project also meets the requirements of 805/3-20.3.01 of the Public Community College Act and is a necessary project for energy conservation, health or safety, environmental protection, or handicapped accessibility and not routine maintenance projects.

**Resolution to Approve Protection, Health & Safety 2024 Projects
Totaling \$1,000,000**

Now, be it resolved by the Board of Trustees of Heartland Community College District No. 540, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to the students, employees, or visitors of Heartland Community College.
3. There are not sufficient funds available in the Operation and Maintenance Fund of Heartland Community College to complete the project set forth above.
4. The cost of the projects set forth above, as determined in the certified estimate shall be financed in accordance with RECITAL C, as stated above, in the total dollar amount of \$1,000,000.
5. Properly completed application forms shall be completed and forwarded as needed.

Board of Trustees, Chair

Date

Board of Trustees, Secretary

Date

12.2. EMERITUS DESIGNATION

BOARD ACTION

Motion: To approve the recommendation as presented in Board Agenda Item 12.2.

Recommendation: By Resolution of the Board of Trustees of Heartland Community College in Special Recognition of Distinguished Service to Heartland Community College, the Heartland Board of Trustees Confers, With All the Rights and Privileges Thereto Appertaining, the Title of Emeritus Upon the Following Employee(s):

<u>Name</u>	<u>Former Position Title</u>
Ari Ariyaratne	Distinguished Adjunct Professor, Anthropology
Dwehitt Bingham	Distinguished Adjunct Professor, Criminal Justice

ISSUE

Heartland Community College recognizes that certain employees have demonstrated exemplary service over the course of their careers. Such service is generally rewarded through promotion and other awards and methods of recognition. However, in cases where an employee's service and contributions to the College have been over a long period and have been particularly meritorious and significant, such employee may, upon retirement from the College, be eligible for emeritus designation.

The emeritus title recognizes the value the College places on the experience, knowledge, and ability of its retiring/retired employees. Emeritus status encourages retiring/retired employees to remain a part of the College, to maintain their professional identity, and to continue to be productive members of the educational community. The individuals identified above have been nominated and recommended for emeritus designation in conformance with specific criteria and procedures. Criteria include demonstration of meritorious service, a minimum of time of service to the College, and an expressed interest in remaining associated with the College in retirement.

STRATEGIC PLAN ALIGNMENT

Ensure Resource Stewardship.

CONTACT

Keith Cornille, President (309) 268-8106

Barbara Leathers, Executive Director, Human Resources (309) 268-8148