

**Lake Land College
Board of Trustees
District No. 517**



Regular Board Meeting No. 613
Webb Hall, Room 081, Mattoon, IL
January 8, 2018

Minutes

Call to Order.

Chair Storm called the January 8, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Ms. Meg Steward and Mr. Mike Sullivan.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Mr. Bryan Gleckler, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Approval of Consent Items.

Trustee Owen moved and Trustee Reynolds seconded to approve the following consent items:

1. Approval of Minutes of December 11, 2017, Regular Meeting.
2. Approval of Minutes of December 11, 2017, Closed Session.
3. Approval of Agenda of January 8, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

This information was presented by College administration for approval with full assurance by management they were prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	235,996.68
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Building Fund	\$	12,464.50
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	141,675.76
Restricted Purposes Fund	\$	176,306.63
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	472.46
Student Accts Receivables	\$	24,623.83
Total	\$	591,539.86

For details of bills refer to:

http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of July 11, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Deters said she and Trustee Sullivan had no report at this time.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee had not met since the last regular Board meeting and she had no report at this time. She also said the committee had previously reviewed and considered items that will appear later in the agenda and she will comment on these issues as they are discussed.

Finance.

Trustee Deters, Committee Chair, said the Committee had not met since the last regular Board meeting and she had no report at this time.

Buildings & Site.

Trustee Owen, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Student Trustee Meaker highlighted events related to the start of the Spring 2018 semester. He also shared information on his initiative, the “Duck Blind,” to increase student support for athletic events held on campus.

President’s Report.

Dr. Bullock said:

- The College has received a total of \$4,268,146 in credit hour reimbursement for Fund 1 and Corrections through December. This represents 76.9 percent of the total budgeted credit hour reimbursement revenue for FY2018.
- Through December, the College has received \$2,793,628 in equalization payments from the state, which represents 59.7 percent of the total amount we anticipate receiving for FY2018.
- Ms. Tisha Goad, nursing instructor, has been awarded a Nurse Educator Fellowship by the Illinois Department of Higher Education. The purpose of the Nurse Educator Fellowship Program is to ensure the retention of well-qualified nursing faculty at institutions of higher learning that award degrees in nursing. The awards are to be used to promote professional development by supplementing the salaries of the nursing faculty selected. Congratulations to Ms. Goad!
- A Cardinal Caravan event will be held at the Field House on Sunday, January 14th, beginning at noon.

Business Items.

Non-action Items.

Quarterly Investment Report.

Representatives from Wells Fargo Advisors presented on the Quarterly Investment Report for the period ending December 31, 2017.

Proposed Revisions to Eight Board Policies Including:

- a. **05.04.08 – *Bereavement Leave.***
- b. **05.04.09 – *Leave for Jury Duty or Court Attendance.***
- c. **05.04.13 – *Military Leave.***
- d. **05.04.14 – *General Leave of Absence without Pay.***
- e. **05.14.15 – *Absence Due to Inclement Weather.***

- f. **05.04.16 – *Sabbatical Leave for Administrators.***
- g. **05.04.18 – *Discipline and Suspension, Demotion or Dismissal for Cause.***
- h. **05.04.21 – *Vacations.***

Trustees reviewed details of proposed revisions to each of the above-referenced policies. Mr. Bryan Gleckler, Vice President for Business Services, noted the need for each of these policies to reference Department of Juvenile Justice contracts where applicable since the College now provides educational services at youth centers in addition to facilities with the Illinois Department of Corrections.

Recommended revisions were submitted as first reading and will be brought to the Board for action during the February 2018 regular Board meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed two items of correspondence.

Action Items.

Approval of Proposed Revisions to 21 Board Policies in Sections 9, 10 and 11 from Policy Manual Annual Review.

Trustees learned that proposed revisions of 21 policies in sections 9, 10 and 11 from the Policy Manual Annual Review process were presented to the Board during the December 2017 regular Board meeting as first reading for initial consideration and that the administration has received no requests for additional changes since that time.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee reviewed all recommended revisions in December 2017 and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Trustee Reynolds moved and Trustee Deters seconded to approve as presented proposed revisions to 21 policies in sections 9, 10, and 11 of the Board Policy Manual.

Trustee Deters asked for clarification on procedures versus policy related to petty cash funds (Board Policy 10.38). Mr. Gleckler clarified that the revisions to Policy 10.38 clarify the requirement for annual approval of the need/existence for any petty cash funds while the College's procedures are to reconcile any petty cash fund accounts on a monthly basis.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.
Motion carried.

Approval of Resolution No. 0118-007 to Adopt Proposed Changes to Board Policy 11.04.01 – Prohibition of Sexual Discrimination, Harassment, and Misconduct.

Trustees reviewed the above-referenced Resolution and related details for proposed revisions to Board Policy 11.04.01. Mr. Gleckler said adoption of recommended revisions is required by Public Act 100-0554 which was signed into law by Illinois Governor Bruce Rauner last November. He said this Act requires local governmental entities to adopt a sexual harassment policy by ordinance or resolution on or before January 15, 2018. Due to timing issues, it was requested that the Board approve revisions and adopt the Resolution as both a first and second reading.

Trustee Deters moved and Trustee Reynolds seconded to approve Resolution No. 0018-007 to adopt changes to Board Policy 11.04.01 – *Sexual Harassment and Sex Discrimination*. A full and complete copy of Resolution No. 0018-007 is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Faculty Seniority Listing.

Mr. Jon Althaus, Vice President for Academic Services, presented on the proposed Faculty Seniority Listing effective January 8, 2018. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. He said that during the most recent contract negotiations, the faculty and administration agreed to add the assignments that each faculty member is qualified to provide. He also said this additional information will continue to be updated throughout year to add qualifications of faculty members as they occur. Trustees reviewed details of the proposed Faculty Seniority Listing.

Trustee Reynolds moved and Trustee Owen seconded to approve the Faculty Seniority Listing as presented effective January 8, 2018.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of Reporting of November 2017 Financial Statements.

Trustees reviewed the November 2017 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary. Trustees also heard a brief presentation from Mr. Gleckler regarding the Financial Statements and significant variances.

Trustee Deters moved and Trustee Reynolds seconded to approve the November 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of 2018 Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2018. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month. However, the administration is recommending the July 2018 regular Board meeting be held on the third Monday of the month to avoid the need for scheduling a special meeting to fulfill the 30-day resting period requirement from presentation of the FY 2019 Budget in June to approval by the Board in July.

Trustee Cadwell moved and Trustee Owen seconded to as presented the 2018 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of MOU with the Paraprofessional Union regarding Position Changes.

Trustees heard a recommendation from Mr. Gleckler to approve a Memorandum of Understanding (MOU) with the Lake Land College Paraprofessionals Union, Local 6028, that adds the Administrative Assistant to College Advancement to the Paraprofessionals Union and excludes the Payroll Specialist position from the Union upon the retirement of the current incumbent, Ms. Barbara Arthur. Trustees reviewed the proposed MOU.

Trustee Owen moved and Trustee Deters seconded to approve as presented the MOU with the Lake Land College Paraprofessional Union, Local 6028, regarding the addition of the Administrative Assistant to College Advancement position to become a level two position as

part of this union and exclude the Payroll Specialist position upon retirement of the current employee in this position.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of MOU with the Paraprofessional Union regarding Testing Requirements.

Trustees heard a recommendation from Mr. Gleckler to approve a proposed MOU with the Paraprofessionals Union to clarify the testing language in the collective bargaining agreement. Trustees reviewed the proposed MOU.

Trustee Reynolds moved and Trustee Owen seconded to approve as presented the MOU with the Lake Land College Paraprofessional Union, Local 6028, regarding testing requirements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of the FY18 Cooperative Work Study Grant.

Trustees heard a recommendation from Mr. Althaus for the Board to accept from the Illinois Board of Higher Education a Fiscal Year 2018 Illinois Cooperative Work Study (ICWS) grant in the amount of \$34,446.84. Trustees learned eleven area employers have committed their participation with Lake Land with this grant for 2018, each of these participating employers will pay 50 percent of students' wages, and students will be required to complete three learning objectives and to research Illinois job opportunities in their career field.

Trustee Reynolds moved and Trustee Cadwell seconded to accept as presented the FY 2018 Illinois Cooperative Work Study (ICWS) grant in the amount of \$34,446.84 from the Illinois Board of Higher Education.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Intergovernmental Agreement with Illinois Eastern Community Colleges Dist. No. 529 for Educational Services with IDOC.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the above-referenced Agreement. Dr. Bullock said that the Board has already approved the College's contract with Illinois Department of Corrections (IDOC) for Lake Land to provide educational services at two IDOC correctional facilities located in College District No. 529 and that approval of the Intergovernmental Agreement will formalize the prior verbal agreement between Lake Land College and College District No. 529.

Trustee Owen moved and Trustee Deters seconded to approve as presented the Intergovernmental Agreement with Illinois Eastern Community Colleges District No. 529 for Lake Land College to provide educational services at two Illinois Department of Corrections facilities located in District No. 529.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Marketing Consultant.

Trustees heard a recommendation from Dr. Tina Stovall, Vice President for Student Services, for the Board to approve a contract with Sanger & Eby of Cincinnati, Ohio, in the amount of \$35,000 to conduct the College's Phase II Branding and Marketing Initiative as approved in the FY18 Budget. Dr. Stovall said the marketing consultant's work will be completed from January 15, 2018, through March 15, 2018, and will include a professional audit and strategy recommendations specifically focused on using our strong brand identity in future marketing initiatives, including the development of a comprehensive five-year marketing plan.

Trustee Owen moved and Trustee Reynolds seconded to approve as presented the marketing consultant contract with Sanger & Eby of Cincinnati, Ohio, in the amount of \$35,000 for Phase II of the College's marketing and branding initiative to be conducted from January 15, 2018 through March 15, 2018.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report.

Trustee Cadwell motioned and Trustee Reynolds seconded to approve the following Human Resources Report:

The following employee has a family medical eligible event

Laumbattus, Doug	FMLA	11/09/17-12/05/17
Overstreet, Desiree	FMLA (intermittent)	11/10/17-02/18/18
Shoot, James	FMLA	11/12/17-05/12/18

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Homann, Mary	CNA Evaluator Primary Position is Allied Health BNA Adj Faculty	10/30/2017
Huang, Hsin Hui	Tutor-Disability Services - Student Primary Position is International Stu Ambassador	01/08/2018
Huang, Hsin Hui	Tutor-Student Community Education Primary Position is International Stu Ambassador	01/08/2018
Huang, Hsin Hui	Tutor - Student Learning Assistance Center Primary Position is International Stu Ambassador	01/08/2018
Jobe, Bryan	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	12/18/2018
Jobe, Bryan	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	12/18/2017
Kimball, Linda	CNA Evaluator Primary Position is Allied Health BNA Cln Instr	10/30/2017
Lytle, Brianna	Adjunct Faculty Math and Science Primary Position is Tutor-Bachelor's-LRC	01/08/2018
Moluba Ebali, Geonel	Bookstore Rush Worker Primary Position is International Stu Ambassador	12/19/2017
Schuring, Tyler	Basketball Scorers/Timers Primary Position is Fitness Center Specialist	12/06/2017
Smithenry, Stacey	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	10/15/2017
Smithenry, Stacey	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	10/15/2017
Part-time - Grant Funded		
Shuff, Kara	Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant	12/15/2017
Smithenry, Stacey	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	10/15/2017

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Uphoff, Beulah	BNA clinical instructor (PT)	12/17/2017

Position Recommendations

The following positions have been recommended by the Lake Land College President’s cabinet

Position

Administrative Assistant to College Advancement
 Support staff to Paraprofessional class
 01/01/2018

Athletic Trainer – 12 month to 10 month position
 01/01/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Cloe, Melvin	Dual Credit Instructor	12/12/2017

Full-time

Donaldson, Lynne Student Services Specialist III 01/09/2018
 Houser, Sydney Administrative Asst to Allied Health-Dental 02/01/2018

Full-time - Grant Funded

Corda, Jamie Perkins Specialist 01/09/2018
 Collins, Kevin Correctional Custodian Instr-Shawnee CC 01/02/2018
 Flowers, Timothy Horticulture Instructor-Vandalia CC 01/02/2018
 Herendeen, Sierra Administrative Assistant to Juvenile Justice Programs-WDC 01/02/2018
 Parish, Wesley Correctional Custodian Instr-IYC Harrisburg 01/02/2018
 Shales, Louis Correctional Custodian Instructor-Vienna CC 01/02/2018
 Spence, Latrina Correctional Cosmetology Instr-Vienna CC 01/02/2018
 Copher, Julie Correctional Office Assistant – Vienna CC 01/02/2018

Part-time

Ames, Lilly Newspaper Editor - Student Newspaper 11/06/2017
 Duncan, Carah Marketing and Public Relations Intern 01/08/2018
 Hale, Aaron Dual Credit Coordinator 12/13/2017
 Kilzer, Barbara Adjunct Faculty Allied Health 01/08/2018
 Longcor, Elizabeth Bookstore Rush Worker 12/11/2017
 Pals, Justin Adjunct Faculty Math and Science 01/08/2018
 Peoples, Tyrese Newspaper Editor - Student Newspaper 10/17/2017
 Smithenry, Stacey Tutor - Student Learning Assistance Ctr 10/15/2017
 Swann, Jodi Adjunct Faculty Social Science 01/08/2018

Part-time - Grant Funded

Huston, Ruby Adult Education Instructor 12/06/2017

College Work Study

McWhorter, Destiny College Work Study - Early Childhood Edu 11/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Part-time		
Aitken, James	Adj Faculty Technology	12/05/2017
Bingham, Thomas	Adj Faculty Technology	12/05/2017
Bolin, Marletta	Allied Health BNA Cln Instr	12/17/2017
Brown, Charles	Adj Faculty Technology	12/05/2017
Darimont, Lynn	Adj Reading Instructor	12/17/2017
Frainey, James	Adj Doc College Funded Instr	12/01/2017
Lambert, Harry	IDOC CPR Instructor	12/07/2017
Miller, Danelle	Adj Faculty Math/Science	12/17/2017
Patel, Palak	Tutor - Student Lrng Asst Ctr	12/08/2017
Ray, Zoe	Tutor - Student Lrng Asst Ctr	12/13/2017
Sudkamp, Dustin	Graphic Designer Pre-Flight	11/29/2017
Tucker, Hannah	Library Assistant	11/22/2017
Westbrooks, Lisa	Adj Doc College Funded Instr	12/01/2017

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Mueller, Rebecca	Library Circulation Assistant	01/09/2018
	Transferring from: Library Circulation Assistant - PT	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Owen, Reynolds, and Storm. No: None.

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Student Trustee Meaker moved and Trustee Owen seconded to adjourn the January 8, 2018, meeting of the Lake Land College Board of Trustees at 6:35 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

/s/Mr. Dave Storm, Board Chair

/s/Ms. Ann Deters, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/