

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



Regular Board Meeting No. 626
Board and Administration Center, Room 011 Mattoon, IL
February 11, 2019

Minutes

Call to Order.

Chair Storm called the February 11, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011, Board and Administration Center, Mattoon.

Chair Storm appointed Trustee Sullivan to serve as Secretary Pro Tem in the absence of Trustee Deters, Board Secretary.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Ms. Ann Deters, Secretary; Mr. Bruce Owen and Ms. Meg Steward.

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; Ms. Beth Gerl, Vice President for Student Services; Dr. Tina Stovall, Vice President for Student Services (retiring Feb. 15, 2019); and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of January 14, 2019, Regular Meeting.
2. Approval of Agenda of February 11, 2019, Board of Trustees Meeting.
3. 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	\$	495,018.44
Building Fund	\$	53,079.47
Site & Construction Fund	\$	605,170.64
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	93,912.71
Restricted Purposes Fund	\$	217,248.60
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	23,881.56
Student Accts Receivables	\$	829,832.61
Total	\$	2,318,144.03

For details of bills refer to:

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

4. Destruction of Tape Recording of August 14, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted federal legislative priorities which the Association of Community College Trustees has been advocating for on behalf of community college students.

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.

Finance.

Chair Storm, on behalf of Trustee Deters, said the committee met recently to review items that will appear later in the agenda. He will comment on those items as they are discussed per order of the agenda.

Buildings & Site.

Chair Storm, on behalf of Trustee Owen, said the committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Student Trustee Philpot highlighted recent events hosted by the Student Ambassadors and Student Government Association (SGA). She also noted their participation to support recently held Laker Visit Days for the recruitment of potential new students. She said SGA has plans underway for upcoming student elections, participation in the Polar Plunge, and for the spring student recognition banquet. She congratulated the Livestock Judging Team for their accomplishment as Reserve Champion at the National Western in Denver. She said the team tied for the highest finish ever by a Lake Land team at that contest, Micah Smock from Ohio was High Individual Overall and Jenna Girman from Florida was 10th.

President's Report.

Dr. Bullock said:

- Last week, the Journal Gazette & Times Courier shared a fitting tribute to Dr. Tina Stovall's impactful career at Lake Land College. Thank you, Tina, for making a difference in the lives of so many students and colleagues over your tenure at Lake Land.
- The College has received no payments for the FY 2019 Illinois Department of Corrections or the Illinois Department of Juvenile Justice contracts. The College has not submitted January invoices to IDJJ or IDOC, thus outstanding balances remain at \$2,787,422 for the IDOC and \$221,577 for the IDJJ.
- We have received no additional FY 2019 credit hour or equalization payments from the state since the January Board meeting. A total of \$621,266 in equalization and \$2,957,305 in credit hour reimbursement remain outstanding for the year.

Business Items.

Non-action Items.

Presentation of Clem Phipps Exemplary Trustee Award.

Chair Storm said that in January 2019 the Board approved the naming of Mr. Thomas Nolan as a posthumous recipient of the Clem G. Phipps Trustee Award for his exemplary leadership and outstanding dedication to the College and Board. His surviving spouse Marjorie and four of their daughters, Mary Anne Hanner, Catherine Miller, Martha Rardin, and Kathleen Anderson, accepted the award on behalf of Mr. Nolan.

Faculty Focus on Advancing Student Success.

Trustees heard a presentation from Ms. Krista Burrell, Academic Counselor, and members of Phi Theta Kappa (PTK). Trustees learned that for the first time in Lake Land College's History PTK at Lake Land College has been recognized as a Five Star Chapter. PTK Honor Society is a national organization that ranks its chapters on a five star system. The PTK students reported on how their more than 100 hours of scholarly research, writing and community service enabled them to achieve the five star status and how their efforts were focused on food insecurity and PTK's support of the Laker Food Pantry. Trustees also learned that the Lake Land College PTK chapter has been nominated for three awards at the national level, including Honors in Action Project Award, College Project Award and the Paragon Award for outstanding advisor.

Spring 2019 Tenth Day Enrollment Summary.

Ms. Beth Gerl, Vice President for Student Services, presented highlights of the Spring 2019 enrollment summary.

Proposed Revisions to Board Policy 11.11 – *Firearms and Weapons.*

Trustees reviewed proposed revisions to the above-referenced Policy. Ms. Jean Anne Grunloh, Senior Executive to the President, presented highlights of the proposed revisions and said changes seek to more clearly state the College's position on who is authorized to carry a firearm on campus and when it is allowed. She said proposed changes align with all applicable laws including the Illinois Firearm Concealed Carry Act and Unlawful Use of Weapons Act and follow consultation with Campus Police Chief Branson and the College's legal counsel.

Ms. Grunloh said proposed revisions were submitted as first reading and will be brought to the Board for action at the March 2019 regular Board meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Planned Retirement Requests.

Trustees heard a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, for the Board to approve requests by six employees requesting participation in the College’s planned retirement program. Trustees reviewed the names and job positions of the employees requesting acceptance into the College’s planned retirement program.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve participation in the College’s planned retirement program for six employees as follows:

Faculty (by seniority)	Effective Date
Kay Foreman	August 1, 2023
David Seiler	September 1, 2023
Cheryl Beam	August 5, 2023
Kathleen Daugherty	December 31, 2023
Paraprofessional (by seniority)	Effective Date
Jane Plummer	March 31, 2023
Richelle Zuhone	December 30, 2022

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Acceptance of Reporting of December 2018 Financial Statements.

Trustees reviewed the December 2018 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provide a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY 2019 projected final spending levels, and year to date spending through December 2018 for the College’s other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Gleckler highlighted significant variances on the spreadsheets.

Trustee Sullivan said the Finance Committee met recently for an in-depth review of the financial statements and the Committee’s consensus was to recommend to the Board approval of the statements as presented.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the December 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Distinguished Service Award.

Trustees heard a recommendation from Dr. Bullock to name Ms. Kathleen Doehring as this year's recipient of the Distinguished Service Award. Dr. Bullock said that, with Board approval, Ms. Doehring's selection for this award will be recognized during the College's upcoming Commencement ceremony.

Trustee Storm moved and Trustee Reynolds seconded to approve the naming of Ms. Kathleen Doehring as the recipient of the 2019 Distinguished Service Award.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Alumnus Achievement Award.

Trustees reviewed a recommendation from Mr. Dave Cox, Director of Alumni Relations and Annual Giving, to name Mr. Greg Sapp as this year's recipient of the Alumnus Achievement Award. Dr. Bullock said that, with Board approval, Mr. Sapp will be honored with this award during the College's upcoming Commencement ceremony.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve the naming of Mr. Greg Sapp as the 2019 Alumnus Achievement Award recipient.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Retiree Wall of Fame Inductees.

Trustees reviewed a recommendation from Mr. Cox to name Mr. Richard Gresens and Dr. Larry Larvick as this year's recipients for the Retiree Wall of Fame award. Trustees heard Dr. Bullock's recommendation for this selection as well, and he said, with Board approval, these

two individuals will be honored with this award during the College's upcoming Employee Recognition event.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve the induction of Mr. Richard Gresens and Dr. Larry Larvick to the Retiree Wall of Fame.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Lifelong Learning Award.

Trustees reviewed a recommendation from Ms. Grunloh to institute a Lifelong Learner Award and approve the naming of Ms. Annette Lynch as the recipient of the 2019 award. Trustees reviewed guidelines for this award and also the nomination form for submission to ICCTA in consideration of the statewide award. Ms. Grunloh highlighted Ms. Lynch's qualifications for the award.

Trustee Reynolds moved and Trustee Sullivan seconded to institute a Lake Land College Lifelong Learner Award and approve the naming of Ms. Annette Lynch as the recipient of the 2019 Lake Land College Lifelong Learner Award.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Recipient of Pacesetter Award.

Trustees reviewed a recommendation from Mr. Cox to institute a Pacesetter Award to recognize the accomplishments of Illinois' more recent community college graduates and approve the naming of Ms. Amanda Tucker as the recipient of the 2019 award. Trustees reviewed the nomination form for submission to ICCTA in consideration of the statewide award. Dr. Bullock highlighted Ms. Tucker's qualifications for the award.

Trustee Sullivan moved and Trustee Cadwell seconded to institute a Lake Land College Pacesetter Award and approve the naming of Ms. Amanda Tucker as the recipient of the 2019 Lake Land College Pacesetter Award.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of New Caterer.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve Pauly's BBQ of Arthur as an additional caterer for the College. Trustees also reviewed a memorandum from Ms. Chris Kramer, Director of Auxiliary Services, referencing the recommendation and stating that this caterer has submitted their catering agreement and has also met the insurance requirement.

Trustee Storm moved and Trustee Reynolds seconded to approve Pauly's BBQ of Arthur as an additional caterer for the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Painting Campus Light Poles.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve a bid from CCIMW, LLC of St. Charles, MO, in the amount of \$49,585.00 for the painting of light poles at the College's main campus. Trustees reviewed details of the bid tabulation sheet.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the bid from CCIMW, LLC of St. Charles, MO, in the amount of \$49,585.00 for the painting of light poles at the College's main campus.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Bid for Carpet Replacement Project.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve a bid from Carpet Weaver's Commercial of Champaign, IL, in the amount of \$41,850.00 for carpeting to be replaced in the commons areas as well as several offices and three classrooms in the West Building. Trustees reviewed details of the bid tabulation sheet.

Student Trustee Philpot moved and Trustee Reynolds seconded to approve as presented the bid from Carpet Weaver's Commercial of Champaign, IL, in the amount of \$41,850.00 for the carpet replacement project No. 2019-002.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Closed Session.

6:59 p.m. – Trustee Storm moved and Trustee Cadwell seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) [Illinois General Assembly 2017 et. Seq.], to discuss the employment, compensation or performance of specific employees and to consider collective negotiating matters.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Return to Open Session – Roll Call.

7:16 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Doris Reynolds, Vice-Chair; Mr. Dave Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Ms. Ann Deters, Secretary; Mr. Bruce Owen; and Ms. Meg Steward.

Approval of General Leave of Absence without Pay Request by a Commercial Custodial Instructor at Joliet Treatment Center as Discussed in Closed Session.

Trustee Reynolds moved and Student Trustee Philpot seconded to approve the request for a general leave of absence without pay by Ms. Kimberly Teague, a Commercial Custodial Instructor at Joliet Treatment Center, for the period January 19, 2019, through January 28, 2019. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report.

Trustee Reynolds motioned and Student Trustee Philpot seconded to approve the following Human Resources Report.

The following employees are recommended for leave

Tomasello, Ben	FMLA	02/15/2019-05/10/2019
Smithenry, Kim	FMLA	04/16/2019-05/17/2019

The following employee is recommended for Non-FMLA

Teague, Kim	Non FMLA	01/19/2019-01/28/2019
-------------	----------	-----------------------

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Chambers, David	Adjunct Faculty Sub for SSE Primary Position is Adjunct Faculty SSE	01/07/2019
Lacy, Bryson	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Lacy, Bryson	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Ramage, Emily	Adjunct Faculty Humanities Division Primary Position is Director of Grants & Acad Operations	01/07/2019
Zulueta, Fallon	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019
Zulueta, Fallon	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019

Part-time - Grant Funded

Ingmire, Randall	Adjunct DOC College Funded Instructor Primary Position is Associate Dean-Lincoln CC	01/07/2019
Lacy, Bryson	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/07/2019
Satterfield, Ryan	Adult Education Welding Instructor Primary Position is Adjunct Faculty Technology	01/02/2019
Zulueta, Fallon	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/14/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borah, Jena	Tutor	11/27/2018
Shook, Ciara	Adjunct Faculty Humanities	12/14/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Hall, Natalie	Work and Learn - Human Services	01/07/2019
Hoelscher, Alex	Assistant Baseball Coach Volunteer	01/09/2019
Scott, Nicole	Work and Learn - Career Services	01/04/2019
Williams, Chad	Peer to Peer Assistant- Humanities	01/17/2019
Full-time - Grant Funded		
Carns, Gennifer	Correctional Office Assistant-East Moline CC	01/15/2019
Hinton, Lori	Correctional Career Technology Instructor-Decatur CC	02/22/2019
Kohnen, Alexis	Correctional Remedial Bridge Instructor- Southwestern IL CC	02/11/2019
Richards, Jacqueline	Correctional Commercial Custodian Instr- Graham CC	02/19/2019
Sloan, Kensey	Correctional Office Assistant- Pinckneyville CC	02/19/2019
Vanseghi, Cassandra	Administrative Assistant to TRIO	02/13/2019
Part-time		
Davis, Breanna	Marketing Communications Specialist	01/28/2019
Delks, Madison	Admissions Services Specialist	01/22/2019
Haukland, James	IDOC CPR Instructor	01/23/2019
Hayes, Donald	IDOC CPR Instructor	01/25/2019
Heurman, Dustin	Adjunct Faculty Social Science	01/07/2019
Hill, Domonique	Marketing and Public Relations Intern	01/14/2019
Jarrett, James	Adjunct Faculty Social Science	01/07/2019
Keplar, Vera	Non-Credit Instructor	02/13/2019
Lacy, Bryson	Tutor - Student Learning Assistance Ctr	01/07/2019
Maulding, Lacy	Allied Health Dental Clinical Instructor	01/07/2019
Moore, Brittni	Allied Health Dental Clinical Instructor	01/07/2019
Philpot, Tessa	Special Needs Note Taker	01/08/2019
Storm, Emmalee	Special Needs Note Taker	01/07/2019
Zulueta, Fallon	Tutor - Student Learning Assistance Ctr	01/09/2019
Part-time - Grant Funded		
Blake, Alisha	Adjunct DOC College Funded Instructor	01/07/2019
Cole, Tracy	Adult Education Instructor	01/08/2019
George, Penny	Adjunct DOC College Funded Instructor	01/25/2019
Wheeler, Adele	Adjunct DOC College Funded Instructor	01/07/2019
White, Brandy	Adjunct DOC College Funded Instructor	01/07/2019
College Work Study's		
Davis, Michael	College Work Study - Business	01/08/2019

Hernandez, Daniel College Work Study - Business 01/15/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Chamberlain, Lisa	Custodian	02/12/2019
Wilson, Dicie	Corr Career Tech Instr-Taylorville CC	01/25/2019
Part-time		
Bennett, John	Adj Faculty Humanities	12/14/2018
Durbin, Abigail	IEL Instructor	12/13/2018
Lynch, Ross	Laker Mallard Mascot Talent	01/23/2019
Macdonald, Alissa	Allied Health LPN Clinical Instr	12/07/2018
Reeder, Michele	Tutor - Student Lrng Asst Ctr	12/07/2018
Schmitz, Casey	Adult Education Instructor	01/28/2019
Strohl, Cassidy	Admissions Services Specialist	12/20/2018
College Work Study		
Leonard, Kaitlyn	College Work Study Mailroom	12/07/2018

Transfers/Promotions

The following employees are recommended for a change in position

Full-time

Blazich, Jerri	Bookstore Assistant	02/11/2019
	Transferring from Adm Asst to College Advancement	
Cox, Jane	Administrative Assistant to Career Services	02/12/2019
	Transferring From Adm Asst to Career Services (PT)	
Huffmaster, Audrey	Marketing Production Specialist	01/23/2019
	Transferring From Bookstore Assistant	
Westendorf, James	Network Administrator	02/12/2019
	Transferring from Server Administrator	

Full-time - Grant Funded

	Position	Effective Date
Weber, Jeffrey	Correctional Career Technology Instr-Hill CC	02/04/2019
	Transferring From Corr Career Tech Instr-Dixon CC	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Deters, Owen and Steward. Student Advisory Vote: Philpot voted yes.
Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Student Trustee Philpot moved and Trustee Reynolds seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:19 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/