

**Lake Land College
Board of Trustees
District #517**



Regular Board Meeting No. 603
Webb Hall, Room 081, Mattoon, IL
March 13, 2017

Minutes

Call to Order.

Chairman Gary Cadwell called the March 13, 2017 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 Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters, Dr. Robert Luther; Ms. Doris Reynolds, Secretary; Mr. David Storm, Vice Chair; Mr. Mike Sullivan and Ms. Jensyn Morrison, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

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. Tina Stovall, Vice President for Student Services and members of the staff, community and media.

Chair Cadwell announced that no action would be taken on the agenda item titled "Approval of Contract with IDOC to Provide Educational Services at Kewanee Life Skills Re-Entry Center." He said this item was being pulled from the agenda and would not be discussed during this Board meeting.

Approval of Consent Items.

Trustee Storm moved and Trustee Luther seconded to approve the following consent items:

1. Approval of minutes of February 13, 2017 regular meeting.
2. Approval of agenda of March 13, 2017 Board of Trustees meeting.
3. Bills for payment and travel expenses which were reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they have been prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	283,241.91
Building Fund	\$	28,622.95
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	1,200.00
Auxiliary Services Fund	\$	-
Restricted Purposes Fund	\$	211,569.03
Working Cash Fund	\$	-
Audit Fund	\$	33,613.24
Liability Insurance Fund	\$	-
Student Accts Receivables	\$	1,470,595.68
Total	\$	2,028,842.81

4. Destruction of tape recording of September 14, 2015 closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports

ICCTA/Legislative.

Trustee Mike Sullivan provided Trustees with a written summary of information he learned while recently attending an ICCTA meeting. He highlighted various topics from round table discussions and the main meeting, as well as legislative bills that were discussed by ICCTA leaders. He said ICCTA leaders expressed opinions that a resolution to the state budget

impasse is probably not going to occur in the near future, and that it could be several months before Colleges receive any type of funding from the state for the current fiscal year.

Resource & Development.

Committee Chair Ms. Doris Reynolds said the Committee had not met since the last regular Board meeting and she had no report at this time.

Finance.

Committee Chair Mr. Dave Storm said the Finance Committee met earlier in the day to review items that will appear later in the agenda. He said that he will make comments on specific topics when discussion arises per the agenda.

Buildings & Site.

Committee Chair Dr. Robert Luther said the Committee met earlier in the day to review projects being recommended by the administration including needed masonry work for the Luther Student Center and roadway/parking lot improvements at various locations on the main campus.

Student Report.

Student Trustee Ms. Jensyn Morrison highlighted various upcoming student events including elections for student government and student trustee. She highlighted recent activities hosted by the student ambassadors and members of the Student Government Association. She also highlighted planning underway for participation in the upcoming Student Lobby Day.

President's Report.

Dr. Bullock said:

- The College recently received payment of \$428,571.42 that had been appropriated as supplemental funding from the State of Illinois.
- The payments received in February from the Illinois Department of Corrections closed out all amounts due from IDOC for Fiscal Year 2016.
- The College received official notification on Wednesday, March 1, 2017, that the Cornerstone Christian Academy child care service will be closing effective Friday, May 27, 2017. It is our understanding that the Academy began notifying affected parents of this decision the prior Friday.

Business Items

Non-Action Items

Faculty focus on advancing student success - update on agreement with SIUE for BS in Nursing Program.

Ms. Karla Hardiek, Division Chair Allied Health/Nursing Instructor, provided an update on the 3+1 agreement with SIUE for a BS in Nursing Program. She highlighted current enrollment numbers and goals for future enrollment numbers, including other nursing programs offered by the College. Trustees asked various questions related to how the College might expand or increase its offerings of nursing programs.

Annual Farm Report.

Mr. Mark Niemerg, Agronomy Instructor/Farm Manager, presented highlights of the Annual Farm Report.

Proposed revisions to the following Board Policies:

- 02.14 – *Auditors.*
- 05.01 - *Definition of Full-Time and Part-Time Employment.*
- 05.04.15 – *Absence Due to Inclement Weather.*
- 09.12 – *Recycling.*
- 10.12 – *Annual Financial Audit.*

Mr. Bryan Gleckler, Vice President for Business Services, presented on proposed changes to the above-referenced four Policies. Details of proposed revisions to each Policy were reviewed by Trustees. Trustee Deters questioned the proposed language in Policies 02.14 and 10.14 related to the College's audit, specifically the amount of time an auditor firm shall be selected for an audit cycle. After discussion, the Board's consensus was that the proposed language should be changed to state that an audit firm shall be selected for a three-year cycle and for no more than two consecutive cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle. Trustees also agreed that the last paragraph in Policy 10.12 should simply refer to Policy 02.14.

Dr. Bullock said proposed revisions were submitted as first reading and will be brought to the Board for approval during the April 2017 Board meeting with the above-noted changes.

Calendar of events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence in the Board Book.

Action Items

Approval of recipient for the 2017 Business Partnership Award.

Trustees reviewed a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to name Coles-Moultrie Electric Cooperative as the recipient of the College's 2017 Business Partnership Award.

Trustee Sullivan moved and Trustee Storm seconded to name Coles-Moultrie Electric Cooperative as the recipient of the College's 2017 Business Partnership Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of tuition and fees rates effective Summer and Fall 2017.

Trustees reviewed a recommendation from Mr. Gleckler regarding the proposed tuition and fees rate for Summer 2017 and Fall 2017.

Trustee Storm, Finance Committee Chair, said the Committee reviewed this agenda item and the Committee's consensus was to recommend to the Board approval of the proposed tuition and fees rates as presented.

Trustee Storm moved and Trustee Deters seconded to approve the proposed tuition and fees rates including: maintaining tuition at the same rates as Spring 2017; eliminating the online course fee; increasing the technology fee portion of the service fees by \$6.70 per credit hour for a total service fee rate of \$28.00; increasing the dual credit fee by \$2.79 per credit hour for a total dual credit fee of \$16.74 per credit hour; adding a credit card convenience fee of 2.25 percent for all credit card transactions, excluding Bookstore purchases, effective July 1, 2017; and increasing course level fees as follows:

- Level 1 from \$12.00 to \$25 per course.
- Level 2 from \$24.00 to \$50.00 per course.
- Level 3 from \$36.00 to \$75.00 per course.
- Level 4 from \$50.00 and above to \$76.00 and above per course.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of ISBE GAST Grant.

Trustees heard a recommendation from Mr. Althaus to accept the above-referenced grant.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the Growing Agriculture Science Teachers Grant from the Illinois State Board of Education in the amount of \$14,000.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Acceptance of reporting of January 2017 Financial Statements.

Trustees reviewed the January 2017 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, highlighting variances for the statements. This information also included details for Funds 1 and 2 (General Fund) and a breakdown of the year-to-date spending by category and specific detail on salary and benefit spending. Mr. Gleckler reported on significant variances.

Trustee Storm said the Finance Committee reviewed the January 2017 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Deters moved and Trustee Luther seconded to accept the January 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Closed Session.

7:28 p.m. – Trustee Storm moved and Trustee Sullivan seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2015 et. Seq.], to consider the employment, appointment, performance, discipline or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Return to Open Session – Roll Call.

8:13 p.m.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Ms. Doris Reynolds, Secretary; Mr. Dave Storm, Vice-Chairman; Mr. Mike Sullivan; and Ms. Jensyn Morrison, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

Approval of faculty tenure recommendations.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Storm seconded to approve tenure for the following five employees effective Fall 2017: Ms. Andrea Bright, Academic Counselor; Mr. Andrew Gaines, Academic Counselor/Coordinator of Student Accommodations; Ms. Jennifer Melton, Academic Counselor/Coordinator of Retention; Mr. Anthony Reinhart, Ag Power Technology Instructor; and Dr. Claire Tornow, Chemistry Instructor.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of reappointment of tenured and non-tenured faculty members and/or extension of probationary period of non-tenured faculty members.

Following discussion on the topic in closed session, Trustee Storm moved and Trustee Luther seconded to approve the reappointment of tenured and non-tenured faculty members for the 2017/18 academic year with the exception to deny the reappointment and extension of probationary period for Mr. James Munger. The approval of the reappointment of tenured and non-tenured faculty members for academic year 2017/18 are as follows:

First Year Non-Tenure

Laura Paruleski	Allied Health (Nursing) (Spring 2017)
-----------------	---------------------------------------

Second Year Non-Tenure

Haylee Brandt	Allied Health (Nursing)
Robert Miller	Agriculture (John Deere Tech) (Spring 2016)
Jordan Rauch	Agriculture (Livestock Judging Coach)

Third Year Non-Tenure

Daniel Allen	Math Science (Physics)
Joshua Fulk	Technology (Civil Engineering Technology)
Cassie Koester	Allied Health (Nursing)
Rakhasha Nasseripour	Math Science (Physics)

Katie Parrish	Social Science and Education (Sociology)
Kimberly Smithenry	Allied Health (Nursing)
Wildman, Ryan	Agriculture

Fourth Year Tenure Status (Fall 2017)

Andrea Bright	Academic Counselor
Andy Gaines	Academic Counselor
Jennifer Melton	Academic Counselor
Anthony Reinhart	Agriculture (Ag Power Tech)
Claire Tornow	Math Science (Chemistry)

Continued Tenure Status

Iffat Ali	Math and Science (Chemistry)
Lara Bacino Althaus	Social Science and Education (Psychology)
Dyke Barkley	Agriculture (Horticulture)
Cheryl Beam	Allied Health (Nursing)
Michael Beavers	Technology (Electronics)
Jodi Birdwell	Humanities and Communications (Art)
Kathy Black	Business (Office Technology)
Tara Blaser	Humanities and Communications (Philosophy/English)
Dewayne Brown	VVC-Custodial Maintenance
Cathy Bunton	Social Science and Education (Health/PE)
Bryan Burrell	Academic Counselor
Krista Burrell	Academic Counselor
Dion Buzzard	Technology (Mechanical/Electrical Technology)
Nancy Caldwell	Humanities and Communications (Music)
Tom Caldwell	Humanities and Communications (Philosophy/English)
Greg Capitosti	Math and Science (Chemistry)
John Carpenter	Business (Management/Marketing)
Michael Ben Cohan	Humanities (Art)
Marc DalPonte	Math and Science (Bio Science)
Kathleen Daugherty	Business (Office Technology)
Kimberly Davis	Social Science and Education (Education)
Angela Davison	Business (Network/Computer Information Systems)
Laura Deters	Allied Health (Basic Nursing Assistant)
Suzett Doty	Math and Science (Bio Science)
Danielle Downs	Advisor, Financial Aid and Veteran Services
Allen Drake	Agriculture (John Deere Ag Tech)
Scott Drone-Silvers	Library
Amy Duckett	Business (Cosmetology)
Lisa Earp	Business (Office Technology)
Terri Fields	Social Science and Education (Psychology)
Kay Foreman	Allied Health (Physical Therapist Assistant)
Judy Garner	Humanities (Development Reading/Writing)
John Gentry	Technology (Power Plant Mechanics)
Tisha Goad	Allied Health (Nursing)
Matt Greider	Social Science and Education (History)
Neal Haarman	Technology (Building Construction Technology)
Karla Hardiek	Allied Health (Nursing)

Emily Hartke	Academic Counselor/Chair of Counseling and Judicial Affairs Advisement
Elizabeth Hartrich	Allied Health (Dental Hygiene)
Shelle Hartzel	Math and Science (Math)
Helen Hendren	Social Science and Education (Human Services)
Dustin Heuerman	Social Science and Education (Criminal Justice)
Sarah Hill	Library
Kristen Holsapple	Allied Health (Dental Hygiene)
Shannon Hood	Allied Health (Nursing)
Salisa Hortenstine-Olmsted	Humanities and Communications (Speech/English)
Lucinda Horton	Math and Science (Bio Science)
Brenda Hunzinger	Math and Science (Bio Science)
Charles Jarrell	Social Science and Education (Education)
David Johnson	Social Science and Education (Physical Education)
Bambi Jones	Math and Science (Math)
Nichole Jones	Allied Health (Nursing)
Kris Kersey	Technology (Electronics)
Tynia Kessler	Business
Leo Kitten	Technology (Computer Integrated Manufacturing)
Ty Knebel	VCC, Welding
Matt Landrus	Humanities and Communications (English)
Teresa Lang	Social Science and Education (Child Care)
Jon Lebold	Business
Gary Lindley	Technology (Electronics)
Katie Lotz	Social Science and Education (Economics)
Brian Lynch	Social Science and Education (Economics)
Valerie Lynch	Director of Student Life
Brian Madlem	Technology (Automotive)
Walter McHenry	Math and Science (Mathematics)
Margaret Merry-Niebrugge	Allied Health (Dental Hygiene)
Kevin Miller	Technology (Automotive)
Nathan Miller	VCC, Construction Occupations
Martha Mioux	Allied Health (PTA)
Tina Moore	Director of Career Services
Russell Neu	Agriculture (John Deere Ag Tech)
Robert Newell	Humanities and Communications (English)
Mark Niemerg	Agriculture (Agriculture/Farm Director)
Heather Nohren	Academic Counselor
Maria Nohren	Allied Health (Nursing)
Ikemefuna Nwosu	Mathematics and Science (Biology)
Ryan Orrick	Agriculture (Agriculture)
Cynthia Phipps	Business (Accounting)
Cassandra Porter	Allied Health (Nursing)
Gregory Powers	Humanities (Radio/TV)
Casey Reynolds	Humanities (Spanish/English)
Scott Rhine	Business (CIS)
Eva Ritchey	Humanities and Communications (Speech)
M. Shane Rogers	Social Science and Education (Political Science)
Mike Rudibaugh	Math and Science (Earth Science)
Marcy Satterwhite	Business (Business Management)

David Seiler	Social Science and Education (History)
Cheryl Staley	Business (CIS)
Peggy Strange	Business (Cosmetology)
Erin Swingler	Allied Health (Nursing)
Edward Thomas	Humanities and Communication (Speech Communication/Broadcasting)
Deborah Thomason	Allied Health (Dental Hygiene)
Joe Tillman	Technology (Renewable Energy)
David Turnbull	Math and Science (Anatomy and Physiology)
Lori Walk	Technology (IDOT QC/QA)
Rick Watson	Technology (IDOT QC/QA)
Tara Veach Watson	Humanities (English Composition)
Janet Waymoth	Allied Health (Nursing)
Jeff White	Math and Science (Environmental Science)
Nicole Zeller	Allied Health (Nursing)

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther and Storm. No: Trustees Reynolds and Sullivan.

Absent: Trustee Owen. Student Advisory Vote: Morrison abstained.

Motion carried.

Approval of appointment of division chairs.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Sullivan seconded to approve the reappointment of division chairs for Fall 2017 and Spring 2018 semesters as follows:

- Ryan Orrick, Agriculture Division
- Karla Hardiek, Allied Health Division
- Kathy Black, Business Division
- Salisa Hortenstine-Olmsted, Humanities and Communications Division
- Ike Nwosu, Math and Science Division
- Charles Jarrell, Social Science and Education Division
- Joe Tillman, Technology Division

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of Human Resources Report.

Dr. Bullock presented on various personnel actions included in the proposed Human Resources Report. This topic was not discussed during closed session.

Trustee Reynolds motioned and Trustee Luther seconded to approve the Human Resources Report as follows:

The following employees are approved for Family Medical Leave:

Earp, David	FMLA	02/21/2017
Mayer, Pamela	FMLA	03/20/2017
Seaman, Randy	FMLA	02/07/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bullock, Jonathan	CTPD Staff Development Presenter Primary Position is President	02/06/2017
Grunloh, Jean Anne	CTPD Staff Development Presenter Primary Position is Senior Exec to the President	02/06/2017
Harris, Kylie	Bookstore Rush Worker Primary Position is CWS Bookstore	02/13/2017
Kull, Bailey	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Kull, Bailey	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Nead, Kristin	Counseling - Clerical Worker Primary Position is Admissions Unpaid Intern	03/13/2017
Ngoopos, Lina	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ngoopos, Lina	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Rotramel, Debbie	Adjunct Faculty Humanities Primary Position is Sign Language Interpreter	06/05/2017
Sims, Gara	Bookstore Rush Worker Primary Position is Work and Learn-Bookstore	04/01/2017
Part-time - Grant Funded		
Kull, Bailey	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017
Kull, Bailey	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ngoopos, Lina	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017

Ngoopos, Lina	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017

College Work Study

McKibben, Nicole	College Work Study - Business Primary Position is TRIO SSS Student Assistant	02/22/2017
------------------	---	------------

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Akins, Leann	Dual Credit Instructor	02/16/2017
Van Pelt, Paul	Dual Credit Instructor	02/07/2017
Full-time - Grant Funded		
Davis, Brian	Corr Horticulture Instr-IYC Harrisburg	02/27/2017
Taylor, David	Corr Horticulture Instr-IYC St. Charles	03/06/2017
Part-time		
Dal Pozzo, Thomas	Allied Health PTA Clinical Instructor	02/09/2017
Ngoopos, Lina	Tutor - Student Learning Assistance	01/23/2017
Westcott, Robert	Technical Writer	02/21/2017
Part-time - Grant Funded		
Brandenburg, Zachary	Perkins Student Worker - Business	02/01/2017
Gipson, Christian	Perkins Student Worker - Business	02/01/2017
College Work Study		
Jones, Kimberli	College Work Study – TRIO SSS	01/30/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Shaffer, Jackie	Corr Hosp Mgmt Instr-Robinson CC	03/10/2017
Part-time		
Copenbarger, Gina	Cosmetology Clinical Instructor	02/03/2017
Knutson, Lauren	Adj Doc College Funded Instr	12/21/2015
Kuhn, Kathy	Pathways Instructor	06/30/2016

College Work Studys

Deadmond, Jennifer	College Work Study-Business	12/22/2016
Graham, Beth-Anne	College Work Study-Business	12/22/2016

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Adjournment.

Trustee Reynolds moved and Trustee Storm seconded to adjourn the March 13, 2017 meeting of the Lake Land College Board of Trustees at 8:19 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

/s/Mr. Gary Cadwell, Board Chair

/s/Ms. Doris Reynolds, Board Secretary