

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



Regular Board Meeting No. 604
Webb Hall, Room 081, Mattoon, IL
April 10, 2017

Minutes

Call to Order.

Chairman Gary Cadwell called the April 10, 2017 regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

In the absence of Board Secretary Doris Reynolds, Chair Cadwell appointed Trustee Storm to serve as secretary pro-tem.

Chair Cadwell congratulated Trustees Luther, Reynolds and Sullivan for being re-elected to the Board during the April 4, 2017 Trustee elections.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds (arrived at 6:24 p.m.), Secretary; Mr. David Storm, Vice Chair; Mr. Mike Sullivan and Ms. Jensyn Morrison, Student Trustee.

Trustees Absent: None.

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; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of minutes of March 13, 2017 regular meeting.
2. Approval of minutes of March 13, 2017 closed session.
3. Approval of agenda of April 10, 2017 Board of Trustees meeting.
4. 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	\$	362,836.52
Building Fund	\$	60,390.57
Site & Construction Fund	\$	83,492.73
Bond & Interest Fund	\$	1,800.00
Auxiliary Services Fund	\$	68,692.31
Restricted Purposes Fund	\$	569,471.58
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	225,302.34
Student Accts Receivables	\$	144,792.53
Total	\$	1,516,778.58

5. Destruction of tape recording of October 12, 2015 closed session and October 23, 2015 closed session.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Presentation of Awards.

Ms. Carol Floyd, Corporate Events Director with the American Heart Association (AHA), presented the Board with the AHA Workplace Health Solutions Award. This is the second year in a row the College has received this recognition.

Chair Cadwell presented the College's 2017 Business Partnership Award to three representatives of Coles-Moultrie Electric Cooperative including Mr. Kim Leftwich, President and CEO, Ms. Amy Borntrager, CFO, and Mr. Sam Adair, Manager of Marketing/Member Services. Chair Cadwell also thanked Dr. Mike Rudibaugh, Geography/Earth Science Instructor, for his efforts in developing the College's partnership with the Cooperative.

Hearing of citizens, faculty, and staff.

Trustees heard comments from Mr. Scott Rhine, IT Instructor, and five Lake Land College students, regarding support for Mr. James Munger, IT Instructor. The collective request was for the Board to reconsider its action from the March 13, 2017 meeting to deny the reappointment of Mr. Munger and deny the extension of his probationary period as a non-tenure instructor for one year. Chair Cadwell thanked Mr. Rhine and the students for attending the Board meeting and expressing their opinions.

There were no other public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Mike Sullivan said he had no report at this time.

Resource & Development.

Board Chair Cadwell, speaking on behalf of Committee Chair Reynolds, said that the Committee met on April 5, 2017 to discuss items that will appear later in the agenda.

Finance.

Trustee Dave Storm, Committee Chair, said the Finance Committee met on April 5, 2017 and conducted an in-depth review of the February 2017 Financial Statements, the March 2017 Bills for Payment Report, and the Investment Report for the first quarter of 2017.

Buildings & Site.

Committee Chair Dr. Robert Luther said the Committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Student Trustee Ms. Jensyn Morrison highlighted recent activities hosted by the student ambassadors and members of the Student Government Association (SGA). She also highlighted various upcoming student events. She thanked all Trustees for their support of her while she served as student trustee.

President's Report.

Dr. Bullock said:

- At the end of March, the College received its first FY 2017 payment from the Illinois Department of Corrections in the amount of \$1.068 million. We anticipate additional payments will follow in the near future.
- On March 31, Lake Land held its fourth Laker Visit Day for the 2016-2017 fiscal year. A total of 52 prospective students were on campus for the day along with 34 parents. A total of 354 students have participated in Laker Visit Days during the 2016-2017 fiscal year. The last Laker Visit Day of the 2016-2017 fiscal year is scheduled for June 22nd.
- Last Thursday and Friday, the College hosted 2,032 middle school students for the 8th Grade Career Conference. This is a wonderful event for the students and a terrific way to showcase our beautiful campus.

*Note – Trustee Doris Reynolds arrived at 6:24 p.m.

Business Items

Non-Action Items

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

Mr. Leo Kitten, Computer Integrated Manufacturing Technology Instructor, presented on the College's Computer Integrated Manufacturing Program. He highlighted how robotics are currently being used in manufacturing and the projected future impact for manufacturing processes and employment opportunities.

Phi Theta Kappa All-Illinois/ All-USA Academic Team Nominees.

Dr. Tina Stovall, Vice President for Student Services, announced that two students, Ms. Melanie Adams, a graduate of Windsor High School, and Student Trustee Ms. Jensyn Morrison, a graduate of Cowden-Herrick High School, were nominated to represent Lake Land College as PTK All-Illinois Community College Academic Team Nominees. She said these two students were recognized at the statewide Phi Theta Kappa (PTK) banquet in Springfield on April 4, 2017 for their outstanding achievements.

IT presentation.

Mr. Lee Spaniol, Director of Information Systems and Services (ISS), provided an update on projects underway or recently completed to enhance the College's Information Technology (IT) capabilities.

Curriculum Committee activity.

Mr. Jon Althaus, Vice President for Academic Services, presented an update on activities by the Curriculum Committee since October 2016.

Summer hours of operation.

Mr. Bryan Gleckler, Vice President for Business Services, announced the College's 2017 summer work hours which will be observed from Sunday, May 14, 2017 through Saturday, August 12, 2017.

Proposed revisions to the following Board Policies:

- 03.02 - *Regular Meetings.*
- 03.07 - *Agenda and Order of Business.*
- 03.15 - *Dissemination of Board Agendas and Materials.*

Ms. Jean Anne Grunloh, Senior Executive to the President, presented proposed revisions to the above-referenced Board Policies. She said proposed revisions reflect the College's transition from hard-copy to online Board Books as well as online postings of meeting agendas. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 Board meeting.

Proposed revisions to Board Policy 05.02.04 - *Minimum Faculty Employment Requirements/Qualifications.*

Dr. Stovall and Mr. Althaus presented proposed changes to Board Policy 05.02.04 - *Minimum Faculty Employment Requirements/Qualifications.* Trustees learned that in June 2015, the Higher Learning Commission introduced policy revisions to Assumed Practice B.2, related to minimum faculty qualifications. The College's proposed revisions to Policy 05.02.04 will clarify the change from the previous minimum of 15 graduate hours to the new requirement of 18 graduate hours. This change also aligns with faculty qualification expectations of the Illinois Community College Board. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 Board meeting.

Proposed revisions to Board Policy 06.19 – *Dual Credit Program.*

Mr. Althaus recommended revisions to Board Policy 06.19 – *Dual Credit Program.* He said that revisions will align the policy with Board Policy 07.01 *Admission of Students* allowing gifted students less than 16 years of age the opportunity to participate in the dual credit program if they meet certain criteria. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 Board meeting.

Calendar of events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustee reviewed three items of correspondence.

Action Items

Approval of certification of student government election results and seating of new student trustee.

Trustees heard a request from Dr. Stovall to accept the above-referenced elections results and seat the newly elected student trustee.

Trustee Luther moved and Trustee Reynolds seconded to accept the certificate declaring the 2017 winners of the sophomore Student Government Association (SGA) election and the student trustee election and seat Mr. Charles (CJ) Meaker as the new student trustee.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Morrison voted yes.

Motion carried.

Recognition of outgoing student trustee.

Chair Cadwell recognized Ms. Jensyn Morrison for her numerous contributions during the past year as the 2016-2017 student trustee.

Approval of proposed revisions to Board Policies:

02.14 – *Auditors*.

10.12 – *Annual Financial Audit*.

Trustee Deters moved and Trustee Sullivan seconded to approve revisions as presented to Board Policy 02.14 – *Auditors* and Policy 10.12 – *Annual Financial Audit*.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of proposed revisions to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

Trustee Storm moved and Trustee Owen seconded to approve proposed revisions as presented to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None. Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of proposed revisions to Board Policy 05.04.15 – *Absence Due to Inclement Weather.*

Trustee Luther moved and Trustee Reynolds seconded to approve proposed revisions as presented to Board Policy 05.04.15 – *Absence Due to Inclement Weather.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None. Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of proposed revisions to Board Policy 09.12 – *Recycling.*

Trustee Owen moved and Trustee Sullivan seconded to approve proposed revisions as presented to Board Policy 09.12 – *Recycling.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None. Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of reporting of February 2017 Financial Statements.

Trustees reviewed the February 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 met on April 5, 2017 for an in-depth review of the February 2017 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Storm moved and Trustee Reynolds seconded to accept the February 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Final Completion Reports for Vo Tech Building Safety and Accessibility Renovations and Geothermal Phase 1 West Building.

Trustees heard a recommendation from Mr. Gleckler to approve the above-referenced reports for submission to ICCB. Trustees learned that both buildings are performing as well as expected as a result of these projects.

Trustee Owen moved and Trustee Reynolds seconded to approve as presented the Statement of Final Completion Reports for the Vo Tech Building Energy Savings Renovations and Building Safety and Accessibility Renovations (ICCCB Project 2432-1115) and Geo Thermal Phase 1 West Building (ICCB Project 2367-1214).

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of bid for Lake Land College Magazine.

Trustees heard a recommendation from Dr. Stovall to approve the bid from Kingery Printing of Effingham for the printing and mailing of three issues of the College's magazine in FY 2018. Trustees reviewed the bid tabulation sheet detailing bids received from three vendors.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the bid from Kingery Printing, Effingham, as presented in the amount of \$45,398 for the printing and mailing of the *Lake Land College* magazine for FY 2018, including the summer, fall and spring editions.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Associate in Applied Science (AAS), and corresponding certificate for Medical Assistant.

Trustees heard a recommendation from Mr. Althaus to approve the above-referenced Medical Assistant Programs. Mr. Althaus said a recent assessment of area employer needs revealed a 30 percent anticipated growth in this field. He also said the College's Medical Assistant Program criteria was developed based on Accreditation Standards set forth by the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), including the required externship hours. Mr. Althaus said that the administration hopes to begin the programs with the Fall 2017 semester pending final ICCB and IBHE approval, that many of the equipment needs for the new programs will be funded by the Perkins program, and also that the programs will be offered at the College's main campus.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met on April 5, 2017 for an in-depth discussion and review of the proposed programs. She said the Committee asked numerous questions of Mr. Althaus and Ms. Karla Hardiek, Allied Health Division Chair, who had presented to the Committee on the proposed programs. Trustee Reynolds said the Committee's consensus was to recommend to the Board approval of the two programs as presented. Trustee Reynolds also commended the administration for its efforts to incorporate these programs into the College's educational offerings.

Trustee Reynolds moved and Trustee Deters seconded to approve the Associate in Applied Science, Medical Assistant Program and corresponding Medical Assistant Certificate Program pending ICCB and IBHE approval.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None.
Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Director of Medical Assistant Program position.

Trustees heard a recommendation from Mr. Althaus to approve the Director of Medical Assistant Program position. Mr. Althaus said that with final approval of the two new programs for Medical Assistant that the College will be required to have a director of the program to oversee compliance in accordance with accreditation standards set forth by the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met on April 5, 2017 for an in-depth review of this agenda item and that the Committee's consensus was to recommend to the Board approval of the Director of Medical Assistant Program position.

Trustee Reynolds moved and Trustee Storm seconded to approve the Director of Medical Assistant Program position.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Resolution No. 0417-041 – Safe Deposit Signature.

Trustees heard a recommendation from Mr. Gleckler to approve Resolution No. 0417-041 so that he, as College Treasurer, would have access to the safe deposit box with First Mid-Illinois Bank and Trust of Mattoon. Trustees reviewed the proposed resolution.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented Resolution No. 0417-041 – Safe Deposit Box Signature for First Mid-Illinois Bank and Trust, Mattoon.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Closed Session #1.

7:37 p.m. – Trustee Reynolds moved and Trustee Luther seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2) [Illinois General Assembly 2015 et. Seq.], to consider collective negotiating matters between the College and its employees.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Return to Open Session – Roll Call.

8:48 p.m.

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

Trustees Absent: None.

Break:

The Board took a break from 8:48 p.m. to 8:51 p.m.

Prior to reviewing the Human Resources Report, Chair Cadwell suggested that the Board consider convening to an additional closed session to discuss the performance of a College employee as a result of the public comments received by the Board earlier in the meeting.

Closed Session #2.

8:52 p.m. – Trustee Storm moved and Trustee Luther 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 performance of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Return to Open Session – Roll Call.

9:01 p.m.

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

Trustees Absent: None.

Approval of Human Resources Report.

Dr. Bullock presented on various personnel actions included in the proposed Human Resources Report.

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

The following employees have a family medical eligible event:

Blomquist, Matt	FMLA	03/03-03/10/2017
Byard, April	FMLA	03/07/2017
Jabs, Hayley	FMLA	04/07/2017
Noel, Tracy	FMLA	03/13/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bright, Eric	CTPD Staff Development Presenter Primary Position is Adj Faculty Math/Science	04/06/2017
Brumleve, Gregory	Adjunct Faculty Math/Science Primary Position is Adj Faculty Technology	03/13/2017
Coit, Jonathan	CTPD Staff Development Presenter Primary Position is Outreach Advisor TRIO	04/06/2017
Fields, Terri	CTPD Staff Development Presenter Primary Position is Psychology Instructor	04/06/2017
Mboma, Christian	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Mboma, Christian	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Morris, Brittany	CTPD Staff Development Presenter Primary Position is Outreach Advisor TRIO	04/06/2017
Satterwhite, Marcy	Adjunct Faculty Business Division Sub Primary Position is Bus Instructor	03/03/2017
Stolz, Cheryl	Non-Credit Instructor Primary Position is Adj Faculty Humanities	06/20/2017

Part-time - Grant Funded

Dust, Holly	Adjunct DOC College Funded Instructor Primary Position is Adj Faculty Math/Science	03/21/2017
Grimes, Chloe	Perkins Student Worker - Humanities Primary Position is Special Needs Note Taker	03/24/2017
Mboma, Christian	Tutor Student TRIO SSS Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Mboma, Christian	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Baumann, Norma	Dual Credit Instructor	03/29/2017
Bone, Margaret	Dual Credit Instructor	03/20/2017
Edwards, Matthew	Adult Education Volunteer	03/07/2017
Endsley, Kay	Dual Credit Instructor	03/07/2017
Full-time - Grant Funded		
Bradford, James	Correctional Commercial Cooking Instructor (IYC Harrisburg)	03/21/2017
Epting, Antonio	Correctional Custodian Instructor	03/20/2017

(IYC St. Charles)

Part-time

Carpenter, Nathan	Chemistry Lab Student Assistant	03/13/2017
Mboma, Christian	Tutor - Student Learning Assistance Ctr	01/23/2017

Part-time - Grant Funded

Eldridge, Michael	Adjunct DOC College Funded Instructor	03/13/2017
Erickson, Ryan	Adjunct DOC College Funded Instructor	03/17/2017
Fitzgerald, Andrew	Perkins Student Worker - Technology	02/22/2017
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/13/2017
Simon, Suzanne	Adjunct DOC College Funded Instructor	03/13/2017

College Work Studys

Kuhlman, Alyssa	College Work Study - Business	03/22/2017
Powers, Taylor	College Work Study Academic Services	03/01/2017
Scott, Jacob	College Work Study - Student Life	03/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Drake, Steve	Associate Dean Vandalia CC (Retiree)	04/28/2017
Mohlenhoff, Mark	Director TRIO Student Support Services	04/07/2017
Part-time		
Hooker, Geoffrey	Adj Faculty Math/Science	12/31/2016
Maitland, Abby	Library Assistant	03/29/2017
Moss, Tamesha	Newspaper Ed Student News	01/29/2017
Summers, Kent	Automotive Lab Assistant	07/03/2016
Urfer, Matthew	Adj Faculty Math/Science	12/31/2015
College Work Study		
Albritton, Kathy	College Work Study-Business	12/31/2016

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Stroud, Beckie	Administrative Assistant to Juvenile Justice (FT) Tranferring from Test Proctor (PT)	04/10/2017

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther, Owen, Reynolds, Storm, and Sullivan. No: None.
 Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

Adjournment.

Trustee Reynolds moved and Trustee Storm seconded to adjourn the April 10, 2017 meeting of the Lake Land College Board of Trustees at 9:03 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/