

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



Board Retreat
Webb Hall, Room 081, Mattoon, IL
May 14, 2018

Minutes

Call to Order.

Chair Storm called the May 14, 2018, special meeting of the Lake Land College Board of Trustees to order at 3:00 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; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: 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; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

How the Board Can Support Innovation. (Non-action)

Chair Storm said he believes it is important for the Board to support innovative ideas and efforts brought forth by the College's administration and staff. He noted that the conduit for idea exchange from within the college community is the administrative team, and the Board's role is to serve as a sounding board for innovative ideas brought to the Board by the administration. He reminded the Trustees that the Board's strength rests when it serves as a unit in support of the College's overall mission and direction.

Trustees then heard a presentation from President Bullock regarding an analysis of the College's enrollment trends since 2003. Dr. Bullock said it was important for the Trustees to understand the historical trends of enrollment and the close correlation to both Illinois and U.S. unemployment rates. Currently historic low unemployment rates are driving down enrollments, specifically of non-traditional students.

Dr. Bullock said that although high school graduating classes have declined over the past five years, Lake Land has continued to capture between 35-40% of all high-school graduates and that over the past 15 years we have averaged a capture rate of 38% of graduating classes. Dr. Bullock said that, as we set the tone for innovation, we are looking for long-term solutions to advance student success and that we should avoid reacting to ebbs and flows of enrollment numbers in a particular year as they are generally driven by a larger economic cycle.

Update on Capital Plan. (Non-action)

Mr. Bryan Gleckler, Vice President for Business Services, provided an update on the College's capital projects currently underway or in the design phase, including renovation of the former Day Care Facility that will become the Board and Administration Center and renovation of the Luther Student Center. Mr. Gleckler highlighted renovations of the existing spaces as well as additional square footage that will be added to each building. Mr. Gleckler said the expected completion dates are August 2018 for the Board and Administration Center and August 2019 for the Luther Student Center. Mr. Gleckler highlighted goals for renovation of Luther Student Center that include providing a new campus entrance for student services, an improved modern look, a student-centered experience, and a co-location of student services. Trustees also received an update on the budgets and project cost summaries for each building project. Mr. Gleckler said there is currently a positive budget variance of \$1,388,280 for the combined projects.

Update on Workforce Solutions and Community Education. (Non-action)

Trustees heard an update from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, regarding numerous activities within this unit. Dr. Hull said:

- The College has reached a tentative agreement with AFSME related to the educational services provided to the Illinois Department of Corrections (IDOC). The administration hopes to bring the recommendation for Board approval of the contract to the June 11, 2018, Board meeting. Dr. Hull reminded Trustees the College currently provides educational services for 23 of the state's IDOC facilities and two of the state's IDJJ facilities.
- Registration is underway for the new IT Launch Code 20-week certificate program, with evening classes set to begin at the Effingham Kluthe Center in June, 2018. To date, seven people have registered for this program. The Effingham Regional Growth Alliance has been assisting to identify businesses willing to offer scholarships to students for the program. There are currently three sponsored scholarships.

- Registration is underway for the innovative training partnership between Lake Land College and LSC Communications that offers a nine-week fast track training program leading to a job at the printing facility in Mattoon. He said individuals who complete the training will receive a college certificate and will be hired by LSC Communications in the positions of bindery operator, press operator or assistant press operator at wages of \$16 to \$18 per hour. Once hired, the employee will enter into an apprenticeship to learn the detailed craft of printing. To date, eight people have registered for this program.
- The curriculum for the plastics molding program has been submitted to ICCB and IBHE for approval. Numerous businesses in the region have expressed interest in establishing apprenticeships and partnerships with the College for the plastics molding program.
- Dimond Bros. Insurance, headquartered out of Paris with 300 offices throughout the Midwest, recently requested the College create a learning management system for their employee training needs. The College's Information Systems and Services Department (ISS) has created and licensed to Dimond Bros. an IT solution that Lake Land will also use internally for employee training.

Trustees discussed the relatively low number of student enrollees for the new programs of Launch Code and the LSC/Lake Land training partnership. Trustees encouraged the administration to continue promoting these programs as it often takes time to generate awareness of these new educational opportunities.

[The Board took a break from 3:50 p.m. to 3:53 p.m.]

Innovating for Student Success – Guided Pathways. (Non-action)

Trustees heard a joint presentation from Dr. Tina Stovall, Vice President for Student Services, and Mr. Jon Althaus, Vice President for Academic Services, regarding efforts underway to implement a Guided Pathways model. Dr. Stovall explained the six basic design features of Guided Pathways including: exploratory or “meta-majors”; degree maps; predictable schedules; integrated instruction in foundation skills; progress toward tracking, feedback and support; and bridges to college programs. Dr. Stovall said that Guided Pathways guides a student's choice without limiting his/her options. Trustees also learned of an institution's essential capacities for Guided Pathways implementation. Mr. Althaus highlighted a proposed three-year timeline and goals for implementation. He also explained the structure of a recommended Guided Pathways Leadership Team that would include a Dean for Guided Pathways (to be described later in the meeting) as the leader and team members comprised of faculty. Faculty chosen to serve on the Guided Pathways Leaders Team would be paid a stipend and serve a three-year term.

Innovating for Student Success – Data Analytics. (Non-action)

Trustees heard a presentation from Ms. Jean Anne Grunloh, Senior Executive to the President, regarding the administration's efforts to lay the foundation for institution-wide data analytics. Trustees learned of actions taken by the Data Analytics Task Force since January

2018 including: an audit of the current processes; defining what a successful implementation might look like; identifying best practices; and identifying proposed strategies in a three-year timeline. Ms. Grunloh highlighted a few examples of how other higher education institutions are utilizing data analytics to advance student success, support guided pathways initiatives, and/or improve operational efficiencies. Trustees also learned how predictive modeling can be used to increase student success including: identifying at-risk students; targeting student outreach while affording timely intervention efforts; uncovering and validating high-impact practices that help students succeed the most; promoting a culture of data literacy and customization; and empowering analyses that are proactive rather than retrospective. Ms. Grunloh said that in the coming year the administration will be seeking to procure appropriate tools and software to transition from our numerous data silos to a unified platform and will be seeking to fund a staff position that will provide in-house data analytics expertise. This will be built into FY 2019 funding requests to be submitted to the Board in June 2018. Additionally, Ms. Grunloh said we will need to promote an understanding of how data analytics can improve student outcomes and operational efficiencies and that the administration will be seeking the Board's support and approval of data governance, data standards and a common data dictionary.

Proposal of New Position of Dean for Guided Pathways for Student Success. (Non-action)

Trustees heard a recommendation from Dr. Bullock, Dr. Stovall and Mr. Althaus for the Board to approve the creation of a new administrative position titled Dean for Guided Pathways for Student Success. Trustees learned the overall job summary of the position defines that the Dean will lead college-wide efforts to implement a full Guided Pathways model for providing academic programs and services to support student success through college completion. Following initial implementation, the Dean will lead college-wide efforts to continuously expand the Guided Pathways model through program improvements and additional program development. Trustees also reviewed details of the proposed job description that highlights leadership qualities of a person dedicated to the creation of a Guided Pathways model and the level of responsibility needed for successful implementation of a program that will have a positive impact on student success and goal completion. Mr. Althaus said that with Board approval, the administration hopes to fill the position by the start of the Fall 2018 semester.

Numerous Trustees expressed support that the administration was creating the foundation for implementing Guided Pathways to Student Success as well as creating the foundation for data analytics, both as the two key focus areas of the College's FY 2019-2021 Strategic Plan. Ms. Grunloh informed Trustees that the administration will continue providing bi-annual planning updates that will detail progress being made toward implementation of both initiatives.

Adjournment.

Trustee Storm moved and Trustee Reynolds seconded to adjourn the meeting at 5:01 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/