

Lake Land College
Resource and Development Committee
June 6, 2024
Minutes

The Resource and Development Committee of the Board of Trustees met on June 6, 2024, in room 011 of the Board and Administration Center, Mattoon. Committee Chair Reynolds called the meeting to order at 9:00 a.m.

Trustee Committee Members Physically Present:

Ms. Doris Reynolds, Committee Chair
Mr. Kevin Curtis, Committee Member
Mr. Gary Cadwell, Ex-officio
Ms. Denise Walk, Committee Member
Ms. Abbie Kelly, Student Trustee

Trustee Committee Members Participating via Telephonic Means:

None

Trustee Committee Members Absent or Not Participating by Any Means:

None

Other Trustee Participants:

None

Other Meeting Participants Physically Present:

Dr. Josh Bullock, President
Ms. Jean Anne Highland, Chief of Staff
Ms. Madge Shoot, Comptroller
Ms. Seirra Laughhunn, Executive Assistant to the President's Office
Ms. Dustha Wahls, Director of Human Resources
Dr. Valerie Lynch, Vice President for Student Services
Mr. John Woodruff, Vice President for Business Services

Hearing of Citizens, Faculty and Staff.

There were no public comments.

Approval of Minutes of January 4, 2024, Committee Meeting.

Trustee Curtis moved and Trustee Walk seconded to approve the minutes of the January 4, 2024 Resource and Development Committee regular meeting.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Kelly voted yes.

Motion Carried.

FY 2025 Base Salary Increase for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Trustees heard a recommendation from President Bullock for an FY 2025 - 4% base salary increase for administrators, supervisors, and support staff, excluding correctional center employees and employees in planned retirement. He said this increase will help address the College's strategic planning goal of becoming a preferred employer in our geographic area in terms of wages and benefits and also help address the continued inflationary increases in living expenses and the financial pressures these increases have placed on our employees. He also said those employees covered by collective bargaining agreements will receive increases in alignment with their respective agreements. Trustees learned this proposed increase is being built into the FY 2025 Budget.

Trustee Curtis moved and Trustee Walk seconded to recommend to the full Board approval as presented the proposed FY 2025 - 4% base salary increase for administrators, supervisors, and support staff, excluding correctional center employees and employees in planned retirement.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Kelly voted yes.

Motion Carried.

FY 2025 Salary Schedule.

Dr. Bullock provided a recommendation for an updated salary grade schedule for employees in the administrative, supervisory and support staff classifications, excluding Correctional Center employees. Trustees reviewed the proposed schedule which reflects a 3.5% base increase to the rates effective FY 2025.

Committee Chair Reynolds asked if the proposed rates were competitive enough to be able to hire quality employees. Ms. Dustha Wahls, Director of Human Resources, stated she believed the College offered competitive rates, but that we will conduct a market assessment in the spring of 2025 with Korn Ferry. She said funds were being included in the FY 2025 Budget for the market assessment. Additionally, she highlighted the

College's "employment opportunities" web page and the efforts the Human Resources Department is taking to market the College's benefits in addition to salary or compensation for potential employees.

Trustee Curtis moved and Trustee Walk seconded to recommend to the full Board approval as presented of the salary schedule, with a 3.5% base increase to the rates effective FY 2025.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Kelly voted yes.

Motion Carried.

FY 2025 Part-time Rates and Stipends.

Trustees reviewed a listing of the proposed FY 2025 Part-time Rates and Stipends. Dr. Bullock and Ms. Wahls highlighted key changes from FY 2024 rates, including increases for adjunct pay, dual credit high school coordinators, part-time dental hygiene instructors and the stipend for Chair of Counseling and Student Conduct. Trustees learned that part-time employees at the minimum wage rate of \$14.00 per hour will remain at that level effective July 1, 2025, but that the administration will plan to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2025, thus aligning with state law requirements for minimum wage.

Trustee Walk moved and Trustee Curtis seconded to recommend to the full Board approval as presented the proposed stipends for FY 2025 and part-time rates for the period July 1, 2024 through December 31, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Kelly voted yes.

Motion Carried.

FY 2025 Part-time Staff Hourly Increases.

Dr. Bullock provided a recommendation for an FY 2025 - 4% increase for our current part-time employees effective July 1, 2024, excluding part-time correctional center staff and positions currently at the rate of \$14 per hour – the Illinois minimum wage rate.

Trustee Curtis moved and Trustee Walk seconded to recommend to the full Board approval as proposed a 4.0% increase for current part-time employees effective July 1, 2024, excluding part-time positions at the minimum wage level and part-time correctional center staff.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Kelly voted yes.

Motion Carried.

Other Business.

Dr. Bullock said he will be issuing an email to all employees following this meeting and prior to the release of the June 10, 2024 Agenda/Board Book so that we notify employees of the proposed compensation increases for FY 2025.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting at 9:24 a.m.

Motion carried with unanimous voice vote.

Approved by:

/s/ Doris Reynolds

Resource and Development Committee Chair/Secretary