

Lake Land College
Resource and Development Committee
June 10, 2021

Minutes

The Resource and Development Committee of the Board of Trustees met on June 10, 2021, in room 011 of the Board and Administration Center, Mattoon. Committee Chair Cadwell called the meeting to order at 8:00 a.m.

Trustee Committee Members Physically Present:

Mr. Gary Cadwell, Committee Chair
Mr. Kevin Curtis
Mr. Mike Sullivan
Ms. Katie Greuel, Student Trustee

Trustee Committee Members Participating via Telephonic Means:

None

Trustee Committee Members Absent or Not Participating by Any Means:

Ms. Doris Reynolds, Committee Member

Other Trustee Participants:

None

Other Meeting Participants Physically Present:

Dr. Josh Bullock, President
Ms. Jean Anne Grunloh, Senior Executive to the President
Mr. Jon Althaus, Vice President for Academic Services
Mr. Greg Nuxoll, Vice President for Business Services
Ms. Valerie Lynch, Interim Vice President for Student Services
Ms. Dustha Wahls, Director of Human Resources

Hearing of Citizens, Faculty and Staff.

Ms. Jean Anne Grunloh, Senior Executive to the President Bullock, said the Office of the President had not received any written requests to address the Committee. Committee Chair Cadwell asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Approval of Minutes of February 4, 2021, Committee Meeting and Closed Session.

Trustee Sullivan moved and Trustee Curtis seconded to approve the minutes of the February 4, 2021, Resource and Development Committee meeting and closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

Proposed Non-Instructional Faculty Position – Counselor for Student Accommodations and Mental Health Initiatives.

The Committee reviewed a memorandum from Ms. Valerie Lynch, Interim Vice President for Student Services, requesting that the Board of Trustees approve the creation of a new academic support (non-instructional) faculty position titled Counselor for Student Accommodations and Mental Health Initiatives. Ms. Lynch said this new faculty position supplements, not replaces, services the College has already secured with BetterMynd for mental health services for students. She said the person in this new faculty position will help coordinate ongoing contractual mental health services, be able to provide students with emergency mental health services as needed, and lead the student club Active Minds.

Ms. Lynch and President Bullock also referenced that the Board of Trustees will be asked to approve changes to Board Policy 05.02.04 – *Minimum Faculty Employment Requirements/Qualifications* to include this new position in policy. Ms. Lynch said the additions will define the unique employment requirements/qualifications of the new faculty position. Ms. Lynch also said she is requesting the Board waive first reading in order to conduct a search, interview, and hire a successful candidate in time for the start of the Fall 2021 semester.

Trustee Curtis moved and Trustee Sullivan seconded to recommend to the Board approval of a new non-instructional faculty position, Student Accommodations and Mental Health Initiatives, and approve the proposed revisions as presented for Board Policy 05.02.04 – *Minimum Faculty Employment Requirements/Qualifications*, waiving first reading.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Trustees heard a recommendation from Dr. Bullock and Mr. Greg Nuxoll, Vice President for Business Services, for the Board to approve a base salary a base salary increase of 2.0% plus \$250 for FY 2022 for administrative, supervisory and support employees, excluding correctional centers. Mr. Nuxoll said the recommendation is consistent with what was agreed upon with the College's collective bargaining groups. He confirmed this increase will be incorporated into the FY 2022 Budget.

Trustee Sullivan moved and Trustee Curtis seconded to recommend to the Board approval of a base salary increase of 2.0% plus \$250 for FY 2022 for administrative, supervisory and support employees, excluding correctional center employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

Part-Time Staff Hourly Increases.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a 2.0% increase for all current part-time employees effective July 1, 2021. Mr. Nuxoll confirmed this increase will be incorporated into the FY 2022 Budget.

Trustee Curtis moved and Trustee Sullivan seconded to recommend to the Board approval of a 2.0% increase effective July 1, 2021, for all current part-time employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

FY 2022 Part-Time Rates and Stipends.

Trustees heard a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve part-time rates and stipend amounts for the period July 1, 2021 through December 31, 2021. Trustees reviewed details of all proposed rates and stipends and Ms. Wahls highlighted key changes from FY 2021, including a recommendation to increase adjunct faculty wages by \$15.00 per credit hour by the number of semesters taught effective the 2021 fall semester. Trustees learned that the

administration plans 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, 2022, thus aligning with state law requirements for minimum wage.

Trustee Sullivan moved and Student Trustee Greuel seconded to recommend to the Board approval as presented the proposed part-time rates and stipends for the period July 1, 2021, through December 31, 2021.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

FY 2022 Base Salary Schedule, Excluding Correctional Centers.

Trustees reviewed a memorandum from Ms. Wahls recommending the Board approve the FY 2022 Salary Grades and Ranges Schedule. Ms. Wahls said the recommended Schedule reflects a 1.5% increase in the minimum starting salary. Dr. Bullock and Ms. Wahls explained the process they utilized in reaching this recommendation, including consideration of the recommended salary increase for current employees and consultation with Korn Ferry.

Trustee Curtis moved and Trustee Sullivan seconded to recommend to the Board approval of the FY 2022 Salary Grades and Ranges Schedule as presented for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

Three-Year Contract with Lake Land College Custodial Association.

Trustees reviewed the proposed three-year contract with the Lake Land College Custodial Association. Ms. Wahls provided highlights of changes from the current, expiring contract. Trustees learned that many of the proposed changes align contract language with Board policy. Ms. Wahls said that the proposed base salary rate increases align with other collective bargaining groups. Trustees learned the Custodial Association ratified the contract at its meeting held May 24, 2021.

Trustee Curtis moved and Trustee Sullivan seconded to recommend to the Board approval of the contract as presented with the Lake Land College Custodial Association for the period July 1, 2021, through June 30, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis and Sullivan.

No: None.

Absent: Trustee Reynolds.

Student Trustee Advisory Vote: Ms. Greuel voted yes.

Motion Carried.

Other Business.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Sullivan seconded to adjourn the meeting at 8:22 a.m.

Motion carried with unanimous voice vote.

Approved by:

/s/Gary Cadwell

Resource and Development Committee Chair/Secretary