

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



Regular Board Meeting No. 606  
Webb Hall, Room 081, Mattoon, IL  
June 12, 2017

**Minutes**

**Call to Order.**

Vice Chair Reynolds presided over the meeting in the absence of Board Chair Storm. Vice Chair Reynolds called the June 12, 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; Ms. Ann Deters, Secretary; Dr. Robert Luther; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

**Trustees Absent:** Mr. David Storm, Chair

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

1. Approval of Minutes of May 8, 2017, Regular Meeting.
2. Approval of Minutes of May 8, 2017, Closed Session.
3. Approval of Minutes of May 15, 2017, Special Meeting.
4. Approval of Minutes of May 15, 2017, Closed Session.

- 5. Approval of Agenda of June 12, 2017, Board of Trustees Meeting.
- 6. Bills for Payment and Travel Expenses.

This information was reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they were prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	153,727.34
Building Fund	\$	27,635.41
Site & Construction Fund	\$	61,315.87
Bond & Interest Fund	\$	190,078.13
Auxiliary Services Fund	\$	29,268.62
Restricted Purposes Fund	\$	571,947.54
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	8,082.05
Student Accts Receivables	\$	14,683.45
Total	\$	1,056,738.41

For details of bills refer to:

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

- 7. Destruction of Tape Recording of December 14, 2015, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

### **Committee Reports.**

#### **A. ICCTA/Legislative.**

Trustee Mike Sullivan highlighted events from ICCTA's recent annual convention. He said the College received significant recognition during the awards ceremony.

#### **B. Resource & Development.**

Committee Chair Reynolds said that the Committee met on June 8, 2017 for an in-depth review of various items that will appear later in the agenda.

### C. Finance.

Committee Chair Deters said that the Committee met on June 8, 2017 for an in-depth review of various items that will appear later in the agenda.

### D. Buildings & Site.

Committee Chair Luther said the Buildings and Site Committee met on June 8, 2017 for an in-depth review of various items that will appear later in the agenda.

### E. Student Report.

Student Trustee Meaker highlighted events from his participation at the recent ICCB-SAC Leadership Conference.

### F. President's Report.

Dr. Bullock said:

- The College received its Certificate of Recognition from ICCB late last week attesting to the fact that Lake Land College has been “recognized” by the Illinois Community College Board in accordance with the provisions of Section 2-15 of the Public Community College Act. This status is granted to districts which meet ICCB standards and affirms the district’s eligibility to receive state grants appropriated to the ICCB. The certificate is effective through June 2021.
- Due to the impact of the ongoing state budget impasse, and financial uncertainty, Standard & Poor downgraded Lake Land from an AA- rating with a negative outlook to an A+ rating with a stable outlook. Despite the downgrade, we are pleased that the S&P is restoring a stable outlook status to the College’s rating. The S&P report is complimentary in regards to the actions that we have undertaken to address financial issues that are within our control. Unfortunately, the state fiscal challenges are outside of our control and serve as the primary basis for the downgrade.
- Remediation work on the wind turbines was completed last week. As planned, the north turbine was completely removed and the south turbine’s blades were removed. The south turbine structure will continue to be utilized as an educational tool for students.
- The planned repair and resealing of the parking lots began this week and the energy upgrades in the West Building remain on schedule.

## **Business Items**

### **A. Non-Action Items**

1. Adoption of Board Policy 05.37 – *Employee Compliance Training*.

Trustees heard a recommendation from Dr. Tina Stovall, Vice President for Student Services, to adopt Board Policy 05.37 – *Employee Compliance Training*. Trustees learned the purpose of this new Policy is to address required training for all employees upon their initial employment and updates at least annually. Additionally, adoption of the Policy will confirm the College's commitment to providing the required training and provide guidance in ensuring that all training requirements are met. The recommendation was submitted as first reading and will be brought to the Board for action during the July 10, 2017, Board meeting.

2. Proposed Revisions to Board Policy 09.19 – *Unauthorized Animals on Campus*.

Trustees heard a recommendation from Dr. Stovall for proposed revisions to Policy 09.19 – *Unauthorized Animals on Campus*. Dr. Stovall said the revisions seek to clarify guidelines for the use of service animals in accordance with the Americans with Disabilities Act. The recommendation was submitted as first reading and will be brought to the Board for action during the July 10, 2017, Board meeting.

3. Recommendations from the Advisory Committee for the Naming of Buildings, Grounds or Academic Programs.

Trustee Luther, Chair of the Buildings and Site Committee, said that during the June 8, 2017, Special Board Meeting, Chair Storm appointed members of the Buildings and Site Committee including Trustees Luther, Owen and Reynolds to a Naming Advisory Committee for consideration of two recommendations submitted by Ms. Jackie Joines, Executive Director for College Advancement, on behalf of the College's Foundation for the naming of two areas on the College's main campus. Trustee Luther said the Naming Committee additionally includes the President and Executive Director for College Advancement and that the Naming Advisory Committee met during the June 8<sup>th</sup> Buildings and Site Committee meeting to review these two recommendations which include the naming of Northwest Building Room 114 and a campus park area. Trustee Luther said the Naming Advisory Committee unanimously voted to:

- a. Recommend to the Board the naming of the Northwest Building Room 114, also known as the Dental Hygiene Lab, as the Heartland Dental - Dental Hygiene Lab for a period of five years. He said Heartland Dental, Inc. has made a generous donation to the Foundation to be used to provide an upgrade of facilities and equipment for the Dental Hygiene Lab.
- b. Recommend to the Board the naming of a park project (refer to action item #21 below) as the Dr. William L. and Margaret Podesta Park in honor of their impact on Lake Land College and the surrounding community. The park is to be located in an area between the campus pond and Podesta Drive. He said funds for the project were generously given by Ms. Willie Podesta Young, daughter of Dr. William and Margaret Podesta, along with memorial gifts given at the time of her father's passing. Trustee Luther highlighted how the donated funds being held by the College's Foundation are restricted for capital projects.

Dr. Bullock said that per Board Policy 11.10, no action can be taken by the Board at this time as any recommendation of the Naming Advisory Committee is to be presented at one Board meeting and voted on at a Board meeting commencing at least 120 days after notification.

#### 4. Calendar of Events.

Trustees received a calendar of upcoming events.

#### 5. Correspondence.

There were no items of correspondence in the June 2017 Board Book.

### **Action Items**

#### 1. Approval of ICCB Program Review Report.

Trustees reviewed a recommendation from Ms. Lisa Madlem, Director of Academic Support & Assessment, regarding the 2017 ICCB Program Review Report.

Trustee Reynolds said the Resource and Development Committee met on June 8, 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 2017 ICCB Program Review Report as presented.

Trustee Luther moved and Trustee Sullivan seconded to approve as presented the FY 2017 ICCB Program Review Report as presented and for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

**Motion carried.**

#### 2. Acceptance of Donation of New Holland Service Factory Manuals from Birkey's Farm Store, Inc.

Trustees reviewed a recommendation from Ms. Joines requesting that the Board accept a donation of 100 New Holland Service Factory Manuals from Birkey's Farm Store, Inc. Trustees also heard a recommendation from Dr. Bullock to accept this donation.

Trustee Deters moved and Trustee Sullivan seconded to accept the in-kind donation of 100 New Holland Service Factory Manuals from Birkey's Farm Store, Inc. of Champaign, Illinois, with an estimated value of \$10,000 for educational purposes in the College's Ag Division.

There was no further discussion.

Roll Call Vote:

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

3. Approval of Proposed Revisions to Board Policy 02.09 – *College-Wide Committees.*

Dr. Bullock said that proposed revisions of the above-referenced Policy were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Cadwell moved and Trustee Owen seconded to approve revisions as presented to Board Policy 02.09 – *College-Wide Committees.*

There was no further discussion.

Roll Call Vote:

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

Motion carried.

4. Approval of Proposed Revisions to Board Policy 05.22 – *Planned Retirement.*

Dr. Bullock said that proposed revisions of the above-referenced Policy were presented to the Board during the May 15, 2017, special Board meeting as first reading for initial consideration.

Trustee Sullivan moved and Trustee Deters seconded to approve proposed revisions as presented to Board Policy 05.22 – *Planned Retirement.*

There was no further discussion.

Roll Call Vote:

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

Motion carried.

5. Approval of Proposed Adoption of New Board Policy 06.18.01 – *Credit through the Illinois State Seal of Biliteracy.*

Dr. Bullock said that proposed revisions of the above-referenced Policy were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Sullivan moved and Trustee Owen seconded to adopt as presented Board Policy 06.18.01 – *Credit through the Illinois State Seal of Biliteracy.*

There was no further discussion.

Roll Call Vote:

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

Motion carried.

6. Approval of Proposed Revisions to Board Policies:

- a. 06.18 – *Credit through the Advanced Placement Program.*
- b. 07.01.01 – *Admission of International Students.*
- c. 07.03 – *Admission to Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs.*
- d. 07.04 – *Intent to Enroll Procedures and Requirements.*
- e. 07.05 – *Placement Tests.*

Dr. Bullock said that proposed revisions of the above-referenced Policies were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Sullivan moved and Trustee Luther seconded to approve proposed revisions as presented to five Board Policies including:

- a. 06.18 – *Credit through the Advanced Placement Program.*
- b. 07.01.01 – *Admission of International Students.*
- c. 07.03 – *Admission to Associate in Arts, Associate in Engineering Science and Associate in Science Degree Programs.*
- d. 07.04 – *Intent to Enroll Procedures and Requirements.*
- e. 07.05 – *Placement Tests.*

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

7. Approval of Proposed Revisions to Board Policies:

- a. 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs.*
- b. 07.24 – *Graduation Requirements.*

Dr. Bullock said that proposed revisions of the above-referenced Policies were presented to the Board during the May 2017 regular Board meeting as first reading for initial consideration.

Trustee Owen moved and Trustee Deters seconded to approve as presented revisions to Board Policies 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs* and 07.24 – *Graduation Requirements.*

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 8. Delegation of Authority to President to Provide or Secure Education Services.

Trustees heard a request by Dr. Bullock that the Board grant authority to him, as College President, to provide or secure education services per Board Policies 10.01 and 02.03. He said examples include cooperative agreements for alternative schools and agreements with clinical sites.

Trustee Deters motioned and Trustee Sullivan seconded to delegate authority to the College President to enter into contracts or agreements during FY 2018 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 9. Approval of Three Lease Renewal Agreements.

Trustees reviewed a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, regarding the recommendation to approve agreements to renew three leases for another year. Trustees learned that two lease agreements are with LWIA and LWIA 23/CEFS for program operations located at the Workforce Development Center (sub-leases) and one is for the Marshall Pathways Program. Trustees also learned that the LWIA and LWIA 23/CEFS leases are continued at the same rates with a 60-day notice to terminate the lease and the Pathways Program lease with Doric will be extended for one academic year with an increase of \$30 per month.

Trustee Luther said the Buildings and Site Committee met on June 8, 2017, for an in-depth review of this information and that the Committee's consensus was to recommend to the Board approval of the three lease renewal agreements as presented.

Trustee Owen motioned and Trustee Cadwell seconded to approve lease renewal agreements as presented between the College and Local Workforce Investment Board and LWIA 23/CEFS Economic Development Corporation for the period July 1, 2017, through June 30, 2018, and Doric Products of Marshall for the period August 1, 2017, through May 31, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 10. Approval of Caterer List.



Trustees heard a request from Dr. Bullock and Mr. Gleckler asking that the Board authorize the following list of eight caterers to do business with the College during the next fiscal year:

- Common Grounds, Mattoon
- Don Sol, Mattoon
- Hunan's Chinese Restaurant, Mattoon
- Kep's Cooking, Mattoon
- Niemerg's Steak House, Effingham
- Pagliacci's Catering, Mattoon
- Subway, Mattoon
- Yoder's Kitchen, Arthur

Trustee Cadwell motioned and Trustee Owen seconded to approve the list of eight caterers as presented to authorize each caterer to do business with the College in the next fiscal year.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 11. Approval of RAMP Document.

Trustees reviewed a memorandum from Mr. Gleckler regarding a recommendation to approve the FY 2019 RAMP (Resource Allocation Management Plan) document.

Trustee Luther said the Buildings and Site Committee met on June 8, 2017, for an in-depth review of this information and that the Committee's consensus was to recommend to the Board approval of the RAMP document as presented.

Trustee Deters moved and Trustee Owen seconded to approve the FY 2019 RAMP document as presented for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 12. Acceptance of Reporting of April 2017 Financial Statements.

Trustees reviewed the April 2017 Financial Statements and a memorandum from Mr. Gleckler 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.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of the April 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 Sullivan seconded to approve April 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

### 13. Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Trustees reviewed a memorandum submitted by Mr. Gleckler regarding a recommendation for base salary increases for administrative, supervisory, and support staff, excluding correctional centers. Dr. Bullock said this recommendation aligns with salary increases recently approved as part of two association contracts and that the increase will be based on a percentage of state funding that the College receives for credit hour reimbursement, equalization, and supplemental funding compared to FY2015 levels into the College's operating fund.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this recommendation and the committee's consensus was to recommend to the Board approval of the base salary adjustment as presented by Mr. Gleckler and Dr. Bullock.

Trustee Owen moved and Trustee Luther seconded to approve a base salary increase as presented for administrative, supervisory and support employees, excluding correctional center employees, relative to the percentage of state funding that the College receives for credit hour reimbursement, equalization and supplemental funding compared to FY 2015 levels into the College's operating funds. The formula for the base salary increase shall be a 1% increase with 0% - 24.9% of state funding; a 1.25 % increase with 25.0% -39.9% of state funding; a 1.5% increase with 40.0% - 49.9% of state funding; a 2% increase with 50.0% - 59.9% of state funding; a 3% increase with 60.0% - 79.9% of state funding; and a 4% increase with 80.0% + of state funding.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

### 14. Approval of FY 2018 Part-Time Rates and Stipends.

Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding recommended FY 2018 part-time rates and stipends.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this recommendation and the committee's consensus was to recommend to the Board approval of the part-time rates and stipends as presented.

Trustee Owen moved and Trustee Luther seconded to approve the FY 2018 part-time rates and stipends as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 15. Approval of FY 2018 Salary Grades and Ranges Schedule, Excluding Correctional Centers.

Trustees reviewed a memorandum from Ms. Wahls regarding a recommendation to approve the FY 2018 Salary Grades and Ranges Schedule. Trustees also heard a recommendation from Dr. Bullock for approval of the schedule and he said the recommendation is based upon a percentage of the recommended salary increases for currently employed staff.

Trustee Reynolds said the Resource and Development Committee met on June 8, 2017, for an in-depth review of this recommendation and the committee's consensus was to recommend to the Board approval of the Salary Grades and Ranges Schedule as presented.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the FY 2018 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 16. Approval of Resolution No. 0617-044 Authorizing Transfer of Working Cash Funds to the Education Fund to Pay for Educational Services Provided to Department of Corrections.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Deters moved and Trustee Sullivan seconded to approve Resolution No. 0617-044 as presented authorizing the Treasurer to transfer up to \$4,877,744 from the Working Cash Fund to the Education Fund to pay for educational services provided to the Illinois Department of Corrections and with the expectation that this same amount be reimbursed from FY 2017 Department of Corrections contractual payments.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

17. Approval of Resolution No. 0617-045 to Authorize Treasurer to Transfer Interest Earned from Working Cash.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve Resolution No. 0617-045 as presented to authorize the College Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

18. Approval of Resolution No. 0617-046 to Authorize Treasurer to Invest Funds.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Sullivan moved and Trustee Owen seconded to approve Resolution No. 0617-046 as presented to authorize the College Treasurer to invest funds.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 19. Approval of Resolution No. 0617-047 Ascertaining the Prevailing Wage Rates.

Trustees reviewed the above-referenced Resolution of which a full and complete copy is attached to and part of these minutes.

Trustee Deters said the Finance Committee met on June 8, 2017, for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the Resolution as presented.

Trustee Sullivan moved and Trustee Luther seconded to approve Resolution No. 0617-047 as presented to ascertain prevailing wage rates for the coming year.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 20. Approval of Contract with Illinois Department of Corrections to Provide Educational Services for Kewanee Life Skills Re-Entry Center.

Trustees reviewed a memorandum from Dr. Jim Hull, Vice President for Academic Services, regarding a recommendation for the Board to approve the above-referenced, one-year contract with the Illinois Department of Corrections. Dr. Hull presented to the Trustees on the proposed contract. He highlighted educational services which will be provided, should the Board approve the contract with Kewanee Life Skills Re-Entry Center, and that the College will be providing educational service for 18 of the state's correctional facilities as well as two Juvenile Justice facilities.

Trustee Luther moved and Trustee Deters seconded to approve the contract as presented with the Illinois Department of Corrections for the College to provide educational services for Kewanee Life Skills Re-Entry Center for the period July 1, 2017, to June 30, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

### 21. Approval of Park Project.

Trustees reviewed a memorandum submitted by Ms. Joines regarding a request for the Board to approve the creation of a park located on the College's main campus in the area between Podesta Drive and the campus pond as the result of the Foundation receiving a gift from a donor who would like her donation to be used for this purpose.

Trustee Luther said the Buildings and Site Committee met on June 8, 2017, for an in-depth review of the proposed Park Project and the Committee's consensus was to recommend to the Board approval of the Park Project as presented. In addition to information provided in non-action item #3 above, Trustee Luther said funds for the park totaling approximately \$201,000 are being held by the Foundation. He also highlighted the projected costs for the Park Project including approximately \$110,000 for landscape architecture and approximately \$50,000 for the paved walking path, with remaining funds used to incorporate a veterans' recognition portion. Trustee Sullivan said further fundraising efforts will likely occur to complete the veterans' recognition portion.

Trustee Luther moved and Trustee Sullivan seconded to approve as presented the creation of a park to be located on the College's main campus in the area between Podesta Drive and the campus pond and to be paid for with funds being held by the College's Foundation.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

### 22. Closed Session.

7:04 p.m. – Trustee Cadwell moved and Trustee Owen seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and to discuss the minutes of meetings lawfully closed under this Act for the semi-annual review.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

### Return to Open Session – Roll Call.

7:18 p.m.

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

Trustees Absent: Mr. Dave Storm, Chair.

23. Approval of Leave of Absence Request for a Custodian as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the request for intermittent general leave of absence, without pay, for Ms. Tammy Cantwell, a Custodian, in accordance with the Custodial Association Contract and provisions of Board Policy 05.04.14 – General Leave of Absence without Pay, to begin June 9, 2017, and not to exceed 60 days. Vice Chair Reynolds said this action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

24. Approval of Appointment of Early Childhood Education Instructor as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Deters seconded to approve the appointment of Ms. Tanille Ulm to the full-time, tenure-track position of Early Childhood Education Instructor effective August 18, 2017, contingent upon the terms outlined in the employment agreement. Vice Chair Reynolds said this action follows discussion on this issue in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

25. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.

Trustee Deters moved and Trustee Owen seconded to approve the release of four sections of closed session minutes for the period December 1, 2016, through June 5, 2017, including section 1 of the December 14, 2016, meeting regarding employment or appointment of specific employees and sections 1, 2 and 3 of the March 13, 2017, meeting regarding employment, appointment or performance of specific employees and not approve the release of the remaining eight sections of closed session minutes in this review period as the need for confidentiality still exists. Vice Chair Reynolds said this action follows discussion on this issue in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

Motion carried.

#### 26. Approval of Human Resources Report.

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

Trustee Luther motioned and Trustee Owen seconded to approve the following Human Resources Report:

#### **The following employees have a family medical eligible event:**

Eifert, Robert	FMLA	05/30/2017
Cantwell, Tammy	FMLA (32 hours)	05/23/2017

#### **Additional Appointments**

##### **The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Bonebrake, Kassidy	Women's Basketball Assistant Coach Primary Position is Special Needs Note Taker	05/15/2017
<b>Part-time</b>		
Clodfelter, Alan	CBI Technical Writer-Industry Primary Position is Adj Faculty Technology	05/22/2017
Dal Pozzo, Thomas	Tutor - Bachelor's Comm Education Primary Position is Allied Health PTA CLN Instr	05/17/2017
Janes, Thomas	Adjunct Faculty Math/Science Primary Position is Tutor-Bachelor's-LRC	06/05/2017
Onigkeit, Justin	Adjunct Faculty Agriculture Primary Position is Transportation Training Coord	10/16/2017
Phipps, Cynthia	Non-Credit Instructor Primary Position is Bus Inst/Prog Coord Acctg	06/01/2017
<b>Part-time - Grant Funded</b>		
Caldwell, Maddison	Agriculture Education Intern Primary Position is Peer to Peer	05/15/2017
Williams, Christopher	Adjunct DOC College Funded Instr Primary Position is Associate Dean - Hill CC	06/05/2017

#### **End Additional Appointments**

##### **The following employees are ending their additional appointment**

<b>Position</b>	<b>Effective Date</b>
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**Part-time**

Aydt, James	Adult Ed Classroom Asst	05/31/2017
Barnhart, Joyce	Test Proctor	09/15/2016
Endris, Kelle	Allied Health Instructor	04/13/2017
Grimes, Chloe	Perkins Student Worker	06/01/2017
Howell, Jessica	CWS Physical Plant	05/09/2017
Nichols, Megan	CWS Business	05/12/2017
Powell, Clyde	CWS TRIO	05/09/2017
Satterfield, Ryan	Tutor	12/30/2016
Travis, Carley	Admissions Data Entry	05/31/2017
Tshilombo, Gael	Tutor	04/12/2017
Warner, Elaine	Allied Health Instructor	05/13/2017
Wheeler, Allison	CWS - TRIO	05/09/2017

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time - Grant Funded</b>		
Harper, Gregory	Microcomputer Support Specialist	05/23/2017
Welch, Tabitha	Associate Dean of Correctional Program Vandalia CC	05/22/2017
<b>Part-time</b>		
Borntreger, Cody	Adm and Records Student Asst	05/10/2017
Denning, Haili	Allied Health Clinical Instructor	06/05/2017
Gaslain, David	Adm and Records Student Asst	05/01/2017
Goeckner, Kristie	Allied Health ADN Clinical Instructor	08/18/2017
Harley, Casey	Dual Credit Coordinator	01/02/2017
Moody, Caleb	Adm and Records Student Asst	05/13/2017
Piescinski, Leah	Adm and Records Student Asst	05/13/2017
Robison, Josh	Dual Credit Coordinator	05/25/2017
Spaulding, Sandra	Professional Development Support	05/22/2017
Taylor, Patrick	Mailroom Assistant	05/15/2017
Tran, Le Phuong Vy	International Student Ambassador	04/19/2017
Von Kamecke, Alexandria	Groundskeeper (Temporary)	04/24/2017
<b>Part-time - Grant Funded</b>		
Aumiller, Natalin	Agriculture Education Intern	05/15/2017
Caldwell, Maddison	Agriculture Education Intern	05/15/2017
Kern, Tennyson	Agriculture Education Intern	05/15/2017
Moening, Mary	Agriculture Education Intern	05/15/2017
Nolan, Sonrisa	Adjunct DOC College Funded Instr	06/01/2017
Read, Blake	Agriculture Education Intern	05/15/2017
Spain, Hannah	Agriculture Education Intern	05/15/2017
Valentine, Samantha	Agriculture Education Intern	05/15/2017

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Drake, Steven	Assoc Dean-Vandalia CC-Retiree	04/28/2017
Kimball, Linda	BNA Coordinator-Retiree	05/19/2017
Plummer, Teresa	Alternative Education Instr-Retiree	06/15/2017
Stroud, Beckie	Admin Asst JJ Programs	06/12/2017
Wycislo, Gary	Corr Hort Instr-Jacksonville CC	05/31/2017
<b>Part-time</b>		
Bales, Vivian	Professional Development Support	05/11/2017
Bohannon, Randilynn	ECIDC Executive Director	06/15/2017
Brandenburg, Zachary	Perkins Student Worker - Business	05/12/2017
Darimont, Lynn	Adj Reading Instructor	05/30/2017
Fitzgerald, Andrew	Perkins Stu Worker - Technology	06/01/2017
Fitzpatrick, Julie	Mailroom Assistant	03/14/2017
Fox, Darrell	Tutor - Associate-Lrng Asst	12/31/2016
Freesmeier, Donald	Adj Faculty Math/Science	05/12/2017
George, Penny	Adj Doc College Funded Instr	12/31/2015
Gipson, Christian	Perkins Student Worker - Business	05/12/2017
Jabs, Hayley	Human Resources Assistant	04/07/2017
Kamidi, Gloria	International Stu Ambassador	06/01/2017
Kettleon, Joshua	Adj Faculty Business	05/12/2017
Kull, Bailey	Tutor - Student Lrng Asst Ctr	05/08/2017
Maitland, Abby	Library Assistant	03/29/2017
Moore, James	Adj Doc College Funded Instr	08/19/2016
Mulvey, Pamela	Adj Faculty Business	05/12/2017
Schroeder, Louis	Adj Doc College Funded Instr	12/31/2016
Sowa, Cathy	Microcomputer Support Specialist	05/15/2017
Tran, Le Phuong Vy	International Stu Ambassador	06/01/2017
Vogt, Chase	Laker Mallard Mascot Talent	12/31/2016
Voronina, Daria	Tutor - Student Lrng Asst Ctr	04/26/2017
Weber, Kathleen	Allied Health Clinical Instr	04/29/2016
<b>College Work Studys</b>		
Ashby, Emily	College Work Study-TRIO SSS	05/09/2017
Black, Tiarra	College Work Study-Child Care	05/09/2017
Burrus, Michelle	College Work Study-TRIO SSS	05/09/2017
Grant, Erica	College Work Study-SSE	05/09/2017
Greenhalgh, Ralph	College Work Study-Radio TV	05/09/2017
Haney, Alexandria	College Work Study-Bookstore	05/09/2017
Kuhlman, Alyssa	College Work Study-Business	05/09/2017
Lash, Danielle	College Work Study-Physical Plant	05/09/2017
O'Brien, Ian	College Work Study-Fitness Ctr	05/09/2017
Pieper, Sara	College Work Study-IR	05/09/2017
Ragon, Kierstyn	CWS-College Advancement	12/20/2016

Smith, Lisa	College Work Study- SSE	05/09/2017
Tague, James	College Work Study-Business	05/12/2017
Tubbs, Justin	College Work Study Physical Plant	05/09/2017
Walters, Ralph	College Work Study-Business	05/12/2017
Wick, Joshua	College Work Study-Technology	05/09/2017
Wilson, Cheyanna	College Work Study-SSE	05/09/2017

### Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Ulm, Tanille	Early Childhood Education Instr Transferring From Education Specialist (PT)	08/18/2017
<b>Full-time - Grant Funded</b>		
Niebrugge, Amber	Director TRIO SSS Transferring From TRIO SSS Advising Counselor	05/22/2017
<b>Part-time</b>		
Ward, Tania	Counseling - Clerical Worker Transferring From Counseling Intern	05/22/2017

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Storm. Student Advisory Vote: Meaker voted yes.

**Motion carried.**

### 27. Adjournment.

Trustee Luther moved and Trustee Deters seconded to adjourn the June 12, 2017, meeting of the Lake Land College Board of Trustees at 7:23 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
/s/Mr. Dave Storm, Board Chair

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/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/](https://www.lakelandcollege.edu/col/board_minutes/)