

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



Regular Board Meeting No. 607  
Webb Hall, Room 081, Mattoon, IL  
July 10, 2017

**Minutes**

**Call to Order.**

Chair Storm called the July 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.

**Roll Call.**

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

**Approval of Consent Items.**

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

1. Approval of Minutes of June 8, 2017, Special Meeting.
2. Approval of Minutes of June 12, 2017, Regular Meeting.
3. Approval of Minutes of June 12, 2017, Closed Session.
4. Approval of Agenda of July 10, 2017, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

This information was 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	\$	374,784.79
Building Fund	\$	47,449.49
Site & Construction Fund	\$	231,281.46
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	32,140.04
Restricted Purposes Fund	\$	743,630.72
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund		17,265.29
Student Accts Receivables	\$	97,377.67
Total	\$	1,543,929.46

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)

6. Destruction of Tape Recording of January 11, 2016, Closed Session.

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.

### **Presentation of Clem Phipps Exemplary Trustee Award.**

Chair Storm presented Mr. James (Jim) Shaffer with the Clem Phipps Exemplary Trustee Award for his outstanding dedication to the Lake Land College Board of Trustees.

### **Recognition of Lakers Softball Team.**

Mr. Nic Nelson, Director of Fitness Center and Head Softball Coach, and a member of the Laker Softball team made a special presentation highlighting their success during the 2016-2017 year.

### **Public Hearing on Fiscal Year 2018 Operating Budget.**

Chairman Storm called the hearing to order at 6:19 p.m. He said that the FY 2018 Operating Budget had been on display for a minimum of thirty days since it was presented at the June 8, 2017, meeting and asked if there were any comments from the audience. There were no public comments. Chair Storm then declared the hearing closed at 6:20 p.m.

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

There were no public comments.

### **Committee Reports.**

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

Trustee Sullivan, Committee Chair, said he would defer his comments for President Bullock's updates to be given later in the meeting regarding the recent passage of the state budget for FY 2018.

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

Trustee Reynolds, Committee Chair, said the Committee had not met since the last regular Board meeting and she had no report at this time.

#### **Finance.**

Trustee Deters, Committee Chair, said the Finance Committee had not met since the last regular Board meeting and she had no report at this time.

#### **Buildings & Site.**

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

#### **Student Report.**

Student Trustee Meaker said he has heard many positive comments from students regarding recent repairs to some of the roadways and parking lots at the College's main campus.

#### **President's Report.**

Dr. Bullock said the Illinois General Assembly passed a budget on July 6, 2017, ending the state's historic multi-year budget impasse. The budget appropriates 90 percent of FY 2015 community college funding for FY 2018, as well as provides supplemental funding for FY 2017. He gave a special thanks to Lake Land district legislators who supported the budget and cast a vote in favor of ensuring stability for higher education in the state, including Representative Reggie Phillips, Senator Dale Righter and Senator Andy Manar.

### **Business Items.**

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

### **Quarterly Investment Report.**

Representatives from Wells Fargo presented to the Board on the Quarterly Investment Report for the period ending July 5, 2017.

(Trustee Sullivan left the meeting at 6:31 p.m.).

### **2016-2017 Athletic Accomplishments.**

Dr. Tina Stovall, Vice President for Student Services, presented an overview on a report regarding the many accomplishments of our student athletes in the past year.

### **Summer 2017 Enrollment Report.**

Dr. Stovall provided an overview of the Summer 2017 Tenth Day Enrollment Report.

### **Proposed Revisions to Board Policy 05.04.20 – Overtime for Non-Exempt Employees.**

Trustees reviewed a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, and Ms. Dustha Wahls, Director of Human Resources, for proposed revisions to the above-referenced Policy. Mr. Gleckler said the revisions are needed to ensure the College's compliance with the Fair Labor Standards Act, specifically that the College will no longer allow a non-exempt employee to also hold additional positions (such as an adjunct teacher position) unless there is a staffing emergency. Proposed revisions were submitted as first reading for Board consideration and will be brought to the Board for approval during the August 2017 regular Board meeting.

### **Proposed Revisions to Board Policy 07.14 – Honors Program.**

Trustees reviewed a recommendation by Dr. Stovall on behalf of the Academic Standards Committee regarding recommended changes to the above-referenced Policy. Dr. Stovall said proposed revisions will provide consistency in establishing eligibility for both the Honors and Phi Theta Kappa (PTK) programs. Proposed revisions were submitted as first reading and will be brought to the Board for approval during the August 2017 regular Board meeting.

### **Calendar of Events.**

Trustees received a calendar of upcoming events.

### **Correspondence.**

Trustees reviewed two items of correspondence.

### **Action Items.**

### **Approval of Resolution No. 0717-001 to Adopt Fiscal Year 2018 Operating Budget.**

Trustee Luther moved and Trustee Reynolds seconded to approve as presented Resolution No. 0717-001 to adopt the Fiscal Year 2018 Budget. (A full and complete copy of the Resolution is attached to and part of these minutes).

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

**Approval of Resolution No. 0717-002 in Support of Lake Land College Commemorating 50 Years of Service.**

Trustee Reynolds moved and Trustee Deters seconded to approve as presented Resolution No. 0717-002 in support of Lake Land College commemorating 50 years of service. (A full and complete copy of the Resolution is attached to and part of these minutes).

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

**Adoption of Board Policy 05.37 - Employee Compliance Training.**

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

Trustee Deters moved and Trustee Reynolds seconded to adopt as presented Board Policy Board Policy 05.37 - *Employee Compliance Training*.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

**Approval of Proposed Revisions to Board Policy 09.19 - Unauthorized Animals on Campus.**

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

Trustee Reynolds moved and Trustee Owen seconded to approve proposed revisions as presented to Board Policy 09.19 - *Unauthorized Animals on Campus*.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Acceptance of Reporting of May 2017 Financial Statements.**

Trustees reviewed the May 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. Mr. Gleckler presented highlights of the financial statements and narrative report.

Trustee Deters moved and Trustee Luther seconded to approve the May 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Acceptance of Gift of Equipment for Dental Hygiene Lab.**

Trustee Reynolds moved and Trustee Deters seconded to accept the equipment and educational resources purchased through a gift from Heartland Dental, Inc. and provided to the College by the Lake Land College Foundation for the Dental Hygiene Lab.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Approval of Bid for Birthing Simulator.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to approve the bid received from Gaumard Scientific Company for the purchase of a Birthing Simulator to be used by the nursing and emergency medical services programs in the Allied Health Division.

Trustee Reynolds moved and Trustee Storm seconded to approve the bid from Gaumard Scientific Company of Sarasota, Florida, in the amount of \$22,679.00 for the purchase of a Birthing Simulator to be used by Allied Health division.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Approval of Bid for Preventive Maintenance and Air Filter Replacement.**

Trustees heard a recommendation from Mr. Gleckler to approve the base bid from Sycamore Engineering, Inc. of Terre Haute, Indiana for four complete filter changes and the accompanying preventative maintenance of the College's heating, air-conditioning and ventilation equipment.

Trustee Luther moved and Trustee Deters seconded to approve the bid from Sycamore Engineering, Inc. of Terre Haute, Indiana, in the amount of \$41,950 for the Preventative Maintenance and Air Filter Replacement Project.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Approval of Contract for Property and Casualty Liability Insurance Consultant.**

Trustees heard a recommendation from Mr. Gleckler to approve a proposed contract with Dimond Bros. Insurance of Mattoon for their services as a property and casualty insurance consultant.

Trustee Cadwell moved and Trustee Owen seconded to approve a three-year contract with Dimond Bros. Insurance of Mattoon, Illinois, in the amounts of \$15,625 for year one and \$25,000 per year for years two and three, to serve as the College's property and casualty insurance consultant through April 15, 2018, and broker of record effective April 16, 2018.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Approval of Lease with City of Paris.**

Trustees heard a recommendation from Dr. Bullock, Mr. Gleckler, and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for the Board to approve a lease agreement with the City of Paris for the College to provide a certificate program in Plastics

Injection Molding. Trustee Deters asked for clarification of the language in the contract regarding options to terminate the lease within the three-year period. Dr. Hull and Mr. Gleckler both said it was their understanding the College could terminate the agreement, with notice, prior to the anniversary date of the beginning of the lease in the option period or at the end of each year of the three-year period. After discussion, the Board agreed that its interpretation of item No. 2.c. of the proposed lease agreement should be communicated to the leadership with the City of Paris as part of the Board's consideration for approval of the lease.

Trustee Deters moved and Trustee Storm seconded to approve as presented a three-year lease with the City of Paris, as lessor, and the College, as lessee, for the period August 1, 2017, through July 31, 2020, in the amount of \$350 per month with two one-year renewal options, for space in the former high school in Paris, Illinois, to provide a certificate program in Plastics Injection Molding. This motion was contingent upon the College Administration providing written confirmation (attached to the signed lease agreement) to the leadership with the City of Paris regarding the College's interpretation of its rights to terminate the agreement, with notice, prior to the anniversary date of the beginning of the lease in the option period or at the end of each year of the three-year period.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Approval of Continued Employment of Grant-Funded Employees (non-faculty).**

Trustees reviewed a request from Ms. Wahls to approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time, non-faculty employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. Dr. Bullock said this request is due to the uncertain status of the federal and state financial conditions supporting various grants.

Trustee Reynolds moved and Trustee Luther seconded to approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time, non-faculty employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Declaration of Four Items of Equipment as Surplus.**



Trustees reviewed a recommendation from Mr. Gleckler to declare four items of equipment as surplus. Mr. Gleckler said these items have become obsolete and are no longer of significant value to the College.

Trustee Deters moved and Trustee Storm seconded to declare four items of equipment as presented as surplus and authorize disposal of these items including a Vantage Long-Bed Electric Van, Vantage Vango PMXi, Vantage 7-Passanger Van, and a Metro Microvan.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Declaration of Dental Equipment as Surplus.**

Trustees reviewed a recommendation from Mr. Gleckler to declare various dental equipment items as surplus. Mr. Gleckler said these items were replaced with newer equipment due to the generous gift from Heartland Dental as discussed with the Board earlier in the agenda.

Trustee Reynolds moved and Trustee Deters seconded to declare dental equipment items as presented as surplus and authorize disposal of these items including 15 Adec Assistant Chairs, 14 Adec Task Chairs, 13 Adec Dental Units and 2 Genex Xray units.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

### **Approval of Intergovernmental Agreement with Black Hawk Community College District No. 503 for Educational Services with IDOC.**

Trustees heard a request from Dr. Bullock to approve an agreement with Black Hawk Community College to formalize the prior verbal agreement between Lake Land and Black Hawk for Lake Land College to provide educational services at two Illinois Department of Corrections (IDOC) facilities in Black Hawk's District. These facilities include Kewanee Life Skills Re-Entry Center and East Moline Correctional Center.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented the Intergovernmental Agreement with Black Hawk Community College District No. 503 for Lake Land College to provide educational services at two IDOC facilities located in District No. 503.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Sullivan. Student Advisory Vote: Meaker voted yes.  
Motion carried.

**Closed Session.**

7:57 p.m. – Trustee Cadwell moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to discuss the performance of a specific employee.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

**Return to Open Session – Roll Call.**

8:08 p.m.

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

Trustees Absent: Mr. Mike Sullivan.

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

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

Iverson, Mary Beth	FMLA	06/22/2017
Meek, Marlene	FMLA	06/26/2017

**Additional Appointments**

**The following employee is recommended for an additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Black, Kathy	CBI Leadership Instructor Primary Position is Division Chair Bus/Bus Instr	06/12/2017

**End Additional Appointments**

**The following employee is ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Shook, Ciara	Pathways Substitute Instructor	05/22/2017

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time, Grant Funded</b>		
Ward, Tania	TRIO Student Support Services Advising Counselor (PT to FT status)	07/11/2017
<b>Part-time</b>		
Barnes, Jeff	Dual Credit Coordinator	05/15/2017
Foreman, Ashley	Special Needs Note Taker	06/05/2017
Huelsbusch, Ryan	Special Needs Note Taker	06/05/2017
Oakley, Mahayla	Special Needs Note Taker	06/05/2017

**Part-time - Grant Funded**

Wild, Shirley	Adjunct DOC College Funded Instructor	06/01/2017
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**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Guyette, Phyllis	Custodian - Retiree	06/30/2017
Nolen, Viola	Corr Ofc Asst-Big Muddy CC	07/07/2017
<b>Part-time</b>		
Brandenburg, Zach	Perkins Student Worker - Business	05/12/2017
Bulthouse, Jessica	Adj Faculty Social Science	05/27/2016
Burton, Marie	Adult Education Instructor	05/04/2017
Diltz, Emma	Marketing & PR Intern	06/05/2017
Estacio, Estiven	Print Shop Student Asst	06/15/2017
Fitzgerald, Andrew	Perkins Stu Wrkr - Technology	06/01/2017
Fox, Darrell	Tutor - Associate-Lrng Asst	12/31/2016
Gipson, Christian	Perkins Student Worker - Business	05/12/2017
Johnston, Kaylee	Counseling - Student Worker	05/12/2017
Kamidi, Gloria	International Stu Ambassador	06/01/2017
Kettleon, Joshua	Adj Faculty Business	05/12/2017
Lester, Jenna	Talent Search Tutor - Bachelor	06/15/2017
Musselwhite, Justin	Adult Education Instructor	06/27/2017
Musselwhite, Tiffany	Adult Education Instructor	05/03/2017
Overstreet, Janna	Adj Faculty Social Science	05/27/2016
Page, Hariam	Adj Faculty Technology	05/26/2017
Prusacki, Dana	Adj Doc College Funded Instr	05/01/2016
Rau, Christian	Kluthe Test Proctor	05/10/2017

Shawron, Mary	Marketing & PR Intern	06/05/2017
Sowa, Cathy	Microcomputer Support Specialist	05/15/2017
Thompson, Lowell	Groundskeeper	05/26/2017
Walk, Aaron	Adj Faculty Social Science	05/27/2016

#### **College Work Study's**

Bishop, Octazia	College Work Study Counseling	05/12/2017
Deters, Derrick	College Work Study Physical Plant	02/17/2017

#### **Transfers/Promotions**

**The following employee is recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Miller, Theodore	Custodian - First Shift Transferring From 2 <sup>nd</sup> Shift Custodian	07/01/2017

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

#### **Other Business. (Non-action)**

Chair Storm asked if any Trustee had any additional issues he/she wished to discuss. There was no additional discussion.

#### **Adjournment.**

Trustee Luther moved and Trustee Storm seconded to adjourn the July 10, 2017, meeting of the Lake Land College Board of Trustees at 8:10 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/](https://www.lakelandcollege.edu/col/board_minutes/)