

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



Regular Board Meeting No. 632  
Kluthe Center, Room 220, Effingham, IL  
August 12, 2019

**Minutes**

**Call to Order.**

Chair Reynolds called the August 12, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 220 of the Kluthe Center, Effingham.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk, Mr. Tom Wright and Ms. Shelbie Kile, Student Trustee.

**Trustees Absent:** None.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student 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; and members of the staff, community and media.

**Approval of Consent Items.**

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

1. Approval of Minutes of July 15, 2019, Regular Meeting.
2. Approval of Minutes of July 15, 2019, Closed Session.
3. Approval of Agenda of August 12, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.  
The following is a summary by funds:

Education Fund	\$	735,686.98
Building Fund	\$	55,095.96
Site & Construction Fund	\$	81,180.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	36,307.86
Restricted Purposes Fund	\$	283,646.13
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	44,939.66
Student Accts Receivables	\$	149,901.74
Total	\$	1,386,758.33

For a summary of trustee travel reimbursement and 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)

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

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

There were no public comments.

### **Committee Reports.**

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

Trustee Sullivan highlighted issues discussed at a recent ICCTA Retreat which he attended at John A. Logan Community College. He said trustees reviewed ICCTA's current dues structure and discussed ideas to increase participation of new trustees, potential ways to enhance leadership training opportunities, and consideration of potential new programs.

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

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

#### **Finance.**

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

### **Buildings & Site.**

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

### **Foundation.**

Chair Reynolds said she had no report at this time.

### **Student Report.**

Student Trustee Kile provided an update on activities for students to begin the fall semester.

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

Dr. Bullock said:

- For Fiscal Year (FY) 2019, a total of \$5,698,074 has been received for services provided for the Illinois Department of Corrections contract. A total of \$1,979,766 has been billed to the Department of Corrections through June services that remains outstanding.
- For FY 2020 credit hour reimbursement, we have received two payments totaling \$1,247,162. A total of \$5,040,938 remains outstanding that we will receive throughout the remainder of FY 2020.
- For FY 2020 equalization, we have received two payments totaling \$1,399,372. A total of \$4,325,512 remains outstanding that we will receive throughout the remainder of FY 2020.

### **Business Items.**

### **Non-action Items.**

### **Kluthe Center Update.**

Ms. Karen Kull, Director of the Kluthe Center, presented to the Trustees on the FY 2019 Kluthe Center Annual Report.

### **Calendar of Events.**

Trustees received a calendar of upcoming events.

**Correspondence.**

There were no items of correspondence.

**Action Items.**

**Approval of Recommendation to Eliminate the Director of Alumni Relations and Annual Giving Position for Reduction-in-Force Reasons, Effective August 12, 2019.**

Trustees heard a recommendation from Dr. Bullock to eliminate the Director of Alumni Relations and Annual Giving position for reduction-in-force reasons.

Trustee Storm moved and Trustee Curtis seconded to approve the recommendation to eliminate the Director of Alumni Relations and Annual Giving position for reduction-in-force reasons, effective August 12, 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

**Approval of Recommendation to Eliminate the Director of Foundation Operations Position for Reduction-in-Force Reasons, Effective August 12, 2019.**

Trustees heard a recommendation from Dr. Bullock to eliminate the Director of Foundation Operations position for reduction-in-force reasons, effective August 12, 2019.

Trustee Curtis moved and Trustee Sullivan seconded to approve the recommendation to eliminate the Director of Foundation Operations position for reduction-in-force reasons, effective August 12, 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

**Approval of Separation Agreement with David Cox as a Result of the Elimination of the Director of Alumni Relations and Annual Giving Position for Reduction-in-Force Reasons.**

Trustees reviewed a proposed separation agreement with Mr. David Cox due to the elimination of his former position as Director of Alumni Relations and Annual Giving. Trustees heard a recommendation from Dr. Bullock to approve the proposed agreement.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the separation agreement with Mr. David Cox. A copy of the separation agreement was part of the public Board Book.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

#### **Approval of Separation Agreement with Paula Rosine as a Result of the Elimination of the Director of Foundation Operations for Reduction-in-Force Reasons.**

Chair Reynolds announced the Board would not take action on the agenda item regarding the proposed separation agreement with Ms. Paula Rosine.

#### **Acceptance of Reporting of June 2019 Financial Statements.**

Trustees reviewed the June 2019 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information also included corresponding monthly financial spreadsheets that include a summary of all operational expenditures (Funds 1 and 2) for FY 2019 as compared to budgeted amounts, a salary and benefits summary, and FY 2019 spending for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Gleckler presented highlights of the financial statements and narrative report.

Trustee Storm moved and Trustee Walk seconded to approve the June 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

#### **Acceptance of IPRF Safety and Education Grant Award.**

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, to accept the above-referenced grant award. Mr. Gleckler said funds will be used to ease the

burden of safety-related expenses and will help cover the cost of products that will assist in reducing injuries or illness.

Trustee Curtis moved and Trustee Wright seconded to accept the Safety and Education Grant award from the Illinois Public Risk Fund in the amount of \$13,955.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

### **Closed Session.**

6:40 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c) (1), to discuss the appointment or employment of a specific employee.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

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

6:45 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk, Mr. Tom Wright and Ms. Shelbie Kile, Student Trustee.

**Trustees Absent:** None.

### **Approval of Human Resources Report as Discussed in Closed Session.**

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted the recommendation for the creation of two new support staff positions - Alumni Engagement and Special Events Coordinator and Donor Information and Database Coordinator. Dr. Bullock also noted the resignation of Mr. Jarrett Dunn, a Mathematics Instructor.

Trustee Sullivan motioned and Trustee Walk seconded to approve the following Human Resources Report. Chair Reynolds announced that the closed session discussion related only

to the portion of the HR Report regarding the appointment of a new full-time, tenure-track nursing instructor.

**The following employees are recommended for leave**

Duckett, Amy	FMLA	09/25/2019-12/18/2019
Hurt, Betheny	FMLA	10/20/2019-01/10/2020

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Elmendorf, Gerald	TRIO Talent Search Unpaid Intern Primary Position is Trio Bus Driver	08/05/2019
Stuart, Zachary	Assistant Baseball Coach Volunteer Primary Position is Fitness Center Specialist	07/01/2019
<b>Part-time</b>		
Niemerg, Rachel	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	06/11/2019
Niemerg, Rachel	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	06/11/2019
Thomas, Amelia	Tutor - Bachelor's Community Education Primary Position is Adj Faculty Math/Science	07/15/2019
Underwood, Race	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	07/01/2019
Underwood, Race	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	07/01/2019
<b>Part-time - Grant Funded</b>		
Homann, Mary	Adult Education Adjunct Faculty Primary Position is BNA Adjunct Faculty	08/19/2019

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Phipps, Cynthia	Adjunct Faculty Business Sub	07/15/2019
<b>Part-time</b>		
Boeser, Dessie	Fitness Center Specialist	06/30/2019
Fitzgerald, Andrew	Adult Ed Adjunct Faculty	06/30/2019
Plummer, Teresa	Adult Ed Instructor	06/30/2019

**Position Recommendations**

**The following positions have been recommended by the Lake Land College President's Cabinet**

Alumni Engagement and Special Events Coordinator – Level 14, Support Staff  
 Donor Information and Database Coordinator – Level 13, Support Staff

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Harris, Heavenlee	Dual Credit Instructor	07/16/2019
Humrichous, James	Dual Credit Instructor	07/09/2019
<b>Full-time - Tenure Track</b>		
Floyd, Mackenzie	Nursing Instructor	08/16/2019
<b>Full-time – Grant Funded</b>		
Geiger, William	Correctional Horticulture Instructor- Murphysboro Life Skills	08/05/2019
<b>Full-time</b>		
Ferguson, Daniel	Microcomputer Support Specialist	08/13/2019
Pender, Diane	Correctional Office Assistant-Sheridan CC	07/02/2019
Matherly, David	Custodian	08/13/2019
Todd, Dalton	Custodian	08/14/2019
<b>Part-time</b>		
Fouty, Mackenzie	Groundskeeper	07/15/2019
Frazier, Darrius	Bookstore Rush Worker	08/01/2019
Hall, Cassandra	Bookstore Rush Worker	08/01/2019
Kepley, Kirk	Police Officer	06/17/2019
Niemerg, Rachel	Tutor - Student Learning Assistance	06/11/2019
Tarr, Amy	Adjunct Faculty Business	08/19/2019
Underwood, Race	Tutor - Student Learning Assistance	07/01/2019

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Gosnell, Julie	CEFS	06/30/2019
Ohnesorge, Collin	Peer to Peer Asst-Technology	07/18/2019
<b>Full-time</b>		
Carns, Gennifer	Corr Ofc Asst - East Moline CC	08/16/2019
Dunn, Jarrett	Mathematics Instructor	05/13/2019
Orr, Reanna	Associate Dean – Western IL CC	08/13/2019
Paruleski, Laura	Nursing Instructor	05/13/2019
Steyer, Melissa	Corr Ofc Asst – Shawnee CC	07/23/2019

**Part-time**

Borntreger, Cody	Perkins Student Worker - Business	06/30/2019
Dickerson, Christine	Assistant Softball Coach	06/30/2019
Goldstein, Jayne	Kluthe Test Proctor	05/19/2019
Huffman, Kristen	Adjunct Faculty Math/Science	12/16/2018
Johnson, Delanie	Fitness Center Specialist	06/30/2019
Lytle, Brianna	Tutor-Bachelor's-LRC	05/19/2019
Miner, Linda	Adult Ed Adjunct Faculty	12/16/2018
Moore, Brittni	Allied Health Dental Clinical Instructor	05/05/2019
Patel, Hema	Tutor Student TRIO SSS	05/03/2019
Philpott, Stephanie	Associate Nurse Clinical Instructor	04/16/2019
Shanks, Stefanie	Volleyball Assistant Coach	06/30/2019
Sutherland, Lora	Allied Health Den Clinical Instructor	06/30/2019
Wall, William	Allied Health Den Clinical Instructor	07/24/2019
Wolfshoefer, Emil	Adjunct Faculty Technology	05/19/2019

**College Work Study**

Flores, Angelica	College Work Study - Dual Credit	05/10/2019
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**Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
Mason, Dustin	Transferring from: Computer Programmer To: Programmer Analyst	08/13/2019

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

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

Per Trustee Wright’s request, Dr. Bullock provided an overview of the administration’s plans to restructure the College Advancement department. He highlighted the active search underway to fill, within the next month, the Executive Director for College Advancement vacancy created by Ms. Jackie Joines’ upcoming retirement. He said the new Executive Director will then be involved in the selection process and hiring of two employees, by late fall, to fill the newly created support staff positions of Alumni Engagement and Special Events Coordinator and Donor Information and Database Coordinator as detailed in the Board-approved Human Resources Report. Dr. Bullock also explained the transition of certain current College Advancement functions to other units of the College, including the Financial Aid department

assuming responsibility for administering the student scholarship process and the Accounting department assuming responsibility for donor gift entry and receipting.

There was no additional discussion.

**Adjournment.**

Trustee Storm moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:50 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
/s/Mr. Doris Reynolds, Board Chair

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/s/Mr. Gary Cadwell, 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/)