

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



Regular Board Meeting No. 608
Kluthe Center, Room 220, Effingham, IL
August 14, 2017

Minutes

Call to Order.

Chair Storm called the August 14, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:03 p.m. in room 220, Kluthe Center, Effingham.

Chair Storm appointed Trustee Reynolds to serve as secretary pro tem in the absence of Board Secretary Deters.

Roll Call.

Trustees Present: Mr. Gary Cadwell; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Ms. Ann Deters, Dr. Robert Luther and Mr. Bruce Owen.

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

1. Approval of Minutes of July 10, 2017, Regular Meeting.
2. Approval of Minutes of July 10, 2017, Closed Session.
3. Approval of Agenda of August 14, 2017, Board of Trustees Meeting.
4. 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	\$	185,973.20
Building Fund	\$	28,294.52
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	33,465.98
Restricted Purposes Fund	\$	215,671.34
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund		57,795.96
Student Accts Receivables	\$	356,319.45
Total	\$	877,520.45

For details of bills refer to:

http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of February 8, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Deters, Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan, committee chair, said he had not report at this time.

Resource & Development.

Trustee Reynolds, committee chair, said she had no report at this time.

Finance.

Chair Storm said the Finance Committee met recently for an in-depth review of the monthly financial statements and other information as posted on the meeting agenda.

Buildings & Site.

Chair Storm said the Building and Site Committee had not met since the last regular Board meeting.

Student Report.

Student Trustee Meaker highlighted activities for the kickoff of the Fall 2017 semester.

[Trustee Deters arrived at 6:07 p.m. and assumed her role as Board Secretary.]

President's Report.

Dr. Bullock said.

- Lake Land College received a portion of the supplemental Fiscal Year 2017 funding that was allocated in the recent budget. The College received \$992,000 in base operating funding, \$1,361,905 in equalization funding, \$680,0505 in CTE formula grant, \$322,000 in MAP funding tied to Fall 2016 awards and \$244,000 tied to the Spring 2017 awards.
- For 2017-18, the MAP Grant will be based on FY 2010 tuition and fees, which is a marked improvement given it has been held at 2003-04 rates for thirteen years. This change will essentially provide an additional \$852 in MAP Grant funds to our neediest students, and will reduce the students' reliance on alternative funding sources to meet their financial needs.

Business Items.

Non-action Items.

Kluthe Center Update.

Ms. Karen Kull, Director of the Kluthe Center, presented to the Trustees on the FY 2017 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 Revisions to Board Policy 05.04.20 – Overtime for Non-Exempt Employees.

Dr. Bullock said that proposed revisions of the above-referenced policy were presented to the Board during the July 2017 regular Board meeting as first reading for initial consideration and that the administration had received no requests for additional changes.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented revisions to Board Policy 05.04.20 – *Overtime for Non-Exempt Employees*.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Revisions to Board Policy 07.14 – Honors Program.

Dr. Bullock said that proposed revisions of the above-referenced policy were presented to the Board during the July 2017 regular Board meeting as first reading for initial consideration and that the administration had received no requests for additional changes.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented revisions to Board Policy 07.14 – *Honors Program*.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of Reporting of June 2017 Financial Statements.

Trustees reviewed the June 2017 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 2017 as compared to budgeted amounts, a salary and benefits summary, and FY 2017 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 Deters said the Finance Committee met on August 10, 2017, for an in-depth review of the June 2017 Financial Statements and that the Committee's consensus was to recommend to the Board approval of the statements as presented.

Trustee Cadwell moved and Trustee Deters seconded to approve the June 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Acceptance of In-Kind Donation of Automobile.

Trustees heard a recommendation from Dr. Bullock to accept from the Foundation an in-kind donation of an automobile for use in the College's Automotive Technology program. Dr. Bullock said that Ms. Rose Lundquist of Arthur, Illinois, had gifted a 2001 Ford Windstar van to the Foundation for this purpose.

Trustee Sullivan moved and Trustee Reynolds seconded to accept the gift-in-kind donation from the Foundation of a 2001 Ford Windstar van with an estimated value of \$1,800 for educational purposes in the College's Automotive Technology program. This donation resulted from the gifting of this vehicle by Ms. Rose Lundquist of Arthur to the Foundation.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, to approve revised FY 2018 Salary Grades and Ranges Schedule to adjust starting salaries for new full-time employees. Dr. Bullock said this 2% increase over the FY 2017 Schedule aligns with the FY 2018 salary increase for existing employees and is needed to establish continued fairness and consistency across the institution.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented the revised 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, Reynolds, Storm and Sullivan. No: None.

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Non-Contractual Department of Corrections and Juvenile Justice Employee Pay Increases, Including Staff Members Represented by the Lake Land College Faculty Association at Vandalia Correctional Center.

Trustees received a recommendation from Mr. Gleckler and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, to approve a base salary increase of 2% for FY 2018 for the non-union staff employed through the contracts with the Illinois Department of Corrections (IDOC) and Illinois Department of Juvenile Justice (IDJJ). Trustees learned this increase would also apply to the staff members represented by the Lake Land College Faculty Association at the Vandalia Correctional Center. Dr. Hull said that the Department of Corrections has agreed to incorporate a salary increase of this level into the reimbursement levels for the contracts we maintain with IDOC.

Trustee Reynolds moved and Trustee Sullivan seconded to approve a 2% base salary increase retroactive to July 1, 2017, for Lake Land College's non-contractual Illinois Department of Corrections and Juvenile Justice employees, including staff members represented by the Lake Land College Faculty Association at the Vandalia Correctional Center.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Memorandum of Understanding with Lake Land College Custodial Association.

Trustees heard a recommendation from Mr. Gleckler to approve a Memorandum of Understanding (MOU) with the Lake Land College Custodial Association. He said the MOU will maintain the planned retirement incentive for existing Custodial Association employees that were hired prior to July 1, 2017. He also said that with the adoption of this MOU, all employee groups on campus will be subject to the same guidelines governing the planned retirement incentive and any employee hired or rehired July 1, 2017, or after will not be eligible to participate in the planned retirement program.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented the Memorandum of Understanding with the Lake Land College Custodial Association which specifies the College will maintain the planned retirement incentive for existing Custodial Association employees that were hired prior to July 1, 2017, and that any Custodial Association member hired or rehired July 1, 2017, or after will not be eligible to participate in the College's planned retirement program.

There was no further discussion.

Roll Call Vote:

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

Approval of Intergovernmental Agreements with the following College Districts for Educational Services with IDOC:

- a. **Carl Sandburg Community College District No. 518**
- b. **Illinois Valley Community College District No. 513**
- c. **John Wood Community College District No. 539**
- d. **Sauk Valley Community College District No. 506**
- e. **Spoon River Community College District No. 534**

Trustees received a recommendation from Dr. Bullock and Dr. Hull to approve Intergovernmental Agreements with each of the above-referenced college districts. Trustees reviewed five proposed agreements for Lake Land to provide educational services for the Illinois Department of Corrections (IDOC) at various correctional centers in the state including:

- Hill Correctional Center, located in the Carl Sandburg College District.
- Sheridan Correctional Center, located in the Illinois Valley Community College District.
- Western Illinois Correctional Center, located in John Wood Community College District.
- Dixon Correctional Center, located in the Sauk Valley Community College District.
- Illinois River Correctional Center, located in the Spoon River College District.

Dr. Bullock said that the Board has already approved the College's contracts with Illinois Department of Corrections (IDOC) for Lake Land to provide educational services at each of the above-referenced IDOC facilities and that approval of the Intergovernmental Agreements will formalize the prior verbal agreements between these districts and Lake Land College.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented the Intergovernmental Agreements with Carl Sandburg Community College District No. 518, Illinois Valley Community College District No. 513, John Wood Community College District No. 539, Sauk Valley Community College District 506, and Spoon River College District No. 534 for Lake Land College to provide educational services at Illinois Department of Corrections facilities located in their respective districts.

There was no further discussion.

Roll Call Vote:

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

Approval of Memorandum of Understanding with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO, for Nine-Month Contract Extension.

Trustees reviewed a recommendation from Dr. Hull to approve a Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME) Council 31 which will provide a nine-month contract extension to the current Collective Bargaining Agreement between the College and AFSCME Council 31. Trustees learned that the proposed MOU was approved by AFSCME Council 31 members this past week and that the contract extension will realign the expiration date with the College's fiscal year.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the Memorandum of Understanding with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO, for the current Collective Bargaining Agreement between the College and AFSCME for the period July 1, 2014, through September 30, 2017, to be continued, in its entirety, and be in full force and effect for a nine-month contract extension, ending June 30, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Withdraw of a Board-Approved, Planned Retirement Request by a Faculty Member.

Trustees reviewed a recommendation from Ms. Wahls regarding a request by Dr. Dave Seiler, a Social Science Instructor, to withdraw his request for participation in the College's Planned Retirement Program. This past February, the Board approved his initial request for inclusion in the Planned Retirement Program with a retirement date of September 1, 2021. Trustees learned that on August 9, 2017, Dr. Seiler submitted a request to rescind his proposed retirement date. Dr. Bullock said that due to the timing of his initial request and initial retirement date, his increase in salary due to participation in the Planned Retirement Program has not yet begun.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the request by Dr. Dave Seiler, a Social Science Instructor, to withdraw his request for participation in the College's Planned Retirement Program and nullify the Board's prior approval in February 2017 of his participation in the Planned Retirement Program that included his effective retirement date of September 1, 2021.

Trustee Reynolds said that her motion to approve this request does not establish precedence for future requests, and that her motion to approve is based upon the fact Dr. Seiler has not yet received an increase in salary due to his participation in the Planned Retirement Program. Numerous other Trustees concurred.

There was no further discussion.

Roll Call Vote:

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

Closed Session.

6:52 p.m. – Trustee Deters moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], to discuss the appointment or employment of specific employees.

There was no further discussion.

Roll Call Vote:

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

Return to Open Session – Roll Call.

7:04 p.m.

Trustees Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice-Chair; Mr. Dave Storm, Chair; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Dr. Robert Luther and Mr. Bruce Owen.

Approval of Appointment of Math Instructor as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Cadwell seconded to approve the appointment of Mr. Jarrett Dunn to the full-time, tenure-track position of Mathematics Instructor effective August 18, 2017, contingent upon the terms outlined in the employment agreement. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Approval of Appointment of Certified Medical Assistant Instructor as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the appointment of Ms. Molly Yeske to the full-time, tenure-track position of Certified Medical Assistant Instructor effective August 18, 2017, contingent upon the terms outlined in the employment agreement. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Appointment of Certified Medical Assistant Program Director as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Deters seconded to approve the appointment of Ms. Molly Yeske to the position of Certified Medical Assistant Program Director effective August 18, 2017, contingent upon the terms outlined in the employment agreement. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report. This topic was not discussed in closed session.

Trustee Reynolds motioned and Trustee Storm seconded to approve the following Human Resources Report:

The following employees have a family medical eligible event

Brandt, Haylee	FMLA	10/07/2017
Dittamore, Lisa	FMLA	01/01/2018
Kerkhoff, Abigail	FMLA	07/25/2017
McDevitt, Steve	FMLA	09/06/2017
Schlechte, Gerry	FMLA	07/11/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Jones, Nichole	Allied Health BNA Clinical Instructor Primary Position is Nursing Instructor	07/01/2017
Miner, Linda	Allied Health BNA Clinical Instructor Primary Position is BNA Clinical Inst Adult Ed	07/17/2017

Part-time - Grant Funded

Hill, Sarah	Bridging the Gap Curriculum Consultant Primary Position is Info Services Librarian	07/26/2017
Smith, Shelby	Adult Education Instructor Primary Position is Alternative Education Instr	07/25/2017
Switzer, Christopher	Adult Education Instructor Primary Position is Pathways Teacher Aid II	07/13/2017

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bushue, Jill	Adjunct Faculty Business	08/03/2017
Howell, Jessica	Tutor	12/14/2016
Lotfdar, Saghi	Print Shop Student Assistant	06/30/2017
Stolz, Cheryl	Tutor	06/30/2017
Thomas, Amelia	Tutor	06/30/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Hibbard, Darren	Dual Credit Instructor	07/17/2017
Musselwhite, Justin	Dual Credit Instructor	07/24/2017
Full-time		
Dunn, Jarrett	Mathematics Instructor	08/18/2017
Yeske, Molly	Medical Assistant Instructor/Director	08/18/2017
Full-time Grant Funded		
Banker, Chris	Associate Dean - Kewanee	08/03/2017
Bender, Brian	Corr Horticulture Instr – Pinckneyville CC	08/22/2017
Sledge, Ashley	Corr Office Assistant – Big Muddy CC	08/08/2017
White, Casey	Corr Career Tech Instr-Jacksonville CC	08/14/2017

Part-time

Backhus, Stephen	Microcomputer Support Technician	07/03/2017
Finks, Patricia	Adjunct Faculty Humanities	08/21/2017
Gordon, Melissa	Adjunct Faculty Business	08/21/2017
Gosnell, Michael	Adjunct Faculty Math and Science	08/21/2017
Smith, Chandra	Counseling - Student Worker	07/17/2017
Stone, Trey	Adjunct Faculty Business	08/21/2017
Walker, Amanda	Counseling - Student Worker	07/17/2017

Part-time - Grant Funded

Hatcher, Tatum	Pathways Classroom Assistant	07/13/2017
Wild, Shirley	Adjunct DOC College Funded Instructor	06/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Edwards, Matthew	Adult Education Volunteer	06/30/2017
Kenworthy, Zhongxiang	Work and Learn - TRIO SSS	06/30/2016
Rogers, Kelsea	Work and Learn-Marketing	05/20/2017

Full-time

Bloomquist, Matt	Corr Construction Occ Instr – Taylorville CC	08/13/2017
Durbin, Joe	Corr Custodial Maint Instr-Taylorville CC	09/30/2017
Henry, Christina	Corr Comm Cooking Instr-Western IL CC	07/21/2017
Taylor, David	Corr Horticulture Instr-IYC St.Charles	07/28/2017

Part-time

Bartlett, John	Tutor - Associate Lrng Asst Ctr	06/30/2017
Givens, Joann	Adult Education Instructor	05/10/2017
Hoelscher, Ben	Tutor - Student Lrng Asst Ctr	06/30/2017
Kline, Tailor	Tutor - Student Lrng Asst Ctr	06/30/2017
Mboma Christian Rahim	Tutor - Student Lrng Asst Ctr	06/30/2017
Morris, Brittany	TRIO Destination College Outreach Advisor	08/30/2017
Ngoopos Lina, Lina	Tutor - Student Lrng Asst Ctr	06/30/2017
Nichols, Megan	Tutor-Student Carl Perkins	06/30/2017
Temple, Dustin	Physical Plant Assistant	07/06/2017
Thurn, Rebecca	Adjunct Faculty Humanities	06/30/2017
Turner, Scot	Physical Plant Assistant	06/29/2017
Vannatta, Lauren	Adjunct Faculty Humanities	07/24/2017
Voegel, Ginger	Perkins Specialist	08/09/2017
Watson, Catherine	Fitness Center Specialist	06/30/2017

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Stanley Cornelius	Corr Restaurant Management Instructor- Kewanee	08/03/2017
Urfer, Brent	Transferring from: Adjunct Instructor DOC Corr Custodial Instructor – Taylorville CC Transferring from: Corr Cust Maint Instr-Robinson CC	10/02/2017

Part-time - Grant Funded

Bryant, Jennifer	Workforce Development Center Reception Transferring From: Pathways Teacher Aid II	07/31/2017
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There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Luther and Owen. Student Advisory Vote: Meaker voted yes.

Motion carried.

Other Business. (Non-action)

Dr. Bullock updated the Trustees on the administration's plans to revise the FY 2018 budget to include the additional state revenue. He said the revised budget will be submitted to the Board for approval during the September 2017 Board meeting.

Dr. Bullock and Mr. Jon Althaus, Vice President for Academic Services, informed Trustees about current adjunct staffing challenges with the Basic Nursing Assistant (BNA) program. Trustees heard a recommendation from Dr. Bullock and Mr. Althaus for the hiring of an additional full-time instructor for the BNA program effective with the Spring 2018 semester to address the various challenges. Trustees reviewed a program viability report for the Allied Health Division and learned of the growing enrollment in the BNA program. After discussion, Chair Storm asked each Trustee to express his/her opinion on the potential hiring of a full-time instructor for the BNA program. Each Trustee in attendance said he/she thought this was an appropriate strategy.

Adjournment.

Trustee Reynolds moved and Trustee Sullivan seconded to adjourn the August 14, 2017, meeting of the Lake Land College Board of Trustees at 7:14 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/