

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



Regular Board Meeting No. 633
Board and Administration Center, Room 011, Mattoon, IL
September 9, 2019

Minutes

Call to Order.

Chair Reynolds called the September 9, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon.

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

1. Approval of Minutes of August 12, 2019, Regular Meeting.
2. Approval of Minutes of August 12, 2019, Closed Session.
3. Approval of Agenda of September 9, 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	\$	516,292.43
Building Fund	\$	553,989.59
Site & Construction Fund	\$	893,910.86
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	141,852.04
Restricted Purposes Fund	\$	288,403.44
Working Cash Fund	\$	-
Audit Fund	\$	32,062.50
Liability Insurance Fund	\$	77,644.95
Student Accts Receivables	\$	6,909.16
Total	\$	2,511,664.97

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of March 12, 2018, Closed Session and March 8, 2018, Resource and Development Committee Closed Session.

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 said he had no report at this time but that he will be attending an upcoming ICCTA meeting in Springfield later this month.

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 highlighted upcoming Foundation and Alumni Events and detailed the various activities scheduled for Homecoming 2019.

Student Report.

Student Trustee Kile provided an update on various student activities and Laker Athletics.

President's Report.

Dr. Bullock said:

- For Fiscal Year 2019, a total of \$6,788,420 has been received for services provided for the Illinois Department of Corrections contract. A total of \$889,419 has been billed to the Department of Corrections through June services that remains outstanding.
- For Fiscal Year 2019, a total of \$314,775 has been received for services provided for the Illinois Department of Juvenile Justice contract. A total of \$201,616 has been billed to the Department of Juvenile Justice through June services that remains outstanding.
- For Fiscal Year 2020 credit hour reimbursement and equalization, we have received no additional payments from the State of Illinois since our August meeting.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success.

Mr. Jon Althaus, Vice President for Academic Services, introduced several new full-time faculty members hired for the Fall 2019 semester. He also highlighted a new training orientation program, FYI or First Year Institute, launched with the 2019-2020 academic year for new faculty members.

Annual Report on Special Tuition Waiver Requests.

Trustees reviewed an annual report highlighting special tuition waiver requests approved by either the Board or the President during FY 2019.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

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

Trustees reviewed a proposed separation agreement with Ms. Paula Rosine due to the elimination of her former position as Director of Foundation Operations. Trustees heard a recommendation from Dr. Bullock to approve the proposed agreement.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the separation agreement with Ms. Paula Rosine. A copy of the separation agreement was part of the public August 2019 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.

Acceptance of Reporting of July 2019 Financial Statements.

Trustees reviewed the July 2019 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. Mr. Gleckler presented highlights of the financial statements and narrative report.

Trustee Storm moved and Trustee Walk seconded to approve the July 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.

Approval of Special Event Tuition Waivers.

Trustees reviewed a memorandum from Dr. Bullock requesting the Board approve special tuition waivers for five different events to be held in fiscal year 2020. Dr. Bullock said these events include the Business and Computer Contest; Academic Challenge (formerly known as the WYSE Challenge); Principals, Deans and Counselors Meeting; Miss Illinois 2020; and the National Manufacturing Day events hosted by Effingham County Chamber, Coles Together and local manufacturers.

Trustee Wright moved and Trustee Sullivan seconded to approve as presented the special tuition waiver requests related to five separate upcoming events in FY 2020.

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 Tuition Waiver Proposal for Elevate Cross County Innovation Center – Elevate Business Development Certificate.

Trustees reviewed a memorandum from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, requesting the Board approve the above-referenced tuition waiver proposal. Dr. Hull highlighted the criteria for students to receive the tuition waiver should the Board approve the proposal.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the Tuition Waiver Proposal for Elevate Cross County Innovation Center – Elevate Business Development Certificate. This includes approval of up to 10 tuition-only waivers annually to full Elevate members who are working to develop businesses to be based in the Lake Land College district and up to five tuition-only waivers for Class E graduates who are continuing their education at Lake Land College.

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 Tort Document.

Trustees reviewed a recommendation by Ms. Dustha Wahls, Director of Human Resources, for approval of the proposed FY 2020 Tort Levy Expenditures/Risk Management Plan. Trustees

reviewed details of the proposed Tort document. Mr. Gleckler said the proposal for FY 2020 was being presented with one change from FY 2019 – the addition of 20% of the time for Gary Branson's position as the Kluthe Site Technician.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the FY 2020 Tort Levy Expenditures/Risk Management Plan.

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 Proposed Revisions to Board Policy 06.06 – Inclusion of Human Relations in Curriculum.

Trustees heard a recommendation from Ms. Beth Gerl, Vice President for Student Services, for the Board to approve revisions to the above-referenced Policy. Trustees reviewed details of the proposed changes. Ms. Gerl also requested the Board waive first reading.

Trustee Storm moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 06.06 – *Inclusion of Human Relations in Curriculum*. With the approved changes, the new title of this Policy will be *General Education for Associate Degrees*.

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.

6:24 p.m. – Trustee Cadwell moved and Trustee Wright seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), (2) and (11), to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.

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.

7:38 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.

Action on Formal Grievance Filed by the Lake Land College Faculty Association on August 28, 2019, as Discussed in Closed Session.

Following discussion in closed session, Trustee Cadwell moved and Trustee Storm seconded to uphold the administration's decision and deny the Step Four grievance filed by the Lake Land College Faculty Association on August 28, 2019. This action follows discussion on the topic held in closed session.

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 Resolution No. 0919-002 to Approve Third Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2022, and as Discussed in Closed Session.

The agenda item was noted that a complete copy of the proposed resolution and third addendum were available at: <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/> or by contacting the College's Office of the President at 217-234-5222.

The agenda item was also noted that copies of the President's original employment contract and the first and second addendums were available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College's Office of the President at 217-234-5222.

Following discussion on the topic in closed session, Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0919-002 - Approving Third Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2022. [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, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Appointment of Executive Director for College Advancement as Discussed in Closed Session.

Trustees heard a recommendation from Dr. Bullock to appoint Ms. Christina Donsbach to the position of Executive Director for College Advancement effective October 2, 2019.

Trustee Storm moved and Trustee Curtis seconded to appoint Ms. Christina Donsbach to the position of Executive Director for College Advancement effective October 2, 2019, and contingent upon terms outlined by the Human Resources Department for the hiring process. This action followed discussion on the topic held in closed session.

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 Human Resources Report.

Trustees reviewed the Human Resources Report.

Trustee Cadwell motioned and Trustee Walk seconded to approve the following Human Resources Report.

The following employees are recommended for leave

Bloemer, Tammy	FMLA	09/15/2019-12/13/2019
Beagle, Ryan	FMLA	07/11/2019-07/16/2019
Davis, Kim	FMLA	08/21/2019-09/03/2019
Strohl, Randy	FMLA (Intermittent)	08/07/2019
Taylor, Debra	FMLA	07/31/2019-09/12/2019

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Jarrell, Charles	Adjunct Faculty SSE Sub	08/21/2019

	Primary Position is Division Chair SSE	
Martinez, Yesica	Tutor-Disability Services - Bachelor	08/07/2019
	Primary Position is Chemistry Lab Student Asst	
Martinez, Yesica	Tutor - Bachelor's Community Education	08/07/2019
	Primary Position is Chemistry Lab Student Asst	
Martinez, Yesica	Tutor - Bachelor's Degree	08/07/2019
	Primary Position is Chemistry Lab Student Asst	
Niemerg, Rachel	Tutor-Disability Services - Student	06/11/2019
	Primary Position is Tutor - Student Lrng Asst	
Niemerg, Rachel	Tutor-Student Community Education	06/11/2019
	Primary Position is Tutor - Student Lrng Asst	
Shook, Ciara	Adjunct Faculty Humanities	08/19/2019
	Primary Position is Adult Education Instructor	
Smith, Chandler	College Work Study - Student Life	08/12/2019
	Primary Position is CWS Humanities	
Underwood, Race	Tutor-Disability Services - Student	07/01/2019
	Primary Position is Tutor - Student Lrng Asst	
Underwood, Race	Tutor-Student Community Education	07/01/2019
	Primary Position is Tutor - Student Lrng Asst	
Vogel, David	Print Shop Technician Assistant	08/19/2019
	Primary Position is Graphic Designer Pre-Flight	

Part-time - Grant Funded

Lascelles, Anita	Pathways Substitute Instructor	08/15/2019
	Primary Position is Pathways Classroom Assistant	
Martinez, Yesica	Tutor - Bachelor's Carl Perkins	08/07/2019
	Primary Position is Chemistry Lab Student Asst	
Niemerg, Rachel	Tutor-Student Carl Perkins	06/11/2019
	Primary Position is Tutor - Student Lrng Asst	
Underwood, Race	Tutor-Student Carl Perkins	07/01/2019
	Primary Position is Tutor - Student Lrng Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Amato, Joseph	Dual Credit Instructor	08/20/2019
Barringer, Kelly	Dual Credit Instructor	08/06/2019
Ness, Kurt	Counseling Services Unpaid Intern	08/19/2019
Vineyard, Rebecca	Dual Credit Instructor	08/12/2019
Full-time		
Shawver, Gavin	Student Services Specialist III	09/23/2019
Full-time - Grant Funded		
Cruit, Laney	Correctional Career Technology Instructor-	09/03/2019

Taylorville CC

Part-time

Austin, Chase	Newspaper Editor - Student Newspaper	08/12/2019
Blazich, Jessica	Bookstore Rush Worker	08/01/2019
Caskey, Winifred	Newspaper Editor - Student Newspaper	08/12/2019
Croft, Katherine	Newspaper Editor - Student Newspaper	08/12/2019
Darling, Kayla	Adjunct Faculty Business	08/19/2019
Daugherty, Rachel	Adjunct Faculty Business	08/19/2019
Diel, Patricia	Adjunct Faculty Social Science	08/19/2019
Dietz, Haley	Fitness Center Specialist	08/19/2019
Flight, Donna	Adjunct Faculty Social Science	08/19/2019
Fogarty, Rebecca	Dual Credit Coordinator	07/23/2019
Froese, Morgan	Newspaper Editor - Student Newspaper	08/12/2019
Grovier, Michael	Newspaper Editor - Student Newspaper	08/12/2019
Gullidge, Breanne	Admissions and Records Data Entry Asst	08/19/2019
Hanson, Madeleine	Admissions and Records Data Entry Asst	08/01/2019
Hartke, Taylor	Admissions and Records Data Entry Asst	08/01/2019
Haslett, Kayla	Newspaper Editor - Student Newspaper	08/12/2019
Heicher, Rachel	Adjunct Faculty Social Science	01/05/2019
Kidd, Madelyn	Newspaper Editor - Student Newspaper	08/12/2019
Lynch, Ross	Laker Mallard Mascot Talent	08/01/2019
Moore, Breanna	Newspaper Editor - Student Newspaper	08/12/2019
Murphy, John	Assistant Baseball Coach	08/01/2019
Murray, Brandon	Adjunct Faculty Social Science	08/19/2019
Omar, Ghada	Adjunct Faculty Math and Science	08/19/2019
Seifert, Owen	Newspaper Editor - Student Newspaper	08/12/2019
Springman, Kara	Allied Health Dental Clinical Instructor	08/19/2019
Thomas, Sarah	Newspaper Editor - Student Newspaper	08/12/2019
Tozer, Michel	Adjunct Faculty Social Science	08/19/2019
Vogel, David	Graphic Designer - Pre-Flighter	08/19/2019
Waggoner, Ashley	Adjunct Faculty Humanities	08/19/2019
Welch, Christina	Bookstore Rush Worker	08/19/2019
Wendling, Austin	Newspaper Editor - Student Newspaper	08/12/2019
Workman, Kyle	Adjunct Faculty Humanities	08/19/2019

Part-time - Grant Funded

Crosby, Sarah	Adult Education Instructor	08/15/2019
Jackson, Kaitlin	Pathways Classroom Assistant	08/12/2019
Jackson, Stephen	Adjunct DOC College Funded Instructor	08/07/2019
Kanouse, Douglas	Adult Education Instructor	08/19/2019
Lascelles, Anita	Pathways Classroom Assistant	08/15/2019
Patton, Margarita	Adjunct DOC College Funded Instructor	08/07/2019
Shabazz, Kwame	Adjunct DOC College Funded Instructor	08/07/2019

College Work Study

Endsley, Courtney	College Work Study - Early Childhood	08/19/2019
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Blandford, Laurie	Work and Learn - CBI	05/31/2019
Elder, Nicole	Work and Learn - Print Shop	08/26/2019
Krausen, Rachelle	Career Services Unpaid Intern	12/31/2019
Martens, Alex	Counseling Services Unpaid Intern	07/31/2019
Scott, Nicole	Work and Learn - Career Services	05/31/2019
Seward, Larissa	ECIDC Executive Director	10/23/2018

Full-time

Collins, Deborah	Associate Dean – Illinois River CC	08/15/2019
Pastor Rojop, Jennifer	Correctional Ofc Asst - Dixon CC	08/15/2019

Part-time

Coe, Beth	TRIO SSS Student Assistant	07/11/2019
Evans, Kassidy	Fitness Center Specialist	07/14/2019
Horton, Lucinda	Retiree Incentive Program	05/05/2019
Huang, Hsin Hui	Counseling - Clerical Worker	06/30/2019
Johnson, Davis	Fitness Center Specialist	04/21/2019
Jones, Bridgette	Outreach Advisor/Mentor TRIO DC	08/01/2019
Miner, Linda	BNA Clinical Instr Adult Ed	12/16/2018
Packer, Jamie	Print Shop Technician Assist	08/11/2019

College Work Study

Hernandez, Daniel	College Work Study-Business	05/05/2019
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Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Hunter, Kimberly	Coordinator of International Studies Program Transferring from: IEL Instructor (pt)	09/23/2019

Full-time - Grant Funded

Groennert, Harvey	DOC Special Projects Manager Transferring from Associate Dean Southwestern IL CC	08/12/2019
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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)

Chair Reynolds said Mr. Gleckler has accepted an administrative position at another college and will be leaving Lake Land College at the end of the month. She thanked Mr. Gleckler for his outstanding service to Lake Land College. Mr. Gleckler expressed gratitude for the opportunity to work at Lake Land the past three years.

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:45 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

/s/Mr. Doris Reynolds, Board Chair

/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/