

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



Regular Board Meeting No. 609
Webb Hall, Room 081, Mattoon, IL
September 11, 2017

Minutes

Call to Order.

Chair Storm called the September 11, 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; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Dr. Robert Luther.

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.

Announcement.

Chair Storm announced that the Board received a letter of resignation from Trustee Dr. Robert Luther effective with this meeting. He said the Board will now follow Board Policy 02.07, *Filling of Vacancies*, in order to select a new member to serve until the next election in April of 2019, and that those interested in serving on the Board should submit written materials to Board Secretary Ann Deters, C/O the Office of the President, by September 29, 2017, including: reason for seeking the appointment, qualifications, and experience in other areas which may enhance public policy or decision-making. Chair Storm asked Trustees if there were any other relevant materials the Board might request that applicants submit. There were no additional requests. Chair Storm said the Board will vote on the replacement at its October 9, 2017, meeting with the individual taking his or her seat on the Board at the November 13, 2017, Board meeting. He also said eligibility requirements to serve on the Board are U.S. citizenship,

18 years of age or older, a resident of Illinois for one year immediately preceding election, and a resident of Community College District No. 517 for one year immediately preceding election.

Approval of Consent Items.

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

1. Approval of Minutes of August 14, 2017, Regular Meeting.
2. Approval of Minutes of August 14, 2017, Closed Session.
3. Approval of Agenda of September 11, 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	\$	419,282.79
Building Fund	\$	44,796.39
Site & Construction Fund	\$	172,844.85
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	114,732.32
Restricted Purposes Fund	\$	187,369.06
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	56,969.00
Student Accts Receivables	\$	68,739.39
Total	\$	1,064,733.80

For details of bills refer to:

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

5. Destruction of Tape Recording of March 14, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Luther. 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 deferred his report to President Bullock who recently attended an ICCTA meeting in Bloomington Normal. Dr. Bullock highlighted information he learned while at the ICCTA conference regarding community college enrollment challenges throughout the state.

Resource & Development.

Trustee Reynolds, committee chair, said the committee met recently to review items which will appear later in the agenda.

Finance.

Trustee Deters, committee chair, said the committee met recently to review items which will appear later in the agenda.

Buildings & Site.

Chair Storm said the committee had not met since the last regular Board meeting.

Student Report.

Student Trustee Meaker highlighted activities underway to train new members of the Student Government Association (SGA). He also highlighted information he learned from recently attending an ICCB-SAC conference in Springfield. He said various SAC representatives discussed concerns regarding freedom of speech issues and changes impacting DACA students.

President's Report.

Dr. Bullock said:

- The state has begun issuing Fiscal Year 2018 state funding. Lake Land has received two installment payments each for equalization funding and credit hour reimbursement.
- Lake Land banners now grace light poles in the vicinity of the Mattoon train depot downtown and along Lake Land Boulevard. Thank you to the City of Mattoon, Lake Land College Foundation, Alumni Relations, Marketing and Public Relations Department and the College Print Shop for making this project come to life.
- Lake Land College staff and students once again participated in the Farm Progress Show in Decatur. Our booth generated a great deal of activity and 968 contact cards were completed by prospective students, exceeding the 2015 record of 906 contact cards. Thank you to all the Laker family who made this event a success!

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success through Face-to-Face and Online Innovative Modality.

Trustees heard a presentation from Ms. Andrea Bright, academic counselor, on Faculty Focus on Advancing Student Success through Face-to-Face and Online Innovative Modality. Ms. Bright highlighted how the program allows her students in the Strategies for Success (SFS 101) course to transition as needed between face-to-face instruction or online instruction, depending upon each student's needs and learning preferences.

IPRF Member of the Year Award.

Trustees learned the College was selected as the Illinois Public Risk Fund (IPRF) Member of the Year.

Fall 2017 - 10th Day Enrollment Report.

Trustees heard a presentation from Dr. Tina Stovall, Vice President for Student Services, regarding the Fall 2017 – 10th Day Enrollment Report and discussed thoughts on strategies to grow enrollments.

Annual Report on Special Tuition Waiver Requests.

Trustees reviewed an annual report for special tuition waivers granted in FY 2017, including waivers related to the Business and Computer Contest; WYSE Academic Challenge; Miss Illinois 2017; Adult Week Activities; and the Principals, Deans and Counselors meeting.

Proposed Revisions to Policies in Sections 1 through 4 from Policy Manual Annual Review.

Dr. Bullock said that the Cabinet has conducted a review of the Board Policy Manual in its entirety. Trustees reviewed a recommendation from Dr. Bullock for proposed revisions to numerous policies in sections 1, 2, 3, 4 and 8 including:

- 01.05
- 02.02
- 02.08
- 02.10
- 02.12
- 02.19
- 03.07

- 03.12
- 04.06
- 08.01
- 08.02
- 08.03
- 08.05
- 08.06

Trustees Reynolds said the Resource and Development Committee recently met for an in-depth review of the recommendations and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Dr. Bullock said recommended revisions were submitted as first reading and will be brought to the Board for action during the October regular Board meeting. He also said that additional policy revision recommendations for the remaining sections of the Policy Manual will be submitted at upcoming Board meetings to be held later in the year.

Proposed Revisions to Board Policy 08.07 – Registration of Registered Sex Offenders.

Trustees reviewed a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for proposed revisions to Board Policy 08.07 – *Registration of Registered Sex Offenders*. Dr. Bullock said that Board-approved revisions to this Policy in February 2012 were inadvertently not incorporated into the official Board Policy Manual at that time. Subsequently, in June 2014, the administration submitted recommended revisions to this same Policy to remove reference to the College's Child Care Facility but cited the outdated Policy language. He requested that the Board reinstate the approved language from February 2012 which had been recommended to the College administration by counsel for the College's compliance with the Illinois Sex Offender Registration Act.

Trustees Reynolds said the Resource and Development Committee recently met for an in-depth review of the recommendations and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Dr. Bullock said recommended revisions were submitted as first reading and will be brought to the Board for action during the October regular Board meeting.

Proposed Revisions to Board Policy 04.07 – College Spokesperson and 11.21 – Marketing Materials and Publications.

Trustees reviewed a recommendation from Dr. Stovall for recommended revisions to the above two referenced policies. She said revisions for Policy 04.07 – *College Spokesperson* will clarify responsibilities for Marketing & Public Relations and expectations for all College staff in relation to media communications. Revisions to Board Policy 11.21 - *Marketing Materials and*

Publications will clarify responsibilities for Marketing & Public Relations and expectations for all College staff in relation to the College's marketing and branding efforts.

Dr. Stovall said recommended revisions were submitted as first reading and will be brought to the Board for action during the October regular Board meeting.

Policy Revisions for Minor Corrections.

Dr. Bullock informed Trustees of numerous policies in which minor revisions were recently made to correct grammatical errors, typos, or outdated information such as position title changes or department title changes. He said these minor revisions did not alter the original intent of the various policies and thus were made without Board approval.

Calendar of Events.

Trustees received a calendar of upcoming events. Chair Storm highlighted numerous activities scheduled for the 2nd Annual Homecoming Weekend.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Amended FY 2018 Budget.

Trustee Deters said the Finance Committee recently met for an in-depth review of the Amended FY 2018 Budget and the Committee's consensus was to recommend to the Board approval of the Amended FY 2018 Budget as presented.

Trustee Deters moved and Trustee Sullivan seconded to approve the Amended FY 2018 Operating Budget as presented.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Reporting of July 2017 Financial Statements.

Trustees reviewed the July 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).

Trustee Deters said the Finance Committee recently met for an in-depth review of the July 2017 Financial Statements and that the Committee's consensus was to recommend to the Board approval of the statements as presented.

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

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of IPRF Safety Grant.

Trustees heard a recommendation from Mr. Gleckler to accept the Illinois Public Risk Fund (IPRF) Safety Grant and Education Award.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the Illinois Public Risk Fund (IPRF) Safety Grant and Education Award in the amount of \$15,488.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Special Tuition Waivers.

Trustees reviewed a request by Dr. Bullock to approve special tuition waiver requests for five different events to be held in academic year 2018. Dr. Bullock said these events include the Business and Computer Contest; WYSE Academic Challenge; Miss Illinois 2018; Adult Week Activities; and the Principals, Deans and Counselors meeting.

Trustee Reynolds moved and Trustee Owen seconded to approve as presented special tuition waiver requests related to five separate upcoming events in FY 2018.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Tort Document.

Trustees reviewed a recommendation by Ms. Dustha Wahls, Director of Human Resources for approval of the proposed FY 2018 Tort Levy Expenditures/Risk Management. Mr. Gleckler said the proposed plan reflects unchanged rates from the FY 2017 plan.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented the FY 2018 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Donation of Art Collection from Foundation.

Trustees reviewed a recommendation from Ms. Jackie Joines, Executive Director for College Advancement, to accept a donation of an art collection from the College Foundation. Dr. Bullock said that through the College's 50 year history there have been various donations of individual pieces of art work which the Foundation was tasked with maintaining for inventory purposes. Dr. Bullock said he concurs with Ms. Joines recommendation that the College accept this donation so that the various pieces of the art collection might be better utilized in classes and instructional settings.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the in-kind donation of an art collection valued at approximately \$18,000 from the Foundation.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of IDOC Contracts for FY 2018.

Trustees heard a recommendation from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, to approve 17 contracts for educational services for 17 IDOC facilities for FY 2018. He said Lake Land currently provides educational services for 18 of the state's adult correctional facilities and that the current contracts for services between the College and the Illinois Department of Corrections (IDOC) at 17 adult correctional facilities will expire on September 30, 2017. Dr. Hull said the Board already approved the FY 2018 educational services contract for Kewanee Life Skills Re-entry Center earlier this year. For the 17 proposed contract renewals, Dr. Hull highlighted the standard language found in each contract as well overall expenditures, income and indirect costs.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented 17 contracts for the College to provide educational services at 17 adult correctional facilities for the Illinois Department of Corrections (IDOC) for the period October 1, 2017, through June 30, 2018, or for the remainder of FY 2018.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the proposed Human Resources Report.

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

The following employee has a family medical eligible event

Alford, Murray	FMLA	08/21/2017-09/04/2017
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The following employee has a military leave event

Davis, Brian		09/03/2017
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Dundee, Wade	Adjunct Reading Instructor Primary Position is Adj Faculty Humanities	08/21/2017
Garretson, Deborah	Print Shop Technician Assistant Primary Position is Mailroom Assistant	08/15/2017
Graham, Conner	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/07/2017
Graham, Conner	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	08/07/2017
Nzuka, Eunice	Print Shop Student Assistant Primary Position is International Stu Ambassador	08/16/2017
Ruff, David	Adjunct Faculty Humanities Division Primary Position is Dual Credit Instructor	08/21/2017
Tegeler, Amber	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/21/2017
Tegeler, Amber	Tutor-Student Community Education	08/21/2017

Thomas, Amelia	Primary Position is Tutor - Student Lrng Asst Tutor-Disability Services - Bachelor	08/08/2017
Thomas, Amelia	Primary Position is Adj Faculty Math/Science Tutor - Bachelor's Community Education	08/08/2017
Thomas, Amelia	Primary Position is Adj Faculty Math/Science Tutor - Bachelor's Degree	08/08/2017

Part-time - Grant Funded

Borntreger, Cody	Perkins Student Worker - Business Primary Position is Admissions Student Assistant	08/28/2017
Graham, Conner	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/07/2017
Hale, Aubrey	Adult Education Instructor Primary Position is Alternative Education Instr	08/08/2017
Larry, Julian	Outreach Advisor/Mentor, TRIO Primary Position is Men's Basketball Assistant	08/07/2017
Martin, Craig	Adult Education Adjunct Faculty Primary Position is Adj Faculty Technology	08/08/2017
Patel, Palak	Perkins Student Worker - Business Primary Position is Tutor - Student Lrng Asst	08/28/2017
Tegeler, Amber	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/21/2017

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Unpaid Volunteer		
Arney, Larry	Adjunct Faculty Business	12/30/2016
Howell, Jessica	Tutor	12/14/2016

Part-time

Bonebrake, Kassidy	Groundskeeper	07/18/2017
Tingley, Joey	Adjunct Faculty Allied Health	08/01/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Burden, Danielle	Counseling Services Unpaid Intern	08/14/2017
Davis, Heather	Work and Learn - Counseling	08/21/2017
Dunne, Sarita	Work and Learn - Counseling	08/23/2017
Glennon, Kelly	Dual Credit Instructor	08/17/2017
Haskins, Brian	Dual Credit Instructor	08/31/2017
Meier, Laura	Dual Credit Instructor	08/03/2017

Ohnesorge, Collin	Peer to Peer Assistant - Technology	08/21/2017
Penrod, Paul	Dual Credit Instructor	08/17/2017
Richars, Mary	Dual Credit Instructor	08/16/2017
Walk, Aaron	Counseling Services Unpaid Intern	08/15/2017

Full-time - Grant Funded

Crone, William	Correctional Hort Instr-Jacksonville CC	08/14/2017
Fredrickson, Pennee	Correctional Ofc Assistant-Hill CC	08/14/2017
Kesler, Lynndi	Correctional Career Tech Instr-Big Muddy	08/15/2017
Hiland, Ronald	Correctional Constr Occ Instr-Western IL	09/01/2017
Mason, Todd	Correctional Horticulture Instr-Hill CC	08/21/2017
Morse, Crystal	Correctional Comm Cooking Instr-IL River	08/15/2017
Pastor Rojop, Jennifer	Correctional Ofc Assistant-Dixon CC	08/09/2017
Pearce, Clark	Correctional Hort Instr - Taylorville CC	08/28/2017
Rios, Lisa	Correctional Ofc Assistant-East Moline CC	08/22/2017
Risley, Kala	Correctional Ofc Assistant-Southwester CC	08/23/2017
Scott, Garry	Correctional Career Tech Instr-Dixon CC	08/14/2017
Volk, Amber	Correctional Ofc Assistant-Lawrence CC	08/22/2017
Way, Chad	Correctional Career Tech Instr-IL River CC	08/15/2017

Part-time

Darimont, Lynn	Adjunct Reading Instructor	08/21/2017
Deters, Timothy	Physical Plant Assistant	07/31/2017
Dial, McKenzie	Adjunct Faculty Humanities	08/21/2017
Donovan, Zoe	Newspaper Editor - Student Newspaper	08/10/2017
Elam, Kasey	Bookstore Rush Worker	08/14/2017
Enstrom, Patrick	Adjunct Faculty Math and Science	08/21/2017
Gardner, Baylor	Marketing and Public Relations Intern	08/21/2017
Graham, Conner	Tutor - Student Learning Assistance	06/07/2017
Heicher, Rachel	Adjunct Faculty Humanities	08/21/2017
Henderson, Corinne	Library Assistant	08/07/2017
Kearney, James	Adjunct Faculty Math and Science	08/21/2017
Long, Barry	Adjunct Faculty Humanities	08/21/2017
Mahlmeister, Katherine	Bookstore Rush Worker	08/16/2017
Mueller, Rebecca	Library Assistant	08/07/2017
Pankey, Mackenzie	Bookstore Rush Worker	08/16/2017
Schultz, Shyann	Bookstore Rush Worker	08/15/2017
Stortzum, Justin	Adjunct Faculty Humanities	08/21/2017
Tegeler, Amber	Tutor - Student Learning Assistance	08/21/2017
Uphoff, Beulah	Allied Health BNA Clinical Instructor	08/21/2017
Wallis, Tiffany	Newspaper Editor - Student Newspaper	08/08/2017
Wallis, Tiffany	Newspaper Editor - Student Newspaper	08/08/2017
Welker, Leah	Adjunct Faculty Math and Science	08/21/2017
White, Barbara	Bookstore Rush Worker	08/14/2017
Willenborg, Meghan	Bookstore Rush Worker	08/16/2017
Wright, Diane	Education Specialist	08/23/2017

Part-time - Grant Funded

Crossland, Misti	Adjunct DOC College Funded Instructor	08/15/2017
Dunnan, James	Adjunct DOC College Funded Instructor	08/24/2017
Fitzgerald, Andrew	Adult Education Adjunct Faculty	07/27/2017
Fleming, Shauna	Outreach Advisor/Mentor, TRIO	08/07/2017
Miller, Chad	Adult Education Instructor	08/15/2017
Perry, Dannie	Alternative Education Instructor	08/14/2017

College Work-study's

McCombe, Joshua	College Work Study - Business	08/24/2017
Mumaw, Shayla	College Work Study - Business	08/30/2017
Vogel, David	College Work Study - CCS	08/21/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Hesseldenz, Amy	Computer Programmer	09/15/2017
Iverson, Mary	Corr Ofc Assistant-Sheridan CC	08/04/2017
Osborn, Jenny	Mrktg Pub & Design Coordinator	08/25/2017
Pratscher, Valerie	Associate Dean – Lawrence CC	08/31/2017

Part-time

Camilo Junior, Alexandre	Print Shop Student Asst	08/11/2017
Desouza, Nathalya	Print Shop Student Asst	07/27/2017
Frank, Jacquelyn	Adj Doc College Funded Instr	08/02/2017
Hall, Cassandra	Tutor - Student Lrng Asst	05/03/2017
Hedges, Jennifer	Financial Aid Outreach Coordinator	09/12/2017
Hillerby, Christopher	Commercial Driver Trning Instr	08/04/2017
McClelland, Dillon	Perkins Student Worker - Business	05/12/2017
Nead, Kristin	Counseling - Clerical Worker	07/31/2017
Schley, Dennis	IDOC CPR Instructor	08/15/2017
Stephens, Carolyn	Adj Faculty Social Science	08/07/2017
Taylor, Lexie	Counseling Serv Unpd Intern	05/13/2016
Temple, Dustin	Physical Plant Assistant	07/06/2017
Voegel, Ginger	Perkins Specialist	08/09/2017
Wright, Vicky	Allied Health BNA Cln Instr	08/01/2017

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Part-time		
Brown, Rex	E-Commerce Specialist	09/01/2017

	Transferring From Print Shop Tech Asst
Full-time	
Cooper, Adrienne	Marketing Digital Content Coordinator (FT) 09/12/2017 Transferring From: Marktg Digital Content Specialist (PT)
Nelson, Megan	Marketing Publication & Design Coordinator 09/12/2017 Transferring From: Marktg Production Specialist

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Other Business. (Non-action)

Trustees discussed various ideas for the administration to consider for granting additional academic scholarships to potential students in the district to increase enrollments.

Adjournment.

Trustee Reynolds moved and Trustee Sullivan seconded to adjourn the September 11, 2017, meeting of the Lake Land College Board of Trustees at 7:28 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/