

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



Regular Board Meeting No. 646
Webb Hall, Room 081, Mattoon, IL
October 12, 2020

Minutes

Call to Order.

Chair Reynolds called the October 12, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

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 Student Trustee Lucas Duduit.

Trustees Absent: None.

Others Participating via Teleconference: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of September 14, 2020, Regular Meeting.
2. Approval of Agenda of October 12, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	202,990.06
Building Fund	\$	77,820.96
Site & Construction Fund	\$	598,029.16
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	6,280.10
Restricted Purposes Fund	\$	522,968.35
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,565.51
Student Accts Receivables	\$	1,909,254.14
Total	\$	3,337,908.28

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

4. Destruction of Tape Recording of April 8, 2019, 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 Dudit voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no report at this time.

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. He will comment on finance-related action items when they appear later in the agenda.

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:

- College Advancement staff have recently moved into the new Foundation and Alumni Center.
- The second round of Foundation scholarships are being awarded to students for FY 2021.
- The Foundation's upcoming virtual donor reception and annual meeting will be held Monday, October 26.

Student Report.

Student Trustee Dudit highlighted various activities of PTK and SGA. He also expressed his support for the proposed new student club Active Minds, which the Board will be asked to approve later in the agenda.

President's Report.

Dr. Bullock said:

- In September 2020, we received \$550,094.84 from the Illinois Department of Corrections (IDOC) and \$72,329.47 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY 2020 outstanding balances. Currently a total of \$2,064,118.55 remains outstanding from IDOC and \$215,277.17 from IDJJ for FY 2020.
- We received no payments for FY 2021 invoices from IDOC or IDJJ in September. A total of \$1,067,242.72 remains outstanding from IDOC and \$80,559.06 from IDJJ.
- In September, we received a \$293,607.50 CTE payment from the State of Illinois.
- The College received property tax payments totaling \$2,502,241.37 in September.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Joe Fearday, financial advisor with SC3F Wealth Management Group, participated in the meeting via teleconference and presented on the College's Quarterly Investment Report for the period ending September 30, 2020.

Request for Approval of Resolution No. 1120-006 to Authorize Property Tax Abatement for the Altamont/Effingham County Enterprise Zone Application.

Trustees heard a presentation from Mr. Derek Sherman, economic development planner with the South Central Illinois Regional Planning and Development Commission, requesting the Board approve the above-referenced resolution to abate real estate taxes related to an enterprise zone application that will support community and economic development for the City of Altamont, Village of Beecher City and Effingham County. Trustees reviewed a map of the proposed enterprise zone area. Mr. Sherman participated in the meeting via teleconference. He highlighted the following:

- The City of Altamont has had an enterprise zone since 1991 that will be expiring on December 31, 2020.
- With this new application, the zone will include a designated Effingham County ordinance and a Village of Beecher City ordinance.
- The initial duration of the new zone abatement program will be for 15 years with a review after 13 years for an additional 10-year designation.
- There have been 15 businesses within the proposed enterprise zone area sign letters of support, projecting an estimate of 239 jobs created, 316 jobs retained, and a capital investment of \$21,350,000.
- Approval of the zone will be subject to certification by the Illinois Department of Commerce and Economic Opportunity. The effective date will be January 1, 2021, as determined by the state.

Dr. Bullock expressed his support for the Board to approve this request and said that per Board Policy 10.31, the proposed resolution was presented as first reading and will be presented to the Board for action during the November 9, 2020, regular meeting.

Trustee Wright asked Mr. Sherman if he could provide history on the success of Altamont's current enterprise zone that is expiring. Mr. Sherman said he will contact the mayor of Altamont to provide this information prior to the November meeting.

Announcement of 2020-2021 Student Ambassadors.

Dr. Tina Stovall, Interim Vice President for Student Services, announced the selection of the 2020-2021 Student Ambassadors. Due to the pandemic and for the safety of our students, she said the decision was made to retain the ambassadors from last year, with eight highly qualified students agreeing to serve for a second year. Trustees learned each of these

students will receive the \$500 yearly scholarship for serving on the ambassador team as official representatives of the College.

Student Laureate Nomination.

Dr. Stovall announced Mr. Lucas Dudit, Student Trustee, as this year's Lake Land College nominee for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois. Trustees reviewed the nomination form that will be submitted to ICCB. The Board congratulated Mr. Dudit for this nomination.

Curriculum Committee Highlights.

Mr. Jon Althaus, Vice President for Academic Services, highlighted the listing of new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed from March 2020 to September 2020.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Agreement with Institutional Review Board at Eastern Illinois University.

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, on behalf of the College's Research Review Board (RRB) for the Board of Trustees to approve a proposed agreement with the Institutional Review Board at Eastern Illinois University (EIU). Trustees reviewed details of the agreement. Ms. Grunloh said securing the agreement with the Institutional Review Board at EIU will be beneficial to the College in case a Lake Land faculty member, staff, or student chooses to conduct research using human subjects at Lake Land. Trustees learned that EIU maintains a Federal-Wide Assurance (FWA) for the protection of human subjects in compliance with the requirements in the Health and Human Services Protection of Human Subjects regulations found in 45 CFR 46. Ms. Grunloh said that although our Research Review Board has established a policy to review any potential research conducted at Lake Land College, our RRB cannot provide official approval to conduct research using human subjects. Lake Land has not pursued a FWA because we do not conduct enough research on a regular basis to make obtaining and maintaining a FWA a worthwhile endeavor.

Trustee Sullivan moved and Trustee Wright seconded to approve as presented the agreement between Lake Land College and the Institutional Review Board at Eastern Illinois University (EIU).

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1020-003 - Intent to Continue Foundation Tax Levy.

Trustees heard a presentation by Mr. Greg Nuxoll, Vice President for Business Services, requesting the Board approve the above-referenced resolution. Trustees reviewed details of the resolution. Mr. Nuxoll said this is an annual action item and the Illinois Community College Board has certified that Lake Land College is authorized to levy 29.09 cents per \$100 of equalized assessed valuation for the 2020 tax year.

Trustee Storm moved and Trustee Sullivan seconded to approve as presented Resolution No. 1020-003 - Intent to Continue Foundation Tax Levy. [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 Dudit voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1020-004 to Adopt the SURS Deferred Compensation Plan & Approve the Employer Participation Agreement.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the above-referenced resolution for adopting the State University Retirement System (SURS) Deferred Compensation Plan with an effective date of January 1, 2021, and approving the related Employer Participation Agreement. Trustees reviewed details of the resolution, SURS Deferred Compensation Plan and related Employer Participation Agreement. Trustees learned the plan, under 457(b) of the Internal Revenue Code, was adopted by the SURS Board of Trustees this past April. Mr. Nuxoll said the College's adoption of this plan will provide our employees another avenue to save money for retirement. Trustees learned the College has already established various 403B and 457 plans with other vendors, thus adoption of this plan will enable our employees to choose another vendor. Additionally, if applicable, participating employees will be eligible for an employer match per Board Policy 05.38 – 403B/457 Plan Matching Incentive.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented Resolution No. 1020-004 to adopt the State Universities Retirement System (SURS) Deferred Compensation Plan with an effective date of January 1, 2021, and approve the related Employer Participation Agreement. [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 Duduit voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1020-005 for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Faculty Association into Spring 2021 Term.

Trustees heard a recommendation from Dr. Bullock and Mr. Althaus for the Board to approve the above-referenced resolution to extend the Fall 2020 MOU with the Lake Land College Faculty Association into the Spring 2021 term for addressing changes in working conditions due to the pandemic. Trustees reviewed details of the resolution and original MOU.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 1020-005 for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Faculty Association into Spring 2021 Term. [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 Duduit voted yes.

Absent: None.

Motion carried.

Certification of Fall Student Government Association Election Results.

Trustees heard a request from Dr. Stovall that the Board certify the results of the Student Government Association election held September 16-17, 2020. Trustees reviewed memorandums from Dr. Stovall and Ms. Valerie Lynch, Director of Student Life, detailing the election results.

Trustee Walk moved and Trustee Curtis seconded to certify the results as presented for the Student Government Association election held September 16-17, 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 Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of August 2020 Financial Statements.

Trustees reviewed the August 2020 Financial Statements and a memorandum from Mr. Nuxoll highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provided a summary of all operational expenditures year-to-date as compared to budgeted amounts and a salary and benefits summary. Mr. Nuxoll provided a brief overview of the significant variances during the meeting.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the August 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the renewal of the employee health, dental and vision insurance plan for 2021 with Aetna. Trustees reviewed details of key changes and impact to employees for the proposed premium rates including:

- Health Insurance – A 0% change overall.
- Dental Insurance – A 5% increase in premiums to cover a cost/funding gap that has occurred over several years as the dental rates have not been increased since the College transitioned to Aetna in 2017.
- Vision Insurance - A 1.5% decrease overall.

Mr. Nuxoll said the College's insurance consultant, Gallagher, recently met with the College's Health Insurance Committee to review the proposed renewal rates, and the Committee has approved these recommendations.

Trustee Curtis moved and Trustee Storm seconded to approve the employee health, dental and vision insurance plan renewal for 2021 as presented with Aetna.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Bid for Printing and Mail Preparation for the Fall 2020 and Spring 2021 College Magazine.

Trustees heard a recommendation from Dr. Stovall for the Board to award the bid from FCL Graphics of Harwood Heights in the amount of \$38,000 for the printing and mailing preparation for the 2020 Fall and 2021 Spring Lake Land College Magazine editions. Trustees reviewed the bid tabulation sheet which detailed bids received from eight companies and the reasons why the bids from three companies did not meet bid specification requirements. Dr. Stovall said FCL Graphics submitted the lowest bid meeting specifications.

Trustee Wright moved and Trustee Sullivan seconded to approve the bid from FCL Graphics of Harwood Heights, in the amount of \$38,000, for the printing and mailing preparation for the 2020 Fall and 2021 Spring Lake Land College Magazine editions.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Bid for Comprehensive Digital Marketing Services.

Trustees heard a recommendation from Dr. Stovall for the Board to approve an agreement with Interact Communications of La Crosse, Wisconsin, for the College's digital marketing services from October 13, 2020 to August 30, 2021. Trustees reviewed details of the agreement, with page five specifying the fee structure and a total project cost of up to \$64,800 for services to cover the College's Spring 2021 and Summer/Fall 2021 marketing campaigns.

In response to the College's Request for Proposals (RFP), Dr. Stovall said the College received proposals from nine companies, two of which did not meet the specifications. Trustees learned that MPR staff evaluated each of the seven proposals and scored them based on the requirements of the RFP. The top three were invited to give virtual presentations for further evaluation of their comprehensive digital marketing services and campaign proposal. Dr. Stovall highlighted the qualifications for Interact Communications and said this is a national company that focuses on the art and science of community college enrollment. She

also reported that since this company's founding nearly 25 years ago, Interact Communications has worked with more than 425 community and two-year technical colleges.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the Service Agreement for Digital Marketing Services with Interact Communications of La Crosse, Wisconsin, with a total cost of up to \$64,800 for the College's Spring 2021 and Summer/Fall 2021 marketing campaigns.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Renewal of Guidelines for Talented Student Awards.

Trustees reviewed a request from Dr. Stovall that the Board approve the guidelines for administration of the Talented Student Awards for the Presidential Scholarship, Livestock Judging Scholarship, and Athletic Scholarship for the next three two-year cycles 2021-2023, 2022-2024, and 2023-2025. Trustees reviewed details of the guidelines and learned they will remain the same as in the current three two-year cycle.

Trustee Wright moved and Trustee Sullivan seconded to approve as presented the guidelines for administration of the Talented Student Awards for the Presidential Scholarship, Livestock Judging Scholarship, and Athletic Scholarship for the next three two-year cycles 2021-2023, 2022-2024, and 2023-2025.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of New Student Club – Active Minds.

Trustees reviewed a recommendation from Dr. Stovall, on behalf of the Student Government Association, for the Board to approve a new student club, Active Minds. Trustees reviewed the club's proposed Constitution. Dr. Stovall said the Active Minds club will provide an excellent opportunity for student engagement at Lake Land College, and with peers nationally, and serve as an important guide and resource for supporting the College's efforts to expand awareness and action regarding student mental health to effect positive change. Trustees

learned that Mr. Andy Gaines, Academic Counselor/Coordinator of Student Accommodations, will serve as the club's advisor.

Student Trustee Duduit motioned and Trustee Cadwell seconded to approve Active Minds as a new student club at Lake Land College and approve as presented the club's Constitution and By-Laws.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Governor's Emergency Education Relief (GEER) Grant Award.

Trustees heard a recommendation from Mr. Nuxoll that the Board accept the Governor's Emergency Education Relief (GEER) Grant award in the amount of \$384,576 through ICCB. He said this grant will help the College mitigate the barriers, due to the COVID-19 crises, to initial or ongoing enrollment for underrepresented, first generation or low income students. Trustees learned the funds will be utilized for the following initiatives:

- \$166,576 - payment of outstanding college and tuition fee balances for low income, first generation and underrepresented students from Spring 2020, Summer 2020 and Fall 2020 terms who maintain their enrollment through the Fall 2020 term.
- \$50,000 - assist low income, first generation and underrepresented students who applied for CARES Act Funding but did not meet Title IV requirements.
- \$100,000 - provide mental health counseling services for students who are struggling with many aspects of life in these uncertain times.
- \$60,000 - employ a second full-time nurse to assist with COVID-19 related processes and contact tracing.
- \$8,000 - purchase a shed to aid with the College's COVID-19 check-in station process.

Trustee Cadwell motioned and Trustee Sullivan seconded to accept the Governor's Emergency Education Relief (GEER) Grant award in the amount of \$384,576 through ICCB.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Resource Allocation Management Plan (RAMP).

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the FY 2022 RAMP application for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. This includes the rehabilitation of the Kluthe Center for Higher Education, Northwest Classroom Building and the Northeast Classroom Building. Trustees learned that if the Renovation of Existing Buildings Project would be approved and appropriated, the total local match would be \$1,098,750 for the Kluthe Center for Higher Education, \$1,632,500 for the Northeast Classroom Building, and \$2,748,750 for the Northwest Classroom Building.

Trustee Sullivan moved and Trustee Walk seconded to approve the College's FY 2022 RAMP application as presented for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Welding Facility Lease with Black Hawk College for the Kewanee Life Skills Re-Entry Center.

Trustees reviewed a recommendation from Dr. Bullock that the Board approve an agreement for the College to lease, for the period of nine months, a welding facility from Black Hawk College located in Kewanee, Illinois. Trustees reviewed details of the proposed lease agreement. Trustees learned:

- The Illinois Department of Corrections (IDOC) continues to request we deliver a welding program for eight inmates per cohort at the Kewanee Life Skills Re-Entry Center (LSREC). However, the LSREC does not have welding facilities available inside the fence to house this program.
- The facility owned by Black Hawk College is located approximately 2 miles from the prison. IDOC will bear the lease cost (\$53,925) fully as part of our contract for services at Kewanee.
- Rent will be paid in a monthly installment only when the Welding Center is utilized by inmates.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented a nine-month, welding facility usage agreement between Lake Land College and Black Hawk College, in the amount of \$53,925 and expiring June 30, 2021, as part of the College's contract with the Illinois Department of Corrections to provide educational services at the Kewanee Life Skills Re-Entry Center. Rent will be paid in a monthly installment only when the Welding Center is utilized by inmates.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Closed Session.

7:12 p.m. – Trustee Storm 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 consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Dr. Bullock announced that the phone line enabling staff and members of the public to listen to the Board meeting via teleconference would remain open so if they stayed on the line they would be able to hear the meeting resume once the Board exited closed session.

Return to Open Session - Roll Call

7:18 p.m.

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

Trustees Absent: None.

Approval of Faculty Tenure Recommendations as Discussed in Closed Session.

Trustee Storm moved and Trustee Wright seconded to approve granting tenure to Mr. Timothy Flowers, Horticulture Instructor at the Vandalia Correctional Center, and Ms. Beulah Uphoff, Basic Nurse Assistant Instructor, effective with the beginning of the Spring 2021 semester.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.
Advisory Vote: Student Trustee Duduit voted yes.
Absent: None.
Motion carried.

Appointment of Interim Vice President of Student Services for a One-Year Term as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the one-year appointment of Ms. Valerie Lynch to the position of Interim Vice President for Student Service effective October 19, 2020. Ms. Lynch will maintain her faculty tenure while serving as interim vice president for student services.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Duduit voted yes.
Absent: None.
Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and highlighted a new CDL instructor position recommendation.

Trustee Sullivan motioned and Trustee Curtis seconded to approve the following standard Human Resources Report as presented.

The following employees are recommended for FMLA leave.

Board policy 05.14.12

Lisa Madlem	09/14/20-11/14/20
Kyle Sims	11/21/20-02/14/21
Kim Manion	08/10/20-intermittent

The following position has been recommended by the Lake Land College President's Cabinet

Lead Commercial Driver Trainer-Level 11, Support Staff

Additional Appointments

The following employees are recommended for additional appointments

Part-time	Position	Effective Date
Brown, Mackensie	Fitness Center Specialist Primary Position is Covid-19 Checkpoint Screener	09/02/2020

Croft, Hank	Test Proctor	09/02/2020
	Primary Position is Tutor - Associate-Lrng Asst	
Drake, Allen	Adjunct Faculty Ag. Division	08/24/2020
	Primary Position is Adj Faculty Ag Sub	
Jones, Tyler	Fitness Center Specialist	09/20/2020
	Primary Position is Asst Baseball Coach	
Mustafa, Munia	Tutor-Disability Services – BA	09/17/2020
	Primary Position is Tutor-Bachelor's-LRC	
Mustafa, Munia	Tutor - BA Community Edu.	09/17/2020
	Primary Position is Tutor-Bachelor's-LRC	

Part-time - Grant Funded

Mustafa, Munia	Tutor - Bachelor's Carl Perkins	09/17/2020
	Primary Position is Tutor-Bachelor's-LRC	

Unpaid Volunteer

Powers, Sarah	Dual Credit Instructor	09/29/2020
	Primary Position is Adj for Social Sc.	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Thomas, Amelia	Laboratory Supervisor	09/03/2020

Part-time - Grant Funded

Denton, Debra	Perkins Test Proctor	09/05/2020
Figueroa, Chaskiesha	Pathways Substitute Instructor	08/30/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
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Unpaid Volunteer

McDonald, Dustin	Dual Credit Instructor	09/29/2020
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Full-time

Morris, Janet	Financial Aid Accountant	10/19/2020
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Part-time

Beever, Faith	Special Needs Note Taker	08/28/2020
Brown, Mackensie	Covid-19 Checkpoint Screener	08/24/2020
Clark, Kierstin	Special Needs Note Taker	08/26/2020
Darrough, Kyrsten	Covid-19 Checkpoint Screener	09/15/2020
Diltz, Emma	Dual Credit Program Assistant	09/09/2020
Eugea, Dennis	Adj Faculty Technology Division	09/14/2020
Gordon, Camille	Adj Faculty Social Science Div	08/24/2020
Kaufman, Rachel	Covid-19 Checkpoint Screener	08/24/2020

Mustafa, Munia	Tutor - BA Degree - Learning Ast.	09/17/2020
Reed, Bretta	Contact Tracer	09/28/2020
Sapp, Jordan	Covid-19 Checkpoint Screener	08/24/2020
Scheidemantel, Claire	Special Needs Note Taker	08/26/2020
Sweeney, Amy	Dual Credit Coordinator	03/25/2020

Part-time - Grant Funded

Lynch, Annette	Perkins Student Worker – Hum.	08/24/2020
Thomas, Joseph	Perkins Student Worker – Hum.	08/24/2020
Saril, Hannah	College Work Study - Adult Ed.	09/18/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Askins, Tonya	Microcomputer Support Spec	09/14/2020
Boylen, Alana	Corr Com Cooking Inst Western	09/18/2020
Pentell, Stefanie	Corr Office Asst - Lawrence	09/18/2020
Riker, Kara	Associate Dean - Lawrence	09/10/2020

Part-time

Bowling, Deborah	Office Assistant Vo-Tech	09/30/2020
Rowan, Penny	Adj Doc College Funded Instr	12/15/2019
Stuemke, Shannon	Student Success Coach Trio	10/20/2019
Underwood, Race	Tutor - Student Lrng Asst Ct	12/15/2019

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Keller, Misty	Coordinator of Emp. and Comp.	10/13/2020
	Transferring From: Employment Specialist	
Reed, Bretta	College Nurse	10/26/2020
	Transferring From: Contact Tracer	

Full-time - Grant Funded

Watson, Brian	Associate Dean-Vienna	10/05/2020
	Transferring From: Associate Dean-Shawnee	
Hurt, Betheny	Associate Dean-Vienna	
	Transferring From: Correctional Career Tech Instr. Shawnee	

Part-time

Van De List, Elizabeth	Kluthe Test Proctor	09/21/2020
	Transferring From: Office Assistant Allied Health	

Part-time - Grant Funded

Figueroa, Chaskiesha	Pathways Substitute Instructor	09/21/2020
	Transferring From: Pathways Classroom Assistant	
Van De List, Elizabeth	Perkins Test Proctor	09/21/2020
	Transferring From: Tutor/AS Carl Perkins	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Chair Reynolds thanked the trustees, faculty and staff for their flexibility to conduct board meetings in alignment with the College's Return to Campus plans and safety guidelines due to the pandemic. She said the Board would resume conducting committee meetings as needed in November.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:23 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

/s/Ms. 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/