

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



Regular Board Meeting No. 634
Board and Administration Center, Room 011, Mattoon, IL
October 14, 2019

Minutes

Call to Order.

Chair Reynolds called the October 14, 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; 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 Walk moved and Trustee Sullivan seconded to approve the following consent items:

1. Approval of Minutes of September 9, 2019, Regular Meeting.
2. Approval of Minutes of September 9, 2019, Special Meeting - Board Retreat.
3. Approval of Minutes of September 9, 2019, Closed Session.
4. Approval of Agenda of October 14, 2019, Board of Trustees Meeting.
5. 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

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 provided highlights from a recent trustee training session held at Lake Land College and provided by legal counsel with Robbins Schwartz.

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 met recently to review items that will 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 the College's successful Homecoming 2019 and thanked student, staff and trustees for their support of the numerous Homecoming events. Trustee Sullivan thanked the Foundation's involvement and support for the recently installed Veterans Memorial Wall on the College's main campus.

Student Report.

Student Trustee Kile provided an update on various student activities, Laker Athletics and the success of a recently held Laker Visit Day.

President's Report.

Dr. Bullock said:

- We have received no additional payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) for FY 2019 outstanding invoices since our September meeting.
- For FY 2020 we have billed \$1,615,250.05 through September for IDOC and \$112,628.55 through September for IDJJ. We have not yet received any payments for FY 2020 invoices.
- For Fiscal Year 2020 credit hour reimbursement, we have received payments totaling \$2,494,324. A total of \$3,793,776 remains outstanding that we will receive throughout the remainder of FY2020.
- For Fiscal Year 2020 equalization, we have received payments totaling \$1,431,222. A total of \$4,293,664 remains outstanding that we will receive throughout the remainder of FY 2020.
- Ms. Heather Nohren, Academic Counselor, will be presenting at the National Orientation Director's Association annual conference next week. Her presentation, titled "No budget? No problem! How to Develop Online Orientation," has been recognized and endorsed by the Two-Year Institution Network. Congratulations Ms. Nohren!

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success.

Mr. Joshua Fulk, Civil Engineering Technology Instructor/Coordinator, provided a brief presentation on internship opportunities for students in the Civil Engineering Technology programs.

Data Point Discussion.

Ms. Lisa Cole, Director of Data Analytics, highlighted current data related to the College's dual credit and dual enrollment programs and she presented dual credit data for the 2012-2017 high school graduates within the Lake Land College district.

Announcement of 2019-2020 Student Ambassadors.

Ms. Beth Gerl, Vice President for Student Services, announced the selection of the 2019-2020 Student Ambassadors. She said eighteen highly qualified students were selected to serve on the ambassador team as official representatives of the College. Trustees learned each ambassador will receive the \$500 yearly scholarship.

Proposed Revisions to Board Policy 11.08.04 – Retention of Records.

Trustees reviewed proposed revisions to Board Policy 11.08.04 – *Retention of Records*. Dr. Bullock highlighted details of the proposed changes which will align with current state requirements for retaining records as our policy has not been updated since 2004. He said revisions include a statement that before destroying or digitizing any College records, employees must notify the appropriate Vice President, who may then seek authorization to destroy certain records from the Local Record Commission.

Student Laureate Nomination.

Ms. Gerl announced Ms. Shelbie Kile, Student Trustee, as this year's Lake Land College nominee for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois.

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 April 2019 to September 2019.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Acceptance of Resignation of Bryan Gleckler as Vice President for Business Services.

Trustee Sullivan moved and Trustee Storm seconded to accept the resignation of Mr. Bryan Gleckler as the Vice President for Business Services effective close of business September 30, 2019.

Chair Reynolds said the College leadership is very appreciative of Mr. Gleckler's dedication and service to the College during this three-year tenure and wish him the best as he begins his new position at another community college. Dr. Bullock said a search process to hire someone to fill the now vacant vice president position is underway

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. 1019-003 – Appointment of Treasurer and Approval of Surety Bonds.

Dr. Bullock requested the Board approve the above-referenced Resolution to appoint Ms. Jean Anne Grunloh, Senior Executive to the President, as the College's Treasurer effective immediately. He said this recommendation follows advice from legal counsel, Robbins Schwartz, during the interim period to search for someone to fill the vacant position of Vice President for Business Services.

Trustee Storm moved and Trustee Cadwell seconded to approve Resolution No. 1019-003 as presented to appoint Ms. Jean Anne Grunloh, Senior Executive to the President, as College Treasurer and approve the Treasurer's Surety Bonds.

[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.

Approval of Resolution No. 1019-004 – College Treasurer to Act as Fiscal Agent.

Dr. Bullock requested the Board approve the above-referenced Resolution.

Trustee Sullivan moved and Trustee Wright seconded to approve Resolution No. 1019-004 as presented to authorize Ms. Jean Anne Grunloh, Senior Executive to the President and appointed Treasurer, to act as the College's Fiscal Agent for a period not to extend beyond the next organizational meeting of the Board of Trustees.

[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.

Approval of Resolution No. 1019-005 – Signatory Card and Corporate Authorization for Delivery to Depository Midland States Bank.

Dr. Bullock requested the Board approve the above-referenced Resolution to remove authority to Mr. Gleckler, former Vice President for Business Services, on the signatory cards and retain the duties and provisions for him as College President.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 1019-005 – Signatory Card and Corporate Authorization for Delivery to Depository Midland States Bank.

[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.

Approval of Resolution No. 1019-006 – Resolutions of Lodge, Association or Other Similar Organization and Signatory Cards for Delivery to Depository First Mid Bank & Trust.

Dr. Bullock requested the Board approve the above-referenced Resolution to remove authority to Mr. Gleckler, former Vice President for Business Services, on the signatory cards, retain authority to him as College President, and grant authority to Ms. Grunloh as the interim College Treasurer.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 1019-006 – Resolutions of Lodge, Association or Other Similar Organization and Signatory Cards for Delivery to Depository First Mid Bank & Trust.

[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.

Approval of Resolution No. 1019-007 – Signatory Cards for Delivery to Depository Wells Fargo Advisors, LLC.

Dr. Bullock requested the Board approve the above-referenced Resolution to remove authority to Mr. Gleckler, former Vice President for Business Services, on the signatory cards and retain the duties and provisions for him as College President.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented Resolution No. 1019-007 - Signatory Cards for Delivery to Depository Wells Fargo Advisors, LLC.

[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.

Presentation of Audit and Board Acceptance.

Trustee Storm, Finance Committee Chair, said the Finance Committee met recently for an in-depth review of the FY 2019 Audit Report. He said the financial statements present fairly in all material respects, there were no material weaknesses, and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Ms. Tami Knight, CPA with Kemper CPA of Mattoon, expressed her appreciation for the assistance from Ms. Madge Shoot, Comptroller, and staff within the Accounting Department to conduct the Audit Report.

Dr. Bullock said the FY 2019 Audit is publicly available via the Board of Trustees web page.

Trustee Storm moved and Trustee Cadwell seconded to approve the FY 2019 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

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 August 2019 Financial Statements.

Trustees reviewed the August 2019 Financial Statements and a memorandum from Mr. Gleckler detailing significant variances for the statements. This information also contained corresponding monthly financial spreadsheets that included a summary of all operational expenditures (Funds 1 and 2).

Trustee Storm said the Finance Committee met recently to review the financial statements and the Committee's consensus was to recommend to the Board approval of the statements as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the August 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 Updated Dissemination Agent Agreement with PMA Securities, Inc.

Dr. Bullock requested the Board approve an updated Dissemination Agent Agreement with PMA Securities, Inc. He said this is required for the 2018B General Obligation Bond that Lake Land has executed for the Luther Student Center project.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the updated Dissemination Agent Agreement with PMA Securities, Inc. as part of the College's annual report update requirement associated with the 2018B General Obligation Bond for the Luther Student Center project.

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 Health Insurance Plan Recommendation.

Trustee Storm said the Finance Committee met recently to review the administration's recommendation for the health insurance plan renewal with Aetna. He said the Committee's consensus was to recommend to the Board approval of a 1.0% premium rate increase for the 2020 health insurance plan year renewal through Aetna, the College's current health insurance provider. Trustees learned this recommendation has also been reviewed and approved by the College's Health Insurance Committee.

Trustee Storm moved and Trustee Cadwell seconded to approve a premium rate increase of 1.0% for the College's 2020 health insurance plan year renewal through 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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1019-008 - Intent to Continue Foundation Tax Levy.

Trustee Storm said the Finance Committee met recently to review the above-referenced Resolution and the Committee's consensus was to recommend to the Board approval of the Resolution as presented. He said the Illinois Community College Board has certified that Lake Land College is authorized to levy 29.05 cents per \$100 of equalized assessed valuation for the 2019 tax year, as specified on the Resolution.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 1019-008 - 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 Kile voted yes.

Absent: None.

Motion carried.

Certification of Fall Student Government Association Election Results.

Trustees heard a request from Ms. Gerl to certify the results as presented for the Student Government Association Election held September 18-19, 2019.

Student Trustee Kile moved and Trustee Walk seconded to certify the results as presented for the Student Government Association Election held September 18-19, 2019.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment.

Dr. Bullock requested the Board declare several items as surplus materials and authorize disposal of these items via the best financial route for the College.

Trustee Sullivan moved and Trustee Curtis seconded to declare the following College-owned items as surplus materials and authorize disposal of these items in a manner most beneficial to the College: a 1994 Chevrolet Truck; a 1999 Chevrolet Astro Van; a three-wheeled bicycle; an exam bed; facial chairs and several lots of furniture.

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 Addendum #3 to CTS Performance Contract

Trustees heard a request from Dr. Bullock and reviewed a recommendation from Mr. Gleckler, former Vice President for Business Services, to amend CTS' performance contract with the College for projects discussed with the Board during the September 9, 2019, Board Retreat. Dr. Bullock said these projects include an addition of campus solar arrays to be placed on various building rooftops; and, the design and coordination of the construction activities for the Foundation & Alumni Center and the Workforce Center to be constructed on campus. Trustees learned the total cost to CTS for these projects is \$1,311,742.

Dr. Bullock and Mr. Mark Graves, a representative with CTS, answered various questions by Trustees regarding the proposed addendum and the payback period for the solar arrays project. Dr. Bullock said that with anticipated receipt of a grant and Board approval of the following SRECTrade Agreement for solar energy credits the payback period will be reduced from 15 years to approximately 10 years.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented addendum #3 to the CTS Performance Contract to expand the solar capacity on campus and facilitate the construction of the Foundation & Alumni Center and the Workforce Center in the amount of \$1,311,742.

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 Subordination and SRECTrade Illinois ABP Agreement.

Dr. Bullock requested the Board approve the above-referenced agreement and security addendum. He said that as previously discussed with the Board of Trustees the College has been working with The CTS Group to expand our solar capacity on the main campus. He said that with the Board's approval of addendum #3 to the CTS performance contract, we will add four solar arrays to be placed on various building rooftops. Trustees learned that by doing so, the College will be eligible to receive an allocated \$250,000 in Solar Renewable Energy Credits (SRECs).

Trustee Curtis moved and Trustee Walk seconded to approve as presented the Subordination and SRECTrade Illinois ABP Client Agreements, pending final legal counsel review

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.

Award of Banking Services Provider Proposal.

Dr. Bullock requested the Board approve a five-year banking services provider contract with First Mid Bank and Trust of Mattoon. He highlighted the College's process to issue a request for proposal for banking services in an effort to increase transparency and fairness. Trustees reviewed details of the recommended proposal received from First Mid Bank and Trust and learned the proposed five-year contract includes a five-year renewal period option.

Trustee Storm said the Finance Committee met recently to review the administration's recommendation to approve a five-year banking services provider contract with First Mid Bank and Trust of Mattoon. He said the Committee's consensus was to recommend approval of the proposal with First Mid Bank & Trust as presented.

Trustee Storm moved and Trustee Walk seconded to approve a five-year banking services provider contract with First Mid Bank and Trust of Mattoon.

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 Van Leases for Athletics.

Trustees heard a recommendation from Dr. Bullock and reviewed a request from Ms. Shoot that the Board approve a lease agreement with Merchants Fleet of Hooksett, New Hampshire, for van rentals for the Athletics Department. Trustees learned the proposed lease is for three years for the use of four units, with a fifth unit available during the busiest travel times for Athletics. Trustees learned of the financial savings to be realized by the College in comparison to our current lease processes should the Board approve the proposed lease agreement with Merchants Fleet. Trustees reviewed details of the lease agreement.

Trustee Storm said the Finance Committee met recently to review this recommendation and the Committee's consensus was to recommend approval of the proposed lease agreement as presented.

Trustee Sullivan requested clarification that the use of the van rentals would also be granted to the Ag Judging Team and for other College-related trips. Dr. Bullock, Mr. Jon Althaus, Vice President for Academic Services, and Ms. Gerl confirmed this to be the case.

Trustee Storm moved and Trustee Walk seconded to approve as presented a three-year lease agreement with Merchants Fleet of Hooksett, New Hampshire, for van rentals for the Athletics Department, Ag Judging Team and other approved College-related trips.

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 Trust Agreement for Neal Hall Renovations.

Trustees heard a recommendation from Dr. Bullock that the Board approve a Trust Agreement with the Capital Development Board (CDB) and First Mid Bank and Trust to enable the College to embark on the construction project for the refurbishment of Neal Hall. Trustees learned how the College is required to create a trust account for our part of the Neal Hall renovation estimated construction costs. Dr. Bullock said the College will be responsible for approximately \$2,309,450 of the total approximate \$5 million cost. Trustees reviewed detailed of the proposed Trust Agreement.

Trustee Storm said the Finance Committee had reviewed this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed Trust Agreement as presented.

Trustee Storm moved and Trustee Walk seconded to approve as presented the Trust Agreement between Lake Land College, First Mid Bank & Trust of Mattoon, and the Capital Development Board; and grant authority to open a trust account at First Mid Bank & Trust for the College's portion of the estimated construction costs to refurbish Neal Hall.

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 Welding Facility Usage Agreement with Black Hawk College.

Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, requested that the Board approve a welding facility usage agreement with Black Hawk College. He said the proposed nine-month lease will enable Lake Land College to provide a welding program for eight inmates per cohort at the Kewanee Life Skills Re-Entry Center, an educational request we received from the Illinois Department of Corrections (IDOC). Trustees learned that the proposed space at Black Hawk College is approximately two miles from the prison and IDOC will fully bear the lease cost of \$53,925 as part of our contract for services at Kewanee.

Trustee Curtis moved and Trustee Cadwell 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, 2020, 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.

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 Community Outreach Office Special Tuition Waivers Program.

Ms. Gerl requested that the Board approve up to 100 three-credit hour tuition waivers for FY 2020 for those interested returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Trustees learned the administration did include in the FY 2020 budget for up to

\$100,000 for special enrollment incentive funding, and any tuition waiver approvals awarded via the Community Outreach Office Tuition Waiver program will be paid for from the special enrollment incentive budget.

Trustee Storm moved and Trustee Wright seconded to approve up to 100 three-credit hour tuition waivers for FY 2020 for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

Dr. Bullock clarified this will not be “last dollar” tuition waivers or scholarships and that students receiving this special tuition waiver will still be responsible for fees. He also clarified that this will represent only a portion of the \$100,000 enrollment incentive funding and the administration will be submitting additional requests to the Board for approval in the near future in an effort to boost enrollments for the Spring 2020 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 Kile voted yes.

Absent: None.

Motion carried.

Closed Session.

7:12 p.m. – Trustee Cadwell moved and Trustee Storm 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, 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 Kile voted yes.

Absent: None.

Motion carried.

Return to Open Session – Roll Call.

7:26 p.m.

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

Trustees Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report.

Trustee Walk motioned and Trustee Storm seconded to approve the following Human Resources Report. Chair Reynolds said this action follows discussion of the HR Report in closed session related only to maternity and general leave without pay requests as denoted on the HR Report.

The following employees are recommended for FMLA leave. Board policy 05.14.12

Byard, April	FMLA (intermittent)	9/18/2019
Miller, Claire	FMLA	1/27/2020-4/27/2020
Morris, Brian	FMLA	09/15/2019-12/13/2019
Roberts, Karen	FMLA	09/09/2019-09/23/2019
Shoot, James	FMLA (Intermittent)	09/11/2019
Teague, Kim	FMLA (intermittent)	09/30/2019

The following employees are recommended for Maternity leave. Board policy 05.04.10

Miller, Claire	Maternity	04/28/2020-05/15/2020
Monti, Francesca	Maternity	04/30/2020-06/15/2020
Montgomery, Marissa	Maternity	12/02/2019-01/16/2020

The following employees are recommended for General Leave of Absence without pay. Board policy 05.04.14

Kaegebein, Stephanie	GLWP	09/03/2019-10/29/2019
----------------------	------	-----------------------

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Martinez, Yesica	Work and Learn - Bookstore Primary Position is Chemistry Lab Student Asst	09/01/2019
Part-time		
Baker, Ryan	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	09/05/2019
Baker, Ryan	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	09/05/2019
Cutts, Bryson	Chemistry Lab Student Assistant Primary Position is Tutor - Student Lrng Asst	09/10/2019
Cutts, Bryson	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/27/2019
Cutts, Bryson	Tutor-Student Community Education	08/27/2019

Godinez, Julio	Primary Position is Tutor - Student Lrng Asst Intramural Official	08/28/2019
Godinez, Julio	Primary Position is Baseball Coach Fitness Center Specialist	08/13/2019
Jackson, Kyra	Primary Position is Baseball Coach Tutor-Disability Services - Student	08/22/2019
Jackson, Kyra	Primary Position is Tutor - Student Lrng Asst Tutor-Student Community Education	08/22/2019
Minor, Melissa	Primary Position is Tutor - Student Lrng Asst Tutor-Disability Services - Student	08/27/2019
Minor, Melissa	Primary Position is Tutor - Student Lrng Asst Tutor-Student Community Education	08/27/2019
Murphy, John	Primary Position is Tutor - Student Lrng Asst Basketball Scorers/Timers	09/18/2019
Robison, Walter	Primary Position is Asst Baseball Coach Adjunct Faculty Technology Division Substitute	09/03/2019
Stolz, Timothy	Primary Position is Adj Faculty Technology IEL Instructor	09/23/2019
Travis, Camryn	Primary Position is Adj Faculty Humanities Fitness Center Specialist	09/19/2019
Waggoner, Ashley	Primary Position is Ag Intern IEL Instructor	09/23/2019
	Primary Position is Adj Faculty Humanities	

Part-time - Grant Funded

Baker, Ryan	Tutor-Student Carl Perkins	09/05/2019
	Primary Position is Tutor - Student Lrng Asst	
Cutts, Bryson	Tutor-Student Carl Perkins	08/27/2019
	Primary Position is Tutor - Student Lrng Asst	
Jackson, Kyra	Tutor-Student Carl Perkins	08/22/2019
	Primary Position is Tutor - Student Lrng Asst	
Minor, Melissa	Tutor-Student Carl Perkins	08/27/2019
	Primary Position is Tutor - Student Lrng Asst	
Underwood, Race	Perkins Student Worker - Business	08/27/2019
	Primary Position is Tutor - Student Lrng Asst	

College Work Studys

Bruns, Maureen	College Work Study - Dual Credit	09/05/2019
	Primary Position is Library Assistant	
Croft, Katherine	College Work Study - Student Life	08/26/2019
	Primary Position is Newspaper Ed Student News	
Letner, Deacon	College Work Study - Baseball	09/09/2019
	Primary Position is Bsktball Scorers/Timers	
Minor, Melissa	College Work Study - Business	08/22/2019
	Primary Position is Tutor - Student Lrng Asst	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Ballard, Jasmine	Honors Instructor EMS	08/11/2019
Rosine, Paula	Adjunct Faculty Business	05/06/2019
Part-time		
Stuart, Zachary	Basketball Scorer/Timer	08/28/2019
Stuart, Zachary	Fitness Center Specialist	08/28/2019
Stuart, Zachary	Intramural Official	08/28/2019

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Carter, Maxwell	Tech Team Intern	08/20/2019
Jimenez, Cameron	Assistant Baseball Coach Volunteer	08/20/2019
Kaczmarek, Tabitha	Peer to Peer Assistant - Adult Ed	08/19/2019
Lance, Samuel	Assistant Softball Coach Unpaid Volunteer	09/18/2019
Lee, Dylan	Tech Team Intern	08/20/2019
Spisok, Leighton	Peer to Peer Assistant - Business	08/29/2019
Travioli, Lyle	Tech Team Intern	08/20/2019
Wilcoxon, Tabithia	Family and Community Development Specialist	08/26/2019
Part-time		
Baker, Ryan	Tutor - Student Learning Assistance	09/05/2019
Ballard, Richard	Adjunct Faculty Technology	09/30/2019
Cutts, Bryson	Tutor - Student Learning Assistance	08/27/2019
Godden, Holly	Adjunct Faculty Social Science	09/09/2019
Hendryx, Trevor	Laker Mallard Mascot Talent	09/16/2019
Herrera, Daniel	Adjunct Faculty Humanities	09/05/2019
Hood, Christopher	Tutor - Bachelor's Degree - Learning Asst	09/25/2019
Huber, Rudy	Search Team Member	09/19/2019
Jackson, Kyra	Tutor - Student Learning Assistance	08/22/2019
Minor, Melissa	Tutor - Student Learning Assistance	08/27/2019
Moon, Suhyun	Chemistry Lab Student Assistant	09/01/2019
Oakley, Lainey	Newspaper Editor - Student Newspaper	08/19/2019
Phillips, Molly	Special Needs Note Taker	08/30/2019
Ruholl, Lucas	Allied Health EMS Adjunct Faculty	09/26/2019
Vergara, Mandy	Cosmetology Clinical Instr	10/07/2019
Part-time - Grant Funded		
Nave, Russella	Adult Education Instructor	09/13/2019
Neal, Lance	Adjunct DOC College Funded Instructor	08/20/2019
Puyear, Miranda	Perkins Student Worker - Allied Health	08/29/2019

Spring, Ailyn	Perkins Student Worker - Business	08/30/2019
Stuemke, Shannon	Outreach Advisor/Mentor, TRIO Destination	09/03/2019
Thomas, Joseph	Perkins Student Worker - Business	08/26/2019

College Work Studys

Beeler, Kaylene	College Work Study - Counseling	09/20/2019
Binnion, Hannah	College Work Study - Student Life	08/26/2019
Colman, Lloyd	College Work Study - Radio TV	09/17/2019
Daniels, Ashley	College Work Study - Career Services	09/17/2019
Ervin, Anika	College Work Study - Print Shop	08/19/2019
Lee, Blake	College Work Study - Men's Basketball	08/22/2019
Lynn, Lacey	College Work Study - Social Science	08/29/2019
McConkey, Ashlan	College Work Study - Career Services	09/19/2019
Terry, Jordan	College Work Study - Men's Basketball	08/19/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Carns, Gennifer	Corr Ofc Asst - East Moline CC	08/16/2019
Celmer, Joseph	Corr Commercial Cooking Instr – IYC Harrisburg	08/16/2019
Dittamore, Lisa	Admin Asst Allied Health Dental	10/16/2019
Gleckler, Bryan	Vice President for Business Services	09/30/2019
Lattan, Kelly	Correctional Off Asst – Murphysboro CC	09/13/2019
McConnell, James	Correctional Site Director - Vienna/Shawn CC	09/06/2019
Orr, Reanna	Associate Dean – Western IL CC	08/13/2019
Teague, Kimberly	Corr Commercial Custodial Instr-Joliet CC	10/12/2019
Part-time		
Adams, Ashley	Adj Doc College Funded Instr	08/12/2018
Boeser, Dessie	Head Cheer Coach	10/07/2019
Coe, Beth	TRIO SSS Student Assistant	07/11/2019
Ford, Kathy	Adj Faculty Humanities	12/16/2018
Galvin, Melissa	CBI Non-credit Instructor	07/28/2019
Garren, Stephen	Academic Services Coordinator	09/22/2019
Gough, Zachary	Groundskeeper	07/28/2019
Huang, Hsin Hui	Counseling - Clerical Worker	06/30/2019
Kramer, Isaac	Groundskeeper	05/05/2019
Lawrence, Clint	Police Officer	04/07/2019
Mahlmeister, John	Internship & Employment Coordinator	09/13/2019
Mango, Barbara	Adj Doc College Funded Instr	08/12/2018
Niemerg, Rachel	Tutor - Student Lrng Asst	08/21/2019
Spittstoesser, Shirley	Non-Credit Instructor	12/16/2018

College Work Studys

Terry, Jordan	College Work Study - Men's Basketball	09/18/2019
---------------	---------------------------------------	------------

Winnett, Koltin College Work Study - Men's Basketball 02/24/2019

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Crnkovich, Hannah	Financial Aid Verification & Scholarship Coordinator	08/12/2019
	Transferring From Financial Aid Verification Specialist	
Jennings, Jarold	Custodian - First Shift	10/07/2019
	Transferring From 2 nd Shift Custodian	
St John, Daniel	Police Officer (FT)	09/23/2019
	Transferring From part-time Police Officer	

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)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:28 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/