

**Lake Land College**  
Resource and Development Committee  
November 9, 2023

***Minutes***

The Resource and Development Committee of the Board of Trustees met on November 9, 2023, in room 011 of the Board and Administration Center, Mattoon. Committee Chair Reynolds called the meeting to order at 10:00 a.m.

Trustee Committee Members Physically Present:

Ms. Doris Reynolds, Committee Chair  
Mr. Kevin Curtis, Committee Member  
Ms. Denise Walk, Committee Member  
Mr. Gary Cadwell, Ex-officio

Trustee Committee Members Participating via Telephonic Means:

None

Trustee Committee Members Absent or Not Participating by Any Means:

Ms. Jacqueline Schertz, Student Trustee

Other Trustee Participants:

None

Other Meeting Participants Physically Present:

Dr. Josh Bullock, President  
Ms. Jean Anne Highland, Chief of Staff  
Dr. Ike Nwosu, Vice President for Academic Services  
Ms. Seirra Laughhunn, Executive Assistant to the President's Office  
Ms. Dustha Wahls, Director of Human Resources

Dr. Valerie Lynch, Vice President for Student Services, entered the meeting at 10:13 a.m.

**Hearing of Citizens, Faculty and Staff.**

There were no public comments.

**Approval of Minutes of May 17, 2023, Committee Meeting.**

Trustee Curtis moved and Trustee Walk seconded to approve the minutes of the May 17, 2023, Resource and Development Committee regular meeting.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Schertz was absent.

**Motion Carried.**

**Paid Leave for All Workers Act.**

President Bullock and Ms. Dustha Wahls, Director of Human Resources, updated Trustees on the new Paid Leave for All Workers Act, Public Act 102-1143, which Governor Pritzker signed into law on March 13, 2023, and takes effect January 1, 2024. Ms. Wahls explained details of the new law that will require most Illinois employers to provide their employees with up to 40 hours of paid leave that they can take for any reason during a designated 12-month period effective January 1, 2024. She said this law also affords paid leave to part-time employees, except students and certain short-term employees.

Ms. Wahls said that to comply with the new Act for our full-time administrative, supervisory and support employees, the administration is recommending we modify our current personal leave policy by increasing granted personal leave from three days per fiscal year to five days per fiscal year while simultaneously reducing total earned sick days per year from 14 to 12. She said this will provide impacted employees with greater flexibility to take leave for any reason for up to 5 days in a 12-month period. Trustees were reminded that any unused personal time will still continue to roll to sick leave at the end of the fiscal year.

Ms. Wahls also explained the administration's recommendation that for part-time eligible employees we modify our policy so that this classification of employees will have the opportunity to accrue part-time leave starting next year, earning .025 hours of part-time leave for every 40 hours worked, up to 40 hours in a 12-month period.

Trustees reviewed details of recommended revisions to three impacted policies in order to apply these changes effective January 1, 2024 including:

05.06 - *Part-time Non-Instructional Employee Incentives*

05.04.06 - *Personal Leave*

05.04.07 - *Sick Leave*

Dr. Bullock noted that per the Act employees under any existing collective bargaining agreement (CBA) are exempt from the law, and their current leave policies per their CBA remain in force until the CBA expires. Dr. Bullock and Ms. Wahls both noted that the administration's recommendations for how to comply with the new law follow consultation with the College's legal counsel, Robbins Schwartz.

Trustees discussed the broader impact of the new law since it applies to most employers in the state. Committee Chair Reynolds asked about the financial impact to the College. Dr. Bullock said there should not be an impact in applying the law for full-time employees due to the reduction of earned sick leave by two days per year while simultaneously increasing personal leave by two days per year. However, he noted there will be an impact for applying the law for part-time employees as the College has not ever provided paid-leave for part-time employees. He said the administration has more work to do to quantify this impact. He noted that there are some trailer bills being considered in the state's legislative veto session, so the administration may still have to bring additional policy revisions to the Board for consideration, such as how this law applies to adjuncts.

Trustee Curtis moved and Trustee Cadwell seconded to recommend to the full Board approval of the proposed revisions to the three-above listed policies to align with the new Paid Leave for All Workers Act beginning January 1, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds and Walk.

No: None.

Absent: None.

Student Trustee Advisory Vote: Ms. Schertz was absent.

**Motion Carried.**

### **Other Business.**

There was no additional discussion.

### **Adjournment.**

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 10:29 a.m.

Motion carried with unanimous voice vote.

Approved by:

**/s/Doris Reynolds**

Resource and Development Committee Chair/Secretary