

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



Regular Board Meeting No. 683  
Board and Administration Center, Room 011  
Mattoon, IL  
November 13, 2023

**Minutes**

**Call to Order.**

Chair Cadwell called the November 13, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk and Mr. Thomas Wright, Vice-Chair.

**Trustees Absent:** Student Trustee Schertz

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of October 9, 2023, Regular Meeting.
2. Approval of Minutes of October 9, 2023, Closed Session.
3. Approval of Agenda of November 13, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	372,495.15
Building Fund	\$	104,158.57
Site & Construction Fund	\$	75,076.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	54,967.05
Restricted Purposes Fund	\$	392,929.20
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	3,113.12
Student Accts Receivables	\$	256,299.73
Total	\$	1,259,038.82

For a summary of trustee travel reimbursement and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/>

5. Destruction of Tape Recording of the May 9, 2022 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 Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

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

There were no additional public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Walk said the ICCTA meeting was recently held at the Chicago Marriott Schaumburg, IL on November 10 and 11, 2023. Trustee Reynolds attended the ICCTA meeting and Governor Pritzker spoke. Dr. Bullock also presented on behalf of the Illinois Council of Community College Presidents. She said ICCTA is again partnering with the Association of Community College Trustees to deliver a Governance Training Institute (GLI) developed specifically for Illinois trustees and presidents at Heartland Community College on November 30 - December 1, 2023. Ms. Walk said the college administration continues to make policy changes for bills that have been passed as we will see in today's meeting agenda.

### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee met on November 9, 2023, and items reviewed will be discussed later in the agenda.

### **Finance.**

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Buildings & Site.**

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Foundation.**

Trustee Wright, Foundation Liaison, highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- The Foundation is hosting a pizza party for our 2023-2024 scholarship recipients on November 15th. We are excited to celebrate our recipients with over \$700,000 being awarded to 536 students this academic year! We'll also be hosting our 2nd annual brunch with Sarah Bush on November 17th to celebrate the recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship.
- On that same note, our FY25 scholarship application just opened and will remain open for the first cycle until January 31st. New this year includes scholarship opportunities specific to Rural King employees and their dependents.
- We wish to congratulate our 2023 Foundation & Alumni Award recipients and were honored to celebrate them on October 19th with a special event on campus. A special thanks to our outgoing Foundation Board members, Deacon Patient and Micah Dickens, for their invaluable service!

### **Student Report**

Ms. Jacqueline Schertz, Student Trustee, was not present during the meeting but submitted her report to each trustee electronically.

### **President's Report.**

- The College received no payments from the Illinois Department of Corrections (IDOC) in October toward the FY 2024 outstanding balance. A total of \$1.16 million remains outstanding.

- The College received a payment of \$78,816 from the Illinois Department of Juvenile Justice (IDJJ) in October toward the FY 2024 outstanding balance. A total of \$39,606 remains outstanding.
- In October, the College received a payment from the State of Illinois for FY 2024 credit hour reimbursement of \$794,880 and no payments for equalization. A total of \$3.7 million remains outstanding for credit hour reimbursement and \$5.2 million for equalization.
- The College received \$6.5 million in property tax payments in October.
- Congratulations to our Nursing department faculty, staff and Director of Nursing Programs, Cassie Porter, for an outstanding graduate NCLEX pass rate. Ninety-seven percent of May ADN graduates, and 97.5 percent of August LPN graduates, passed boards on their first attempt.

### **Business Items.**

### **Non-action Items.**

### **Faculty Focus on Advancing Student Success – Updates from the Technology Division.**

Dr. Ike Nwosu, Vice President for Academic Services, said that updates from the Technology Division, including the launch of the new Tech 2Day program, will be given during another board meeting in the future.

### **Strategic Plan Bi-Annual Update and Monthly Data Point Discussion – Key Performance Indicators.**

Ms. Jean Anne Highland, Chief of Staff, highlighted updates in the [Strategic Plan Bi-Annual Report](#) for the numerous strategic initiatives underway with the FY 2023-2027 strategic plan cycle and Ms. Lisa Cole, Director of Data Analytics, highlighted the college-level key performance indicators, which the college regularly monitors for student success and institutional effectiveness.

### **PACE College Climate Survey Results.**

Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighted the results of the PACE College Climate Survey. She said there are plans underway to analyze the results with the College community and determine appropriate next steps. She noted Lake Land is on par with similarly sized community colleges in many areas. Dr. Breer said the College is fully committed to addressing areas for improvement and ensuring all employees and students have opportunities to engage and feel a sense of belonging at Lake Land College.

### **Proposed Aggregate Tax Levy.**

Dr. Bullock presented a recommendation from Ms. Madge Shoot, Comptroller, for the proposed aggregate tax levy for the 2023 levy year. He said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. He reported we will not know the actual tax rate for the 2023 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5378 per \$100 EAV, a 1.6% decline in the amount levied overall from the prior levy year. He noted that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV. Dr. Bullock said per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. He added we will bring this back to the Board for approval during the December 11, 2023 regular meeting.

### **Proposed Revisions to Board Policies.**

Ms. Highland requested the Board consider proposed revisions to the following 10 Policies:

- 05.06 - *Part-time Non-Instructional Employee Incentives.*
- 05.04.06 – *Personal Leave.*
- 05.04.07 – *Sick Days.*
- 05.04.08 – *Bereavement Leave.*
- 06.08 – *Occupational Program Guarantee.*
- 07.05 – *Course Placement by Assessment.*
- 07.13 – *Student Classifications.*
- 07.16 – *Student/Instructor Withdrawals.*
- 11.03 – *Whistle-blowing and Fraud Reporting. Protection Policy.*
- 11.23 – *Ethics Act.*

Trustees reviewed details of the proposed revisions for each of these 10 Policies.

Ms. Highland said that Governor Pritzker signed into law the Paid Leave for All Workers Act, Public Act 102-1143, effective January 1, 2024, and that this is the reason for proposed changes to Policies 05.06 – *Part-time Non-Instructional Employee Incentives*, 05.04.06 – *Personal Leave* and 05.07 – *Sick Days*. Trustees learned Public Act 102-1143 mandates all private employers and most public employers provide employees up to a minimum of 40 hours of paid leave during a 12-month period. Ms. Highland said additionally the use of the leave benefit shall be for any reason and the College cannot dictate how employees can utilize the leave.

Ms. Highland reported that the Governor also signed into law the Child Extended Bereavement Act, which includes modifications for various bereavement leave time for any full-time employee who has lost a child due to suicide or homicide. She said Revisions to Policy 05.04.08 incorporate provisions of this Act effective January 1, 2024.

Ms. Highland reported that proposed revisions to Policy 06.08 – *Occupational Program Guarantee* are needed due to the Governor signing into law Public Act 103-0533, which

amends the Nurse Practice Act. She said the legislative amendment specifies that in the event of a nursing graduate failing the National Council Licensure Examination (NCLEX) licensure exam for the second time, the graduate is entitled to return to their alma mater. The institution is mandated to provide remedial educational resources at no cost. The new law takes effect January 1, 2024.

Ms. Highland said that the Academic Standards Committee is submitting proposed revisions to Policies 07.05 – *Course Placement by Assessment*, 07.13 – *Student Classifications* and 07.16 – *Student/Instructor Withdrawals*. She said minor clarifications are needed for Policies 07.13 and 07.16. For policy 07.05, the Academic Standards Committee recommends removing reference to Mathematics in the section related to developmental courses since we have implemented co-requisite Math courses and students no longer test into developmental Math.

Ms. Highland also reported that the administration recently reviewed Policies 11.03 – *Whistle-blowing and Fraud Reporting Protection* and 11.23 – *Ethics Act*. She said this review was completed in tandem with the College's legal counsel, Robbins Schwartz, and proposed revisions reflect their recommendations.

Ms. Highland said we are submitting proposed revisions to these ten Policies as first reading, and we will bring these recommendations back to the Board for approval during the December 2023 regular Board meeting.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock also highlighted the College's online calendar to utilize for updates on any activities happening at the College. Additionally, he highlighted two upcoming events, the Holiday Luncheon to be held on December 6 and the January Board Meeting will be held on Thursday, January 11, 2023.

### **Action Items.**

#### **Re-Approval of Resolution No. 1023-007 – Intent to Continue Foundation Tax Levy. (Roll Call Vote Required).**

Dr. Bullock presented to the Trustees requesting the Board re-approve Resolution No. 1023-007 – Intent to Continue Foundation Tax Levy for the coming year. He said since the College is eligible to receive equalization grant money and our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 28.33 cents per \$100 EAV, the College is able to levy 10.33 cents per \$100 EAV for the 2023 tax year.

Dr. Bullock said that following the Illinois Community College Act, the college is required to publish a notice of intent to levy the tax within a certain timeframe after the resolution's adoption. He said that due to a technical issue with the local newspaper's legal notice system last month, the notice did not appear on the originally confirmed date. In a good faith effort to reset the clock and abide by the 30-day timeframe allotted for a petition filing period, he said

the administration is requesting the Board re-approve this Resolution so that the administration can re-issue a new legal notice with two different newspapers in our district on November 14. Trustees learned the Business Services Unit has changed its processes to ensure follow-up with the newspapers for timely printing. Dr. Bullock noted this action follows consultation with legal counsel when we learned the local newspaper had not timely published our legal notice last month.

Trustee Curtis moved and Trustee Walk seconded to Re-approve as presented Resolution No. 1023-007 - 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 Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

#### **Acceptance of September 2023 Financial Statements.**

Trustees reviewed the September 2023 Financial Statements and heard from Dr. Bullock who highlighted the Financial Statements and significant variances.

Trustee Storm, Finance Committee Chair, noted his review of the financial statements which he believes reflect a positive report and he recommended the Board approve the Financial Statements as presented.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the September 2023 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 Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

#### **Approval of Part-Time Rates and Stipends.**

Dr. Bullock requested that the Board approve an updated chart of the Part-Time Rates and Stipends. He said this action item is normally brought to the Board at the beginning of each fiscal year, as was done this past summer, for rates effective July 1 or the start of the College's fiscal year. Dr. Bullock said due to the state-mandated minimum wage increases effective

January 1, 2024, this is being submitted for approval of new rates effective January 1, 2024, for positions impacted by the new minimum wage level of \$14.00 per hour.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

### **Approval of Workers Compensation Insurance Renewal.**

Trustees heard a request from Dr. Bullock for the Board to approve the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) for calendar year 2024. Trustees learned the proposed renewal rate of \$163,548 reflects a 4% decrease in premium costs to the College as compared to the expiring rate of \$170,842, equating to a decrease of \$7,294 in annual premium costs for the period of January 1, 2024 through December 31, 2024. Dr. Bullock said that with this renewal the College will again qualify to receive a Safety Grant from IPRF in the amount of \$23,108 to be used to enhance safety throughout campus. Trustees learned that acceptance of this grant will be brought to the Board for approval at a future meeting.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund at a rate of \$163,548 for the period January 1, 2024 through December 31, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

### **Approval of Purchase of Used Forklift for Automotive Department.**

Trustees reviewed a request from Dr. Nwosu for the Board to approve the purchase of a used 2019 Toyota forklift, model 8FGU30, from Advantage Material Handling of Mundelein, IL, at a total cost of \$32,450. Trustees received the quote from Advantage Material Handling for this purchase of used equipment.



In planning the FY 2024 Budget, Ms. Shoot reported that the Automotive Department submitted the need for a newer forklift as the current forklift they are using is a 1972 model which has passed its useful life. Dr. Nwosu said this request was approved during the FY 2024 budget process.

It was noted that a bid is not needed per the Illinois Community College Act and Board Policy 10.22 (4.I.) since the forklift is used.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a used 2019 Toyota forklift, model 8FGU30, from Advantage Material Handling of Mundelein, IL, at a total cost of \$32,450.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

#### **Declaration of Surplus Items or Equipment.**

Dr. Bullock requested the Board declare as surplus various items or equipment. The first request was from Ms. Shoot requesting that the Board declare as surplus the 1972 forklift following the purchase of the 2019 model forklift from the previous action item. The second request was also from Ms. Shoot asking the Board to declare as surplus a 1996 interstate trailer that no longer provides value to the College as it has only been used to transport cardboard on campus for several years.

Trustee Walk moved and Trustee Wright seconded to declare as surplus a 1972 forklift and a 1996 interstate trailer.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

#### **Approval of Bid for Mechatronic Lab Equipment.**

Dr. Bullock recommended the Board approve the bid from Moss Enterprises of Johnston, Iowa, in the amount of \$78,620 for the purchase of mechatronic lab equipment. He said the bid tabulation sheet was provided to the trustees and details Moss Enterprises as the sole bidder

for this specialized equipment. Dr. Bullock said funds from the Board-accepted MAID grant will be used for this purchase.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the bid from Moss Enterprises of Johnston, Iowa, in the amount of \$78,620 for the purchase of mechatronic lab equipment.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

**Approval of Purchase from Dynamic Controls, Inc. of East Peoria, IL, for Proximity Card Reader Repair and Installation.**

Dr. Bullock requested the Board approve the purchase and installation of a new Schneider Security Expert access control system from Dynamic Controls, Inc. of East Peoria, IL, for the Effingham Technology Center at a total cost of \$29,902. He said this would include new proximity card readers at the four exterior entrances to the building. Each trustee received the quote detailing the scope of work for this new project and the existing service contract the College has with Dynamic Controls for technical assistance and maintenance of our building automation systems.

Dr. Bullock said that the existing door access system acquired with the purchase of the building is outdated and not compatible with the software utilized by the College.

It was noted that a bid is not needed per Board Policy 10.22 (4.E. and 4.L.).

Trustee Curtis moved and Trustee Wright seconded to approve as presented the purchase and installation of a new Schneider Security Expert access control system from Dynamic Controls, Inc. of East Peoria, IL, for the Effingham Technology Center at a total cost of \$29,902.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

**Approval of Three New Student Clubs – Diesel Tech Club, Alternative Education Club, and Absolute CMI Club.**

Dr. Lynch, Vice President for Student Services, presented a recommendation for the Board to approve the constitutions to establish three new student clubs. They are Diesel Tech Club, Alternative Education Club, and Absolute CMI Club. Trustees received a memorandum highlighting the purpose and the constitutions for each club. Dr. Lynch said each of the three proposed new clubs meet the requirements of club status and have been approved by the Student Government Association and Dr. Lynch. She also said all three clubs would be open to any current Lake Land College students who wish to join.

Trustee Walk moved and Trustee Wright seconded to approve as presented the Constitution for three new student clubs including the Diesel Tech Club, the Alternative Education Club and the Absolute CMI Club.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

### **Closed Session**

6:59 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss security procedures and the use of personnel and equipment to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

### **Return to Open Session - Roll Call**

7:59 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan, Ms. Denise Walk and Mr. Thomas Wright.

**Trustees Absent:** None.

**Advisory Vote:** Student Trustee Schertz was absent from the meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

### **Approval of Cyber Security Insurance Renewal as Discussed in Closed Session.**

Trustee Curtis moved and Trustee Walk seconded to approve as presented the renewal of the Cyber Liability Insurance through Tokyo Marine HHC of Chiyoda City, Tokyo, Japan, for the primary policy and At-Bay Insurance Services LLC of Wilmington, DE, for an excess policy for the period December 14, 2023, through December 14, 2024, at a total cost not to exceed \$30,500 for both the primary and excess policies. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

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 he highlighted some of the recommended personnel changes.

Trustee Reynolds motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic in closed session related only to the appointment of a full-time, tenure-track faculty members.

**The following employees are recommended for FMLA leave. Board policy 05.04.12.**

Bennett, Judy 10/23-11/14/23

Lash, Lara 1/25/24-4/19/24

Tillman, Catherine 9/20/23-11/3/23

**The following positions have been recommended by the Lake Land College President's Cabinet**

IDOT QMTP Program Specialist/Recertification Program Coordinator Level 12

Foundation Office Coordinator Level 11

**Additional Appointments**

The following employees are recommended for additional appointments

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Carter, Natashia	Lab Student Assistant	10/16/23
Cougill, Andrew	Primary Position Fitness Center Specialist	10/16/23
	Adjunct Faculty Social Science Division	
Hill, Kirk	Primary Position Librarian	10/17/23
	Tutor - Student Learning Assistance Center	
Smith, Logan	Primary Position College Work Study	10/16/23
	Adjunct Faculty Allied Health Division	
	Primary Position Allied Health Den Cln Hrly	

**Part-time - Grant Funded**

Rickey, Constance	Remediation Specialist	10/10/23
	Primary Position Allied Health Instructor	

**End Additional Appointments**

The following employees are ending their additional appointment

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Rubin, Talianna	Special Needs Note Taker	10/26/23
	Primary Position International Stu Ambassador	

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Gunn, Robert	Correctional Automotive Technology Instr	10/23/23
Hayes, Cobin	Correctional Commercial Cooking Instructor	10/17/23
McPherson, Grant	Applications Engineer	11/20/23
Mowen, Alexandria	Correctional Office Assistant	10/16/23
Wedekind, Kathryn	Correctional Career Technology Instructor	10/10/23
Zoller, Steven	Correctional Construction Occupations Instr	10/10/23

**Full-time Tenure Track**

Haskett, Ellie	Counselor for Student Accommodations & Mental Health Initiatives	1/5/24
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**Part-time**

Aideyan, Osaore	Adjunct Faculty Social Science Division	10/16/23
Carter, Adam	Technical Training Specialist - CBI	10/23/23
Cook, Jason	ISS Technical Support Assistant	10/10/23
Evans, Megan	Dual Credit Coordinator	11/2/23
Evans, Sandra	Community Learning Instructor	10/17/23
Ray, Rick	Technical Training Specialist - CBI	10/23/23
Sexson, Austin	Tutor - Student Learning Assistance Center	11/2/23

Strohl, Randall	Technical Training Specialist - CBI	10/27/23
Upton, Jacob	Tutor - Student Learning Assistance Center	11/6/23
Wood, Steven	Administrative Assistant Marshall Ext Center	10/23/23

**Part-time Grant Funded**

Gentry, Jaden	Perkins Student Worker	10/16/23
Wilson, Paul	Adjunct DOC College Funded Instructor	10/18/23
Schettler, Brendon	Dual Credit Instructor	10/20/23

**College Work Study**

Comer, Naomi	College Work Study - Social Science Edu	10/30/23
Logan, Empress	College Work Study - Social Science Edu	10/20/23
McCall, Kodi	College Work Study - Technology	10/16/23
Spears, Ashley	College Work Study - Student Life	10/30/23

**Terminations/Resignations**

The following employees are terminating employment

	Position	Effective Date
<b>Unpaid Volunteer</b>		

**Full-time**

Brashear, Madison	Correctional Office Assistant	10/20/23
Bustillos, Autumn	Central Receiving / Mailroom Assistant	10/23/23
Legus, Aryon	Correctional Auto Body Instructor	10/9/23
Scott, Garry	Associate Dean of Correctional Programs	10/31/23
Seiler, David	History Instructor (Retired)	7/31/23

**Part-time**

Binnion, Hannah	TRIO Destination College Student Specialist	6/26/23
Burns, Kennedy	Special Needs Note Taker	12/8/22
Foreman, Kay	Retiree Incentive Program	10/5/23
Hollingsworth, Travis	Administrative Assistant Marshall Ext Center	9/21/23
Ingalsbe, Jessica	Special Needs Note Taker	11/22/22

**Transfers/Promotions**

The following employee is recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Helminck, Kathryn	Library Cataloging/Acquisitions Assistant	12/11/23
	Transferring from Administrative Asst to TRIO	
Murphy, Jacob	Lab and Safety Coordinator	11/27/23
	Transferring from Laboratory Supervisor	
Williams, Tiffany	Correctional Commercial Cooking Instructor	10/16/23
	Transferring from Correctional Horticulture Instructor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

**Motion carried.**

**Other Business. (Non-action)**

There was no other discussion.

**Adjournment.**

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 8:02 p.m.

There was no further discussion.

**Motion carried by unanimous voice vote.**

Approved by:

/s/Gary Cadwell  
Board Chair

/s/Dave Storm  
Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)