

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



Regular Board Meeting No. 612
Webb Hall, Room 081, Mattoon, IL
December 11, 2017

Minutes

Call to Order.

Chair Storm called the December 11, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Mr. Bryan Gleckler, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of November 13, 2017, Regular Meeting.
2. Approval of Minutes of November 13, 2017, Closed Session.
3. Approval of Agenda of December 11, 2017, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

This information was presented by College administration for approval with full assurance by management they were prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	228,387.78
Building Fund	\$	40,500.00
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	6,718,426.12
Auxiliary Services Fund	\$	38,940.03
Restricted Purposes Fund	\$	497,629.45
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	26,782.64
Student Accts Receivables	\$	96,571.74
Total	\$	7,647,237.76

For details of bills refer to:

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

5. Destruction of Tape Recording of June 9, 2016, Board Retreat Closed Session and June 30, 2016, Special Meeting Closed Session.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had not report at this time.

Resource & Development.

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

Finance.

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

Buildings & Site.

Board Chair Storm said the Buildings and Site Committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Student Trustee Meaker highlighted recent events hosted by the Student Ambassadors and Student Government Association. He also highlighted the success of the Laker Visit Day held December 1, 2017.

President's Report.

Dr. Bullock said the College recently welcomed 121 prospective students to Laker Visit Day on December 1, 2017, along with 41 parents. He said this makes a grand total of 185 students participating in Laker Visit Days thus far in academic year 2017-2018. He congratulated all staff involved who helped make the day a success and said the next Laker Visit Days are scheduled for February 9, 2018 and March 23, 2018.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success.

Trustees heard a presentation from Mr. Dyke Barkley, Horticulture Instructor, on the Collegiate Farm Bureau at Lake Land College, a new student club approved by the Board in November 2017.

Proposed Revisions to 21 Board Policies in Sections 9, 10 and 11 from Policy Manual Annual Review.

Trustees reviewed details of proposed revisions to 21 policies in sections 9, 10, and 11, along with a brief synopsis of the need for revisions to each policy. Dr. Bullock said these revisions are part of the Cabinet's annual review of the Board Policy Manual in its entirety.

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

Recommended revisions were submitted as first reading and will be brought to the Board for action during the January 2018 regular Board meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Proposed Revisions to 77 Board Policies in Sections 5, 6 and 7 from Policy Manual Annual Review.

Trustees learned that proposed revisions of 77 policies in sections 5, 6 and 7 from the Policy Manual Annual Review process were presented to the Board during the November 2017 regular Board meeting as first reading for initial consideration and that the administration has received no requests for additional changes since that time.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee reviewed all recommended revisions in November 2017 and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Trustee Reynolds moved and Trustee Deters seconded to approve as presented proposed revisions to 77 policies in sections 5, 6 and 7 of the Board Policy Manual.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Proposed Revisions to Eight Board Policies Including:

- a. **11.09 - *First Amendment Guarantees.***
- b. **07.28.01 - *Student Code of Conduct and Disciplinary Procedures.***
- c. **07.32 – *Navigator.***
- d. **09.06 - *Outside Group Usage.***
- e. **09.08 - *Use of Facilities on a Non-Charge Basis.***
- f. **09.16 - *Temporary Indoor Signage and the Distribution of Materials.***
- g. **11.14 - *Solicitation by Non-College Personnel.***
- h. **11.16 - *Speakers, Performers and Presenters.***

Trustees learned that proposed revisions were submitted as first reading during the November 2017 regular Board meeting and the administration has received no additional requests for changes since that time.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented proposed revisions to eight Board Policies including numbers 11.09, 07.28.01, 07.32, 09.06, 09.08, 09.16, 11.14, and 11.16.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Proposed Revisions to Board Policy 10.33 – Payroll Withholdings.

Dr. Bullock said proposed revisions were submitted as first reading during the November 2017 regular Board meeting and the administration has received no additional requests for changes since that time.

Trustee Sullivan moved and Trustee Deters seconded to approve as presented revisions to Board Policy 10.33 – *Payroll Withholdings*.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Reporting of October 2017 Financial Statements.

Trustees reviewed the October 2017 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary.

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

Trustee Deters moved and Trustee Steward seconded to approve the October 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution No. 1217-005 – Authorize Preparation of Tentative Budget.

Trustees heard a recommendation from Dr. Bullock to approve the above-referenced Resolution. Dr. Bullock noted that the Board annually approves a resolution to authorize administration to begin preparation of the annual budget for the forthcoming year.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented Resolution No. 1217-005 to authorize preparation of the tentative FY 2019 Budget. A full and complete copy of the Resolution is attached to these minutes.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Certificate of Tax Levy.

Trustees received a recommendation from Mr. Gleckler for approval of the 2017 tax levy and related certificate of compliance.

Trustee Deters said the Finance Committee met recently for an in-depth review of the proposed 2017 tax levy and the Committee’s consensus was to recommend to the Board approval as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve the 2017 tax levy and related certificate of compliance. A full and complete copy of the 2017 Tax Levy and Certificate of Compliance is attached to these minutes.

The 2017 Certificate of Tax Levy is as follows:

Community College District No. 517 County(ies) Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby

Community College District Name: Lake Land College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,800,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 770,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 3,725,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,172,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 388,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 69,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,540,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year _____.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution Number 1217-006 - Abating the Tax Heretofore Levied for the Year 2017 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Trustees heard a recommendation from Dr. Bullock to approve the above-referenced Resolution. Dr. Bullock said this action is necessary on an annual basis because the obligation bonds for the Fitness Center are paid through student fees.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented Resolution No. 1217-006 - Abating the Tax Heretofore Levied for the Year 2017 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. A full and complete copy of the Resolution is attached to these minutes.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Rejection of Bids for Basketball Backboards.

Trustees heard a recommendation from Mr. Gleckler to reject bids received from the administration's solicitation for the replacement of four basketball backboards in the Field House (Project No. 2017-014). Trustees learned that only one bid was submitted through the

College's required process and the only acceptable bid was well over the budget the College had allotted for this project.

Trustee Deters said the Finance Committee met earlier in the month for an in-depth review of the bid rejection recommendation and the Committee's consensus was to recommend to the Board rejection of the bids as presented.

Trustee Deters moved and Trustee Storm seconded to reject all bids received for Project No. 2017-014, with a bid date of November 20, 2017, for the replacement of four basketball backboards and authorize the administration to re-bid for this same project.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Contract with IDOC to Provide Educational Services at Joliet Treatment Center.

Trustees heard a recommendation from Dr. Bullock and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for the Board to approve a six-month contract with the Illinois Department of Corrections and provide for the initial offering of two programs, Commercial Custodial Maintenance and Horticulture, at Joliet Treatment Center.

Trustee Reynolds moved and Trustee Steward seconded to approve as presented the contract with the Illinois Department of Corrections for the College to provide educational services at Joliet Treatment Center for a six-month period commencing January 1, 2018.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Bid for Compact Cargo Van.

Trustees heard a recommendation from Mr. Gleckler for the Board to approve the bid from K.C. Summers Nissan of Mattoon for the purchase of a 2017 Nissan NV200 cargo van from in the amount of \$20,667. Mr. Gleckler said that, although the bid from K.C. Summers is not the lowest bid, it is his belief the van proposed by K.C. Summers offers the best value to the College after consideration of different vehicle features, warranties, and gas mileage of the proposed van.

Trustee Deters said the Finance Committee met recently for an in-depth review of the bid recommendation and that the Committee's consensus was to recommend to the Board approval of the bid from K.C. Summers as presented.

Trustee Deters moved and Trustee Cadwell seconded to approve the bid from K.C. Summers Nissan of Mattoon for purchase of a 2017 Nissan NV200 cargo van in the amount of \$20,667.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Letter of Agreement with Educational Advisory Board.

Trustees heard a recommendation from Dr. Bullock and Dr. Stovall for the Board to approve a three-year membership commitment for ongoing consultative services provided through the Educational Advisory Board (EAB) Community College Executive Forum at a total cost of \$78,813 over that period. Trustees learned that EAB is a best practices firm serving educational institutions by identifying the best new ideas and proven practices and customizing them for implementation at individual member organizations.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of the proposed letter of agreement and the Committee's consensus was to recommend to the Board approval of the agreement and three-year commitment with EAB.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the letter of agreement with the Education Advisory Board for a three-year, Community College Executive Forum membership commitment commencing December 12, 2017, and ending December 11, 2020, with a total cost of \$78,813.00 over that period.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Agreement with LaunchCode.

Trustees received a recommendation from Dr. Bullock and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, regarding a recommendation for the Board to approve an agreement with LaunchCode of St. Louis, Missouri, to provide an innovative computer coding workforce ready certificate program at Lake Land College. Dr. Bullock said that we will utilize Lake Land contracted instructors to teach LaunchCode's curriculum delivery systems and train cohorts of students twice annually at the Kluthe Center. He also said we are partnering with the Effingham Regional Growth Alliance to connect with local companies and

individuals who are interested in supporting students with scholarships, internship opportunities or full-time employment.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of the proposed agreement with LaunchCode and the Committee's consensus was to recommend to the Board approval of the agreement.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the Collaboration Agreement with LaunchCode of St. Louis, Missouri, effective January 1, 2018, for the creation of the LaunchCode Academy at Lake Land College to provide an 18-hour workforce ready certificate program in computer coding.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Closed Session.

6:41 p.m. – Trustee Sullivan moved and Student Trustee Meaker seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) [Illinois General Assembly 2017 et. Seq.], to discuss the appointment or employment of specific employees and to discuss minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Return to Open Session – Roll Call.

6:47 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice-Chair; Ms. Meg Steward, Mr. Dave Storm, Chair; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Storm seconded to approve the release of four sections of closed session minutes for the period June 6, 2017, through December 10, 2017, including section 2 of the June 12, 2017, meeting, sections 1 and 2 of the August 14, 2017, meeting, and section 1 of the November 13, 2017, meeting, and not release the remaining eight sections of closed session minutes in this review period as the need for confidentiality still exists. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the proposed Human Resources Report and Dr. Bullock highlighted specific recommendations for various positions. Dr. Bullock also highlighted a new section of the Human Resources Report titled “Position Recommendations: The following positions have been recommended by the Lake Land College President’s cabinet.” He said this new section was reviewed and approved recently by the Resource and Development Committee.

Following discussion on this item in closed session, Trustee Reynolds motioned and Trustee Cadwell seconded to approve the following Human Resources Report:

The following employee has a family medical eligible event

Birdwell, Jodi	FMLA	11/20/2017-12/3/2017
Ritchey, Eva	FMLA	12/7/2017-1/7/2018
Spurling, Carolyn	FMLA (intermittent)	11/7/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Van De List, Elizabeth	Kluthe Test Proctor Primary Position is Tutor - Associate-Lrng Asst	10/19/2017
Part-time - Grant Funded		
Miner, Linda	Adult Education Adjunct Faculty Primary Position is BNA Clinical Instr Adult Ed	11/16/2017
Van De List, Elizabeth	Perkins Test Proctor Primary Position is Tutor - Associate-Lrng Asst	10/23/2017

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Holsapple, Sheila	BNA Sub	11/21/2017
Hott, Stuart	Dual Credit Coordinator	11/28/2017
Kanizer, Tyler	Bookstore Rushworker	11/30/2017
Maillet-Gibson, Tiffany	Tutor	11/07/2017
Miller, Chris	Adm Records Data Entry Assistant	11/07/2017
Ruff, David	Dual Credit Instructor	11/28/2017
Siddens, Pamela	Dual Credit Instr/Coordinator	11/29/2017

Position Recommendations

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

Position	Effective
Police Chief – from Supervisory to Administrative (Class only)	01/01/2018
Police Sergeant – from Support Staff to Supervisory (Class only)	01/01/2018
Director of Physical Plant – from Spv to Administrative (Class only)	01/01/2018
Marketing Specialist – New Position to replace Marketing Publication & Design Coordinator (Level 13)	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Hurt, Betheny	Correctional Career Technology Instructor-Shawnee CC	11/20/2017
Steyer, Melissa	Correctional Office Assistant-Shawnee CC	11/20/2017
Part-time		
Buchenroth, Connie	Library Assistant	11/21/2017
Cheung, Ho Hon	International Student Ambassador	11/17/2017
Efe, Efehan	International Student Ambassador	11/20/2017
Goldstein, Jayne	Kluthe Test Proctor	11/20/2017
Hall, Cassandra	Custodian	11/20/2017
Hallett, Trevor	Athletic Trainer	11/01/2017
Hart, April	Dual Credit Coordinator	11/17/2017
Huang, Hsin Hui	International Student Ambassador	11/17/2017
Kwong, Kin Yuen	International Student Ambassador	11/17/2017
Nino Pardo, Wilson	International Student Ambassador	11/20/2017
Wheeler, Claire	Special Needs Note Taker	10/24/2017

Part-time - Grant Funded

Mounce, Kristina	Perkins Student Worker - SSE	11/01/2017
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College Work Study's

Defrates, Rachel	College Work Study - Early Childhood Edu	08/31/2017
Newkirk, Cindy	College Work Study - Early Childhood Edu	11/01/2017
Ruff, Tiffany	College Work Study - Early Childhood Edu	11/28/2017
Williams, BreeAna	College Work Study - Early Childhood Edu	11/27/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Akins, Leann	Dual Credit Instructor	11/28/2017
Bauman, Holly	Dual Credit Instructor	11/28/2017
Boberg, Jennifer	Dual Credit Instructor	11/28/2017
Bohnhoff, Tammie	Dual Credit Instructor	11/28/2017
Bone, Judith	Dual Credit Instructor	11/28/2017
Bonser, Harvey	Dual Credit Instructor	11/28/2017
Bright, Amanda	Dual Credit Instructor	11/28/2017
Carver, Charlie	Dual Credit Instructor	11/28/2017
Cowan, Britney	Dual Credit Instructor	11/28/2017
D'Arcy, Ryan	Dual Credit Instructor	11/29/2017
Fatheree, Joseph	Dual Credit Instructor	11/28/2017
Ehlers, Todd	Dual Credit Instructor	11/28/2017
Gard, Dara	Dual Credit Instructor	11/29/2017
Gard, Robert	Dual Credit Instructor	11/28/2017
Hankins, Diane	Dual Credit Instructor	11/28/2017
Hanner, Mandy	Dual Credit Instructor	11/29/2017
Hooten, Sally	Dual Credit Instructor	11/28/2017
Kannmacher, Mark	Dual Credit Instructor	11/28/2017
Koleson, David	Dual Credit Instructor	11/28/2017
Lidy, John	Dual Credit Instructor	11/29/2017
Lindvahl, Craig	Dual Credit Instructor	11/28/2017
Linker, Paula	Dual Credit Instructor	11/29/2017
Maxwell, Joshua	Dual Credit Instructor	11/28/2017
McDonald, Dustin	Dual Credit Instructor	11/28/2017
Miller, Daryl	Dual Credit Instructor	11/29/2017
Morrisey, Julia	Dual Credit Instructor	11/28/2017
Munch, Mark	Dual Credit Instructor	11/28/2017
Ochs, Janice	Dual Credit Instructor	11/28/2017
Perkins, Kevin	Dual Credit Instructor	11/28/2017
Pierson, Kenneth	Dual Credit Instructor	11/28/2017
Reeves, Karen	Dual Credit Instructor	11/28/2017
Richey, William	Dual Credit Instructor	11/28/2017
Romine, Amanda	Dual Credit Instructor	11/29/2017
Schmidt, Mary	Dual Credit Instructor	11/28/2017

Schulze, Gary	Dual Credit Instructor	11/28/2017
Small, Katie	Dual Credit Instructor	11/28/2017
Snearly, Jill	Dual Credit Instructor	11/28/2017
Sparks, James	Dual Credit Instructor	11/28/2017
Steele, Kristin	Dual Credit Instructor	11/29/2017
Thurnau, Douglas	Dual Credit Instructor	11/28/2017
Totten, Mandy	Dual Credit Instructor	11/28/2017
Uebinger, Stephanie	Dual Credit Instructor	11/29/2017
Van Dyke, Katrina	Dual Credit Instructor	11/29/2017
Van Pelt, Paul	Dual Credit Instructor	11/29/2017
Witmer, Jane	Dual Credit Instructor	11/28/2017
Witmer, Russell	Dual Credit Instructor	11/28/2017

Full-time

Banker, Christopher	Associate Dean – Kewanee	11/30/2017
Bartlett, Pamela	Admin Asst Allied Hlth Dental-Retiree	11/30/2017
Bradley, Heather	Corr Ofc Asst - Kewanee	10/23/2017
Chase, Michael	Associate Dean – Illinois River CC	12/29/2017
Garren, Steve	Director of Dual Credit - Retiree	12/31/2017
Rook, Frank	Corr Auto Tech Instr - Graham CC-Retiree	12/29/2017
Spurling, Carolyn	Corr Cosmetology Instr - Dixon CC-Retiree	12/29/2017

Part-time

Allen, Richard	Temporary Groundskeeper	11/21/2017
Anderson, Diane	Non-Credit Instructor	11/21/2017
Backhus, Stephen	Microcomputer Support Tech	10/13/2017
Beals, Kaylee	Special Needs Note Taker	11/28/2017
Blair, Margaret	Allied Health BNA CIn Instr	11/29/2017
Brimble, Patrick	Adj Doc College Funded Instr	10/20/2017
Brimner, Cathy	Dual Credit Coordinator	11/28/2017
Brockhouse, Billy	Adj Doc College Funded Instr	11/28/2017
Brown, Kenneth	Adj Doc College Funded Instr	11/14/2017
Browning, Christina	Non-Credit Instructor	11/21/2017
Bushue, Stephanie	Special Needs Note Taker	11/28/2017
Cullen, Torey	Special Needs Note Taker	11/28/2017
Cutright, Jeffrey	Adj Faculty Technology	10/23/2017
Dapron, Meta	Bookstore Rush Worker	11/30/2017
Endris, Kelle	Adj Faculty Allied Health	11/14/2017
Eskew, Nancy	Dual Credit Coordinator	11/28/2017
Fesser, Darrell	Dual Credit Coordinator	11/28/2017
Foss, Anita	Dual Credit Coordinator	11/28/2017
Frainey, James	Adj Doc College Funded Instr	12/01/2017
Gruis, Larry	Dual Credit Coordinator	11/29/2017
Hagy, Kari	Dual Credit Coordinator	11/28/2017
Hanson, Quentin	Non-Credit Instructor	11/21/2017
Henderson, Corinne	Marketing Communications Specialist	11/22/2017

Hickox, David	Dual Credit Coordinator	11/29/2017
Hinote, Nathan	Adj Faculty Humanities	11/13/2017
Howell, Jessica	Tutor Student TRIO SSS	11/21/2017
Ivemeyer, Sandi	Adj Doc College Funded Instr	11/21/2017
Johnson, Sherra	Dual Credit Coordinator	11/28/2017
Kean, Robert	Adj Doc College Funded Instr	11/28/2017
Keller, Tammela	Dual Credit Coordinator	11/28/2017
Kreke, Calvin	Special Needs Note Taker	11/28/2017
Lading, Carol	Dual Credit Coordinator	11/28/2017
Leach, Beth	Special Needs Note Taker	11/28/2017
Lowry, Alisha	Dual Credit Coordinator	11/28/2017
Martinez, Austin	Clinical Dentist	11/21/2017
Maxwell, Crystal	Adj Doc College Funded Instr	11/15/2017
Perzee, Haley	Adj Doc College Funded Instr	11/15/2017
Pruemer, Maci	Special Needs Note Taker	11/28/2017
Purvis, George	Bsktball Scorers/Timers	11/15/2017
Reynolds, Michael	Dual Credit Coordinator	11/28/2017
Roberts, Kevin	Non-Credit Instructor	11/21/2017
Ruholl, Sadie	Allied Health Mass Therapy Adj	08/31/2017
Saad, David	Adj Doc College Funded Instr	11/14/2017
Schuler, Jere	Dual Credit Coordinator	11/28/2017
Seibring, Danielle	Dual Credit Coordinator	11/28/2017
Smith, Krista	Dual Credit Coordinator	11/28/2017
Splittstoesser, Shirley	Non-Credit Instructor	11/21/2017
Ssenfuma, Joseph	Adj Doc College Funded Instr	11/14/2017
Stone, Kory	Non-Credit Instructor	11/21/2017
Sudkamp, Dustin	Graphic Designer Pre-Flight	11/29/2017
Thomas, Mark	Dual Credit Coordinator	11/28/2017
Tucker, Hannah	Library Assistant	11/22/2017
Vandermeer, Sharon	Adj Faculty Business	11/14/2017
Vinyard, Nigel	Adj Doc College Funded Instr	11/15/2017
Walk, Vince	Bsktball Scorers/Timers	11/15/2017
Wallace, Ty	Adj Doc College Funded Instr	11/14/2017
Welsh, Ann	Dual Credit Instructor	11/28/2017
Westbrooks, Lisa	Adj Doc College Funded Instr	12/01/2017
Westcott, Robert	Technical Writer	11/21/2017
Witmer, Chelsea	Special Needs Note Taker	11/28/2017
Yagow, Brianna	Special Needs Note Taker	11/28/2017

College Work Study

Pettigrew, Davion	CWS Men's Basketball	11/15/2017
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Transfers/Promotions

The following employees are recommended for a change in position

Full-time	Position	Effective Date
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Bear, Savannah Administrative Assistant to Humanities 12/12/2017
Transferring from: Adm Asst to College Advancement

Rosine, Paula Director of Foundation Operations 12/12/2017
Transferring from: Marketing Publication & Design Coordinator

Shumard-Shelton, Lisa Director of Dual Credit & Honors Experience 01/02/2018
Transferring from: Director of New Student Admissions

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Other Business. (Non-action)

In follow up to discussions with Trustees during the October 26, 2017, Board Retreat, Dr. Bullock and Mr. Gleckler provided an update on the administration's efforts to increase the College's cyber liability insurance coverage. Mr. Gleckler said the administration has been working with consultant Dimond Bros. Insurance of Mattoon to review optimal options and that the administration has reviewed costs for purchasing cyber liability policy levels at \$1 million, \$2 million and \$3 million in coverage, a substantial increase from the College's current cyber liability coverage of \$50,000. Dr. Bullock and Mr. Gleckler said they are recommending the College purchase the option for a \$3 million liability policy effective January 1, 2018. Dr. Bullock said this total cost will be less \$25,000 or the amount required for Board approval to purchase the increased coverage per Policy 10.22 – *Purchasing and Bidding*.

Also in follow up to discussions with Trustees from the October 26, 2017 Board Retreat, Dr. Bullock and Mr. Gleckler provided an update on the administration's plans for conducting a cyber security audit of the College's systems in the near future. Mr. Gleckler said the estimated cost for such an audit is approximately \$18,000 and this too will not require Board approval by the threshold for total cost and the fact this is a professional service (per Board Policy 10.22).

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Cadwell seconded to adjourn the December 11, 2017, meeting of the Lake Land College Board of Trustees at 7:08 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

/s/Mr. Dave Storm, Board Chair

/s/Ms. Ann Deters, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/