

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



Regular Board Meeting No. 672  
Board and Administration Center, Room 011  
Mattoon, IL  
December 12, 2022

**Minutes**

**Call to Order.**

Chair Sullivan called the December 12, 2022, 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, IL.

**Roll Call.**

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

**Trustees Absent:** None.

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

**Others Present:** Dr. Jonathan Bullock, President; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of November 14, 2022, Regular Meeting.
2. Approval of Minutes of November 14, 2022, Closed Session.
3. Approval of Agenda of December 12, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	5,057.98
Building Fund	\$	101,140.90
Site & Construction Fund	\$	371,905.99
Bond & Interest Fund	\$	6,642,568.25
Auxiliary Services Fund	\$	197,529.14
Restricted Purposes Fund	\$	1,044,930.83
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	41,822.22
Student Accts Receivables	\$	59,409.75
Total	\$	8,464,365.06

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 June 14, 2021, 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 Kelly voted yes.

Absent: None.

**Motion carried.**

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

There were no public comments.

### **Committee Reports.**

#### **ICCTA/Legislative.**

Trustee Walk said she had no report at this time.

#### **Resource & Development.**

Trustee Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

#### **Finance.**

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

### **Buildings & Site.**

Trustee Curtis said the Committee met on December 8, 2022, and discussed the Campus Master Facility Plan which will be discussed later in the agenda.

### **Foundation.**

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

- The Foundation scholarship recipient pizza party was a huge success on November 9. Close to 100 students attended and wrote thank you notes to their donors.
- The Foundation Year End appeal/holiday card landed in mailboxes last week.
- The Foundation team has been undergoing trainings for our new database, Raiser's Edge NXT and we plan to transition and go live in spring.
- A friendly reminder that the 2023-2024 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31.

### **Student Report.**

Ms. Maggie Kelly, Student Trustee, said the Student Government Association has worked in collaboration with other college clubs to raise funds for the One Stop Community Christmas. We should be collecting around \$650, but are still going to be collecting through the end of the semester and the funds will go towards the upcoming year. She said the next SGA sponsored blood drive is scheduled for January 31, 2023. Ms. Kelly said Student Life students and International Students worked together to decorate the Luther Student Center holiday tree. She said Student Activity Board and the Active Minds Club recently hosted an event to help students relieve stress going into finals. Rachel the Comfort Dog attended and U-stuff-it pillows were created. Lastly, the latest copy of the Navigator is out and it is the last one of 2022, so make sure to get your copy!

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

- Lake Land received no payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) in November toward the FY 2023 outstanding balance. A total of \$622,361 remains outstanding for IDOC and \$205,581 for IDJJ for FY 2023.
- In November, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and no equalization payments. A total of \$3.3 million in credit hour reimbursement and \$4.4 million in equalization remain outstanding for FY 2023.

- The College received \$1.5 million in property tax payments in November.
- Lake Land hosted the One Stop Community Christmas on Saturday, December 10 in the West Building. Thank you to all the Laker family members who volunteered or donated funds or supplies to assist. A special thank you to Scott Rawlings and the Physical Plant team, and especially to Kimberly Wellbaum for her leadership in planning the event.

### **Business Items.**

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

#### **Appointment of Naming Rights Advisory Committee for the Lake Land College Foundation Recommendation for Naming of West Building Room 111.**

Trustees received a recommendation from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the Lake Land College Foundation Board of Directors, for the Board to approve the naming of West Building Room 111 in memory of Mr. Donald Perry, a former instructor at Lake Land College from 1972 through 1997. Per Board Policy 11.10, the Board will consider naming requests in the following year the recommendation is submitted. Additionally, per Policy 11.10 (#1) the administrative process begins with the Board Chair appointing an advisory committee. During the meeting Chair Sullivan announced that the members of the Buildings and Site Committee, along with President Bullock and Ms. Donsbach will comprise this naming advisory committee, with their initial meeting to be held in the early part of 2023 for this naming request consideration.

#### **Faculty Focus on Advancing Student Success – Biology and Chemistry Lab Improvements.**

Ms. Brenda Hunzinger, Biological Science Instructor, and Mr. Jacob Murphy, Laboratory Supervisor, presented on recent enhancements to the Biology and Chemistry labs.

#### **Monthly Data Point Discussion – Online Data Digest.**

Ms. Lisa Cole, Director of Data Analytics, highlighted a recently published data digest to the College's web pages. She said this tool provides near real-time institutional and student success metrics using the Tableau data visualization software tool.

#### **Post Issuance Tax Compliance Report.**

Mr. Greg Nuxoll, Vice President for Business Services and as compliance officer for the College's bond record-keeping policy, reported the College is in compliance with all applicable federal tax requirements related to tax advantage obligation bond record-keeping requirements and no further action by the College is needed at this time.

#### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events.

### **Action Items.**

#### **Approval of MOU with AFSCME Council 31.**

Trustees reviewed a recommendation from Dr. Bullock that the Board approve a Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME), Council 31. Trustees were provided the proposed MOU, which is related to the Fall 2022 Retention Incentive and solidifies AFSCME's agreement to withdraw their unfair labor practice as part of their agreement to participate in the Fall 2022 Retention incentive. Dr. Bullock said AFSCME had previously filed an unfair labor practice following our Fall 2021 Retention Incentive program.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a memorandum of understanding with the American Federation of State, County and Municipal Employees (AFSCME) Council 31.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

#### **Approval of Employee Retention Incentive**

Trustees heard Dr. Bullock present on a proposed employee retention incentive for the Fall 2022 semester and Trustees reviewed details of the incentive levels based on employment status. Dr. Bullock said this incentive is needed to recognize the additional burdens placed on our employees due to the short-term inflationary pressures on spending power, and to express our thanks to our staff who have remained with the College during such challenging times.

Trustee Curtis moved and Trustee Storm seconded to approve as presented an employee retention incentive for the Fall 2022 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 Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Resolution No. 1222-006 Abating the Tax Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.**

Mr. Nuxoll presented to the Board of Trustees and reminded Trustees of the issuance of \$2,200,000 in general obligation bonds for the construction of the new Fitness Center in 2006. He reported that the alternate bond levy needs to be abated in its entirety prior to the County Clerks' deadline in March. He said abatement is necessary because the obligation bonds are paid through student fees.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented Resolution No. 1222-006, a resolution abating the tax heretofore levied for the year 2022 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 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 Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Resolution No. 1222-007 – Authorize Preparation of Tentative Budget.**

Trustees heard a recommendation from Dr. Bullock to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented Resolution No. 1222-007 to authorize preparation of the tentative FY 2024 Budget. [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 Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Certificate of Tax Levy.**

Trustees heard a recommendation from Dr. Bullock that the Board approve the Certificate of Tax Levy for the 2022 levy year. He said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. Therefore, a notice and a hearing will not be

necessary. Trustees learned the College will not know the actual tax rate for the 2022 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 \$.5206 per \$100 EAV, a 13.8% decline in the amount levied overall from the prior levy year. Dr. Bullock said 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.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the 2022 tax levy and related certificate of compliance.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Adoption of Board Policy 08.01.01 - *Emergency Notification System and Proposed Revisions to Board Policy 09.19 – *Animals on Campus.****

During the November 2022 regular meeting, Ms. Jean Anne Highland, Chief of Staff, presented on the additions to Board Policy 08.01.01 – *Emergency Notification System* and Proposed Revisions to Board Policy 09.19 – *Animals on Campus.*

This request was submitted as first reading during the November 2022 regular meeting. Dr. Bullock said that since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the adoption of Board Policy 08.01.01 - *Emergency Notification System* and revisions to Board Policy 09.19 – *Animals on Campus.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approved of Proposed Revisions to Board Policy 06.19 - *Dual Credit.***

Dr. Bullock presented a recommendation from Ms. Tessa Wiles, Director of Dual Credit & Honors Experience, requesting the Board approve revisions to Board Policy 06.19 – *Dual Credit.* The proposed revisions were provided to the Trustees and referenced that the College

will follow all applicable laws associated with the Dual Credit Quality Act (110 ILCS 27/40). He said since many of the recent public acts amending the Dual Credit Quality Act take effect January 1, 2023, Ms. Wiles is requesting the Board waive first reading and approve this request during the December meeting.

Trustee Walk moved and Trustee Storm seconded to waive first reading and approve as presented proposed revisions to Board Policy 06.19 – *Dual Credit*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approved of Proposed Revisions to Board Policies 10.24 - *Purchase or Lease of Sites and 10.25 – Lease of Equipment, Machinery, Vehicles, and Buildings.***

Trustees heard a recommendation from Ms. Highland for the Board to approve proposed revisions to Board Policies 10.24 – *Purchase or Lease of Sites* and 10.25 - *Lease of Equipment, Machinery, Vehicles, and Buildings*. Ms. Highland reported that revisions align with current language in the Illinois Public Community College Act for sections 110 ILCS 805/3-36 and 110 ILCS 805/3-38. She said the Board of Trustees is no longer required to seek prior ICCB approval for the purchase or lease of sites or for the lease of equipment, machinery, vehicles and buildings.

Since proposed revisions align the College's Board Policy with current law, Ms. Highland requested the Board waive first reading and approve the revisions as presented.

Trustee Curtis moved and Trustee Storm seconded to waive first reading and approve as presented proposed revisions to Board Policies 10.24 - *Purchase or Lease of Sites* and 10.25 - *Lease of Equipment, Machinery, Vehicles, and Buildings*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Acceptance of October 2022 Financial Statements.**

Trustees reviewed the October 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances. Mr. Nuxoll clarified that a



correction was needed for the year to date budget variance of the revenue less expenditures and excess of revenues over expenditures sections of the general fund.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the October 2022 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 Kelly voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of ICCB Innovative Bridge and Transitions Grant.**

Trustees heard a recommendation by Ms. Highland for the Board to accept a one-year Innovative Bridge and Transition grant for \$108,873.96 from the Illinois Community College Board (ICCB). Trustees were provided a budget summary for the grant. She said the purpose of the grant is to support or create transition programs that improve student transitions to and through postsecondary education and into employment. Ms. Highland reported that the grant funds will be used for the following purposes:

- Hire a full-time Apprenticeship Coordinator.
- Provide training and professional development for the Apprenticeship Coordinator.
- Provide mileage for work-related, in-district travel for the Apprenticeship Coordinator.
- Purchase required academic supplies for apprenticeship students to be successful.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a one-year Innovative Bridge and Transition grant for \$108,873.96 from the Illinois Community College Board (ICCB).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of Selection for National Science Foundation Mentor-Connect Program.**

Ms. Highland requested that the Board accept the College's selection for participation in the 2023 National Science Foundation Mentor-Connect Cohort Program. Ms. Highland reported this program will allow a team from the College to receive peer mentoring support, technical

assistance and professional development to write a grant proposal to expand technical education programs in the STEM field. She said this team will be working to develop a proposal to the National Science Foundation in the following year to create an innovative technical laboratory course and develop additional curriculum for an automation certificate for both current and future manufacturing professionals. This program will reimburse travel costs for our Mentor-Connect team members to attend training sessions.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the College's selection for participation in the 2023 National Science Foundation Mentor-Connect Cohort Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Approval of Purchase of Laser Engraver.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of a Trotec Speedy 400 laser engraver/cutter, at the cost of \$36,840, from Trotec Laser, Inc. of Plymouth, MI. Trustees received a copy of the quote from Trotec Laser, Inc. Mr. Nuxoll reported that this new engraver will enhance the College's printing capabilities and services related to awards, nameplates and specialized marketing materials. This recommendation was also provided by Mr. Dave Earp, Supervisor of Print and Mail Services.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a Trotec Speedy 400 laser engraver/cutter, at the cost of \$36,840, from Trotec Laser, Inc. of Plymouth, MI.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Approval of Purchase of Printer and Related Service Contract.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of a new EFI 30F wide-format printer at the cost of \$155,500 and a related five-year service contract with Ricoh USA. Trustees reviewed the quote from Ricoh USA and related service agreement details. Mr. Nuxoll and Mr. Earp reported that the Print Shop is seeking to upgrade

the current wide-format flatbed printer to maintain quality standards at a faster pace with larger print capabilities. Mr. Nuxoll said the current 2017 model the College is using has become outdated and needs to be replaced. He referred Trustees to the request in agenda item #14 to have this outdated printer declared as surplus. He said that per board policy 10.4(f), a bid is not necessary for duplicating machines and supplies. Additionally, the funds to purchase the wide-format printer will come from the favorable retained earnings balance located in Fund 05 of the College's financial statements.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the purchase of a new EFI 30F wide-format printer at the cost of \$155,500 and a related five-year service contract with Ricoh USA.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Declaration of Surplus Equipment.**

Mr. Nuxoll requested the Board declare as surplus a 2017 EFI Pro 24 wide-format flatbed printer, Serial # 1009. He said that if this item is approved by the Board as surplus, then the administration will dispose of the item in a manner most beneficial to the College.

Trustee Reynolds moved and Trustee Curtis seconded to declare as surplus a 2017 EFI Pro 24 wide-format flatbed printer, Serial # 1009 so that the administration may dispose of this item in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Acceptance of Gift-in-Kind Donations of Welding Items and a Toyota Camry from the Lake Land College Foundation.**

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of welding items valued at \$12,000 and a 2001 Toyota Camry valued at \$2,750, both from the Lake Land College Foundation.

Trustee Storm moved and Trustee Reynolds seconded to accept as presented the gift-in-kind donation of welding items valued at \$12,000 and a 2001 Toyota Camry valued at \$2,750, both from the Lake Land College Foundation. Chair Sullivan expressed the Board's collective appreciation to Mr. James Crowder of Charleston for the original donation of the welding equipment items to the Foundation and to Dan Pilson Auto Center of Mattoon for the original donation of the Camry to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Approval of Campus Facility Master Plan.**

Trustees heard a recommendation from Mr. Nuxoll for approval of the College's Facilities Master Plan. Mr. Nuxoll provided highlights of the plan and described which information had been updated since the College's last submission to ICCB in 2017. Trustees learned this plan has been updated in coordination with Bailey Edward, the College's architect of record, and that an updated Facilities Campus Master Plan is due for submission to ICCB every five years. Mr. Nuxoll said the updated plan includes two appendices, an extensive Facilities Condition Assessment Report prepared by Bailey Edward and the master landscaping plan. Mr. Nuxoll also said that work with Bailey Edward continues, especially for building needs related to effective learning spaces. Trustees learned staff with Bailey Edward are continuing to meet with employees in Academic Services, Student Services and the administration to expand upon the plan. Mr. Nuxoll said that once that work is complete the administration will submit an amended plan to the Board and ICCB in the spring of 2023.

Trustee Curtis, Buildings and Site Committee Chair, said the Buildings and Site Committee met recently for an in-depth review of the updated Facilities Master Plan and that the Committee's consensus was to recommend to the Board approval of the plan as presented.

Trustee Curtis moved and Trustee Walk seconded to accept as presented the College's updated Facilities Master Plan for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Closed Session**

6:53 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 (21) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to review the minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

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

7:02 p.m.

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

**Trustees Absent:** None.

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

Trustee Curtis moved and Trustee Cadwell seconded to approve the release of closed session minutes for section 2 of the July 11, 2022 meeting and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists. This recommendation is for the six-month review period since June 13, 2022.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Approval of Human Resources Report as Discussed in Closed Session.**

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 Walk motioned and Trustee Reynolds seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on the topic in closed session related only to the appointments of full-time faculty members and a leave without pay request by a Corrections instructor.

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

Marceau, David	11/28/22-12/23/22
Reed, Bretta	12/5/22-1/16/23

**The following employee has requested a General Leave of Absence/ Board policy 05.04.14**

Roberts, Michael	11/18/22-12/16/22
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**The following positions have been recommended by the Lake Land College President’s Cabinet**

Early Childhood Education Mentor/Coach	Level 12
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**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Miller, Karla	Tutor - Bachelor's Disability Primary position Tutor Bachelor’s Disabilities	11/28/22
Stevenson, Alexander	Fitness Center Specialist Primary position PT groundskeeper	11/21/22
<b>Full-time Faculty</b>		
Nohren, Heather	Chair of Counseling Primary position Academic Counselor	1/6/23

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Bunch-Epperson, Genine	Alternative Education Instructor Primary position Traffic Safety Instructor	5/19/22

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bretscher, Emily	Correctional Career Technology Instructor	11/28/22
Heinecke, Ryan	Correctional Commercial Maintenance Instr	11/29/22
Maulding, Lacy	Dental Hygiene Instructor	1/6/23

**Part-time**

Burney, Rylie	Fitness Center Specialist	11/14/22
Fitzgerald, Andrew	Adjunct Faculty Technology Division	11/15/22
Harris, Latasha	Education Specialist	12/5/22
Miller, Karla	Tutor - Bachelor's Degree	11/28/22
Montgomery, Cathy	Office Assistant Vo-Tech Dept	11/14/22
Oluoch, Anthony	Adjunct Faculty Math and Science Division	1/9/23
Wilson, Nicholas	Police Officer	11/30/22

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bryan, Matthew	Custodian	11/11/22
Browning, Braddi	Financial Aid Scholarship Specialist	12/9/22
Stell, Ashley	Custodian	11/16/22

**Part-time**

Alfauri, Hamza	Tutor - Student Learning Assistance Center	11/4/22
Bauman, Lauren	Agriculture Education Intern	6/17/22
Benhoff, Brooke	Agriculture Education Intern	6/17/22
Borges, Andressa	Lab Student Assistant	8/1/22
Caldeira, Lara	Covid Test Collection Assistant	4/19/22
Draper, Bailey	Agriculture Education Intern	6/17/22
Foxworthy, Baylee	Agriculture Education Intern	6/17/22
Harlin, Alisha	Newspaper Editor - Student Newspaper	10/21/22
Kessler, Riley	Agriculture Education Intern	6/17/22
Klockenga, Halle	Agriculture Education Intern	6/17/22
Mukanya, Andy	Tutor - Student Learning Assistance Center	5/2/22
Osborne, Alexandria	Agriculture Education Intern	6/17/22
Painter, Allie	Tutor - Student Learning Assistance Center	4/20/22
Scherer, Lindsey	Agriculture Education Intern	6/17/22
Sherrerd, Lillie	Agriculture Education Intern	6/17/22
Sims, Raegan	Agriculture Education Intern	6/17/22
Svika, Orrin	Tutor - Student Learning Assistance Center	8/1/22
Upton, Jacob	Tutor-Associates-Disability Services	7/7/22
Von Behren, Linda	Admissions Services Specialist	11/29/21

**Transfers/Promotions**

**The following employee is recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Blazich, Jerri	Coordinator of Laker Nest & Bookstore	12/13/22
	Transferring from Bookstore Assistant	
Hoenes, Joseph	HVAC-R Instructor	01/6/23

Lawyer, Jeffery	Transferring from Adjunct Faculty Technology Transportation Training Specialist	12/13/22
Molzen, Kara	Transferring from Commercial Driver Training Instr Dental Hygiene Instructor	1/06/23
Niemerg, Kellie	Transferring from Adjunct Faculty Dental Hygiene Academic Counselor	01/6/23
Reynolds, Theresa	Transferring from Foundation Awards & Corporate Relations Alternative Education Instructor	12/13/22
	Transferring from Pathways Classroom Assistant	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

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

There was no additional discussion.

#### **Adjournment.**

Trustee Curtis moved and Trustee Reynolds seconded to adjourn the meeting at 7:06 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/Mike Sullivan  
Board Chair

/s/ Tom Wright  
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/)