

COMMUNITY COLLEGE DISTRICT NO. 536

BOARD OF TRUSTEES

January 12, 2021

MINUTES

The Regular Meeting of the Board of Trustees of Lewis and Clark Community College, District No. 536, was held January 12, 2021, online in a virtual format by teleconference via ZOOM:

<https://lewisclark.zoom.us/j/91438025421?pwd=ODhaMEROb3V6SkdueXAzeEtYSWRjdz09>

or by phone at 312-626-6799 with Meeting ID 984 4367 5469 and Password 452901.

The meeting was called to order by Chairman David Heyen at 7:00 pm.

ROLL CALL

Present

David Heyen, Chair
Julie Johnson, Vice Chair
Kevin Rust, Secretary
Charles Hanfelder, Assistant Secretary
Robert Watson, Member
Dwight Werts, Member

Ashtyn Britt, Student Member

Absent

Brenda Walker McCain, Member

Also present were Ken Trzaska, Lori Artis, Brett Reinert, Sean Hill, Mary Schulte, Nancy Kaiser, Jill Lane, Sue Czerwinski, Val Harris, Dennis Krieb, Brad Maher, Tammy Boswell, Travis Jumper, Coral Kimble, Monica Furlow, Nathan Woodside, Melissa Batchelor, Bobbie Brown, Jen Fuhler, Laura Inlow, Dennis Weedman, Dylan Suttles, Gabe Springer, Dick Warner, Brad Raish, Deb Witsken, Joe Genslinger, Jeff Watson, Nate Keener, Ted Kratschmer, Sue Keener and other faculty, staff, and community members.

PUBLIC COMMENT—no public comments were submitted.

BUDGET HEALTH UPDATE

President Ken Trzaska gave a positive budget health update, saying the college remains on track for the year. Local and state revenues are expected to remain steady. We are projecting a loss in tuition and fees compared to the budget, but not as much as last month. Other revenue loss results from no activities on campus from clinic visits to room rental, etc. On the expenditure side, the projected total for the year has decreased. We are watching expenses and looking for ways to grow. Vice President of Finance Mary Schulte noted that these are only projections at this point. This month's report reflected actual numbers through November 2020.

APPROVAL ITEMS

Following the President's recommendation Mr. Watson MOVED and Mr. Werts SECOND that an omnibus motion be made for the following approval items:

Approval of the Minutes for the Regular Meeting on December 8, 2020 as presented:

Approval of Minutes for November 25, 2020 (Personnel Committee) as presented (Attachment 1 of these Minutes):

Approval of Minutes for November 30, 2020 (Building and Grounds Committee) as presented (Attachment 2 of these Minutes):

Approval of Minutes for December 8, 2020 (Finance Committee) as presented (Attachment 3 of these Minutes):

Approval of the Bills as presented in (Attachment 4 of these Minutes):

Approval of the Treasurer's Report as presented in (Attachment 5 of these Minutes):

Approval of the Operating Statement and Projections as presented in (Attachment 6 of these Minutes):

Approval of the Balance Sheet as presented in (Attachment 7 of these Minutes):

Approval of the Statement of Revenue and Expenditures as presented in (Attachment 8 of these Minutes):

Approval of the Auxiliary Report as presented in (Attachment 9 of these minutes):

Approval of the Restricted Report as presented in (Attachment 10 of these minutes):

Approval of the Bid Information as presented in (Attachment 11 of these Minutes):

Approval of Contracts Requiring Board Approval (Attachment 12 of these Minutes)

Approval of the Contract Change Orders/Insurance Renewals/Asset Disposal as presented in (Attachment 13 of these Minutes):

Approval of Mileage Expenses for President Ken Trzaska as presented in (Attachment 14 of these Minutes):

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Watson	Yea
Werts	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea
McCain	Absent

MOTION CARRIED

Mr. Werts MOVED and Mr. Watson SECOND that the Board approve the amended Personnel Report:

for the Resignations and Retirements of:

Full-Time

Cadle, Barbara – Division Assistant, Student Development and Counseling, effective April 30, 2021.

Part-Time

Wood, Brianna -- Per Diem Nurse Practitioner, Family Health Clinic, effective December 17, 2020.

and approve employment of:

Full-Time

Dupy, Jill- Outreach Specialist, Adult Education, effective January 19, 2021.

Part-Time--None

Part-Time, Short Term

Young, Vicki- Covid-19 Case Coordinator, Human Resources, effective January 13, 2021.

Part-Time/Overload (For period of 11/16/2020 to 12/15/2020):

<u>Bittles, Matthew G</u>	<u>Jazz Band</u>
	<u>Jazz Band</u>
<u>Bolin, Alicia M</u>	<u>Preclinical Dental Hygiene I</u>
	<u>Dental Hygiene Practice III</u>
	<u>Dental Hygiene Practice III</u>
	<u>Dental Hygiene Practice III</u>
	<u>Dental Hygiene Practice III</u>
<u>Bywater, Pamela J</u>	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
<u>Calaway-Habeck, Ronald D</u>	<u>Dental Hygiene Practice III</u>
<u>Chappee, Candida L</u>	<u>Dental Hygiene Practice III</u>
	<u>Preclinical Dental Hygiene I</u>
	<u>Preclinical Dental Hygiene I</u>

<u>Cooper, Jacquelyn M</u>	<u>Preclinical Dental Hygiene I</u> <u>Dental Hygiene Practice IV</u>
<u>Dillon, Hannah R</u>	<u>Preclinical Dental Hygiene I</u>
<u>Dutton, Christina M</u>	<u>Dental Hygiene Practice III</u>
<u>Hake, Vicki L</u>	<u>Dental Hygiene Practice IV</u>
<u>Hughes, Pamela S</u>	<u>Dental Hygiene Practice III</u> <u>Dental Hygiene Practice III</u>
<u>Jumper, Travis N</u>	<u>Advanced Flux Cored Welding</u> <u>Advanced Gas Tungsten Arc Welding</u>
<u>Merideth, Doris A</u>	<u>Preclinical Dental Hygiene I</u>
<u>Merli, Deborah A</u>	<u>Dental Hygiene Practice III</u> <u>Dental Hygiene Practice III</u>
<u>Potts, Joann E</u>	<u>Basic Nurse Assistant Training</u> <u>Basic Nurse Assistant Training</u>
<u>Ridings, Shelle A</u>	<u>Medical Assisting Externship</u>
<u>Rottmann, Carrie A</u>	<u>Dental Hygiene Practice III</u>
<u>Scheldt, Lisa D</u>	<u>Dental Hygiene Practice III</u>
<u>Splaingard, Kent J</u>	<u>Dental Hygiene Practice III</u>
<u>Voyles, Amber D</u>	<u>Dental Hygiene Enhancement</u> <u>Dental Hygiene Practice III</u>
<u>Watson, Mary L</u>	<u>Learner Centered Instruction</u>

and approve promotion/transfer:

Full-Time

Meyer, Kelly- Transfer from Pathway Advocate to Adult Education Student Services Coordinator, Adult Education, effective January 1, 2021.

Cody Berry- Transfer from Habitat Project Coordinator to Land Conservation Specialist, NRREC, effective January 18, 2021.

and approve new positions for posting

Habitat Senior Assistant, NGRREC, Full-Time

1. Post effective date following Board approval
2. Budget: IDNR Division of Heritage Agreement
Grade and Salary Minimum: B23 / \$32,798

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
Watson	Yea
McCain	Absent

Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea

MOTION CARRIED

INFORMATIONAL ITEMS

Dr. Trzaska thanked the leadership and faculty teams for their participation in this semester's virtual in-service, which started Monday, January 11. Trzaska said he and the executive team are well into strategic planning. The internal survey feedback closes Friday then the external community will have the opportunity to share feedback. The team will use the data to begin shaping key directions and aspirations in the three-year strategic plan. Data will be shared with the Board in a future report.

College leadership is also reviewing the organizational chart of the college, studying each position to ensure that the right positions and people are in place to move the institution forward in its new strategic direction. While it is not always an easy process, it is necessary to ensure we are doing what is in the best interest of the institution from a strategic and financial perspective and it takes everyone participating to shape a good future.

Interim Vice President of Enrollment Services Brett Reinert and Director of Institutional Research and Library Services Dennis Krieb gave a staff report on spring enrollment. Comparing current data to the week before the start of Spring 2020, the college is currently down 12.8% in credit hours and 10.9% in headcount going into the first week of Spring 2021. This figure does not include High School Partnership and we still have the Late Start Program which may add to the enrollment. While we are not where we want to be, we do feel we were able to address the slide. Trustee Werts asked about printing class schedules again, particularly in areas where internet connection isn't as strong. Reinert responded the Enrollment Task Force had discussed this topic and is considering a hybrid of print and digital to target specific areas of interest to specific areas of the district. Vice President of Administration Lori Artis said research suggests the printed class schedule doesn't necessarily help or harm enrollment. Most colleges have stopped printing them due to excessive cost. Trustee Johnson noted it has been a year since the college began the intense focus on enrollment and asked where we have come in a year. Reinert noted internal changes needed to operate more efficiently have been put in place. There has been a big change in marketing focus from general to specific programs and using social media. Lori Artis noted Lewis and Clark is working with two-year college experts Interact Communications on a marketing strategy and ad spending plan to streamline and hyperfocus the college's marketing efforts for 2021. Dean of Transfer Programs Jill Lane said new offerings such as Blendflex and competency-based education are promising ways to increase student access. Data from the previous semester shows students fared well in the new instruction modes this past semester with an overall success rate that was a little higher this fall than last fall, even during a pandemic. Krieb reported that the average fall enrollment decline, among 23 colleges surveyed, was 21.2% for FTE and 20.7% in headcount. L&C performed better than average among those institutions in Fall 2020, reporting a decrease of 18.8% in FTE and 17.7% in headcount over Fall 2019.

DISCUSSION ITEMS

The Board discussed the Mannie Jackson Center for the Humanities financial report. Trzaska said he has been working with Artis and Chief Information Officer Jeff Watson to look at contracts that involve the campus. Trzaska said currently, the MJCH[®] costs the college about \$20,000/month total. That figure includes charges for things like water/sewer, internet service, custodial and security, the latter two of which are allocated portions of larger contracts with the college as a whole. The college is looking at whether there is a possibility of pulling back, even temporarily, since there are no offices or programming at the center currently. Trzaska said college leadership is also looking at the facility in terms of future utility.

There was a discussion on the college's transition away from the role of the Illinois Green Economy Network (IGEN)'s fiscal agent. L&C holds the role until June 2021. Trustee Werts asked about the indirect cost amount the college receives as the fiscal agent and if the amount can be changed. Mary Schulte Vice President of Finance noted there is not a straight percentage for indirect cost to the fiscal agent on the \$2 million grant. There are restrictions such as only collecting on the first \$25,000 on any contract and zero on capital projects which reduce the amount of money that is recovered for the required work.

Dr. Trzaska provided an update regarding ongoing research into incorporating performance-based measures into the compensation system of the college. In-depth discussions have been held at the personnel committee meetings. Before pursuing performance-based compensation, we are reviewing performance measurement tools, how we evaluate team members. Inherent in that process, eventually there may be an opportunity to attach a merit-based component. Trzaska said it is very important to review from a psychological and cultural perspective and we will keep it open but look at performance evaluation and full implementation of the compensation and classification structure before moving further.

The Board took a moment to recognize the college's 50+ 2020 Service Award recipients. Artis said the college has celebrated with an annual event for the past 34 years, but could not hold the event due to COVID-19. In the absence of a physical ceremony, the college wanted to present these team members to the Board in recognition of their years of service at Lewis and Clark. Director of Human Resources Gabe Springer added that the college encouraged 2020's award recipients to consider choosing gift cards supporting local restaurants as a way to support the community.

ACTION ITEMS

Following the President's recommendation Mr. Hanfelder MOVED and Mr. Watson SECOND that the Board approve the Grant or Sponsored Contract Opportunities as presented in (Attachment 16 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Hanfelder	Yea
Watson	Yea
McCain	Absent
Werts	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea

MOTION CARRIED

Following the President's recommendation Ms. Johnson MOVED and Mr. Watson SECOND that the Board approve the Faculty Seniority List as presented in (Attachment 17 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Johnson	Yea
Watson	Yea
McCain	Absent
Werts	Yea
Heyen	Yea
Rust	Yea
Hanfelder	Yea

MOTION CARRIED

Following the President's recommendation Mr. Rust MOVED and Mr. Werts SECOND that the Board approve the revision of Board Policy 510 (Travel) as presented (Attachment 18 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Rust	Yea
Werts	Yea
Heyen	Yea
Johnson	Yea
Hanfelder	Yea

Watson	Yea
McCain	Absent

MOTION CARRIED

Following the President's recommendation Mr. Watson MOVED and Mr. Werts SECOND that the Board approve the revision to the Memorandum of Agreement between College and Lewis & Clark Faculty Association regarding the full-time Counselor position and authorize the employment of a second Counselor for the period of March 1, 2021 through May 19, 2021 with May 19, 2021 representing the projected retirement date of the College's current Counselor as presented in (Attachment 19 of these Minutes).

Trustee Rust asked if consideration had been given to outsourcing these services. Jill Lane Interim Chief Academic Officer responded outsourcing is being considered along with this position, if needed. Director of Human Resources Gabe Springer noted GEERS Funding will cover the second position March through May.

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Watson	Yea
Werts	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea
McCain	Absent

MOTION CARRIED

Following the President's recommendation Mr. Werts MOVED and Mr. Hanfelder SECOND that the Board approve a second full-time Counselor position for the period of March 1, 2021 through May 19, 2021 as presented (Attachment 20 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
Hanfelder	Yea
Watson	Yea
McCain	Absent
Heyen	Yea

Johnson	Yea
Rust	Yea

MOTION CARRIED

In response to Trustee Rust's inquiry about returning students to campus, it was noted:

- We are piloting several sections of BlendFlex where students have the option to take virtual or face-to-face instruction with social distancing requirements;
- Many CTE students are coming back for hands-on instruction and labs;
- The Dental Clinic opened last semester and is open and has had no contaminations;
- There are students on campus for music and art classes;
- The campus operations team meets regularly to review metrics on campus and in the county. This week, the metrics are trending down so we are moving closer to getting out of the Tier 3 restrictions that eliminate our ability to gather.
- Athletics practices will begin when additional safety protocols are in place, then all sports are expected to complete their seasons.

ANNOUNCEMENTS

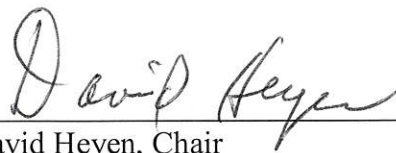
The next Regular Meeting of the Board of Trustees will be held virtually via Zoom on Tuesday, February 9, 2021, at 7:00 p.m.

ADJOURNMENT

There being no further business the Chair Declared the MEETING ADJOURNED at 7:52 p.m.



Kevin Rust, Secretary



David Heyen, Chair

DATED: 2-10-21