

COMMUNITY COLLEGE DISTRICT NO. 536

BOARD OF TRUSTEES

November 10, 2020

MINUTES

The Regular Meeting of the Board of Trustees of Lewis and Clark Community College, District No. 536, was held November 10 online in a virtual format by teleconference via ZOOM: <https://lewisclark.zoom.us/j/98022849577?pwd=K0g3MUNtZGVCMktkeUNmNnByVEFOU09> or by phone at 312-626-6799 with Meeting ID 980 2284 9577 and Passcode 460645. 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
Brenda Walker McCain, Member
Dwight Werts, Member

Ashtyn Britt, Student Member

Absent--None

Also present were Ken Trzaska, Lori Artis, Brett Reinert, Sean Hill, Mary Schulte, Nancy Kaiser, Jill Lane, Sue Czerwinski, Travis Jumper, Crystal Robinson, George Provenzano, Melissa Batchelor, Tammy Boswell, Gary Rolfe, Chris Paulda, Dick Warner, Gabe Springer, Debbie Witsken, Jeff Watson, Dylan Suttles, Jen Fuhler, Gene Hanses, Sue Keener and other faculty, staff, and community members.

PUBLIC COMMENT

There were no public comments.

APPROVAL ITEMS

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 October 13, 2020 as presented;

Approval of the Minutes for the Finance Committee Meeting on October 13, 2020 as presented (Attachment 1 of these Minutes)

Approval of the Minutes for the Special Board Meeting on October 16, 2020 as presented (Attachment 2 of these Minutes)

Approval of the Bills as presented in (Attachment 3 of these Minutes);

Approval of the Treasurer’s Report as presented in (Attachment 4 of these Minutes);

Approval of the Operating Statement Projections as presented in (Attachment 5 of these Minutes);

Approval of the Balance Sheet as presented in (Attachment 6 of these Minutes);

Approval of the Statement of Revenue and Expenditures as presented in (Attachment 7 of these Minutes);

Approval of the Bid Information as presented in (Attachment 8 of these Minutes);

Approval of the Personnel Report for the Separation of:

Full-Time

Anderson, Rhonda R. – Enrollment Assistant, Enrollment & Advising, effective November 4, 2020;
Daversa, David – Environmental Technician, NGRREC, effective November 13, 2020.

Part-Time - None

and approve employment of:

Full-Time

Clouse-Guccione, Candi- Assessment Clerk, Assessment Services, effective November 16, 2020.
Boston, Jaimee- Enrollment Assistant, Enrollment & Advising, effective November 16, 2020.

Part-Time - None

Part-Time, Short Term - None

Part-Time/Overload:

<u>Banks, Randolph E</u>	<u>Non-Western Music</u>
<u>Barnett, Melissa K</u>	<u>Preclinical Orientation</u>
<u>_____</u>	<u>Orofacial Anatomy</u>
<u>_____</u>	<u>Orofacial Anatomy</u>
<u>_____</u>	<u>Orofacial Anatomy</u>
<u>_____</u>	<u>Orofacial Anatomy</u>
<u>_____</u>	<u>Orofacial Anatomy</u>
<u>_____</u>	<u>Orofacial Anatomy</u>
<u>_____</u>	<u>Preclinical Orientation</u>

	<u>Preclinical Orientation</u>
	<u>Operative Procedures</u>
	<u>Operative Procedures</u>
<u>Batchelor, Melissa A</u>	<u>Teaching Math in Early Child</u>
<u>Bolin, Alicia M</u>	<u>Dental Hygiene Practice III</u>
	<u>Preclinical Dental Hygiene I</u>
<u>Botterbush, Kevin J</u>	<u>Coordination</u>
<u>Burnley, Edward J</u>	<u>Coordination</u>
	<u>Technical Rescue Awareness</u>
<u>Calaway-Habeck, Ronald D</u>	<u>Local Anesthesia in Dentistry</u>
<u>Cavanaugh, Melissa S</u>	<u>Orofacial Anatomy</u>
	<u>Orofacial Anatomy</u>
<u>Claywell, Kathryn L</u>	<u>Observation & Assessment of Children</u>
<u>Corby, Barbara L</u>	<u>Admin. of a Child Development Prog.</u>
<u>Dillon, Hannah R</u>	<u>Dental Hygiene Practice III</u>
<u>Dorris, Barbara A</u>	<u>Math for the Trades</u>
<u>Genslinger, Joseph N</u>	<u>Introduction to Astronomy</u>
<u>Hallstead, Chrissea M</u>	<u>Orofacial Anatomy</u>
	<u>Orofacial Anatomy</u>
<u>Hughes, Pamela S</u>	<u>Dental Hygiene Practice III</u>
<u>Hussey, Peter A</u>	<u>Percussion Ensemble</u>
<u>Johnson, David A</u>	<u>Contemporary Moral Problems (Ethics)</u>
<u>Kamp, Nathan D</u>	<u>MadCoS&R-ConfinedSp.CompetentPerson</u>
<u>Kosydor, Tiffany J</u>	<u>Dental Hygiene Practice III</u>
<u>Lemoine, Edward C</u>	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
<u>Marsh, Kelley F</u>	<u>Pre-Apprentice-Tools</u>
	<u>Pre-Apprentice-Carpentry</u>
<u>Martin-Dick, Tricia J</u>	<u>Constitutional Law-Criminal Justice</u>
	<u>Criminal Court Procedures</u>
	<u>Criminal Justice and Mental Health</u>
<u>Maynard, Kim M</u>	<u>Coordination JOBS/CDEV</u>
<u>McKee, Janice C</u>	<u>Geography by World Regions</u>
<u>Merideth, Doris A</u>	<u>Dental Hygiene Practice III</u>
	<u>Dental Hygiene Practice III</u>
<u>Peery, Ronnie D</u>	<u>Ameren-CDL 1 day</u>
	<u>Ameren-CDL 1 day</u>
	<u>Ameren-CDL 1 day</u>
	<u>Ameren-CDL 1 day</u>
	<u>Ameren-CDL 1 day</u>
	<u>Ameren-CDL 1 day</u>
	<u>Ameren-CDL 1 day</u>
<u>Phouangmalay, Kayla L</u>	<u>Local Anesthesia in Dentistry</u>

Potts, Joann E	<u>Basic Nurse Assistant Training</u>
	<u>Basic Nurse Assistant Training</u>
	<u>Basic Nurse Assistant Training</u>
	<u>Basic Nurse Assistant Training</u>
	<u>Basic Nurse Assistant Training</u>
	<u>Basic Nurse Assistant Training</u>
Ridings, Shelle A	<u>Health Information/Coding Externship</u>
Root, Nancy J	<u>Operative Procedures</u>
	<u>Operative Procedures</u>
Ruyle, Jessi L	<u>Dental Hygiene Practice III</u>
Scheldt, Lisa D	<u>Dental Hygiene Practice III</u>
Sotiropoulos, Thomas D	<u>Local Anesthesia in Dentistry</u>
Splaingard, Kent J	<u>Local Anesthesia in Dentistry</u>
Stevenson, Megan R	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
Vajjala, Emily L	<u>Public Speaking</u>
Vonder Haar, Charlie L	<u>Welding for Women</u>
Voyles, Amber D	<u>Dental Hygiene Practice III</u>
Watson, Mary L	<u>Implementing Blackboard Learn</u>
Weber, Mary K	<u>Local Anesthesia in Dentistry</u>
Williams, Pamela D	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>

and approve promotion/transfer: None

and approve the Leaves of Absences:

Cranmer, David – Maintenance Worker III, Facilities, return from leave effective October 8, 2020;

Fleming, Jane – Manager, Carl Perkins; Carl Perkins Grant, on leave effective October 7, 2020;

Hake, Vicki – Professor, Dental Hygiene, returned from leave effective August 18, 2020;

Hake, Vicki – Professor, Dental Hygiene, on leave effective September 29, 2020; returned from leave effective October 19, 2020;

Maher, Brad – Maintenance Worker III, Facilities, return from leave effective October 12, 2020;

Sotiropoulos, Thomas – Adjunct, Dental Clinic, on leave effective October, 13, 2020;

Vogan, Karen – Specialist, Finance, on leave effective October 8, 2020; returned from leave effective October 22, 2020.

and approve New Positions for Posting

Outreach Coordinator, Adult Education (Full-time) *Title recorded incorrectly on October Report*

- Post effective date following Board Approval
- Budget: Grant Funded
- CTE Improvement Grant (40%) 06-0-3020305
- SOS Adult Volunteer Literacy (30%) 06-0-4090472
- Illinois YouthBuild Coalition (20%) 06-0-4020420
- Early School Leaver Transition Program (10%) 06-0-1060108
- Grade & Salary Minimum: C41 / \$37,145

Case Coordinator (COVID-19), Human Resources (Part-Time, Short-Term)

- Post effective date following Board approval
- Budget: Federal CARES Act Funding
- Grade and hourly rate: B24 / \$19.26 per hour

Land Conservation Specialist, NGRREC Field Station (Co-op)

- Post effective date following Board approval
- Budget: 75% NRCS and 25% General NGRREC funds
- Grade and Salary Minimum: B24 / \$38,144

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Werts MOVED and Ms. McCain Second approving the Contracts Requiring Board Approval (Attachment 9 of these Minutes)

Trustee Rust asked for information about the contract with Pyxis not to exceed \$25,000 and if there was any relation to a previous contract with Pyxis. Mary Schulte responded this contract is for the actual preparation of the insurance claim for business losses related to the COVID pandemic. The initial contract not to exceed \$5,000 was for an analysis to determine if we had the components required to be able to submit a claim. At this time, no payments have been made to Pyxis for the initial contract but they have presented charges through the end of October in the amount of \$2,500.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Werts MOVED and Ms. McCain SECOND approving Purchases Requiring Board Approval (Attachment 10 of these Minutes)

Trustee Rust asked for more information regarding the purchase of Food Gift Cards shown on page 174. Dr. Sean Hill stated the Talent Search and Upward Bound programs funded by the Department of Education work with middle school and high school students to encourage interest in school and higher education. Both programs generally spend money on food in conjunction with field trips and presentations. Talent Search and Upward Bound both target lower income students, some of whom may be first generation to attend college. In this virtual environment, the programs meet with students before and after school or some times during classes. Food is used as an incentive to encourage participation/interaction with advisors and others that are integral to the program. Crystal Robinson noted the dollar amount for this item covers 600 student participants who meet monthly over an 8-month period. The cards are given to the students based on participation and school performance. The Department of Education authorized the use of gift cards as an effective method to entice students to participate in this virtual environment. Additional funds are designated to purchase technology and PPE for students in need. Talent Search has been active on the LC campus since 1991 and this is not the first time we have used gift cards in this program. Methods are established for purchase, safekeeping, and distribution as meticulous records are required for reporting the use of grant funds.

Trustee Rust asked for a description of the work being done to accommodate students with WIFI and technology. Crystal Robinson responded LC partners with the respective schools to secure hot spots. Some students also receive Chromebooks from their districts.

Upon a roll call vote the Trustees voted as follows:

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

Hanfelder
Watson

Abstain
Yea

MOTION CARRIED

Ms. McCain MOVED and Mr. Werts SECOND approving the Contract Change Orders/Insurance Renewals/Asset Disposal as presented in (Attachment 11 of these Minutes);

Trustee Rust questioned the Truck Lease under the caption of "Contract Change Orders". Lori Artis confirmed that the Board previously approved leasing. This change order is to add two additional vehicles to the Master Agreement which is a four-year lease. Mileage is generally low on the vehicles as most vehicles are only used on campus. The cost of the agreement includes the lease payment and maintenance. In the past, LC purchased vehicles and paid for maintenance services. Chris Paulda completed an extensive analysis and there is a savings to the college through leasing versus purchase.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Rust MOVED and Ms. McCain SECOND approval of Mileage Expenses for President Trzaska as presented in (Attachment 12 of these Minutes);

Trustee Rust raised the subject of considering changing the mileage rate reimbursement for all employees to the IRS rate. Responding to a question about the process of approving the expense reports, Mary Schulte noted that the contract indicates the reports are to be approved by the Board as a whole, which will be noted on the expense reports following an approval vote by the Board.

Upon a roll call vote the Trustees voted as follows:

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

Hanfelder
Watson

Yea
Yea

MOTION CARRIED

INFORMATIONAL ITEMS

Dr. Ken Trzaska provided a brief Budget Health Update at a request of the Finance Committee. In the future, this report will be made on a monthly basis at the Board meeting prior to consideration of the omnibus agenda. From a process perspective, the Board approves an annual budget at the beginning of the fiscal year and it is important that the administrative team and the team, as a whole, functions within the budget. At this point in the year, we are ahead of schedule by \$400,000 and "on track" to have a balanced budget. Our status may be a result of fewer students requiring fewer adjuncts, there has been no travel, and there is less activity on campus. Of course, we remain vulnerable in student tuition and fees. The Enrollment Management Team has done great work to develop enrollment strategies. We are working on piloting Blendflex courses this spring as well as Competency Based Education. Dr. Trzaska is also working with our district superintendents to create new pathways to careers with the high schools. We are expanding High School Partnership to broaden access. At present, we are in line with our peers, but we are ahead in innovation, particularly competency-based education. There are only a few in Illinois exploring this opportunity.

A virtual graduation event will be streamed at 7:00 pm on December 20.

Strategic planning feedback is now being collected from our campus team following an "all team" meeting last week. The next step will be surveying our students and then a survey to the community to ensure we are moving forward aligned with our community. The new strategic plan will be brought to the Board for approval around March or April with a three-year plan to begin July 1. All team meetings will continue with campus constituents every 5-6 weeks. Their purpose is to open a dialog with team members about his progress as president and the vulnerabilities and challenges the college faces. Friday's meeting focused on gratitude.

Dr. Trzaska said he presented this week to the North Alton-Godfrey Business Council and shared his gratitude for their work to strengthen our community. The fall veto session in Springfield was canceled due to COVID-19.

Associate Professor of Automotive Technology Chris Reynolds gave a presentation on the college's progress toward "Building a Pipeline of Biodiesel Technicians for Careers in Fields and Cities." Year one's objectives included increasing student awareness and interest in diesel/biodiesel technology pathways and careers, increasing student participation in work-based learning activities in diesel/biodiesel and increasing industry involvement. There is a great need for workers in medium/heavy duty truck and the St. Louis Metro Area is projected to have 11,000 job openings in this field over the next ten years. The college was able to secure a \$300,000 National Science Foundation Grant over the next three years to focus on curriculum development in three categories for medium/heavy duty truck and agriculture-based equipment: braking systems, electricity/electronics and diesel engine operations.

DISCUSSION ITEMS

Vice President Lori Artis gave the construction projects status report. The college has no updates from the Capital Development Board on either the Main Complex Foundation Improvements project or the Haskell Hall Fan Coil Replacement. She added that with the passing of the omnibus agenda, the Board approved some repairs to pavers in the Fountain Court area that posed a safety hazard.

ACTION ITEMS

Following the President's recommendation Ms. McCain MOVED and Mr. Rust SECOND that the Board approve the Student Academic Fees AY 2021-2022 as presented in (Attachment 15 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Following the President's recommendation Mr. Watson MOVED and Mr. Werts SECOND that the Board approve the New Certificate – Pharmacy Technician as presented (Attachment 16 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	Yea

MOTION CARRIED

ANNOUNCEMENTS

The next Regular Meeting of the Board of Trustees will be held virtually via Zoom on Tuesday, December 8, 2020, at 7:00 p.m.

ADJOURNMENT

There being no further business, Mr. Werts MOVED and Mr. Hanfelder SECOND that the meeting be adjourned.

Upon a roll call vote the trustees voted as follows:

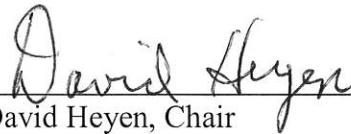
Britt (advisory vote)	Yea
Werts	Yea
Hanfelder	Yea
Watson	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea

MOTION CARRIED

The meeting adjourned at 8:02 pm.



Kevin Rust, Secretary



David Heyen, Chair

DATED: 12-9-20