

COMMUNITY COLLEGE DISTRICT NO. 536

BOARD OF TRUSTEES

December 8, 2020

MINUTES

The Regular Meeting of the Board of Trustees of Lewis and Clark Community College, District No. 536, was held December 8 online in a virtual format by teleconference via ZOOM: <https://lewisclark.zoom.us/j/94534084439?pwd=d2IwclJ5MjlrVDZHZHRENCL3lFbTB0UT09> or by phone at 312-626-6799 with Meeting ID 945 3408 4439 and Password 952606. 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, Val Harris, Travis Jumper, Dennis Weedman, Tammy Boswell, Melissa Batchelor, Ted Kratschmer, Jen Fuhler, John Crawford, Tim Bell, Dylan Suttles, Nate Keener, Gary Rolfe, Dick Warner, Laura Inlow, Deb Witsken, Sue Keener and other faculty, staff, and community members.

PUBLIC COMMENT—No public comments were submitted

Dr. Trzaska presented a Budget Health Update report. Referencing the Operating Statement Projections in the Board book, the projection is more of a loss in tuition and fees this month than last month. This is a somewhat speculative report as the percentage projections are based on tuition/fees collected through October 31, 2020 as compared to 2019. Obviously, the pandemic has significantly affected enrollment which was already a challenge. The projection for Other Revenue has also decreased slightly as there are no activities being held on campus. There was no big change in savings in salaries compared to October. Most of the savings result from positions budgeted but not filled. Only mission critical

positions are being filled at this time. As a general observation, the slight decrease in expenses is related to timing of purchases so projections will vary from month to month.

APPROVAL ITEMS

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

Approval of the Minutes for the Regular Meeting on November 10, 2020 as presented;

Approval of the Minutes for the Finance Committee Meeting on November 9, 2020 (Attachment 1 of these Minutes);

Approval of the Minutes for the Policy Committee Meeting on November 19, 2020 (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 Contracts Requiring Board Approval (Attachment 9 of these Minutes)

Approval of Purchases Requiring Board Approval (Attachment 10 of these Minutes)

Approval of the Contract Change Orders/Insurance Renewals/Asset Disposal as presented in (Attachment 11 of these Minutes);

Approval of Mileage Expenses for President Trzaska as presented in (Attachment 12 of these Minutes)

Approval of the Personnel Report for the Separation of:

Full-Time

Earnshaw, Dawn – Instructor/Coordinator, Health Sciences – Nurse Assistant Program, effective December 31, 2020.

Kaiser, Nancy – Associate Vice President/Chief Budget Officer, Accounting, effective April 30, 2021.

Part-Time

Hamilton, Michael A. – Junior Habitat Assistant, NGRREC, effective November 25, 2020.

and approve employment of:

Full-Time

Neibel, Hayley- Advisor, Financial Aid, effective December 9, 2020

Part-Time/Overload (For period of 10/16/20 to 11/15/20)

<u>Aldridge, Yuhsuan</u>	<u>Piano</u>
	<u>Cello</u>
	<u>Cello</u>
<u>Banks, Randolph E</u>	<u>Percussion</u>
<u>Barber, Kyle B</u>	<u>Solar Design and Installation</u>
<u>Botterbush, Kevin J</u>	<u>Real Estate Transactions</u>
<u>Burkhart, Jerrold R</u>	<u>Legal Research and Writing II</u>
<u>Darr, Raymond C</u>	<u>Contemporary Moral Problems (Ethics)</u>
<u>Dollins, Leonard B</u>	<u>Pre-GED Instruction</u>
<u>Drillinger, David W</u>	<u>Trumpet</u>
<u>Fuhler, Jennifer M</u>	<u>Literature of Non-Western Cultures</u>
<u>Gockel, Rebecca S</u>	<u>Wills, Trusts, and Estate Planning</u>
<u>Greer, Victoria N</u>	<u>Pre-GED Instruction</u>
<u>Hall, Joel D</u>	<u>Drafting/CAD Internship</u>
<u>Harris, Ashley J</u>	<u>Level II Fieldwork B</u>
<u>Howald, Roxanne R</u>	<u>Level II Fieldwork B</u>
<u>Jackson, Juliet R</u>	<u>Voice</u>
<u>Jarden, Timothy G</u>	<u>Guitar</u>
<u>Jumper, Travis N</u>	<u>Shielded Metal Arc Welding I</u>
<u>Kamp, Nathan D</u>	<u>QualSafe-Hazwoper Refresher</u>
<u>Kuebrich, Paul M</u>	<u>Instrumentation Tech Internship</u>
<u>Lancaster, Brenda F</u>	<u>Voice</u>
<u>Lanigan, Kevin L</u>	<u>Shielded Metal Arc Welding I</u>
<u>Lee, Robert E</u>	<u>Shielded Metal Arc Welding I</u>
<u>Lemoine, Edward C</u>	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
<u>Lowe, Suzanne L</u>	<u>Level II Fieldwork B</u>
<u>McHugh, Barbara J</u>	<u>Piano</u>
	<u>Piano</u>
<u>Michael, Louis P</u>	<u>Piano</u>

<u>Moody, Kathy S</u>	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
<u>Munden, Nicole J</u>	<u>Technical Math for Allied Health</u>
<u>Patridge, Barry N</u>	<u>Guitar</u>
<u>Renth, Clayton V</u>	<u>Brake Systems Diagnosis and Repair</u>
<u>Ridings, Shelle A</u>	<u>Health Information/Coding Externship</u>
	<u>Medical Assisting Externship</u>
<u>Rodgers, Vickie G</u>	<u>Nursing Concepts and Management I</u>
<u>Schneiderheinze, Douglas D</u>	<u>Business Co-Op I</u>
<u>Shultz, Emerson A</u>	<u>Saxophone</u>
<u>Silva, Lori D</u>	<u>Pre-GED Instruction</u>
<u>Snider, Michelle F</u>	<u>Dental Hygiene Practice IV</u>
<u>Sowers, Victoria A</u>	<u>Piano</u>
<u>Stanard, Susan P</u>	<u>Voice</u>
<u>Stevenson, Megan R</u>	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
<u>Swiezynski, Catherine H</u>	<u>Violin</u>
<u>Vaughn, Sheila M</u>	<u>Adult Basic Education</u>
<u>Vonder Haar, Charlie L</u>	<u>Welding for the Weekend Warrior</u>
<u>Watson, Mary L</u>	<u>Implementing Blackboard Learn</u>
<u>Williams, Pamela D</u>	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
	<u>Pre-GED Instruction</u>
<u>Witsken, Deborah A</u>	<u>Level II Fieldwork B</u>
<u>Witt, Jimmie L</u>	<u>AC: Fundamentals in Electricity</u>
	<u>Process Instrumentation Control II</u>
<u>Zumwalt, John J</u>	<u>Advanced Gas Tungsten Arc Welding</u>

and approve promotion/transfer:

Full-Time

Young, Nancy – Transfer from Adult Education Student Services Coordinator to Coordinator, HCCTP, effective December 16, 2020.

and approve the Leaves of Absences:

Becraft, Meghan – Associate Professor/Coordinator, Dental Hygiene, returned from leave effective November 19, 2020;

Hake, Vicki – Professor, Dental Hygiene, on leave effective October 15, 2020;

Mager, Carl – Maintenance Worker III, Facilities, on leave effective October 22, 2020; returned from leave October 28, 2020.

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

INFORMATIONAL ITEMS

Dr. Trzaska noted that items “T Hiring Freeze”, “U Mannie Jackson Center for the Humanities/Lincoln School”, and “V East St. Louis Higher Education Center” were requested by the Trustees.

Previously noted in the budget health update, as positions become open, we are reviewing the need for the position as we go forward and only filling positions that are critical to the teaching/learning mission of the college. A Faculty Counselor position and Faculty Nurse Assistant position are two that will be filled. There are often NGRRECSM positions directly related to meeting grant requirements that will be filled. At the same time, we are not always jumping to fill NGRRECSM positions. This doesn’t mean we are in a hiring freeze, we are just making the best investments we can in positions moving forward.

Regarding the Mannie Jackson Center for the Humanities/Lincoln School, Dr. Trzaska noted he would not get into details right now. He has a meeting with Mannie Jackson to discuss the future of the MJCH® in alignment with the future of the college. Dr. Trzaska said this topic is under review as the early part of strategic planning begins, so he would like some time to think and have more discussions about the potential opportunities. Discussions around properties, programs or other initiatives must link back to where we are moving as an institution both strategically and philosophically.

The East St. Louis Higher Education Center is currently under discussion. ICCB is evaluating the future of the program and a follow up discussion is scheduled. There may be a more robust report to the Board in January.

DISCUSSION ITEMS

Vice President Lori Artis presented an updated Construction Projects Status Report noting that there are no updates on the two previously approved CDB projects but we do have a meeting with the CDB about a new third project related to a fire alarm system upgrade and will provide an update when information is available.

Dr. Trzaska noted the request for an agenda item regarding incorporating Performance Based measures came from the Personnel Committee. Since the meeting, HR Director Gabe Springer had a discussion with the HR Director at Waubensee. Another call will be scheduled with a VP of Waubensee to discuss implementation of their program and outcomes. An opportunity outline could be presented in January if the due diligence of the leadership team is complete.

Trustee Werts expressed concern about the number of committee meetings taking staff away from other duties. He encouraged the Board to let the leadership team do the jobs for which they were hired and run the institution. He noted the ICCTA Trustee Handbook states "boards succeed when they take the larger perspective and when day-to-day details are left to the president and staff." Trustee McCain concurred and congratulated Dr. Trzaska on the remarkable job getting acclimated and developing relationships not only with faculty and staff but also members of the community. Trustee McCain stated the Board should not micromanage the institution as we have qualified staff and the president we hired to run the institution. Trustee Heyen disagreed and stated the Board members were elected to represent the district and it is important for Board members to be informed and ask questions, although he hoped it didn't interfere with Dr. Trzaska's operation of the college.

Trustee Werts responded there was nothing wrong with asking questions, the problem is the amount of time required by staff to be responsive. The HLC reviewers do not look favorably on micromanagement.

Trustee Johnson stated she understood many Boards have committees and felt they were an important component. The Finance Committee is able to ask questions during the committee meeting instead of during a Board meeting. Board Attorney Dennis Weedman was asked to respond to the role of committees. Weedman noted that committees are used across all forms of government. The four committees in place at LC—Building and Grounds, Finance, Personnel, and Policy—are common. It is a way to inform Board members about issues. It also provides an opportunity for Trustees to ask questions and not surprise staff with questions they are unable to answer during a Board meeting. The Board does need to consider the frequency of meetings. For example, a Finance Committee would probably meet more frequently than Building and Grounds, depending on projects or perhaps when the RAMP document is being prepared. Committees in themselves are not micromanaging, the Board must consider how to use committees and the frequency of meetings.

Dr. Trzaska said he talked with Dennis Weedman and has taken the liberty to re-write the committee policy. His plan is to send the revision to Chairman Heyen and Dennis Weedman for review. Dr. Trzaska's opinion is the committees should be Advisory Committees driven by Administration. He expressed appreciation and respect for each of the Board member's perspectives and interest that the institution operates in a responsible way. Trzaska expressed appreciation for the talented team at the college and said he personally empowers the team to advance the institution in the best possible way. The Board is responsible for supporting the team and holding us accountable. Dr. Trzaska noted he had discussed the committees with Chairman Heyen and they agree there may be some opportunities with the committees but it is important to give the leadership team the opportunity to do the job they were

hired to do. He expressed appreciation for confidence in the team and willingness to evaluate some of the policies and practices to better empower the team to move the institution forward.

ACTION ITEMS

Following the President's recommendation Mr. Werts MOVED and Ms. McCain SECOND that the Board approve the Grant or Sponsored Contract Opportunities as presented in (Attachment 14 of these Minutes).

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

Following the President's recommendation Mr. Hanfelder MOVED and Mr. Watson SECOND that the Board approve the Reimbursable Rate for Travel by Auto equal to the applicable IRS deductible rate in effect at the time of travel effective January 1, 2021 as presented in (Attachment 15 of these Minutes).

Following discussion, it was determined the footnote on Board Policy 510 should be eliminated so there was no confusion about the rate the Board was approving—the IRS deductible rate, which may change from time to time. Due to COVID restrictions, there are presently no reimbursable travel expenses incurred or expected. The revised policy will be brought to the Board for approval in January.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Following the President's recommendation Mr. Werts MOVED and Ms. McCain SECOND that the Board approve the Memorandum of Agreement between College and Lewis and Clark Faculty Association regarding full-time Counselor position as presented in (Attachment 16 of these Minutes).

Responding to inquiry by Trustee Rust, Lori Artis noted this non-teaching position is commonly part of the faculty bargaining unit in higher education. With the retirement of the current Counselor and the changes in mental health staffing requirements, the MOA is a way forward with an 11-month position until we are back at the bargaining table. No positions can be added to the Bargaining Unit without bargaining and there is a prescribed process through the Educational Labor Relations Board to remove a position from the Bargaining Unit. Board Attorney Dennis Weedman thought restructuring this position to an 11-month position was a creative way to have more counselors in order to comply with the laws regarding mental health.

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

Following the President's recommendation Mr. Rust MOVED and Mr. Hanfelder SECOND that the Board approve the Employment Agreement Extension for the Interim Chief Academic Officer as presented in (Attachment 17 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Following the President's recommendation Mr. Rust MOVED and Mr. Werts SECOND that the Board approve elimination of the Associate Vice President, Strategic Initiatives position and authorize the President to issue an official letter of reassignment to Brett Reinert to the Interim Vice President of Enrollment Services position effective December 9, 2020 as presented in (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	Yea

MOTION CARRIED

Following the President's recommendation Mr. Werts MOVED and Ms. McCain SECOND that the Board approve modifying Board Policy 209.5 to provide Approval Authority of the President to a minimum of \$15,000 without prior approval of the Board and increasing the delegation authority to \$3,000 with incremental adjustments within the current approval level framework as presented in (Attachment 19 of these Minutes).

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

Following the President's recommendation Ms. McCain MOVED and Mr. Rust SECOND that the Board approve Resolution 21-3 2020 Tax Levy as presented in (Attachment 20 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 Ms. McCain MOVED and Mr. Werts SECOND that the Board approve Resolution 21-4 Abatement Series 2014 as presented in (Attachment 21 of these Minutes).

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

Following the President's recommendation Ms. McCain MOVED and Mr. Werts SECOND that the Board approve Resolution 21-5 Abatement Series 2015B as presented in (Attachment 22 of these Minutes).

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

ANNOUNCEMENTS

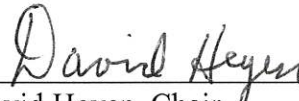
The next Regular Meeting of the Board of Trustees will be held virtually via Zoom on Tuesday, January 12, 2021, at 7:00 p.m.

ADJOURNMENT

There being no further business the Chair Declared the MEETING ADJOURNED at 7:56 p.m.



Kevin Rust, Secretary



David Heyen, Chair

DATED: 1-19-21