

COMMUNITY COLLEGE DISTRICT NO. 536

BOARD OF TRUSTEES

July 14, 2020

MINUTES

The Public Hearing to receive public comments concerning the proposed FY21 Budget of Lewis and Clark Community College, District No. 536 was held July 14 online in a virtual format by teleconference via ZOOM

<https://lewisclark.zoom.us/j/91836991245?pwd=REIrrRmdqRi9obUpHQk9PTXYzSnN3Zz09>

or by phone at 312 626 6799 with Meeting ID 918 3699 1245 and Password 457926. The meeting was called to order by Chairman David Heyen at 6:47 pm.

ROLL CALL

Present

- David Heyen, Chair
- Julie Johnson, Vice Chair
- Kevin Rust, Secretary
- Charles Hanfelder, Assistant Secretary
- Brenda Walker McCain, Member
- Dwight Werts, Member

Ashtyn Britt, Student Member

Absent

Robert Watson, Member

Also present were Lori Artis, Brett Reinert, Sean Hill, Mary Schulte, Nancy Kaiser, Jill Lane, Sue Czerwinski, Val Harris, Dennis Weedman, Travis Jumper, Dylan Suttle, Brad Raish, Tim Bell, Melissa Batchelor, Ted Kratschmer, Gabe Springer, George Provenzano, Jeff Watson, Kevin Carski, Mary Lou Watson, Deb Witsken, Sue Keener and other faculty, staff, and community members.

No public comments were submitted.

There being no further business, Mr. Werts MOVED and Mr. Hanfelder SECOND the meeting be adjourned. Following vote by voice, Chairman Heyen declared the public hearing adjourned at 6:55 pm.

The Regular Meeting of the Board of Trustees of Lewis and Clark Community College, District No. 536, was held July 14 online in a virtual format by teleconference via ZOOM

<https://lewisclark.zoom.us/j/91836991245?pwd=REIrrRmdqRi9obUpHQk9PTXYzSnN3Zz09>

or by phone at 312 626 6799 with Meeting ID 918 3699 1245 and Password 457926. The meeting was called to order by Chairman David Heyen at 7:00 pm.

ROLL CALL—Regular Meeting

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 Lori Artis, Brett Reinert, Sean Hill, Mary Schulte, Nancy Kaiser, Jill Lane, Sue Czerwinski, Val Harris, Dennis Weedman, Travis Jumper, Dylan Suttle, Brad Raish, Tim Bell, Melissa Batchelor, Ted Kratschmer, Gabe Springer, George Provenzano, Jeff Watson, Kevin Carski, Mary Lou Watson, Deb Witsken, Dick Warner, Laura Inlow, Dennis Krieb, Doug Stotler, Sue Keener and other faculty, staff, and community members.

No Public Comments were submitted.

Board Attorney Dennis Weedman noted the closed session on the agenda for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Weedman requested adding another discussion item to the closed session agenda—Litigation pending, probable or imminent. No action to be taken.

Mr. Werts MOVED and Mr. Watson SECOND the Board members adjourn to Closed Session. Upon vote by voice, the regular meeting adjourned at 7:02 pm

The closed session began at 7:06 pm and was attended by Robert Watson, Brenda McCain, Dwight Werts, David Heyen, Julie Johnson, Kevin Rust, Charles Hanfelder, Ashtyn Britt, Lori Artis, Brett Reinert, Gabe Springer, Dennis Weedman, and Sue Keener.

Following vote by voice, the Closed Session adjourned at 8:06 pm.

Chairman Heyen called the meeting to resume at 8:07 pm.

ROLL CALL—Regular Meeting Resumed

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

APPROVAL ITEMS

Mr. Werts MOVED and Mr. Watson SECOND the FY 2021 Budget be approved as submitted.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

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

Approval of the Minutes for the Regular Meeting on June 9, 2020 as presented;

Approval of the Bills as presented in (Attachment 1 of these Minutes);

Approval of the Treasurer's Report as presented in (Attachment 2 of these Minutes);

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

Approval of the Bid Information as presented in (Attachment 4 of these Minutes);

Approval of Purchases Requiring Board Approval (Attachment 5 of these Minutes)

Approval of the Contract Change Orders/Insurance Renewals/Asset Disposal as presented in (Attachment 6 of these Minutes);

Approval of the Personnel Report for the Separation of:

Full-Time

Harmon, Stacey R. – Catering Manager, Dining Services, effective June 16, 2020;

Rodgers, Vickie G. – Professor, Health Sciences – Nursing, effective December 31, 2020.

Terry, Mary K. – Financial Aid Advisor, Financial Aid/Student Employment, effective July 2, 2020;

Woodward, Spencer – Land Conservation Specialist, NGRREC, effective July 2, 2020.

Part-Time

N/A

and approve employment of;

Full-Time

Shreve, Scott- Associate Professor, Biology, effective August 17, 2020.

Part-Time

Griffis, Hannah-Beth- RiverWatch Technician, NGRREC, effective July 16, 2020

Part-Time, Short Term

N/A

Part-Time/Overload (for period of 5/16/20 to 6/15/20)

Baahlmann, Katelyn S	Summer Fun
Banks, Randolph E	Percussion
	Non-Western Music
Barber, Kyle B	Solar Design and Installation
Bevel, Jennifer M	First-Year English II
Bolin, Alicia M	Dental Hygiene Practice II
Burgess, Sandra J	Comparative Religion I
Burkhart, Jerrold R	Legal Research and Writing I
	Legal Research and Writing II
Busler, Mary E	Public and Private Communication
Caldwell, Denise L	Bridge Concepts and Management II
Callahan, Shane W	Coordination
Cavanaugh, Melissa S	Nutrition and Oral Health
Chappee, Candida L	Dental Hygiene Practice II
Cline, Jennifer A	Honors College Coordination
Cloud, Paul A	Introduction to Humanities I
DiPaolo, Robert D	Principles of Macroeconomics
	Principles of Microeconomics
	Fundamentals of Management

Dollins, Leonard B	Pre-GED Instruction
Forys-Cameron, Jessica R	Non-Western Art
Gockel, Rebecca S	Introduction Paralegal Studies
	Technology For Paralegals
Greer, Victoria N	Pre-GED Instruction
Hake, Vicki L	Dental Hygiene Clinic Seminar II
Hall, Abigail L	Introduction to Sociology
Harris, Ashley J	Occupation Across the Lifespan
Hawk, Stephanie M	Math for Elementary Teachers I
	Math for Elementary Teachers II
Jarden, Timothy G	Minor Applied Music I
	Electric Bass
Jedlicka, Glenda J	Graphic Design I
Jett, Louise M	Using Social Media
	Social Media Marketing
	Advanced Adobe Photoshop
	Web Designer Cooperative
Johnson, David A	Contemporary Moral Problems (Ethics)
Jumper, Travis N	Welding Internship
Keller, Chad J	General Psychology
	Human Development
	Child Psychology
	General Psychology
Kuithe, Lori S	Coordination
Lancaster, Brenda F	Voice
Lemons, Michael E	Topics in Radio Broadcasting
	Salesmanship
Long, Darla K	Paramedic Skill & Scenario Lab I
Luster, Ashley Q	First-Year English II
Magurany, John D	Introduction to the Visual Arts
Margarida, Mary J	First-Year English I
Marten, Jeffrey P	Elementary Algebra
	Intermediate Algebra
Martin-Dick, Tricia J	Criminal Law
	Constitutional Law-Criminal Justice
Maynard, Kim M	Career Development
McHugh, Barbara J	Piano
Merli, Deborah A	Coordinator
Meske, Melissa A	Human Resource Management
Michael, Louis P	Piano
Moody, Kathy S	Pre-GED Instruction
	Pre-GED Instruction
Mueller, Aaron J	Comparative Religion I

Nasello, Gregory C	Medical Terminology
Noble, Jessica B	Intro to American Criminal Justice
	Crime Prevent and Patrol Techniques
	Criminology
	The Juvenile Offender
	Crime and Popular Culture
	Criminal Justice Internship
	Criminal Investigation
Phillips, Stephen P	First-Year English I
Pupillo, Kathryn E	Introduction to Modern Business
	Business Software Applications
Reed, Andre' L	Prealgebra
Schneiderheinze, Douglas D	Issues in E-Commerce & Social Media
	Business Co-Op I
	Financial Investments
	Financial Management
Silva, Lori D	Pre-GED Instruction
Simpson, Layne A	Introduction to Sociology
	Social Problems
Sinclair-Parish, Margie A	Financial Accounting
	Managerial Accounting
	Walking
Skinner, Nicholas J	Introduction to Sociology
Stanard, Susan P	Voice
Swiezynski, Catherine H	Violin
	Violin
	Mozart Violin Choir
Vaughn, Sheila M	Pre-GED Instruction
Watson, Mary L	Learner Centered Instruction
	Learner Centered Instruction
	Orientation for Adjunct Instructors
	Implementing Blackboard Learn
	Learner Centered Instruction
Werner, Amanda K	Summer Fun
White, Kathleen M	General Psychology
White, Rodney A	Bridge Concepts and Management II
Williams, Pamela D	Pre-GED Instruction
Witsken, Deborah A	Occupation Across the Lifespan
Witt, Jimmie L	Process Technology Internship
Yost, Diana L	Introduction to the Visual Arts

and approve promotion/transfer:

Full-Time
N/A

and approve the Leaves of Absences:

Woodward, Spencer – Land Conservation Specialist, NGRREC, return from leave effective June 22, 2020.

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

Mr. Rust MOVED and Ms. Johnson SECOND that the Board approve the Statement of Revenue and Expenditures as presented in (Attachment 7 of these Minutes);

Trustee Johnson asked Mary Schulte to make a summary statement about the LC financial status related to the fiscal year end. Chief Financial Officer Schulte noted we are two weeks into FY21. A lot of FY20 activity is still pending and adjustments are expected after activity has finished. Typically, the last fiscal year run will occur in mid-August, before arrival of the auditors. Schulte stated as of today she is confident we will end FY20 in the black, not tapping into any of our beginning fund balances.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Werts MOVED and Mr. Hanfelder SECOND that the Board approve the Contracts Requiring Board Approval (Attachment 8 of these Minutes).

Trustee Rust stated it was premature to enter into a contract with R.W. Myers for insurance consulting in regard to a possible claim for the college's losses due to COVID-19 and suggested considering the agreement again after more investigation is completed.

Mr. Werts moved to amend the motion to approve the Contracts Requiring Board Approval with the exception of the contract for R.W. Myers which shall be tabled and Mr. Hanfelder SECOND the amendment.

Upon a roll call vote the Trustees voted to approve the Contracts Requiring Board Approval with the exception of the contract for R.W. Myers which shall be tabled as follows:

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

MOTION CARRIED

INFORMATIONAL ITEMS

Director of Institutional Research Dennis Krieb presented on the college's recent completion of the Higher Learning Commission's (HLC) Quality Initiative for accreditation (Attachment 9). In 2016, L&C submitted a proposal to enter the HLC's Persistence and Completion Academy and was accepted. The college's initial project centered on retention – tracking students who utilized tutoring, advising and library services, to see how that engagement correlated with grades and completion rates. Lewis and Clark's model was unique and very successful. During the process, HLC suggested that the college change its focus from retention to enrollment. The Enrollment Task Force is carrying that work on, under the leadership of Brett Reinert. The next step in L&C's continuing accreditation process is a comprehensive self-study, followed by a visit from HLC reviewers in 2022-2023.

DISCUSSION ITEMS

Interim President Lori Artis gave the construction projects status report. We are inquiring regularly with the Capital Development Board about putting the Main Complex Foundation waterproofing project to bid and about design for the Haskell Hall Fan Coil project but here has been no change.

Artis provided an update regarding campus reopening communications, included in the Board Book, and plans for the fall semester. Campus re-opened earlier this month for CTE faculty and students to complete hands-on training left unfinished from the spring semester due to the campus closure mandate by the Governor. Dean of Career Programs Sue Czerwinski said Welding students and faculty are on campus, using masks and special respirators within their own booths. Medical Assisting students will be able to complete their spring work in about two weeks. First-year Nursing students will soon have an on-campus opportunity to complete skills practice and checks. Nurse Assisting students are finishing clinicals. Automotive has been in the garage for the last week, wrapping up their work. Dental students, some of the last students working to finish their requirements, will have labs July 16-20. We are focused on keeping our students and community members safe by having the right personal protective equipment in place. Artis noted that student services areas have opened on campus, while continuing to offer virtual services as well. Student Navigators and Media Services are working to get the word out about the ability to be on campus as needed. We are encouraging people to call ahead for appointments, to avoid traffic jams in certain areas. So far, everyone is being responsible and respectful of safety guidelines.

Interim President Artis provided an overview of the plan for fall classes which will provide students with both flexibility and safety, as well as access to campus where hands-on instruction is essential, as long as the college's healthcare regions remain in Phase IV of the Restore Illinois reopening plan. Interim Chief Academic Officer Jill Lane said the college's priority is to maximize safety while creating a robust virtual learning environment. This summer, all of our faculty are engaged in training of some kind, such as best practices for remote teaching or how to better utilize Blackboard. Lane said virtual classes will be taught synchronously, so they will feel just like in-person classes, and students will be held to the same rigorous standards. Especially in career training programs, accrediting bodies have held to the same requirements as pre-COVID times, so students will need to be able to fulfill those as always.

Vice President of Student Engagement Sean Hill spoke about the National Junior College Athletics Association's decision this week regarding fall sports. All sports are being moved to the spring semester. In general, NJCAA is allowing practices in the fall and limited scrimmages, but seasons will run in spring. Seasons may begin as early as January and as late as March, and championship games as late as June.

Assistant Interim President Brett Reinert, who is currently overseeing Enrollment activities, said enrollment is always a concern and remains so during the pandemic, which adds new challenges. The Enrollment Task Force has identified a potential emerging market for course takers who might not complete their education with Lewis and Clark but might be looking to get started in college locally this fall. There is also a continued focus on recruiting the high school and high school partnership population, especially as local school districts announce their fall plans. There may be some enrollment

opportunities for LC if these students find themselves with shortened schedules and extra time on their hands. Enrollment Services have also tapped Student Navigators to help follow up with enrollment inquiries, to try and urge those potential students to move forward through the enrollment pipeline by signing up for classes. In August, Enrollment Services will spread out on campus, utilizing spaces in the Hatheway Cultural Center to accommodate walk-in traffic without posing a health safety issue for students or team members, in addition to a full schedule of advising appointments, both in-person and virtual.

ACTION ITEMS

Mr. Werts MOVED and Mr. Watson SECOND that the Board approve the Grant or Sponsored Contract Opportunities as presented in (Attachment 11 of these Minutes).

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

Mr. Werts MOVED and Mr. Rust SECOND that the Board approve the Amendment of Board Policy 207 regarding Committees of the Board as presented in (Attachment 12 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Chairman Heyen appointed the following Committee members:

- Board Policy Committee—Robert Watson and Chuck Hanfelder
- Board Building Grounds Committee—Dwight Werts and Chuck Hanfelder
- Board Personnel Committee—Brenda McCain and Kevin Rust
- Board Finance Committee—Julie Johnson and Kevin Rust

Mr. Watson MOVED and Mr. Werts SECOND that the Board approve amending the 2020-2021 College Holiday Calendar to include November 3, 2020 (General Election Day 2020) as presented (Attachment 13 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

Ms. Johnson MOVED and Mr. Hanfelder SECOND that the Board approve a 3% increase to the base salaries of any full-time staff employee who has a current salary that is within the boundaries of the minimum and maximum of his/her established salary grade within the existing compensation structure.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Watson MOVED and Ms. Johnson SECOND that the Board approve a stipend in lieu of a salary increase that is equal to 3% of the current base salary of any full-time staff employee who has a current salary that exceeds the maximum of his/her established salary grade within the existing compensation structure.

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Werts MOVED and Ms. Johnson SECOND that the Board approve the Employment Agreement for the Interim Chief Academic Officer as presented in (Attachment 14 of these minutes).

Upon a roll call vote the Trustees voted as follows:

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

MOTION CARRIED

Mr. Werts MOVED and Mr. Watson SECOND that the Board approve the Employment Agreement for the Assistant Interim President as presented in (Attachment 15 of these minutes).

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

Mr. Watson MOVED and Mr. Werts SECOND that the Board approve the Employment Agreement for the Interim President as presented in (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	Absent

MOTION CARRIED

ANNOUNCEMENTS

The next Regular Meeting of the Board of Trustees will be held on Tuesday, August 11 2020, at 7:00 p.m., in the Ahlemeyer Atrium of the Trimpe Advanced Technology Center, Lewis and Clark Community College.

ADJOURNMENT

There being no further business the Chair Declared the MEETING ADJOURNED at 9:04 p.m.

Kevin Rust, Secretary

David Heyen, Chair

DATED:_____