

**LAKE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES REGULAR MEETING**

**June 20, 2025, 1:00 p.m.
Board Room-Building D, Room D2115**

MINUTES

- 1.0 Call to Order-**The Lake County Community College District Board of Trustees regular meeting was called to order by Board Chair, Mr. Paul Rupert, at 1:00 p.m.
- 2.0 Pledge of Allegiance-**Mr. Rupert lead the Pledge of Allegiance.
- 3.0 Roll Call-** At Mr. Rupert's request, roll was taken, and the following Trustees were present:
Ms. Janet Majka-absent
Mr. Matthew Hebebrand
Mr. Jack Cornachio
Mr. Kevin Freese
Mr. Tim O'Brien
Mrs. Deanna Elsing
Mr. Morgan McIntosh-via phone
Mrs. Nancy Fellows
Mr. Paul Rupert

Also in attendance:

Dr. Sunil Ahuja, President
Dr. John Crooks, Interim Provost and Vice President for Academic and Student Affairs
Mr. David Cummins, Vice President for Administrative Services & Treasurer
Dr. Jennifer Collis, Vice President for Enrollment Management and Student Retention Services
Mr. Rick Penny, Chief Information Officer
Mrs. Jessica Tremayne, Chief Public Relations Officer
Mrs. Lisa Durst, Chief Human Resources Officer
Mrs. Stephanie Brown, Chief Data Analytics Officer and College Registrar
Mr. Mario Petitti, Dean of Students
Dr. Ryan Hamilton, Dean for IT, CS, and Engineering
Mr. Dan Soloman, Interim Dean for Health Technologies
Dr. Gretchen Skok DiSanto, Lakeland Faculty Association President and Professor
Mr. Dean Becker, Interim Chief of Police
Ms. Ginny Barrett, Accounting Coordinator
Mr. Anthony Farris, Attorney-Ohio Attorney General's Office-via phone

- 4.0 Approval of the May 2, 2025, Board of Trustees Regular Meeting Minutes-**Mr. Rupert asked for any changes or corrections to the meeting minutes. Mr. Rupert called for a motion to approve the minutes of the May 2, 2025, regular meeting. Mrs. Fellows moved to approve the minutes and Mr. Cornachio seconded the motion, which passed as follows:
Ms. Janet Majka-absent
Mr. Matthew Hebebrand-yes
Mr. Jack Cornachio-yes
Mr. Kevin Freese-yes

Mr. Tim O'Brien-yes
Mrs. Deanna Elsing-yes
Mr. Morgan McIntosh-yes
Mrs. Nancy Fellows-yes
Mr. Paul Rupert-yes

5.0 Remarks from the Board Chair -Mr. Rupert expressed his thanks to the Board members who were able to attend and participate in the recent commencement ceremonies in May. He also thanked the administration, faculty, and staff for their efforts during this great day for our students. Mr. Rupert mentioned that the response from the Higher Learning Commission will be discussed in more detail in Dr. Ahuja's report later in this meeting. Mr. Rupert also reported that he and Mr. Freese met with Dr. Ahuja regarding his annual performance evaluation recently and will provide additional information to the Board about that meeting. He also reminded the Board that the Zoom option will no longer be available moving forward based on cost reductions for the college, but there is a phone call option available for those Board members who are unable to attend meetings in-person.

6.0 Participation of the Public (30-minute time limit)- Mr. Rupert announced that public participants who signed in prior to the start of the meeting can address the Board when their name is called. No public participants at this meeting.

7.0 Information Items and Reports

7.1 Dr. Ahuja updated the Board regarding the ongoing review by the Higher Learning Commission. He informed the Board that the Institutional Actions Council has provided its recommendation, and that we are awaiting final decision from the HLC's Board. Dr. Ahuja also discussed the principles behind the development of the proposed FY26 budget for the College. He noted that the budget was developed with conservative (flat) assumptions about enrollment (even though an increase in enrollment for Fall 2025 is likely). The proposed FY26 budget is a balanced, even surplus, budget, adding the surplus of approximately \$1.8 million to the College reserves. It includes strategic investments in key positions, plant fund (facilities and technology), and a cost-of-living adjustment plus a one-time award for existing (non-faculty) staff employees whose performance merits a bonus. Dr. Ahuja observed that the budget development process was collaborative, conducted throughout the Spring 2025 semester. Dr. Ahuja thanked Mr. David Cummins (Vice President for Administrative Services and College Treasurer) and Mr. Mike Cooper (Senior Director of Financial Services) for providing instrumental leadership in the development of a fiscally responsible FY26 budget.

7.2 Dr. John Crooks, in place of Ms. Janet Majka, Chair of the Academic and Student Success Committee, updated the Board regarding the policies presented during committee meeting. The policies discussed included an update to Policy 3354-2-01-01, Mission Statement and Statement of Commitment, and a new policy for Students and Peer Faculty Evaluations. Those policies were approved pending revisions after discussion by the committee. Dr. Crooks also provided an update regarding commencement and enrollment reports presented during the committee meeting.

7.3 Mr. Matthew Hebebrand provided an update that all three policies presented during the committee meeting were approved. These approved policy updates included Policy 3354-2-20-01, Employment

Classification, Policy 3354-2-20-52, Vacation Leave with an amendment, Policy 3354-2-20-53, Sick Leave, Personal Leave, and Administrative Leave. Mr. Hebebrand also reported that the personnel report presented by Mrs. Lisa Durst was approved.

- 7.4 Mr. Paul Rupert reported that Mr. David Cummins presented Resolution F5-25, Establishing Procedures for Withdrawing District Funds, which replaces the current resolution and updates the titles to reflect the current administration who are authorized to sign for specific transactions. Mr. Cummins presented resolution F6-25, Approving Tax Budget for Calendar Year 2026. Ohio Revised Code Section 5705.28 requires the College to adopt a tax budget for the next calendar year that is to be submitted to the County Budget Commission. Mr. Cummins presented Resolution F7-25, Authorizing the College to Amend its Agreement for Architectural and Engineering Services for the Engineering Building Project, to increase the authorized contract amount for Hasenstab Architects for their services related to the E-Building project. The increased cost of \$50,000 will be more than offset by reductions in other contracts. Mr. Cummins presented Resolution F8-25 Approving the College's Funding of its Unrestricted Plant Fund, Capital Expenditure Requirements, and its Debt Service Requirement, which authorizes the transfers of General Operating funds to the Debt Service Fund and the Unrestricted Plant Fund. He also represented Resolution F9-25 Approving the College's General Operating Fund Fiscal Year 2026 Operations Budget appropriations for the General Operating Fund for Operating Expenditures as well as transfers to the Agency and Auxiliary funds. Mr. Cummins provided an overview of the proposed Lakeland Community College FY 2026 Budget. Mr. Cummins presented Resolution F10-25, Authorizing Awards of Construction Contracts for the Electrical Infrastructure Replacement Project to North Bay Construction in the amount of \$898,545. This was the lowest of three bids received. Mr. Rupert reported that there were two purchase orders exceeding \$100,000 were presented for approval. The first was for renewal of property insurance through the OACC Risk Management Program. The renewal reflects an 11% decrease due to the removal of the Holden Center and reductions negotiated by OACC. The second is a renewal of a lease agreement with Xerox for the Production Center duplicating and finishing equipment. In addition, there were four purchases between \$25,000 and \$100,000 shared with the Board, including an expenditure of \$31,200 to emergency and safety personnel that provided such services at the summer 2023 Wonderstruck event. These payments were to be made by the sponsors of Wonderstruck, which never occurred. The College is compensating these individuals for the services they provided to the campus. Mr. Cummins reviewed the financial report for May 31, 2025. The current year's revenues continue to exceed initial projections. Expenses remain very close to the approved budget; compensation expenses are above the estimate while non-compensation expenses are below. FY 25 operating revenues will exceed expenses by more than originally anticipated. Mr. Cummins gave an update on the E- Building project. We remain under budget and on schedule with completion expected by mid-August. In addition, the

College has drawn down 90%, or nearly \$3.8 million, of the Economic Development Administration federal grant awarded to this project.

8.0 Action Items

Mr. Rupert called for a motion to approve action items 8.1 through 8.11 bundled on the agenda. Mr. O'Brien moved to approve agenda items 8.1 through 8.11 and Mr. Cornachio seconded the motion, which passed as follows:

Ms. Janet Majka-absent

Mr. Matthew Hebebrand-yes

Mr. Jack Cornachio-yes

Mr. Kevin Freese-yes

Mr. Tim O'Brien-yes

Mrs. Deanna Elsing-yes

Mr. Morgan McIntosh-yes

Mrs. Nancy Fellows-yes

Mr. Paul Rupert-yes

8.1 Policy 3354-2-01-01, Mission Statement and Statement of Commitment-APPROVED

8.2 New Policy, Student and Peer Faculty Evaluations-APPROVED

8.3 Policy 3354-2-20-01, Employment Classification-APPROVED

8.4 Policy 3354-2-20-52, Vacation Leave-APPROVED

8.5 Policy 3354-2-20-53, Sick Leave, Personal Leave, and Administrative Leave-APPROVED

8.6 Resolution F5-25, Establishing Procedures for Withdrawing District Funds-APPROVED

8.7 Resolution F6-25, Approving Tax Budget for Calendar Year 2026-APPROVED

8.8 Resolution F7-25, Authorizing the College to Amend its Agreement for Architectural and Engineering Services for the Engineering Building Project-APPROVED

8.9 Resolution F8-25, Approving the College's Funding of its Unrestricted Plant Fund, Capital Expenditure Requirements, and its Debt Service Requirements-APPROVED

8.10 Resolution F9-25, Approving the College's General Operating Fund Fiscal Year 2026 Operations Budget-APPROVED

8.11 Resolution F10-25, Authorizing Awards of Construction Contracts for the Electrical Infrastructure Project Replacement Project-APPROVED

9.0 Consent Agenda

Mr. Rupert called for a motion to approve the items on the consent agenda. Mr. O'Brien moved, and Mr. Cornachio seconded the motion, which passed as follows:

Ms. Janet Majka-absent
Mr. Matthew Hebebrand-yes
Mr. Jack Cornachio-yes
Mr. Kevin Freese-yes
Mr. Tim O'Brien-yes
Mrs. Deanna Elsing-yes
Mr. Morgan McIntosh-yes
Mrs. Nancy Fellows-yes
Mr. Paul Rupert-yes

9.1 Personnel Report-APPROVED

9.2 Report of Purchase Orders, Bids, and Expenditures-APPROVED

10.0 Old Business

No items of old business.

11.0 New Business

Mr. Freese wanted to recognize Dr. Ahuja for his participation in the recent strawberry shortcake eating contest at a local festival.

12.0 Executive Session

Mr. Rupert called for a motion to enter Executive Session to consider employment of a public employee in accordance with Ohio Revised Code 121.22, Section G. Mr. Freese moved, and Mr. Hebebrand seconded the motion, which passed as follows:

Ms. Janet Majka-absent
Mr. Matthew Hebebrand-yes
Mr. Jack Cornachio-yes
Mr. Kevin Freese-yes
Mr. Tim O'Brien-yes
Mrs. Deanna Elsing-yes
Mr. Morgan McIntosh-yes
Mrs. Nancy Fellows-yes
Mr. Paul Rupert-yes

The executive session began at 1:29 p.m.

Mr. Rupert called for a motion to close the executive session. Mr. Freese moved, and Mr. O'Brien seconded the motion, which passed as follows:

Ms. Janet Majka-absent
Mr. Matthew Hebebrand-yes
Mr. Jack Cornachio-yes
Mr. Kevin Freese-yes
Mr. Tim O'Brien-yes
Mrs. Deanna Elsing-yes
Mr. Morgan McIntosh-yes
Mrs. Nancy Fellows-yes
Mr. Paul Rupert-yes

The executive session ended at 1:48 p.m.

Mr. McIntosh exited the meeting after Executive Session.

13.0 Adjournment

Mr. Rupert called for a motion for adjournment. Mr. Freese moved, and Mr. Comachio seconded the motion, which passed as follows:

Ms. Janet Majka-absent
Mr. Matthew Hebebrand-yes
Mr. Jack Comachio-yes
Mr. Kevin Freese-yes
Mr. Tim O'Brien-yes
Mrs. Deanna Elsing-yes
Mr. Morgan McIntosh-absent
Mrs. Nancy Fellows-yes
Mr. Paul Rupert-yes

The meeting was adjourned at 1:50 p.m.

LAKE COUNTY COMMUNITY COLLEGE DISTRICT

APPROVED: August 22, 2025



Board Chair



Board Secretary