

AGENDA
LAKE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Thursday, November 7, 2024 – 5:30 PM
Board Room - Building D Room D2115
Zoom Video Conferencing

- I. **CALL TO ORDER** The Lake County Community College District Board of Trustees regular meeting was called to order by Chair Ellen Foley Kessler at 5:32 p.m.
- II. **PLEDGE OF ALLEGIANCE** Mrs. Kessler lead the Pledge of Allegiance.

Mrs. Kessler requested a moment of remembrance for former Lakeland Police Chief, Jim McBride, who recently passed away.

- III. **ROLL CALL** At the chair’s request, roll was taken, and the following Trustees were present:

Mr. Timothy O’Brien	Mr. Kevin Freese
Mr. Paul Rupert	Mr. Matthew Hebebrand-via Zoom
Mrs. Beverly Vitaz	Mrs. Ellen Foley Kessler
Mr. Jack Cornachio	Ms. Janet Majka
Mrs. Nancy Fellows	

Also in attendance:

Dr. Sunil Ahuja, President
Dr. Jennifer Collis, Vice President for Enrollment Management and Student Retention Services
Dr. John Crooks, Interim Provost and Vice President for Academic and Student Affairs
Mr. David Cummins, Vice President for Administrative Services and College Treasurer
Mr. Rick Penny, Chief Information Officer
Mr. Dean Becker, Corporal, Campus Police and Safety
Mrs. Stephanie Brown, Chief Data Analytics Officer and College Registrar
Mrs. Tina Baucher, Interim Executive Director of the Lakeland Foundation
Mrs. Lisa Durst, Interim Chief Human Resources Director
Mrs. Melissa Amspaugh, Senior Director for Admissions and Enrollment Operations
Dr. Christina Corsi, Senior Director of Student Success
Mr. Tobin Terry, President of the Lakeland Faculty Association
Dr. Gretchen Skok DiSanto, Director of the Entrepreneurship Center
Mrs. Kristen Gregory, President of the Lakeland Staff Association

- IV. **MINUTES**

Mrs. Kessler called for a motion to approve the minutes of the October 3, 2024, regular meeting. Ms. Majka moved to approve the minutes and Mrs. Vitaz seconded the motion, which passed as follows:

Mr. Timothy O'Brien - yes
Mr. Paul Rupert - yes
Mrs. Beverly Vitaz - yes
Mr. Jack Cornachio – yes
Mrs. Nancy Fellows - yes

Mr. Kevin Freese - yes
Mr. Matthew Hebebrand – yes
Mrs. Ellen Foley Kessler - yes
Ms. Janet Majka – yes

V. PARTICIPATION OF THE PUBLIC (30 MINUTE TIME LIMIT)

Mrs. Kessler announced that public participants who signed in prior to the start of the meeting can address the Board when their name is called. Public participants included: Dave Spotton.

Mr. Spotton introduced himself to the Board of Trustees. He is a former student and employed as a Police Officer for Lakeland Campus Police and Safety. He is also the former Mayor of the City of Eastlake. During his time on the council and in the mayor's office, he gained knowledge of employees, budgets, residents and business needs. He came to personally thank for Madam Chair, the Board of Trustees, the college President, and all staff for their support.

VI. PRESIDENT'S REPORT

Dr. Ahuja discussed the development of the College's Key Performance Indicators (KPIs) and the strategic vision for the college. He discussed key metrics which included financial, enrollment and student success, workforce development and community engagement, facilities, and philanthropy. He would need approval or endorsement during the December Board of Trustees regular meeting to begin implementing these metrics in January 2025. Dr. Ahuja also introduced a new marketing campaign for academic programs with digital billboards. He also discussed the upcoming Coffee with the President's Cabinet event on campus and the holiday reception for college employees at Mooreland Mansion in December 2024.

Fall 2025 Enrollment Plan

Dr. Ahuja introduced Dr. Jennifer Collis to discuss the Fall 2025 Enrollment Plan. Her report included information regarding goals and strategies for enrollment, persistence and retention, completion, transfer-out, and enrollment KPIs.

VII. COMMITTEE REPORTS

Academic & Student Success

Ms. Janet Majka mentioned her discussion with President Ahuja regarding the upcoming proposal for committee and Board of Trustees meetings schedule beginning January 2025. This committee will wait until a new schedule is approved for the next calendar year.

Finance, Audit, & Physical Plant

Mr. Rupert discussed the recent committee meeting held on October 29, 2024. He provided a recap of the meeting to the Board and an update about the E Building project.

Report of Purchase Orders, Bids, and Expenditures

Mrs. Kessler called on Mr. David Cummins to present the Report on Purchase Orders, Bids, and Expenditures. Mrs. Kessler called for a motion to approve the Report of Purchase Orders, Bids, and Expenditures. Mr. Rupert moved, and Mrs. Vitaz seconded the motion, which passed as follows:

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|---------------------------|--------------------------------|
| Mr. Timothy O'Brien - yes | Mr. Kevin Freese - yes |
| Mr. Paul Rupert - yes | Mr. Matthew Hebebrand - yes |
| Mrs. Beverly Vitaz - yes | Mrs. Ellen Foley Kessler - yes |
| Mr. Jack Cornachio – yes | Ms. Janet Majka - yes |
| Mrs. Nancy Fellows – yes | |

DEI Review

Mr. Hebebrand reported the DEI committee met on October 24, 2024, to comply with the legislature's recent passage of CAMPUS Act. The committee recommended approval of the CAMPUS Act Policy. Mr. Hebebrand moved to approve 3354:2-20-13, CAMPUS Act Policy, and Mrs. Fellows seconded the motion which passed as follows:

- | | |
|---------------------------|--------------------------------|
| Mr. Timothy O'Brien - yes | Mr. Kevin Freese - yes |
| Mr. Paul Rupert - yes | Mr. Matthew Hebebrand - yes |
| Mrs. Beverly Vitaz - yes | Mrs. Ellen Foley Kessler - yes |
| Mr. Jack Cornachio – yes | Ms. Janet Majka - yes |
| Mrs. Nancy Fellows - yes | |

Personnel Report

Mrs. Kessler asked for a motion to approve of the personnel report. Mrs. Fellows moved, and Mrs. Vitaz seconded, which passed as follows:

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|---------------------------|--------------------------------|
| Mr. Timothy O'Brien - yes | Mr. Kevin Freese - yes |
| Mr. Paul Rupert - yes | Mr. Matthew Hebebrand - yes |
| Mrs. Beverly Vitaz - yes | Mrs. Ellen Foley Kessler - yes |
| Mr. Jack Cornachio – yes | Ms. Janet Majka - yes |
| Mrs. Nancy Fellows - yes | |

Human Resources

Mrs. Fellows reported the HR committee approved to recommend approval for new updates to the following policies. Mrs. Fellows moved to approve, and Ms. Majka seconded, which passed as follows:

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|---------------------------|--------------------------------|
| Mr. Timothy O'Brien - yes | Mr. Kevin Freese - yes |
| Mr. Paul Rupert - yes | Mr. Matthew Hebebrand - yes |
| Mrs. Beverly Vitaz - yes | Mrs. Ellen Foley Kessler - yes |
| Mr. Jack Cornachio – yes | Ms. Janet Majka - yes |
| Mrs. Nancy Fellows – yes | |

- Policy 3354: 2-03-07, Attorney for the College-POLICY REVISED
- Policy 3354: 2-10-01, College Business Hours-POLICY REVISED
- Policy 3354: 2-20-05, Employment Contracts for Administrators and Supervisory/Professionals-POLICY DELETED
- Policy 3354: 2-20-11, Recruitment and Selection of Part-time Faculty-POLICY DELETED
- Policy 3354-2-20-34, Salary Increase for Less Than One Year of Service for Administrators and Supervisory/Professionals and Staff-POLICY DELETED

Policies 3354: 2-11-03, Information Technology Acceptable Use Policy and Policy 3354: 2-62-05, Residency requirements and Student Location (NC-SARA compliance) will be under additional review by the HR committee later.

VIII. UNFINISHED BUSINESS

There were no items of unfinished business.

IX. NEW BUSINESS

Dr. Ahuja presented the proposal for the Board of Trustees Meetings for 2025 for discussion.

Mr. Freese discussed his concerns regarding this schedule for next year.

No additional comments or questions regarding the proposal.

X. EXECUTIVE SESSION

Mrs. Kessler called for a motion to enter executive session to discuss the employment of public employees, real estate, or a legal matter. Mrs. Fellows moved, and Ms. Majka seconded the motion, which passed as follows:

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|---------------------------|--------------------------------|
| Mr. Timothy O'Brien - yes | Mr. Kevin Freese - yes |
| Mr. Paul Rupert - yes | Mr. Matthew Hebebrand - yes |
| Mrs. Beverly Vitaz - yes | Mrs. Ellen Foley Kessler - yes |
| Mr. Jack Cornachio – yes | Ms. Janet Majka - yes |
| Mrs. Nancy Fellows - yes | |

The executive session began at 6:40 p.m.

Mrs. Kessler called for a motion to close the executive session. Ms. Majka moved, and Mrs. Vitaz seconded the motion, which passed as follows:

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|-----------------------------|--------------------------------|
| Mr. Timothy O'Brien - yes | Mr. Kevin Freese - yes |
| Mr. Paul Rupert - yes | Mr. Matthew Hebebrand - absent |
| Mrs. Beverly Vitaz - yes | Mrs. Ellen Foley Kessler - yes |
| Mr. Jack Cornachio – yes | Ms. Janet Majka - yes |
| Mrs. Nancy Fellows - absent | |

The executive session ended at 7:32 p.m. and the regular meeting resumed.

Mr. Hebebrand and Mrs. Fellows exited the meeting after the executive session.

XI. ADJOURNMENT

Mrs. Kessler called for a motion to adjourn. Mr. Freese moved, and Ms. Majka seconded the motion which passed as follows:

Mr. Timothy O'Brien - yes

Mr. Paul Rupert - yes

Mrs. Beverly Vitaz - yes

Mr. Jack Cornachio - yes

Mrs. Nancy Fellows - absent

Mr. Kevin Freese - yes

Mr. Matthew Hebebrand - absent

Mrs. Ellen Foley Kessler - yes

Ms. Janet Majka - yes

The meeting was adjourned at 7:34 p.m.

APPROVED:

LAKE COUNTY COMMUNITY COLLEGE DISTRICT

December 13, 2024


Board Chair

ATTEST:


Board Secretary