

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

**August 22, 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  
Mr. Matthew Hebebrand  
Mr. Jack Cornachio  
Mr. Kevin Freese  
Mr. Tim O'Brien  
Mrs. Deanna Elsing-via phone  
Mr. Morgan McIntosh  
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. Lisa Durst, Chief Human Resources Officer  
Mr. Mario Petitti, Dean of Students  
Dr. Erin Fekete, Dean, Division of Arts, Humanities, and Social Sciences  
Dr. Ryan Hamilton, Dean, Division of STEM and Business  
Mr. Dan Soloman, Interim Dean, Division of Health Professions  
Dr. Gretchen Skok DiSanto, Lakeland Faculty Association President and Professor  
Mr. Dean Becker, Interim Chief of Police  
Mr. Jay Kahn, Director for Facilities Management  
Mr. Wade Gagich, Marketing Photography Coordinator  
Ms. Lisa Miller, Executive Assistant to Interim Provost  
Mr. Jesse Eastman, Classroom Technology Coordinator  
Mr. John McCreery, Executive Director of The Lakeland Foundation  
Ms. Kristin Gregory, Lakeland Staff Association President  
Mr. Anthony Farris, Attorney-Ohio Attorney General's Office

- 4.0 Approval of the June 20, 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 June 20, 2025, regular meeting. Mrs. Fellows moved to approve the minutes and Ms. Majka seconded the motion, which passed as follows:  
Ms. Janet Majka-yes  
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 reminded the Board of Trustees about the Engineering Building ribbon cutting ceremony scheduled for Tuesday, September 9, 2025, at 10 a.m. and the Board Retreat scheduled for September 27, 2025. He also encouraged other trustees to attend the Trustees Conference in Columbus, OH, scheduled on September 18, 2025. Mr. Rupert advised the Board to inform Ms. Dana Buckler of their attendance at Fall Commencement to complete regalia orders prior to the event on December 13, 2025.

- 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. Public Participants included: Mr. Brian Massie, Ms. Carolyn Fidanza, and Mr. Mike Tomc. Mr. Massie discussed the agenda item on today's meeting regarding the DEI committee report and the history of this committee at the college. He also discussed his attempt to contact the Board of Trustees but he was unable to find contact information on the website and concerns about information for taxpayers. Mr. Massie also discussed Auburn Career Center building a new facility and expressed his concerns about this process. Ms. Carolyn Fidanza spoke to the Board regarding the CAMPUS Act Policy. She is pleased with the strong statements on this policy. She stated that the campus community needs to have freedom of speech and to be treated equally. Mr. Mike Tomc approached the Board with direct questions with no details provided to clarify the subject matter of his questions. Mr. Anthony Farris advised the Board and Mr. Tomc that this time is used for comments, and the Board did not have to answer direct questions from public participants.

**7.0 Information Items and Reports**

- 7.1** Dr. Ahuja updated the Board regarding the ongoing review with the Higher Learning Commission. The final HLC decision was received, which includes a focused visit on five items of "met with concerns" but no Notice. The focused visit is scheduled for April 2027. Dr. Ahuja also informed the Board regarding new lines of communication on campus

and new groups internally and externally to enhance information sharing, input from stakeholders, and partnerships. Finally, he shared the recent positive headlines from regional media about Lakeland and opportunities for better marketing and promotion for the College in the near future.

- 7.2 Ms. Majka reported that Dr. Crooks presented the Low-Enrolled Course Cancellations policy for approval and the committee voted to approve. Dr. Crooks announced that the College will initiate a Fall commencement ceremony to better serve students and their families. This change allows the College to celebrate the achievements of summer and fall graduates, many of whom do not return for the spring ceremony. The schedule will be December 13, 2025 (recognizing Summer 2025 and Fall 2025 graduates) and May 9, 2026 (recognizing Spring 2026 graduates). Dr. Collis provided a presentation on current enrollment trends and related activities.
- 7.3 Mr. Hebebrand provided an update that all policies presented during the committee meeting were approved. These approved policy updates included Policy 3354-2-20-04, New Employee Relocation Expense, Policy 3354-2-20-08, Transfers of Staff Employees, Policy 3354-2-20-12, Retirement or Resignation, Policy 3354-2-20-35, Compensation for Teaching of Credit Courses by Administrators/Supervisory/Professional and Staff Employees, Policy 3354-2-20-40, Payroll Deductions, Policy 3354-2-20-75, College Resources and Personal Purchases, and Policy 3354-2-20-77, Employee Safety. Mr. Hebebrand also reported that the personnel report presented by Mrs. Lisa Durst was approved.
- 7.4 Mr. Paul Rupert reported that Mr. Cummins presented three existing policies for review and approval. Policy 3354-2-37-01, Procurement of Goods and Services, is revised to clarify bid thresholds and board approval requirements. Policy 3354-2-37-02, Responsible Contracting Practices for Works of Improvements is updated with one technical correction. Policy 3354-2-10-05, Authority to Enter Contracts, is revised to limit authority to enter contracts to the President, Treasurer, or Board Chair or their designees. Mr. Cummins presented Resolution F11-25, Adjusting the Rates of Tuition Commencing Spring Semester 2026. HB 96, the biennial budget bill, allows community colleges to raise tuition up to \$10 per credit hour per year. The Board authorized an increase of \$5 per credit hour for fall term. This request would increase tuition to the legislated cap for FY 2026. Mr. Cummins presented the purchase order, bids, and expenditures. Three contracts that exceed \$200,000 were presented for approval: Gardiner Service Company for preventative maintenance and repair of the campus HVAC systems, Brewer Garrett Company for Building Management Systems monitoring and repairs, and Ellucian for the Banner Customer Relationship Management system. Mr. Cummins reviewed the financial report for June 30, 2025. The FY 2025 audit is underway. Based on current estimates, we anticipate increases in the

ending fund balances for the General Operating and Unrestricted Plant funds. Mr. Rupert also reported that Ms. Allison Ingle, Assistant to the President, gave an update on the Mooreland Mansion and Mr. Jay Kahn, Director for Facilities Management, gave an update on the E-Building.

- 7.5 Mr. Hebebrand discussed the history of the DEI Special Review Committee with the Board. He also reported the recent special committee meeting on August 12, 2025, and updates to Policy 3354-2-20-02, Non-Discrimination Policy. The committee approved to remove language about equity and inclusion but to include non-discrimination language to Policy 3354-2-03-01, Organization of the Board. He also reported that the committee recommended that the DEI Special Review Committee be dissolved and that further non-discrimination discussions be conducted through the Human Resources Committee moving forward.

## 8.0 Action Items

Mr. Rupert called for a motion to bundle action items 8.1 through 8.15 as listed on the agenda. Mr. Hebebrand moved to bundle agenda items 8.1 through 8.15 and Ms. Majka seconded the motion, which passed as follows:

Ms. Janet Majka-yes  
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

Mr. Rupert called for a motion to approve action items 8.1 through 8.15 as bundled on the agenda. Ms. Majka moved to approve agenda items 8.1 through 8.15 and Mr. Hebebrand seconded the motion, which passed as follows:

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

- 8.1 New Policy-Low-Enrolled Course Cancellations-APPROVED  
8.2 Policy 3354-2-20-04, New Employee Relocation Expense-APPROVED  
8.3 Policy 3354-2-20-08, Transfers of Staff Employees-APPROVED  
8.4 Policy 3354-2-20-12, Retirement or Resignation -APPROVED

- 8.5 Policy 3354-2-20-35, Compensation for Teaching of Credit Courses by Administrators/Supervisory/Professional and Staff Employees-APPROVED
- 8.6 Policy 3354-2-20-40, Payroll Deductions-APPROVED
- 8.7 Policy 3354-2-20-75, College Resources and Personal Purchases-APPROVED
- 8.8 Policy 3354-2-20-77, Employee Safety-APPROVED
- 8.9 Policy 3354-2-37-01, Procurement of Goods and Services-APPROVED
- 8.10 Policy 3354-2-37-02, Responsible Contracting Practices for Works of Improvements-APPROVED
- 8.11 Policy 3354-2-10-05, Authority to Enter Contracts-APPROVED
- 8.12 Resolution F11-25, Adjusting the Rates of Tuition Commencing Spring Semester 2026-APPROVED
- 8.13 Policy 3354-2-20-02, Non-Discrimination Policy-APPROVED
- 8.14 Policy 3354-2-03-01, Organization of the Board-APPROVED
- 8.15 Approval of the August 12, 2025, DEI Review Committee Special Meeting Minutes-APPROVED

**9.0 Consent Agenda**

Mr. Rupert called for a motion to approve the items on the consent agenda. Mr. Hebebrand moved, and Mr. Freese seconded the motion, which passed as follows:

- Ms. Janet Majka-yes
- 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**

No items of new business.

**12.0 Executive Session**

Mr. Rupert called for a motion to enter Executive Session to discuss a legal matter in accordance with Ohio Revised Code 121.22, Section G. Mr. Freese moved, and Mrs. Fellows seconded the motion, which passed as follows:

- Ms. Janet Majka-yes
- 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 1:38 p.m.

Mr. Rupert called for a motion to close the executive session. Mrs. Elsing moved, and Mr. McIntosh seconded the motion, which passed as follows:

Ms. Janet Majka-yes  
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 1:59 p.m.

**13.0 Adjournment**

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

Ms. Janet Majka-yes  
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 meeting was adjourned at 2 p.m.

**LAKE COUNTY COMMUNITY COLLEGE DISTRICT**

**APPROVED: October 31, 2025**

  
Paul L. Rupert  
Board Chair

  
Sunil Ahuja  
Board Secretary