

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

**January 22, 2026, 4:00 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 4:43 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 Comachio
Mr. Kevin Freese via MS Teams
Mr. Tim O'Brien
Mrs. Deanna Elsing
Mrs. Nancy Fellows
Mr. Mike Benz
Mr. Paul Rupert

Also in attendance:

Dr. Sunil Ahuja, President
Dr. John Crooks, Interim Provost and Vice President for Academic and Student Affairs
Dr. Nora Stickney, Assistant Provost
Mr. David Cummins, Vice President for Administrative Services & College Treasurer
Dr. Christina Corsi, Interim Vice President for Enrollment and Retention Management
Mrs. Lisa Durst, Chief Human Resources Officer
Mr. Mario Petitti, Dean of Students
Dr. Ryan Hamilton, Dean, Division of STEM and Business
Dr. Gretchen Skok DiSanto, Lakeland Faculty Association President and Professor
Mrs. Stephanie Brown, Chief Data Analytics Officer for College Initiatives
Mr. John Theiss, Dispatch, Security Systems, and Public Safety Coordinator
Ms. Lisa Miller, Executive Assistant to Interim Provost
Mr. John McCreery, Executive Director of The Lakeland Foundation
Mr. Jay Kahn, Director of Facilities Management
Mrs. Lucy Ott, Executive Director for Workforce Development and Employer Relations
Ms. Ashley Schade, Plante Moran
Ms. Sydney Covelli, Plante Moran
Mr. Anthony Farris, Attorney-Ohio Attorney General's Office
Mr. Nico Orengo, Attorney-Ohio Attorney General's Office

4.0 Approval of the October 31, 2025, Board of Trustees Regular Meeting Minutes

Mr. Rupert asked for any changes or corrections to the meeting minutes. Hearing none, Mr. Rupert called for a motion to approve the minutes of the October 31, 2025, regular meeting. Mrs. Fellows moved to approve the minutes, and Mr. Cornachio 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

Mrs. Nancy Fellows-yes

Mr. Paul Rupert-yes

5.0 Oath of Office-Board Secretary - Dr. Sunil Ahuja administered the Board of Trustees member Oath of Office to Mr. Mike Benz.

6.0 Remarks from the Board Chair

Mr. Rupert thanked all those who attended the holiday party at the Mooreland Mansion in December. He also thanked the Board members, administration, faculty, and staff who participated in the Fall Commencement ceremony. Mr. Rupert welcomed Mr. Benz as the newest appointee to the Board of Trustees. He provided an update on Mr. Morgan McIntosh's new appointment as a Lake County Commissioner and wished him success in his new role. Mr. Rupert thanked Mr. Cummins and his team regarding the recent auditor's report. He thanked the Board for the completion of the required ethics training for the state of Ohio. Mr. Rupert informed Mr. Benz he would be working with Ms. Dana Buckler in the future regarding completion of ethics training in 2026. He reminded the Board to complete the filing of Financial Disclosures with the Ohio Ethics Commission by May 15, 2026. Ms. Buckler will be sending regular reminders to the Board regarding this process.

7.0 Participation of the Public (30-minute time limit)

No public participants at this meeting.

8.0 Information Items and Reports

8.1 Dr. Ahuja thanked Dr Christina Corsi for her encouraging work on enrollment and Mr. John McCreery for his work at the Foundation, with good success on Giving Tuesday in December 2025. Dr. Ahuja welcomed Dr. Nora Stickney to her new position as Assistant Provost. The President highlighted his continuing priorities on enrollment and finances. He shared a variety of "big picture" trends on enrollment, graduation rates, Top 10 Risks for Colleges in 2026, Top 10 Policy Issues in the States in 2026, and noted the change imperatives in higher education. Finally, Dr. Ahuja discussed the main agenda items for the College for 2026. Mr. Rupert asked Ms. Buckler to provide Mr. Benz copies of the State Auditors Performance report from 2024 and the HLC report for future reference.

- 8.2** Mr. Jay Kahn presented a report for Student Engagement planning. His report included details regarding the update for food services at the Breakers location and updates for Route 306, A-Building entrance, and information regarding Wayfinding. The CPL firm from Cleveland has been selected for these projects.
- 8.3** Ms. Ashley Schade and Ms. Sydney Covelli from Plante Moran presented the finalized FY25 Audit Report. Their report included details on the Plante Moran Audit Team, required communication regarding the audit, upcoming accounting pronouncements, and the appendix which included definitions. Mr. Rupert requested that Mr. Cummins provide bound copies of the audit once it is approved by the state of Ohio.
- 8.4** Ms. Janet Majka provided a report from Academic and Student Success Committee. The committee approved the revision to the 2026-2027 academic calendar and Resolution A5-26, RN to BSN Nursing Degree Program. She provided details on reports from Dr. John Crooks regarding the Fall Commencement ceremony and faculty and student accomplishments. Ms. Majka also discussed reports presented by Dr. Corsi for enrollment and Mrs. Stephanie Brown regarding Lakeland Navigate. Mr. Rupert informed the trustees about the upcoming commencement dates for May and December of 2026.
- 8.5** Mr. Rupert provided a report for the Finance, Audit, and Physical Plant Committee. He reported that Mr. David Cummins presented the second quarter financial report and actuals relative to year-to-date estimates remain favorable. The committee approved the following items: Resolution F1-26, County Appropriations which involves setting appropriations for calendar year 2026 as required by the County, Resolution F2-26, Authorizing the College to Award Design-Build Contract for the Mechanical Improvements Project, to Brewer Garrett for up to \$700,000 for the Mechanical Improvements project, Resolution F3-26, Authorizing the College to Contract for Architectural Services for the Breakers Renovation Project to CPL Architects for up to \$250,000 for the Breakers Renovation project, Resolution F4-26, Authorizing the Naming of Basketball Court in Honor of Terry Bowe, Policy 3354-2-03-10, Public Records Policy which provides updates to the college's public records policy, New Records Retention Policy for the college, and the Report of Purchase Orders, Bids, and Expenditures.
- 8.6** Mr. Matthew Hebebrand provided a report from the Human Resources committee meeting. His report included approval of revisions for the Board's consideration to the following policies: Policy 3354-2-20-51, Fee Waivers, Policy 3354-2-20-54, Parental Leave, Policy 3354-2-20-55, Unpaid Leave from Work, Policy 3354-2-20-56, Employee Development, Policy 3354-2-20-58, Military Leave, Policy 3354-2-20-70, Personnel Files, Policy 3354-2-20-71, Attendance, Policy 3354-2-20-73, Communicable Disease, Policy 3354-2-20-74, Sexual Harassment or Harassment, and Policy 3354-2-20-79, Nepotism. Mr. Hebebrand reported that Policy 3354-2-03-01, Organization of the Board, was tabled during the

committee meeting and executive session occurred to discuss employment, promotion, and demotion of public employees. He reported that no action was taken on the Personnel Report. Mr. Hebebrand moved to remove Action Item 9.3 Policy 3354-2-03-01, Organization of the Board, from the agenda, 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
Mrs. Nancy Fellows-yes
Mr. Mike Benz-yes
Mr. Paul Rupert-yes

Mr. Hebebrand requested that the Action Item 10.1 Personnel Report be removed from the consent agenda.

9.0 Action Items

Mr. Rupert called for a motion to approve the remaining bundled action items 9.1 through 9.19. Ms. Majka moved, 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-yes
Mrs. Nancy Fellows-yes
Mr. Mike Benz-yes
Mr. Paul Rupert-yes

- 9.1** Revised 2026-2027 Academic Calendar-APPROVED
- 9.2** Resolution A5-26, RN to BSN Nursing Degree Program-APPROVED
- 9.3** Policy 3354-2-03-01, Organization of the Board-TABLED
- 9.4** Resolution F1-26, County Appropriations-APPROVED
- 9.5** Resolution F2-26, Authorizing the College to Award Design-Build Contract for the Mechanical Improvements Project-APPROVED
- 9.6** Resolution F3-26, Authorizing the College to Contract for Architectural Services for the Breakers Renovation Project-APPROVED
- 9.7** Resolution F4-26, Authorizing the Naming of Basketball Court in Honor of Terry Bowe-APPROVED
- 9.8** Policy 3354-2-03-10, Public Records Policy-APPROVED
- 9.9** New Records Retention Policy-APPROVED
- 9.10** Policy 3354-2-20-51, Fee Waivers-APPROVED
- 9.11** Policy 3354-2-20-54, Parental Leave-APPROVED

- 9.12 Policy 3354-2-20-55, Unpaid Leave-APPROVED e from Work-APPROVED
- 9.13 Policy 3354-2-20-56, Employee Development-APPROVED
- 9.14 Policy 3354-2-20-58, Military Leave-APPROVED
- 9.15 Policy 3354-2-20-70, Personnel Files-APPROVED
- 9.16 Policy 3354-2-20-71, Attendance-APPROVED
- 9.17 Policy 3354-2-20-73, Communicable Disease-APPROVED
- 9.18 Policy 3354-2-20-74, Sexual Harassment or Harassment-APPROVED
- 9.19 Policy 3354-2-20-79, Nepotism-APPROVED

10.0 Consent Agenda

Mr. Rupert called for a motion to approve the remaining item on the consent agenda, Report of Purchase Orders, Bids, and Expenditures. Mr. Hebebrand moved, and Mr. Cornachio 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
- Mrs. Nancy Fellows-yes
- Mr. Mike Benz-yes
- Mr. Paul Rupert-yes

Mr. Rupert called for a motion to approve the Personnel Report. Mr. Cornachio moved, and Mr. O'Brien seconded the motion, which passed as follows:

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

10.1 Personnel Report-APPROVED

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

11.0 Old Business

No items of old business.

12.0 New Business

No items of old business.

13.0 Executive Session

Mr. Rupert called for a motion to enter Executive Session preparing for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment and employment and compensation of a public employee in accordance with Ohio Revised Code 121.22, Section G. Mr. O'Brien moved, and Mrs. Elsing 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
Mrs. Nancy Fellows-yes
Mr. Mike Benz-yes
Mr. Paul Rupert-yes

The executive session began at 5:52 p.m.

Mr. Rupert called for a motion to close the executive session. Mrs. Elsing 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
Mrs. Nancy Fellows-yes
Mr. Mike Benz-yes
Mr. Paul Rupert-yes

The executive session ended at 6:30 p.m.

14.0 Adjournment

Mr. Rupert called for a motion for adjournment. Ms. Majka moved, 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-yes
Mrs. Nancy Fellows-yes
Mr. Mike Benz-yes
Mr. Paul Rupert-yes

The meeting was adjourned at 6:31 p.m.

LAKE COUNTY COMMUNITY COLLEGE DISTRICT

APPROVED: March 5, 2026


Board Chair


Board Secretary