

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

**January 31, 2025, 1:00 p.m.  
Board Room-Building D, Room  
D2115 Zoom Video Conferencing**

**Revised Agenda  
MINUTES**

- 1.0 Call to Order** - The Lake County Community College District Board of Trustees regular meeting was called to order by Board Secretary, Dr. Sunil Ahuja, at 1:05 p.m.
- 2.0 Pledge of Allegiance** – Dr. Ahuja lead the Pledge of Allegiance.
- 3.0 Roll Call** – At Dr. Ahuja’s request, roll was taken, and the following Trustees were present:  
Mrs. Beverly Vitaz-via Zoom  
Ms. Janet Majka  
Mr. Matthew Hebebrand-not present  
Mr. Jack Cornachio  
Mr. Paul Rupert  
Mrs. Nancy Fellows-via Zoom  
Mr. Kevin Freese-via Zoom  
Mr. Tim O’Brien-via Zoom  
Mrs. Ellen Foley Kessler-not present

**Also in attendance:**

Dr. Sunil Ahuja, President  
Dr. Jennifer Collis, Vice President for Enrollment Management and Student Retention Services  
Mr. David Cummins, Vice President for Administrative Services & Treasurer  
Mr. Rick Penny, Chief Information Officer  
Mr. Mario Petitti, Dean of Students  
Dr. Regina Prosser, Dean for Health Technologies  
Dr. Ryan Hamilton, Dean for IT, CS, and Engineering  
Mr. Michael Cooper, Director of Budgeting  
Mr. Michael Graff, CPA, Controller  
Mr. Jay Kahn, Director for Facilities Management  
Mr. Dean Becker, Interim Chief of Police  
Mr. David Spotton, Campus Police  
Ms. Stacey Moderelli, Assistant Professor  
Dr. Gretchen Skok-DiSanto, Professor and Director of Entrepreneurship Center  
Dr. Stephanie Brown, Chief Data Analytics Officer and College Registrar  
Mr. James Hackenberg

Matthew Hebebrand, Vice Chair, arrived at the meeting at 1:06 p.m.

**4.0 Participation of the Public (30-minute time limit)**

Mr. Hebebrand 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: Dr. Gretchen Skok-DiSanto.

Dr. Skok-Disanto introduced herself to the Board of Trustees. She thanked Dr. Collis for presenting the Enrollment Report during the Academic and Student Success Committee meeting earlier in the day. She also thanked Dr. Ahuja and Dr. Collis for their commitment to including the Faculty members in recruiting and registration efforts at the College. She expressed her enthusiasm about the collaboration efforts amongst Faculty and staff during these campus events. In closing, she informed the Board about Faculty members' involvement with upcoming middle school camps.

**5.0 Approval of the December 13, 2024 Board of Trustees Special Meeting Minutes**

Mr. Hebebrand called for a motion to approve the minutes of the December 13, 2024 special meeting. Ms. Majka moved to approve the minutes and Mr. Rupert seconded the motion, which passed as follows:

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

**6.0 Information Items and Reports**

**6.1** Dr. Ahuja thanked Dr. Jennifer Collis, Vice President for Enrollment Management and Student Retention Services, for the enrollment update for Spring 2025 and for her and her staff's work on enrollment. He provided an overview of the upcoming Institutional Actions Council hearing for the Higher Learning Commission mid-cycle review and thanked the campus community for their feedback for the report. President Ahuja expressed gratitude for the reopening of Breakers, especially as something very positive for Lakeland's students. Finally, he noted that the FY26 budget development will begin soon and looked forward to a collaborative and transparent campus process for developing the new budget.

**6.2** Mr. David Cummins provided a summary of the State's Composite Score calculation, commonly referred to as the Senate Bill 6 ratio. The Board was provided with a description of the three ratios that make up the Composite Score. In addition, the methodology was

applied to the FY 2024 audited statement to illustrate for the Board how it is calculated. Lakeland's FY 2024 SB 6 score, adjusted for Governmental Accounting Standards Board (GASB) pronouncements 68 and 75, is 1.8.

- 6.3** Ms. Janet Majka, Academic and Student Success Committee Chair, discussed the committee approval of the calendar revision to 2025-2026 Academic Calendar to include the Juneteenth holiday. She also discussed reports presented by Dr. Jennifer Collis which included information regarding Enrollment, Recruitment Plans, and Scholarship Leveraging. Ms. Majka discussed the report provided by Dr. Ahuja regarding JumpStart involving summer camps. Dr. Ahuja also provided information about the letter from the Ohio Attorney General, Dave Yost, which is in reference to the Ohio Revised Code Section 3345.562-Interscholastic single-sex teams.
- 6.4** Due to the Human Resources Committee meeting being cancelled, Mr. Hebebrand called on Mrs. Lisa Durst to present the personnel report to the full Board.
- 6.5** Mrs. Beverly Vitaz, Finance, Audit, and Physical Plant Chair, discussed the committee approval of the FY2024 presented by Plante Moran. She also reported the committee approval of two Purchases above \$100,000: Otis Elevator Company, not to exceed \$224,000, to modernize the C-Building elevator servicing five floors including the campus library, this will be funded with unrestricted Plant Funds.

TEC Inc., not to exceed \$300,000, for engineering services for the Electrical and Mechanical Infrastructure replacement projects. This contract will be for required engineering work for a multi-phased project of at least \$6 million. This will be funded with state capital appropriations.

Mrs. Vitaz discussed the committee's approval of the Vehicle Use Policy. The policy is to promote the safe and responsible operation of college vehicles when used by individuals expected to drive on a regular basis. Such a policy has been strongly encouraged by our insurance carrier. The committee also approved Resolution, F1-25-accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levy and Resolution, F2-25-authorizing requests for advance of property taxes from Lake County, Ohio.

**7.0 Consent Agenda**

Mr. Hebebrand and Dr. Ahuja introduced the Consent Agenda process to the Board. Mrs. Lisa Durst presented this Personnel Report during the full Board meeting after the Human Resources Committee meeting was cancelled. Mr. Hebebrand asked for a motion to approve the items listed on the Consent Agenda. Mr. Cornachio moved, and Ms. Majka seconded, which passed as follows:

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

- 7.1 Amendment to the 2025-2026 Academic Calendar-APPROVED
- 7.2 Personnel Report-APPROVED
- 7.3 FY 24 Financial Audit-APPROVED
- 7.4 Report of Purchase Orders, Bids, and Expenditures-APPROVED

**8.0 Approval of Policies and Resolutions**

Mr. Hebebrand called for a motion to approve policy and resolution items 8.1 through 8.7. Mr. Rupert moved, and Mr. Cornachio seconded, which passed as follows:

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

- 8.1 Policy 3354-2-11-01, Tuition and Student Fees-POLICY UPDATED
- 8.2 Policy 3354-2-62-03, Financial Aid-POLICY UPDATED
- 8.3 Policy 3354-2-10-10, Policy for a Smoke-Free Environment-POLICY UPDATED
- 8.4 Policy 3354-2-10-11, Alcohol-Free Campus Policy-POLICY UPDATED
- 8.5 Policy 3354-2-37-18, Vehicle Use Policy-POLICY APPROVED
- 8.6 Resolution F1-25, Accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levy-APPROVED
- 8.7 Resolution F2-25, Authorizing requests for advance of property taxes Lake County, Ohio-APPROVED

**9.0 Old Business**

No old business for discussion.

**10.0 New Business**

**10.1 Board Chair Election**

Mr. Cornachio nominated Mr. Paul Rupert for Board Chair. Ms. Majka nominated Mrs. Ellen Foley Kessler for Board Chair. Voting results are as follows:

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

Mr. Hebebrand confirmed that Mr. Paul Rupert will be the new Chair for the Board of Trustees.

**10.2 Board Vice Chair Election**

Mr. Rupert called for nominations for the Board Vice Chair. Ms. Majka nominated Mr. Hebebrand. Mr. Tim O'Brien nominated Mr. Kevin Freese. Voting results are as follows:

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

Mr. Rupert confirmed that Mr. Kevin Freese will be the new Board Vice Chair.

**10.3 Board Secretary**

Mr. Rupert called for nominations for the Board Secretary. Mr. Hebebrand nominated Dr. Sunil Ahuja. No other nominations. Mr. Rupert called for a roll call to confirm Dr. Sunil Ahuja as Board Secretary which passed as follows:

Mrs. Beverly Vitaz-yes  
Ms. Janet Majka-yes  
Mr. Matthew Hebebrand-yes  
Mr. Jack Cornachio-yes  
Mr. Paul Rupert-yes  
Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Tim O'Brien-yes

Mrs. Ellen Foley Kessler-absent

**10.4 Board Treasurer**

Mr. Rupert called for nominations for the Treasurer.

Mr. Hebebrand nominated Mr. David Cummins. No other nominations.

Mr. Rupert called for a roll call to confirm Mr. David Cummins as Board Treasurer which passed as follows:

Mrs. Beverly Vitaz-yes

Ms. Janet Majka-yes

Mr. Matthew Hebebrand-yes

Mr. Jack Cornachio-yes

Mr. Paul Rupert-yes

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes

Mr. Tim O'Brien-yes

Mrs. Ellen Foley Kessler-absent

Mr. James Hackenburg issued the Oath of Office to Mr. Paul Rupert as Board Chair and Mr. Kevin Freese as Board Vice Chair.

**11.0 Executive Session**

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

Mrs. Beverly Vitaz-yes

Ms. Janet Majka-yes

Mr. Matthew Hebebrand-yes

Mr. Jack Cornachio-yes

Mr. Paul Rupert-yes

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes

Mr. Tim O'Brien-yes

Mrs. Ellen Foley Kessler-absent

The executive session began at 2:26 p.m.

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

Mrs. Beverly Vitaz-yes

Ms. Janet Majka-yes

Mr. Matthew Hebebrand-yes

Mr. Jack Cornachio-yes

Mr. Paul Rupert-yes

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes  
Mr. Tim O'Brien-yes  
Mrs. Ellen Foley Kessler-absent

The executive session ended at 2:50 p.m. and the regular meeting resumed.

Mrs. Fellows exited the meeting after the executive session.

**12.0 Adjournment**

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

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

The meeting was adjourned at 2:51 p.m.

**LAKE COUNTY COMMUNITY COLLEGE DISTRICT**

**APPROVED: March 7, 2025**



**Board Chair**



**Board Secretary**