

**Lake Land College
Board of Trustees
District No. 517**



Regular Board Meeting No. 673
Board and Administration Center, Room 011
Mattoon, IL
January 9, 2023

Minutes

Call to Order.

Chair Sullivan called the January 9, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm; Mr. Mike Sullivan, Chair; Ms. Denise Walk; Mr. Thomas Wright, Secretary; and Student Trustee Maggie Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

Approval of Consent Items.

Trustee Storm moved and Trustee Walk seconded to approve the following consent items:

1. Approval of Minutes of December 12, 2022, Regular Meeting.
2. Approval of Minutes of December 12, 2022, Closed Session.
3. Approval of Agenda of January 9, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	367,601.53
Building Fund	\$	12,388.63
Site & Construction Fund	\$	37,237.90
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	83,497.86
Restricted Purposes Fund	\$	270,091.38
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	14,242.31
Student Accts Receivables	\$	47,010.12
Total	\$	832,069.73

For a summary of trustee travel reimbursement and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>

5. Destruction of Tape Recording of the July 12, 2021, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said some new laws from 2022 have an effective date of 1/1/2023 and the administration will review and make changes if needed. She said both chambers of the Illinois General Assembly returned to the State Capitol last week for a lame duck session scheduled from January 4 through 7 and on January 10. Inauguration for members of the 103rd General Assembly is Wednesday, January 11 and will include two individuals who are 23 year olds, which are the first from Generation Z. Trustee Walk said the Governor's State of the State / Budget Address is scheduled for February 15. She said education will continue to be a priority in 2023.

Resource & Development.

Trustee Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Finance.

Trustee Storm, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Buildings & Site.

Trustee Curtis said the Committee met on January 5, 2023, and discussed the naming recommendation for the West Building which will be discussed later in the agenda.

Foundation.

Trustee Wright highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- The Foundation is hosting our 3rd annual Love A Laker Giving Day on February 14, 2023. We will be seeking one-time donations on this day from employees, board members, alumni and community members. This year the Foundation is expanding efforts to local radio stations to encourage more community involvement.
- A scholarship donor/recipient luncheon is being planned for Wednesday, April 12, 2023, where donors will have the opportunity to meet their student recipients.
- The 2023-2024 Foundation scholarship application closes for the first cycle on January 31, 2023. The 2nd cycle will reopen the month of August.

Student Report.

Ms. Maggie Kelly, Student Trustee, said she had no report at this time.

President's Report.

- Lake Land received no payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) in December toward the FY 2023 outstanding balance. A total of \$2.0 million remains outstanding for IDOC and \$216,135 for IDJJ for FY 2023.
- In December, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and an equalization payment of \$1.1 million. A total of \$3.0 million in credit hour reimbursement and \$3.3 million in equalization remain outstanding for FY 2023.
- The College received \$1.7 million in property tax payments in December.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Chris Considine, financial advisor with SC3F Wealth Management (formerly Wells Fargo), presented the Quarterly Investment Report for the period ending December 31, 2022.

Recommendation of Naming Rights Advisory Committee for the Naming of West Building Room 111.

Trustee Curtis presented on a recommendation received from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the Lake Land College Foundation Board of Directors, for the Board to approve the naming of West Building Room 111 in memory of Mr. Donald Perry, a former instructor at Lake Land College from 1972 through 1997. He said per Board Policy 11.10, the Board will consider naming requests in the following year the recommendation is submitted. He said per Policy 11.10 (#1) the administrative process began with the Board Chair appointing an advisory committee. He said that during the December 2022 regular Board meeting Chair Sullivan appointed the members of the Buildings and Site Committee, along with President Bullock and Ms. Donsbach to comprise this naming advisory committee, and their meeting was held on January 5, 2023 for this naming request consideration. Trustee Curtis said the Committee's unanimous consensus recommendation was to approve this naming request as submitted. He also noted that per Board Policy 11.10 the Board must wait at least 120 days to take action on this request once the Naming Rights Advisory Committee submits a recommendation. Thus, this will be brought back to the Board for approval in June 2023 or later.

Faculty Focus on Advancing Student Success – ICCB Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant.

Ms. Erin Swingler, Division Chair for Allied Health and Nursing Instructor, presented on how the College is utilizing the ICCB Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant received and accepted by the Board of Trustees this past fall 2022.

Monthly Data Point Discussion – Course Completion.

Ms. Lisa Cole, Director of Data Analytics, presented highlights of the student course completion data – a student success key performance indicator we monitor over the long term.

Strategic Planning Bi-Annual Report.

Ms. Jean Anne Highland, Chief of Staff, provided highlights of the first Bi-Annual Report for the FY2023-2027 planning cycle.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the May 1, 2023, organizational meeting.

Action Items.

Approval of Annual Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2023. Ms. Highland recommended that the Board approve the 2023 schedule of Board of Trustees meetings and said that regular Board meetings have traditionally been held on the second Monday of each month.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the 2023 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Faculty Seniority Listing.

Trustees heard from Mr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 9, 2023. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. He also said Division Chairs and administrators have reviewed the list and believe it is in compliance with the Act.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the Faculty Seniority Listing effective January 9, 2023.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of November 2022 Financial Statements.

Trustees reviewed the November 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the November 2022 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of John Ullrich Foundation Grant Award.

Trustees heard a recommendation from Dr. Bullock that the Board accept grant funds from the John Ullrich Foundation. Trustees learned the grant funds will be used to provide individual scholarships to support students majoring in agriculture who are from Coles, Douglas, Macon, Piatt, and Moultrie counties. Grant funds will also be used to support a variety of instructional supplies and materials for the Agriculture Division.

Dr. Bullock said dollar amounts have been removed to comply with the Foundation's confidentiality guidelines and that the authority to issue a press release on this award rests solely with the John Ullrich Foundation.

Trustee Walk moved and Trustee Curtis seconded to accept as presented the John Ullrich Foundation grant award for FY2023.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of Illinois Manufacturing Excellence Center (IMEC)/Illinois Manufacturers Association (IMA) Skilled to Build: Developing the Future Manufacturing Workforce Grant.

Trustees heard a recommendation from Dr. Bullock that the Board accept the one-year "Skilled to Build" community college grant for \$35,535.27 from the Illinois Manufacturing Excellence Center (IMEC) and the Illinois Manufacturer's Association (IMA). Trustees received the proposed budget for the grant that will be a collaborative effort for both the College, who seeks to train students for workforce ready jobs, and local manufacturers who want to fill their job

openings with well-trained, qualified welders. Trustees were provided a budget summary for the grant. Dr. Bullock said the college will use the grant funding to provide coursework, training and resources for nontraditional students to enter a new career path as welders as well as to strengthen relationships with local manufacturers who are in dire need of welders to fill their job openings. He said the grant requires in kind support from the College, which will include staff time for videography work and marketing materials, survey creation, dissemination and analysis as well as project management. Dr. Bullock said welding simulators from the technology division along with metal from manufacturing partners will also be part of the in-kind contributions for this project.

Trustee Reynolds moved and Trustee Storm seconded to accept as presented the one-year “Skilled to Build” community college grant for \$35,535.27 from the Illinois Manufacturing Excellence Center (IMEC) and the Illinois Manufacturer’s Association (IMA).

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Tiling Services of Farmland.

Trustees heard a recommendation from Mr. Nuxoll to approve the bid from Dean Drainage, LLC of Mattoon for \$63,308.50 for the Land Lab Tiling Project No. 2023-001. Trustees reviewed the bid tabulation sheet detailing Dean Drainage as the sole bidder. Trustees learned the tiling project is for the approximate 30-40 acres of farm ground located on the north and west side of the apartments adjacent to the land lab.

Dr. Bullock said that if this recommendation is approved by the Board, the administration will use Farm retained earnings to fund the project.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from Dean Drainage, LLC of Mattoon for \$63,308.50 for the Land Lab Tiling Project No. 2023-001.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Nuxoll requested the Board declare as surplus a 2013 Ford Fusion Titanium Hybrid (Black), VIN: 3FA6P0RU5DR281977, Mileage-117,132 and technology equipment from the ISS Department including 12 Liebert 208v units and 13 Tripp-lite 110v units which are outdated battery backup units from the data center. He said that if these items are approved by the Board as surplus, then the administration will dispose of them in a manner most beneficial to the College.

Trustee Cadwell moved and Trustee Walk seconded to declare as surplus a 2013 Ford Fusion Titanium Hybrid and 25 outdated battery backup units previously used by the ISS Department in the data center so that the administration may dispose of these items or equipment in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Quote by Grunloh Construction Inc. for Remodel of John Deere Tech Building Restrooms.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the quote by Grunloh Construction, Inc. of Effingham for \$46,549 to renovate the three restrooms in the John Deere Tech Building on the College's main campus. Trustees reviewed the quote received from Grunloh Construction that details the scope of work and includes the removal and reinstallation of existing toilet accessories and existing plumbing features. Mr. Nuxoll reported these restrooms are very old and are in great need of a renovation.

Trustee Walk moved and Trustee Storm seconded to approve as presented the quote by Grunloh Construction, Inc. of Effingham for \$46,549 to renovate the three restrooms in the John Deere Tech Building on the College's main campus.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

6:47 p.m. – Trustee Cadwell moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2) and (5), to consider

collective negotiating matters and to consider the purchase or lease of real property for the use of the college.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:34 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis, Ms. Doris Reynolds, Mr. Dave Storm, Mr. Mike Sullivan, Chair; Ms. Denise Walk and Mr. Tom Wright, Secretary and Ms. Maggie Kelly, Student Trustee.

Trustees Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Trustee Reynolds motioned and Trustee Walk seconded to approve as presented the standard Human Resources Report.

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Shanyurai, Terrence	Pathways Classroom Assistant Primary position Laker Mascot	12/13/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Cline, Carol	Dual Credit Instructor	1/9/23
Full-time		
Gough, Grayson	Financial Aid Scholarship Specialist	1/10/23
Rickett, Bradley	Correctional Custodial Maintenance Instr	12/13/22

Part-time

Arney, Megan	Adjunct Faculty Allied Health Division	1/9/23
Bahney, Ethan	Bookstore Rush Worker	12/19/22
Mambo, Esther	Bookstore Rush Worker	12/12/22
Mambo, Ruth	Bookstore Rush Worker	12/12/22
Manisa, Benjamin	Bookstore Rush Worker	12/12/22
Welch, Olivia	Bookstore Rush Worker	1/3/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
McHenry, Cassidy	Correctional Office Assistant	11/30/22
Shook, Lisa	Correctional Commercial Cooking Instructor	12/30/22
ZuHone, Richelle	Aca Serv Spec for the Dean of Academic Serv. (Retirement)	12/30/22
Part-time		
Kilzer, Barbara	Adjunct Faculty Allied Health Division	11/11/22
Pitts, Hayley	College Work Study - Financial Aid	12/9/22
Repking, Mackenzie	Allied Health Clinical Instructor(hourly)	9/18/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Batman, Ryan	Technical Support Specialist Transferring from Technical Support Assistant	1/10/23
Cruit, Laney	Alternative Education Transition Coordinator Transferring from Corr Career Tech Instr-Taylorville	1/23/23
Homann, Ashley	Administrative Assistant Allied Health Dental Transferring from Allied Health Dental Clinical Instructor	1/10/23
Kaurin, Joy	Perkins Specialist Transferring from Trio Sss Advisor	1/31/23

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Playground Equipment for Early Childhood Education Program.

Trustees heard a recommendation by Mr. Nuxoll for the Board to approve the purchase of playground equipment from Playground Boss for \$41,446 for the Early Childhood Education Program, using funds from the Early Childhood Access Consortium for Equity Opportunity Grant. He said that after consulting with legal counsel, the administration does not feel a bid is necessary. Per 10.22.4 (F) – the College is exempt from bidding a contract for construction of a single project that does not exceed \$50,000 nor involve changing the size, type or extent of an existing facility. In addition, he said Playground Boss is a member the Interlocking Purchasing System (TIPS) which is an approved cooperative/consortium by the State of Illinois. Since the State of Illinois has approved the TIPS contract, a formal bidding process is not necessary.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the purchase of commercial playground equipment from Playground Boss for \$41,446 for the Early Childhood Access Consortium for Equity Opportunity Grant.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Storm seconded to adjourn the meeting at 7:38 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/Mike Sullivan
Board Chair

/s/Tom Wright
Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/