

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



Regular Board Meeting No. 661  
Board and Administration Center, Room 011  
Mattoon, IL  
January 10, 2022

**Minutes**

**Call to Order.**

Chair Sullivan called the January 10, 2022, 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; Mr. Thomas Wright, Secretary; and Student Trustee Katie Greuel.

**Trustees Absent:** Ms. Denise Walk.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of December 13, 2021, Regular Meeting.
2. Approval of Minutes of December 13, 2021, Closed Session.
3. Approval of Agenda of January 10, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	131,112.00
Building Fund	\$	7,260.06
Site & Construction Fund	\$	15,330.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	52,422.81
Restricted Purposes Fund	\$	196,136.61
Working Cash Fund	\$	-
Audit Fund	\$	9,380.00
Liability Insurance Fund	\$	17,345.31
Student Accts Receivables	\$	123,061.66
Total	\$	552,048.45

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

5. Destruction of Tape Recordings of July 13, 2020, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

**Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Cadwell, alternate Legislative Liaison to ICCTA, said he had no report at this time.

**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, Committee Chair, said the Committee met recently to review the Foundation's Named Spaces Planner. He also noted that the Committee had met in November 2021 to review and recommend approval for proceeding with a landscape architect agreement which will be presented later in the agenda.

### **Foundation.**

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

- Kellie Niemerg joined our team as the Foundation Awards & Corporate Relations Coordinator and started December 27.
- The first Foundation Board meeting for 2022 is set for January 24, 2022 at 5 p.m.
- February 14 will be the Foundation's 2<sup>nd</sup> annual Love A Laker Giving Day where we encourage alumni, community members, employees and students to make a gift of any size.
- The first round of scholarship applications wrap up January 31 with selections and awards to take place soon after.
- The Foundation is having a banner year in fundraising thanks to our very generous donors! To date, we are currently 284 donations higher than last year at this time and 731% higher with total donations sitting at \$3.1M.

### **Student Report.**

Student Trustee Katie Greuel had no report.

### **President's Report.**

- Lake Land received a payment of \$350,746 in December from the Illinois Department of Corrections (IDOC) and no payments from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance. A total of \$1.8 million remains outstanding for IDOC and \$118,305 for IDJJ.
- In December, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. A balance of \$3.2 million remains outstanding for credit hour reimbursement and \$3.0 million for equalization.
- The College received property tax payments totaling \$521,575 million in December.

### **Business Items.**

## **Non-action Items.**

### **Quarterly Investment Report.**

Mr. Gary Swearingen, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending December 31, 2021.

### **Strategic Plan Bi-Annual Report.**

Ms. Jean Anne Grunloh, Chief of Staff, provided highlights of the Strategic Plan Bi-Annual report.

### **Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI.**

Ms. Grunloh highlighted data related to how the College supports students with appropriate learning accommodations.

### **Strategic Planning Survey Results.**

Dr. Lynn Breer, Director of Institutional Research and Reporting, presented the results of the strategic planning survey, which was completed by 715 people including students, faculty staff, board members and community stakeholders.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events.

### **Action Items.**

#### **Approval of Faculty Seniority Listing.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 10, 2022. 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 Curtis moved and Trustee Cadwell seconded to approve as presented the Faculty Seniority Listing effective January 10, 2022.

There was no further discussion.  
Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright.  
No: None.  
Advisory Vote: Student Trustee Greuel voted yes.  
Absent: Trustee Walk.  
Motion carried.

**Approval of 2022 Schedule of Board of Trustees Meetings.**

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2022. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the 2022 Schedule of Board of Trustees Meetings.

There was no further discussion.  
Roll Call Vote:  
Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright.  
No: None.  
Advisory Vote: Student Trustee Greuel voted yes.  
Absent: Trustee Walk.  
Motion carried.

**Acceptance of Reporting of November 2021 Financial Statements.**

Trustees reviewed the November 2021 Financial Statements and heard from Mr. Greg Nuxoll, Vice President for Business Services, regarding an update for the November 2021 Financial Statements.

Trustee Storm moved and Trustee Reynolds seconded to approve as presented the November 2021 Financial Statements.

There was no further discussion.  
Roll Call Vote:  
Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright.  
No: None.  
Advisory Vote: Student Trustee Greuel voted yes.  
Absent: Trustee Walk.  
Motion carried.

**Approval of Adding Additional Proximity Card Readers to Campus Buildings.**

Trustees heard a request from Mr. Nuxoll that the Board approve the installation of 36 additional proximity card readers and related equipment to 14 campus buildings at a cost of \$152,873 per a quote from Dynamic Controls, Inc. of East Peoria, Illinois.

Trustee Storm moved and Trustee Curtis seconded to approve as presented a project for Dynamic Controls, Inc. of East Peoria, Illinois, to install 36 additional proximity card readers and related equipment to 14 campus buildings at a cost of \$152,873, utilizing a portion of the College's allocated HEERF III dollars to fund the project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

### **Approval of Bid for Water Cooler Replacement Project..**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the bid from Davis-Houk Mechanical, Inc. of Urbana, Illinois, in the amount of \$44,970, for a water cooler replacement project. Trustees were provided the bid tabulation sheet detailing Davis-Houk submitting the lowest of three bids received.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from Davis-Houk Mechanical, Inc. of Urbana, Illinois, in the amount of \$44,970, for the water cooler replacement project #2021-017.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

### **Approval of Proposed Revisions to Board Policy 07.24 – Graduation Requirements.**

Trustees heard a recommendation from Dr. Bullock for the Board to waive first reading and approve proposed revisions to the above-referenced policy. Details of the proposed changes were provided to each Trustee. Dr. Bullock said that the current policy states that "only courses at the 040 course level or above will count toward graduation." He said a clarification is needed to this policy to align with current administrative practices and clarify for students that the course Reading (RDG) 050 does not fulfill graduation requirements.

Trustee Curtis moved and Trustee Storm seconded to waive first reading and approved as presented proposed revisions to Board Policy 07.24 – *Graduation Requirements*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright.  
No: None.  
Advisory Vote: Student Trustee Greuel voted yes.  
Absent: Trustee Walk.  
Motion carried.

**Approval of Contract with Landscape Architect.**

Trustees heard a request from Mr. Nuxoll for the Board to approve a five-year Master Agreement for Landscape Architect and Design Services with Planning Design Studio of St. Louis, Missouri. Mr. Nuxoll reminded Trustees that the College has made a decision to embark upon a multi-year beautification plan of the main campus and the Board approved the hiring of Planning Design Studio to serve as the College’s landscape architect during the November 2021 regular Board meeting. He said that funds were included in our FY 2022 budget for the hiring of a landscape architect. Trustees reviewed a memorandum from Mr. Nuxoll which detailed the proposed hourly rates for architect services.

Trustee Curtis moved and Trustee Storm seconded to approve a five-year Master Agreement for Landscape Architect and Design Services with Planning Design Studio of St. Louis, Missouri.

There was no further discussion.  
Roll Call Vote:  
Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright.  
No: None.  
Advisory Vote: Student Trustee Greuel voted yes.  
Absent: Trustee Walk.  
Motion carried.

**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 Curtis motioned and Trustee Storm seconded to approve as presented the standard Human Resources Report.

**The following employees are recommended for FMLA leave. Board policy 05.14.12.**

Pender, Diane	12/1/2021-Intermittent
Devries, Jodyne	1/24/22-4/15/22
Alexander, Amber	12/9/21-2/03/22

**Additional Appointments**

**The following employees are recommended for additional appointments**

<b>Position</b>	<b>Effective Date</b>
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**Part-time**

Cardenas, Gordon	Basketball Scorers/Timers	12/10/21
Songo, Divine	Bookstore Rush Worker	1/3/22

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Ervin, Rachel	Admissions Representative	01/11/22
Nead, Kaitlyn	Admissions Representative	01/11/22

**Part-time Grant Funded**

Eddy, William	Talent Search Tutor - Bachelors	12/15/21
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**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Burton, Marcie	Correctional Career Technology Instructor	12/30/21
Laumbattus, Douglas	Associate Dean of Correctional Programs	12/28/21
Miller, Karla	Director Tutoring and Testing Center(Retired)	12/31/21
Parish, Wesley	Correctional Custodian Instructor	11/30/21

**Part-time**

Baker, Jessica	Covid Test Collection Assistant	11/28/21
Broyles, Eleanor	Fitness Center Specialist	12/12/21
Cline, Carol	Allied Health BNA Clinical Instructor (hourly)	8/8/21
Eddy, Addison	Newspaper Editor - Student Newspaper	11/28/21
Loy, John	Police Officer	11/26/21
Parkison, Shawn	IEL Instructor	5/16/21
Pike, Jordan	Part-Time Groundskeeper	12/10/21
Stewart, Megan	Cosmetology Clinical Instr (hourly)	12/9/21
Stortzum, Justin	Adjunct Faculty Humanities Division	5/16/21
Wilson, Kaylee	Special Needs Note Taker	12/10/21

**Transfers/Promotions**

**The following employee is recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bunch-Epperson, Genine	Alternative Education Instructor Transferring from-Traffic Safety Instructor	01/24/22
Gill, Michelle	Accounting & Payroll Specialist Transferring from Accounting Assistant II	01/24/22
Hartke, Pam	Associate Dean of Enrollment Management	01/24/22



	Transferring from- Admissions Representative	
<b>Part-time</b>		
Caldeira, Lara	Covid Test Collection Assistant	12/20/21
	Transferring from-Test proctor	
<b>College Work Study</b>		
Puckett, Logan	College Work Study - Student Life	12/16/21
	Transferring from- Tutor - Student Lrng Asst	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

### **Other Business. (Non-action)**

Trustee Wright thanked the Board for the plant sent to him recently in memory of his father.

Trustee Curtis shared data regarding CDL truck driver shortages which he learned while participating in a recent conference call for agriculture professionals.

There was no additional discussion.

### **Adjournment.**

Trustee Curtis moved and Trustee Storm seconded to adjourn the meeting at 7:08 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/](https://www.lakelandcollege.edu/col/board_minutes/)