

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



Regular Board Meeting No. 649
January 11, 2021

At the time the Agenda for this meeting was posted, a disaster proclamation was issued by the Governor relating to public health concerns for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, Dr. Josh Bullock, Lake Land College President, determined that a fully accessible in-person meeting was not practical or prudent. As permitted by Public Act 101-0640, 5 I LCS 120/7(e), this meeting was held without the physical presence of a quorum at the regular meeting location. Dr. Bullock, as head of the public body, was physically present at the meeting location, Webb Hall 081, Mattoon.

Minutes

Call to Order.

Chair Reynolds called the January 11, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m.

Roll Call.

Trustees Participating via Electronic Means (Zoom): Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Dudit.

Trustees Absent or Not Participating via Telephonic or Electronic Means: None.

Other Participants: Dr. Jonathan Bullock, President – in person. The following participated electronically (Zoom): Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Special Assistant to the President, and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of December 14, 2020, Regular Meeting.
2. Approval of Agenda of January 11, 2021, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	504,631.85
Building Fund	\$	57,317.03
Site & Construction Fund	\$	742,730.49
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	12,427.16
Restricted Purposes Fund	\$	344,186.03
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	56,714.75
Student Accts Receivables	\$	44,999.16
Total	\$	1,763,006.47

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of July 15, 2019, 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 Dudit voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted two key legislative issues including state budget concerns and proposed police reform.

Resource & Development.

Trustee Sullivan, 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 Cadwell, Committee Chair, said the Committee met recently and reached consensus recommendations to report to the Board the following:

- Pursue the option of purchasing and installing a new generator system to provide back-up power for the Board and Administration Center (BAC) and the Foundation and Alumni Center (FAC). This action will include consideration of additional generator sizes for optimal capacity and various ways to best conceal the generator system for aesthetics purposes.
- Approve the annual pricing guidelines for building naming rights associated with donation amounts to the College's Foundation.
- Approve the administration submit a Manufacturing Training Academy grant application to DCEO and fund phase two of the Rural Development Technology Center with fund balance or College savings should the College receive the DCEO grant to fund phase one construction of the facility.

Foundation.

Chair Reynolds said:

- Total donations received from June 30, 2020 through Dec. 31, 2020 is over \$387,360 which is up over \$50,000 from last year during this same time. Even though the Foundation Golf Classic was ultimately canceled for 2020 due to the pandemic, over \$22,000 was raised thanks to generous supporters of the Foundation.
- The 2021-2022 scholarship application cycle will close on Feb. 1, 2021. So far, we have had over 360 students complete the application.
- The campus-wide giving day/week effort will launch on Feb. 14, 2021, and wrap up on Feb. 21, 2021.
- The Foundation is currently seeking nominations for the 2021 Alumni Awards.

Student Report.

Student Trustee Dudit stated that the Foundation's report on scholarship donations are reflective of the compassion people have for the students at Lake Land College. He reported that the inaugural meetings for the Spring semester for SGA and PTK are coming up later this month.

President's Report.

Dr. Bullock said:

- In December 2020, we received \$1,850,159.16 from the Illinois Department of Corrections (IDOC) and \$215,269.20 toward the FY2020 outstanding balances. This essentially closes out FY 2020 payments.
- We received no payments for FY 2021 invoices from IDOC or the Illinois Department of Juvenile Justice (IDJJ) in December. A total of \$2,732,990.20 remains outstanding from IDOC and \$206,739.95 from IDJJ.
- In December, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$334,674.57 and equalization of \$526,012.83. For FY 2021, \$3.6 million remains outstanding for credit hour reimbursement and \$3.6 million for equalization.
- The College received property tax payments totaling \$769,210.15 in December.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Joseph Fearday, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), summarized key data in the Quarterly Investment Report for the period ending December 31, 2020.

Annual Assessment Report.

Ms. Lisa Madlem, Director of Academic Support and Assessment, presented to Trustees and highlighted the 2020 Annual Assessment Report.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Resolution No. 0121-012 to Express Gratitude to Retiring Illinois State Senator Dale Righter.

Dr. Bullock requested the Board approve the above-referenced Resolution to formally acknowledge our sincere appreciation of Senator Righter’s support of Lake Land College and our mission during his 24 years of state legislative service.

Trustee Sullivan moved and Trustee Reynolds seconded to approve as presented Resolution No. 0121-012 for the Lake Land College Board of Trustees to express its collective gratitude to retiring Illinois State Senator Dale Righter for his outstanding support of Lake Land’s mission during his 24 years of state legislative service. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Effingham Regional Career Academy Intergovernmental Agreement.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board approve an Effingham Regional Career Academy (ERCA) Intergovernmental Agreement between the College and 14 initial member K-12 school districts including:

Altamont HS	District 10
Beecher City HS	District 20
Dieterich HS	District 30
Effingham HS	District 40
Teutopolis HS	District 50
St. Anthony HS	
Stewardson-Strasburg HS	District 5A
Neoga HS	District 3
Cumberland HS	District 77
Louisville North Clay HS	District 25
Jasper County HS	District 1
Cowden-Herrick HS	District 3A
Brownstown HS	District 201
St. Elmo HS	District 202

Trustees reviewed the proposed agreement and learned:

- The purpose of the ERCA Intergovernmental Agreement is to operate specialized Career and Technical Education (“CTE”) programs for students residing within the member districts who need and can benefit from such technical training. Students at the member districts will be able to take career and technical education courses in a program that is administered by the College and earn high school and college credit simultaneously.
- The Agreement outlines responsibilities for the College and the member districts. A key responsibility for the College will be to appoint a Vocational/Technical Director for the ERCA program who shall be an employee of the College. The College shall be solely responsible for the Vocational/Technical Director’s salary, benefits, employment taxes, workers compensation and unemployment insurance coverage, and payroll deductions.
- Additionally, the Agreement outlines usage of facilities including that the College may construct a new facility near the Kluthe Center for Higher Education and Technology in Effingham, Illinois to hold the vocational and technical programs through the ERCA program. However, such construction is contingent upon the College obtaining funding from the State of Illinois or other available capital project funds, and that the College has the sole discretion as to whether to construct such new facility.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the Effingham Regional Career Academy Intergovernmental Agreement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of November 2020 Financial Statements.

Trustees reviewed the November 2020 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm, Finance Committee Chair, highlighted his review of the Financial Statements and expressed his support for approval as presented.

Trustee Storm moved and Trustee Walk seconded to approve as presented the November 2020 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 Duduit voted yes.

Absent: None.

Motion carried.

Approval of Agreement with Parchment LLC for Transcript Services.

Trustees heard a recommendation from Ms. Valerie Lynch, Interim Vice President for Student Services, that the Board approve a proposed five-year Agreement with Parchment LLC, headquartered in Arizona, for transcript services. Trustees reviewed the proposed Agreement that details the annual rates, with charges from Parchment being based upon a per transaction fee. Ms. Lynch said:

- The five-year Agreement will provide for no increase in costs for the first year (\$0.55 per request) with graduated increases over the life of the agreement.
- Establishing a future pricing structure will benefit the College in annual budgeting, with College costs for transcript production supported through the per credit hour service fee charged to students. Thus, students are not charged an additional fee when requesting a transcript.

Trustee Storm moved and Student Trustee Duduit seconded to approve as presented the five-year agreement with Parchment LLC, headquartered in Arizona, for transcript services effective January 11, 2021, through December 31, 2025, with charges from Parchment being based upon a per transaction fee.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

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 11, 2021. 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. Trustees reviewed details of the proposed Faculty Seniority Listing.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the Faculty Seniority Listing effective January 11, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of 2021 Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2021. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month. He also highlighted the need to continue utilizing the larger space in Webb Hall 081 during the pandemic to support social distancing through at least June 2021.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented the 2021 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 Duduit voted yes.

Absent: None.

Motion carried.

Waiver of First Reading and Approval of Proposed Revisions to Board Policies 03.09 – Quorum of the Board and 03.09.01 – Quorum of the Committee.

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, that the Board approve proposed revisions to the above-referenced Policies. Trustees reviewed details of the proposed revisions. With the need for the Board to conduct closed sessions in the near future and the current status of the pandemic, she recommended waiver of first reading and modifications to both policies to allow trustees to participate in closed sessions held via a secure telephonic or electronic means and only when the Open Meetings Act (OMA) subsection 7(e) applies due to a disaster declaration.

Trustee Walk moved and Trustee Curtis seconded to waive first reading and approve as presented proposed revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted some of the personnel recommendations and retirees.

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

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

Beagle, Ryan	11/20/2020-12/15/2020 then intermittent
Roberts, Bri	12/7/2020-intermittent
Mortensen, Alan	12/3/2020-2/25/2021

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Full-time		
White, Christina	College Nurse (Temporary)	01/12/2021
Part-time		
Estacio, Estiven	Fitness Center Specialist Primary position is Men's Basketball Assistant	12/10/2020
Mason, Dustin	Adjunct Faculty Business Division Primary position is Programmer Analyst	12/14/2020

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Wright, Kathleen	Adj Reading Instructor Primary position is Adj Faculty Social Science	12/18/2020

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Part-time		
Hoene, Katelyn	Adjunct Faculty Business Division	12/14/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Daily, Andrea	Business Analyst/Retired	12/31/2020
Drone-Silvers, Scott	Director of Library Services/Retired	12/31/2020
Kramer, Chris	Director of Auxiliary Services/Retired	12/31/2020
Meek, Marlene	Adm Assistant to Student Life/Retired	12/31/2020
Spaniol, Lee	Director of Info Sys & Services/Retired	12/31/2020
Uphoff, Sharon	College Nurse/Retired	12/31/2020

Part-time		
Beever, Faith	Special Needs Note Taker	12/18/2020
Clark, Kierstin	Special Needs Note Taker	10/4/2020
Diltz, Emma	Dual Credit Program Assistant	12/23/2020
Groves, Daniel	IEL Instructor	5/17/2020
Hart, Ann	Adjunct Faculty Humanities Division	5/17/2020
Homann, Mary	Allied Health BNA Adjunct Faculty	12/15/2020
Hull, James	Retiree Incentive Program	12/17/2020
Satterfield, Toni	Adjunct Faculty Humanities Division	5/17/2020
Scheidemantel, Claire	Special Needs Note Taker	11/15/2020
Walker, Bruce	Adjunct Faculty Social Science Division	5/17/2020
Wilson-Kuhn, Dennise	Adjunct Faculty Business Division	12/18/2020

Part-time – Grant Funded

Mitchell, Amy	Adjunct DOC College Funded Instructor	3/8/2020
Nesbitt, Tara	Adjunct DOC College Funded Instructor	3/8/2020
Teverbaugh, Jesse	Adjunct DOC College Funded Instructor	3/8/2020

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Mayer, Pamela	Lead Custodian	1/4/2021
	Transferring from Custodian	
Sharp, Tony	Director of Enterprise Applications	1/4/2021
	Transferring from Progr Analyst	Corrected date
Part-time		
Daniels, Kristin	Cosmetology Clinical Instr (hourly)	12/17/2020
	Transferring from Cosmetology Clinical Instructor	
Donnel, Megan	Cosmetology Clinical Instr (hourly)	12/17/2020
	Transferring from Cosmetology Clinical Instructor	
Stewart, Megan	Cosmetology Clinical Instr (hourly)	12/17/2020
	Transferring from Cosmetology Clinical Instructor	
Wright, Kathleen	Adj Faculty Social Science Division	12/22/2020
	Adj Reading Instructor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit 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 of the Lake Land College Board of Trustees at 7:07 p.m.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

The meeting was recorded and may be viewed at the following link:

<https://lakelandcollege.zoom.us/rec/share/au9IV5vp5ivYKCZxZ7haRLEe2Hhx3HIPDJoNMeRmiBh9YdLwsbGReJ383RxMnSIF.FpplSOAUIEAiphDr>

Passcode: @e2^T3uC

Approved by:

/s/Ms. Doris Reynolds, Board Chair

/s/Mr. Gary Cadwell, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.

https://www.lakelandcollege.edu/col/board_minutes/