

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



Regular Board Meeting No. 685
Board and Administration Center, Room 011
Mattoon, IL
January 11, 2024

Minutes

Call to Order.

Chair Cadwell called the January 11, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Chair Cadwell announced that agenda action item #11, Approval of Payment for Services by Brilliant Design Works for the Creation of Video Educational Material and Subsequent Online Hosting, will be pulled from the agenda.

Roll Call.

Trustees Physically Present:

Mr. Gary Cadwell, Chair; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk and Mr. Thomas Wright, Vice-Chair.

Trustees Absent:

Trustee Kevin Curtis and Student Trustee Jackie Schertz.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of December 11, 2023, Regular Meeting.
2. Approval of Agenda of January 11, 2024, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

| | | |
|---------------------------|----|------------|
| Education Fund | \$ | 542,388.06 |
| Building Fund | \$ | 60,036.64 |
| Site & Construction Fund | \$ | 74,878.80 |
| Bond & Interest Fund | \$ | - |
| Auxiliary Services Fund | \$ | 66,909.14 |
| Restricted Purposes Fund | \$ | 18,901.94 |
| Working Cash Fund | \$ | - |
| Audit Fund | \$ | - |
| Liability Insurance Fund | \$ | 15,453.19 |
| Student Accts Receivables | \$ | 70,544.03 |
| Total | \$ | 849,111.80 |

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

4. Destruction of Tape Recording of the July 11, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the general assembly will resume meeting in Springfield for the new year and the administration will continue monitoring for bills that affect our policies at Lake Land College.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on January 4, 2024, regarding items which will be discussed later in the agenda.

Finance.

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Trustee Curtis, Committee Chair, was not present and thus no report was given.

Foundation.

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

- The Foundation and Student Life offices are partnering to assist students applying for scholarships with an event on January 17, 2024.
- The 2024-2025 Foundation scholarship application closes for the first cycle January 31 and the second cycle will reopen in the month of August.
- The Foundation is hosting our 4th annual Love A Laker Giving Day on February 14. We will seek one-time donations on this day from employees, board members, alumni and community members. New this year is a competition for alumni who met at LLC to share their stories!

Student Report

Ms. Jacqueline Schertz, Student Trustee, was not present and thus no report was given.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$1.3 million from the Illinois Department of Corrections (IDOC) in December toward the FY 2024 outstanding balance. A total of \$1.09 million remains outstanding.
- The College received a payment of \$59,957 from the Illinois Department of Juvenile Justice (IDJJ) in December toward the FY 2024 outstanding balance. A total of \$42,834 remains outstanding.
- In December, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260 and equalization of \$587,861. A total of \$3.0 million remains outstanding for credit hour reimbursement and \$3.3 million for equalization.
- The College received \$778,075 in property tax payments in December.

Business - Non-action Items.

Quarterly Investment Report.

Mr. Joseph Fearday, financial advisor with SC3F Wealth Management (formerly Wells Fargo), presented the Quarterly Investment Report for the period ending December 31, 2023.

Monthly Data Point Discussion – State and Federal Funds Supporting Our Students.

Ms. Jean Anne Highland, Chief of Staff, highlighted two reports that feature state and federal funding that impacts our students, both with direct funding assistance or through funding programs which support our students.

Update on Workforce Innovation and Opportunity Act.

Ms. Jamie Corda Hadjaoui, Director of Workforce Investment, provided an update on the Local Workforce Innovation Area 23 and initiatives at the local and state level.

Update on Disposition of Surplus Items or Equipment since September 2022.

Dr. Bullock presented a report from Ms. Madge Shoot, Comptroller, which summarized the dispensation of numerous items since September 2022 that the Board had previously declared surplus. He reported that in October 2023 the college held an online auction for numerous surplus items or equipment in conjunction with Bauer Auction Services. Dr. Bullock said that the auction netted \$46,947.06 for the College after Bauer's fees, which was deposited into the general fund surplus revenue line.

Proposed Revisions to Board Policy 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs.*

Dr. Valerie Lynch, Vice President for Student Services, presented a recommendation for updating this Policy to add Paramedical Services to both the Associate Degrees and Certificates sections for special admission and unique graduation requirements and remove Medical Assistant from the Associate Degrees list.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the February 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted three upcoming events, the AG banquet will be held on Thursday, February 22, 2024, the Commencement ceremonies will be held on Friday, May 10, 2024, and the Board of Trustees retreat on Wednesday, May 22, 2024. Mr. Jim Reed, ICCTA Executive Director, will be attending to help facilitate the retreat and foster discussions for effective board governance.

Action Items.

Approval of Annual Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2024. Ms. Highland recommended that the Board approve the 2024 schedule of Board of Trustees meetings and said that regular Board meetings have traditionally been held on the second Monday of each month. Ms. Highland said the Board had previously discussed that during the month of July we will hold the meeting on Thursday, July 11 due to the July 4 holiday.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the 2024 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Acceptance of November 2023 Financial Statements.

Trustees reviewed the November 2023 Financial Statements and heard from Ms. Shoot who highlighted the Financial Statements and significant variances.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the November 2023 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of Faculty Seniority Listing.

Trustees heard a request from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 11, 2024. 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 Reynolds moved and Trustee Sullivan seconded to approve as presented the Faculty Seniority Listing effective January 11, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Acceptance of ICCB Innovative Bridge and Transitions Grant.

Dr. Nwosu recommended the Board accept the one-year Innovative Bridge and Transitions grant from the Illinois Community College Board (ICCB), in the amount of \$88,000. Trustees reviewed the ICCB approved budget and agreement with ICCB for the grant award.

Dr. Nwosu highlighted how the College will use the grant funds. He reported that faculty from the Math and Science Division plan to use grant funds to establish an engineering pipeline for recruiting and enrolling 20 engineering students into an engineering student cohort starting in the fall semester. He said this program (named Recruitment and Advancement of the Next Generation of Engineers, or RANGE) will focus on recruiting and enrolling low-income, rural high school seniors and alternative education completers into transfer engineering programs. Dr. Nwosu said the College will also provide wrap around support services and mentoring for these students, using college and community resources as well as student mentors.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented a one-year Innovative Bridge and Transitions grant from the Illinois Community College Board (ICCB), in the amount of \$88,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Acceptance of ICCB Perkins Leadership Grant.

Dr. Nwosu recommended the Board accept a one-year grant for \$75,478.50 from the Illinois Community College Board (ICCB) Perkins Leadership grant. Trustees reviewed the ICCB approved budget and agreement with ICCB for the grant award.

Dr. Nwosu said this project will seek to bring awareness to in-district middle school students in grades 5 through 8 about the College's career and technical education career programs and that Career Exploration Summer Camps will be offered for these students both on the main campus in Mattoon and at select campus extension centers, including Effingham, Pana and Paris. He said using grant funds, these half day camps will be offered free of charge to students, with the goal to enroll 100 students. Dr. Nwosu said the project will be offered in collaboration with the seven academic divisions and Workforce Solutions & Community Education.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented a one-year grant for \$75,478.50 from the Illinois Community College Board (ICCB) Perkins Leadership grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

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. Dr. Bullock said grant funds will also be used to support a variety of instructional supplies and materials for the Agriculture Division, including, but not limited to, John Deere Precision Ag guidance equipment, tap and die sets, Shop Dog, TIG welder, AC manifold gauge sets, pallet forks and ballast box and engine control units.

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 Sullivan moved and Trustee Walk seconded to accept as presented the John Ullrich Foundation grant award for FY2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

Dr. Bullock requested the Board consider proposed revisions to policy 05.01 – *Definition of Full-Time and Part-Time Employment.*

Dr. Bullock said the administration submitted proposed revisions to this policy as first reading during the December 2023 regular meeting, and the administration now respectfully requests Board approval during the January 2024 regular Board meeting. He said that since presenting this as first reading in December 2023, the administration received additional feedback for some requested modifications to clarify student employees in "good standing" with the College (related to student code of conduct and not academic standing) and for employee classifications when a part-time employee elects to take six or more credit hours of classes at the College. He said the updated proposed revisions address these concerns. Dr. Bullock said the updated proposed revisions also rectify some of the concerns expressed by student employees who addressed the Board during the public comment portion of the December 11, 2023 regular Board meeting.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 05.01 – *Definition of Full-Time Employment.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of Resolution No. 0124-012 to Transfer Funds to the Designated Insurance Fund Balance.

Dr. Bullock said that, per the request of the College's auditor, the College has established a designated insurance fund balance to record excess and shortfalls in our insurance spent throughout the year. He requested the Board approve the above-referenced Resolution and that by doing so the Treasurer will be authorized to transfer insurance funds between Fund 01 - Education Fund and the designated insurance fund balance to remunerate expenditures.

Trustee Walk moved and Trustee Wright seconded to approve as presented Resolution No. 0124-012 to transfer funds to the designated insurance fund balance. [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, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of Calm App for Student Use.

Trustees reviewed a request from Dr. Valerie Lynch, Vice President for Student Services, for the Board to approve a one-year renewal of the Calm App for use by our students at a total cost of \$43,240. Trustees reviewed the proposed one-year service agreement order form. Dr. Lynch said that, Mr. Tom Moll, Coordinator for Mental Health Services, reported that our subscription to the Calm App for students expires in February 2024 and that the Mental Health Early Action on Campus Grant provides the funds for the College to purchase this service for an additional year. She noted how utilization of the Calm App assists in meeting the needs of our student's mental health and provides an overall wellness service to the campus. Mr. Moll noted, in his memo, that during the third quarter of 2023 students utilized the Calm App for 52,689 minutes. Dr. Lynch said Mr. Moll had provided a more in-depth utilization report of the Calm App by our students to each Trustee.

Trustee Walk moved and Trustee Wright seconded to approve as presented a one-year renewal and purchase for the Calm App for student use at a total cost of \$43,240.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of Three-year Renewal with the Center for Internet Security for CrowdStrike Internet Security Services.

Trustees heard a request from Ms. Highland for the Board to approve a three-year contract renewal with the Center for Internet Security (CIS) of East Greenbush, New York, for the CrowdStrike Internet security services at a total cost of \$194,000 for the period February 14, 2024 through February 13, 2027. Trustees reviewed the proposed three-year agreement and a memorandum from Mr. David Stewart, Chief Information Officer, which highlighted the Internet security services provided by CIS and the CrowdStrike platform. Ms. Highland also informed Trustees of two other contract renewal options with CIS: to review for only one year or to review for a two-year period. Trustees learned that CIS has offered to provide a 10% discount if the College renews for multiple years, but the College must pay CIS upfront the total cost of the multi-year agreement. Ms. Highland and Mr. Stewart recommended approval of the three-year contract option, but this approval be contingent upon CIS providing revised contract language to include termination rights for either party, including a refund to the College for unused services should CIS terminate the contract prior to February 13, 2027.

Trustee Wright moved and Trustee Sullivan seconded to approve a three-year contract renewal with the Center for Internet Security (CIS) of East Greenbush, New York, for the CrowdStrike Internet security services at a total cost of \$194,000 for the period February 14, 2024 through February 13, 2027, contingent upon CIS providing revised contract language to include termination rights for either party, including a refund to the College for unused services should CIS terminate the contract prior to February 13, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of Proposal by Bailey Edward for Architectural Design Work at the Effingham Technology Center.

Trustees heard a recommendation from Dr. Bullock to approve the proposal from Bailey Edward of Champaign, the College's architect of record, for architectural and construction management services to renovate the Effingham Technology Center in an amount up to \$492,200.

Trustee Walk moved and Trustee Sullivan seconded to approve as presented the proposal from Bailey Edward of Champaign, the College's architect of record, for architectural and construction management services to renovate the Effingham Technology Center in an amount up to \$492,200.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Closed Session

7:22 p.m. – Trustee Walk moved and Trustee Sullivan seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (11) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss pending and probable litigation matters.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Return to Open Session - Roll Call

7:28 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan, Ms. Denise Walk and Mr. Thomas Wright.

Trustees Absent: Trustee Curtis.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Approval of the Human Resources Report.

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

The following employees are recommended for FMLA leave. Board policy 05.04.12.

| | |
|-----------------|------------------|
| Harris, Mark | 12/14/23-1/12/24 |
| Kingery, Rachel | 12/4/23-1/2/24 |

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

| | |
|--------------|------------------|
| Chism, Shawn | 12/26/23-1/26/24 |
|--------------|------------------|

The following positions have been recommended by the Lake Land College President’s Cabinet

| | |
|--------------------------------|---------------------------|
| Curriculum Development Manager | Department of Corrections |
|--------------------------------|---------------------------|

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|---------------------------------|---|-----------------------|
| Part-time | | |
| Bunch-Epperson, Genine | Community Learning Instructor Primary Position Traffic Safety Instructor | 1/9/24 |
| Wright, Sarah | Community Learning Instructor Primary Position Business Instructor | 1/9/24 |
| Zimmerle, Jerad | Community Learning Instructor Primary Position Adjunct for Business | 1/9/24 |
| Part-time - Grant Funded | | |
| Winkleblack, Lindsay | Remediation Specialist Primary Position Nursing Instructor | 12/4/23 |

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|-----------------------|---|-----------------------|
| Full-time | | |
| Blankenship, Jennifer | Correctional Commercial Cooking Instructor | 12/12/23 |
| Wetzel, Denise | Correctional Custodial Maintenance Instructor | 12/11/23 |

Part-time

| | | |
|------------------------------|-----------------------|----------|
| Bishop, Jerik | Bookstore Rush Worker | 12/11/23 |
| Goncalves de Araujo, Luciana | Bookstore Rush Worker | 12/11/23 |
| Nanjela, Lungowe | Bookstore Rush Worker | 12/11/23 |

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|----------------------|--|-----------------------|
| Full-time | | |
| Adams, Trisha | Correctional Office Assistant | 12/29/23 |
| Bacino-Althaus, Lara | Psychology Instructor (Retired) | 12/15/23 |
| Brandt, Haylee | Nursing Instructor | 12/15/23 |
| Madlem, Lisa | Director of Assessment & Program Review (Retired) | 12/29/23 |
| Matlock, Casey | Associate Dean of Correctional Programs | 12/11/23 |
| Zerkel, Jane | Library Cataloging /Acquisitions Assistant (Retired) | 12/29/23 |

Part-time

| | | |
|--------------------|---|----------|
| Adams, Terry | Adjunct Faculty Technology Division | 12/9/22 |
| Cravens, Mindi | Student Path Recipient | 4/15/23 |
| Czyzewski, Kennedy | TRIO Destination College Student Specialist | 5/5/23 |
| Eller, Tabitha | Talent Search Tutor - Bachelors | 5/2/23 |
| Jarrell, Adrienne | Adjunct Faculty Social Science Division | 12/9/22 |
| Mtonga, Abigail | Bookstore Rush Worker | 12/18/23 |
| Ryan, Ashley | College Work Study - Counseling | 4/27/23 |
| Schwenke, Chad | Police Officer | 2/9/23 |
| Trigg, Jason | College Work-Study | 5/6/23 |

Transfers/Promotions

The following employees are recommended for a change in position

| | Position | Effective Date |
|-------------------|---|-----------------------|
| Full-time | | |
| Paul Hewitt | Information Security Specialist Transferring from Technical Support Specialist | 1/15/24 |
| Niebrugge, Amber | Psychology Instructor Transferring from Counselor for Student Accommodations | 1/5/24 |
| Rickey, Constance | Allied Health Nursing Instructor Transferring from Nursing Instructor | 1/5/24 |

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Curtis and Student Trustee Schertz.

Motion carried.

Other Business. (Non-action)

There was no other discussion.

Adjournment.

Trustee Walk moved and Trustee Reynolds seconded to adjourn the meeting at 7:30 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/Gary Cadwell
Board Chair

/s/Dave Storm
Board Secretary

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