

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



Regular Board Meeting No. 637
Board and Administration Center, Room 011, Mattoon, IL
January 13, 2020

Minutes

Call to Order.

Chair Reynolds called the January 13, 2020, 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.

Roll Call.

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

Trustees Absent: Mr. Kevin Curtis.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of December 9, 2019, Regular Meeting.
2. Approval of Minutes of December 9, 2019, Closed Session.
3. Approval of Agenda of January 13, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	1,581,602.67
Building Fund	\$	236,881.48
Site & Construction Fund	\$	779,344.21
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	49,570.49
Restricted Purposes Fund	\$	295,854.23
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	43,689.08
Student Accts Receivables	\$	27,449.71
Total	\$	3,014,391.87

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 16, 2018, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Public Hearing concerning the Intent of the Board of Trustees to Sell \$12,500,000 Funding Bonds for the Purpose of Paying Claims against the District.

6:01 p.m. - Chair Reynolds announced that a hearing was being held to receive comments on the proposal to sell bonds of the District in the amount of \$12,500,000 for the purpose of funding and paying claims against the District.

Chair Reynolds asked members of the Board for any further comments about the bond sale. There were no additional comments by Trustees.

Chair Reynolds asked the public for any written or oral testimony about the bond sale. There were none.

6:03 p.m. - Trustee Storm motioned and Trustee Cadwell seconded to adjourn the public hearing concerning the intent of the Board of Trustees to sell \$12,500,000 funding bonds for the purpose of paying claims against the District and resume to the regular Board meeting.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said the legislature is not currently in session and he had no report at this time.

Resource & Development.

Trustee Sullivan, Committee Chair, said the Committee met recently for discussion of an item that will appear later in the agenda.

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 to review a naming request.

Foundation.

Chair Reynolds highlighted the recent demolition of the building on campus where the Bookstore used to be located. She also highlighted plans underway for the construction of the new Foundation and Alumni Center facility that will be located where the Bookstore facility used to be.

Student Report.

Student Trustee Kile highlighted the positive comments she is hearing from numerous students regarding the newly renovated and expanded Luther Student Center. She also complimented the new process for students to pick up their textbooks.

President's Report.

Dr. Bullock said:

- For Fiscal Year 2020, a total of \$580,583 has been received for services provided through July for the Illinois Department of Corrections contract. A total of \$2,149,041 for services billed through November remains outstanding.
- For Fiscal Year 2020, a total of \$46,838 has been received for services provided through July from the Illinois Department of Juvenile Justice contract. A total of \$136,684 for services billed through November remains outstanding.
- The State of Illinois issued payments of \$324,963 for FY 2020 credit hour reimbursement, and \$477,074 for FY 2020 equalization since our December meeting. A total of \$3,144,050 in credit hour reimbursement and \$2,862,442 in equalization remains outstanding.

Business Items.

Non-action Items.

Quarterly Investment Report.

Representatives from Wells Fargo Advisors presented the College's Quarterly Investment Report for the period ending December 31, 2019.

Data Point Discussion – College Level Key Performance Indicators and the Strategic Plan Bi-Annual Report.

Ms. Jean Anne Grunloh, Senior Executive to the President, presented an overview of the December 2019 Strategic Plan Bi-Annual Report.

Proposed Revisions to Board Policy 05.20 – Holidays and Summer Work Week.

Dr. Bullock highlighted proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed changes. Dr. Bullock said proposed revisions were presented as first reading and will be brought to the Board for action during the February 2020 regular Board meeting.

Proposed Revisions to Board Policies 11.04 – Harassment and 11.04.01 – Sexual Harassment and Sex Discrimination.

Ms. Grunloh highlighted proposed revisions to the above-referenced Policies. Trustees reviewed details of the proposed changes. Ms. Grunloh said proposed revisions were presented as first reading and will be brought to the Board for action during the February 2020 regular Board meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Proposed Revisions to Board Policy 05.36 – *Abused and Neglected Child Reporting Policy.*

Trustees reviewed a memorandum from Ms. Grunloh regarding proposed revisions to the above-referenced policy.

Dr. Bullock said proposed revisions were submitted as first reading in December and since that time the administration has received no additional requests for changes.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 05.36 – *Abused and Neglected Child Reporting Policy.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.04.11 – *Parental Leave.*

Trustees reviewed a memorandum from Ms. Grunloh regarding proposed revisions to the above-referenced policy.

Dr. Bullock said proposed revisions were submitted as first reading in December and since that time the administration has received no additional requests for changes.

Trustee Storm moved and Trustee Wright seconded to approve as presented proposed revisions to Board Policy 05.04.11 – *Parental Leave.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.04.13 – Military Leave.

Trustees reviewed a memorandum from Ms. Grunloh regarding proposed revisions to the above-referenced policy.

Dr. Bullock said proposed revisions were submitted as first reading in December and since that time the administration has received no additional requests for changes.

Trustee Walk moved and Trustee Sullivan seconded to approve as presented proposed revisions to Board Policy 05.04.13 – Military Leave.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Acceptance of Reporting of November 2019 Financial Statements.

Dr. Bullock requested the Board approve the November 2019 Financial Statements. Trustees reviewed the statements and a memorandum from Ms. Madge Shoot, Comptroller, which included a narrative update for the statements and variances.

Trustee Storm moved and Trustee Sullivan seconded to approve as presented the November 2019 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of Recipient of Clem G. Phipps Exemplary Trustee Award.

Trustees heard a recommendation from Ms. Grunloh for the Board to approve the naming of Dr. Leland McNeill as a recipient of the Clem G. Phipps Exemplary Trustee Award. Ms. Grunloh said the recommendation was being submitted on behalf of the award selection committee comprised of Trustee Reynolds, Trustee Sullivan, Dr. Bullock and herself. Ms. Grunloh highlighted the basis for the selection committee's recommendation and requested all publicity be withheld until a formal presentation may be made at a future Board meeting when Dr. McNeill will be able to attend to accept this award.

Trustee Sullivan moved and Trustee Reynolds seconded to approve the naming of Dr. Leland McNeill as a recipient of the Clem G. Phipps Exemplary Trustee Award.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of Faculty Seniority Listing.

Mr. Jon Althaus, Vice President for Academic Services, presented on the proposed Faculty Seniority Listing effective January 13, 2020. 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. 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 13, 2020.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of 2020 Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2020. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month.

Trustee Wright moved and Trustee Walk seconded to approve as presented the 2020 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: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Acceptance of John Ullrich Grant Award.

Trustees heard a recommendation from Dr. Bullock to accept a grant award from the John Ullrich Foundation. Trustees reviewed details of a memorandum from Ms. Emily Ramage, Director of Grants and Academic Operations, regarding the College being awarded these grant funds from the John Ullrich Foundation. 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. 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 including a greenhouse growing system, interactive displays for certain training equipment, and a scissor lift. Chair Reynolds said this is the 14th year that the John Ullrich Foundation has provided support to the College's Agriculture Division.

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

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Acceptance of 2019 USDA Distance Learning and Telemedicine Grant Award.

Trustees heard a recommendation from Dr. Bullock to accept grant funds from the USDA for a Distance Learning and Telemedicine Grant Award in the amount of \$224,243. Trustees learned:

- Grant funds will be used to enable the College to implement the Rural Education Delivery System (REDS) project that connects the College to five high school sites via high definition video and audio conferencing capabilities, as well as establishes connections between the high school sites themselves.
- The grant funding will be used to purchase the distance learning technology equipment and associated training for the project.
- The five high schools involved in the project include: Cowden-Herrick High School, Oakland High School, Ramsey High School, St. Elmo Jr./Sr. High School, and Windsor Jr./Sr. High School. These rural schools were chosen because data indicates the more rural school districts are less likely to have the resources or qualified teachers available to offer dual credit instruction in general education core curriculum courses

Trustee Storm moved and Trustee Walk seconded to accept as presented the USDA Distance Learning and Telemedicine Grant Award in the amount of \$224,243 to implement the Rural Education Delivery System (REDS) project.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of Bid for CTS Performance Contract for Workforce and Community Education Building Project.

Dr. Bullock said the Board previously approved a performance contract agreement with the CTS Group of St. Louis, Missouri, for the design development and construction management for the Workforce and Community Education Building project. He then requested that the Board approve an additional performance contract with CTS Group in the amount of \$1,944,631 for work that includes the mechanical, electrical, plumbing, windows and storefront, program management and construction management services for trades direct to the College and specific to the Workforce and Community Education Building project. Dr. Bullock also said that CTS conducted its own competitive bid process and selected the lowest responsible bidder for each component. Trustees reviewed details of the proposed additional performance contract.

Trustee Wright moved and Trustee Sullivan seconded to approve as presented the performance contract with CTS Group of St. Louis, Missouri, in the amount of \$1,944,631 for work associated with the Workforce and Community Education Building project that includes the mechanical, electrical, plumbing, windows and storefront, program management and construction management services for trades direct to the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Acceptance of Bids for Nine Components of the Workforce and Community Education Building Project.

- a. Concrete
- b. Epoxy
- c. General Trades
- d. Painting
- e. Flooring
- f. Pre-Engineered Metal Building
- g. Casework
- h. Doors, Frames and Hardware
- i. Controls

Trustees reviewed nine memorandums from Ms. Shoot regarding the recommendation to award bids to the lowest responsible bidder for each of nine components referenced above for the Workforce and Community Education Building Project. Trustees also reviewed the nine related bid tabulation sheets for each of these components. Dr. Bullock requested the Board approve the bids as presented and he noted that multiple bids were received for the majority of the components.

Trustee Storm moved and Trustee Cadwell seconded to award as presented the bids for the nine components of the Workforce and Community Education Building Project to the lowest responsible bidder for each component as follows:

- a. Integrity Concrete & Excavation, LLC of Paxton, IL, in the total amount of \$264,935 for the concrete component;
- b. Carpet Weaver's Commercial of Champaign, IL, in the total amount of \$10,746 for the epoxy component;
- c. Grunloh Building, Inc. of Effingham, IL, in the total amount of \$424,284 for the general trades component;
- d. RP Coatings, Inc. of Troy, IL, in the total amount of \$109,080 for the painting component;
- e. TSI Commercial Floor Covering, Inc. of Champaign, IL, in the total amount of \$21,195 for the flooring component;
- f. Grunloh Building, Inc. of Effingham, IL, in the total amount of \$426,793 for the pre-engineered metal building component;
- g. Grunloh Building, Inc. of Effingham, IL, in the total amount of \$30,140 for the casework component;
- h. K. Wohltman Construction, Inc. of Effingham, IL, in the total amount of \$48,186 for the doors, frames, and hardware component;
- i. Dynamic Controls Inc. of East Peoria, IL, in the total amount of \$169,912 for the controls component.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Closed Session.

6:50 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)(1) to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Return to Open Session – Roll Call.

7:23 p.m.

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

Trustees Absent: Mr. Kevin Curtis.

Appointment of Vice President for Business Services as Discussed in Closed Session.

Trustee Storm moved and Trustee Wright seconded to appoint Mr. Greg Nuxoll of Effingham, IL, to the position of Vice President for Business Services effective February 10, 2020. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report.

Trustee Sullivan motioned and Trustee Storm seconded to approve as presented the following Human Resources Report. Chair Reynolds said this action followed discussion on the topic in closed session related only to the termination of employment for Mr. Tim Goines, a Manufacturing Skills Instructor at the Murphysboro Correctional Center, effective January 13, 2020.

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

Brandt, Hayley	FMLA	01/26/2020-04/19/2020
Copher, Julie	FMLA	11/13/2019-12/31/2019
Laughunn, Seirra	FMLA	12/17/2019-01/06/2020
Roberts, Wrobria	FMLA	12/17/2019-01/06/2020

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Arena, Amanda	Adjunct Faculty Business Division Primary Position is Coordinator of Bookstore Operations	08/24/2020
Becker, Traci	Adjunct Faculty Humanities Division Primary Position is Dual Credit Instructor	01/13/2020
Duduit, Lucas	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	10/20/2019
Duduit, Lucas	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/20/2019
Duduit, Lucas	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/20/2019
Murphy, John	Print Shop Student Assistant Primary Position is Asst Baseball Coach	11/19/2019
Probst, Christina	CNA Evaluator Primary Position is Allied Health BNA Cln Instr	12/05/2019

Part-time - Grant Funded

Binnion, Hannah	TRIO DC Student Specialist Primary Position is CWS-Student Life	01/13/2020
Duduit, Lucas	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	10/20/2019
Kingery, Rachael	Adult Education Instructor Primary Position is Alternative Education Instr	12/02/2019

College Work Study

Caskey, Winnie	College Work Study - Business Primary Position is Newspaper Ed Student News	01/13/2020
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End Additional Appointment

The following employee is ending their additional appointment

Kingery, Daniel	Bookstore Rushworker	08/25/2019
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Brown, Angela	Dual Credit Instructor	12/13/2019
Full-time - Grant Funded		
Hampton, Tanya	Corr Cosmetology Instructor-Dixon CC	01/06/2020

McKenzie, Vickie	Corr Office Assistant-Shawnee CC	01/06/2020
Watson, Brian	Associate Dean-Vienna CC	01/06/2020

Part-time

Branch, William	IDOC CPR Instructor	01/02/2020
Caldwell, Nicholas	Dual Credit Coordinator	12/02/2019
Helton, Danelle	Adm and Records Data Entry Asst	12/10/2019
McKirahan Jr, James	Adjunct Faculty Technology	01/13/2019
Reynolds, Makenzie	Internship & Employment Coordinator	01/06/2020
Satterfield, Toni	Adjunct Faculty Humanities	01/13/2020
Woods, Angela	Adjunct Faculty Math and Science	01/13/2020

Part-time - Grant Funded

McCarter, David	Adjunct DOC College Funded Instructor	01/13/2020
Nesbitt, Tara	Adjunct DOC College Funded Instructor	01/13/2020
White-Landrus, Mariah	Adult Education Transition Specialist	01/03/2020

College Work Studys

Houser, Kyle	College Work Study - Print shop	11/19/2019
Miller, Megan	College Work Study - Early Childhood Ed	10/01/2019
Mriscin, Michael	College Work Study Radio TV	01/13/2020
Persinger, Hailey	College Work Study - Bookstore	01/02/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Goines, Tim	Corr Manufacturing Skills Instructor Murphysboro CC	01/13/2020
Joines, Jacqueline	Exec Director for College Advnmt-Retiree	12/31/2019
Part-time		
Boyer, Natalie	Adj Faculty Humanities	12/15/2019
Fitzgerald, Andrew	Adj Faculty Technology	12/15/2019
Fouty, Kimberley	Adj Faculty Social Science	12/15/2019
Kruse, Bonnie	Adj Faculty Social Science	12/15/2019
Minor, Melissa	Tutor - Student Lrng Asst Ctr	12/15/2019
Noble, Liberti	Bookstore Rush Worker	03/10/2019
Rosenbaum, David	Bookstore Rush Worker	01/13/2019
Rothrock, Brett	Bookstore Rush Worker	01/13/2019
Sotomayor, Edgardo	Bookstore Rush Worker	04/07/2019
Titus, Timothy	Bookstore Rush Worker	05/19/2019
Whitley, Zachary	Adj Faculty Technology	12/15/2019
Zulueta, Fallon	Tutor - Student Lrng Asst Ctr	12/15/2019

Change in Classification Level

The following positions have been recommended for pay grade level change:

	Position	Effective Date
Full-time		
Onigkeit, Justin	Transportation Training Coordinator Supervisory Classification Level 13 Transferring From: Transportation Training Coordinator Support Classification Level 12	01/01/2020
Turner, Art	Custodial Services Supervisor-Level 13 Transferring From: Custodial Services Supervisor Level 12	01/01/2020

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote:
Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:25 p.m.

Motion carried with unanimous voice vote approval.

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/