

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



Regular Board Meeting No. 650
February 8, 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 February 8, 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 Duduit.

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

1. Approval of Minutes of January 11, 2021, Regular Meeting.
2. Approval of Agenda of February 8, 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	\$	427,031.40
Building Fund	\$	70,535.79
Site & Construction Fund	\$	474,434.76
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	56,303.68
Restricted Purposes Fund	\$	212,012.86
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,034.13
Student Accts Receivables	\$	53,809.53
Total	\$	1,314,162.15

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 August 12, 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 Duduit 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 said ICCTA has held meetings in recent months via Zoom. He highlighted legislative issues such as the state budget, MAP grant funding and ongoing discussions regarding the possibility for community colleges to offer a baccalaureate degree in nursing. He also said he and Dr. Bullock recently participated in virtual meetings with Senator Tammy Duckworth and Senator Dick Durbin who are both supportive of community colleges.

Resource & Development.

Trustee Sullivan, Committee Chair, said the Committee met recently and the Committee's recommendations will be discussed with the Board as the issues 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 had not met since the last regular Board meeting and he had no report at this time.

Foundation.

Chair Reynolds introduced Ms. Christi Donsbach, Executive Director for College Advancement, to present the Foundation report. Ms. Donsbach said:

- The Foundation will be launching an initiative "Love a Laker" during the upcoming Giving Day/Week effort that will run from Feb. 14-20th.
- The first wave of the 2021-2022 scholarship applications wrapped up Feb. 1st with more than 700 students submitting applications.
- The Foundation was recently selected by Compeer Financial for two new annual scholarships to benefit our Agriculture students, along with a grant opportunity. This effort has been years in the making. Thanks to Ryan Orrick, Ag Division Chair, and all staff in the Ag program. Lake Land College was one of 12 colleges selected in a three-state area to receive funding.
- Please save the date and mark your calendars for Friday, September 17th for the return of the annual Foundation Golf Classic!

Student Report.

No student report was provided.

President's Report.

Dr. Bullock said:

- In January 2021, we received \$79,165.33 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY 2021 outstanding balances. A total of \$228,982.16 remains outstanding from IDJJ.
- We received no payments for FY 2021 invoices from the Illinois Department of Corrections (IDOC) in January. A total of \$3.9 million remains outstanding from IDOC.
- In January, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$1.3 million and equalization of just over \$1 million. For FY 2021, \$2.3 million remains outstanding for credit hour reimbursement and \$2.6 million for equalization.
- The College received property tax payments totaling just over \$1.8 million in January.
- The nursing program held a Virtual Nursing Week in late January. The event was conducted over four nights, with each night focusing on a different nursing program. Over 50 potential students attended across the four sessions and it was a tremendous success for the College in promoting our nursing programs. Kudos to Erin Swinger, Allied Health Division Chair, Cheryl Beam, Director of Nursing Programs, and all of the faculty and staff who participated.

Business Items.

Non-action Items.

Focus on Advancing Student Success - Adapting Instruction to Covid-19 Pandemic.

Ms. Katie Parrish, Sociology Instructor, presented to the Board on how she has adapted her instruction because of the pandemic and the significant transition to virtual learning.

Data Discussion Point - Impact of Pandemic Relief Funds for Student Success.

Ms. Lisa Cole, Director of Data Analytics, highlighted how the pandemic relief funds impacted student success during the spring, summer and fall 2020 terms.

Spring 2021 Tenth Day Enrollment Summary.

Ms. Valerie Lynch, Interim Vice President for Student Services, highlighted data from the Spring 2021 Tenth Day Enrollment Summary.

Proposed Revisions to Board Policies 07.05 – Placement Tests, 07.03 – Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs and 07.04 – Intent to Enroll Procedures and Requirements.

Ms. Lynch presented on proposed revisions to the above-referenced Policies on behalf of the Academic Standards Committee. She said the recommended changes support the College's initiative, and the statewide initiative, to recognize multiple measures in determining students' college readiness and initial placement in college courses.

Proposed revisions were presented for first reading and will be brought to the Board for action during the March 2021 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Chair Reynolds noted the Board Retreat scheduled for May 19, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of Planned Retirement Requests.

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President for Business Services for the Board to approve participation in the College's planned retirement program for eight employees including four faculty members, one administrator and three support staff. He said these employees have been advised via oral and written communication that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy 05.22. Trustees reviewed the names and job positions of the employees requesting acceptance into the College's planned retirement program.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented participation in the College's planned retirement program for the following eight employees:

Faculty (by seniority)	Effective Date
Cindy Phipps	August 31, 2025
Mark Niemerg	January 3, 2025
John Carpenter	August 31, 2025
Leo Kitten	August 24, 2025

Administration (by seniority)	Effective Date
Paula Carpenter	July 30, 2025

Support (by seniority)	Effective Date
Brenda Venatta Catey	March 1, 2025
Eric Hamilton	January 1, 2025
Gregory (Nic) Nelson	June 30, 2025

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 December 2020 Financial Statements.

Trustees reviewed the December 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 Curtis seconded to approve as presented the December 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 Recipients for the Following Awards:

- Distinguished Service Award;
- Alumnus Achievement Award;
- Retiree Wall of Fame Inductees;
- Pacesetter Award.

Trustees reviewed a recommendation from Ms. Amanda Tucker, Alumni Engagement & Special Events Coordinator, for the naming of recipients for four awards referenced above. Dr. Bullock thanked members of the selection committee for their work and he requested the Board approve the naming of these award recipients as presented.

Trustee Walk moved and Trustee Sullivan seconded to approve the naming of the following 2021 award recipients:

- Distinguished Service: Dr. Sheri Barnett
- Alumnus Achievement: Mr. Bernard (Hank) Habing
- Retiree Wall of Fame: Ms. Pam Crisman, Mr. Ken Beno and Ms. Joyce Allen.
- Pacesetter: Ms. Megan McQueen

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.

Declaration of Surplus Items.

Trustees heard a request from Mr. Nuxoll that the Board declare as surplus a flatbed trailer no longer in use by the Center for Business and Industry and also various Physical Plant items. He said that with Board approval, these items will be disposed of in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Cadwell seconded to declare as surplus the following items as presented and authorize the administration to dispose of these items in a manner most beneficial to the College:

- A 1999 Benson 45 foot spread axle flatbed trailer.
- A 2005 Chevy Venture Van.
- 4 – Wet Vacs.
- 3 – Side to Side Floor Scrubbers.
- 1 – Kent Vacuum.
- 1 – Carpet Machine.
- Various office and classroom furniture at 305 Richmond Ave. East, Mattoon, IL, the leased Workforce Development Center building.

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 Bid for Greenhouse at the Joliet Treatment Center.

Trustees reviewed a request from Mr. Nuxoll that the Board approve the above-referenced bid from Stuppy Inc. of Kansas City, Missouri in the amount of \$169,000. Trustees were provided with the tabulation sheet which details Stuppy Inc. as the sole bidder.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Stuppy Inc. of Kansas City, Missouri, in the amount of \$169,000, for a greenhouse to be constructed at the Joliet Treatment Center.

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.

Closed Session

7:20 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), (2), and (11) [Illinois General Assembly 2015 et. Seq.], to consider the employment, compensation, performance or dismissal of specific employees; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.

Ms. Grunloh announced that the phone line/Zoom technology enabling staff and members of the public to listen and/or view the Board meeting would remain open so they would be able to hear when the open session meeting resumes once the Board exits closed session.

Return to Open Session - Roll Call

7:48 p.m.

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 Duduit.

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

Approval of Action on Step Four Grievance Filed by the Lake Land College Custodial Association on August 10, 2020, as Discussed in Closed Session.

Trustee Curtis moved and Trustee Sullivan seconded to approve the recommendation by the Resource and Development Committee to deny the Step Four Grievance filed by the Lake Land College Custodial Association on August 10, 2020.

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 as Discussed in Closed Session.

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

Trustee Cadwell motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. This followed discussion on the topic held in closed session related only to a general leave of absence without pay request.

The following employees are recommended for FMLA leave. Board policy 05.14.12.
Manion, Kim 1/4/21-1/29/21

The following employee is recommended for General Leave of Absence/ Board policy 05.04.14

Dawdy, Kimberly 02/11/2021-03/13/2021

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Mason, Harley	Covid-19 Checkpoint Screener	1/15/2021
	Primary Position is Covid-19 Checkpoint Screener	
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener	1/15/2021
	Primary Position is Covid-19 Checkpoint Screener	
Wright, Kathleen	Adjunct Faculty Humanities Division	1/7/2021
	Primary Position is Adjunct for Social Science	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Faulkner, Deacon	Dual Credit Instructor	1/22/2021
Full-time		
Sines, James	Programmer Analyst	02/15/2021
Part-time		
Burgett, Madison	Volleyball Assistant Coach	1/5/2021
Hendrix, John	Assistant Softball Coach	1/10/2021
Keller, Tammela	Dual Credit Coordinator	8/24/2020
Lucht, Hailey	Covid-19 Checkpoint Screener	12/14/2020

College Work Study

Waller, Logan	College Work Study Radio TV	1/21/2021
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Beagle, Richard	Assistant Network Administrator	1/11/2021

Delks, Madison	Community Outreach Coordinator	1/29/2021
Shales, Louis	Correctional Custodial Maintenance Instructor	1/1/2021
Vanseghi, Kassandra	Administrative Assistant to Allied Health	1/15/2021

Full-time – Grant Funded

Barker, Danielle	Correctional Horticulture Instructor	1/8/2021
Price, George	Correctional Custodial Maint Instructor	12/14/2020
Treadway, Clifford	Correctional Automotive Tech Instructor	1/1/2021

Part-time

Beier, Sidney	Bookstore Rush Worker	8/23/2020
Caldwell, Victoria	Bookstore Rush Worker	8/23/2020
Eddy, William	Talent Search Tutor - Bachelors	4/5/2020
Elmendorf, Gerald	Trio Bus Driver	7/12/2020
Gibson, Martin	Dual Credit Coordinator	5/17/2020
Gradle, Scott	Adjunct Faculty Math and Science Div	12/13/2020
Hjort, Carol	Allied Health Den Clinical Instructor (hourly)	12/15/2020
Lovelace, Kelly	Talent Search Tutor - Bachelors	4/5/2020
Moreira de Souza, Caroline	Bookstore Rush Worker	8/23/2020
Standard, Jeffrey	Traffic Safety Instructor	5/17/2020

Part-time – Grant Funded

Boehlke, Chadwick	Adjunct DOC College Funded Instructor	3/6/2020
Coop, Tylana	Adjunct DOC College Funded Instructor	3/8/2020
Delaney, Jennifer	Adjunct DOC College Funded Instructor	3/6/2020
Freshour, Kristine	Adjunct DOC College Funded Instructor	3/8/2020
Kean, Robert	Adjunct DOC College Funded Instructor	3/8/2020
McGee, Patrick	Adjunct DOC College Funded Instructor	3/8/2020
Nolan, Sonrisa	Adjunct DOC College Funded Instructor	3/8/2020
Paisley, Jeffrey	Adjunct DOC College Funded Instructor	3/8/2020
Paradies, Kathy	Adjunct DOC College Funded Instructor	3/8/2020
Patton, Margarita	Adjunct DOC College Funded Instructor	3/8/2020
Roos, Sandra	Adjunct DOC College Funded Instructor	3/8/2020
Shabazz, Kwame	Adjunct DOC College Funded Instructor	5/17/2020
Stevens, James	Adjunct DOC College Funded Instructor	3/8/2020
Stirrett, Breanna	Adjunct DOC College Funded Instructor	3/8/2020
Stucka, Jennifer	Adjunct DOC College Funded Instructor	3/17/2020
Walker, Karen	Adjunct DOC College Funded Instructor	3/8/2020
Weiler, Lysie	Adjunct DOC College Funded Instructor	12/27/2020
Wheeler, Adele	Adjunct DOC College Funded Instructor	3/8/2020
Wildman, Rebecca	Adjunct DOC College Funded Instructor	3/8/2020

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Part-time		

Bowling, Emily	Print Shop Technician Assistant	1/13/2021
	Transferring from Special Needs Taker	
Mason, Harley	Covid-19 Checkpoint Screener	1/19/2021
	Transferring from Bookstore Rush Worker	
Saunders, Mackenzie	Covid-19 Checkpoint Screener	1/19/2021
	Transferring from Bookstore Rush Worker	
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener	1/19/2021
	Transferring from Bookstore Rush Worker	

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.

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 7:52 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 Duduit voted yes.

Absent: None.

Motion carried.

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

https://lakelandcollege.zoom.us/rec/share/RtLMwzg6Xhj1_eBjiLEd8fmDW2XkT706MX-lzg1IIEKA8BpM1gVp35RUGFpgjXal.IMt7yJF5PsPVapa2 Passcode: @0*WMQ3p

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/