

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



Regular Board Meeting No. 698
Board and Administration Center, Room 011
Mattoon, IL
February 10, 2025

Minutes

Call to Order.

Chair Cadwell called the February 10, 2025, 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.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Larry D. Lilly; Mr. Dave Storm, Secretary; Ms. Doris Reynolds, Ms. Denise Walk and Student Trustee Ms. Abbie Kelly.

Trustees Absent: Trustee Curtis and Trustee Wright.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Mr. John Woodruff, Vice President for Business Services; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

Trustee Walk moved and Trustee Lilly seconded to approve the following consent items:

1. Approval of Minutes of January 13, 2025, Regular Meeting.
2. Approval of Minutes of January 13, 2025, Closed Session.
3. Approval of Agenda of February 10, 2025, Board of Trustees Meeting.

4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	400,489.72
Building Fund	\$	109,561.75
Site & Construction Fund	\$	895,317.27
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	228,801.97
Restricted Purposes Fund	\$	174,598.11
Working Cash Fund	\$	-
Audit Fund	\$	1,500.00
Liability Insurance Fund	\$	16,716.90
Student Accts Receivables	\$	99,322.33
Total	\$	1,926,308.05

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

5. Destruction of Tape Recording of the August 14, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk had no report at this time.

Resource & Development.

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

Finance.

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

Buildings & Site.

Trustee Curtis was not present and thus no report was given.

Foundation.

President Bullock highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- The first round of scholarship applications closed Feb. 1st with 751 completed applications. The foundation is currently in the review process and anticipates scholarship notifications to go out in early March. The second round of applications will reopen this summer.
- February 14th is our 5th annual Love a Laker giving day. On this day, we will seek one-time donations from employees, board members, alumni, and community members. Special thanks to SC3F for their matching gift support for the first \$3,000 in donations.
- The Foundation hosted the inaugural Community Partners Breakfast on Jan. 23rd which successfully launched the Community Partners Program for 2025. We're excited to report 18 businesses have committed to date, raising \$76,000.

Student Report

Ms. Abbie Kelly, Student Trustee, said the Student Government Association (SGA) hosted a very successful High School Leadership Conference last Wednesday, February 5. There were around 175 high school students from 11 schools in attendance. The sophomore Student Government members led sessions over: time management, dressing to impress, networking skills, goal setting, collaboration, social media literacy & careers. The SGA keynote speaker, Carlos Andres Gomez, talked about the importance of our future leaders. Ms. Kelly said after all of the activities at the conference were over, SGA had a prize giveaway. SGA offered five 3-credit-hour tuition waivers to seniors and other various prizes to conclude the day.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$841,707 in January from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.27 million remains outstanding with IDOC.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in January for the FY 2025 outstanding balance. A total of \$62,095 remains outstanding with IDJJ.
- In January, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$740,143 and equalization of \$574,383. A balance of \$2.2 million in credit hour reimbursement and \$2.9 million in equalization remains outstanding.
- The College received \$229,682 in property tax payments in January.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – An Update from Allied Health and the Junior Laker Camp.

Ms. Jessie Palmer, Physical Therapist Assistant Instructor, and Ms. Constance Rickey, Nursing Instructor, highlighted a “Junior Laker Camp” hosted by staff last summer within the Allied Health Division.

Monthly Data Point Discussion – End of Term Enrollment and Spring 2025 – 10th Day Enrollment Report.

Ms. Lisa Cole, Director of Data Analytics, highlighted this report and led a discussion on the challenges of our future enrollment given the upcoming demographic cliff.

Student Services Lakers Works Program.

Ms. Tina Moore, Director of Career Services, highlighted a pilot program that started with the Spring 2025 semester for students to work part-time in various supporting roles within the Student Services Division.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the special Board meeting on April 14, 2025, at 4:00 p.m., a special board meeting on April 24, 2025, to conduct the annual organization meeting and hold a retreat for strategic discussions and effective board governance training. Dr. Bullock also reminded Trustees about the May 16, 2025, Commencement and the ETC Grand Opening Event to be held on July 30, 2025.

Action Items.

Approval of Recommendations from the Advisory Committee for Naming Rights, Including:

- **Naming of the Nursing Simulation Lab, Neal Hall Room 109, in Honor of Sarah Bush Lincoln Health Center.**
- **Naming of the New Athletic Practice Facility in Memory of Tom Grunloh's Parents, Clifford and Marian Grunloh.**

President Bullock presented a recommendation from himself and Ms. Christi Donsbach, Executive Director for College Advancement, regarding two naming rights recommendations by the Naming Advisory Committee and the College Foundation.

The first recommendation is for the naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years to recognize their pivotal role in advancing our mission and enhancing the future of healthcare education at our institution. President Bullock noted that Sarah Bush Lincoln is a neighboring non-profit organization employing nearly 3,000 people. He said that in 2021, Sarah Bush Lincoln made a significant donation to the College to upgrade equipment and renovate the space for the Nursing Simulation Lab, and their gift exceeded the naming rights amount associated with this space. Dr. Bullock said the Naming Advisory Committee recommends the naming timeframe be for a period of 20 years instead of the general and initial ten-year period. He said per Board Policy 11.10 (#7), the Board, at its discretion, may extend the naming period and we believe the generosity of Sarah Bush Lincoln Health Center will be felt by Allied Health students, alumni, staff and faculty at Lake Land College for many years.

Dr. Bullock said the second recommendation is for the naming of the new Athletic Practice Facility in memory of Tom Grunloh's parents, Clifford and Marian Grunloh. He said Tom Grunloh, a 1982 business administration alum and Laker Men's Basketball Team player, has for many years been a strong supporter of the College and he has pledged his financial support for the new Athletic Training Facility in accordance with the Named Spaces Planner. He said that Ms. Donsbach's memo highlights Mr. Grunloh's numerous and significant financial contributions and engagement with Lake Land College and the College's Foundation over many years.

Dr. Bullock said that these two naming recommendations were initially presented to the Board of Trustees by the Naming Advisory Committee during the October 14, 2024 regular Board meeting. He said that per Board Policy 11.10, the required waiting period for the Board to vote on a naming recommendation has now been met.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the following two naming rights, including:

- Naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years.

- Naming of the new Athletic Practice Facility in memory of Tom Grunloh's parents, Clifford and Marian Grunloh.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Planned Retirement Requests.

Trustees reviewed a recommendation from Mr. John Woodruff, Vice President for Business Services, detailing the names and job positions of nine employees requesting acceptance into the College's planned retirement program. Trustees learned this includes two administrators, four faculty members, one supervisory staff, one paraprofessional and one support staff member. Mr. Woodruff 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.

Trustee Walk moved and Trustee Lilly seconded to approve as presented participation in the College's planned retirement program for nine employees including: Kelly Allee, Chris Strohl, Matthew Greider, Charles Jarrell, Lisa Earp, Kimberly Davis, Michelle Gill, Angela Parr, and Rebecca Earp.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Acceptance of December 2024 Financial Statements.

Trustees reviewed the December 2024 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the December 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Tuition Waivers Program for Students Who Have Completed the Illinois High School Diploma in the College's Adult Education Classes or are Enrolled in the College's English Language Acquisition Coursework.

Dr. Bullock said that, per the request of Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, he is recommending the Board to approve a three-credit hour tuition waiver for any student who completes the high school equivalency program (completes all Illinois High School Diploma requirements) or any English Language Acquisition student meeting the skill level required for college coursework, with their eligibility for the three-credit-hour tuition waiver to be during the semester following their high school equivalency completion or mastery of skills. He said the requested period for this tuition waiver program will be for the Summer of 2025 through the Spring of 2028 terms. Trustees reviewed the estimated costs for this program and how many students will likely benefit.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a three-credit hour tuition waiver for any student who completes the College's high school equivalency program (completes all Illinois High School Diploma requirements) or any student in the College's English Language Acquisition coursework meeting the skill level required for college coursework, with their eligibility for the three-credit-hour tuition waiver to be during the semester following their high school equivalency completion or mastery of skills. The period for this tuition waiver program will be for the Summer of 2025 through the Spring of 2028 terms.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Purchase of Equipment, Curriculum and Instructor Training from Legacy EV for Use by the Technology Division.

Trustees reviewed a request from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the purchase of a variety of equipment, curriculum and instructor training from Legacy EV of Chandler, Arizona, in the total amount of \$158,064.16 for use by the Technology Division. Trustees were provided the three detailed quotes from Legacy EV.

Dr. Nwosu reminded Trustees that the College was recently awarded a Rev Up EV Round 3 grant through ICCB, and in order to move forward with grant activities and goals, he reported that the automotive technology program would like to purchase this equipment, curriculum and instructor training from Legacy EV. Trustees were provided details on the pricing for the various components within the overall purchase.

It was noted that a bid was not necessary as Legacy EV is a sole source provider of their proprietary instructional aids and curriculum.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented the purchase of a variety of equipment, curriculum and instructor training from Legacy EV of Chandler, Arizona, in the total amount of \$158,064.16 for use by the Technology Division.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Establishing Bank Account with First Mid Bank and Trust for Parking Lot B Project with CDB.

Trustees heard a recommendation from Mr. Woodruff to approve a proposed Trust Agreement for the replacement of Parking Lot B (Capital Development Board Project #810-058-034) and opening of a trust account at First Mid Bank and Trust of Mattoon. Trustees received details regarding the proposed Trust Agreement.

Trustee Storm moved and Trustee Walk seconded to approve as presented the proposed Trust Agreement for the replacement of Parking Lot B (Capital Development Board Project #810-058-034) and opening of a trust account at First Mid Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.28.02 – Academic Integrity Code.

Dr. Nwosu presented a request from Ms. Sarah Hill, Director of Library Services, on behalf of the Academic Services Artificial Intelligence (AI) Task Force, for the Board to approve proposed revisions to Board Policy 07.28.02 – *Academic Integrity Code*. Trustees received the details of the proposed revisions that inform students to adhere to the instructor's policies (found in the course syllabus) on using AI-generated content in their work. He noted that the Academic Services AI Task Force wants to create an environment that fosters the ethical and effective use of AI for teaching and learning.

Dr. Nwosu said this policy was presented as first reading during the January 13, 2025 regular meeting and during that meeting, we received feedback from numerous Trustees that the revisions should also include a positive reference to the appropriate use of AI. He said that he shared this feedback with the AI Task Force and they have updated the revisions as requested, including a new section that highlights the increasing use of artificial intelligence in different fields and everyday applications.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented proposed revisions to Board Policy 07.28.02 – *Academic Integrity Code*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Purchase of Associate Degree Nursing (ADN) Educational Support Bundles from Assessment Technologies Institute, LLC of Chicago.

Dr. Nwosu highlighted a request from Ms. Erin Swingler, Division Chair for Allied Health and Nursing Instructor, for the Board to approve the purchase of Associate Degree Nursing (ADN) educational support bundles for May 2025 and May 2026 in the respective amounts of \$32,500 and \$38,156.25 from Assessment Technologies Institute (ATI), LLC, of Chicago, for use by the Allied Health Nursing Programs. Trustees received the quote from ATI with pricing details.

Dr. Nwosu reported that students enrolled in Lake Land College Nursing Programs utilize multiple products through ATI and that these products are designed to support student achievement in course and program outcomes. He noted they further aim to promote success on NCLEX examination and this proposed purchase will cover the costs for ADN graduates for the May 2025 and May 2026 graduate cohorts.

Dr. Nwosu reported a bid is not required per Board Policy 10.22 (#4.L.) since the products are from ATI Instructional Products who are a sole source provider of the proprietary assessment software and support. He further noted this purchase will be paid out of funds already budgeted for this product in the FY25 budget.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented the purchase of ADN educational support bundles for May 2025 and May 2026 in the respective amounts of \$32,500 and \$38,156.25 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Furniture Purchase for Northwest Building Labs/Classrooms and Phase 2 of the Effingham Technology Center (ETC).

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the purchase of various furniture items for the Northwest Building labs/classrooms and for phase 2 of the Effingham Technology Center (ETC) from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$336,285.48. Also included is the detailed listing for all furniture items and individual item pricing, with total costs detailed for the Northwest labs/classrooms (\$56,127.15) and phase two or the upper level of ETC (\$280,158.33).

Mr. Woodruff reported a bid was not necessary because Widmer Interiors is a member of the Omnia contract pricing associated with state bidding.

Trustee Walk moved and Trustee Storm seconded to approve as presented the proposal for the purchase and installation of new furniture for the Northwest Building labs/classrooms and Phase 2 of the Effingham Technology Center from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$336,285.48.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Recipients for the Following Awards:

- **Distinguished Service Award;**
- **Alumnus Achievement Award;**
- **Pacesetter Award.**

Trustees heard a presentation from President Bullock on behalf of the selection committee for each of the above-referenced awards. Trustees reviewed the nominations and extensive basis for each recommended award recipient. Dr. Bullock said the selection committee recommends the following 2025 award recipients:

- Distinguished Service Award: Dr. Ryan Pine
- Alumnus Achievement: Mr. Gene Honn
- Pacesetter: Mr. Christopher Walk

Trustees learned that, if approved, these award recipients will be honored during the annual Foundation and Alumni Awards Reception.

Trustee Reynolds moved and Trustee Walk seconded to approve the naming of the following 2025 award recipients:

- Distinguished Service Award: Dr. Ryan Pine
- Alumnus Achievement: Mr. Gene Honn
- Pacesetter: Mr. Christopher Walk

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Acceptance of ICCB Grant(s).

Dr. Nwosu presented a recommendation from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept a grant award from the Illinois Community College Board. Trustees received the related budget for the grant award.

Trustee Walk moved and Trustee Lilly seconded to approve as presented the following FY2025 grant from the Illinois Community College Board (ICCB) for use by various academic, educational or support departments or divisions at the College:

- The ICCB Developmental Education Reform Act (DERA) Grant in the amount of \$37,404.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

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

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

Ethridge, Nicole	3/10/25-4/7/25
Kakara, Suzanne	2/7/25-3/3/25

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Rhine, Scott	Adjunct Faculty Business Division	1/13/25
	Primary Position Special Assistant to Vice President	
Roan, Amber	Student Services Intern	1/22/25
	Primary Position Newspaper Ed Student Newspaper	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Dexheimer, Lynn	Correctional Career Technology Instructor	1/27/25
Lareau, Sarah	Correctional Cosmetology Instructor	1/21/25
Part-time		
Blackford, Kaylee	Lab Student Assistant	1/22/25
Bowers, Keira	Special Needs Note Taker	1/13/25
Craig, Devin	Community Learning Instructor	2/12/25
Fearday, Erica	Adjunct Faculty Allied Health Division	1/13/25
Meese, Allison	Student Services Intern	1/22/25
Sanders, Abigail	Special Needs Note Taker	1/22/25
Schabbing, Jeannie	Cosmetology Clinical Instr (hourly)	1/21/25
Watters, Katherine	Community Learning Instructor	1/18/25
College Work Study		
Cornwell, Sallee	College Work-Study	1/22/25
Poulin, Dylan	College Work-Study	1/16/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Arena, Amanda	Manager of Bookstore and Course Material Op	1/28/25
Christian, Danny	Correctional Construction Occupations Inst	1/31/25
Helton, Robert	Associate Dean of Correctional Programs	1/31/25
Shoot, James	Groundskeeper	12/31/24
Shedosky, Erin	Custodian	2/10/25
Winkleblack, Lindsay	Nursing Instructor	12/13/24
Zumwalt, Macie	Correctional Office Assistant	1/3/25

Part-time

Arthur, Jacob	College Work-Study	9/25/24
Darimont, Erica	Dual Credit Instructor	5/30/24
Dickens-Montgomery, Amanda	Path Grant Support Service Provider	12/5/24
Humrichous, James	Dual Credit Instructor	5/30/24
King, Elizabeth	Dual Credit Instructor	5/30/24
Metzger, Michelle	Dual Credit Instructor	5/30/24
Mutamira, Tanatswa	Student Assistance Specialist	1/27/25
Nickel, Todd	Dual Credit Instructor	5/30/24
Saddoris, Kendra	Dual Credit Instructor	5/30/24
Shull, Ellie	College Work-Study	11/14/24
Stanley, Eric	College Work-Study	12/11/24
Upton, Sara	College Work-Study	12/13/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Higgs, David	Technical Support Specialist	2/11/25
	Transferring from Technical Support Assistant	
Lynn, Daniel	Associate Dean of Correctional Programs	2/3/25
	Transferring from Correctional Career Tech Instructor	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Lilly seconded to adjourn the meeting at 7:07 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/