

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



Regular Board Meeting No. 686
Board and Administration Center, Room 011
Mattoon, IL
February 12, 2024

Minutes

Call to Order.

Chair Cadwell called the February 12, 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 there would not be a Closed Session meeting.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair, and Student Trustee Jacqueline Schertz.

Trustees Absent:

None.

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

1. Approval of Minutes of January 11, 2024, Regular Meeting.
2. Approval of Minutes of January 11, 2024, Closed Session.
3. Approval of Agenda of February 12, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	710,556.17
Building Fund	\$	77,569.69
Site & Construction Fund	\$	155,116.10
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	63,538.78
Restricted Purposes Fund	\$	386,198.87
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	33,218.88
Student Accts Receivables	\$	1,742,136.73
Total	\$	3,168,335.22

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 8, 2022, 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 Schertz voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said we are awaiting to hear the status of the FY 25 Illinois budget in the Governor's state of the state address later this month. The administration will continue monitoring for legislative bills that affect our policies at Lake Land College.

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

Foundation.

Trustee Wright, Foundation Liaison, 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. 1 with 771 completed applications. The Foundation office is currently in the review process and anticipates scholarship notifications to go out early March. The second round of applications will reopen the month of August.
- February 14 is our fourth annual *Love a Laker* giving day. We will be seeking one-time donations on this day 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 2024 Alumni Awards & Retiree Wall of Fame recipients were just selected last week and are in the process of being notified. Thanks to all who submitted nominations!

Student Report

Ms. Jacqueline Schertz, Student Trustee, said that over the past month Student Government Association and Student Activity Board have been incredibly busy. When we first got back after break, Student Government immediately started preparing for our high school leadership

conference. She said the SAB hosted “doughnuts and downloads”, offering students the opportunity to get hired on Handshake, a free app that contacts employers. On Wednesday, January 17 SAB hosted “subs and scholarships”, where the Financial Aid office provided crucial information on the various scholarship opportunities that Lake Land offers. SGA had their weekly meeting with facilitators training for the high school leadership conference. The following week SGA introduced two new freshman delegates, Shayden Hogg, and Brody Will. That afternoon SGA met again to go through Goosechase, an interactive app that takes prospective students around campus to see the highlights that Lake Land offers. We will be leading students in at the high school leadership conference as well as walk through the workshops to iron out any issues that were still present. The SAB event was photo fun mugs where students were able to have a mug with their photo on it. On January 30 we hosted a successful blood drive that didn’t quite hit our goal but we were very close. The following day SGA had a short meeting but then attended the very entertaining hypnotist that SAB hosted in the Luther student Center. SGA’s high school leadership conference took place on Wednesday, February 7. We hosted 150 students from 11 different schools. The five different seniors were very thankful of the tuition waivers that were given out and we wanted to extend our gratification to the college for that.

President’s Report.

Dr. Bullock gave the following updates:

- The College received \$746,625 from the Illinois Department of Corrections (IDOC) in January toward the FY 2024 outstanding balance. A total of \$339,338 remains outstanding.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in January toward the FY 2024 outstanding balance. A total of \$42,834 remains outstanding.
- In January, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$789,671 and equalization of \$587,861. A total of \$2.2 million remains outstanding for credit hour reimbursement and \$2.8 million for equalization.
- The College received \$20,413 in property tax payments in January.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Updates from the Allied Health Division.

Ms. Erin Swingler, Allied Health Division Chair and Nursing Instructor, highlighted some of the programs within the Allied Health Division. She highlighted the recent board pass rates for the various programs, all of which are well above the state average for community college students. She also highlighted recent enrollment outreach initiatives by various staff within the

Allied Health Division and a new course that will be launched in the fall of 2024 for high school students.

Monthly Data Point Discussion – End of Term Enrollment.

Ms. Lisa Cole, Director of Data Analytics, provided a brief presentation highlighting the end of term enrollment report and the differences between tenth day and end of term enrollment reports.

Spring 2024 Tenth Day Enrollment Report.

Dr. Valerie Lynch, Vice President for Student Services, highlighted data from the Spring 2024 Tenth Day Enrollment report. She also highlighted recent enrollment outreach initiatives that utilized the Navigate platform.

Proposed Revisions to Board Policy - 01.03.01 - *Commitment to Diversity, Equity and Inclusion.*

Dr. Valerie Lynch, Vice President for Student Services, presented a recommendation for updating this Policy to align with the Illinois Community College Trustees Association (ICCTA) announcing in November 2022 their adoption of a neurodiversity inclusion statement to serve as guidance for its member colleges and trustees around the state of Illinois, and that ICCTA encouraged leaders from Illinois community colleges to consider adoption of a similar statement. Dr. Lynch said she has been collaborating with numerous employees and College leaders to develop the College's proposed neurodiversity statement which will become part of the College's commitment to diversity, equity and inclusion as summarized in Board Policy 01.03.01.

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 March 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted three upcoming events, the Spring Employee Recognition Banquet to be held Wednesday March 27, 2024, the Commencement ceremonies to be held Friday, May 10, 2024, and the Board of Trustees retreat to be held Wednesday, May 22, 2024. He said that 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 Planned Retirement Requests.

Trustees reviewed a recommendation from Dr. Bullock detailing the names and job positions of nine employees requesting acceptance into the College's planned retirement program. This includes one administrator, five faculty members, one custodial staff, one paraprofessional and one support staff member. Dr. Bullock 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 Reynolds moved and Trustee Curtis seconded the participation in the College's planned retirement program for nine employees including: Jean Anne Highland, Tynia Kessler, Jeff White, Danielle Downs, Charles Jarrell, Tina Moore, James Shoot, Lisa Leisch and Kelli Pope.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of December 2023 Financial Statements.

Trustees reviewed the December 2023 Financial Statements and heard from Ms. Madge Shoot, Comptroller, who highlighted the Financial Statements and significant variances.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the December 2023 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 Schertz voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Items or Equipment.

Ms. Jean Anne Highland, Chief of Staff, requested the Board declare as surplus various technology items, including outdated servers, from the Information Systems and Services (ISS) Department. Trustees reviewed a detailed listing of the various technology items, which have become obsolete and have little value to the College. Ms. Highland said that if these items are approved by the Board as surplus, then we will dispose of the items in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Sullivan seconded to declare as surplus a list of various technology items, including outdated servers, so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of ICCB Rev UP EV Grant.

Dr. Nwosu recommended the Board accept a one-year Illinois Community College Board (ICCB) Rev Up Electric Vehicles (EV) grant, in the amount of \$89,999.56. Trustees were provided the ICCB approved budget.

Dr. Nwosu highlighted how the College will use the grant funds. He reported that with these grant funds, one faculty member will be sent to training for electric vehicles. Dr. Nwosu said after training, the faculty member will be paid to develop new curriculum for three new courses that will be essential to teach students about electric vehicles. He stated grant funds will also be used to purchase supplies and equipment that students will need in order to learn to safely service electric vehicles as well as to complete course requirements.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented a one-year Illinois Community College Board (ICCB) Rev Up Electric Vehicles (EV) grant, in the amount of \$89,999.56.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of ICCB FY2024 Digital Instruction for Adult Education Grant.

Dr. Bullock recommended the Board accept a one-year grant for \$75,000 from the Illinois Community College Board (ICCB) Digital Instruction for Adult Education grant. Trustees were provided the ICCB approved budget.

Dr. Bullock said this project will be used to purchase items that will help the College's Adult Education program including: translation devices, portable smartboards, wireless mice and keyboards for smartboards, MIFI and MIFI subscriptions, printer/scanner, chrome books and seats in programs such as Burlington English, IXL and Essential Ed.

Trustee Wright moved and Trustee Walk seconded to approve as presented a one-year grant for \$75,000 from the Illinois Community College Board (ICCB) Digital Instruction for Adult Education grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Kubota Equipment.

Dr. Bullock requested the Board approve the purchase of a Kubota B26 tractor and a Kubota ZD1021 zero turn mower, at a total cost of \$51,334.45, from Kubota's home office in Grapevine, Texas. Dr. Bullock reminded the Board that the Agriculture Department was previously awarded a contract to begin offering training through Kubota and we had included in the FY 2023 Budget funds for the purchase of three equipment items. He said that supply chain issues led to the College receiving only one of these items in FY 2023. He noted that we have kept funds in the FY 2024 Budget and in December 2023 the College was able to receive the two additional pieces of equipment.

Trustee Curtis moved and Trustee Walk seconded to approve the purchase of a Kubota B26 tractor and a Kubota ZD1021 zero turn mower, at a total cost of \$51,334.45, from Kubota's home office in Grapevine, Texas, for use by the College's Agriculture Department.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

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

Dr. Bullock recommended the Board approve proposed revisions to policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs*. Dr. Bullock reported that the Academic Standards Committee recommended 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.

Dr. Bullock said the administration submitted this recommendation as first reading during the January 2024 regular meeting. He said since presenting this as first reading, we have received no comments or requests for additional revisions.

Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Sunset of the Pathways to the Future Alternative High School Program.

Trustees reviewed the recommendation from Dr. Bullock for the sunset of the College's grant-funded Pathways to the Future Alternative High School program following the spring 2024 semester. He said in consultation with all Trustees and the colleges' legal counsel, the program is not financially viable for the College to continue offering this program now that we have lost the significant state/grant funding source to do so.

Trustee Wright moved and Trustee Walk seconded to approve as presented the sunset of the Pathways to the Future Alternative High School Program, effective at the end of the Spring 2024 semester, due to lack of state and grant funds.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Honorable Discharge of State/Grant Funded Positions and Additional Appointments associated with the Pathways to the Future Alternative High School Program.

Following the Board's approval of the sunseting of the Pathways to the Future Alternative High School Program, Dr. Bullock respectfully asked the Board to approve the honorable discharge of the impacted employees.

Motion #1 for this agenda item: Trustee Walk moved and Trustee Curtis seconded to approve honorably discharging the employment of Lisa Bennett, Maria Bushur, Laney Cruit, Beth Einhorn, Michell Redd, Theresa Reynolds, Kara Shuff, Terrence Shanyurai, and Debra Compton, effective May 24, 2024, due to sunseting of the Pathways to the Future Alternative High School Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Motion #2 for this agenda item: Trustee Walk moved and Trustee Curtis seconded to approve honorably discharging Teresa Plummer, Kendra Myers and Elizabeth Van De List, from the additional appointments associated with the Pathways to the Future Alternative High School Program, effective May 24, 2024, due to the sunseting of the Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Pilot Program for Spring and Summer 2024 Semesters for Paid Leave for Adjunct Employees.

Trustees heard a recommendation from Dr. Bullock to approve a pilot program for the Spring and Summer 2024 terms that would provide paid leave for adjunct employees in accordance with the new Paid Leave for All Workers Act. Trustees were provided details of the proposed pilot program. Dr. Bullock said that Ms. Dustha Wahls, Director of Human Resources, reported that the Act took effect January 1, 2024, but due to the nature of the law, adjunct faculty would not be able to utilize this paid leave until April 1, 2024 or after. He said she also reported that

this balance does not accumulate or roll over, and at the end of the pilot, the College will evaluate the program to determine if the paid leave component will be codified and incorporated into Board Policy 05.05 - *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty*.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a pilot program for the Spring and Summer 2024 terms for paid leave for adjunct employees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval to Purchase New Furniture from Widmer Interiors for Multiple Campus Locations.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the purchase of various furniture items for multiple campus locations from Widmer Interiors of Bloomington, Illinois, at a total cost of \$36,000. He said that a bid was not necessary because the College is using Omni contract pricing associated with state bidding. Dr. Bullock said this purchase will include items such as office chairs, desks, filing cabinets, book case and lounge chairs. Trustees learned furniture items specific to the new Student Wellness Center will be paid for using grant funds. Trustees reviewed details of the various furniture items.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the request to purchase various furniture items for multiple campus locations from Widmer Interiors of Bloomington, Illinois, utilizing the state Omni contract pricing, at a total cost of \$36,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Quote and Purchase Contract from Watchfire/T-Ham Sign Inc. for Marquee Signage at the College's Main Campus.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois, for the purchase and installation of two 10' x 36' LED Sign Displays at the College's main campus in Mattoon at

a total cost of \$240,608.20. Trustees reviewed the quote and purchase contract that detailed the proposed work. Dr. Bullock said that this initiative aligns with the College's strategic objectives to increase visibility, enhance community engagement and attract prospective students. Dr. Bullock said that Mr. Jeremy Moore, Facilities Planning Manager, reported that the College has utilized Watchfire / T-Ham for numerous signage projects and the College has been pleased with their performance.

Trustees learned a bid is not necessary since T-Ham is utilizing Equalis Group, an interlocal cooperative purchasing program approved for state bidding that allows the College to benefit from bulk pricing and streamlined procurement processes.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois for the purchase and installation of two 10' x 36' LED Sign Displays at the College's main campus in Mattoon at a total cost of \$240,608.20.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Quote and Purchase Contract from Watchfire/T-Ham Sign Inc. for Marquee Signage at the Effingham Technology Center.

Trustees heard a recommendation from Dr. Bullock to approve the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois, for the replacement of the existing brick pedestal sign at the main parking lot entrance of the Effingham Technology Center with a new double sided illuminated sign display at a total cost of \$59,174.06. He said Trustees had been provided the quote and purchase contract with details of the proposed work. Dr. Bullock reported that by transitioning to a double-sided illuminated digital display, the College will have the opportunity to showcase important announcements, upcoming events, achievements, and other relevant information in a more eye-catching and accessible manner for our highly visible property in Effingham that is located along a heavily traveled interstate. Dr. Bullock reported this initiative also aligns with the College's strategic objectives as noted in the previous action item.

Trustees learned a bid is not necessary since T-Ham is utilizing Equalis Group, an interlocal cooperative purchasing program approved for state bidding that allows the College to benefit from bulk pricing and streamlined procurement processes.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the quote and purchase contract from Watchfire / T-Ham Sign Inc. of Mt. Vernon, Illinois, for the replacement

of the existing brick pedestal sign at the main parking lot entrance of the Effingham Technology Center with a new double sided illuminated sign display at a total cost of \$59,174.06.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Five-Year Master Service Agreement with HelioCampus for an Integrated Assessment Management Platform.

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve a five-year master service agreement with HelioCampus of Bethesda, Maryland, for an integrated assessment management platform for the period February 13, 2024 through February 12, 2029, at a total cost of \$52,256 for year one, \$40,147 for year two, \$69,771 for year three, \$65,480 for year four and \$68,754 for year five. Trustees received the proposed five-year agreement which the College has reviewed extensively with our legal counsel at Robbins Schwartz.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented the five-year master service agreement with HelioCampus of Bethesda, Maryland, for an integrated assessment management platform for the period February 13, 2024 through February 12, 2029, at a total cost of \$52,256 for year one, \$40,147 for year two, \$69,771 for year three, \$65,480 for year four and \$68,754 for year five.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid for Cleaning Services at the Kluthe Center and the Effingham Technology Center.

Trustees heard a recommendation from Dr. Bullock to award the bid for cleaning services at the Kluthe Center and the Effingham Technology Center to ESS Clean, Inc. of Urbana at a total monthly amount of \$8,130. Trustees received the bid tabulation sheet detailing bids received from three vendors. Dr. Bullock said although ESS Clean did not submit the lowest bid, he recommended we select them as they will be providing staffing and management out of

their Effingham, IL office. Dr. Bullock believes that selecting a vendor within our district enhances accountability and oversight, and the numerous benefits associated with selecting an in-district vendor far outweigh the potential cost savings of choosing an out-of-district, and out of state alternative.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the bid from ESS Clean, Inc. of Urbana for cleaning services at the Effingham Technology Center and the Kluthe Center at a total monthly cost of \$8,130.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Recipients for the Following Awards: Alumnus Achievement Award; Retiree Wall of Fame Inductees; and 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 2024 award recipients:

- Alumnus Achievement: Mr. Justin Pals
- Retiree Wall of Fame: Ms. Barbara Arthur (Posthumously), Mr. Randy Ervin and Ms. Lana Fuller
- Pacesetter: Ms. Kiersten Edgar

Trustee Reynolds moved and Trustee Sullivan seconded to approve the naming of the following 2024 award recipients:

- Alumnus Achievement: Mr. Justin Pals
- Retiree Wall of Fame: Ms. Barbara Arthur (Posthumously), Mr. Randy Ervin and Ms. Lana Fuller
- Pacesetter: Ms. Kiersten Edgar

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Revised Bid from Martin Hood LLC of Champaign for the FY 2024 and FY 2025 Audits.

Trustees heard a recommendation from Dr. Bullock to approve a revised bid from Martin Hood LLC of Champaign for years two and three of the three-year audit cycle. He reminded the Board that at the February 2023 Board meeting the College approved the bid from Martin Hood for preparation of the College audit for the three-year cycle including FY 2023, FY 2024 and FY 2025 audit years, at a cost of \$68,000 for the FY 2023 audit, \$71,400 for the FY 2024 audit, and \$75,000 for the FY 2025 audit. Dr. Bullock said that Ms. Shoot was recently notified that Martin Hood will now be increasing their fees for the FY 2024 and FY 2025 audits. He said their proposed renewal rates are \$79,900 for the FY 2024 audit and \$83,895 for the FY 2025 audit. The FY 2023 audit cost of \$68,000 had already been paid by the College. He said a re-bid is not required given the proposed increase for the total cost covering the three-year service period is approximately 8% and does exceed the 10% threshold per Board Policy 10.22 (4.D.). Dr. Bullock said given the increase of 11% for year two of the audit cycle and an additional increase of 5% for year three of the audit cycle, we felt it was most appropriate to seek Board approval of the revised bid amounts.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the revised bid from Martin Hood, LLC of Champaign in the amount of \$79,900 for the College's FY 2024 audit and \$83,895 for the College's FY 2025 audit.

There was no further discussion.

Roll Call Vote:

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

No: Trustee Wright.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

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 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.

Coonce, Amy
Hinote, Peighton
McClelland, Morris

2/6/24-3/25/24
1/1/24-intermittent
1/16/24-2/8/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Considine, Kerry	Community Learning Instructor Primary Position Sign Language Interpreter	3/1/24
Huston, Ruby	Community Learning Instructor Primary Position Adult Education Instructor	1/15/24
Jackson, Lainey	Adjunct Faculty Social Science Division Primary Position Athletics Oper Dev Sp/H Coach	1/8/24
Kidwell, Tina	Allied Health Den Clinical Instructor (hourly) Primary Position Adj Faculty Allied Health	1/8/24
Moore, Tina	Community Learning Instructor Primary Position Director of Career Services	1/24/24
Smith, Logan	Adjunct Allied Health Division Substitute Primary Position Allied Health Den Cln Hr	1/5/24
Watkins, Crystal	IEL Instructor Primary Position Adult Education Instruct	1/22/24
Full-time		
Tawdros, Nermine	Data Analyst & Assessment Coordinator Primary position IEL Instructor	2/13/24

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
de Kovachich, Sean 1/2/24	Bookstore Rush Worker	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Conley, Eva	Correctional Office Assistant	1/8/24
Hawkins, Anna	Correctional Office Assistant	1/8/24
Part-time		
Foreman, Kay	Allied Health PTA Clinical Instructor (hourly)	1/8/24
Kidwell, Tina	Adjunct Faculty Allied Health Division	1/8/24
Knodle, Cody	Assistant Livestock Judging Coach	1/25/24
Parr, Keedran	College Advancement Intern	1/25/24
Strader, Wyatt	Technical Support Assistant	1/23/24
Tawdros, Nermine	IEL Instructor	1/9/24
Part-time Grant Funded		
Trainor, Sophie	Agriculture Education Intern	2/5/24

Unpaid

Hughes, Maisy	Marketing and Public Relations Intern	1/10/24
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College Work Study

Gentry, Wyatt	College Work-Study	1/25/24
Hoene, Gage	College Work-Study	2/1/24
Little, Diamond	College Work-Study	1/31/24
Skolte, Gerald	College Work-Study	1/26/24
Adams, Trisha	Correctional Office Assistant	12/29/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Chism, Michael Shawn	Associate Dean Joliet	2/9/24
Evans, David	Correctional Automotive Technology Instructor	1/8/24
Kingery, Rachael	Alternative Education Instructor	1/2/24
Overstreet, Desiree	Adult and Alternative Ed Coordinator	2/2/24
Roberts, Wrobria	Administrative Assistant Humanities	1/3/24

Part-time

Logan, Empress	College Work-Study	1/5/24
Mitchell, Mabry	Newspaper Editor - Student Newspaper	12/6/23
Mtonga, Abigail	Bookstore Rush Worker	12/18/23
Shelton, Brian	Pathways Classroom Assistant	1/18/24
Thomason, Deborah	Special Asst to the VP for Academic Services	11/13/23

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Chair Cadwell announced that a letter of resignation had been received by Trustee Mike Sullivan effective February 13, 2024. He said the Board will now follow Board Policy 02.07, *Filling of Vacancies*, to select a new member to serve until the next election in April of 2025, and that those interested in serving on the Board should submit written materials to Ms. Jean Anne Highland, Chief of Staff, by March 1, 2024, including: reason for seeking the appointment, qualifications, and experience in other areas which may enhance public policy or decision-making. Chair Cadwell asked Trustees if there were any other relevant materials the Board might request that applicants submit. There were no additional requests. Chair Cadwell

said the Board will vote on the replacement at its March 11, 2024, meeting with the individual being seated on the Board at the April 8, 2024 Board meeting. He also said eligibility requirements to serve on the Board are U.S. citizenship, 18 years of age or older, a resident of Illinois for one year immediately preceding election, and a resident of Community College District No. 517 for one year immediately preceding election.

Chair Cadwell then recognized Trustee Sullivan for his dedicated service as trustee for more than 37 years. He said the Board will be asked to formally recognize Trustee Sullivan via a resolution during the March 2024 regular meeting.

Adjournment.

Trustee Sullivan moved and Trustee Walk seconded to adjourn the meeting at 7:34 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/