

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



Regular Board Meeting No. 651
Webb Hall, Room 081, Mattoon, IL
March 8, 2021

Minutes

Call to Order.

Chair Reynolds called the March 8, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon, IL. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

Roll Call.

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

Student Trustee Lucas Duduit entered the meeting at 6:05 p.m.

Trustees Absent: Mr. Dave Storm.

Others Participating via Teleconference: None.

Others Present: Dr. Jonathan Bullock, President; 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; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of February 8, 2021, Regular Meeting.
2. Approval of Minutes of February 8, 2021, Closed Session.
3. Approval of Agenda of March 8, 2021, Board of Trustees Meeting.

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

The following is a summary by funds:

Education Fund	\$	291,708.89
Building Fund	\$	56,653.92
Site & Construction Fund	\$	160,867.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	72,366.88
Restricted Purposes Fund	\$	197,443.12
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,855.51
Student Accts Receivables	\$	1,544,775.96
Total	\$	2,344,671.28

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 September 9, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

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 is planning an in-person meeting later this month but due to Covid-19 he would not be attending. The meeting agenda indicates the discussion will include a session on cyber security and he hopes to provide an update on the meeting summary next month.

Resource & Development.

Trustee Sullivan, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Finance.

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

- The Foundation has currently brought in over \$700,000 in donations for the fiscal year, which is up \$200,000 compared to last year at this same time. We are excited to be on track for our \$1 million fundraising goal for the year. Our third appeal will go out in May to our supporters.
- The “Love a Laker” Giving Week effort wrapped up February 20th bringing in over \$2,300 all in online gifts. We look forward to building on this in years to come and feel a great structure has been established! Thanks to all that participated.
- A thank you mailing will be sent in coordination with St. Patrick’s Day to all of our donors. Please be on the lookout for this stewardship mailing that is a new effort to engage with our donors and thank them for their great support!
- Our staff has made major strides over the past several months with the advancement module of Ellucian, our donation/alumni software. Thanks to the help of our ISS Department and our Ellucian trainer. We truly appreciate the efforts of ISS to get us up to speed and heading in a great direction!
- We are currently in the awarding cycle of our first round of 2021-2022 student scholarships with students to receive notifications this month.
- Please save the date for the Foundation’s Golf Classic set for Friday, September 17th.

Student Report.

Student Trustee Lucas Dudit reported that he was happy to announce that the Student Government Association recently met in person, with Covid-19 social distancing guidelines in place, and they will proceed with elections on March 24-25, 2021, to elect officers and the new Student Trustee. He stated it was great for student morale to have the opportunity to meet the

freshman members face to face. PTK plans to also meet soon and he will report on that at next month's meeting.

President's Report.

Dr. Bullock said:

- We received no payments for FY 2021 invoices from IDOC or IDJJ in February. A total of \$3.9 million remains outstanding from IDOC and \$228,982 from IDJJ.
- In February, we received no payments from the State of Illinois for FY 2021 credit hour reimbursement, equalization or CTE. For FY 2021, \$3.6 million remains outstanding for credit hour reimbursement, \$3.6 million for equalization and \$279,449 for CTE.
- The College received property tax payments totaling \$68,217 in February.
- Kudos to Business Division instructor Lisa Earp who recently had two students receive recognition for placing in the top three in the state for their Microsoft Office Specialist (MOS) exams that are given in her CIS056 Advanced Software Applications course. This is the first time Lake Land students have placed among the top three in the state.

Business Items.

Non-action Items.

Data Discussion Point – Monetary Award Program (MAP).

Dr. Bullock highlighted the state's Monetary Award Program (MAP) that provides grant assistance to eligible Illinois residents who attend approved Illinois colleges and demonstrate financial need. He highlighted equity and access issues affecting many potential or current community college students due to the fact that MAP funds are awarded on a first-come, first-serve basis and MAP funds are often exhausted in a given award year by the time many community college students decide to enroll.

Proposed Revisions to Board Policy 05.04.15 – Absence Due to Inclement Weather.

Dr. Bullock presented on proposed revisions to the above-referenced Policy. He said the recommendation is to clarify that only full-time employees should credit their timesheet eight hours when the College is officially closed during inclement weather. He also said this clarification aligns with Board Policy 05.06, Part-Time Non-Instructional Employee Incentives, which does not speak to any pay when the College is not operating.

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

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Chair Reynolds noted the Annual Organizational Meeting for April 29, 2021, Commencement scheduled for May 14, 2021, Board Retreat scheduled for May 19, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of 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.**
- **07.04 - Intent to Enroll Procedures and Requirements.**

Dr. Bullock requested the Board approved proposed revisions to the above-referenced Policies. He said the administration has received no questions or concerns since these proposed revisions were presented as first reading during the February 2021 regular meeting.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented 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.*
- 07.04 - *Intent to Enroll Procedures and Requirements.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Acceptance of Reporting of January 2021 Financial Statements.

Trustees reviewed the January 2021 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, regarding a narrative update for the Statements. Ms. Madge Shoot, Comptroller, highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Cadwell moved and Student Trustee Dudit seconded to approve as presented the January 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Tuition and Fees Rates for Academic Year 2022.

Trustees reviewed a recommendation from Mr. Nuxoll to maintain the tuition and fees rates at our current rates for Academic Year 2022. Trustees were provided details on the tuition and fees rates (activity fees, service and rec fees, and Dual Credit fees). Dr. Bullock noted that as we plan the FY 2022 budget, we are working diligently to balance our commitment to supporting our students and sustaining the value of a Lake Land College education while at the same time considering the uncertainties surrounding state and local funding and the pandemic.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the tuition and fees rates for Academic Year 2022, with the tuition and fees rates remaining at the current Academic Year 2021 rates.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Recipient for the Outstanding Full-Time Faculty Award.

Trustees heard a request from Mr. Jon Althaus, Vice President for Academic Services, to award the 2021 Lake Land College Full-Time Faculty Award to Ms. Tara Blaser, Philosophy/English Instructor. He said Ms. Blaser has been a dedicated and innovative instructor who goes above and beyond to give her students valuable experiences such as leading her students in projects addressing local food insecurity and domestic violence awareness. He also said that with Board approval for this award, Ms. Blaser will be honored as part of the May 2021 Commencement ceremony and the College will submit a nomination to ICCTA for consideration of the state-level award.

Student Trustee Duduit moved and Trustee Sullivan seconded to approve the naming of Ms. Tara Blaser, Philosophy/English Instructor, for the College's Full-Time Faculty Award.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.
Motion carried.

Approval of Faculty Tenure Recommendations.

Trustees reviewed a request from Mr. Jon Althaus, Vice President for Academic Services, that the Board grant tenure to three full-time faculty including Ms. Madison Dailey, Health and Physical Education Instructor, Ms. Laurie Rincker, Biological Science Instructor, and Mr. Matthew Rodgers, John Deere Technology Instructor.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the granting of tenure effective with the beginning of the fall 2021 semester to Ms. Madison Dailey, Health and Physical Education Instructor, Ms. Laurie Rincker, Biological Science Instructor, and Mr. Matthew Rodgers, John Deere Technology Instructor.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Reemployment of Tenured and Non-Tenured Faculty Members.

Trustees reviewed a recommendation from Mr. Althaus for the reemployment of tenured and non-tenured faculty members for the 2021/22 academic year.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2021/22 academic year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Reappointment of Division Chairs.

Trustees reviewed a recommendation from Mr. Althaus to re-appoint seven division chairs for academic year 2021/2022.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented reappointment of division chairs for academic year 2021/2022 as follows:

- Ryan Orrick, Agriculture Division
- Erin Swingler, Allied Health Division
- Tynia Kessler, Business Division
- Salisa Hortenstine-Olmsted, Humanities and Communications Division
- Ike Nwosu, Math and Science Division
- Charles Jarrell, Social Science and Education Division
- Michael Beavers, Technology Division

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Declaration of Surplus Items from the Automotive Department.

Trustees heard a recommendation from Dr. Bullock for the Board to declare as surplus four vehicles from the Automotive Department as these vehicles have become obsolete and have little value now to the College.

Trustee Wright moved and Trustee Walk seconded to declare as surplus four vehicles from the Automotive Department including a 1990 Chevy K2500, a 1995 Nissan Infiniti, a 1998 Dodge Van, and a 2001 Oldsmobile Aurora 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, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Closed Session

6:45 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) to consider the employment, performance, discipline or dismissal of a specific employee.

Ms. Grunloh announced that the phone line enabling staff and members of the public to listen to 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

6:52 p.m.

Trustees Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Duduit.

Trustees Absent or Not Participating via Telephonic Means: Mr. Dave Storm.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report.

Trustee Cadwell motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. This action followed discussion in closed session related only to the recommendation to terminate the employment of Ms. Allison Schlau, Head Cheer Coach.

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

Fennelly, John **2/1/21-4/23/21**

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Full-time		
Reynolds, Casey	Faculty Honors Experience Advisor Primary Position- Spanish/English Instructor	8/20/21
Part-time		
Burton, Jack	Tutor-Disability Services - Student Tutor-Student Community Education Primary Position-Tutor Student Learning Asst.	2/8/21 2/8/21
Carlen, Kyle	Covid-19 Checkpoint Screener Primary Position-Physical Plant Asst	2/8/21
Dowds, Kayla	Tutor-Disability Services - Student Tutor-Student Community Education Primary Position-Tutor Student Learning Asst.	2/22/21 2/22/21
Estacio, Estiven	Basketball Scorers/Timers Primary Position- Men's Basketball Asst	2/19/21
Gosnell, Kathrine	Test Proctor Tutor - Bachelor's Community Education Tutor - Bachelor's Disability Services Primary Position-Tutor BA Learning Resource Cent	2/10/21 2/10/21 2/10/21
Hussein, Yassin	Covid-19 Checkpoint Screener Print and Courier Assistant Primary Position-Mailroom Assistant	2/8/21 1/8/21

Svika, Orrin Tutor-Student Community Education 1/28/21
 Primary Position-Student Learning Asst

Part-time - Grant Funded

Burton, Jack Tutor-Student Carl Perkins 2/8/21
 Primary Position- Tutor Student Learning Asst.

Gosnell, Kathrine Tutor - Bachelor's Carl Perkins 2/10/21
 Primary Position-Tutor BA Learning Resource Cent

Svika, Orrin Tutor-Student Carl Perkins 1/28/21
 Primary Position-Student Learning Asst.

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Richardson, Hannah	Tutor - Associate's TRIO	2/17/21
Shook, Ciara	Adult Education Instructor	2/17/21
Smith, Shelby	Alternative Education Instructor	2/12/21
	Alternative Education Pt Instructor	2/12/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Bushur, Maria	Alternative Education Instructor	3/15/21
Kremer, Monica	Community Outreach Coordinator	3/15/21

Full-time Grant Funded

Davis, Andrew Correctional Custodial Maintenance Instr 2/22/21
Murray, Nicki Correctional Career Technology Instructor 3/1/21

Part-time

Burton, Jack Tutor - Student Learning Assistance Center 2/8/21
Cougill, Elizabeth Dual Credit Program Assistant 2/22/21
Dowds, Kayla Tutor - Student Learning Asst Center 2/22/21
Gosnell, Kathrine Tutor - BA Degree - Learning Asst Center 2/10/21
Layton, Jill Court Reporter Consultant 2/22/21
Thomas, Sarah Print and Courier Assistant 2/23/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Carpenter, Paula	Director of Financial Aid	3/31/21

Full-time – Grant Funded

Brown, Dewayne	Custodial Instr-Vandalia Correctional Ctr	2/26/21
Ingmire, Lorena	Correctional Career Technology Instructor	2/19/21
Pollitt, Kevin	Correctional Construction Occ Instr	2/5/21
Shales, Steven	Correctional Auto Body Instructor	1/29/21

Part-time

Probst, Melissa	Adjunct Faculty Dental	2/24/21
Schlau, Allison	Head Cheer Coach	3/8/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Gaines, Andy	Psychology Instructor	8/20/21
Szabo, Kyle	Transferring from Acad Counselor/Coor Stu Acco Infrastructure Administrator	2/22/21
	Transferring from Server Administrator	

Part-time

Richardson, Hannah	Tutor - Associates Disability Services	2/12/21
	Transferring from Tutor Associates Degree Trio	

Part-time- Grant Funded

Smith, Shelby	Adult Education Instructor	2/12/21
	Transferring from Alternative Education Instr	

Unpaid/Volunteer

Shook, Ciara	Dual Credit Instructor	2/12/21
	Transferring from Adult Education Instructor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Other Business. (Non-action)

Trustee Cadwell asked if the administration could recognize the success of an area high school student at Stewardson-Strasburg for his achievements in a recent national scholar competition. Dr. Bullock said he will follow up on this request.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:56 p.m.

There was no further discussion.
Motion carried by unanimous voice vote.

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/