

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



Regular Board Meeting No. 687
Board and Administration Center, Room 011
Mattoon, IL
March 11, 2024

Minutes

Call to Order.

Chair Cadwell called the March 11, 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.

Roll Call.

Trustees Physically Present:

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

Trustees Absent:

Student Trustee Jacqueline Schertz.

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 and media.

Approval of Consent Items.

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

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

The following is a summary by funds:

Education Fund	\$	682,763.59
Building Fund	\$	40,501.31
Site & Construction Fund	\$	105,623.38
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	102,262.51
Restricted Purposes Fund	\$	415,619.66
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	28,029.26
Student Accts Receivables	\$	334,432.95
Total	\$	1,709,232.66

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

4. Destruction of Tape Recording of the September 12, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Resolution No. 0324-013 – Appreciation to Mike Sullivan, the College’s Longest-serving Trustee.

Chair Cadwell read aloud Resolution No. 0324-013 – Appreciation to Mike Sullivan, the College’s Longest-serving Trustee.

Trustee Reynolds motioned and Trustee Curtis seconded to approve Resolution No. 0324-013, expressing the Board’s deepest appreciation and heartfelt gratitude to Mr. Sullivan for his extraordinary leadership, vision, and service to the College, to District 517 residents and community colleges statewide. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Chairman Cadwell expressed the Board's deepest appreciation and heartfelt gratitude to Mr. Sullivan for his extraordinary leadership, vision, and service to the College, to District 517 residents and community colleges statewide. Chair Cadwell and President Bullock presented Mr. Sullivan with a plaque honoring his service. Chair Cadwell noted that State Senator Chapin Rose had presented Mr. Sullivan with a state proclamation of appreciation earlier in the evening, honoring his dedicated years of service as a Trustee to both the College and community colleges throughout the state. Additionally, Mr. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA) honored Mr. Sullivan with a letter of appreciation signed by Mr. Jee Hang Lee, President and CEO of the Association of Community College Trustees (ACCT).

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk highlighted the following:

- ICCTA is closely monitoring Senate Bill 3787 which would allow a community college to offer a bachelor's degree under specified conditions.
- The Illinois Board of Higher Education (IBHE) won a \$750,000 grant to revolutionize the college admissions process to enhance accessibility for all students.
- At the federal level, there is a Bipartisan Workforce Pell Act that is being worked on but did not proceed to a House vote after encountering some stiff opposition. The American Association of Community colleges and the Association for Community College Trustees are both supporting the bill.

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 met on March 6, 2024, regarding items which will be discussed later in the agenda.

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:

- Thanks to all of our supporters for our 4th annual Love a Laker giving day. We are excited to share we raised over \$7,000 and 12 couples participated in the inaugural Laker Love Story Contest. Congratulations to Ali & Bo Blievernicht, the contest winner who will receive a scholarship in their name.
- The foundation is excited to award over \$450,000 in scholarships for the first round of our FY25 students! Thanks again to everyone who volunteered as a scholarship reader. Scholarships for incoming freshmen will be announced at high school awards nights.

Student Report

Ms. Jacqueline Schertz, Student Trustee, was not present and thus no report was given.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$1 million from the Illinois Department of Corrections (IDOC) in February toward the FY 2024 outstanding balance. A total of \$416,120 remains outstanding.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in February toward the FY 2024 outstanding balance. A total of \$108,438 remains outstanding.
- In February, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260, equalization of \$587,861 and CTE of \$280,043. A total of \$1.8 million remains outstanding for credit hour reimbursement, \$2.2 million for equalization and \$45,798 for CTE.
- The College received \$242,736 in property tax payments in February.

Business - Non-action Items.

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

- Mr. Michael Beavers, Technology Division Chair and Electrical Engineering Instructor, highlighted some of the innovative changes occurring within the Technology Division, including the Tech 2 Day program, Teens with Tools program in partnership with the Center to Business and Industry (CBI), and block schedules for HVAC.

Monthly Data Point Discussion – Loans and Support for Students.

Ms. Lisa Cole, Director of Data Analytics, provided a brief presentation highlighting loans and other financial support for Lake Land College students.

Proposed Revisions to Board Policy 05.04.04 – *Work Week*.

Trustees heard a recommendation from Dr. Bullock for the Board to consider proposed revisions for the above-referenced Policy. Trustees received details of the proposed revisions. Dr. Bullock said the College launched a pilot Flex Work / Remote Work program in the summer of 2022. He reported that as we near the end of the pilot program we are seeking to add language to Board Policy 05.04.04 to codify this as a College program and no longer in the pilot phase.

Dr. Bullock said both the proposed Policy language and the guidelines specify that Flex Work / Remote Work eligibility is based on the job function and must have a net-neutral or net-positive impact. Dr. Bullock also said the proposed revisions were submitted as first reading and will be brought back to the Board for approval during the April 2028 regular Board 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 Tuition and Fees Rates for Summer 2024, Fall 2024 and Spring 2025.

Trustees reviewed a recommendation from Dr. Bullock for proposed tuition and fees rates for the Summer 2024, Fall 2024 and Spring 2025 terms. Dr. Bullock highlighted that the proposed tuition and fees rates will still ensure a student enrolled at Lake Land College has access to a high-quality education yet with one of the most affordable educational institutions in the state.

Trustee Storm, Finance Committee Chair, said the Committee met on March 6th to review the Cabinet's recommendation and the Committee's consensus was to recommend to the Board approval of the proposed rates per the Cabinet's recommendation. He said this includes increasing the in-district tuition by \$3.00 to \$113.50 per credit hour and increasing the current \$2.50 credit hour activity fee by \$1.50 for a total of \$4.00 per credit hour. Trustee Storm said the College has not increased the activity fee since FY 2017. Dr. Bullock said it is important to note that the Lake Land College tuition and fees rates would remain significantly below the statewide average for in-district and out-of-district levels compared to other community colleges.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the tuition and fees rates for the Summer 2024, Fall 2024 and Spring 2025 terms, including an in-district tuition increase of \$3.00 per credit hour and an increase of \$1.50 for the activity fee.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Proposed Incentive Program for Early Enrollment for Summer and Fall 2024.

Trustees reviewed a request from Dr. Valerie Lynch, Vice President for Student Services, for the Board to approve an early enrollment incentive program for the Summer 2024 and Fall 2024 terms. Trustees reviewed details of the proposed incentive program.

Trustee Storm, Finance Committee Chair, said the Committee met on March 6^h to review this recommendation and the Committee's consensus was to recommend to the Board approval of this request as presented. Trustee Storm explained that the Board had previously approved a three-credit hour tuition giveaway for a limited number of students whose names were drawn as part of a contest and that did yield some positive results. Mr. Storm said this innovative newly proposed program would replace that and provide a tuition and fees credit to students who register by midnight May 10, 2024 for Summer and/or Fall 2024 classes.

Trustees learned students may be awarded \$50 for their Summer 2024 part-time (minimum) registration and an additional \$50 for their Fall 2024 part-time (minimum) registration. This will be applied as a last dollar credit only for students who, after other applicable awards are

applied, remain enrolled at a minimum part-time status and still owe tuition and fees charges after tenth day of the term. Dr. Lynch's memo highlighted which students would be excluded from this program (e.g., IDOT / QCQA, DOC and students enrolled in dual credit courses).

Dr. Lynch reported that by comparing enrollment data for students enrolled as of May 10, 2023, the College estimates the total cost for this new incentive program to be approximately \$120,000, including a goal to increase enrollment by 100 as of the May 10, 2024 date, in comparison to total enrollment numbers on May 10, 2023.

Trustee Curtis moved and Trustee Wright seconded to approve as presented an incentive program for early enrollment for the Summer and Fall 2024 terms, replacing the prior early enrollment incentive program approved by the Board in September 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Fees Waiver for Dual Credit Courses Associated with the Effingham Regional Career Academy for Fall 2024 and Spring 2025.

Trustees reviewed a recommendation from Dr. Bullock for the Board to waive the Dual II rate per course for all of FY 2025 associated with the Effingham Regional Career Academy (ERCA) courses. Trustees learned ERCA will begin offering a full slate of courses to high school students with the fall 2024 semester. Trustees were provided with the courses that will be offered at ERCA in FY 2025.

Trustee Storm, Finance Committee Chair, said the Committee met on March 6th to review this recommendation and the Committee's consensus was to recommend to the Board approval of this request as presented. Trustee Storm explained that with Dual II courses, the normal process is that the College bills the participating districts and they in turn allocate this fee across the number of students participating in each course. He noted for ERCA in FY 2025, 27.5 credit hours will be offered in the fall and 31.5 credit hours in spring, for a total of 59 credit hours of courses. He said at the Dual II rate, this would equate to \$59,000 in waived fees for FY 2025 if all courses run with the minimum required class size. He noted, with Board approval, fees will be paid through the Strategic Initiative funding budget line.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the waiver of the Dual II fees or rate per course for all of FY 2025 associated with the Effingham Regional Career Academy (ERCA) courses, for a waiver amount of up to \$59,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Acceptance of January 2024 Financial Statements.

Trustees reviewed the January 2024 Financial Statements. Trustee Storm, Finance Committee Chair, said the Committee met on March 6th to review the Financial Statements and the Committee's consensus was to recommend to the Board approval as presented.

Trustee Storm moved and Trustee Wright seconded to approve as presented the January 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Academic Calendars.

Trustees heard a presentation from Dr. Lynch, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve the proposed academic calendars for 2026-2027 and 2027-2028. Trustees received a copy of the proposed calendar summaries. Dr. Lynch reported that the recommended calendars comply with requirements established in Board Policies 06.03 *Academic Calendar* and 05.20 *Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the collective bargaining agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the academic calendars for 2026-2027 and 2027-2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Faculty Tenure Recommendations.

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, that the Board grant tenure to three full-time faculty including: Ms. Katelyn Bloemer, Nursing Instructor; Mr. Cody Marlar, Mathematics Instructor; and Ms. Amber Niebrugge, Psychology Instructor.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the granting of tenure effective with the beginning of the fall 2024 semester to three full-time faculty including: Ms. Katelyn Bloemer, Nursing Instructor; Mr. Cody Marlar, Mathematics Instructor; and Ms. Amber Niebrugge, Psychology Instructor.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

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

Trustees reviewed a recommendation from Dr. Nwosu that the Board approve the reemployment of tenured and non-tenured faculty members for the 2024/25 academic year.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2024/25 academic year as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Proposed Revisions to Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.*

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.* Trustees reviewed details of the proposed revisions. Trustees reviewed a memorandum from Dr. Lynch in which she reported that the Illinois Community College Trustees Association (ICCTA) announced 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 reported 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.

Dr. Bullock said the administration submitted this recommendation as first reading during the February 2024 regular Board 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 01.03.01 – *Commitment to Diversity, Equity and Inclusion*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Proposed Revisions to Board Policies 06.19 – *Dual Credit Program* and 07.01 – *Admission of Students*.

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 06.19 – *Dual Credit Program*. Dr. Bullock noted that we submitted this request as first reading in December of 2023 to clarify reference to the minimum age of dual credit students to align with a minimum threshold of "junior or senior status" rather than "16 years of age." He said these revisions will remove the gifted student/testing barriers and will treat students more equitably who have later birthdays.

Dr. Bullock also recommended the Board approve additional changes to Board Policy 07.01– *Admission of Students*, adding language for the verification of credentials for financial aid eligibility and also admission of degree-seeking students as requested by the U.S. Department of Education. He said this recommendation is a result of the College's current recertification process with the U.S. Department of Education for our Financial Aid Department.

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 06.19 – *Dual Credit Program* and also waive first reading and approve proposed changes to Board Policy 07.01 – *Admission of Students*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Acceptance of Illinois Green Economy Network (IGEN) Grant Membership Grant.

Dr. Bullock recommended the Board accept a one-year Illinois Green Economy Network (IGEN) Membership grant, in the amount of \$15,000.

Trustees reviewed a memo from Dr. Beth Craig, Grants Writer and Coordinator, that highlighted how the College will use these grant funds. Trustees learned that, with these grant funds, the College will upgrade campus Fieldhouse lighting, in order to become more energy efficient.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented a one-year Illinois Green Economy Network (IGEN) Membership grant, in the amount of \$15,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Purchase of Various Medical Equipment from Pocket Nurse.

Dr. Nwosu recommended the Board approve the purchase of a variety of medical equipment from Pocket Nurse Simulation and Education Supplies of Monaca, PA, to enhance training for our nursing students, utilizing \$28,276.31 of the PATH Grant budget for the purchase of this equipment. Trustees reviewed the quote from Pocket Nurse, detailing the various medical supply or training items.

Dr. Nwosu reported that this purchase is exempt from bidding due to it being from a single source and we currently have equipment that was also purchased from Pocket Nurse for the nursing program, so the new equipment will interface well with the existing equipment.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a variety of medical items or equipment from Pocket Nurse Simulation and Education Supplies of Monaca, PA, to enhance training for our nursing students, utilizing \$28,276.31 of the PATH Grant budget for the purchase of this equipment.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Purchase of New Furniture from Widmer Interiors for the Northwest and Field House Buildings.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the purchase of various furniture items from Widmer Interiors of Bloomington, Illinois, for various rooms in the Field House and Northwest Buildings, at a total cost of \$151,909.83. He said that a bid was not necessary because the College is using Omnia contract pricing associated with state bidding.

Trustee Curtis moved and Trustee Walk seconded to approve the purchase of various furniture items for multiple rooms in the Field House and Northwest Buildings from Widmer Interiors of Bloomington, Illinois, utilizing the state Omnia contract pricing, at a total cost of \$151,909.83.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Equipment Purchase from Snap On for the Automotive Program.

Dr. Nwosu requested the Board approve the purchase of various Snap On equipment items and training materials to help prepare automotive technology students in electric vehicle service and repair, utilizing \$26,882.64 of the College's ICCB Rev Up EV grant budget for this purchase. Trustees were provided the quotes and two flyers from Snap On that detailed the various equipment items and training materials.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of various Snap On equipment items and training materials to help prepare automotive technology students in electric vehicle service and repair, utilizing \$26,882.64 of the College's ICCB Rev Up EV grant budget for this purchase.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Acceptance of ICCB Access and Equity in Dual Credit Grant.

Trustees heard a recommendation from Dr. Nwosu for the Board to accept a one-year Illinois Community College Board (ICCB) Access and Equity in Dual Credit grant, in the amount of \$127,500. Trustees reviewed the ICCB approved budget and a memo provided by Dr. Craig which highlighted how the College will use the grant funds, including to:

- Market dual credit courses to students and parents who are not currently participating.
- Provide tuition assistance to high school teachers who are interested in teaching dual credit courses or who are currently teaching dual credit courses and need to finish their Master's degree requirements.
- Purchase instructional materials and textbooks for dual credit students as well as to provide at least one professional development activity where dual credit teachers and College Program Leaders will meet face to face on the main campus to discuss dual credit challenges and program opportunities.

Trustee Reynolds moved and Trustee Curtis seconded to accept as presented a one-year Illinois Community College Board (ICCB) Access and Equity in Dual Credit grant, in the amount of \$127,500.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Contract with Pathify for Replacement of the Hub.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve a three-year purchase agreement with PATH Education Inc., whose registered office is located in Greenwood Village, Colorado, to implement the "Pathify" software and server tool to replace our current student/staff portal (Hub), at a total cost of \$126,614.00 over the three-year period. Ms. Highland said that Year 1 would cost \$40,163.00 that will come from the existing ISS FY 2024 budget; Year 2 cost of \$42,171.00 that will be built into the FY 2025 ISS budget; and Year 3 cost of \$44,280.00 that will be built into the FY 2026 ISS budget. Trustees were provided the proposed three-year agreement and quote.

Trustees learned that these services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

Trustee Wright moved and Trustee Walk seconded to approve as presented a three-year purchase agreement with PATH Education Inc., whose registered office is located in Greenwood Village, Colorado, to implement the “Pathify” software and server tool to replace our current student/staff portal (Hub), at total cost of \$126,614.00 over the three-year period.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Payment for Contractual Services by Brilliant Design Works of Charlotte, North Carolina, Associated with the Early Childhood Access Consortium Grant for Equity Opportunity.

Trustees heard a recommendation from Dr. Nwosu for the Board to approve payment in the amount of \$99,000 to Mr. Rick Ballentine with Brilliant Design Works of Charlotte, North Carolina, for the creation of video educational material and subsequent online hosting over a three-year period to bolster the Early Childhood Education Consortium Curriculum. He said this work followed the College’s receipt of the Early Childhood Access Consortium Grant in the amount of \$696,605.68 from ICCB which the Board accepted in June 2022. Trustees were provided the original budget for this grant, the budget narrative for this service and the invoice from Brilliant Design Works.

Dr. Nwosu reported that despite the initial Board approval embedded in the grant with a generic reference to the contractual services, the expense specific to the proposed work and pricing by Brilliant Design Works should have undergone a separate Board approval process. He noted that, regrettably, due to an oversight from the grant's Principal Investigator, this crucial step was omitted, leading to the approval of a partial payment of \$66,000 in August 2023 for two years of service. He said this oversight was discovered in December 2023 when the vendor sought payment for the third and final year of service. Since that time, the administration has been corresponding with Mr. Balentine to confirm all work has been completed and that the administrative access to the website be transferred to the College. Thus, prior to the administration issuing final payment to this vendor in the amount of \$33,000, we are seeking Board approval of the entire service amount of \$99,000.

Please note that a formal bid was not necessary due to Board Policy 10.22 (4.A.).

Trustee Walk moved and Trustee Curtis seconded to approve as presented payment of \$99,000 to Mr. Rick Ballentine with Brilliant Design Works of Charlotte, North Carolina, for the creation of video educational material and subsequent online hosting over a three-year period to bolster the Early Childhood Education Consortium Curriculum, facilitating the outstanding

balance of \$33,000 to the vendor Brilliant Design Works for work that began in 2022. This approval is contingent upon Mr. Balentine ensuring the administrative access/ownership to the website be transferred to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

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

Trustees heard a recommendation from Dr. Nwosu to award the 2024 Lake Land College Full-Time Faculty Award to Mr. Matt Landrus, English Instructor. Trustees were provided a copy of the nomination letter that highlighted the basis for this nomination and will be submitted to ICCTA in consideration of their state-level award for the Full-Time Faculty Award category.

Dr. Nwosu said upon approval by the Board for this award, Mr. Landrus will be honored as part of the May 2024 Commencement ceremony.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the naming of Mr. Matt Landrus, English Instructor, for the College's 2024 Full-Time Faculty Award and nominate Mr. Landrus to ICCTA for consideration of their state-level award in this category.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Closed Session

7:16 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) and (3) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss the selection of a person to fill the Board seat vacancy.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Return to Open Session - Roll Call

8:14 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis, Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Ms. Denise Walk and Mr. Thomas Wright.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Candidate to Fill Board Vacancy as Discussed in Closed Session.

Chairman Cadwell said three individuals, Mr. Larry Lilly, Mattoon, Mr. Curtis Garrard, Effingham, and Mr. Scott Wilson, Charleston, submitted materials in consideration of the vacancy created by the resignation of former Trustee Mike Sullivan. He said the Board interviewed all three applicants during closed session.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented Mr. Larry D. Lilly of Mattoon, Illinois, to serve as Trustee for the unexpired term of Mike Sullivan until the next consolidated general election to be held in April of 2025. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

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 Walk motioned and Trustee Reynolds seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the appointment of a full-time faculty member

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

Cohan, Ben	1/26/24-12/31/24 Intermittent
Kakara, Suzanne	2/26/24-8/25/24 Intermittent
Sims, Kyle	1/26/24-2/13/24
Shoot, James	2/27/24-8/19/24 Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Estacio, Estiven	Basketball Scorers/Timers	2/13/24
Zimmerle, Jerad	Primary Position Print Shop Technician Ast	2/16/24
	Adj Faculty Social Science Div Substitute	
	Primary Position Adj Faculty Business	
Part-time - Grant Funded		
Palmer, Jessie	Remediation Specialist	2/14/24
	Primary Position Physical Therapist Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Walker, Racheal	Simulation Lab Nurse	4/1/24
Part-time		
Brummer, Madilyn	Newspaper Editor - Student Newspaper	2/12/24
Ferris, Sara	Community Learning Instructor	2/29/24
Haarman, Neal	IDOT Quality Mgt Training Program Specialist	2/12/24
Morris, Rodney	Technical Support Asst - Information Security	2/29/24
Upton, Joseph	Lab Student Assistant	2/5/24
Part-time Grant Funded		
Swinkunas, Chris	Perkins Student Worker	2/19/24
College Work Study		
Otis, Rebekah	College Work-Study	2/27/24
Stanley, Eric	College Work-Study	2/28/24

Terminations/Resignations

The following employees are terminating employment

Position	Effective Date
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Full-time

Alford, Murray	Correctional Commercial Cooking Instructor	2/29/24
Arndt, Serenna	Associate Dean of Correctional Programs	2/2/24
Hampton, Tanya	Correctional Cosmetology Instructor	2/15/24
Nelson, Nic	Dir Fitness Center/Head Softball Coach	3/06/24
Pender, Diane	Correctional Office Assistant	1/31/24
Pickering, Ashley	Correctional Office Assistant	2/22/24

Part-time

Adams, Molly	Agriculture Education Intern	6/16/23
Cable, Elizabeth	Agriculture Education Intern	6/16/23
Claycomb, Taylor	Agriculture Education Intern	6/15/23
Douglas, Christina	Agriculture Education Intern	6/16/23
Dowers, Camden	Agriculture Education Intern	6/16/23
Haarman, Neal	IDOT Quality Mgt Training Program Specialist	2/8/24
Harris, Gracelyn	Agriculture Education Intern	6/16/23
Horstmeyer, Paige	Agriculture Education Intern	6/16/23
Pierson, Kadie	Agriculture Education Intern	6/16/23
Radke, Olivia	Agriculture Education Intern	6/16/23
Reed, Jenna	Library Assistant	2/1/24
Roan, Amber	Newspaper Editor - Student Newspaper	12/6/23
Sapp, Jordan	Fitness Center Specialist	7/26/23
Sullivan, Fay	Lake Land College Trustee	2/13/24
Taylor, Tiffany	Perkins Student Worker	11/9/23
Tomer, Gabriel	Digital Media Specialist	2/29/24
Wolfe, Emily	College Work-Study	1/18/2024

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenured Track		
Smith, Logan	Dental Hygiene Instructor Transferring from Allied Health Den Cln Hrly	8/16/24
Full-time		
Strader, Wyatt	Technical Support Specialist Transferring from Technical Support Assistant	3/18/24
Full-time - Grant Funded		
Fatheree, Dustyn	Director of Adult Education Transferring from Student Life Specialist	3/25/24
Jones, Rashawn	Associate Dean of Correctional Programs Transferring from Corr Career Tech - Lincoln	2/19/24
McKenzie, Michelle	Curriculum Development Manager Transferring from Associate Dean-Taylorville	3/4/24

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Other Business. (Non-action)

Chair Cadwell asked what the College was doing in regards to addressing AI. Dr. Bullock said that development of a task force is currently underway for this issue.

There was no further discussion.

Adjournment.

Trustee Storm moved and Trustee Walk seconded to adjourn the meeting at 8:18 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/