

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



Regular Board Meeting No. 652
Webb Hall, Room 081, Mattoon, IL
April 12, 2021

Minutes

Call to Order.

Chair Reynolds called the April 12, 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. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Dudit.

Trustees Absent: None.

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; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Special Assistant to the President, and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of March 8, 2021, Regular Meeting.
2. Approval of Minutes of March 8, 2021, Closed Session.

3. Approval of Agenda of April 12, 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	\$	179,327.05
Building Fund	\$	61,827.80
Site & Construction Fund	\$	197,556.73
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	36,372.14
Restricted Purposes Fund	\$	420,034.49
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	26,964.93
Student Accts Receivables	\$	209,947.00
Total	\$	1,132,630.14

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 October 14, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said ICCTA is awaiting additional news regarding the state's FY 2022 budget for community colleges. He is hopeful more information will be available in early May.

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

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee met recently and had a productive discussion on the following items:

- An update provided by Mr. Mark Niemerg, Farm Manager, on the College's farm. Trustee Cadwell noted a request by Mr. Niemerg that the Board consult with the College's Farm Manager prior to approving any construction project on the perimeter of the campus grounds that could affect farming conditions.
- An Infrastructure and Energy Assessment Report provided by staff with the CTS Group of St. Louis, Missouri, highlighting realized energy savings and infrastructure services for the College since 2007.
- A proposed project with CTS Group to provide a backup generator for the Foundation and Alumni Center (FAC) and the Board and Administration Center (BAC). Trustee Cadwell said he would comment on the Committee's recommendation when this is discussed later in the agenda.

Foundation.

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

- Over \$250,000 in Foundation scholarships were awarded to 164 students during our first scholarship cycle, with over 700 students completing a scholarship application. We will have another application/awarding cycle the month of August.
- Our Employee Giving Campaign will kick off later this month and run the month of May. During this campaign we will be partnering with department/division leaders and encouraging employees of Lake Land College to participate in a one-time gift and/or ongoing payroll deductions.
- The final Foundation appeal for this fiscal year will launch in early May. With over \$750,000 in donations for the year, we are still on track to reach our annual fundraising goal of \$1 million.

Student Report.

Student Trustee Lucas Dudit reported that the Student Government Association recently held a successful election for sophomore delegates and a new student trustee. He said a great group of students were chosen and will do a wonderful job representing the College.

President's Report.

Dr. Bullock said:

- The College summer hours of operation begin the week of May 17th.
- In March 2021, we received \$43,522.09 from the Illinois Department of Corrections (IDOC) toward the FY2021 outstanding balances. A total of \$4,257,345.45 remains outstanding from IDOC.
- We received \$56,710.35 in payments for FY 2021 invoices from the Illinois Department of Juvenile Justice (IDJJ) in March. A total of \$217,030.82 remains outstanding.
- In March, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$669,349.14 and equalization of just over \$1 million. For FY 2021, \$1.6 million remains outstanding for credit hour reimbursement and \$1.6 million for equalization.
- The College received property tax payments totaling just over \$68,286.93 in March.
- Congratulations to Coach Dave Johnson and the Laker Women's Basketball team for winning the Region 24 tournament this past weekend and being seeded number 2 in the NJCAA Division II Women's Basketball Championship tournament. The tournament will take place April 20-24 at Catawba Valley Community College in Hickory, NC.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Joe Fearday, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending March 31, 2021.

Acknowledgement of Community College Month.

Chair Reynolds highlighted the declaration of April 2021 as national Community College Month. She said this is a great opportunity to recognize the vital role Lake Land College plays in our community and in the state. She also read Governor Pritzker's recent proclamation declaring April 2021 as Illinois Community College Month.

Spring 2021 Commencement.

Ms. Valerie Lynch, Interim Vice President for Student Services, invited Trustees to participate in the Spring 2021 Commencement celebrations on Friday, May 14th that will include a parade to begin at 3 p.m. and a virtual ceremony at 7:30 p.m.

Faculty Focus on Advancing Student Success – Development of Transitional Math.

Ms. Bambi Jones and Ms. Sarah Harley, Mathematics Instructors, presented on the College's development of Transitional Math and their roles as liaisons to area high schools to help more high school graduates be prepared to enter college-level math courses.

Phi Theta Kappa All-Illinois/All-USA Academic Team Nominees.

Ms. Lynch announced that three students, Mr. Lucas Dudit of Pana, Mr. Steve Elam of Mattoon, and Ms. Sara Maxey of Martinsville, were nominated and recognized as members of the All-Illinois Community College Academic Team.

Trustees learned that Student Trustee Dudit was selected as a Gold Scholar on Coca-Cola's 2020 Academic Team. Only 50 students from across the country received this designation. Mr. Dudit will receive a \$1,500 scholarship from the Coca-Cola Scholar's Foundation and be recognized at the PTK Catalyst Annual Convention being held virtually this year.

Ms. Lynch and Chair Reynolds congratulated Student Trustee Dudit and these PTK students for their outstanding achievements!

Curriculum Committee Update.

Mr. Jon Althaus, Vice President for Academic Services, presented highlights on activities by the Curriculum Committee from October 2020 to February 2021.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Annual Organizational Meeting scheduled for April 29, 2021, Commencement scheduled for May 14, 2021, a 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 05.04.15- *Absence Due to Inclement Weather.*

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

Trustee Storm moved and Trustee Curtis seconded to approve as presented revisions to Board Policy 05.04.15 – *Absence Due to Inclement Weather*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of February 2021 Financial Statements.

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

Trustee Walk moved and Trustee Sullivan seconded to approve as presented the February 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Honorable Dismissal Notice and Authorization for Reemployment Upon Continuation of Grant-Funded Programs.

Trustees reviewed a memorandum request from Ms. Dustha Wahls, Director of Human Resources, and heard a concurring recommendation from Dr. Bullock that the Board approve sending honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College assigned to the following IDOC grant-funded programs:

- Kewanee Life Skills Re-Entry Center
- East Moline Correctional Center
- Shawnee Correctional Center
- Vienna Correctional Center

Ms. Wahls and Dr. Bullock also requested authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants programs. Dr. Bullock noted there are no faculty for whom this provision would apply. He said that although

this is a practice we regret having to enact, the administration feels it is in the College's best interest in the event the anticipated grant funds are not received.

Trustee Cadwell moved and Trustee Wright seconded to approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College assigned to the following IDOC grant-funded programs:

- Kewanee Life Skills Re-Entry Center
- East Moline Correctional Center
- Shawnee Correctional Center
- Vienna Correctional Center

Additionally, grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grant 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 Duduit voted yes.

Absent: None.

Motion carried.

Certification of Student Trustee and Sophomore Student Government Association Election Results.

Trustees heard a request from Ms. Valerie Lynch to accept the above-referenced election results and seat the newly elected student trustee.

Trustee Storm moved and Trustee Curtis seconded to certify as presented the 2021 winners of the sophomore SGA delegates election, the student trustee election and seat Ms. Katherine (Katie) Greuel as the 2021-2022 student trustee effective April 15, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Chair Reynolds thanked outgoing Student Trustee Duduit for his outstanding service in representing the Lake Land College student body this past year.

Approval of Property, Casualty, and Liability Insurance Renewal.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the property, casualty and liability insurance bid submitted by Employers Mutual Casualty (EMC), in the amount of \$153,473, for the coverage period April 15, 2021 through April 15, 2022. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant, solicited bids from several providers, with four quotes being received and EMC provided the lowest bid. Trustees learned the proposed bid from EMC represents an increase of \$7,092 or 4.84% in costs for the current policy year that expires April 15, 2021

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the property, casualty and liability insurance bid from Employers Mutual Company (EMC), in the amount of \$153,473 for the upcoming policy year April 15, 2021, through April 15, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Gift-in-kind Donation from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of a disc golf basket valued at \$500 from the Lake Land College Foundation.

Trustee Sullivan moved and Trustee Storm seconded to accept as presented the gift-in-kind donation of a disc golf basket valued at \$500 from the Lake Land College Foundation. Chair Reynolds expressed the Board's appreciation to the Coles County Disc Golf Club for originally making this generous donation to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Academic Calendars for 2022-2023 and 2023-2024.

Trustees reviewed a recommendation from Ms. Lynch, on behalf of the Academic and Enrollment Calendar Committee, regarding recommended academic calendars for 2022-2023 and 2023-2024. Trustees also reviewed details of the draft calendars. Ms. Lynch reported the recommended calendars comply with requirements established in relevant College Board

Policies, the Illinois Community College Board, and the Agreement between the Lake Land College Faculty Association and the Board of Trustees

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the academic calendars for 2022-2023 and 2023-2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Transition to First Mid Bank & Trust of Mattoon for College Credit Card Vendor Servicing.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the transition of the College Credit Card Vendor Servicing from Fifth Third Bank to First Mid Bank and Trust of Mattoon. Mr. Nuxoll reported the transition to First Mid Bank and Trust will consolidate all of our banking related activities under one organization and that the Card services provided by First Mid Bank & Trust include robust reporting capabilities that will allow us to better automate the credit card transaction process for over 100 cardholders in the future. Trustees learned that this transition will provide enhanced security features that will aid the College in preventing any fraudulent charges. Trustees also learned that services for our current provider, Fifth Third, are no longer available locally within the district.

Trustee Curtis moved and Trustee Walk seconded to approve the transition of the College Credit Card Vendor Servicing from Fifth Third Bank to First Mid Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Approval of Project for Backup Generator and Related Installation for the Foundation and Alumni Center and the Board and Administration Center.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced project. Trustees learned:

- The Foundation and Alumni Center and the Board and Administration Center are currently not connected to any backup source, and all campus buildings should have emergency power backup.

- As an addendum to our pre-existing energy savings contract, the College used CTS Group of St. Louis, Missouri, to lead the project in areas of cost estimating, bid administration, engineering and design, which are all professional services. After CTS prepared and received bids for the entirety of the project, the anticipated total project cost for installation of the backup diesel generator and related concrete work is \$126,024.
- The project proposal includes related installation costs, including placement of nine concrete filled, black painted bollards to cover and protect the geothermal caps located near the proposed installation area.

Trustee Cadwell, Buildings and Site Committee Chair, said the Committee has reviewed and discussed in-depth this recommendation. He said the Committee’s consensus was to recommend to the Board approval of the proposed project as presented.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented a proposed project with the CTS Group of St. Louis, Missouri, to allow the College to move forward in providing emergency backup power to the Foundation and Alumni Center and the Board and Administration Center at an estimated cost of \$126,024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report.

Trustee Wright motioned and Student Trustee Dudit seconded to approve as presented the standard Human Resources Report.

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

Pender, Diane	2/9/21-2/28/21
Weilmuenster, Diane	2/4/21-3/15/21

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Burton, Jack	Human Resources Assistant	3/19/21
	Primary Position-Tutor	
Clark, Macy	Covid-19 Checkpoint Screener	3/22/21

Denning, Haili	Primary Position-Bookstore Rush worker Head Cheer Coach Primary Position- Allied Health BNA Adjunct	3/11/21
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Part-time - Grant Funded Dowds, Kayla	Tutor-Student Carl Perkins	2/22/21
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Primary Position-Tutor
 End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time Burton, Jack	Tutor-Student Community Education, Tutor-Disability Services - Student, Tutor-Student Carl Perkins	3/18/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time Aitken, Brittany	Community Outreach Coordinator	4/19/21
Coartney, Blake	Groundskeeper	4/26/21
Homann, Ashley	Administrative Assistant Allied Health-Dental	4/12/21

Part-time

Bartley, Ashley	Athletic Trainer Extender	3/16/21
Hunt, Hannah	Navigator Sales Assistant	2/24/21
	Newspaper Editor - Student Newspaper	2/24/21
Smith, Molly	Admissions and Records Data Entry Assistant	3/29/21
Stokes, Samantha	Newspaper Editor - Student Newspaper	2/24/21
Taylor, Shayla	Newspaper Editor - Student Newspaper	2/24/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time Fennelly, John	Correctional Custodial Maintenance Instructor	4/2/21
Harrington, Elizabeth	Adm Asst to Dean of Correctional Prog	4/2/21
Ingmire, Randall	Associate Dean of Correctional Programs	3/5/21
Kremer, Monica	Community Outreach Coordinator	3/19/21
Lanthrum, Dennis	Correctional Commercial Cooking Instructor	3/5/21
McCullum, William	Associate Dean of Correctional Programs	3/31/21
Simmons, Eric	Correctional Auto Body Instructor	3/26/21
Spence, Latrina	Correctional Cosmetology Instructor	4/2/21
Weber, Jeffrey	Correctional Career Technology Instructor	3/15/21
Weilmuenster, Diane	Correctional Office Assistant	4/5/21

Part-time

Arndt, Toni	Adjunct Faculty Technology Division	3/8/20
Hetland, Cherie	Financial Aid Outreach Coordinator	3/12/21
Lee, Christina	Adjunct DOC College Funded Instructor	3/9/21
Lucht, Hailey	Covid-19 Checkpoint Screener	3/22/21
Martinez Montes de Oca, Yesica	Tutor - Bachelor's Community Ed	8/23/20
McCarter, David	Adjunct DOC College Funded Instructor	3/8/20
O'Connor, Margaret	Adjunct DOC College Funded Instructor	3/8/21
Phillips, Clark	Adjunct DOC College Funded Instructor	3/8/20
Saril, Hannah	College Work Study - Adult Education	2/25/21
Sharp, Kennedy	Student Success Coach Trio Dest College	4/2/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Hedges, Jennifer	Director of Financial Aid and Veteran Services Transferring from Financial Aid Loan Specialist	4/19/21

Part-time

Burton, Jack	Human Resources Assistant	3/30/21
Gillespie, Alex	Adjunct Faculty Social Science Division	3/31/21

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:07 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/ Doris Reynolds
Board Chair

/s/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/