

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



Regular Board Meeting No. 700
Board and Administration Center, Room 011
Mattoon, IL
April 14, 2025

Minutes

Call to Order.

Chair Cadwell called the April 14, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Chair Cadwell announced that Mr. Kevin Curtis is completing a six-year term as a trustee and that Mr. Dave Storm is completing two six-year terms as a trustee. Chair Cadwell thanked them for their dedicated service to the College and presented each of them with a plaque recognizing their respective years of service.

Roll Call.

Trustees Physically Present:

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

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; Mr. John Woodruff, Vice President for Business 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 March 10, 2025, Regular Meeting.
2. Approval of Agenda of April 14, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	266,047.20
Building Fund	\$	98,690.76
Site & Construction Fund	\$	1,510,382.56
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	123,956.63
Restricted Purposes Fund	\$	136,539.16
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	17,133.52
Student Accts Receivables	\$	144,210.76
Total	\$	2,296,960.59

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 October 9, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that both chambers are on spring break this week but will start up again next week. She said several bills are being moved through both the house and the senate. Committee deadline is May 9 and ICCTA lobby day is May 7.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on April 10, 2025, and there will be items discussed later in the agenda.

Finance.

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

Buildings & Site.

Trustee Curtis said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- We're thrilled to share that over \$448,400 in Foundation scholarships was awarded to 354 current and incoming students during our first round of 2025-2026 scholarships. This is a 21% increase from what was awarded in the Spring of last year. Applications for the second cycle will reopen June 1 – August 31.
- The Employee Giving Campaign kicks off this month with a Popsicles on the Patio event on April 22. All employees are encouraged to participate, whether it's a 1-time donation or ongoing through payroll deduction. Employees can support any area of their choice.
- Foundation board members will be touring WLKL following the next quarterly board meeting on April 22.
- We're excited to partner with the LLC Book Store again this year for graduation. Graduates will receive Lake Land College Foundation & Alumni tote bags and a congratulatory card during the week they pick up their caps and gowns.

Student Report

Ms. Abbie Kelly, Student Trustee, said on Wednesday, our Student Government Association had a great experience at Advocacy Day in Springfield. Students met with Representatives Brad Halbrook

and Adam Niemerg and left informational materials with the offices of Blaine Wilhour and Chapin Rose. She said discussions focused on the importance of funding and wraparound services for students. While in Springfield, she said students also met with representatives from the Illinois Community College Board (ICCB), who shared valuable degree information. She was excited to share that we have another Lake Land College student serving as the ICCB student representative again this year, Allison Meese. She said that last year, that role was held by Aubrey Hebenstreit, who is now interning with the ICCB. Students had the opportunity to meet with Aubrey and receive a tour of the ICCB building. Looking ahead, our Student Recognition Banquet will take place on April 30 at 6:00 p.m. in the Field House, and all are invited to attend. She said coming up the week of April 14 marks Lake Land's first-ever Student Employee Week, hosted by Career Services with support from Student Life and other campus departments. Student employees will enjoy lunch with Louie, professional headshots, career development resources, and access to a VIP coffee station. Congratulations to Noella Kasara, who was selected for the Student Worker Scholarship after being nominated by her supervisor!

President's Report.

Dr. Bullock gave the following updates:

- The College received \$809,335 in March from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.2 million remains outstanding with IDOC.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in March for the FY 2025 outstanding balance. A total of \$74,391 remains outstanding with IDJJ.
- In March, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$1.4 million in credit hour reimbursement and \$1.7 million in equalization remains outstanding.
- The College received no property tax payments in March.
- The College's summer hours of operation will begin on Friday, May 23, 2025, through Friday, August 15, 2025

Business - Non-action Items.

Presentation of the Business Partnership Award to Sarah Bush Lincoln.

Chair Cadwell said the Board recently approved the naming of Sarah Bush Lincoln for the College's Business Partnership Award. He said that representatives from Sarah Bush Lincoln will be attending an event later this month to receive this award.

Quarterly Investment Report.

Ms. Briana Whitley from SC3F Wealth Management Group (formerly Wells Fargo Advisors) presented during the meeting and summarized key data in the Quarterly Investment Report for the period ending March 31, 2025. Each trustee received a copy of the report.

Acknowledgement of Community College Month.

Chair Cadwell provided a statement on behalf of the Board of Trustees regarding national Community College Month this April and Governor Pritzker's recent proclamation for the state's acknowledgement. The Governor's proclamation was included in the Board Book and highlighted the valuable role community colleges provide in Illinois.

Faculty Focus on Advancing Student Success – Higher Learning Commission (HLC) Assurance Argument and the College's Preparation for the Upcoming HLC Reaccreditation Site Visit (Part 2).

Ms. Sarah Hill, Librarian and Director of Library Services, and Ms. Emily Ramage, Dean of Academic Operations, provided additional training for Trustees in preparation of the April 28-29, 2025 HLC Reaccreditation Site Visit.

Annual Farm Report.

Mr. Christian Kessler, Agronomy Instructor/Farm Manager, highlighted the 2024 Farm Report which was included in the Board Book.

Monthly Data Point Discussion – Tutoring Center Supporting Student Success.

Ms. Lisa Cole, Director of Data Analytics, highlighted how the Tutoring Center supports student success.

Updates from Student Life.

Ms. Lisa Shumard-Shelton, Director of Student Life, along with several students, provided updates on activities within the Student Life department.

Phi Theta Kappa All-Illinois Academic Team Nominees.

Ms. Jean Anne Highland, Chief of Staff, announced that three students, Kyra Hazelton, Aubrey Hebenstreit, and Angela Shaw were nominated and recognized as members of the All-Illinois Community College Academic Team. She said Ms. Hazelton and Ms. Hebenstreit are transfer student nominees and Ms. Shaw is a CTE nominee. Trustees received a memo highlighting the basis for each of their nominations.

Spring 2025 Commencement.

Dr. Bullock invited Trustees to participate in the Spring 2025 Commencement ceremony at 6:00 p.m. on Friday, May 16, 2025, in the Field House.

Curriculum Committee Update.

Dr. Nwosu presented an update on activities by the Curriculum Committee from October 2024 to March 2025.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the special board meeting set for April 24, 2025, to conduct the annual organization meeting and hold a retreat for strategic discussions and effective board governance training. Dr. Bullock also reminded Trustees about the HLC Site Visit on April 28-29, 2025, the May 16, 2025, Commencement ceremony with a pizza party before at 4 p.m. and the ETC Grand Opening Event to be held on July 30, 2025, from 3 p.m. to 7 p.m. with a dedication ceremony at 5:30 p.m.

Action Items.

Acceptance of February 2025 Financial Statements.

Trustees reviewed the February 2025 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the February 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

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

Trustees heard a request from Ms. Highland to accept the above-referenced election results and seat the newly elected student trustee, Mr. Jay Blieler of Mattoon, IL.

Trustee Reynolds moved and Trustee Curtis seconded to certify as presented the 2025 winners of the sophomore SGA delegates election, the student trustee election, and seat Mr. Jay Bliler as the 2025-2026 student trustee effective April 15, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Three Student Clubs:

- **Psychology Club.**
- **Motorsports and Fabrication Club.**
- **Creative Arts Club.**

Ms. Highland presented a recommendation for the Board to approve the constitutions to establish three new student clubs: the Psychology Club, the Motorsports and Fabrication Club, and the Creative Arts Club. Trustees received a memorandum highlighting the purpose and the constitution for each club. Ms. Highland said each of the three proposed new clubs meets the requirements of club status and have been approved by the Student Government Association. She also said all three clubs would be open to any current Lake Land College students who wish to join. Trustees learned that some of these news clubs are actually combinations of two or more existing clubs that will be pooling their resources in forming the new clubs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the Constitution for three new student clubs, including the Psychology Club, the Motorsports and Fabrication Club, and the Creative Arts Club.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Continued Employment of Grant Funded Employees.

Trustees heard a request from Mr. Woodruff that the Board approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. He said this request is based on the uncertain status of the federal and state financial conditions supporting various grants.

Trustees learned there are no faculty for whom this provision would apply. Mr. Woodruff 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 Curtis moved and Trustee Wright seconded to approve as presented the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for the various grant programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Revised Academic Calendars

Trustees heard a presentation from Dr. Nwosu, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve revised academic calendars for 2025-2026 and 2026-2027. Trustees reviewed a memo from Dr. Nwosu reporting that he is also seeking Board approval for the 2027-2028 academic calendar.

Dr. Nwosu highlighted the needed corrections for the 2025-2026 and 2026-2027 academic calendar years. He also 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 Lilly moved and Trustee Curtis seconded to approve as presented the corrections to the revised academic calendars for 2025-2026 and 2026-2027 and approve the proposed academic calendar for 2027-2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.04.14 - *Leave of Absence Without Pay.*

President Bullock presented a request for the Board to approve revisions to Board Policy 05.04.14 - *Leave of Absence Without Pay*. Trustees received details of the proposed revisions. He reported that updates provide clarity around the employee requirements to request an absence without pay and place more responsibility on employees to explain the reason(s) the absence is necessary, time commitments related to the initial submission, as well as parameters for requesting an extension. Dr. Bullock said the revisions also clarify the employee's benefit cost ownership while on discretionary leave.

Dr. Bullock said we submitted this recommendation as first reading during the March 2025 regular Board meeting, and since that time, we have received no requests for additional changes.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the proposed revisions to Board Policy 05.04.14 – *Leave of Absence Without Pay*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policy 05.15 - *Part-time Pay, Stipends, and Substitute Pay.*

Trustees heard a recommendation from Mr. Woodruff for the Board to approve revisions to Board Policy 05.15 - *Part-time Pay, Stipends, and Substitute Pay*. Trustees received the details of the proposed revisions. Mr. Woodruff reported that the administration would like to clarify the process for annual adjustments to the part-time wage structure via publication of guidelines, and for the Policy to reference how the Human Resources Department will maintain these compensation guidelines. He said with the annual review coming in the near future, he requested that the Board waive first reading and approve these revisions during the April 2025 regular Board meeting.

Trustee Lilly moved and Trustee Curtis seconded to waive first reading and approve as presented the proposed revisions to Board Policy 05.15 – *Part-time Pay, Stipends, and Substitute Pay*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of ICCB Grant(s).

Trustees heard a request from Dr. Nwosu on behalf of Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept a one-year grant for \$104,320 from the Illinois Community College Board (ICCB) Access and Equity in Dual Credit. Trustees received the proposed budget that was submitted to ICCB. Dr. Nwosu reported that this grant program was established to incentivize the enhancement, expansion, and support of dual credit in the state, and that this is the second year the College has received this grant.

Trustee Wright moved and Trustee Curtis seconded to accept as presented a one-year grant for \$104,320 from the Illinois Community College Board (ICCB) Access and Equity in Dual Credit.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Male Mannequin and Supporting Equipment for the Nursing Programs.

Dr. Nwosu presented a recommendation from Ms. Erin Swingler, Division Chair of Allied Health, for the Board to approve the purchase of a Nursing Anne male simulator and supporting equipment, in the total amount of \$47,449.07, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs. Trustees received the detailed quote from this vendor. Dr. Nwosu reported that the Nursing Programs' use of simulated learning experiences is a means of developing critical thinking skills and decision-making abilities to best prepare students for real-world healthcare events. He also noted that student survey data consistently notes simulation as a means of support in completing course and program outcomes.

Dr. Nwosu reported that a bid was not necessary per Board Policy 10.22 (#4.L.), the exclusion for contracts for goods or services economically procurable from only one source, as the Nursing Programs need any new purchased simulators and supportive equipment/software to interface with their current equipment and software with this same vendor.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of a Nursing Anne male simulator and supporting equipment, in the total amount of \$47,449.07, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Child Mannequin and Supporting Equipment for the Nursing Programs.

Dr. Nwosu presented a recommendation from Ms. Madge Shoot, Comptroller, for the Board to approve the purchase of a Junior Simulator (child mannequin) and supporting equipment, in the total amount of \$29,735.76, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs. Trustees received the detailed quote from this vendor.

Dr. Nwosu noted that with Board approval, this purchase will be paid for by utilizing the Pipeline for Advancement of the Healthcare Workforce (PATH) Grant.

Dr. Nwosu reported that a bid was not necessary due to Board Policy 10.22 (#4.F.), the exclusion for contracts for goods or services economically procurable from only one source as the Nursing Programs need any new purchased simulators and supportive equipment/software to interface with their current equipment and software with this same vendor.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a Junior Simulator (child mannequin) and supporting equipment, in the total amount of \$29,735.76, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Bid for Northwest Building Remodel.

Mr. Woodruff presented a recommendation for the Board to approve the bid from Grunloh Construction, Inc. of Effingham, in the total amount of \$1,007,000, for the base bid and alternates 1-8 for construction work related to the Northwest Building Lab renovations. Trustees received a copy of the bid tabulation sheet showing that Grunloh Construction was the sole bidder.

Mr. Woodruff reported the bid is for general contractor related activities, including the removal, construction and/or remodel activities required to have the Northwest classroom labs ready for use by the start of the Fall 2025 semester. He noted how this project is part of the Facility Master Plan and that contained in the bid from Grunloh Construction is a commitment to substantially complete the work within 113 days with the written notice to proceed.

Trustee Lilly moved and Trustee Walk seconded to approve as presented the bid from Grunloh Construction, Inc. of Effingham, in the total amount of \$1,007,000, for the base bid and alternates 1-8 for construction work related to the Northwest Building Lab renovations.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Furniture for Webb Hall.

Mr. Woodruff presented a request for the Board to approve the proposal for the purchase and installation of various furniture items for the remodel of the Testing and Tutoring Center in Webb Hall from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$80,523.84. Trustees received the detailed listing for all furniture items and individual item pricing, with total costs detailed for the various spaces.

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

Trustee Curtis moved and Trustee Wright seconded to approve the proposal for the purchase and installation of new furniture for the Webb Hall Remodel from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$80,523.84.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Bid for ETC Parking Lot Sealing and Striping.

Mr. Woodruff presented a recommendation for the Board to award a bid from Provantage Systems Inc. of St. Charles, Illinois, to refresh the parking lots at the Effingham Technology Center. He said the project is set to be completed before the start of Fall 2025. He said a total of three bids were received from area contractors. Trustees received a memo with a listing of the bid tabulations.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the bid from Provantage Systems Inc., in the total amount of \$49,995 for the ETC Parking Lot Seal & Stripe Project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Appointment or Reappointment of Division Chairs.

Dr. Bullock presented a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to reappointment six division chairs for academic year 2025/2026.

- Mr. Ryan Orrick, Agriculture Division
- Dr. Erin Swingler, Allied Health Division
- Mr. Brian Madlem, Business and Technology Division
- Mr. Ed Thomas, Humanities and Communications Division
- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division

Dr. Bullock said that he concurs with Dr. Nwosu's recommendations and respectfully requested the Board approve the reappointment of six division chairs as presented.

Trustee Reynolds moved and Trustee Cadwell seconded to approve the reappointment of division chairs for academic year 2025/2026 as follows:

- Mr. Ryan Orrick, Agriculture Division

- Dr. Erin Swingler, Allied Health Division
- Mr. Brian Madlem, Business and Technology Division
- Mr. Ed Thomas, Humanities and Communications Division
- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of Gift-in-kind NRA Ammunition Grant.

Trustees heard a recommendation from Dr. Bullock for the Board to accept a one-year, gift-in-kind donation or grant from the 2025 National Rifle Association (NRA) Foundation State Fund. Dr. Bullock reported that the donation consists of 43 flats (430 boxes) of ammunition, which has an approximate value of \$4,514. He said the grant award notice was provided to each trustee and detailed the type of donated ammunition that will be used by the College's Clay Target Shooting Team.

Trustee Wright moved and Trustee Walk seconded to approve as presented a one-year, gift-in-kind donation or grant from the 2025 National Rifle Association (NRA) Foundation State Fund, consisting of 430 boxes of ammunition valued at approximately \$4,514 and to be used by the Lake Land College Clay Target Shooting Team.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of One-Year Renewal for Zoom.

Trustees heard a recommendation from Mr. Woodruff, on behalf of Mr. David Stewart, Chief Information Officer, for the Board to approve a one-year renewal of Zoom services to maintain seamless communication, collaboration, and virtual engagement across our organization. He

said the proposed invoice was included in the Board Book and details the total cost of \$35,776.40 for the period March 13, 2025 through March 12, 2026.

Mr. Woodruff reported that Zoom has been a critical platform for virtual meetings, remote instruction, and hybrid collaboration, especially within our educational and administrative operations. He noted the EDU Site License model allows for up to 268 faculty/staff and up to 17,000 students to have full access to Zoom services, ensuring reliable, institution-wide availability. Additionally, he noted that the Zoom Rooms and Room Connectors are integral for our HyFlex classroom settings.

Mr. Woodruff noted that a bid was not necessary per Board Policy 10.22 (#4.F.).

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented a one-year renewal for Zoom services for faculty, staff and students at a cost of \$35,776.40 for the period March 13, 2025 through March 12, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase for Additional Earthquake Insurance Liability Coverage.

Trustees heard a recommendation from Mr. Woodruff that the Board approve the bid from Ryan Turner Specialty of Charleston, South Carolina as our additional earthquake coverage provider for the upcoming policy year of April 15, 2025 through April 15, 2026 at a cost of \$53,395. Trustees received a copy of the detailed bid quote. He said that with the additional earthquake coverage, the total property, liability, and casualty insurance premiums will be \$356,843, compared to \$290,930 from last year's policy rates.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from Ryan Turner Specialty of Charleston, South Carolina as our additional earthquake coverage provider for the upcoming policy year of April 15, 2025 through April 15, 2026 at a cost of \$53,395.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Trustees heard a request from Mr. Woodruff for the Board to declare as surplus four Flammables Cabinets to be replaced in the Northwest Lab and a twelve-foot Allied Scorer's Table. Mr. Woodruff reported that these items have become obsolete and no longer have value to the College. He said that if the Board declares these items as surplus, then the administration will work to dispose of these items in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Reynolds seconded to declare as surplus four Flammables Cabinets to be replaced in the Northwest Lab and a twelve-foot Allied Scorer's Table and grant authorization to dispose of these items in a manner most beneficial to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Recipients for the Retiree Wall of Fame

Trustees heard a presentation from President Bullock on behalf of the selection committee for this year's Retiree Wall of Fame Award recipients. Trustees reviewed the nominations and the extensive basis for each recommended award recipient. Dr. Bullock said the selection committee recommends the following 2025 award recipients: Mr. John Bennett, Dr. Tina Stovall and Dr. Deb Hutti.

Trustee Reynolds moved and Trustee Curtis seconded to approve the naming of Mr. John Bennett, Dr. Tina Stovall, and Dr. Deb Hutti as the 2025 Retiree Wall of Fame Award recipients.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Resolution to Support Extending the Life of the Jasper Street TIF District for the City of Paris, Illinois.

Dr. Bullock recommended the Board support a 12-year extension for the Jasper Street Tax Increment Finance (TIF) District for the City of Paris. He said this TIF District was established in 2006 with a life of 23 years. Trustees reviewed a map of this TIF District and documents summarizing the numerous benefits and projects associated with this TIF District to date. Dr. Bullock said the City and the Paris Economic Development Corporation (PEDCO) reported having used this TIF for job expansion and support to numerous new business and housing projects, resulting in 2,500 additional jobs over the past 15 years.

Dr. Bullock said that the City and PEDCO also reported they still have commercial and residential redevelopment projects they would like to complete within the TIF District boundaries, and that they are targeting future use of TIF funds to be used to continue to support small local businesses but also address quality of life issues to help keep the younger residents in their city. He said they wish to address the need for new entry-level housing and child care. Thus, they are requesting that all taxing bodies provide a letter of support for their 12-year extension request. Dr. Bullock said they are working with IL Senator Chapin Rose to create the legislation necessary to fulfill the requirements for the introduction of the amendment to the Illinois General Assembly for this extension request.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0425-017 Supporting the Extension of the Jasper Street TIF District for the City of Paris, Illinois. [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, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of New Dean of Instruction Position within Academic Services.

Trustees heard a recommendation from President Bullock and Dr. Ike Nwosu, Vice President for Academic Services, for the creation of a new position within the Academic Services unit – the Dean of Instruction position, with a HAY grade of 17.

Dr. Bullock said that when the administration introduced the FY 2025 Budget to the Board last summer, it included funds for this position, but more time was needed to determine the most effective reporting structure and job duties within the Academic Services unit for this position.

Dr. Nwosu provided Trustees with two handouts detailing the need for the position and how the Academic Services unit will be impacted by an organizational restructuring. He said that the restructuring proposal directly aligns with the College's 2023-2027 Strategic Plan and advances objectives in the Academic Services Master Plan. He noted that the reorganization is designed to:

- Enhance our educational relevance to the region and community.
- Enhance the quality of teaching and learning through strengthened faculty support.
- Strengthen career and technical programming.
- Improve and streamline academic processes and operations.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met on April 10, 2025, for an in-depth review of this recommendation. She said the Committee's consensus was to recommend to the Board approval of the new position of Dean of Instruction as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve the position of Dean of Instruction within the Academic Services unit effective April 14, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Closed Session

7:35 p.m. – Trustee Storm 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 appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:47 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds, Mr. Dave Storm, Ms. Denise Walk, Mr. Thomas Wright, Vice-Chair and Student Trustee Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of the Recommendation to Terminate the Employment of a Support Staff Member.

Trustee Reynolds moved and Trustee Walk seconded to approve the administration's recommendation to terminate the employment of Ms. Valerie Rubin, a Student Wellness Specialist, effective April 14, 2025. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of the Recommendation to Terminate the Employment of a Correctional Career Technology Instructor.

Trustee Walk moved and Trustee Reynolds seconded to approve the administration's recommendation to terminate the employment of Ms. Diana Winson, a Correctional Career Technology Instructor at the Pinckneyville Correctional Center, effective April 14, 2025. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

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

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

Davis, Kim

3/11/25-3/27/25

The following positions have been recommended by the Lake Land College President’s Cabinet

Dean of Instruction Level 17

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Gaines, Charles	Student Assistance Specialist Primary Position High School Intern	3/25/25
Harris, La Tasha	Adjunct Faculty Social Science Division Sub Primary Position Education Specialist	3/18/25
Roach, Ethan	Web Developer Primary Position College Work-Study	3/7/25
Part-time - Grant Funded		
Meese, Allison	Agriculture Education Intern	5/12/25

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Hoene, Gage	Print Shop Technician Assistant	1/31/25
Kasera, Noella	Print Shop Technician Assistant	12/24/24
Rincon Rojas, Jean	Print Shop Technician Assistant	12/24/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Rabe, Karl	Dual Credit Instructor	3/24/25
Full-time		
Robinson, Jeffrey	Custodial Maintenance Instructor	3/17/25
Stuttle, Tamie	Transportation Training Specialist	4/15/25
Part-time		
Christman, Leah	Tutor - Student Learning Assistance Center	3/31/25
Homann, Donna	Community Learning Instructor	5/3/25
Hughes, Adra	Student Assistance Specialist	3/24/25
Kersey, James	Technical Support Assistant - Info Security	3/24/25
McCue, Jill	Sign Language Interpreter	3/27/25
Perez, Katheryn	Fitness Center Specialist	4/2/25
Westendorf, Charles	Technical Support Assistant - Info Security	3/24/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Conley, Eva	Correctional Office Assistant	3/19/25
Ervin, Rachel	Enrollment Specialist	4/10/25
Fournier, Derek	Correctional Construction Occupations Instr	2/28/25
Hawkins, Anna	Correctional Commercial Cooking Instructor	3/31/25
Ninness, Richard	Correctional Warehousing Instructor	4/11/25
Spiller, Kevin	Associate Dean of Correctional Programs	2/28/25
Venatta Catey, Brenda	Application Engineer	2/28/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Ferren, Holly	Financial Aid Loan Specialist	4/21/25
	Transferring from Enrollment Specialist	
Robison, Scott	Police Officer	5/5/25
	Transferring from Part Time Police Officer	
Tariq, Faisal	Manager of the Bookstore	5/12/25
	Transferring from Trio SSS Advisor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Other Business. (Non-action)

Trustee Lilly questioned the need for increased earthquake insurance given the overall value of all of the College's buildings, but he also said that has to be balanced with the increased insurance costs. After Trustees discussed this, there was general consensus that the administration did not need to proceed at this time to consider the purchase of additional earthquake insurance coverage.

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting at 7:53 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/Tom Wright
Board Chair

/s/Larry D. Lilly
Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/