

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



Regular Board Meeting No. 677
Board and Administration Center, Room 011
Mattoon, IL
May 8, 2023

Minutes

Call to Order.

Chair Cadwell called the May 8, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of April 10, 2023, Regular Meeting.
2. Approval of Minutes of April 10, 2023, Closed Session.
3. Approval of Minutes of May 1, 2023, Special Meeting.
4. Approval of Agenda of May 8, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	179,256.42
Building Fund	\$	36,715.84
Site & Construction Fund	\$	24,455.50
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	253,342.69
Restricted Purposes Fund	\$	529,799.21
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	19,172.96
Student Accts Receivables	\$	79,641.57
Total	\$	1,122,884.19

For a summary of trustee travel reimbursement and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>

6. Destruction of Tape Recording of November 8, 2021, Closed Session, and November 4, 2021, Buildings and Site Committee Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk, Committee Chair, had no report at this time.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on May 4, 2023, regarding items which will be discussed later in the agenda.

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

Foundation.

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

- April proved to be an extra exciting month with the final Wayne & Clara Borgic estate gift donation along with the Patterson gift in kind donation. The Patterson donation is the third largest gift in the Foundation's history!
- The April 12 student/donor scholarship luncheon hosted at the Foundation & Alumni Center was a huge success. Thanks so much for attending and for all of your support!
- The Foundation's spring mailed appeal was sent to over 6,000 prospects in April. May kicks off the LLC employee giving campaign. The Foundation hosted a table on May 1 at the Cinco de Mayo Employee Event to share donation options and ways to sign up.

Student Report.

Ms. Jacqueline Schertz, Student Trustee, said since the April 10 meeting Student Government has been quite busy with the transition to our newly elected officers. On April 12 Student government held a retreat where they elected new officers and became acquainted with the new members. Earlier that day the Student Life activity was titled "Donuts and Good Vibes" where students were able to enjoy themselves in Laker Point with a sweet treat. On Monday April 16 a group of student leaders helped to welcome the Illinois Community College Board of Directors to the Luther Student Center. Through this the students were able to highlight what they have access to and love most about Lake Land. SGA hosted their final blood drive of the year on April 20. On April 26 Student Government met with President Bullock and discussed five major priorities that SGA had brought to the table including: student engagement, class scheduling, class cancelation, transfer issues, and signage issues. After the meeting they took a picture with their green bracelet supporting Advocacy Week and the mental health early action on Campus Act. The SGA wrote letters to local legislatures urging them to provide the necessary funding to implement the act. On campus SGA handed out the green ribbon and bracelets to students. Later that evening they held the Student Recognition Banquet in the Foundation and Alumni Building. During that evening they highlighted the 4.0 recipients, Outstanding Student awards, The Vibe, Student Ambassadors, Student Activity Board, Student Government, and the Navigator News. Most recently SGA helped at the carnival where students were able to enjoy a meal, inflatables as well as a dunk tank where some gracious staff took part. Later that day they had their final meeting with sophomores where they were able to congratulate them on their success here at Lake Land and wish them luck on their

future endeavors. There is a new Navigator News in the racks. The Navigator News team attended the Illinois Community College Journalism Association where they had two different students place first, as well as, a few other awards.

President's Report.

- Lake Land received a payment of \$27,027 from the Illinois Department of Juvenile Justice (IDJJ) in April toward the FY 2023 outstanding balance. A total of \$40,886 remains outstanding for IDJJ for FY 2023.
- Lake Land received no payments from the Illinois Department of Corrections (IDOC) in April toward the FY 2023 outstanding balance. A total of \$2.3 million remains outstanding for IDOC for FY 2023.
- In April, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$836,345 and an equalization payment of \$544,608. A total of \$660,450 in credit hour reimbursement and \$1.1 million in equalization remain outstanding for FY 2023.
- The College received no property tax payments in April.
- At the recent annual CNA Conference in Springfield, Lake Land College was one of two institutions recognized for the quality of their program. Recognition was given based off a recent unannounced site visit and their findings. The visiting team was unable to identify any deficiencies in Lake Land's program. Congratulations to Beulah Uphoff, director of the BNA program!
- The new Community College Caucus met in Springfield on May 2. The Caucus is comprised of a bi-partisan group of state legislators supportive of community colleges.

Business Items.

Non-action Items.

Monthly Data Point Discussion – Employee Demographics.

Ms. Lisa Cole, Director of Data Analytics, highlighted demographic data for all of the College's employees.

Faculty Focus on Advancing Student Success – Fulfilling the College's Mission through the Library.

Ms. Sarah Hill, Librarian and Director of Library Services, highlighted how the Library Department fulfills the College's mission and supports student success. She also highlighted the Library's strategic initiative to expand library services for district residents not currently served by a public library via the Lake Land College Library Community Borrowers Card program.

Appointment of Board Committees.

In accordance with Board Policy 02.08 – *Committees of the Board*, Chair Cadwell appointed the following Board committees and Trustee liaisons effective May 9, 2023:

Finance Committee: Dave Storm as Chair, Gary Cadwell as ex-officio, and members Doris Reynolds and Mike Sullivan.

Resource and Development Committee: Doris Reynolds as Chair, Gary Cadwell as ex-officio, and members Kevin Curtis, Denise Walk and Student Trustee Jacqueline Schertz.

Buildings and Site Committee: Kevin Curtis as Chair, Gary Cadwell as ex-officio, and members Dave Storm, Mike Sullivan and Tom Wright.

Decennial Committee: Trustees Gary Cadwell as Chair, Kevin Curtis, Doris Reynolds, Dave Storm, Mike Sullivan, Denise Walk, and Tom Wright; Dr. Josh Bullock as College President, and Mr. Greg Nuxoll and Dr. Valerie Lynch as two residents of the Community College District.

Legislative Liaison to ICCTA: Denise Walk as Representative and Mike Sullivan as Alternate.

Lake Land College Foundation Liaison: Tom Wright.

Navigator News Awards.

Dr. Valerie Lynch, Vice President of Student Services, recognized several student members of the Navigator News staff who won awards from the Illinois Community College Journalism Association (ICCJA). The students were recognized at the annual ICCJA Spring Conference held at the College of DuPage on April 13-14, 2023.

Proposed Revisions to Board Policies.

Dr. Lynch presented proposed revisions to the following Board Policies:

- 06.18.01- *Credit through State Seal of Biliteracy*
- 06.16.01- *Credit for Military Service*
- 07.01.02- *Special Admission and Graduation Requirements.*

Proposed revisions were submitted as first reading and will be brought back to the Board for approval during the June 2023 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Commencement ceremonies on May 12, the Board Retreat set for May 17 and the Foundation Golf Outing on September 29.

Action Items.

Approval of March 2023 Financial Statements.

Trustees reviewed the March 2023 Financial Statements and heard from Mr. Greg Nuxoll, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the March 2023 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Continued Employment of Grant Funded Employees.

Trustees heard a request from Mr. Nuxoll 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. Mr. Nuxoll 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. 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 Reynolds moved and Trustee Curtis 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, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance 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 miscellaneous office equipment, furniture and technology from the Patterson Technology Company at a confidential amount. He said these donated items were part of the purchase agreement with Patterson for the College to purchase the Effingham

facility – now the Lake Land College Effingham Technology Center. Dr. Bullock said the equipment will be used to outfit buildings for Lake Land College’s use and unused items will follow College surplus guidelines.

Trustee Walk moved and Trustee Wright seconded to approve as presented the gift-in-kind donation of miscellaneous office equipment, furniture and technology from the Patterson Technology Company at a confidential amount. The Board expressed appreciation to the leadership at Patterson Technology Center of Effingham for the original 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of 2023-2024 College-Wide Committees.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve the list of proposed FY 2024 College-Wide Standing Committees. Ms. Highland said she respectfully submitted this recommendation per Board Policy 02.09 and following a thorough review of each committee’s prior year accomplishments, provided to each Trustee, validating the on-going need for each committee included on the recommended list.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the list of FY 2024 College-Wide Standing Committees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid for Preventative Maintenance and Air Filter Replacements.

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to award the bid from from Mechanical Inc., doing business as Helm Service, of Champaign, in the amount of \$42,452.91, for the Preventative Maintenance and Air Filter Replacement Project Number 2023-006. The bid tabulation sheet was provided to each trustee and Mr. Nuxoll said this shows Helm Service submitting the lowest of three bids received.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the bid from Mechanical Inc., doing business as Helm Service, of Champaign, in the amount of \$42,452.91, for the Preventative Maintenance and Air Filter Replacement Project Number 2023-006.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Purchase of IT Related Equipment for Server Room.

Trustees heard a recommendation from Mr. Nuxoll and Mr. David Stewart, Chief Information Officer, for the Board to approve a new data center tech refresh project in the amount of \$1,389,410.63 and use the College's FY 2023 and FY 2024 Fund Balance to fund the project. Trustees reviewed a three-tier proposal from Dell Technologies which detailed the tech refresh project and associated costs. The proposed quote was also provided to each trustee.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a new data center tech refresh project in the amount of \$1,389,410.63 and use the College's FY 2023 and FY 2024 Fund Balance to fund the project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Agreement with Dimond Bros. for Insurance Consulting Services.

Trustees heard a recommendation Mr. Nuxoll for the Board to approve the renewal of the insurance consulting contract with Dimond Bros. LLC of Mattoon for consulting services in the areas of risk management services, insurance marketing services, claims management services, account management services and stewardship reporting services. He said the proposed three-year contract renewal is also included in the Board Book. Mr. Nuxoll reported the College's current three-year contract with Dimond Bros. expires June 30, 2023, and Dimond Bros. has offered to enter into another three-year contract with the same annual cost of \$25,000 per year as with the current expiring contract. Mr. Nuxoll also reported they have been a trusted partner in working through insurance matters.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented a three-year, insurance consulting contract renewal with Dimond Bros. LLC of Mattoon, for the period July 1, 2023 through July 1, 2026, in the amount of \$25,000 per year or \$75,000 for the term.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Closed Session

6:50 p.m. – Trustee Sullivan 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 (2), to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to consider collective negotiating matters.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:41 p.m.

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

Trustees Absent: None.

Approval of the Three-Year Contract and Related MOU with the Lake Land College Faculty Association.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the three-year contract for the academic years 2023-2024, 2024-2025 and 2025-2026 with the Lake Land College Faculty Association and related MOU regarding the formation of a Faculty Rank Task Force. This followed discussion on the topic held in closed session.

Approval of Recommendation to Dismiss a Tenured Faculty Member as Discussed in Closed Session.

Trustee Walk moved and Trustee Sullivan seconded to approve Resolution Number 0523-014 authorizing issuance of Notice of Charges and Hearing Rights and Bill of Particulars for Dismissal to Mr. James Munger, a tenured faculty member at the College. This followed discussion on the topic held in closed session. [A full and complete copy of the Resolution is attached to and part of these minutes.]

Approval of 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 Sullivan motioned and Trustee Curtis 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 approval of a general leave of absence request and the appointment of three new instructors.

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

Niemerg, Kellie	8/11/23-11/3/23
Pender, Amber	4/23/23-10/1/23 Intermittent
Pender, Diane	4/28/23-4/28/24 Intermittent

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Taylor, Debra	4/20/23-5/22/23
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The following positions have been recommended by the Lake Land College President’s Cabinet

Facilities Planning Manager	Level 15
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carter, Natashaia	Newspaper Editor - Student Newspaper Primary Position Fitness Center Specialist	4/10/23

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Carpenter, Cassandra	Dual Credit Instructor	4/28/23

Schertz, Jacqueline Lake Land College Student Trustee 4/15/23

Full-time

Dickens-Montgomery, Amanda PATH Grant Project Manager 7/10/23
 Ethridge, Nicole Administrative Asst to Admissions & Records 5/17/23
 Martin, Shelly Community & Professional Programs Coord 5/22/23
 Olarge, Annabelle Correctional Office Assistant 4/19/23
 Scherer, Jacob Correctional Office Assistant 4/19/23
 Wilkinson, Jordan Apprenticeship Coordinator 5/15/23
 Williams, Tiffany Correctional Horticulture Instructor 4/17/23
 Zumwalt, Macie Correctional Office Assistant 4/17/23

Full-time Tenure Track

Kessler, Christian Agronomy Instructor and Farm Manager 8/18/23
 Sumitro, Richard Mathematics Instructor 8/18/23

Part-time

Gillespie, Alex Adjunct Faculty Social Science Division 8/21/23
 Hoene, Brooke Dual Credit Coordinator 4/27/23
 Jones, Cory Dual Credit Coordinator 2/27/23
 Kasera, Noella Bookstore Rush Worker 5/4/23
 Omari, Marjolaine Bookstore Rush Worker 5/4/23
 Tshabu, Espadie Bookstore Rush Worker 5/4/23

Part-time Grant Funded

Adams, Molly Agriculture Education Intern 5/8/23
 Cable, Elizabeth Agriculture Education Intern 5/8/23
 Douglas, Christina Agriculture Education Intern 5/8/23
 Dowers, Camden Agriculture Education Intern 5/8/23
 Horstmeyer, Paige Agriculture Education Intern 5/8/23
 Radke, Olivia Agriculture Education Intern 5/8/23

Work Study

Perkins, Alexandria College Work Study - Stud Success Service 4/18/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bonham, Beau Daniel	Correctional Food Service Instructor	3/31/23
Bowen, Mercury	Communications Engagement Coordinator	5/12/23
McGee, Patrick	Correctional Career Technology Instructor	4/14/23
Passmore, Steven	Correctional Automotive Technology Instructor	4/26/23
Roberts, Michael	Correctional Commercial Cooking Instructor	4/6/23

Part-time

Beltran, Mariah	Trio Destination College Intern	12/8/22
Bond, Katheranne	Admissions and Records Data Entry Assistant	4/28/23
Brock, Reese	Human Resources Assistant	11/9/22
Kelly, Maggie	Lake Land College Student Trustee	4/14/23
Smith, Nicole	Human Resources Assistant	4/20/23

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Gillenwater, Matthew	Programmer Analyst Transferring from Web Programmer	5/15/23
Hunt, Rick	Technical Training Coordinator Transferring from Technical Training Specialist	5/15/23
Wright, Sarah	Business Instr/Coordinator Office Prof-Medical Transferring from Adjunct Faculty Business	8/18/23

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Wright moved and Trustee Walk seconded to adjourn the meeting at 7:46 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/