

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



Regular Board Meeting No. 665
Board and Administration Center, Room 011
Mattoon, IL
May 9, 2022

Minutes

Call to Order.

Chair Sullivan called the May 9, 2022, 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.

Chair Sullivan announced the Board would remove from the agenda action item #11 – Approval of MOU with Lake Land College Custodial Association.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Ms. 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 Walk moved and Trustee Storm seconded to approve the following consent items:

1. Approval of Minutes of April 18, 2022, Regular Meeting.
2. Approval of Minutes of April 18, 2022, Closed Session Meeting.
3. Approval of Agenda of May 9, 2022, Board of Trustees Meeting.

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

The following is a summary by funds:

Education Fund	\$	286,798.94
Building Fund	\$	51,930.28
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	56,243.84
Restricted Purposes Fund	\$	665,000.28
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	244,455.62
Student Accts Receivables	\$	149,375.88
Total	\$	1,453,804.84

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

5. Destruction of Tape Recording of November 9, 2020, 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 Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said that she and several others from the college are looking forward to attending the upcoming ICCTA annual convention in Chicago on June 10 and 11, 2022.

Resource & Development.

Trustee Cadwell, Committee Chair, said the Committee met recently and items will be discussed later in the meeting per the agenda.

Finance.

Trustee Storm, Committee Chair, said the Committee did not meet.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee did not meet.

Foundation.

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

- The Foundation kicked off our FY23 Employee Giving Campaign on May 4th by partnering with Homewood Grill to provide free ice cream to employees! The College Advancement team also visited divisional meetings in April and May to share ways to participate and answer questions.
- A new donor software was approved during the April 25th Foundation Board meeting which was a priority development from the Board retreat last summer. Over the upcoming months, the Foundation team will be working to implement Blackbaud Raiser's Edge NXT. There is a search underway to hire for our Donor Information & Database Coordinator position which is currently vacant.
- Please join us for an Open House celebrating our newest Foundation & Alumni Center and Workforce Development Center on Thursday, June 30, 2022.

Student Report.

Student Trustee Maggie Kelly reported that SGA held a successful blood drive and the Student Recognition Banquet in April. She said the SGA also held a well-attended Spring Carnival on May 4 at which the College Advancement office provided free ice cream.

President's Report.

- Lake Land received a payment of \$1,109,630 in April from the Illinois Department of Corrections (IDOC) and \$73,087 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance. A total of \$359,917 remains outstanding for IDOC and \$38,034 for IDJJ.
- In April, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$947,152 and equalization payments of \$505,251. A balance of \$640,234 remains outstanding for credit hour reimbursement and \$1.0 million for equalization.

- With the passage of the FY 2023 State of Illinois budget, the College received \$318,850 in supplemental funds for FY 2022 credit hour reimbursement and \$192,640 in supplemental funds for FY 2022 equalization funding.
- The College received no property tax payments in April.

Business Items.

Non-action Items.

CTS Energy Savings Update.

Representatives from Veregy, formerly the CTS Group, of St. Louis, Missouri, provided an annual report of the College's realized energy savings resulting from their collaborations with the College.

Faculty Focus on Advancing Student Success – Livestock Judging Team.

Mr. Hayden Wilder, Agriculture Instructor and Judging Team Coach, highlighted multiple accomplishments this past year of the 2021-2022 Livestock Judging Team. Mr. Wilder thanked the trustees for their continued support in order to continue to recruit and support the program.

Appointment of Board Committees.

In accordance with Board Policy 02.08 – *Committees of the Board*, Chair Sullivan appointed the following Board committees and Trustee liaisons effective May 10, 2022:

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

Resource and Development Committee: Gary Cadwell as Chair, Mike Sullivan as ex-officio, and members Kevin Curtis, Doris Reynolds and Student Trustee Maggie Kelly.

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

Legislative Liaison to ICCTA: Denise Walk as Representative and Gary Cadwell as Alternate.

Lake Land College Foundation Liaison: Tom Wright.

Alumni Association Liaison: Mike Sullivan.

Navigator News Awards.

Ms. Valerie Lynch, Vice President for Student Services, recognized several student members of the *Navigator News* staff who won awards from the Illinois Community College Journalism Association (ICCJA). The annual ICCJA Spring Conference was held at Eastern Illinois University on April 8, 2022.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted Spring Commencement on May 13, the Board Retreat on May 19, and the Open House for the Foundation and Alumni Center and the Workforce Development Center on June 30, 2022.

Action Items.

Acceptance of March 2022 Financial Statements.

Trustees reviewed the March 2022 Financial Statements and heard from Mr. Nuxoll, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Reynolds seconded to approve as presented the March 2022 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 Kelly 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. Dr. Bullock 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 Walk 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 03.09 – Quorum of the Board.

Trustees heard a request from President Bullock regarding proposed revisions to the Board Policy 03.09 – *Quorum of the Board*. The proposed Policy revisions were provided to each trustee which clarify that, absent a disaster proclamation by the Governor, the Board will follow the limitations and procedural rules per 5 ILCS 120/7 when a board member requests attendance at a meeting by means other than physical presence (video or audio conference).

Dr. Bullock said this request was submitted as first reading during the April 2022 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Walk moved and Trustee Curtis seconded to approve as presented revisions to Board Policy 03.09 – *Quorum of the Board*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Truck for Snow Plow Work.

Trustees heard a recommendation from Mr. Nuxoll requesting the Board award the bid from Morrow Brothers Ford Inc. of Greenfield, Illinois, in the amount of \$56,008 for the purchase of a new 2022 Ford F450 4x4 Super Cab (X4H) Chassis. Mr. Nuxoll provided each trustee with the bid tabulation sheet detailing Morrow Brothers as the sole bidder. He said that if the Board approves this bid, the truck will be properly outfitted to become the College's newest snowplow.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Morrow Brothers Ford Inc. of Greenfield, Illinois, in the amount of \$56,008 for the purchase of a new 2022 Ford F450 4x4 Super Cab (X4H) Chassis to be outfitted for snowplow work and utilized for other Physical Plant needs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Webb Hall Chiller #2 Repair.

Trustees heard a recommendation from Mr. Nuxoll requesting the Board award the bid from ENTEC Services, Inc. of Mattoon, in the amount of \$24,200, for the Web Hall chiller #2 repair project. Mr. Nuxoll provided each trustee with the bid tabulation sheet detailing that ENTEC Services submitted the lowest of four bids received.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from ENTEC Services, Inc. of Mattoon, in the amount of \$24,200, for the Webb Hall chiller #2 repair 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Luther Student Center Chiller #2 Replacement.

Trustees heard a recommendation from Mr. Nuxoll requesting the Board award the bid from Reliable Plumbing & Heating Company of Champaign, in the amount of \$30,910, for the Luther Student Center chiller #2 replacement project. Mr. Nuxoll provided each trustee with the bid tabulation sheet detailing that Reliable Plumbing & Heating Company submitted the lowest of four bids received.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from Reliable Plumbing & Heating Company of Champaign, in the amount of \$30,910, for the Luther Student Center chiller #2 replacement 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of 2022-2023 College-Wide Committees.

Trustees heard a recommendation from President Bullock for the Board to approve the list of proposed FY 2023 College-Wide Standing Committees. President Bullock said he 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 Storm moved and Trustee Reynolds seconded to approve as presented the list of FY 2023 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Base Salary Increase for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to approve a 5% base salary increase for our administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement. Mr. Nuxoll said this increase will help address the current inflationary increases in living expenses and the financial pressures these increases have placed on our employees. He said this proposed increase is also consistent with rates outlined in a proposed MOU with our faculty association, which is detailed in an agenda item below.

Trustee Curtis, Resource and Development Chair, said the Committee met recently to review the proposed base salary increase and the Committee's consensus was to approve this recommendation.

Trustee Curtis moved and Trustee Storm seconded to approve as presented a 5% base salary increase for our administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of MOU with Lake Land College Paraprofessional Association.

Trustees heard a recommendation from Mr. Nuxoll regarding a memorandum of understanding (MOU) with the Lake Land College Paraprofessional Association to provide for specified wage increases and a wage schedule for staff within this bargaining unit. He said the MOU will also

extend the terms of the contract by two years or through June 30, 2025. Mr. Nuxoll said the proposed pay rate increases and updated wage schedule will help address the current inflationary increases in living expenses and the financial pressures these increases have placed on our employees. Mr. Nuxoll said the Association had voted to approve the MOU.

Trustee Curtis, Resource and Development Chair, said the Committee met recently to review the MOU and the Committee's consensus was to approve this recommendation.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the MOU with the Lake Land College Paraprofessional Association, which addresses specific wage rate increases and a wage schedule for staff within this bargaining unit and extends terms of the contract through June 30, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of MOU with Lake Land College Faculty Association.

Trustees heard a recommendation from Mr. Nuxoll regarding a memorandum of understanding (MOU) with the Lake Land College Faculty Association to provide for specified wage increases and salary guidelines for staff within this bargaining unit. He said the proposed pay rate increases and updated salary guidelines will help address the current inflationary increases in living expenses and the financial pressures these increases have placed on our employees. Mr. Jon Althaus, Vice President for Academic Services, also highlighted some of the terms of the MOU and said the Faculty Association had voted to approve the MOU.

Trustee Curtis said the Resource and Development Committee met recently to review the MOU and the Committee's consensus was to approve this recommendation.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the MOU with the Lake Land College Faculty Association, which addresses specific wage rate increases and updated salary guidelines for staff within this bargaining unit.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0522-008 authorizing and providing for an Installment Purchase Agreement for the purpose of financing capital improvements in and for the District and for the issue of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax), of the District, evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

Trustees heard a recommendation from Mr. Nuxoll regarding a debt certificate resolution for the above-reference agenda item. He said this is the first step in a months' long process for the College to secure bonding funds for the capital improvement projects recently shared with the Board of Trustees and Buildings and Site Committee in April 2022. Mr. Nuxoll said this recommended motion is presented in collaboration with PMA Securities, the College's financial advisory firm. He said monthly action items will be brought to the Board each month to finalize all legal actions necessary for the College to issue the debt certificate bonds, ideally by this fall. [A full and complete copy of the Resolution is attached to and part of these minutes.]

Trustee Walk moved and Trustee Cadwell seconded to approve as presented Resolution No. 0522-008 authorizing and providing for an Installment Purchase Agreement for the purpose of financing capital improvements in and for the District and for the issue of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax), of the District, evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Motion carried.

Approval of One-Time FY 2022 Budget Purchases.

Trustees heard a recommendation from Mr. Nuxoll requesting the Board approve four one-time FY 2022 budget purchases. Mr. Nuxoll provided details to each Trustee regarding the need for each of the following:

- Purchase from Dell additional graphic cards to help support specific graphically intense products for the College at a cost of \$37,280.
- Purchase 130 zero clients with Windows 10 IoT version to upgrade the College's zero clients in various labs at a cost of \$52,284.30.
- Purchase new Fitness Center equipment from LifeFitness of Franklin Park, IL, at a net cost of \$72,774.

- Purchase new furniture for multiple campus locations from Office Essentials, a division of Hon, at a cost of \$224,517.

Trustees learned that bids are not required for the above four purchases due to either utilization of a state vendor or the purchase qualifies for the technology exemption per Board Policy 10.22 (4.4).

Trustee Walk moved and Trustee Curtis seconded to approve as presented one-time FY 2022 purchases as follows:

- Purchase from Dell additional graphic cards to help support specific graphically intense products for the College at a cost of \$37,280.
- Purchase 130 zero clients with Windows 10 IoT version to upgrade the College's zero clients in various labs at a cost of \$52,284.30.
- Purchase new Fitness Center equipment from LifeFitness of Franklin Park, IL, at a net cost of \$72,774.
- Purchase new furniture for multiple campus locations from Office Essentials, a division of Hon, at a cost of \$224,517.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Motion carried.

Approval of Real Estate Purchase and Sale Agreement.

Trustees heard a recommendation from President Bullock for the Board to approve the Real Estate Purchase and Sale Agreement, which represents a formal offer to purchase the 30.1 acres of land adjacent to and north of the College's main campus. Dr. Bullock reminded trustees that the administration had discussed the option for purchasing this property with the Board of Trustees during the April 18, 2022, closed session meeting. He said that Mr. Nuxoll has been collaborating with the College's legal counsel to prepare the proposed purchase and sale agreement. He said the agreed-upon purchase price for the property is \$620,000 – the same amount as discussed with the Board in April and the funds will be due and payable to the seller at closing. The legal description for this property is:
PARADISE FARMLAND PT SE1/4 SEC 02 T11N R07E.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented the Real Estate Purchase and Sale Agreement between the College, as purchaser, and Phillips Investment LLC, of Charleston, as seller, for 30.1 acres of land adjacent to and north of the College's main campus, subject to attorney review.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Motion carried.

Closed Session

7:01 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.

Return to Open Session - Roll Call

7:03 p.m.

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

Trustees Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

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 Reynolds motioned and Trustee Walk seconded to approve as presented the standard Human Resources Report. This action followed discussion on the topic held in closed session related only to a general leave of absence request.

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

Arena, Amanda	4/04/22-7/04/22 Continuous & Intermittent
Keller, Sharmista	4/01/22-6/26/22
Madlem, Lisa	5/20/22-10/1/22 Continuous & Intermittent

The following employee is recommended for General Leave of Absence/ Board policy 05.04.14

Cox, Jane	5/28/22-7/25/22
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time - Grant Funded		

Alfauri, Hamza	TRIO Dest Coll Student Specialist	4/22/22
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Totten, Ty	Adjunct Faculty Technology Division	3/31/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Volunteer-unpaid		
Kelly, Maggie	Lake Land College Student Trustee	4/19/22
Full-time		
Carr, Claire	Student Services Specialist III	5/23/22
Perez, Meredith	Administrative Asst to Field House Oper.	5/16/22

Full-time Grant Funded

Helmink, Kathryn	Administrative Asst to Trio Programs	5/23/22
Mather, Sharon	Correctional Career Technology Inst	4/18/22
Smith, Justin	Correctional Construction Occupations Inst	4/25/22
Tarig, Faisal	Outreach Advisor/Mentor Trio DC	5/16/22

Part-time

Hoene, Mariah	Accounting Intern	4/18/22
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Buck, Dennis	Correctional Comm Maintenance Inst	5/04/22
Part-time		
Bryant, Robert	Commercial Driver Training Instructor	5/27/21
Volunteer-unpaid		
Gruell, Katie	Lake Land College Student Trustee	4/18/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Spiller, Kevin	Associate Dean of Correctional Programs	4/18/22

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Storm seconded to adjourn the meeting at 7:06 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/Mike Sullivan
Board Chair

/s/Tom Wright
Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.

https://www.lakelandcollege.edu/col/board_minutes/