

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



Regular Board Meeting No. 641  
Location: Remote Meeting Held via Teleconference  
(As permitted by Governor Pritzker's Executive Orders 2020-07 and 2020-33)  
May 11, 2020

**Minutes**

**Call to Order.**

Chair Reynolds called the May 11, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. The meeting was held remotely via teleconference and as permitted by Governor Pritzker's Executive Orders 2020-33 and 2020-07. Citizens, faculty and staff were invited to join the conference call via dialing instructions posted on the agenda.

**Roll Call.**

**Trustees Participating via Teleconference:** Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk, Mr. Tom Wright and Mr. Lucas Dudit, Student Trustee (joined call at 6:07 p.m.).

**Trustees not Participating in Teleconference:** None.

**Others Participating in Teleconference:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff, community and media.

**Approval of Consent Items.**

Trustee Storm moved and Trustee Walk seconded to approve the following consent items:

1. Approval of Minutes of April 13, 2020, Regular Meeting.
2. Approval of Agenda of May 11, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	211,258.88
Building Fund	\$	73,246.70
Site & Construction Fund	\$	860,673.81
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	9,817.40
Restricted Purposes Fund	\$	529,694.20
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,928.47
Student Accts Receivables	\$	121,158.75
Total	\$	1,826,778.21

For a summary of trustee travel reimbursement and details of bills refer to:  
[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

4. Destruction of Tape Recording of November 12, 2018, Closed Session and November 8, 2018, Resource and Development 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 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 the ICCTA Board met on April 29, 2020, via teleconference. The June annual conference and award dinner has been postponed to a date in September and will be held in Springfield instead of Chicago. The board is scheduled to meet again via teleconference in June.

#### **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 meeting. He also said he fully reviewed the financial statements that will be discussed later in the agenda.

### **Buildings & Site.**

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

### **Foundation.**

Chair Reynolds provided an update on the continuation of the Foundation and Alumni Center construction project on campus and the postponement of summer and fall events due to Covid-19. She updated the board on the virtual spring employee giving campaign which has also raised money to help fund the food pantry. The Foundation has also received funds from the Illinois Board of Higher Education (IBHE) for emergency funding for students.

### **Student Report.**

Student Trustee Dudit provided an update on how students are adapting to the virtual college classrooms. He reported that based on the information shared by members of SGA, Zoom technology has assisted greatly in helping students feel connected to other students and their instructors. SAB, College Clubs and the Navigator News are all adapting to the virtual environment.

### **President's Report.**

In the President's Report, Dr. Bullock highlighted the following items/information:

- The College received one additional payment from the Illinois Department of Corrections in the amount of \$541,610 and no payments for the Illinois Department of Juvenile justice since the April meetings. A total of \$2,583,954 for IDOC and \$220,573 for IDJJ services billed through March remain outstanding.
- The College received no credit hour reimbursement nor equalization grant payments since the April Board meeting. A total of \$974,589 in credit hour reimbursement and \$1,908,295 in equalization remain outstanding.
- Since the April Board meeting the College received \$430,586.26 in MAP funds and \$631,970 in CTE funds from the State of Illinois.

- As of May 11, 2020, Lake Land College has awarded 402 students emergency CARES Act grants totaling \$347,454.48. This represents 24.6% of our eligible students receiving aid thus far. Thank you to Paula Carpenter and the financial aid staff for their work in bringing this program to life and assisting our students in need.

### **Business Items.**

#### **Non-action Items.**

#### **Appointment of Board Committees.**

Chair Reynolds named Trustees to the following committees and liaison appointments effective May 12, 2020:

**Finance Committee:** Dave Storm as Chair, Doris Reynolds as ex-officio, and members Gary Cadwell, Kevin Curtis and Tom Wright.

**Resource and Development Committee:** Mike Sullivan as Chair, Doris Reynolds as ex-officio, and members Dave Storm, Denise Walk and Student Trustee Lucas Duduit.

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

**Legislative Liaison to ICCTA:** Mike Sullivan as Representative and Kevin Curtis as Alternate.

**Lake Land College Foundation Liaison:** Doris Reynolds.

**Alumni Association Liaison:** Mike Sullivan.

#### **2020 Virtual Commencement.**

Dr. Tina Stovall, Interim Vice President for Student Services, announced the first-ever Lake Land College Virtual Commencement Ceremony to be held June 18, 2020, at 6 p.m. She highlighted the planning process in coordination with Marching Order, an external vendor hired to assist with planning and execution of the virtual ceremony.

#### **Navigator News Awards.**

Dr. Stovall recognized six 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 virtually through Facebook.

#### **Proposed Revisions to Board Policy 10.22 – *Purchasing and Bidding.***

Trustees reviewed a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for revisions to Board Policy 10.22 – *Purchasing and Bidding*. Trustees reviewed details of the proposed changes. Ms. Grunloh said revisions incorporate language from recent amendments to the Prevailing Wage Act (PWA). She said the proposed language also

reaffirms the College's commitment to abide by the Act's requirements and clarifies for contractors and subcontractors the new certified payroll submission process directly to IDOL.

Proposed changes were presented as first reading and will be submitted to the College Board of Trustees for approval during the June 2020 regular meeting.

### **Calendar of Events.**

Trustees received a calendar of upcoming events. Dr. Bullock said the May Board Retreat has been postponed until the Board can once again meet in person.

### **Correspondence.**

There were no items of correspondence.

### **Action Items.**

#### **Approval of Dual Credit Program Access Initiative Effective Fall 2020 Semester.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board approve a Dual Credit Program Access Initiative effective with the Fall 2020 semester. Trustees reviewed a joint memorandum from Ms. Darci Cather, Dean of Guided Pathways, and Ms. Lisa Shumard-Shelton, Director of Dual Credit and Honors Experience, highlighting the basis for this recommendation. Mr. Althaus said the proposed initiative would provide tuition waivers beginning with the Fall 2020 semester to in-district high school students on free and reduced hot lunch who might not be able to assume the financial burden of paying for Dual Credit coursework.

Trustees also reviewed a detailed financial analysis of this initiative. Trustees learned that currently, on average, approximately 44% of in-district high school students are eligible for the free and reduced school lunch program. Based on data since 2018, the administration anticipates this initiative will cost the College up to \$80,000 per academic year in lost revenue. Dr. Bullock said the administration is developing the FY 2021 budget to account for the cost of this initiative.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the Dual Credit Program Access Initiative, providing tuition waivers beginning with the Fall 2020 semester to in-district high school students eligible for the school's free and reduced hot lunch and who might not be able to assume the financial burden of paying for dual credit courses.

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.

**Ratification of Administration's Decision to Continue with Certain Current and Future Construction Projects.**

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President for Business Services, for the Board to ratify the administration's decision to commence work on two projects including the Laker Fieldhouse Gym Floor Renovation and the repair/maintenance of the Fire Tank on campus. Mr. Nuxoll noted the projects have already been approved by the Board and highlighted the need for these projects to be completed in the near future.

Trustee Sullivan moved and Trustee Wright seconded to ratify the administration's decision to commence work on two projects including the Laker Fieldhouse Gym Floor Renovation and the repair/maintenance of the Fire Tank on campus.

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 FY 2021 College-Wide Committees.**

Trustees heard a recommendation from Dr. Bullock for the Board to approve the list of proposed FY 2021 College-Wide Standing Committees. He said the list was being presented per Board Policy 02.09 and after a thorough review of each committee's accomplishments from the prior year.

Trustee Curtis moved and Trustee Wright seconded to approve the list of FY 2021 College-Wide Standing Committees as presented.

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 Continued Employment of Grant Funded Employees (non-faculty).**

Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, requesting approval from the Board to send 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. Dr. Bullock 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 Cadwell moved and Trustee Sullivan seconded to 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.

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 March 2020 Financial Statements.**

Trustees reviewed the March 2020 Financial Statements and Mr. Greg Nuxoll, Vice President for Business Services, highlighted variances for the statements. The statements included corresponding monthly financial spreadsheets detailing a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY 2020 projected final spending levels, and year to date spending through March 2020 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Nuxoll said there are no significant areas of concern through March 2020, however the financial impact from the COVID-19 pandemic will begin to show in the April 2020 and continuing financial statements.

Trustee Storm, Finance Committee Chair, said he had reviewed the March 2020 Financial Statements.

Trustee Storm moved and Trustee Walk seconded to approve as presented the March 2020 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.

### **Acceptance of Withdrawal Request from Planned Retirement Program.**

Trustees heard a recommendation from Dr. Bullock for the Board to approve a request by, Mr. Anthony "Woody" Reinhart, Ag Power Technology Instructor, to withdraw his request for participation in the College's planned retirement program.

Trustee Wright moved and Trustee Cadwell seconded to approve the request by Mr. Anthony Reinhart, Ag Power Technology Instructor, to withdraw his request for participation in the College's planned retirement program and nullify the Board's prior approval in February 2020 of his participation in the Planned Retirement Program that included his effective retirement date of August 15, 2024. This follows past practice by the Board to approve withdraw requests only when an employee's salary increase due to participation in the planned retirement program has not yet been implemented.

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 Emergency Purchases following Neal Hall Roof Fire – Immediate Facility Cleanup and Structural Repair to Roof.**

Trustees heard an update from Mr. Nuxoll regarding the April 14 Neal Hall roof fire. He said that per Board Policy 10.23 – *Emergency Purchases*, Dr. Bullock secured permission from Board Chair Reynolds and Board Secretary Cadwell to use ServPro of St. Louis Central for all emergency cleaning and mitigation work along with an emergency repair of the building roof to prevent further damage from water and the outside elements. Mr. Nuxoll also said that following Board Policy 10.23, the administration is now requesting approval from the Board for these two emergency purchases and related service contracts with ServPro. Trustees reviewed details of both contracts and a memorandum from Mr. Nuxoll highlighting the basis for the administrative actions when this emergency occurred.

Trustees learned that the contract for the emergency cleaning and mitigation specified the scope and price would be agreed upon with the College's insurance provider, The Hanover, and the College can nullify the contract should ServPro's price go above what insurance will pay. Additionally, for the structural roof repair project, the scope and price of \$43,716.03 had to be agreed upon by The Hanover.

Mr. Nuxoll said the remainder of the restoration of Neal Hall including carpet, ceiling tile, dry wall and painting work will be bid out per the College's normal public bid procedures as soon as the scope of the project is determined and approved by the insurance adjustor. The administration will request board approval of the bids for this remaining work at a future meeting.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the emergency purchases following the April 14, 2020, Neal Hall roof fire and two related contracts with ServPro of St. Louis Central for the emergency cleaning, mitigation and emergency roof reconstruction.

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 Proposed Revisions to Board Policy 07.01.02 – Special Admission and Graduation Requirements for Select Technical Programs.**

Trustees heard a request from Dr. Stovall, on behalf of the Academic Standards Committee, for the Board to approve a revision to the above-referenced Policy. Dr. Stovall said the change to this Policy will allow our new program, Associate in Applied Science – Court Reporting Technology, to establish special admission criteria and the requirements will be implemented for registration for Fall 2020. Dr. Stovall reported that as of April 30, 2020, the Court Reporting Technology program has received all approval required from the Illinois Community College Board and the Illinois Board of Higher Education to move forward with admission for Fall 2020. Therefore, Dr. Stovall requested the Board waive first reading and proceed with final approval of the requested revision to Board Policy 07.01.02 so that we may begin the admission and registration process.

Trustee Curtis moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 07.01.02.

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 Human Resources Report.**

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

Trustee Sullivan motioned and Trustee Storm seconded to approve as presented the following Human Resources Report.

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

Mason, Dustin	FMLA	5/31/2020-8/21/2020
Sharp, Kennedy	FMLA	6/15/2020-9/6/2020
Williams, Chris	FMLA-Intermittent	4/30/2020
Zumbalen, Michelle	FMLA	6/8/2020-8/30/2020

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

Jackson, Nicole	GLWP	7/9/2020
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**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Duduit, Lucas	Lake Land College Student Trustee Primary Position is Tutor - Student Lrng Asst	04/13/2020

**Part-time**

Floyd, Mackenzie	Allied Health Adjunct Faculty ADN Sub Primary Position is Nursing Instructor	03/06/2020
Hackman, Jessica	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	06/08/2020
Walk, Emmalyn	IDOT QC/QA Student Assistant Primary Position is Adm & Rec Data Entry Asst	04/17/2020

**Part-time - Grant Funded**

Elmendorf, Gerald	TRIO DC Student Specialist Primary Position is TRIO Bus Driver	04/27/2020 12/29/2019
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**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Tappendorf, Hannah	AG GAST Intern	03/08/2020
Verdin, Brandy	TRIO SSS Student Assistant	01/01/2020

**New Hire-Employees**

**The following employee is recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Rice, Kelly	Dual Credit Instructor	04/24/2020

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Ashenfelter, Brittany	Dental Hygiene Instructor	04/26/2020
Bantrup, Vicki	Corr Ofc Asst-Dixon CC	05/01/2020
Colvin, Brandon	Sports Info-Compliance Coor/Head Coach	05/15/2020
Pierce, Kevin	WIOA Services Rep-Retiree	04/30/2020
Thomason, Deborah	Dental Hygiene Instructor-Retiree	05/18/2020

**Part-time**

Fouty, Mackinzie	Groundskeeper	10/20/2019
Madlem, Cody	Groundskeeper	03/22/2020
Rhoads, Skylar	Groundskeeper	04/05/2020

**College Work Study**

Wilson, Emily	College Work Study-Business	12/01/2019
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**Transfers/Promotions**

**The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Godinez, Julio	Sports Information & Compliance Coordinator/Head Baseball Coach Transferring from: Baseball Coach (PT)	05/12/2020
<b>Full-time – Grant Funded</b>		
Larry, Julian	Perkins Specialist/Head Men's Basketball Coach Transferring from: Outreach Advisor Mentor/TRIO DC (PT) b	05/12/2020

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 Sullivan moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:52 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

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Ms. Doris Reynolds, Board Chair

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Mr. 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/](https://www.lakelandcollege.edu/col/board_minutes/)