

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



Regular Board Meeting No. 642  
June 8, 2020

As permitted by Governor Pritzker's Executive Orders 2020-39, 2020-33, 2020-18, and 2020-07, the meeting was held via teleconference and without the physical presence of a quorum at the meeting location. President Bullock was physically present at the normal meeting location (Room 011, Board and Administration Center). In-person attendance by members of the public was limited to nine people on a first come, first serve basis. Citizens, faculty and staff were invited to join the conference call via dialing instructions posted on the agenda.

**Minutes**

**Call to Order.**

Chair Reynolds called the June 8, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m.

**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; Mr. Tom Wright and Mr. Lucas Dudit, Student Trustee.

**Trustees Absent or Not Participating in Teleconference:** Ms. Denise Walk.

**Other Participants:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; 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 Wright moved and Trustee Curtis seconded to approve the following consent items:

1. Approval of Minutes of May 11, 2020, Regular Meeting.
2. Approval of Agenda of June 8, 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	\$	252,059.59
Building Fund	\$	18,014.06
Site & Construction Fund	\$	897,404.40
Bond & Interest Fund	\$	267,939.25
Auxiliary Services Fund	\$	5,105.62
Restricted Purposes Fund	\$	291,894.26
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	963.66
Student Accts Receivables	\$	595,300.16
Total	\$	2,328,681.00

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 December 10, 2018, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

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 recently met for their annual meeting via Zoom teleconference and 38 people were in attendance. He highlighted discussions from the annual meeting including issues on the state budget and potential negative impacts for community

colleges related to the pandemic. He also said ICCTA hopes to hold its annual awards banquet this fall in Springfield.

### **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 said the financial statements 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 stating that the outside of the building is approximately 70% complete but there is still considerable work to be done on the inside of the new facility. She thanked the Foundation and Alumni Association for their continued assistance to students during this time due to Covid-19 such as by supporting the food pantry and finding creative and flexible ways to assist students while the College is operating in a virtual environment.

### **Student Report.**

Student Trustee Dudit had no report.

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

Dr. Bullock highlighted the following items/information:

- We have received one additional payment from the Illinois Department of Corrections for \$629,492 and one payment for the Illinois Department of Juvenile justice for \$13,281 since the May meeting. A total of \$2,496,072 for IDOC and \$207,292 IDJJ for services billed through April remains outstanding.
- We have received one credit hour reimbursement payment of \$324,862.96 and one equalization grant payment of \$477,074 since the May Board meeting. A total of \$649,726 in credit hour reimbursement and \$1,431,221 in equalization remains outstanding.
- We have signed a MOU for the College's partnership with Rend Lake and IECC for the Supporting Rural Apprenticeship Grant.

- We have also signed a renewed four-year Intergovernmental Agreement with IDOT to continue providing Quality Management training for IDOT's employees.

### **Business Items.**

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

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

Dr. Tina Stovall, Interim Vice President for Student Services, on behalf of the Academic Standards Committee, requested the Board approve revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions. Dr. Stovall said revisions will eliminate special admission requirements for Cosmetology and Esthetics Certificate programs effective Fall 2021 and approve special admission requirements for the proposed Fire Science Management Certificate and Associate in Applied Science Degree pending final approval of the programs by the Illinois Community College Board.

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

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock asked Trustees to mark their calendars for June 18 at 6 p.m. when we will be celebrating the success of Lake Land College students with our first-ever virtual Commencement.

### **Correspondence.**

Trustees reviewed one item of correspondence.

### **Action Items.**

### **Approval of Continuation of Community Outreach Tuition Waivers Program.**

Trustees heard a recommendation from Dr. Stovall for the Board to continue to award the Community Outreach Tuition Waivers into the 2020-2021 academic year. Dr. Stovall said that in October 2019, the Board of Trustees approved up to 100 three credit hour tuition waivers for returning or first-time adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. The waivers were to be awarded to students enrolling in Spring or Summer 2020. Dr. Stovall also highlighted the success of the program since the pilot was launched last fall. Trustees learned that to date the College's Community Outreach Coordinator has worked with 17 local businesses to grant 29 of these tuition waivers. Dr. Stovall said that with board approval, the tuition waivers will continue to be

funded through the special enrollment incentive budget and students will be responsible for payment of fees.

Trustee Sullivan moved and Trustee Wright seconded to approve as presented the continuation of the Community Outreach Tuition Waivers Program into the 2020-2021 academic year until all 100 tuition waivers have been awarded. This program was initiated with the Spring 2020 semester and provides for a three-credit hour tuition waiver for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

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

Trustees heard a recommendation from Dr. Bullock for the Board to approve revisions to Board Policy 10.22 – *Purchasing and Bidding*. He provided details of the proposed changes that incorporate language from amendments to the Prevailing Wage Act (PWA). He 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 during the May 2020 regular meeting. Dr. Bullock said the administration had not received any additional requested changes since that date.

Trustee Storm moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 10.22 – *Purchasing and Bidding*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

#### **Acceptance of Reporting of April 2020 Financial Statements.**

Trustees reviewed the April 2020 Financial Statements, including details of the financial statements for Funds 1 and 2 (General Fund) and a Salary, Wage and Benefits Report for FY 2020. Mr. Greg Nuxoll, Vice President for Business Services, highlighted significant variances.

Trustee Storm, Finance Committee Chair, said he fully reviewed and approved of the financial statements as presented. He noted that although there was a significant negative variance for overall revenue year-to-date, the positive variance for overall expenses year-to-date more than offsets the revenue loss.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the April 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

#### **Delegation of Authority to President to Provide or Secure Education Services.**

Trustees heard a request by Dr. Bullock that the Board grant authority to him, as College President, to provide or secure education services per Board Policies 10.01 and 02.03. He said examples include cooperative agreements for alternative schools and agreements with clinical sites.

Trustee Curtis moved and Trustee Wright seconded to delegate authority to the College President to enter into contracts or agreements during FY 2021 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

#### **Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a base salary increase of 1.80% plus \$500 for FY 2021 for administrative, supervisory and support employees. He said this is consistent with what was agreed upon with the Lake Land College Faculty Association.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented a base salary increase of 1.8% plus \$500 for FY 2021 for administrative, supervisory and support employees, excluding correctional center staff and staff that are currently in the College's planned retirement program.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

### **Approval of Part-Time Staff Hourly Increase.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve a \$.10 per hour increase effective July 1, 2020, for all current part-time employees. He said this is consistent with past practices.

Trustee Sullivan moved and Trustee Wright seconded to approve as presented a \$.10 per hour increase effective July 1, 2020, for current part-time employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

Motion carried.

### **Approval of FY 2021 Part-Time Rates and Stipends.**

Trustees reviewed a listing of part-time rates and stipends recommended for FY 2021. Dr. Bullock presented on the recommended stipend amounts and part-time rates, including a recommendation to increase adjunct faculty wages by \$5.00 per credit hour by the number of semesters taught effective the 2020 fall semester. He said this increase and other various proposed stipends and part-time rate increases will allow for fairness and consistency across the institution and reward employees for their dedication and performance. He also said that due to the state's minimum wage law, with an increase effective July 1, 2020, and an additional increase to take effect January 1, 2021, our proposed part-time rates will be in effect July 1, 2020 through December 31, 2020, and thus not the entire fiscal year. He said the administration's plan is to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2021, thus aligning with state law requirements for minimum wage.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the proposed stipends for FY 2021 and part-time rates for the period July 1, 2020 through December 31, 2020.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of FY 2021 Base Salary Schedule, Excluding Correctional Centers.**

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve the proposed FY 2021 Salary Grades and Ranges Schedule. Mr. Nuxoll said the recommendation for starting salaries for new full-time employees reflects a 1.75% increase on the minimum starting salary over the FY20 schedule effective July 1, 2020.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the FY 2021 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Resolution No. 0620-022 Authoring Treasurer to Transfer Interest Earned from Working Cash.**

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0620-022 to authorize the Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act.

Trustee Curtis moved and Trustee Wright seconded to approve Resolution No. 0620-022 to authorize the College Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act, Section 805/3-33. [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, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Resolution No. 0620-023 Authorizing Treasurer to Invest Funds.**

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0620-023 to authorize the Treasurer of the College to invest funds.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented Resolution No. 0620-023 to authorize the College Treasurer to invest funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act. [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, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Lease Renewal Agreement with Pana Community Unit School District #8.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to renew a proposed three-year lease agreement between the College, as Lessee, and the Pana Community Unit School District #8, as Lessor, for the period of July 1, 2020, through June 30, 2023. Trustees reviewed the proposed three-year lease agreement and learned this is for property located at 600 East First Street, Pana, Illinois, where the College operates an extension center.

Trustee Wright moved and Trustee Sullivan seconded to approve as presented the proposed three-year lease agreement between the College, as Lessee, and the Pana Community Unit School District #8, as Lessor, for the period of July 1, 2020, through June 30, 2023, with rent at \$750 per month. This lease agreement is for property located at 600 East First Street, Pana, Illinois, where the College operates an extension center.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Lease Renewal Agreement with Local Workforce Innovation Area 23.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to renew the lease for one more year with the Local Workforce Innovation Area 23, as lessee, for program operations located at the Workforce Development Center. Trustees reviewed the lease agreement which specifies a rent amount of \$3,052.50 per quarter for an area consisting of approximately 814 square feet.

Trustee Curtis moved and Trustee Storm seconded to approve the lease renewal agreement as presented between the College, as lessor, and Local Workforce Innovation Area 23 as lessee, for the period July 1, 2020, through June 30, 2021. The quarterly rent payment of \$3,052.50 is for approximately 814 square feet of space at the College's property located at 305 Richmond Ave East, Mattoon.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Administration's Recommendation to Deny a Postponement Request with the College's Planned Retirement Program.**

Trustees heard a recommendation from Dr. Bullock to deny the request by Ms. Lara Bacino-Althaus, a Psychology Instructor, to postpone her retirement date by five months related to her initial request to participate in the College's planned retirement program. He said this past February, the Board approved her initial request for inclusion in the Planned Retirement Program with a retirement date of December 31, 2023. He said that due to the timing of her initial request and initial retirement date, her increase in salary due to participation in the Planned Retirement Program began retroactively to January 2020. He also said that the recommendation to deny her request follows the Board's past practice since 1998 (when Policy 05.22 was implemented) to approve withdraw or postponement requests only when an employee's salary increase due to participation in the planned retirement program has not yet been implemented.

Trustee Cadwell suggested that Board Policy 05.22 be reviewed by the Board at a future meeting to provide clarity regarding planned retirement requests.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the administration's recommendation to deny the request by Ms. Lara Bacino-Althaus, Psychology Instructor, for the postponement of her planned retirement by five months, from December 31, 2023 to May 31, 2024, as her salary increase has already been implemented as a result of her participation in the College's planned retirement program. This follows past practice by the Board of Trustees to approve a postponement or withdrawal request only when an employee has not already starting receiving a salary increase due to participation in the College's planned retirement program.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Release or Non-Release of Closed Session Minutes.**

Trustees reviewed a memorandum from Ms. Jean Anne Grunloh, Senior Executive to the President, highlighting the need for the Board to complete a semi-annual review of closed session minutes and determine whether any of the minutes should be released to the public.

Trustee Cadwell moved and Trustee Storm seconded to approve the release of closed session minutes within the six-month period since December 9, 2019, including sections 4, 5 and 6 of the March 9, 2020, Board meeting, and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Walk.

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 Curtis motioned and Trustee Cadwell seconded to approve as presented the following Human Resources Report.

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

Venatta-Catey, Brenda	FMLA (Intermittent)	05/04/2020
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**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Earp, David	Interim Head Basketball Coach	05/11/2020
Godinez, Julio	Fitness Center Specialist	05/11/2020
Godinez, Julio	Intramural Official	05/11/2020
Larry, Julian	Outreach Advisor TRIO DC	05/11/2020
Larry, Julian	Basketball Timer/Scorer	05/11/2020
Larry, Julian	Intramural Official	05/11/2020
Larry, Julian	Men's Basketball Assistant	05/11/2020
<b>Part-time</b>		
Cutts, Bryson	Tutor	05/03/2020
Woolworth, Wendy	Tutor	05/03/2020

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Voss, Ashley	Student Accommodations Grad Asst	05/18/2020
<b>Full-time-Grant Funded</b>		
Alexander, Amber	Associate Dean Western IL CC	06/01/2020

**Terminations/Resignations**

The following employees are terminating employment

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Kile, Shelbie	Lake Land Student Trustee	04/14/2020
Reedy, Lyndsey	Family Community Dev Spec	05/06/2020
Schumacher, Debra	CEFS	05/06/2020
Wilcoxon, Tabithia	Family/Community Dev Spec	05/06/2020
<b>Full-time</b>		
Hoenes, Casey	Nursing Instructor	05/18/2020
Hull, James	VP Wrkfce Sol/Comm Ed-Retiree	05/31/2020
Smith, Andrew	Corr Occupation Instr-St. Charles	05/05/2020
<b>Part-time</b>		
Baker, Ryan	Tutor - Student Lrng Asst	04/05/2020
Gentry, Maria	Tutor - Student Lrng Asst	04/05/2020
Hortenstine-Kirk, Sarah	Allied Health PHL Adjunct	12/15/2019
Huddlestun, William	Adj Faculty Technology	12/15/2019
Pearcy, Tamara	Tutor Bachelor Degree	05/03/2020
Puyear, Miranda	Perkins Student - Allied Health	05/17/2020
Rhoads, Skylar	Groundskeeper	04/05/2020
Warner, Marcie	Adj Doc College Funded Instr	12/15/2019
Williams, Mark	Adj Faculty Technology	12/15/2019
<b>College Work Study</b>		
Lewis, Halie	CWS College Advancement	05/17/2020

**Transfers/Promotions**

The following employees are recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
Feldkamp, Darren	Police Officer (Full-time) From: Police Officer (Part-time)	06/09/2020
St John, Daniel	Police Officer (Part-time) From: Police Officer (Full-time)	05/31/2020

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan and Wright. No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Walk.

Motion carried.

### **Other Business. (Non-action)**

Chair Reynolds thanked Lake Land students who displayed innovation, creativity and persistence during the pandemic to complete their courses this past spring whenever possible. She also praised faculty and staff for their commitment to our students and swiftly finding innovative solutions to help students. Student Trustee Duduit also complimented Lake Land's faculty and staff for their commitment to students during this time.

### **Adjournment.**

Trustee Sullivan moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:57 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
/s/Ms. Doris Reynolds, Board Chair

\_\_\_\_\_  
/s/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/)