

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



Regular Board Meeting No. 678
Board and Administration Center, Room 011
Mattoon, IL
June 12, 2023

Minutes

Call to Order.

Chair Cadwell called the June 12, 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; 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 Wright seconded to approve the following consent items:

1. Approval of Minutes of May 8, 2023, Regular Meeting.
2. Approval of Minutes of May 8, 2023, Closed Session.
3. Approval of Minutes of May 17, 2023, Special Meeting - Board Retreat.
4. Approval of Minutes of May 17, 2023, Decennial Committee on Local Government Efficiencies Meeting.
5. Approval of Agenda of June 12, 2023, Board of Trustees Meeting.

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

The following is a summary by funds:

Education Fund	\$	502,622.45
Building Fund	\$	83,618.80
Site & Construction Fund	\$	6,200.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	99,051.60
Restricted Purposes Fund	\$	540,761.38
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	18,394.40
Student Accts Receivables	\$	50,290.04
Total	\$	1,300,938.67

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

7. Destruction of Tape Recording of December 13, 2021, 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 said the FY24 Budget has been signed by the governor and includes the following for Higher Education and Community Colleges:

- An additional \$100 million is allocated for MAP grant funding
- Community Colleges will receive an additional 19.4 million over previous year's levels – 7% increase
- \$3.15 million for a new community college Dual Credit Grant program
- \$5.15 million for new community college Non-credit Workforce Training Grant

Trustee Walk referenced a notable bill that has passed both houses and has been sent to the governor

- Senate Bill 2288 – Community College Students in Illinois would be assured that class credits related to their chosen major in certain fields of study will be transferrable to all public colleges and universities in the state.

Trustee Walk said the Illinois General Assembly recently passed a resolution encouraging colleges and universities to recognize the strengths of neurodiverse students and better accommodate their needs by adopting an inclusion statement that “embraces the fact that every student is different and should be encouraged to reach their full potential.” She said community colleges are well positioned to help these students find their passions and lifelong learning skills. Trustee Walk said that ICCTA adopted a neurodiversity inclusion resolution late last year and encouraged community colleges to adopt a similar resolution. She said she is not sure if Lake Land has talked about this yet but she thought that Lewis and Clark College has a “college for life” program where anyone with a disability can go where they learn basic school and life skills. Ms. Walk said she also read an article that referenced the potential for Pell Grant expansion to short-term programs, but still a lot of discussion is happening at the federal level for this to occur.

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 met as part of the May 17, 2023, Decennial meeting and discussed energy savings and efficiencies of a sustainable campus.

Foundation.

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

- The Foundation Golf Classic registration is live and mailed to supporters and golfers this past month. We hope you will join us on Friday, September 29th for our annual fundraiser!
- July 24th is the Foundation Annual Retreat where Foundation Board members will be going through strategic planning and goal setting. He said this year the Foundation hired a facilitator to assist and has invited the President’s Cabinet to participate.

- A huge thanks to all that assisted the Foundation and Financial Aid offices in presenting scholarships at the 29 local high school awards nights!
- Fiscal year 2023 is ranking the third highest year in Foundation history in fundraising with over 1,200 donations recorded and raising more than \$3.1M in donations.

Student Report.

Ms. Jacqueline Schertz, Student Trustee, said since the May 9th Board meeting the Student Government has had a few events. She said SGA is meeting this summer for a three-part leadership training. The first part took place on May 24th and the next meeting will take place on June 21st. SAB is meeting virtually to plan the fall events and is looking forward to a great line up. Welcome day is Aug. 23 on the main campus and Aug. 24 at the Kluthe Center. The Navigator News is currently taking applications. She said the Student Life office and the Diversity and inclusion Committee have partnered to participate in the Juneteenth holiday this year. Juneteenth marks the anniversary of the abolition of slavery in America and is a holiday to recognize and support the individuals who are affected by slavery and its aftermath. Everyone is invited to participate in the Walk for Freedom. If you are not able to participate, she encouraged everyone to take time to read and learn about its significance.

President's Report.

- Lake Land received payments of \$40,886 from the Illinois Department of Juvenile Justice (IDJJ) in May toward the FY 2023 outstanding balance. A total of \$40,459 remains outstanding for IDJJ for FY 2023.
- Lake Land received payments of \$89,897 from the Illinois Department of Corrections (IDOC) in May toward the FY 2023 outstanding balance. A total of \$2.9 million remains outstanding for IDOC for FY 2023.
- In May, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,215 and an equalization payment of \$544,608. A total of \$330,215 in credit hour reimbursement and \$544,608 in equalization remain outstanding for FY 2023.
- The College received no property tax payments in May.
- The Illinois legislature passed, and Governor Pritzker signed, an FY 2024 budget. The budget includes a 7% increase for community colleges and an additional \$100 million for MAP funding, essentially making community college free for low income students. Additional relevant budget items include ongoing funding for the Early Childhood grant, the PATH grant, and the Mental Health Early Action on Campus grant, among others.

Business Items.

Non-action Items.

Laker Louie Children's Book.

Dr. Valerie Lynch, Vice President for Student Services, highlighted the Laker Louie children's book that Ms. Lisa Shumard-Shelton, Director of Student Life, recently published and was illustrated by Mr. Brett Sawyer, Adjunct Faculty in the Business Division. The College is distributing the book to area public libraries.

Guided Pathways Strategic Enrollment Management Plan Update.

Ms. Pamela Hartke, Associate Dean of Enrollment Management, provided an update on the Guided Pathways Strategic Enrollment Management Plan. Trustees were provided a copy of her presentation and the Guided Pathways Strategic Enrollment management Plan.

Monthly Data Point Discussion – Analysis from a Survey of Lake Land College Dual Credit Students.

Ms. Lisa Cole, Director of Data Analytics, highlighted the results of a survey recently completed by area high school students participating in the College's dual credit programs.

Proposed Revisions to Board Policy 07.14 – Honors Experience.

Dr. Bullock presented proposed revisions to Board Policy 07.14 - *Honors Experience*. The proposed revisions will align the College's policy with the "Honors College" model of the Phi Theta Kappa National Honor Society.

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

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the College's online calendar to utilize for updates on any activities happening at the college.

Action Items.

Approval of Naming Advisory Committee's Recommendation to Name West Building Room 111 in Memory of Mr. Donald Perry.

Ms. Jean Anne Highland, Chief of Staff, on behalf of the Naming Advisory Committee, recommended the Board to approve the naming of West Building Room 111, also known as the Programmable Logic Controller (PLC) lab, in memory of Mr. Donald Perry – a former instructor at the College. Ms. Highland said that trustees were provided a recommendation from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the Lake Land College Foundation Board of Directors, for the Board to approve this naming request. Ms. Highland said the highlights of this recommendation were based upon the following:

- Mr. Perry was an instructor at Lake Land College from 1972 through 1997, teaching civil technology, electronics engineering technology and specifically the Programmable Logic Controllers program.

- Mr. Perry, who passed on September 20, 2021, left an IRA estate gift to the College's Foundation totaling \$62,126.17. These funds were designated to be used to provide an upgrade of equipment for West Building Room 111 or the PLC lab.
- Mr. Perry and his wife Jane established the Donald D. Perry Memorial Endowed Scholarship in 2019 to benefit students seeking a degree or certificate in the engineering technology field.

Ms. Highland said the Naming Advisory Committee first presented this recommendation to the Board of Trustees during the January 9, 2023, regular Board meeting. Trustees learned that per Board Policy 11.10 (item #3) the Board of Trustees will not take action on proposed commemorative naming of buildings, rooms or physical components and/or entities, or academic programs, until at least 120 days after receiving the recommendation of the advisory committee. Ms. Highland said this waiting time has now expired, and respectfully requested the Board of Trustees approve this naming recommendation.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented the naming of West Building Room 111 in memory of Mr. Donald Perry.

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 ICCB Program Review Report.

Trustees heard a recommendation from Ms. Lisa Madlem, Director of Assessment & Program Review, for the Board to approve the 2023 ICCB Program Review Report. Ms. Madlem provided highlights of the Report to the Trustees during the Board meeting.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the FY 2023 ICCB Program Review Report for submission to the Illinois Community College 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of April 2023 Financial Statements.

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

Trustee Curtis moved and Trustee Wright seconded to approve as presented the April 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.

Approval of Proposed Revisions to the Following Board Policies: 06.18.01 - Credit through State Seal of Biliteracy, 06.16.01 - Credit for Military Service, and 07.01.02 - Special Admission and Graduation.

Trustees reviewed a recommendation from Dr. Bullock that the Board approve revisions to the three above-referenced Policies. Dr. Bullock said these revisions were presented as first reading during the May 2023 regular Board meeting and since that time the administration has received no additional comments or requested changes.

Trustee Wright moved and Trustee Curtis seconded to approve as presented revisions to Board Policies: 06.18.01 - *Credit through State Seal of Biliteracy*, 06.16.01 - *Credit for Military Service*, and 07.01.02 - *Special Admission and Graduation*.

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.

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 Sullivan moved and Trustee Curtis seconded to delegate authority to the College President to enter into contracts or agreements during FY 2024 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0623-015 Authorizing Treasurer to Transfer Interest Earned from Working Cash.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0623-015 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 Walk moved and Trustee Curtis seconded to approve as presented Resolution No. 0623-015 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0623-016 Authorizing Treasurer to Invest Funds.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0623-016 to authorize the Treasurer of the College to invest funds.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented Resolution No. 0623-016 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of IPRF Safety and Education Grant

Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, that the Board accept a safety grant in the amount of \$27,425 from the Illinois Public Risk Fund (IPRF) who administers the College’s worker’s compensation program. Mr. Nuxoll said these funds will be used for safety initiatives to reduce workplace illness and injuries.

Trustee Curtis moved and Trustee Wright seconded to accept a safety grant in the amount of \$27,425 from the Illinois Public Risk Fund (IPRF).

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 Base Salary Increase for Administrators, Supervisors and Support Staff, Excluding Correctional Centers.

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to approve a 5% base salary increase plus \$1,500 for our full-time administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement. Mr. Nuxoll said this increase will help address the College’s strategic planning goal of becoming a preferred employer in our geographic area in terms of wages and benefits and also help address the current inflationary increases in living expenses and the financial pressures these increases have placed on our employees.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee’s consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented for FY 2024, approve a 5% base salary increase plus \$1,500 for our full-time 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of FY 2024 Base Salary Schedule, Excluding Correctional Centers.

Trustees reviewed a recommendation from Mr. Nuxoll requesting the Board increase the starting salaries for new full-time employees to promote continued fairness and consistency across the institution. He said the proposed FY 2024 salary schedule reflects a 4% increase on the minimum starting salary compared to the FY 2023 schedule.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented the FY 2024 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of FY 2024 Part-Time Rates and Stipends.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve the part-time rates and stipends for FY 2024, with the only increases being for adjunct pay by 5% per credit hour by the number of semesters taught. Mr. Nuxoll noted that our 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, 2024, thus aligning with state law requirements for minimum wage.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the proposed stipends for FY 2024 and part-time rates for the period July 1, 2023 through December 31, 2023.

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 Part-Time Staff Hourly Increases

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a 5.0% increase for our current part-time employees effective July 1, 2023, except for positions currently at the rate of \$13 per hour – the Illinois minimum wage rate. He said these minimum wage positions received a raise this past January from \$12 to \$13 per hour and we will plan to adjust these to \$14 per hour effective January 1, 2024 when the Illinois minimum wage increases.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented a 5.0% increase for current part-time employees effective July 1, 2023, excluding part-time positions at the minimum wage level and part-time correctional center staff.

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 Landscape Architect Fees.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve landscaping architect fees proposed by Planning Design Studio of St. Louis, Missouri, for landscape improvements to entrances 2 and 3 along with landscape enhancements along Illinois Route 45. He said the College has made the decision to embark upon a multi-year landscape renovation and beautification plan with the initial emphasis on improving the look from Illinois Route 45. Each Trustee received the fee schedule from Planning Design Studio, detailing the total proposed fees of \$244,800, a breakdown of fees by specific work and an attachment A with a rendering of phase 1 work to be completed.

Trustee Curtis moved and Trustee Wright seconded to approve as presented landscaping architect fees proposed by Planning Design Studio of St. Louis, Missouri, for landscape improvements to entrances 2 and 3 along with landscape enhancements along Illinois Route 45, in the amount of \$244,800.

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 Architect Planning Fees for Remodel of the Effingham Technology Center.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve architectural planning fees in the amount of \$171,100 for the College's architect of record, Bailey Edward of Champaign, to conduct programming and consultation on the renovation plans for the College's recently purchased Patterson Technology Center, now called the Lake Land College Effingham Technology Center (LLC-ETC) which will house the current programming at the Kluthe Center and all future Effingham Regional Career Academy (ERCA) operations. Trustees received the fee proposal from Bailey Edward which detailed the breakdown of fees by work provided. He said their work will include planning to meet with as many as 14 separate parties associated with the College over the course of this summer and early fall to garner their input. Mr. Nuxoll said once the input is received, summarized and reviewed by Bailey Edward and the College, Bailey Edward will start the creation of formal architectural plans to renovate the Effingham Technology Center.

Mr. Nuxoll noted that these fees should not be confused with upcoming architectural fees associated with the actual renovation of the Effingham Technology Center.

Trustee Curtis moved and Trustee Walk seconded to approve as presented architecture fees in the amount of \$171,100 from Bailey Edward of Champaign for programming and consultation on the renovation plans for the Lake Land College Effingham Technology Center.

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 Facilities Master Plan for Submission to ICCB.

Mr. Nuxoll and Trustee Curtis, Buildings and Site Committee Chair, highlighted the College's extensively updated 10-year Facilities Master Plan. Trustees reviewed the updated Facilities Master Plan that also included the College's Facility Condition Assessment Report and the Master Landscaping Plan – both of which were previously shared with the Board in recent months. Dr. Bullock and Mr. Nuxoll also highlighted a spreadsheet detailing the 10-year timeline and breakdown of proposed projects.

Mr. Nuxoll said per the Illinois Community College Act, the College is required to update and re-submit this plan to the Illinois Community College Board (ICCB) at least once every five years. He said the College submitted an initial plan in December 2022 to ICCB to meet the time submission deadline, and was given their permission to re-submit our much more detailed plan in 2023 following our extensive consultation with Bailey Edward, the College's architect of record. Mr. Nuxoll said Bailey Edward and College leadership have also worked with

numerous staff to update the Master Plan with the current status of our buildings and grounds and highlighted future needs.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the College's updated 10-year, Facilities Master Plan for submission to the Illinois Community College 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 Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of Dollar General Literacy Foundation Adult Literacy Grand Award.

Trustees heard a recommendation from Jean Anne Highland, Chief of Staff, for the Board to accept a grant for \$8,500 from the Dollar General Literacy Foundation Adult Literacy Grant. She said the purpose of this grant is to provide direct service to adults who are in need of literacy assistance in adult basic education, GED or high school equivalency preparation or English language acquisition (ESL). Ms. Beth Craig, Grants Writer and Coordinator, submitted a memo highlighting the numerous ways the College will utilize this grant funding to enhance adult literacy programming at the College. Each Trustee was provided the budget associated with this grant.

Trustee Reynolds moved and Trustee Curtis seconded to accept a grant for \$8,500 from the Dollar General Literacy Foundation Adult Literacy Grant.

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 Lease Agreement with Local Workforce Innovation Area 23.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a lease agreement with the Local Workforce Innovation Area 23, as lessee, for program operations located at the Workforce Development Center on the main campus. Trustees were provided the proposed lease agreement which specified a rent amount of \$1,616.25 per quarter for an area consisting of approximately 431 square feet, equating to \$15 per square foot. Mr. Nuxoll noted the College is agreeing to be responsible for all maintenance, utilities and services related to the property.

Trustee Wright moved and Trustee Walk seconded to approve as presented the lease renewal agreement between the College, as lessor, and Local Workforce Innovation Area 23 as lessee, for the period July 1, 2023, through June 30, 2024, with a quarterly rent payment of \$1,616.25 for approximately 431 square feet of space at the College's Workforce Development Center of the main 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 Schertz voted yes.

Absent: None.

Motion carried.

Approval of Lease Extension with Pana Community Unit School District #8.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a one-year extension with Pana Community Unit School District #8, as lessor, for property located at 600 East First Street, Pana, where the College offers its western region center. He said the current three-year lease agreement, which was provided to each trustee, expires June 30, 2023, and provides the option to renew the lease for one year (per section 2b) at the same terms of the current lease.

Trustee Wright moved and Trustee Curtis seconded to approve as presented a one-year lease renewal extension with Pana Community Unit School District #8, as lessor, and the College, as lessee, for property located at 600 East First Street, Pana, in the amount of \$750 per month.

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

7:20 p.m. – Trustee Reynolds 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 (21), to consider the appointment, employment, compensation, performance, discipline, performance or dismissal of specific employees of the College and to review the minutes of meetings lawfully closed under the Open Meetings Act.

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

7:30 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 Release or Non-Release of Closed Session Minutes.

Trustee Walk moved and Trustee Curtis seconded to approve the release of closed session minutes for section 2 of the December 12, 2022 meeting, section 1 of the May 4, 2023 Resource and Development Committing meeting, sections 3 and 4 of the May 8, 2023 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. Chair Cadwell said this recommendation was for the six-month review period since December 12, 2022, and followed discussion on the topic held in 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.

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 Reynolds motioned and Trustee Wright seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the approval of two general leave of absence requests and the appointment of three new instructors.

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

Branson, Gary	5/2/23-7/25/23
Hampton, Tanya	5/31/23-intermittent
Hurt, Betheny	4/19/23-intermittent
Mather, Sharon	4/18/23-intermittent
Robertson, Zack	5/19/23-8/2/23

The following employees have requested a General Leave of Absence/ Board policy 05.04.14

Shoot, James	7/3/23-8/3/23
Taylor, Debra	5/22/23-6/19/23

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

IDOT QMTP Recertification Program Coordinator	Level 13
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carter, Natasha	Part-Time Groundskeeper	5/22/23
	Primary Position Fitness Center Specialist	
Patton, Anna	Dual Credit Coordinator	4/13/23
	Primary Position Dual Credit Instructor	
Perkins, Alexandria	International Studies Program Assistant	5/3/23
	Primary Position Work Study	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Carter, Natasha	Newspaper Editor Student Newspaper	4/18/23
	Primary Position Fitness Center Specialist	
Lynch, Annette	Admissions and Records Commencement Asst	5/12/23
	Primary Position Perkin’s Student Worker	
Therault, Emma	Admissions and Records Commencement Asst	5/12/23
	Primary Position Perkin’s Student Worker	
Vonderheide, Anthony	Admissions and Records Commencement Ast	5/12/23
	Primary Position Work Study	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Anderson, Stephanie	Internship & Employment Coordinator	6/13/23
Jackson, Lainey	Athl Ops and Dev Spec/Head Volleyball Coach	6/19/23

Johnson, Daniel	Correctional Career Technology Instructor	5/8/23
Kenter, Allyssa	Administrative Asst to Career Services	6/19/23
Lee, Julian	Correctional Maintenance Instructor	5/22/23
Moore, Jeremy	Facilities Planning Manager	7/17/23
Warner, Matthew	Associate Dean of Correctional Programs	5/16/23
Wendt, Aaron	Communications Engagement Coordinator	6/13/23

Full-time Tenure Track

Palmer, Jessie	Physical Therapist Assistant Instructor	8/18/23
Rickey, Constance	Allied Health Instructor	8/18/23

Part-time

Jarrell, Anneliese	Fitness Center Specialist	5/22/23
Rincker, Madilyn	Human Resources Assistant	5/16/23
Robinson, James	Admissions and Records Commencement Asst	5/12/23
Samuelson, Lauryn	Admissions and Records Commencement Asst	5/12/23
Silva, Vanessa	Bookstore Rush Worker	5/8/23
Smith, Wyatt	Part-Time Groundskeeper	5/16/23
Thomas, Joseph	Admissions and Records Commencement Asst	5/12/23

Part-time Grant Funded

Harris, Gracelyn	Agriculture Education Intern	5/8/23
Pritchard, Ava	Agriculture Education Intern	5/8/23

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Goldberg, Anna	Internship & Employment Coordinator	5/25/23
Higginbotham, Taneya	Coor of Diversity Equity Inclusion & Belonging	5/18/23
Neff, Jameson	Mathematics Instructor	5/15/23
Niemerg, Mark	Agronomy Instructor/Farm Manager	5/15/23
Redman, Robyn	Correctional Career Technology Instructor	5/15/23
Rickett, Bradley	Correctional Custodial Maintenance Instructor	5/26/23
West, Leslie	Correctional Career Technology Instructor	4/28/23
Wicker, Ashli	TRIO SSS Lrn Skills Sp-Head Volleyball Coach	4/28/23
Part-time		
Alexander, Adam	College Work Study - Social Science Education	5/8/23
Banyai, Kenton	Adjunct Faculty Business Division	12/9/22
Borges, Andressa	Lab Student Assistant	7/21/22
Brock, Paige	Admissions and Records Data Entry Assistant	5/12/23
Burris, Katie	Student Path Recipient	5/10/23
Cothorn, Sarah	Adult Education Instructor	5/30/23
Dorman, Paul	Newspaper Editor - Student Newspaper	4/26/23
Godden, Holly	Adjunct Faculty Social Science Division	10/12/21

Gullquist, Audra	Newspaper Editor - Student Newspaper	5/3/23
Hardy, Natalie	Perkins Student Worker - Allied Health	5/4/23
Hatfill, Lydia	Adjunct Faculty Social Science Division	12/9/22
Heiser, Calista	Newspaper Editor - Student Newspaper	5/3/23
Howlett, Makayla	College Work Study - Student Life	10/26/22
Hughes, Charles	College Work Study - Student Life	9/28/22
Martin, Cerra	Newspaper Editor - Student Newspaper	2/16/23
Oliver, Jordan	Laker Mascot Talent	5/5/23
Rincker, Grace	Human Resources Assistant	5/18/23
Robinson, James	Admissions and Records Commencement Asst	5/12/23
Robison, Walter	Adjunct Faculty Technology Division	5/9/22
Samuelson, Lauryn	Admissions and Records Commencement Asst	5/12/23
Thomas, Amelia	Adjunct Faculty Math and Science Division	5/9/22
Vanderjack, Karisa	Adjunct Faculty Math and Science Division	12/10/21
Voegel, Maia	Newspaper Editor - Student Newspaper	5/4/23
Wallace, Gwendolyn	Adjunct Faculty Math and Science Division	5/9/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
White, Christina	College Nurse Transferring from Temporary College Nurse	6/13/23
Winkleblack, Lindsay	Nursing Instructor Transferring from Adjunct Faculty Allied Health	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 Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:35 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/