

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



Regular Board Meeting No. 654
Board and Administration Center, Room 011,
Mattoon, IL
June 14, 2021

Minutes

Call to Order.

Chair Sullivan called the June 14, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board & Administration Center, Mattoon, IL.

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 Katie Greuel.

Trustees Absent: None.

Others Participating via Teleconference: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Seirra Laughhunn, Administrative Assistant to the President's Office; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of May 10, 2021, Regular Meeting.
2. Approval of Minutes of May 10, 2021, Closed Session.
3. Approval of Minutes of May 19, 2021, Special Board Meeting.

4. Approval of Agenda of June 14, 2021, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	411,089.31
Building Fund	\$	43,982.51
Site & Construction Fund	\$	20,493.20
Bond & Interest Fund	\$	422,650.00
Auxiliary Services Fund	\$	25,592.17
Restricted Purposes Fund	\$	737,430.13
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	226,868.40
Student Accts Receivables	\$	93,171.69
Total	\$	1,981,277.41

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 December 9, 2019, 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 Greuel voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said ICCTA held its annual convention in early June. She said the trustee training that she, Dr. Bullock and several other trustees attended was very helpful and informative. She also said there are several bills that have recently passed both houses of the Illinois Legislature that could impact higher education and for which the Governor is expected

to sign into law. She noted the administration is monitoring these bills closely to then adjust any needed policies and/or procedures.

Resource & Development.

Trustee Cadwell, Committee Chair, said the Committee met recently and the Committee's review and recommendations will be discussed later in the meeting per 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, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Foundation.

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

- The Foundation received its first farm distribution of \$65,000 from the Foundation/Borgic farm during May. These funds will help cover farm expenses and fund additional scholarships to students.
- The Foundation's third and final appeal was sent this past month and we are now over \$847,000 in donations for the year.
- Reminder that our Foundation Golf Classic is set for Friday, September 17th at the Mattoon Golf & Country Club. We hope you can make it!

Student Report.

Student Trustee Katie Greuel had no report at this time.

President's Report.

Dr. Bullock said:

- In May, we received \$433,843 from the Illinois Department of Corrections (IDOC) toward the FY 2021 outstanding balances. A total of \$409,997 remains outstanding from IDOC.
- We received \$41,378 in payments for FY 2021 invoices from the Illinois Department of Juvenile Justice (IDJJ) in May. IDJJ has paid all outstanding balances.

- In May, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$334,675 and equalization of \$526,013. For FY 2021, \$334,675 remains outstanding for credit hour reimbursement and \$526,013 for equalization.
- On May 18, 2021, Mattoon Mayor Rick Hall read a proclamation at the City Council meeting declaring May 18 as Laker Women's Basketball day.

Business Items.

Non-action Items.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Finance Committee meeting on June 28, the Special Board meeting on June 30, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of Contract with Lake Land College Custodial Association.

Trustees reviewed the proposed contract with the Lake Land College Custodial Association. Trustees learned that the proposed base salary rate increases align with other collective bargaining groups.

Trustee Cadwell 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 contract with the Lake Land College Custodial Association.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the contract with the Lake Land College Custodial Association for the period July 1, 2021, through June 30, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of April 2021 Financial Statements.

Trustees reviewed the April 2021 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the April 2021 Financial Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the April 2021 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 Greuel 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 Walk moved and Trustee Curtis seconded to delegate authority to the College President to enter into contracts or agreements during FY 2022 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of RAMP Document.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the FY 2023 RAMP application for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. This includes the rehabilitation of the Kluthe Center for Higher Education, Northwest Classroom Building and the Northeast Classroom Building. Trustees learned that if the Renovation of Existing Buildings Project would be approved and appropriated, the total local match would be \$1,263,563 for the Kluthe Center for Higher Education, \$1,877,375 for the Northeast Classroom Building, and \$3,161.063 for the Northwest Classroom Building.

Dr. Bullock noted there will be a correction for the project numbering before the RAMP Document is submitted to ICCB.

Trustee Curtis moved and Trustee Storm seconded to approve the College's FY 2023 RAMP application packet as presented 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 Greuel voted yes.

Absent: None.

Motion carried.

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

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to approve a base salary increase of 2% plus \$250 for FY 2022 for administrative, supervisory and support employees. Trustees learned this is consistent with what was agreed upon with the Lake Land College Faculty Association.

Trustee Cadwell 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 Cadwell moved and Trustee Walk seconded to approve as presented a base salary increase of 2% plus \$250 for FY 2022 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Greuel 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 2.0% increase effective July 1, 2021, for all current part-time employees.

Trustee Cadwell 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 Curtis seconded to approve as presented a 2.0% increase effective July 1, 2021, for current part-time 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of FY 2022 Part-Time Rates and Stipends.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, that included a listing of part-time rates and stipends recommended for FY 2022. Trustees learned this includes a recommendation to increase adjunct faculty wages by \$15.00 per credit hour by the number of semesters taught effective the 2021 fall semester. Ms. Wahls' recommendation notes 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. Trustees also learned the administration plans 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, 2022, thus aligning with state law requirements for minimum wage.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of FY 2022 Base Salary Schedule, Excluding Correctional Centers.

Trustees reviewed a recommendation from Ms. Wahls for the Board to approve the proposed FY 2022 Salary Grades and Ranges Schedule. Trustees learned this recommendation for starting salaries for new full-time employees reflects a 1.50% increase on the minimum starting salary over the FY21 schedule effective July 1, 2021.

Trustee Cadwell 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 Walk moved and Trustee Curtis seconded to approve as presented the FY 2022 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0621-016 Authorizing Treasurer to Transfer Interest Earned from Working Cash.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0621-016 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 Cadwell moved and Trustee Walk seconded to approve Resolution No. 0621-016 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0621-017 Authorizing Treasure to Invest Funds.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0621-017 to authorize the Treasurer of the College to invest funds.

Trustee Curtis moved and Trustee Storm seconded to approve as presented Resolution No. 0621-017 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Gift-in-Kind Donation from the Lake Land College Foundation – Dental Items.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of dental items valued at \$6,310 from the Lake Land College Foundation. Trustees learned these items will be used for the Dental Hygiene program and were generously donated by Dr. Jeanine Fell of Newton.

Trustee Reynolds moved and Trustee Curtis seconded to accept as presented the gift-in-kind donation of dental items valued at \$6,310 from the Lake Land College Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Class B Truck for the College's CDL Program.

Trustees heard a recommendation from Dr. Bullock that the Board approve the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program. He said the administration will work with a local dealer to secure the very best option and utilize FY 2021 budgeted funds for this expenditure.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment – Police Squad Vehicle.

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for the Board to declare as surplus a 2012 Ford Police Interceptor vehicle and attached equipment. She said the Campus Police Department has purchased a new vehicle to replace the 2012 model that has extensive miles, become obsolete, and has little value to the College. She also said if these items are approved by the Board as surplus, then we will dispose of these items in a manner most beneficial to the College.

Trustee Walk moved and Trustee Storm seconded to declare as surplus the 2012 Ford Police Interceptor vehicle and attached equipment so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Trust Agreement between the College, First Mid-Illinois Bank and Trust and the Capital Development Board for the Parking Lot A Replacement Project.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced Trust Agreement and grant approval to open a trust account at the First Mid-Illinois Bank and Trust of Mattoon as the first steps in the process to begin Capital Development Project #810-058-033 – the replacement of Parking Lot A.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the Trust Agreement between the College, First Mid-Illinois Bank and Trust of Mattoon and the Capital Development Board for the Parking Lot A Replacement Project and grant approval to open the trust account at the First Mid-Illinois Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel 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. He said the proposed lease agreement specifies a rent amount of \$1,616.25 per quarter for an area consisting of approximately 431 square feet. Trustees learned the College is agreeing to be responsible for all maintenance, utilities and services related to the property.

Trustee Cadwell moved and Trustee Reynolds 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, 2021, through June 30, 2022, with a quarterly rent payment of \$1,616.25 per quarter 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Lease Agreement with First Presbyterian Church of Mattoon.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a lease agreement with the First Presbyterian Church of Mattoon, as lessor, for the College to utilize a classroom to operate a Pathways alternative high school classroom. Trustees reviewed the proposed lease which stipulates rules for use of this space at no cost to the College.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the lease agreement between the College, as lessee, and the First Presbyterian Church of Mattoon, as lessor, to utilize classroom space for the Pathways Program for the period July 1, 2021, through June 30, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Motoman Robot.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the bid from Yaskawa America, Inc. of Miamisburg, Ohio, in the amount of \$36,875 for a Motoman Robot to be used by the Center for Business and Industry and the Technology Department to support both Fanuc and Motoman labs for robotics training. Trustees reviewed the bid tabulation sheet which details Yaskawa as the sole bidder.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the bid from Yaskawa America, Inc., Motoman Robotics Divisions, of Miamisburg, Ohio, in the amount of \$36,875 for a Motoman Robot to be used by the Center for Business and Industry and the Technology Department to support both Fanuc and Motoman labs for robotics training.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Baseball/Softball Field Grading & Sod Installation.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced bid from Advanced Turf Solutions, Inc. of Fishers, Indiana, in the amount of \$43,915.91. Mr. Nuxoll said this vendor was the sole bidder for this project. Mr. Nuxoll reported these improvements for the baseball and softball field grading and sod installation will help provide a safer and more playable field for our baseball and softball programs. He also said we will use FY 2021 funds to pay for these renovations.

Trustee Wright suggested the administration consider allowing other groups to host various sporting events or contests in the off-season to bring additional visitors to campus and provide more public exposure of our athletics facilities and grounds. Dr. Bullock thanked Trustee Wright for this suggestion and said he and Ms. Valerie Lynch, Interim Vice President for Student Services, will discuss this idea with Mr. Bill Jackson, Director of Athletics.

Trustee Walk moved and Trustee Storm seconded to approve as presented the bid from Advanced Turf Solutions, Inc. of Fishers, Indiana, in the amount of \$43,915.91, for baseball and softball field grading and sod installation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.
Motion carried.

Approval to Purchase Outdoor Bleachers for the Baseball and Softball Fields.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the purchase and installation costs for new outdoor bleachers for the baseball and softball fields, in the amount of \$40,308.38, from Irwin Seating Company of Altamont. Mr. Nuxoll reported the current bleachers are very dated, have become a safety hazard and are not ADA compliant. He also reported that since the College learned Irwin Seating Company is an approved vendor under the Illinois Public Higher Education Cooperative, the College did not have to seek bids on this equipment or related work. Trustees learned we will use FY 2021 funds to pay for this expenditure.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the purchase and installation costs for new outdoor bleachers for the baseball and softball fields, in the amount of \$40,308.38, from Irwin Seating Company of Altamont.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Field House Bleachers.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced bid from Irwin Seating Company of Altamont in the amount of \$155,273. Trustees reviewed the bid tabulation sheet which details Irwin Seating Company as the lowest bidder of two bids received. Mr. Nuxoll reported the current bleachers have become a safety hazard and are not ADA compliant.

He also reported that at the time of the bid the administration did not yet realize that Irwin Seating Company was an approved vendor under the Illinois Public Higher Education Cooperative, thus the College sought bids. Trustees learned we will use FY 2021 funds to pay for this expenditure.

Trustee Curtis moved and Trustee Cadwell seconded to approve as presented the bid from Irwin Seating Company of Altamont, in the amount of \$155,273, for new bleachers for the Field House.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Three-Year Agreement with Mongoose Research, Inc. of New York for the Cadence Platform for College-Wide Texting and Funded by HEERF Funds.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a three-year agreement with Mongoose Research of New York for the Cadence platform for college-wide texting for the period July 1, 2021 through June 30, 2024. Trustees learned this expense will be funded by HEERF Funds, at a cost of \$27,500 per year and an onboarding fee of \$1,500 in year one of the contract for \$84,000 in aggregate. Trustees were provided the proposed agreement which detailed rationale explaining the thorough analysis that ISS has undertaken in making this decision and recommendation. Mr. Nuxoll reported that one of the most requested items by the College faculty, staff and students has been for a better solution to exchange texts regarding College business and that leveraging texting for critical enrollment actions throughout the academic life cycle will improve our ability to connect with and help students.

Trustees learned that before the administration provided this recommendation, the administration and ISS had researched six vendors for texting in higher education. Their requirements focused on functionality, usability, integration, support, implementation, and ultimately cost. After additional reviews, meetings, and demos with three finalist vendors, Mr. Nuxoll said Cadence was the clear choice based on our requirements as their integration stands out as the most adaptable and suitable to use with Colleague, Recruit and other applications, analytic capabilities, and enterprise functionality.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a three-year agreement with Mongoose Research of New York for the Cadence Platform for college-wide texting for the period July 1, 2021 through June 30, 2024. This expense will be funded by HEERF Funds, at a cost of \$27,500 per year and an onboarding fee of \$1,500 in year one of the contract for \$84,000 in aggregate.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Purchase for a High Definition Upgrade for the College's Broadcasting/Television Studio.

Trustees reviewed a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board approve the above-referenced purchase using FY 2021 funding. Trustees reviewed a confidential quote in the amount of \$152,200.01 from Conference Technologies, Inc. of Indianapolis, Indiana, for this purchase. Mr. Althaus said per our legal counsel, this is deemed technology and thus a formal bidding process was not required. Mr. Althaus reported that the College's current lab equipment is over 20 years old and the upgrade should provide significant improvement in broadcasting and teaching capabilities. He also said that with this upgrade students in the Associate in Applied Science Broadcast Communications program will be able to train on the latest technology within the industry. Trustees learned we will use FY 2021 funds to pay for this expenditure.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the purchase of a high definition upgrade from Conference Technologies, Inc. of Indianapolis, Indiana, in the amount of \$152,200.01 for the College's existing Broadcasting/Television Studio.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Use of Tech Refresh Bond Funds for New and Updated Security Cameras across Campus.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the use of remaining Tech Refresh Bond funds to upgrade and replace security cameras on campus at a total cost of \$120,038. Mr. Nuxoll reported that we currently need to improve our camera coverage throughout the main campus. He said the additional cameras will help cover blind spots in the inner circle, parking lots, roadways, sidewalks and areas where we need coverage. Trustees learned we need new cameras to replace 150 outdated and end of life cameras that we currently have on campus. Mr. Nuxoll noted this is exempt from the bidding process per Board Policy 10.22 (4) (f).

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the use of remaining Tech Refresh Bond funds to upgrade and replace security cameras on campus at a total cost of \$120,038.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Closed Session

6:53 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21), to review the minutes of meetings lawfully closed under the Open Meetings Act.

Return to Open Session - Roll Call

6:56 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. Katie Greuel, Student Trustee.

Trustees Absent: None.

Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.

Trustee Walk moved and Trustee Storm seconded to approve the release of closed session minutes for sections 1, 2 and 3 of the May 10, 2021, 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. This recommendation is for the six-month review period since December 14, 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 Greuel 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.

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of the recommendation included on the Human Resources Report to create a new faculty position – Counselor for Student Accommodations and Mental Health Initiatives. He said the Committee’s consensus was to recommend approval of this new position and to modify Board Policy 05.02.04 - *Minimum Faculty Employment Requirements/Qualifications for the next agenda item.*

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

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

Hurt, Bethany	5/29/21-7/9/21 then intermittent
Strohl, Randy	6/2/21-6/21 then intermittent
Meek, Melanie	4/30/21-5/17/21
Stewart, Charles	6/18/21-7/13/21

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

Counselor for Student Accommodations and Mental Health Initiatives-Faculty

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Caldeira, Lara	Test Proctor	5/24/21
	Primary Position- Covid-19 Checkpoint Screener	
Caldeira, Lara	Tutor - Student Disability Services	5/24/21
	Primary Position- Covid-19 Checkpoint Screener	
Caldeira, Lara	Tutor - Student Learning Asst Center	5/24/21
	Primary Position- Covid-19 Checkpoint Screener	
Caldeira, Lara	Tutor-Student Community Education	5/24/21
	Primary Position- Covid-19 Checkpoint Screener	
Part-time - Grant Funded		
Caldeira, Lara	Tutor-Student Carl Perkins	5/24/21
	Primary Position- Covid-19 Checkpoint Screener	
Kingery, Rachael	Tutor - Perkins - Bachelor	5/24/21
	Primary Position- Alternative Education Instructor	
Stoutin, Drew	Tutor-Student Carl Perkins	4/12/21
	Primary Position-Tutor-Student Learning Asst	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Logan, Susan	CNA Evaluator	5/17/21
Powers, Gregory	CBI Non-credit Instructor	5/17/21
Probst, Christina	CNA Evaluator	5/17/21
Rhine, Scott	Center for Business and Industry Instr	5/17/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Arnold, Tera	Financial Aid Outreach Specialist	6/21/21
Craig, Jessica	Admissions Representative	7/01/21
Keys, Austin	Infrastructure Analyst	6/28/21

Full-time Grant Funded		
Chism, Michael	Associate Dean of Correctional Programs	5/17/21
Petropoulos, Bryttany	Correctional Office Assistant	5/17/21
Steaman, William	Correctional Occupations Instructor	5/17/21

Part-time		
Due, Rachel	Bookstore Rush Worker	5/10/21
Goodner, Courtney	Adjunct Faculty Business Division	5/10/21
Kriesel, June	Adjunct Faculty Humanities Division	6/7/21
Painter, Allie	Admissions and Records Student Asst	5/17/21
Souza, Hamilton	Bookstore Rush Worker	5/10/21
Stremming, Morgan	Dual Credit Coordinator	4/21/21

Part-time Grant Funded		
Rotert, Haley	Trio Destination College Intern	5/17/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Davis, Andrew	Correctional Custodial Maintenance Instr	5/7/21
Hardwick, Don	Groundskeeper	4/4/21
Kohnen, Alexis	Correctional Remedial Bridge Instructor	5/14/21
Parks, Steffani	Student Services Specialist III	6/18/21
Petropoulos, Bryttany	Correctional Office Assistant	5/19/21

Part-time		
Bloemer, Kaitlyn	Admissions and Records Data Entry Assistant	5/17/20
Borries, Lisa	Dual Credit Coordinator	4/18/21
Bruns, Maureen	Library Assistant	4/21/21
Emerick, Cynthia	Administrative Assistant Pana Ext Center	5/26/21
Hall, James	Digital Communications Specialist	5/14/21
Keller, Tammela	Dual Credit Coordinator	5/16/21
Kidd, Madelyn	Newspaper Editor - Student Newspaper	5/16/21
Loy, Cathy	Dual Credit Coordinator	5/17/20
Meadows, Janet	Proctor/Training Aid	5/16/21
Meier, Laura	Dual Credit Instructor	5/16/21
Moon, Suhyun	Chemistry Lab Student Assistant	5/16/21
Moore, Breanna	Newspaper Editor - Student Newspaper	5/2/21
Reynolds, Makenzie	Internship & Employment Coordinator	5/16/21

Swim, Christina	Dual Credit Instructor	5/16/21
Yealick, Sabrina	Tutor - BA - Learning Assistance Center	5/17/20

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Alexander, Amber	Associate Dean of Correctional Prog. IRCC Transferring from Associate Dean of WICC	5/17/21
Part-time		
Caldeira, Lara	Test Proctor Transferring from Bookstore Rush Worker	5/27/21
Kilzer, Barbara	Ofc Assistant to Allied Health Programs Transferring from Adj Faculty Allied Health	5/17/21
Wakefield, Rita	Adjunct Faculty Math and Science Division Transferring from Dual Credit Instructor	5/27/21
Part-time- Grant Funded		
Myers, Kendra	Adult Education Instructor Transferring from Pathways Classroom Asst	5/6/21

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.02.04 – Minimum Faculty Employment Requirements/Qualifications.

Ms. Valerie Lynch, Interim Vice President for Student Services, requested the Board waive first reading and approve proposed revisions to the above-referenced policy. Trustees reviewed details of the proposed changes. Ms. Lynch reported the additions to this policy are needed following Board approval of the Human Resources Report that included creation of a new academic support (non-instructional) Faculty position titled Counselor for Student Accommodations and Mental Health Initiatives. She said the additions to Policy 05.02.04 will define the unique employment requirements/qualifications of the new faculty position.

Trustee Reynolds moved and Trustee Walk seconded to waive first reading and approve as presented proposed revisions to Board Policy 05.02.04 – *Minimum Faculty Employment Requirements/Qualifications.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Greuel voted yes.
Absent: None.
Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:04 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/