

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



Special Meeting
Board and Administration Center
Room 011, Mattoon, IL
June 29, 2022

Minutes

Call to Order.

Chair Sullivan called the special meeting of the Lake Land College Board of Trustees to order at 3:00 p.m. in room 011 of the Board and Administration Center, Mattoon.

Chair Sullivan appointed Trustee Storm to serve as Secretary Pro Tem in the absence of Board Secretary Tom Wright.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Vice Chair; Mr. Kevin Curtis; Ms. Doris Reynolds, Mr. Dave Storm, and Mr. Mike Sullivan, Chair.

Trustees Absent: Ms. Denise Walk, Mr. Tom Wright and Ms. Maggie Kelly, Student Trustee.

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

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Non-action Items:

Presentation of FY 2023 Budget.

President Bullock provided highlights of the proposed FY 2023 Budget and comparisons to the FY 2022 Budget. Dr. Bullock, Mr. Greg Nuxoll, Vice President for Business Services, and Ms.

Madge Shoot, Comptroller, answered various questions by Trustees. Dr. Bullock explained the impact of the SURS pass-through, which the College is required by law to include in its accounting processes. Trustees learned the FY 2023 total budget is being presented as balanced at \$113,811,711, with the operating budget (Fund 1 and Fund 2) also being presented as a balanced budget with estimated income of \$57,775,950, and corresponding expenditures of this same amount. Trustees reviewed the proposed budget and learned the administration must display the proposed budget for public comment for at least 30 days prior to final approval by the Board. Thus, the administration will request final approval of the FY 2023 Budget during the regular Board meeting to be held Monday, August 8, 2022.

Action Items:

Approval of FY 2023 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 2023. She said the administration has conducted a thorough and comprehensive evaluation this spring. Trustees reviewed the FY 2023 Part-time Rates and Stipends schedule and learned there were numerous proposed changes, including an increase in adjunct rates, to help the College be better able to attract, motivate, and retain a highly qualified workforce in a cost-effective manner.

Ms. Wahls also said that due to the minimum wage increase that will go into effect January 1, 2023, our proposed part-time rates will be in effect July 1, 2022 through December 31, 2022, and thus not the entire fiscal year. The administration will update the part-time rates later this year and bring a recommendation back to the Board for consideration at that time.

Trustee Curtis moved and Trustee Cadwell seconded to approve as presented the FY 2023 Part-time Rates and Stipends schedule, with various increases detailed by position on the schedule.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent.

Absent: Trustees Walk and Wright.

Motion carried.

Approval of Part-Time Staff Hourly Increases

Trustees heard a recommendation from Ms. Wahls that the Board approve a 5.0% increase effective July 1, 2022, for all current part-time employees.

Trustee Cadwell moved and Trustee Reynolds seconded to approve a 5.0% increase for current part-time employees effective July 1, 2022, with employees who still fall below the minimum part-time rate after applying the 5% increase receiving an additional adjustment to ensure they meet the minimum part-time hourly wage rate for the position per the FY 2023 Part-time Rates and Stipends schedule.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent.

Absent: Trustees Walk and Wright.

Motion carried.

Approval of Educational Services Contracts with the Illinois Department of Juvenile Justice (IDJJ).

Trustees reviewed a memorandum from Mr. Brandon Young, Dean of Correctional Programs, and heard a recommendation from Dr. Bullock for the Board to approve an agreement with the Illinois Department of Juvenile Justice for the three-year period of July 1, 2022 through June 30, 2025, so the College may continue providing educational services at two IDJJ facilities including the Illinois Youth Center (IYC) at St. Charles and the IYC at Harrisburg and for the potential of part-time programming at three additional sites including IYC Chicago, IYC Warrenville and IYC Pere Marquette, with the total price of the contract at \$2,367,649.13 and a 10% indirect cost allocation plan. Trustees also reviewed the proposed contract renewal. Dr. Bullock highlighted how utilization of existing staff might lead to the potential for part-time programming at the three additional sites.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the agreement with the Illinois Department of Juvenile Justice for the three-year period of July 1, 2022 through June 30, 2025, so the College may continue providing educational services at two IDJJ facilities including the Illinois Youth Center (IYC) at St. Charles and the IYC at Harrisburg and for the potential of part-time programming at three additional sites including IYC Chicago, IYC Warrenville and IYC Pere Marquette, with the total price of the contract at \$2,367,649.13 and a 10% indirect cost allocation plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent.

Absent: Trustees Walk and Wright.

Motion carried.

Approval of MOU with AFSCME.

Trustees heard a recommendation from Ms. Wahls for the Board to approve a Memorandum of Understanding (MOU) with the American Federation of State, County, and Municipal Employees (AFSCME) Council 31. Ms. Wahls said that since the ratification of the collective bargaining agreement, AFSCME petitioned the Illinois Education Labor Relations Board for inclusion of instructors of Illinois Youth Center at St. Charles to be covered under their collective bargaining agreement. She also explained that in reviewing the collective bargaining agreement, there are some terminology differences for which the proposed MOU provides guidance on the equivalent terminology between the Department of Corrections and Department of Juvenile Justice.

Trustee Cadwell moved and Trustee Curtis seconded to approve a Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME) Council 31 to include instructors of the Illinois Youth Center at St. Charles within the Collective Bargaining Agreement (CBA) and to provide guidance on the equivalent terminology between the Illinois Department of Corrections and the Illinois Department of Juvenile Justice.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent.

Absent: Trustees Walk and Wright.

Motion carried.

Approval of Temporary Lease with St. Anthony of Padua Catholic Church for Educational Space.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a proposed one-month lease with St. Anthony of Padua Catholic Church so that the College may use space at St. Anthony High School this summer for which courses normally would have been taught at the Kluthe Center in Effingham. Mr. Nuxoll explained that alternate space was temporarily needed while new air conditioning units are being installed at the Kluthe Center this summer. He also explained how he determined a fair rent amount which he based on use of square footage space and the rent the College pays to the City of Paris for course instruction at that location.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a facilities lease agreement between the College, as Lessee, and St. Anthony of Padua Catholic Church, as Lessor, for the one-month period of July 5, 2022 through August 4, 2022, at a monthly rent amount of \$1,500. This will enable the College to conduct classes at St. Anthony High School while new air conditioning units are being installed at the Kluthe Center this summer.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent.

Absent: Trustees Walk and Wright.

Motion carried.

Adjournment.

Trustee Curtis moved and Trustee Storm seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 3:41 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

/s/Mike Sullivan
Board Chair

/s/Tom Wright
Board Secretary