

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



Regular Board Meeting No. 679
Board and Administration Center, Room 011
Mattoon, IL
July 10, 2023

Minutes

Call to Order.

Chair Cadwell called the July 10, 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 and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Student Trustee Schertz.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; 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 Reynolds moved and Trustee Walk seconded to approve the following consent items:

1. Approval of Minutes of June 12, 2023, Regular Meeting.
2. Approval of Minutes of June 12, 2023, Closed Session.
3. Approval of Minutes of June 8, 2023, Decennial Committee on Local Government Efficiencies Meeting.
4. Approval of Agenda of July 10, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	1,120,918.17
Building Fund	\$	44,710.99
Site & Construction Fund	\$	27,550.00
Bond & Interest Fund	\$	680,802.94
Auxiliary Services Fund	\$	8,713.43
Restricted Purposes Fund	\$	452,760.72
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	3,984.35
Student Accts Receivables	\$	195,632.04
Total	\$	2,535,072.64

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

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 was absent from the meeting.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said ICCTA continues to monitor and advise the college on legislation that may impact community college policies.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met recently regarding items which will be discussed later in the agenda.

Finance.

Trustee Storm, Committee Chair, said the Committee met recently regarding items which will be discussed later in the agenda.

Buildings & Site.

Trustee Curtis said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- Please save the date for the 2nd annual Foundation & Alumni Awards celebration on Thursday, October 19. A friendly reminder the annual Foundation Golf Classic registration is Friday, September 29th.
- We are thrilled to share that Fiscal Year 2023 ranks the third highest year in Foundation history in fundraising with over 2,000 donations recorded and raising more than \$3.25M in donations.

Student Report.

Ms. Jacqueline Schertz, Student Trustee, was not present and thus no report was given.

President's Report.

- Lake Land received payments of \$40,459 from the Illinois Department of Juvenile Justice (IDJJ) in June toward the FY 2023 outstanding balance. A total of \$60,239 remains outstanding for IDJJ for FY 2023.
- Lake Land received payments of \$2.37 million from the Illinois Department of Corrections (IDOC) in June toward the FY 2023 outstanding balance. A total of \$1.48 million remains outstanding for IDOC for FY 2023.
- In June, 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. As of June, the College has received all FY 2023 appropriations from the State of Illinois.
- The College received no property tax payments in June.

Business Items.

Non-action Items.

Presentation of FY 2024 Budget.

Trustees reviewed the proposed FY 2024 Budget Book and heard a presentation from Dr. Bullock regarding the FY 2024 Budget. Trustees learned that the overall proposed FY 2024 budget for all funds is \$115,132,346 and that the proposed FY 2024 operating budget is balanced, with operating revenues of \$61,569,544, and corresponding operating expenditures. Dr. Bullock, Mr. Nuxoll, Vice President for Business Services, and Ms. Madge Shoot, Comptroller, answered various questions by Trustees. Dr. Bullock said approval of the FY 2024 Budget will be requested during the August 14, 2023, regular Board meeting, and that the proposed FY 2024 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

Trustee Storm said the Finance Committee met recently for an in-depth review of this agenda item. He said the Committee's consensus was to recommend to the Board approval of the FY 2024 Budget as presented.

Athletic Department Honors.

Dr. Valerie Lynch, Vice President for Student Services, provided an overview on the many accomplishments of our student athletes in the past year. Trustees were also provided a detailed listing of these accomplishments.

Monthly Data Point Discussion – Summer Enrollment Report.

Dr. Lynch and Ms. Lisa Cole, Director of Data Analytics, highlighted the summer 2023 enrollment.

Grants Annual Report.

Dr. Beth Craig, Grants Writer and Coordinator, presented the Annual Report of grant activities this past year.

Updates from Workforce Solutions and Community Education.

Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, highlighted recent activities and growth within this department.

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.

Acceptance of May 2023 Financial Statements.

Trustees reviewed the May 2023 Financial Statements. Trustee Storm said the Finance Committee met recently for an in-depth review of this agenda item. He said there were no

variances of significant concern and that the Committee’s consensus was to recommend to the Board approval of the Financial Statements as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the May 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 was absent from the meeting.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.27 – State Universities Retirement System.

Mr. Nuxoll requested the Board approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions. Mr. Nuxoll said that as a result of Public Act 102-0540, recently signed into law by the Governor, all newly certified members hired on or after July 1, 2023, shall be automatically enrolled in the SURS Deferred Compensation Plan. He reported that members already certified (existing employees) or members that were previously certified that are re-employed are not automatically enrolled, but may voluntarily enroll.

Because this law has already taken effect, Mr. Nuxoll requested that the Board waive first reading and approve revisions during the July regular Board meeting.

Trustee Walk moved and Trustee Wright seconded to approve as presented proposed revisions to Board Policy 05.27 – *State Universities Retirement System*.

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 was absent from the meeting.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.14 – Honors Experience.

Dr. Bullock requested the Board consider proposed revisions to the above-referenced Policy. He said the proposed revisions will align the College’s policy with the “Honors College” model of the Phi Theta Kappa National Honor Society.

Dr. Bullock said that the administration has received no comments or requests for additional revisions since we presented these recommendations as first reading during the June 2023 regular Board meeting.

Trustee Wright moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.14 – *Honors Experience*.

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 was absent from the meeting.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Nuxoll requested the Board declare as surplus 20 brown benches, a panorex machine, three ISS storage technology items, and a 2006 Peterbilt 379 black semi-truck. He said the brown benches and panorex machine items have become obsolete and have little value to the College, that the College will receive trade-in value from Dell for the three ISS technology storage items, and that the College no longer needs the aging 2006 Peterbilt semi-truck as a replacement has already been secured. If these items are approved by the Board as surplus, then they will be disposed of in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Wright seconded to declare as surplus 20 brown benches, a panorex machine, three ISS storage technology items, and a 2006 Peterbilt 379 black semi-truck so that the administration may dispose of these items or equipment 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 Schertz was absent from the meeting.

Absent: None.

Motion carried.

Closed Session

6:48 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)(1), (2) and (11), to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.

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 was absent from the meeting.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:48 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 and Mr. Tom Wright, Vice-Chair.

Trustees Absent: Student Trustee Schertz.

Action on Formal Grievance Filed by the Lake Land College Faculty Association at Step Four on June 21, 2023, as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Walk seconded to uphold the administration's decision and deny the grievance filed by the Lake Land College Faculty Association at Step Four on June 21, 2023, as discussed 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 was absent from the meeting.

Absent: None.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

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. Dr. Lynch also highlighted some of the newly recommended positions and personnel changes.

Trustee Reynolds motioned and Trustee Curtis 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 appointment of two full-time, tenure track faculty employees.

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

McKenzie, Michelle

6/12/23-9/1/23

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

Director of TRIO Programs	Level 16
Assistant Director of Trio Destination College	Level 15

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Estacio, Estiven	Men's Basketball Assistant, Fitness Center Specialist,	
	Basketball Scorers/Timers	7/1/22
	Tutor - Bachelor's Degree -	5/15/23
Garcia Orozco, Karen	Primary Position Print Shop Technician Assistant	
	International Student Ambassador	11/20/22
Heuerman, Jill	Primary Position Lab Student Assistant	
	Dental Hygiene Enhancement Coach	12/1/22
Hodges, John	Primary Position Allied Health Den Clinical hrly	
	Intramural Official	7/1/22
Hunt, Richard	Primary Position Fitness Center Specialist	
	Adjunct for CBI, Adjunct Faculty Tech Division	5/15/23
Hunter, Kimberly	Primary Position Technical Training Coordinator	
	IEL Instructor	10/7/21
Lazenby, Debra	Primary Position Director Student Success	
	Allied Health BNA Clinical Instructor (hourly)	12/1/21
Molzen, Kara	Primary Position Allied Health BNA Adjunct	
	Dental Hygiene Enhancement Coach	1/4/23
Myers, Kendra	Primary Position Dental Hygiene Instructor	
	Pathways Classroom Assistant	6/20/21
Wilson, Sheila	Primary Position Adult Education Instructor	
	Enhanced Lab Instructor- Dental Hygiene	11/27/19
	Primary Position Allied Health Dental Clinical	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Badman, Cami	Dual Credit Instructor	6/21/23
Bates, Guy	Dual Credit Instructor	6/21/23
Bushue, Molly	Dual Credit Instructor	6/21/23
Nohren, Andrew	Dual Credit Instructor	6/21/23

Full-time

Doty, Michael	Technical Support Specialist	7/11/23
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Full-time Grant Funded

Moll, Thomas	Coordinator of Mental Health Services	7/24/23
Riggs, Jeffrey	Warehousing Instructor	6/12/23

Full-time Tenure Track

Cougill, Andrew	Librarian	8/18/23
Crowder, James	Welding Instructor	8/18/23

Part-time

Allen, Rick	Dual Credit Coordinator	3/17/23
Juneau, Gary	Adjunct Faculty Math and Science Division	8/21/23
Palmer, Jessie	Allied Health PTA Clinical Instructor (hourly)	6/12/23
Rosario, Moises	International Studies Program Assistant	6/22/23
Schaefer, William	Dual Credit Coordinator	2/24/23

Part-time Grant Funded

Garrett, Torie	Childcare Lab Assistant	6/20/23
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Carr, David	Correctional Construction Occupations Instructor	6/23/23
Keys, Austin	Infrastructure Analyst	6/8/23
Nuxoll, Greg	Vice President for Business Services	7/28/23
Ziccardi, Matthew	Correctional Horticulture Instructor	7/10/23
Part-time		
Gowin, Adora	Volleyball Assistant Coach	12/13/22
Herschberger, Gary	Tutor-Disability Services	3/24/23
Hoots, Corbin	Tutor - Student Learning Assistance Center	12/5/22
Matheny, Andrew	Tutor - Student Learning Assistance Center	5/4/23
Mossman, Rachel	Kluthe Test Proctor	6/16/22
Rilenge, Jodie	Adjunct Faculty Allied Health Division	5/8/23
Rincker, Grace	Human Resources Assistant	5/18/23
Robinson, Canyon	Fitness Center Specialist	3/22/23
Sample, Stephanie	College Work Study Radio TV	12/16/22
Tsysar, Svitlana	International Student Ambassador	12/7/22
Vonderheide, Anthony	College Work Study Radio TV	5/14/23
Wilson, Chance	Tutor - Perkins - Bachelor	3/17/23

Transfers/Promotions

The following employee is recommended for a change in position

Position	Effective Date
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Full-time

Shawver, Gavin

TRIO Student Support Services Advisor 7/31/23
Transferring from Academic Scheduling Coordinator

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 was absent from the meeting.

Absent: None.

Motion carried.

Other Business. (Non-action)

Dr. Bullock thanked Mr. Nuxoll for his service at Lake Land College. Dr. Bullock noted that during his tenure, Greg has positively affected the Lake Land College community and has been a valued member of our Laker team. He highlighted that through Mr. Nuxoll’s leadership, we navigated the COVID-19 pandemic and resulting HEERF expenditures; recovered from a significant building fire; developed a long-term master facilities and landscaping plan; strengthened the College’s cybersecurity and IT infrastructure; enhanced College facilities, wayfinding and grounds; and fortified the College’s overall financial foundation.

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:55 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/