

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



Regular Board Meeting No. 667
Board and Administration Center, Room 011
Mattoon, IL
July 11, 2022

Minutes

Call to Order.

Vice-Chair Cadwell called the July 11, 2022, 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.

Vice-Chair Cadwell announced the Board would remove from the agenda action item #9 – Approval of Lease Agreement for an Early Childhood Education Program Initiative.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm; Ms. Denise Walk, Mr. Thomas Wright, Secretary; and Student Trustee Maggie Kelly.

Trustees Absent: Chair Mike Sullivan.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Ms. 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 Curtis seconded to approve the following consent items:

1. Approval of Minutes of June 13, 2022, Regular Meeting.
2. Approval of Minutes of June 29, 2022, Special Board Meeting.

3. Approval of Agenda of July 11, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	785,366.34
Building Fund	\$	75,488.41
Site & Construction Fund	\$	52,250.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	46,009.26
Restricted Purposes Fund	\$	491,506.61
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	737.58
Student Accts Receivables	\$	365,406.06
Total	\$	1,816,764.26

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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Public Hearing concerning the Intent of the Board of Trustees to Sell \$17,000,000 Funding Bonds for the Purpose of Paying Claims against the District.

6:02 p.m. – Vice-Chair Cadwell announced that a hearing was being held to receive comments on the proposal to sell bonds of the District in the amount of \$17,000,000 for the purpose of funding and paying claims against the District.

Vice-Chair Cadwell asked members of the Board for any further comments about the bond sale. There were no additional comments by Trustees.

Vice-Chair Cadwell asked the public for any written or oral testimony about the bond sale. There were none.

6:03 p.m. - Trustee Storm motioned and Trustee Walk seconded to adjourn the public hearing concerning the intent of the Board of Trustees to sell \$17,000,000 funding bonds for the purpose of paying claims against the District and resume to the regular Board meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said she had no report at this time.

Resource & Development.

Trustee Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Finance.

Trustee Storm, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Buildings & Site.

Trustee Curtis said the Committee had not met since the last regular Board meeting and there was 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 team has recently expanded with our newest employee, Penny Walk. Penny comes to us from EIU with an extensive career in Foundation/donor relations and was hired as our Donor Information & Database Coordinator last week.

- Thank you for your support and for joining us for our Open House on June 30th! We were very pleased with the turnout and have received such great feedback on our two newest buildings on campus.
- We are thrilled to share over 2,400 individual gifts were received by the Foundation office in FY22 totaling more than \$3.8 million.

Student Report.

Ms. Maggie Kelly, Student Trustee, had no report at this time.

President's Report.

- Lake Land received \$720,071 from the Illinois Department of Corrections (IDOC) in June and \$38,031 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance. A total of \$986,548 remains outstanding for IDOC and \$55,659 for IDJJ.
- In June, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. The state is paid in full for FY 2022 credit hour reimbursement and equalization.
- The College received \$1 million in property tax payments in June.
- Lake Land College received its five-year Certificate of Recognition (through June 2027) from the Illinois Community College Board in accordance with the provisions of Section 2-15 of the *Public Community College Act*. Kudos to the entire Lake Land College community, and special thanks to Dr. Lynn Breer, Director of Institutional Research and Reporting, for coordinating our submission.
- Mary Hill 'Pete' Dobbs passed away this past June at the age of 91. She had served as a Lake Land College Trustee from 1975 to 1991. We extend our sympathy to her surviving family members, and we appreciate that they have established the William and Mary Hill Endowment Scholarship Fund at the College.

Business Items.

Non-action Items.

Quarterly Investment Report.

Mr. Gary Swearingen, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending June 30, 2022.

Presentation of District Plaque to the Board of Trustees by the 2021-2022 National Tournament-Qualified Lake Land College Women's Softball Team.

Mr. Bill Jackson, Director of Athletics, Mr. Nic Nelson, Director of Fitness Center/Head Softball Coach, and members of the Lake Land College Women's Softball Team presented the Region XXIV Championship Plaque to the Board of Trustees. The regional championship earned the team a birth to

the 2022 National Junior College Athletic Association's Division I Softball Championship National Tournament held in May 2022.

Athletic Department Honors

Ms. Valerie Lynch, Vice President for Student Services, provided an overview of the 2021-2022 accomplishments of our student athletes in the past year.

Monthly Data Point Discussion – Spring 2022 End of Term Enrollment Report and Annual Enrollment Report for FY 2022.

Ms. Lisa Cole, Director of Data Analytics, presented highlights of the Spring 2022 End of Term Enrollment Report and preliminary data for the Annual Enrollment Report for FY2022.

Summer Enrollment Report.

Ms. Lynch highlighted summer 2022 enrollment as of tenth day in the term.

Proposed Revisions to Board Policy 05.03 – Bargaining Units

Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, with recommendations for the Board to consider proposed revisions to Policy 05.03 – *Bargaining Units*. Dr. Bullock reported these are needed to reflect the inclusion of the Illinois Department of Juvenile Justice (IDJJ) under the AFSCME contract. Trustees reviewed details of the proposed changes.

Dr. Bullock said this was submitted as first reading, and we will bring this back to the Board for approval during the August 2022 regular meeting.

Proposed Revisions to Board Policy 06.38 – Course Materials Rental.

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President of Business Services, for the Board to consider proposed revisions to Policy 06.08 – *Course Materials*. Trustees reviewed details of the recommended changes. Mr. Nuxoll reported a key recommended change is to alter the deadline of textbook rentals – as detailed in item #8 of the Policy. Mr. Nuxoll said the policy states textbook rentals are due on the fifth college business day following exams. He said that data since Fall 2015 shows an average of 550 unreturned books each semester, which is an average of \$60,000 per semester, or around 10% of students receiving charges and blocks each semester. He is hopeful that aligning a book return deadline with the date a semester closes will enable more students to provide timely returns of the textbooks. He said other proposed revisions include a title correction, omission of obsolete information regarding software, and textbook and instructional materials process clarifications.

Mr. Nuxoll said this was submitted as first reading, and we will bring this back to the Board for approval during the August 2022 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the upcoming Buildings and Site Committee Meeting on August 4, 2022, the Regular Board Meeting to be held at the Kluthe Center on August 8, 2022, and the Foundation Golf Classic on September 30, 2022.

Action Items.

Acceptance of May 2022 Financial Statements.

Trustees reviewed the May 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the May 2022 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Bid for MobileArc Augmented Reality Welding Systems.

Trustees heard a request by Mr. Nuxoll that the Board approve as presented the bid from ILMO Products Co. of Mattoon, in the amount of \$41,455, for the purchase of 16 MobileArc Augmented Reality Welding Systems, Project No. 2022-016. Trustees reviewed the bid tabulation sheet detailing ILMO Products submitting the lowest of three bids received.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the bid from ILMO Products Co. of Mattoon, in the amount of \$41,455, for the purchase of 16 MobileArc Augmented Reality Welding Systems, Project No. 2022-016.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Bid for Parking Area and Roadway Sealing and Striping.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the bid from Dunn Company of Decatur, Illinois, in the amount of \$165,745, for a Parking Area and Roadway Sealing and Striping project to repair and re-seal parking lots C, D and E and to seal and re-paint the striping on all of the campus roadways. Trustees received the bid tabulation sheet detailing Dunn Company submitting the lowest of three received bids.

Trustee Curtis moved and Trustee Walk seconded to approve the bid from Dunn Company of Decatur, Illinois, in the amount of \$165,745, for a Parking Area and Roadway Sealing and Striping project to repair and re-seal parking lots C, D and E and to seal and re-paint the striping on all of the main campus roadways, project No. 2022-017.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Lease Agreement Renewal with City of Paris.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a three-year lease renewal agreement between the College, as Lessee, and the City of Paris, as Lessor, for the period of August 1, 2022, through July 31, 2025, including a two one-year automatic renewal option once the three-year agreement expires. Mr. Nuxoll said this lease is for the property located at 314 South Central Avenue, Paris, Illinois and the monthly rent amount is \$350.00.

Trustee Walk moved and Trustee Storm seconded to approve as presented a three-year lease renewal agreement between the College, as Lessee, and the City of Paris, as Lessor, for the period August 1, 2022, through July 31, 2025 including two one-year automatic renewal options once the three-year agreement expires. This lease is for property located at 314 South Central Avenue, Paris, at the same monthly rate of the expiring agreement or \$350 per month.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Amendment to the Contract with CTS Group, a Veregy Company, of St. Louis, Missouri.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve an amendment to the performance service contract with CTS Group, a Veregy Company, of St. Louis, Missouri, for the new roof installation project at the Kluthe Center in Effingham for a total cost of \$340,879. Trustees reviewed the proposed amendment.

Trustee Curtis moved and Trustee Storm seconded to approve as presented an amendment to the performance service contract with CTS Group, a Veregy Company, of St. Louis, Missouri,

for the new roof installation project at the Kluthe Center in Effingham for a total cost of \$340,879.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Closed Session

6:54 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) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

Return to Open Session - Roll Call

7:05 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis, Ms. Doris Reynolds; Mr. Dave Storm; Ms. Denise Walk, Mr. Tom Wright, Secretary and Ms. Maggie Kelly, Student Trustee.

Trustees Absent: Trustee Sullivan, Chairman.

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.

Trustee Curtis motioned and Trustee Storm seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this follows discussion on the topic in closed session related only to the appointment of a full-time Allied Health Instructor and a leave without pay request.

The following employee is recommended for General Leave of Absence/ Board policy 05.04.14

Mather, Sharon

7/05/22-7/08/22

Additional Appointments

The following employees are recommended for additional appointments

Position

Effective Date

Part-time

Garcia Orozco, Karen	Lab Student Assistant	6/12/22
Mason, Ronald	Test Proctor	6/2/22
Rubin, Talianna	Tutor-Disability Services - Student	6/1/22
Strode, Celestia	Tutor-Disability Services - Student	6/1/22

Part-time- Grant Funded

Rubin, Talianna	Tutor-Student Carl Perkins	6/1/22
Strode, Celestia	Tutor-Student Carl Perkins	4/21/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bunch-Epperson, Genine	Alternative Education Instructor	5/19/22
Caldeira, Lara	Fitness Center Specialist	8/19/21
Gillespie, Alex	Adjunct DOC College Funded Instructor	5/10/21
Kreke, Ashley	Dual Credit Coordinator	4/23/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Temple, Benjamin	Engineering Technician	07/12/22
Full-time Grant Funded		
Millikin, Kevin	Correctional Auto Body Instructor	6/6/22
Monti, Francesca	Correctional Office Assistant	7/1/22
Pivetta, Christopher	Correctional Career Technology Instructor	5/31/22
Redman, Robyn	Correctional Career Technology Instructor	6/6/22

Part-time

Egejuru, Brian	Men's Basketball Assistant	7/1/22
Maxwell, Priscilla	Dual Credit Coordinator	5/25/22
Murphy, Jacob	Adjunct Faculty Math and Science Division	8/22/22
Pruitt, David	IEL Instructor	6/6/22
Rubin, Talianna	Tutor-Student Community Education	6/1/22
Strode, Celestia	Tutor-Student Community Education	6/1/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Althaus, Jon	Vice President for Academic Services	6/30/22

Gentry, John	Power Plant Mechanic Instructor/Coordinator	5/9/22
Robertson, Zachary	Custodian	7/1/22
Tomasello, Benjamin	Custodian	6/9/22

Part-time

Boehm, Ava	Newspaper Editor - Student Newspaper	4/22/22
Cearlock, Jennifer	Dual Credit Coordinator	5/7/21
Gates, Linda	Adjunct Faculty Social Science Division	12/11/20
Harley, Casey	Dual Credit Coordinator	4/23/21
Heicher, Rachel	Adjunct Faculty Social Science Division	5/11/20
Hennings, Meliah	College Work Study - Early Childhood Education	11/25/21
Hensley, Beth	Sign Language Interpreter	2/4/20
Hoene, Katelyn	Adjunct Faculty Business Division	5/10/21
Howell, Berkley	Fitness Center Specialist	9/1/21
Hunt, Hannah	Newspaper Editor - Student Newspaper	5/13/22
Jackley, Krista	Dual Credit Coordinator	5/10/19
Johnson, Noah	Adjunct Faculty Agriculture Division	12/11/20
McDaniel, Regina	College Work Study - TRIO SSS	12/22/21
McKirahan Jr, James	Adjunct Faculty Technology Division	12/10/21
Merryman, Jarod	Pathways Classroom Assistant	5/19/22
Miller, Candace	Adjunct Faculty Technology Division	12/10/21
Monterusso, Lauren	College Work Study - TRIO Talent Search	3/30/22
Myers, Renee	College Work Study - Early Childhood Education	10/12/21
Neal, Lance	Adjunct DOC College Funded Instructor	12/10/21
O'Dell, Kathryn	Adjunct Faculty Social Science Division	5/11/20
Plummer, Robert	Adjunct Faculty Allied Health Division	8/23/21
Pruemer, Dave	Athletic Trainer Substitute	9/22/21
Puckett, Logan	College Work Study - Student Life	4/27/22
Rash, Chad	Sign Language Interpreter	2/14/20
Rickey, Constance	Allied Health BNA Adjunct Faculty	6/8/22
Sample, Stephanie	College Work Study Radio TV	5/13/22
Sherwood, Shirley	Allied Health EMS Adjunct Faculty	6/8/22
Stark, Patricia	Dual Credit Coordinator	4/23/21
Stokes, Samantha	Newspaper Editor - Student Newspaper	5/14/22
Stoutin, Drew	College Work Study - Business	3/29/22
Taylor, Shayla	Newspaper Editor - Student Newspaper	5/6/22
Turner, Trinity	College Work Study - Student Life	5/7/22
Tuttle, Allie	Perkins Student Worker - Allied Health	10/19/21
Vonderheide, Anthony	College Work Study Radio TV	5/12/22
Williamson, Katie	College Work Study - Early Childhood Education	4/22/22
Wright, Jason	Allied Health EMS Adjunct Faculty	6/17/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Lash, Lara	Allied Health Instructor From Simulation Lab Coordinator	8/19/22
Adams, Trisha	Correctional Office Assistant From Correctional Career Technology	4/18/22
Nead, Kaitlyn	Coordinator for Student Comm & Initiative From Admissions Representative	5/2/22

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Organizational Charts.

Trustees reviewed proposed FY 2023 organizational charts for each unit of the College. Trustees heard a brief overview from Dr. Bullock regarding key changes to the organizational charts.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the Organizational Charts effective FY 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting at 7:09 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/