

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



Regular Board Meeting No. 655  
Board and Administration Center, Room 011,  
Mattoon, IL  
July 12, 2021

**Minutes**

**Call to Order.**

Chair Sullivan called the July 12, 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; Mr. Thomas Wright, Secretary and Student Trustee Katie Greuel.

**Trustees Absent:** Ms. Denise Walk.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Ms. Seirra Laughunn, Executive 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 Cadwell moved and Trustee Curtis seconded to approve the following consent items:

1. Approval of Minutes of June 14, 2021, Regular Meeting.
2. Approval of Minutes of June 14, 2021, Closed Session.
3. Approval of Minutes of June 30, 2021, Special Board Meeting.

4. Approval of Agenda of July 12, 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	\$	1,294,738.54
Building Fund	\$	68,739.44
Site & Construction Fund	\$	584,058.90
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	74,614.63
Restricted Purposes Fund	\$	582,601.55
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	5,195.56
Student Accts Receivables	\$	226,647.95
Total	\$	2,782,596.57

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

6. Destruction of Tape Recording of January 9, 2020, Resource and Development Committee Closed Session and January 13, 2020, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

### **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

### **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Cadwell, alternate Legislative Liaison to ICCTA, said he 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, 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 ended strong with over \$1 million raised in donations in fiscal year 2021.
- If you stop by the Foundation & Alumni Center, you will notice a new smiling face, Kate Richars, our summer student intern who is a senior at University of Arkansas majoring in Communications and minoring in Nonprofit Leadership Studies. We are excited to have Kate, a Newton native, join our team for the summer!
- July 26th is the next Foundation Board meeting followed by the annual board retreat where goal setting and brainstorming will be the main focus of the day.
- Reminder that the Foundation Golf Classic is set for Friday, September 17th at the Mattoon Golf & Country Club. You can sign up on the Foundation website and/or are welcome as a volunteer for the day! 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 June, the College received \$857,175 from the Illinois Department of Corrections (IDOC) toward the FY2021 outstanding balances. A total of \$355,502 remains outstanding from IDOC.
- Lake Land received no payments from the Illinois Department of Juvenile Justice (IDJJ) in June. A total of \$41,416 remains outstanding from IDJJ.

- In June, the College received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$334,675 and equalization of \$526,013. The State of Illinois is paid in full for FY 2021.
- Lake Land additionally received \$293,607 in CTE payments from the State of Illinois in June. FY 2021 CTE funds have been paid in full.
- Sarah Hill, Director of Library Services, was recently elected to a two-year term as a Member at Large on the Network of Illinois Learning Resources in Community Colleges (NILRC) Board. Congratulations to Sarah!
- Based on the feedback provided by Trustees at the May 19, 2021 retreat, we are developing a Diversity, Equity and Inclusion board policy to provide an additional lens for thoughtfully serving students in the future. We will bring a policy for first reading to a future Board meeting.

### **Business Items.**

### **Non-action Items.**

### **Quarterly Investment Report.**

Mr. Joe Fearday, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending June 30, 2021.

### **2020-2021 Athletic Accomplishments.**

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

### **Proposed Deletion of Board Policy 02.13 – Executive Secretary.**

Dr. Bullock presented his recommendation to delete the above-referenced Policy. He stated that this policy was adopted in 1998 and this policy no longer aligns with the current organizational structure for staff within the Office of the President department who provide various administrative support for the Board of Trustees, Board Chair and Board Secretary. He also added that the job descriptions for Office of the President staff detail the various responsibilities for how we administratively support the Board of Trustees.

Trustees reviewed details of the proposed changes which were submitted as first reading. Dr. Bullock said this recommendation will be brought to the Board of Trustees for approval during the August 2021 regular Board meeting.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the regular Board meeting at Effingham Kluthe Center on August 9, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

### **Action Items.**

#### **Approval of ICCB Program Review Report.**

Trustees heard highlights from Ms. Lisa Madlem, Director of Academic Support & Assessment, regarding the 2021 ICCB Program Review Report. Trustees reviewed details of the report along with a document spotlighting the Automotive Tech Program.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the FY 2021 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 and Wright.

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

#### **Acceptance of Reporting of May 2021 Financial Statements.**

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

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the May 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

#### **Approval of Controlled Burn of Farmhouse on Main Campus – Former Campus Police Station.**

Trustees heard a request by Mr. Nuxoll that the Board grant their approval for a controlled burn of the farmhouse on the College's main campus where the Campus Police Department used to

be located, with the controlled burn to be conducted in the fall of 2021 and in coordination with the Mattoon Fire Department.

Trustee Curtis moved and Trustee Storm seconded to grant approval for a controlled burn of the farmhouse on the College's main campus where the Campus Police Department used to be located, with the controlled burn to be conducted in the fall of 2021 and in coordination with the Mattoon Fire Department.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

**Approval of Use of Remaining Tech Refresh Bond Funds for Purchase of Dell Compellent Replication SAN (storage unit).**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the use of remaining Tech Refresh Bond funds to purchase a Dell Compellent replication storage unit at a cost of \$53,178 from Dell Technologies. He said the quote from Dell Technologies was provided to the trustees via their electronic folders. Mr. Nuxoll reported that our current Dell Compellent storage unit that we replicate all server and staff/student desktops is having hardware failures and is no longer under warranty.

He reported that when we purchased two new storage units in 2019 to support the staff/student desktops, we did not purchase a new storage unit for replication due to budget constraints. He said we had hoped our current replication unit would last until our next Tech Refresh cycle in calendar year 2023. Mr. Nuxoll said the hardware failures of our current replication unit started occurring without much notice. He stated this replication storage unit should be replaced as soon as possible as without another supported unit, we are at a higher risk of having volumes lost if the data center experiences a catastrophic event; which, would cause outages for every server, service, and desktop access, including students and staff.

Mr. Nuxoll noted this is exempt from the bidding process for items in excess of \$25,000 since this is deemed computer equipment.

Trustee Reynolds moved and Trustee Storm seconded to approve the use of remaining Tech Refresh Bond funds to purchase a Dell Compellent replication SAN (storage unit) at a cost of \$53,178 from Dell Technologies.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.  
Absent: Trustee Walk.  
Motion carried.

### **Approval of Bid for Preventative Maintenance & Air Filter Replacement.**

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to approve the above-referenced bid from Entec Services of Peoria, Illinois, in the amount of \$43,275. Trustees reviewed the bid tabulation sheet detailing that Entec submitted the lowest of two bids received. Mr. Nuxoll reported that preventative maintenance is an important part of facilities management and changing air filters helps to maintain healthy air quality, extend the life of HVAC units and help keep energy costs down.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Entec Services of Peoria, Illinois in the amount of \$43,275 for Project No. 2021-007 - preventative maintenance and air filter replacement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

### **Approval of Bid for Student Laptops.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced bid from Dell Marketing, L.P. of Round Rock, Texas, in the amount of \$268,905 to purchase 300 new laptops. The bid tabulation sheet detailing that Dell Marketing was the lowest of six bidders for this project was made available to the Trustees. Mr. Nuxoll reported that with Board approval and through use of HEERF funds, the College will offer laptops to our students that can be checked out from the College much like a library book at the library. He said our ISS team will prepare laptops so they are set up for ease of processing when distributed to students. Mr. Nuxoll stated the college will assess each semester the correct number of laptops to keep in stock to meet student demand.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the bid from Dell Marketing, L.P. of Round Rock, Texas, in the amount of \$268,905 for Project No. 2021-008, with bid option #1 to purchase 300 new laptops for student use.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.  
Motion carried.

### **Closed Session**

6:42 p.m. – Trustee Cadwell moved and Trustee Storm seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to discuss the appointment, employment, compensation, performance, or dismissal of specific employees.

### **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; Mr. Tom Wright, Secretary; and Ms. Katie Greuel, Student Trustee.

**Trustees Absent:** Trustee Walk.

### **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.

Trustee Reynolds motioned and Trustee Cadwell seconded to approve as presented the standard Human Resources Report. Trustee Sullivan said this follows discussion on portions of the Human Resources Report held in closed session.

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

Scott, Garry	6/10/21-7/2/21
Stanley, Cornelius	5/23/21-6/1/21
Onigkeit, Justin	6/29/21-7/14/21

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

Adult Education Transition Coordinator, Level 13  
Foundation Awards & Corporate Relations Coordinator, Level 13

### **Additional Appointments**

**The following employees are recommended for additional appointments**

**Position**

**Effective Date**

**Part-time**



Bartley, Ashley	Fitness Center Specialist Primary Position- Athletic Trainer Extend	6/8/21
Borries, Christa	Adjunct Faculty Social Science Division Primary Position- Human Srvs Clinical Sup	6/14/21
Van De List, Elizabeth	Ofc Assistant to Allied Health Programs Primary Position- Kluthe Test Proctor	7/6/21

### End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
<b>Part-time</b>		
Duduit, Lucas	Tutor - Student Learning Asst Center	6/21/21
Duduit, Lucas	Tutor-Disability Services	6/21/21
Duduit, Lucas	Tutor-Student Community	6/21/21
First, Carol	IDOC CPR Instructor	6/30/21
Miller, Michelle	IDOC CPR Instructor	6/30/21
Prather, Patty	IDOC CPR Instructor	6/30/21
Satterfield, Ryan	Tutor-Disability Services – Bachelor	6/16/21
Satterfield, Ryan	Tutor - Bachelor's Degree	6/16/21
Satterfield, Ryan	Tutor-Learning Assistance Center	6/16/21

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
<b>Full-Time</b>		
Donaldson, Lynne	Student Services Specialist III-Admissions	07/19/21
Short, Todd	Police Officer	07/26/21
<b>Part-time</b>		
King, Jessy	Part-Time Groundskeeper	6/21/21
Richards, Kate	College Advancement Intern	7/1/21

### Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Dannells, Devin	Correctional Food Service Instructor	6/30/21
Else, Bonnie	Correctional Career Technology Instructor	7/1/21
Feldkamp, Darren	Police Officer	7/1/21
Koester, Olivia	Admissions Representative	6/30/21
Wenthe, George	Correctional Construction Occ Instructor	6/30/21
White, Christina	College Nurse	6/30/21
<b>Part-time</b>		
Adams, Carl	IDOC CPR Instructor	6/30/21
Branch, William	IDOC CPR Instructor	6/30/21

Cejkova-Kolaci, Klara	Covid-19 Checkpoint Screener	5/16/21
Cole, Carson	Covid-19 Checkpoint Screener	5/16/21
Darrough, Kyrsten	Covid-19 Checkpoint Screener	5/16/21
Ehlers, Todd	IDOC CPR Instructor	6/30/21
Elliott, Timothy	IDOC CPR Instructor	6/30/21
First, Carol	IDOC CPR Instructor	6/30/21
Guyer, Ashtin	Peer to Peer Assistant - Agriculture	5/5/21
Hardy, Michael	IDOC CPR Instructor	6/30/21
Harmon-Mckenzie, Leslie	IDOC CPR Instructor	6/30/21
Hayes, Donald	IDOC CPR Instructor	6/30/21
Herring, Charles	IDOC CPR Instructor	6/30/21
Hilliard, Antwonette	IDOC CPR Instructor	6/30/21
Holdman, Mathew	IDOC CPR Instructor	6/30/21
Johnson, Cheryl	IDOC CPR Instructor	6/30/21
Johnson, Noah	IDOC CPR Instructor	6/30/21
Kaufman, Rachel	Covid-19 Checkpoint Screener	5/16/21
Kerner, Connie	IDOC CPR Instructor	6/30/21
Key, Joanna	Tutor With Bachelor Degree	5/2/21
Layton, Broronica	College Work Study - Math/Science	11/15/20
Lehman, Justin	IDOC CPR Instructor	6/30/21
Mason, Harley	Covid-19 Checkpoint Screener	5/16/21
Maulding, Claire	Covid-19 Checkpoint Screener	5/16/21
Maxey, Kelly	IDOC CPR Instructor	6/30/21
Miller, Janet	IDOC CPR Instructor	6/30/21
Miller, Michelle	IDOC CPR Instructor	6/30/21
Poleon, Ashley	IDOC CPR Instructor	6/30/21
Potts, Tonya	IDOC CPR Instructor	6/30/21
Prather, Patty	IDOC CPR Instructor	6/30/21
Pratt, Sue	IDOC CPR Instructor	6/30/21
Sapp, Jordan	Covid-19 Checkpoint Screener	5/16/21
Satterfield, Ryan	Adjunct Faculty Technology Division	5/16/21
Scheitler, Kaitlyn	Covid-19 Checkpoint Screener	2/7/21
Schlattman, David	IDOC CPR Instructor	6/30/21
Shamblin, Donald	IDOC CPR Instructor	6/30/21
Smith, Chandler	College Work Study - Humanities	11/1/20
Smith, Steve	IDOC CPR Instructor	6/30/21
Stokes, William	IDOC CPR Instructor	6/30/21
Thompson, Benjamin	IDOC CPR Instructor	6/30/21
Till, Robert	IDOC CPR Instructor	6/30/21
Waller, Logan	College Work Study Radio TV	2/7/21
Wilson, Veronica	IDOC CPR Instructor	6/30/21

### **Transfers/Promotions**

**The following employee is recommended for a change in position**

**Position**

**Effective Date**

**Full-time**

Knebel, Ty	Correctional Auto Body Instructor-GRA Transferring from Welding Instructor-VCC	6/15/21
Rothe, Justy	Associate Dean of Correctional Pro-VCC Transferring from Associate Dean-GRA	7/5/21
Ruholl, Katelyn	Nursing Instructor Transferring from Simulation Lab Coordinator	08/20/21

**Part-time- Grant Funded**

Myers, Kendra	Adult Education Instructor Transferring from Pathways Classroom Asst.	6/15/2021
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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: Trustee Walk.

Motion carried.

**Other Business. (Non-action)**

There was no additional discussion.

**Adjournment.**

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:57 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/](https://www.lakelandcollege.edu/col/board_minutes/)