

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



Regular Board Meeting No. 656
Kluthe Center, Room 120
Effingham, IL
August 9, 2021

Minutes

Call to Order.

Chair Sullivan called the August 9, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 120 of the Kluthe Center, Effingham, 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 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. 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 Walk moved and Trustee Storm seconded to approve the following consent items:

1. Approval of Minutes of July 12, 2021, Regular Meeting.
2. Approval of Minutes of July 12, 2021, Closed Session.
3. Approval of Agenda of August 9, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	304,574.98
Building Fund	\$	12,603.36
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	63,342.93
Restricted Purposes Fund	\$	245,825.63
Working Cash Fund	\$	-
Audit Fund	\$	9,380.00
Liability Insurance Fund	\$	89,829.94
Student Accts Receivables	\$	196,931.70
Total	\$	922,488.54

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 Greuel voted yes.

Absent: None.

Motion carried.

Public Hearing on Proposed Fiscal Year (FY) 2022 Operating Budget.

Chair Sullivan called the hearing to order at 6:01 p.m. He said that the FY 2022 Operating Budget had been on display for a minimum of thirty days since it was presented at the June 30, 2021, Special Board meeting and asked if there were any comments from the audience. There were no public comments. Chair Sullivan then declared the hearing closed at 6:02 p.m.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk highlighted House Bill 2878 which Governor Pritzker recently signed into law that creates the Early Childhood Access Consortium for Equity to help strengthen childcare

workers' career trajectory. She said the bill authorizes the Illinois Board of Higher Education and the Illinois Community College Board to create the Consortium to help child care workers earn advanced degrees and strengthen the pipeline of early childhood educators. Trustee Walk also said the President's Cabinet is closely monitoring approximately 20 bills passed by the Illinois General Assembly this past spring that could impact higher education. She said the administration is monitoring for if/when the Governor signs any of these bills into law to then ensure we adjust related policies or procedures for compliance.

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

- The Foundation Board Meeting and Annual Retreat was held July 26, 2021, with great success! The board set goals for the upcoming year and for many it was the first time being in the new building. A special thanks to Jean Anne Grunloh, Chief of Staff, for attending to present the College's goals and strategies. The Foundation's priorities set for the upcoming year include:
 - Finding the best donor software solution in order to keep making progress on data clean up.
 - How to achieve the 2022 fundraising goal \$1.5 million and setting major gift goals.
 - A focus on incorporating "alumni" into discussions to figure out how best to engage with alumni now and into the future. We look forward to building a better relationship between the Foundation/Alumni boards to work together on accomplishing our goals.
- Reminder that the 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 said various student leaders are starting to meet to prepare for the August 25th Welcome Back Day and to encourage incoming freshmen to join student clubs.

President's Report.

Dr. Bullock said:

- In July, the College received \$827,120 from the Illinois Department of Corrections (IDOC) toward the FY 2021 outstanding balance. A total of \$851,012 remains outstanding from IDOC.
- Lake Land received a payment of \$41,416 from the Illinois Department of Juvenile Justice (IDJJ) in July toward the FY 2021 outstanding balance. A total of \$95,076 remains outstanding from IDJJ.
- In July, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$947,152.20. No FY 2022 equalization payments were received.
- The College received property tax payments totaling just under \$3.2 million in July.

Dr. Bullock presented Chair Sullivan with a framed picture of the Veterans Memorial Wall on the College's main campus. He thanked Chair Sullivan for his vast efforts to enhance the Podesta Park area and honor veterans with the development of the Veterans Memorial Wall and proposed installation of a Veterans Memorial Granite Flag.

Business Items.

Non-action Items.

Effingham Education Center (Kluthe) Update.

Ms. Kellie Niemerg, Director of Effingham Education Centers, provided highlights of the FY 2021 Effingham Education (Kluthe) Center Annual Report.

Proposed Adoption of Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.*

Dr. Bullock presented a recommendation to adopt Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion*. Trustees reviewed details of the proposed policy language which was submitted as first reading. Dr. Bullock said this recommendation will be brought to the Board of Trustees for approval during the September 2021 regular Board meeting. Trustees discussed the option of modifying language in item #4 of the policies, practices and procedures section but then agreed the language should remain as recommended by the ACCT Diversity, Equity and Inclusion Committee.

Proposed Adoption of Board Policy 11.30 – Recruitment of Military Service Member Enrollment.

Ms. Valerie Lynch, Interim Vice President for Student Services, presented a recommendation to adopt Board Policy 11.30 – *Recruitment of Military Service Member Enrollment*. Trustees reviewed details of the proposed policy language which was submitted as first reading. Dr. Bullock said this recommendation will be brought to the Board of Trustees for approval during the September 2021 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted Opening Day to be held August 20, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of Resolution No. 0821-001 to Adopt Fiscal Year 2022 Operating Budget.

Chair Sullivan said the Board of Trustees has fully reviewed and discussed the proposed FY 2022 operating budget during a special meeting held on June 30, 2021. Trustee Storm, Finance Committee Chair, said the Committee met on June 28, 2021, for a thorough review of the proposed FY 2022 Budget and the Committee’s consensus was to recommend to the Board approval of the Budget as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented Resolution No. 0821-001 to Adopt Fiscal Year 2022 Operating Budget. [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 Proposed Deletion of Board Policy 02.13 – Executive Secretary.

Trustees reviewed Board Policy – *Executive Secretary*. Dr. Bullock said this Policy was adopted in 1998 and 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.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the deletion of Board Policy 02.13 – *Executive Secretary*.

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 June 2021 Financial Statements.

Trustees reviewed the June 2021 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the June 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 June 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.

Approval of Organizational Charts.

Dr. Bullock requested the Board approve the proposed organizational charts for each unit of the College effective July 1, 2021. Trustees reviewed details of the organizational charts.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the organizational charts effective July 1, 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 CWSP Grant.

Trustees heard a recommendation from Ms. Valerie Lynch that the Board accept the FY 2022 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,352 from the Illinois Board of Higher Education (IBHE). She said a participation level of approximately 36 students is

anticipated, as funds allow, and financially needy students will fill at least 90 percent of the available positions. She also said seven area employers have committed their participation with this grant program. Ms. Lynch thanked Ms. Tina Moore, Director of Career Services, for her successful efforts on this grant request.

Trustee Reynolds moved and Trustee Cadwell seconded to accept as presented the FY 2022 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,352 from the Illinois Board of Higher Education (IBHE).

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 – Bookstore Cash Register and Related Items.

Trustees reviewed a request from Mr. Nuxoll for the Board to declare as surplus a Toshiba touch screen cash register and related items that had been utilized by the Bookstore. He said these items have become obsolete, have little value to the College and will be disposed of in a manner most beneficial to the College following Board approval.

Trustee Cadwell requested the administration provide an update as to how various board-approved surplus items had been disposed of in recent months. Dr. Bullock said the administration will provide the Board with a summary update sometime in the near future.

Trustee Reynolds moved and Trustee Curtis seconded to declare items as presented as surplus including a Toshiba touch screen cash register and related items and authorize the administration to dispose of these items 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 Bid for Veterans Memorial Granite Flag.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the bid from Adams Memorial of Mattoon, in the amount of \$104,500, for the Veterans Memorial Granite Flag project. Trustees reviewed the Bid Tabulation detailing Adams Memorial as the sole bidder. Trustees also reviewed an image of the proposed display and learned Adams Memorial

was the sole bidder. Dr. Bullock highlighted some of the administration's history and planning to enhance the campus with art and architecture. He said there have been three phases to enhance Podesta Park with art and architecture and simultaneously honor veterans. He said the first phase was the addition of the Veterans Memorial Wall in 2019. He also said installation of the Veterans Memorial Granite Flag is phase two and a third phase is planned to add additional art (an eagle) on top of the Veterans Memorial Wall.

Chair Sullivan and Trustee Cadwell both spoke of the need to honor our veterans and support them in numerous ways. Trustee Curtis suggested the administration share pictures of the enhanced Podesta Park area, Veterans Memorial Wall and Granite Flag, and submit informational flyers/brochures to area tourism and chamber offices in the region.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the bid from Adams Memorial of Mattoon, in the amount of \$104,500, for the Veterans Memorial Granite Flag project.

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 a Five-Year Contract for the Purchase of EAB Navigate, a Student Success Management System.

Trustees heard a recommendation from Ms. Lynch that the Board approve a five-year contract with EAB Global, Inc. for the purchase of a Student Success Management System, EAB Navigate, for the period August 31, 2021, through August 30, 2026. Ms. Lynch said the Guided Pathways Leadership Team (GPLT), in conjunction with the Director of Data Analytics, reviewed four different software platforms. She said after an extensive review, the administration is recommending we proceed with the EAB Navigate tool. Trustees reviewed the proposed contract with EAB Global that outlines the annual fees and one-time implementation fee for EAB Navigate. Trustees learned the total cost for the five-year contract and implementation fee is \$890,418. Trustees also learned EAB Global provides a service model with an in-depth partnership between EAB's service team and the College to prepare our institution for effective platform adoption and ongoing utilization.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a five-year contract with EAB Global, Inc. for the purchase of a Student Success Management System, EAB Navigate, for the period August 31, 2021, through August 30, 2026, at a total aggregate cost of \$890,418 that includes annual fees and a one-time program implementation fee.

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 Remaining Tech Refresh Bond Funds to Purchase a New Firewall Solution.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the use of some of the remaining Tech Refresh Bond funds to purchase a new firewall solution to improve and enhance the College's cyber security. The quote received from CDW-G of Chicago was provided to the Trustees and detailed the total cost of \$137,851.13 for four firewalls with five years support and a virtual appliance. Mr. Nuxoll said CDW-G is an approved vendor under the Illinois Public Higher Education Cooperative, which alleviates the need to seek bids on this equipment.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the use of some of the remaining Tech Refresh Bond funds to purchase a new firewall solution from CDW-G of Chicago at a total cost of \$137,851.13.

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 Contract for Human Resource Onboarding Solution with Governmentjobs.com, Inc. (dba as – NEOGOV).

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a three-year contract with Governmentjobs.com (doing business as NEOGOV) for a Human Resources onboarding solution. Trustees reviewed the proposed contract which details pricing will be \$28,356.19 for year 1, \$36,997.78 for year 2, and \$42,956.07 for year 3, for a total cost of \$108,310.04. Mr. Nuxoll reported the College's current onboarding process is mostly manual and very time consuming, with some issues arising because of the manual processes. He said our Information Systems and Security and Human Resources departments collaborated to research several solutions that could best fit the needs of the College. After an extensive review, the administration recommends the solution by NEOGOV which best fits the College's onboarding needs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a three-year contract with Governmentjobs.com (doing business as NEOGOV) for a Human Resources

onboarding solution, at a total cost of \$108,310.04, including \$28,356.19 for year 1, \$36,997.78 for year 2, and \$42,956.07 for year 3.

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 New Copiers for College's Print Shop.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a partnership agreement with Konica Minolta of Chesterfield, Missouri, for the purchase of two new copiers for the College's Print Shop and related maintenance service costs. The proposed Konica Minolta five-year partnership and maintenance agreements were provided to the Trustees. These documents detailed the costs to purchase a color printer, a black and white printer, and for maintenance service. Mr. Nuxoll said the Print Shop operations are included in the Auxiliary Enterprises Fund (Fund 05) and that there are sufficient Auxiliary funds in fund balance for this proposed purchase.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a five-year partnership agreement with Konica Minolta of Chesterfield, Missouri, for the purchase of two new copiers for the College's Print Shop in the amount of \$134,075 and related maintenance service costs.

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

7:09 p.m. – Trustee Cadwell 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 discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

Return to Open Session - Roll Call

7:16 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 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 positions which he said were included in the FY 2022 Budget.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on this topic held in closed session that related only to the appointment of a full-time faculty position.

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

Harris, Mark	7/1/21-Intermittent
Corda Hadjaoui, Jamie	7/29/21-9/23/21

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

Financial Aid Scholarship Specialist – level 13
Digital Communications Coordinator – level 13
Course Material Specialist - level 12
Information Security Specialist – level 12
Engineering & Facilities Planning Technician – level 12
Internship & Employment Coordinator – level 12
Police Sergeant & Coordinator for Emergency Management Response & Training – Level 14

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Due, Rachel	Print Shop Technician Assistant	7/21/21
	Primary Position- Bookstore Rush Worker	
Szabo, Kyle	Infrastructure Team Lead	7/1/21
	Primary Position- Infrastructure Administrator	
Westendorf, Nathan	Applications Team Lead	7/1/21
	Primary Position- Programmer Analyst	

New Hire-Employees

The following employees are recommended for hire

Position	Effective Date
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Full-time

Lash, Lara	Simulation Lab Coordinator	8/16/21
McGee, Patrick	Correctional Commercial Cooking Instructor	7/13/21
Thomas, Ashly	Associate Dean of Correctional Programs	7/19/21

Part-time

Hawf, Rachel	Library Assistant	7/20/21
Meadows, Janet	Student Success Coach Trio	8/23/21
Ramage, Jacob	Library Assistant	7/28/21
Sapp, Jordan	Fitness Center Specialist	7/20/21
Sims, Tiffany	Administrative Assistant Pana Ext Center	7/20/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ferguson, Daniel	Microcomputer Support Specialist	7/23/21
Loughrin, Terrence	Correctional Manufacturing Skills Instructor	6/30/21
Mayer, Pamela	Lead Custodian	7/20/21
Morris, Brian	Athletic Trainer	6/30/21
Mortensen, Alan	Associate Dean of Correctional Programs	7/30/21
Musselman, Shelby	Custodian	7/20/21
Parks, Steffani	Student Services Specialist III - Admissions	6/18/21
Royse, Jeffrey	Correctional Welding Instructor	6/30/21
Welch, Tabitha	Associate Dean of Correctional Programs	6/11/21

Part-time

Burgett, Madison	Volleyball Assistant Coach	5/30/21
Duduit, Lucas	Tutor - Student Learning Assistance Center	4/14/21
Guyer, Ashtin	Peer to Peer Assistant - Agriculture	5/5/21
Jones, Tyler	Assistant Baseball Coach	6/30/21
Mourad, Mehdi	Covid-19 Checkpoint Screener	5/16/21
Satterfield, Ryan	Adjunct Faculty Technology Division	5/16/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Crnkovich, Hannah	Foundation Awards & Corp Relations Coord	8/1/21
	Transferred from Scholarship Coordinator	
Jackson, Kaitlin	Outreach Advisor/Mentor Trio	8/16/21
	Transferring from Admn Asst to TRIO	
Marshall, Brianna	Associate Dean-Graham	7/12/21
	Transferred from Associate Dean-Decatur	
Niebrugge, Amber	Counselor for Student Accommodations & Mental Health Initiatives	8/20/21

Suckow, Jeffery	Transferred from Dir TRIO Student Support Services Police Officer	12/6/21
White, Diana	Transferred from PT/Police Officer Lead Custodian	8/02/21
	Transferred from Custodian	

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 Curtis moved and Student Trustee Greuel seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:18 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/