

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



Regular Board Meeting No. 644
Webb Hall, Room 081, Mattoon, IL
August 10, 2020

Minutes

Call to Order.

Chair Reynolds called the August 10, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Roll Call.

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

Trustees Absent: Mr. Mike Sullivan.

Others Participating via Teleconference: Student Trustee Lucas Duduit.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff.

Approval of Consent Items.

Trustee Curtis moved and Trustee Wright seconded to approve the following consent items:

1. Approval of Minutes of July 13, 2020, Regular Meeting.
2. Approval of Minutes of July 13, 2020, Closed Session.
3. Approval of Agenda of August 10, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	602,054.47
Building Fund	\$	33,789.08
Site & Construction Fund	\$	40,896.48
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	135,511.12
Restricted Purposes Fund	\$	225,037.94
Working Cash Fund	\$	-
Audit Fund	\$	13,800.00
Liability Insurance Fund	\$	20,880.93
Student Accts Receivables	\$	316,912.61
Total	\$	1,388,882.63

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of February 11, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan was absent from the meeting. Trustee Curtis said he had no report in Trustee Sullivan's absence.

Resource & Development.

In Trustee Sullivan's absence, Dr. Bullock said the Committee had not met since the last regular Board meeting and there was 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 Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Foundation.

Chair Reynolds said:

- Congratulations to the Foundation Office for being recognized in the Laker Low Down as recipients of the Awesome Award, which is an internal award given by peers.
- The Foundation made the difficult decision to postpone the annual golf outing for 2020 due to the pandemic but still received an overwhelming response with donations to the Foundation.
- The Foundation and Alumni Center building construction continues to progress with Rural King offering donations of furniture.
- The Foundation continues to support Lake Land students by securing scholarships and donations.

Student Report.

Student Trustee Dudit joined the meeting via teleconference. He reported positive student reviews on the process for book pick up for the upcoming Fall semester and that the website has been very helpful with easy to understand directions and guidelines for visiting campus and a COVID-19 Student Resources web page. He also reported on upcoming PTK and SGA projects for Fall 2020.

President's Report.

Dr. Bullock said:

- The College has been paid in full by the State of Illinois for Fiscal Year (FY) 2020 credit hour reimbursement and equalization grants. No funds have been received for FY 2021.
- Lake Land received \$993,308.69 in payments from the Illinois Department of Corrections for January and February services. Additionally, the College received \$125,873 from the Illinois Department of Juvenile Justice. Outstanding balances are \$3,347,712 and \$288,707 respectively for FY 2020. No invoices have been issued for FY 2021.
- To date, the College has received \$5.6 million in property taxes from district counties, with \$2.6 million allocated for the College's operating budget.
- Lake Land College has been allocated \$384,576 from the Governor's Emergency Education Relief Fund, which is funded through the CARES Act. The Illinois Community

College Board (ICCB) will be distributing the funds, which are intended to support efforts to enroll and retain low income, underrepresented, and first generation students, that might otherwise not enroll or return due to the pandemic.

- As of August 3, 2020, Lake Land College distributed \$823,129.48 in emergency financial aid to 850 students via the CARES Act Funding. The application will be closed until the fall semester begins.

Business Items.

Non-action Items.

Calendar of Events.

Trustees received a calendar of upcoming events. Dr. Bullock reminded the Board members that a special meeting will be held on August 13, 2020, at 3:30 p.m. in Webb Hall 018 in order to approve the FY 2021 Budget.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Proposed Revisions to Board Policies 03.09 – *Quorum of the Board and 03.09.01 – Quorum of the Committee.*

Trustees heard highlights from Dr. Bullock for the Board to consider proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions that incorporate language resulting from Public Act 101-0640 which was signed into law on June 12, 2020. This Act creates a new OMA subsection 7(e) which permits meetings without the physical presence of a quorum when specific conditions are met related to a disaster declaration.

Dr. Bullock said proposed changes were presented as first reading during the July 2020 regular meeting and we have received no additional requested changes since that date.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.10 – Hiring for Full-Time Employees.

Trustees heard highlights from Dr. Bullock for the Board to consider revisions to the above-referenced Policy and were provided details of the proposed revisions that will allow the hiring steps to be modified if needed in extenuating circumstances, especially relative to restructuring needs. This exception could only be granted at the discretion of the President.

Dr. Bullock said proposed changes were presented as first reading during the July 2020 regular meeting and we have received no additional requested changes since that date.

Trustee Walk moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 05.10 – *Hiring for Full-Time Employees*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Waiver of First Reading and Approval of Proposed Revisions to Board Policy 11.04.01 - Sexual Harassment.

Trustees reviewed a request from Dr. Tina Stovall, Interim Vice President for Student Services, for the Board to waive first reading and approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions which are necessitated by new Title IX regulations that were announced by the U.S. Department of Education on May 6 and published in the Federal Register on May 19, with an effective date of August 14, 2020. Dr. Stovall said that due to the short timeline the administration is respectfully requesting the Board waive first reading.

Trustees learned that the new Title IX regulations necessitate significant changes in our institutional procedures for addressing claims of sexual harassment and sexual misconduct including offering opportunities for informal resolution as well as providing hearings allowing cross-examination by advisors of each party. Title IX regulations now also encompass claims of harassment involving only employees, rather than being limited to claims involving students. Dr. Stovall highlighted the basis for the proposed revisions during the Board meeting.

Trustee Wright moved and Trustee Cadwell seconded to waive first reading and approve as presented proposed revisions to Board Policy 11.04.01 – *Sexual Harassment*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Acceptance of Reporting of June 2020 Financial Statements.

Trustees reviewed the June 2020 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provided a summary of all operational expenditures year to date as compared to budgeted amounts and a salary and benefits summary. Mr. Nuxoll provided a brief overview of the significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the June 2020 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 Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Declaration of Surplus Items.

Trustees reviewed a request from Mr. Nuxoll that the Board declare two items as surplus as they have become obsolete and have little or no value to the College. Mr. Nuxoll said these items include a 2001 Avenger Trailer and a 1999 Ford Ambulance. He said the trailer was damaged during a windstorm and repairs would cost more than the trailer is worth. He also said the Ambulance has served its purpose here on campus and has been replaced with a different ambulance recently and is no longer needed by the EMS program.

Trustee Wright moved and Trustee Storm seconded to declare two items as presented as surplus, including a 2001 Avenger Trailer and a 1999 Ford Ambulance, 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Acceptance of Gift-in-Kind Donation from Rural King and Lake Land College Foundation.

Trustees reviewed a recommendation from Ms. Christi Donsbach, Executive Director of College Advancement, requesting the Board accept the donation of gift-in-kind items of new tables, chairs and carts valued at \$7,403.26 from the College's Foundation. Dr. Bullock said these items will be used in the new Foundation and Alumni Center and were generously donated by Rural King of Mattoon to the Foundation.

Trustee Cadwell moved and Trustee Walk seconded to accept as presented the donation of gift-in-kind items of new tables, chairs and carts valued at \$7,403.26 from the College's Foundation to be used in the new Foundation and Alumni Center. Chair Reynolds, on behalf of the Board, expressed appreciation to Rural King of Mattoon for originally making this generous donation to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Requests to Modify the Retirement Dates for Two Planned Retirement Program Participants.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the requests from two Planned Retirement Program participants as follows:

- Change the planned retirement date to August 31, 2024, from the initially approved date of December 31, 2024, for Ms. Salisa Olmstead, Division Chair/English Instructor.
- Change the planned retirement date to August 10, 2024, from the initially approved date of December 20, 2024, for Ms. Lisa Madlem, Director of Academic Support and Assessment.

Dr. Bullock said his recommendation to approve their requests is based on the fact that their increase in salary due to participation in the Planned Retirement Program has not yet begun. He said this follows past precedent for when the Board has approved requested changes.

Trustee Storm moved and Trustee Cadwell seconded to approve the requests from two Planned Retirement Program participants as follows:

- Change the planned retirement date to August 31, 2024, from the initially approved date of December 31, 2024, for Ms. Salisa Olmstead, Division Chair/English Instructor.

- Change the planned retirement date to August 10, 2024, from the initially approved date of December 20, 2024, for Ms. Lisa Madlem, Director of Academic Support and Assessment.

These approvals are based upon past precedent that Ms. Olmstead's and Ms. Madlem's increase in salary due to participation in the Planned Retirement Program has not yet begun.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of MOU with Lake Land College Faculty Association for Fall 2020 Semester.

Trustees reviewed a proposed Memorandum of Understanding (MOU) with the Lake Land College Faculty Association for the Fall 2020 Semester to address changes in working conditions due to the pandemic. Mr. Jon Althaus, Vice President for Academic Services, highlighted key points of the MOU.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the proposed Memorandum of Understanding with the Lake Land College Faculty Association.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of MOU with Lake Land College Paraprofessional Association.

Trustees reviewed a proposed Memorandum of Understanding (MOU) with the Lake Land College Paraprofessional Association to address changes in working conditions due to the pandemic. Ms. Dustha Wahls, Director of Human Resources, highlighted key points of the MOU.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the Memorandum of Understanding with the Lake Land College Paraprofessional Association.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

Trustee Wright motioned and Trustee Cadwell seconded to approve the following standard Human Resources Report as presented.

The following employee is recommended for FMLA leave. Board policy 05.14.12.

Beagle, Ryan	FMLA	07/16/20-10/16/20
--------------	------	-------------------

End Additional Appointments

The following employees are ending their additional appointment

Position	Effective Date	
Unpaid Volunteer		
Christman, Lynnetta	Allied Health BNA Adjunct faculty	12/02/2018
Stuart, Zachary	Adjunct Faculty Social Science	07/01/2020
Part-time		
Jackson, Kyra	Tutor	03/06/2020
Walk, Emmalyn	Adm & Rec Data Entry Asst	06/15/2020

The following position has been recommended by the Lake Land College President's Cabinet

Manager of Bookstore & Textbook Rentals-Level 15, Supervisory

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
North, Julia	Dual Credit Instructor	07/07/2020
Walk, Vince	Dual Credit Instructor	07/13/2020
Part-time		
Clarkson, Jonathan	CBI Non-credit Instructor	07/01/2020
Cushing, Jaime	Clinical Dentist	08/01/2020
Heuerman, Jill	Allied Health Dental Clinical Instructor	08/01/2020

Hilliard, Antwonette	IDOC CPR Instructor	07/21/2020
Jones, Kari	CBI Non-credit Instructor	07/01/2020
Smith, Logan	Allied Health Dental Clinical Instructor	08/01/2020

9 Month - Tenure Track Faculty

Byers, Jessica	Nursing Instructor	08/21/2020
Workman, Bethany	Nursing Instructor	08/21/2020

Full-time

Davis, Breanna	Administrative Assistant to Business	08/17/2020
Davidson, Jo	Police Officer	08/17/2020
Donovan, Richard	Custodian	08/17/2020
Ruholl, Katelyn	Simulation Lab Coordinator	08/21/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Ness, Kurt	Counseling Services Unpd Intern	03/15/2020

Full-time

Black, Kathy	Division Chair Bus/Bus Instructor-Retiree	08/05/2020
Caldwell, Nancy	Music Instructor-Retiree	08/05/2020
Coit, Jonathan	Outreach Advisor & Ofc Coordinator	08/06/2020
Cole, Sarah	Payroll Specialist	08/07/2020
Duckett, Amy	Cosmetology Instructor-Retiree	08/05/2020
Edmunds, Linda	Corr Comm Cooking Instr-Dixon CC	06/30/2020
Miller, Robert	John Deere Tech Instructor	08/05/2020
Ritz, Alex	Police Officer	08/24/2020
Sharp, Kennedy	Financial Aid Verification Specialist	08/28/2020
Staley, Cheryl	Business Instructor-Retiree	08/05/2020
Taylor, Myra	Wrkfce Solution Project Coordinator	07/30/2020

Part-time

Ames, Mallory	Agriculture Education Intern	06/30/2019
Austin, Chase	Newspaper Ed Student News	04/05/2020
Caskey, Winnie	Newspaper Ed Student News	05/17/2020
Croft, Katherine	Newspaper Ed Student News	05/17/2020
Christman, Lynnetta	Allied Health BNA Adj Faculty	02/02/2018
Elmore, Deana	Adj Doc College Funded Instr	08/11/2019
Gardner, Michelle	Asst Softball Coach	06/28/2020
Gardner, Zane	Agriculture Education Intern	06/30/2019
Grovier, Michael	Newspaper Ed Student News	05/31/2020
Hacker, Aaron	Adj Doc College Funded Instr	12/15/2019
Hackman, Jessica	Tutor - Student Lrng Asst Ctr	04/19/2020
Hall, Brett	Police Officer	11/17/2019

Hanley, Paul	Commercial Driver Training Instr	06/28/2020
Hemrich, Sarah	Adj Doc College Funded Instr	05/19/2019
Horton, Jesse	Adj Faculty Math/Science	05/20/2020
Isaacs, Angela	Adj Doc College Funded Instr	05/19/2019
Jackson, Kyra	Tutor	03/06/2020
Johnson, Kimberly	Adj Doc College Funded Instr	05/19/2019
McKee, Caeleb	Tutor - Student Lrng Asst Ctr	04/05/2020
Patino, Emily	Adj Faculty Humanities	05/17/2020
Perzee, Haley	Adj Doc College Funded Instr	05/19/2019
Reeder, Michele	Engineering Technician	07/02/2020
Reeder, Sandra	Adj Doc College Funded Instr	05/19/2019
Riley, Mariah	Bookstore Rush Worker	05/19/2019
Shelton, Brian	Pathways Classroom Assistant	05/17/2020
Thomas, Sarah	Newspaper Ed Student News	05/17/2020
Travis, Camryn	Fitness Center Specialist	04/05/2020
Turner, Nash	Tutor - Student Lrng Asst Ctr	04/05/2020
Wendling, Austin	Newspaper Ed Student News	05/03/2020
Woolworth, Wendy	Tutor - Assoc Community Ed	05/17/2020
Yantis, Jeannene	Allied Health Dental Clinical	05/17/2020

College Work Study's

Anderson, Lily	College Work Study-Student Life	05/17/2020
Binnion, Hannah	College Work Study-Student-TRIO DC	03/08/2020
Smith, Chandler	College Work Study-Humanities	05/17/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Daugherty, Jessica	Financial Aid Verification Specialist	08/11/2020
	Financial Aid Outreach Coordinator-PT	
Kearns, William	Maintenance II	08/03/2020
	Transferring From Custodian	
Matherly, David	Maintenance I	08/03/2020
	Transferring From Custodian	
Misenheimer, Roger	Maintenance I	08/03/2020
	Transferring From Custodian	
Pope, Kelli	Financial Aid Verification Specialist	08/31/2020
	Transferring From Financial Aid Accountant	
Wiles, Tessa	Academic Services Specialist	08/11/2020
	Transferring From Dual Credit Program Asst. (PT)	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.
Absent: Trustee Sullivan.
Motion carried.

Other Business. (Non-action)

Trustee Cadwell commented on the purpose of Board Committee meetings and expressed concern that there have been only a few Committee meetings in recent months. Ms. Jean Anne Grunloh, Senior Executive to the President, said the administration has been following guidance issued by the Illinois Public Access Counselor's office that public bodies should conduct meetings only when deemed essential due to public health concerns and the pandemic.

Trustee Walk asked who has been maintaining the Club IT Garden in recent months. Dr. Bullock said the Club IT sponsor had notified the administration that the student club had not been able to maintain the garden recently due to restricted campus access and the pandemic.

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:54 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

/s/Ms. Doris Reynolds, Board Chair

/s/Mr. Gary Cadwell, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/