

**Lake Land College
Buildings and Site Committee
September 8, 2021**

Minutes

The Buildings and Site Committee of the Board of Trustees met on September 8, 2021, in room 011 of the Board and Administration Center, Mattoon. Committee Chair Curtis called the meeting to order at 9:00 a.m.

Trustee Committee Members Physically Present:

Mr. Kevin Curtis, Committee Chair
Mr. Dave Storm
Mr. Tom Wright

Trustee Committee Members Participating via Telephonic Means:

None

Trustee Committee Members Absent or Not Participating by Any Means:

Mr. Mike Sullivan, Ex-Officio

Other Trustee Participants:

Ms. Doris Reynolds

Other Meeting Participants Physically Present:

Dr. Josh Bullock, President
Ms. Jean Anne Grunloh, Chief of Staff
Ms. Seirra Laughhunn, Executive Assistant to the President's Office
Mr. Jon Althaus, Vice President for Academic Services
Mr. Greg Nuxoll, Vice President for Business Services
Ms. Valerie Lynch, Interim Vice President for Student Services
Mr. Scott Rawlings, Director of Physical Plant

Hearing of Citizens, Faculty and Staff.

There were no public comments.

Approval of Minutes of April 8, 2021 Meeting.

Trustee Storm moved and Trustee Wright seconded that the minutes of the April 8, 2021, meeting be approved.

There was no further discussion.

Roll Call:

Yes: Trustees Curtis, Storm and Wright. No: None.

Absent: Trustee Sullivan.
Motion carried.

CTS Performance Agreement for Design and Construction Management Services for Campus Wide Air Filtration and Monitoring.

Trustees reviewed a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, detailing a proposal to work with CTS Group for a Healthy Building and Ventilation Project for the main campus and at the Kluthe Center in Effingham. Trustees also reviewed a proposal from CTS Group that would involve installing a Needlepoint Bipolar Ionization and Detailed Monitoring System. Mr. Nuxoll said he was not yet ready to submit this request to the full Board for approval but instead wanted to discuss this option with the Buildings and Site Committee given the significant cost of the proposed project. Trustees learned the estimated cost of the predesign/project development, design of mechanical systems, bidding and construction management for the CTS Group is \$89,460, and that the anticipated direct cost of the units would be between \$600,000 to \$700,000. Mr. Nuxoll did clarify that a project to improve air quality for the College's buildings is an acceptable use of HEERF III funds.

Committee Chair Curtis posed several issues or questions for the administration to consider before proceeding with this project including:

- What are the by-products of the ionization process?
- How much ongoing maintenance would be required for the units?
- What is the cost of ongoing maintenance?

After considerable discussion, each member of the Committee agreed the administration should seek out other higher education institutions who have implemented a similar air purification project and talk with local hospital leaders to determine what type of air purification system they had decided to utilize. Mr. Nuxoll said he and Mr. Scott Rawlings, Director of Physical Plant, will continue working with CTS Group to further investigate the bipolar ionization process and other potential air purification systems to determine the most optimal solution and bring this issue back to the Committee at a future date.

CTS Performance Agreement for Kluthe HVAC Performance.

Trustees reviewed a memorandum from Mr. Nuxoll requesting approval of a performance contract with CTS Group for a Kluthe Building Energy Efficiency Project. Trustees also reviewed the proposal from CTS to lead the project in areas of cost estimating, bid administration, engineering and design for the installation of two new gas fired high efficiency air conditioner units at Kluthe.

Mr. Nuxoll said the current air conditioning units on the roof of Kluthe are the original units installed in 1995 and they are reaching the point where it is no longer cost effective to continue to repair the units. Mr. Nuxoll reported that after receiving bids from various contractors, the total estimated costs of replacing the air conditioning units is \$614,423. He also reported the newer units will be much smaller than the original units and the College will recognize some significant savings in utility costs with much more efficient units.

Trustees learned that the College may use HEERF III funds for this project since it will improve the air quality at Kluthe. Trustees also learned that this project does not address updating and replacing the Variable Air Volume (VAV) boxes as that project will be addressed in a future Kluthe renovation project.

Trustee Wright asked about whether the administration had considered using some type of renewable energy option instead of using natural gas for the Kluthe Energy Efficiency Project as outlined in the CTS proposal. Mr. Rawlings responded that due to the current processes for how the building is heated and cooled that he felt the best option at this time was natural gas. He did reference the possibility of considering geothermal options at Kluthe in the future.

Trustee Storm motioned and Trustee Curtis seconded that the Committee recommend to the Board of Trustees approval of the CTS Performance Agreement for the Kluthe Building Energy Efficiency Project.

There was no further discussion.

Roll Call:

Yes: Trustees Curtis, Storm and Wright. No: None.

Absent: Trustee Sullivan.

Motion carried.

Update on Plans to Enhance Campus Grounds.

Mr. Nuxoll updated the committee on progress to develop a three-year landscaping improvement plan. He said he has now issued a Request for Qualifications (RFQ) for a landscape designer. Once a landscape designer has been secured then the administration will move forward with issuing a new Request for Proposal (RFP) for landscaping work to be done in three tiers as follows:

- Tier 1 - emphasis on improving the look of campus from Route 45.
- Tier 2 – emphasis on improving the internal campus grounds, sunken pit areas and inner circle.
- Tier 3 – emphasis on improving the landscaping near the West building.

Trustee Wright suggested the administration consider partnering with some of the College's landscaping classes to give students an opportunity to be involved in the

process. Dr. Bullock said the College's master gardener would also be involved in the process.

Committee members gave verbal consent that the administration should proceed with the landscaping improvements planning process as presented. Mr. Nuxoll said the administration will bring back to the Board for approval the acceptance of any bids, proposals or agreements to implement the landscaping improvements.

Other Business.

Mr. Nuxoll gave an update on a multi-year plan to reseal or replace parking lots on the College's main campus. Mr. Nuxoll said this was not budgeted for the FY22 budget but the administration is considering use of the lost revenue funds the College will be able to claim due to the pandemic. Dr. Bullock reminded the committee that improvements to Parking Lot A will be completed next summer through an already-approved project with CDB.

Mr. Nuxoll said that HEERF funds will be used to convert campus drinking fountains to water bottle filler fountains and to add proximity card readers to additional building doors on campus.

Mr. Nuxoll said the Governor's Executive Order regarding a vaccination or weekly testing mandate does apply to contractors in certain situations. He said he has created a fillable PDF form for the contractor managers to use to weekly report to the College the vaccinated or testing status of their employees who will be working at a campus location.

Dr. Bullock gave kudos to the various staff members in the Marketing and Public Relations Department, the Print Shop and Physical Plant who assisted with the new wayfinding signs, banners, and installation of the new black poles on campus.

Mr. Nuxoll gave an update on a timeline for the new generator to be installed for the Foundation and Alumni Center and the Board and Administration Center.

Trustee Storm requested the administration provide Trustees a quarterly report showing how the administration is using the various CARES Act and HEERF funds. Mr. Nuxoll said he can begin providing this and that he and Ms. Madge Shoot, Comptroller, are keeping records of how these funds are spent.

Adjournment.

Trustee Storm moved and Trustee Wright seconded to adjourn the meeting at 9:41 a.m.

Motion carried by unanimous voice vote.

Approved by:

/s/Kevin L. Curtis
Committee Chair/Committee Secretary