

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



Regular Board Meeting No. 669
Board and Administration Center, Room 011
Mattoon, IL
September 12, 2022

Minutes

Call to Order.

Chair Sullivan called the September 12, 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.

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 Maggie Kelly.

Trustees Absent: None.

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

1. Approval of Minutes of August 8, 2022, Regular Meeting.
2. Approval of Minutes of August 8, 2022, Closed Session.
3. Approval of Agenda of September 12, 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	\$	142,958.28
Building Fund	\$	73,874.81
Site & Construction Fund	\$	268,703.61
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	58,670.48
Restricted Purposes Fund	\$	941,805.23
Working Cash Fund	\$	-
Audit Fund	\$	26,470.00
Liability Insurance Fund	\$	20,111.33
Student Accts Receivables	\$	94,247.66
Total	\$	1,626,841.40

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

5. Destruction of Tape Recording of the March 8, 2021, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the administration is working to implement updated policies and/or procedures resulting from recently passed state laws that impact higher education.

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 met on September 8, 2022, and discussed the landscape master plan.

Foundation.

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

- The Alumni Board is excited to sponsor a booth for the return of the Special Olympics Family Festival being held September 17, 2022, on campus.
- The golf registration for our annual Foundation Golf Classic is live on our Foundation website. We hope you can join us, whether it's golfing or volunteering, on Friday, September 30, 2022.
- Braddi Browning, our scholarship coordinator in Financial Aid, hosted a table at the Student Welcome Day to hand out scholarship flyers and cookies. The Foundation scholarship application closed August 31 and reviews are underway for the 2nd cycle. We have over 420 completed applications submitted during the month which brings our total overall to 1,366 submitted scholarship applications for 2022.
- Our Foundation fall appeal (first appeal for the fiscal year) is in the final stages and will be reaching mailboxes soon! This is our first time moving this back internal and we could not be more excited and thankful to our MPR and Print shop colleagues for making this happen.

Student Report.

Ms. Maggie Kelly, Student Trustee, said there are many activities concerning the student body coming up in the month ahead. She said the blood drive we just held doubled our expectations! We collected a total of 36 units of blood which helps around 108 hospital patients. Turnout was so good that the Red Cross wants to hold another blood drive in January. The Student Government Association has extended the deadline for applications until next Tuesday, September 9, 2022. She said that the Student Government Association (SGA) students think that many students don't have a feel for what SGA is and extending the deadline will be beneficial so we can advocate for the organization. On September 24, 2022, Lake Land baseball and criminal justice alumni Tyrone Dennis will be here to speak. Everyone is welcome to attend. Ms. Kelly said the Special Olympics will be held at the school on September 17, 2022. She said Student Life will be helping with this and the parade. She continued that on September 28 there will be a mental health event with speaker Mr. Abraham Sculley, and this will be held at 11 a.m. in Laker Point. She said the Student Ambassadors (SAB) is trying to work hard to promote mental health awareness. Lastly, she highlighted that

the volleyball team now has a win/loss record of 5-3 and their next game is tonight at 6:30 p.m. with a “Paint the Fieldhouse Red” theme!

President’s Report.

- Lake Land received \$110,707 from the Illinois Department of Juvenile Justice (IDJJ) in August and no funds from the Illinois Department of Corrections (IDOC) toward the FY 2022 outstanding balance. A total of \$154,693 remains outstanding for IDOC and IDJJ is paid in full for FY 2022.
- Lake Land received no funds from the Illinois Department of Juvenile Justice (IDJJ) or the Illinois Department of Corrections (IDOC) in August toward the FY 2023 outstanding balance. A total of \$392,188 remains outstanding for IDOC and \$26,701 for IDJJ for FY 2023.
- In August, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and equalization payments of \$544,608. A total of \$4.8 million in credit hour reimbursement and \$5.4 million in equalization remain outstanding for FY 2023.
- The College received \$302,942 in CTE funding from the state in August, leaving \$302,942 outstanding for FY 2023.
- The College received \$3.0 million in property tax payments in August.

Business Items.

Non-action Items.

Proposed Additions to City of Effingham Enterprise Zone.

Mr. Todd Hull and Ms. Sasha Althoff, economic development representatives from the City of Effingham, presented on an enterprise zone application to the state that will provide additions to their current enterprise zone.

Faculty Focus on Advancing Student Success – Early Childhood Education Program.

Ms. Tanille Ulm, Early Childhood Education Instructor, presented on a new program within the Early Childhood Education program as a result of the Board earlier this year accepting an Early Childhood Access Consortium for Equity Opportunity grant in the amount of \$696,605 from ICCB.

Fall 2022 Tenth Day Enrollment Report.

Ms. Valerie Lynch, Vice President for Student Services, presented the Fall 2022 Tenth Day Enrollment Report to the Board.

Annual Report of Special Event Tuition Waiver Requests.

Trustees reviewed a memo from Dr. Bullock which highlighted the five special event tuition waivers granted by the Board in FY 2022. Trustees learned Dr. Bullock did not grant any additional special event tuition waivers.

Monthly Data Point Discussion – Utilization of Board-Approved Special Event or Program Tuition Waivers.

Ms. Lisa Cole, Director of Data Analytics, presented the annual report of special event tuition waiver requests that was approved during FY 2022. The annual report was provided per Board Policy 07.08 (item #4) and detailed all special tuition waivers with various values granted by President Bullock and/or the Board for special events in the prior fiscal year.

Proposed Revisions to Board Policy 05.04.08 – Bereavement Leave.

Mr. Greg Nuxoll, Vice President for Business Services, provided a recommendation for the Board to approve revisions to Board Policy 05.04.08 – *Bereavement Leave*. He said revisions reflect alignment with Public Act 102-1050 which was signed into law this past summer by Governor Pritzker and modified the Child Bereavement Act. This new law takes effect January 1, 2023.

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

Proposed Revisions to Board Policy 07.06 – Residency and 07.06.01 – Residency for Special Groups of Students.

Ms. Lynch provided a recommendation for the Board to approve revisions to Board Policy 07.06 – *Residency* and 07.06.01 – *Residency for Special Groups of Students*. She reminded the Board that last month she asked the Board to consider revisions to Policy 07.06 - *Residency* to include reference to the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement) which was approved by ICCB in 2020, with all 39 community college districts in the state participating in this Agreement. She said the policy revisions reflect Lake Land College's participation in the CAREER Agreement and clarify a student will not be classified as an Out-of-District resident if a student is attending under the provisions of the CAREER Agreement. She said we are bringing this back as first reading as in addition to incorporating the CAREER Agreement we recommend additional revisions in response to Public Act 102-0800 which was signed into law earlier this year by Governor Pritzker. Ms. Lynch said proposed additions will acknowledge our compliance with this Act regarding the tuition rate for members of the armed forces stationed in the district or individuals entitled to assistance as described in 38 USC 3679 (C) of the federal code.

Additionally, Ms. Lynch recommends revisions to Policy 07.06.01 – *Residency for Special Groups of Students* to address the above-referenced issues for the CAREER Agreement and Public Act 102-0800 regarding tuition for veterans but also to clarify a title change to "Tuition Charges for Special Groups of Students" to designate between the general residency policy

which establishes residency classification and 07.06.01 that only pertains to how groups of students are charged tuition.

Ms. Lynch said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 10.27 – Acceptance of Gifts and Grants.

Ms. Jean Anne Highland, Chief of Staff, provided a recommendation for the Board to approve revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants*. She said the proposed revisions were provided to each trustee and reflect an effort to avoid delays in launching work associated with awarded grants, especially where a timeline of proposed activity would be adversely affected by delays in our hiring processes. She said with Board approval, Dr. Bullock would be authorized to approve a supervisor to begin a conditional hiring process (i.e., develop position descriptions, advertise for grant positions, etc.) for grant funded positions upon notification of a grant award by the funding agency. Trustees learned authorization of hiring grant-funded positions would remain subject to final Board approval. Trustees also learned that proposed revisions to Policy 10.27 align with Board Policy 05.10 (#14) – *Hiring for Full-Time Employees* in which Dr. Bullock may alter the normal hiring process due to extenuating circumstances.

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 10.31 – Tax Abatement and Educational Incentives as an Inducement to Industry.

Ms. Highland provided a recommendation for the Board to approve revisions to Board Policy 10.31 – *Tax Abatement and Educational Incentives as an Inducement to Industry*. She said the proposed revisions were provided to each trustee and clarify the Board will follow all applicable state laws for tax code abatements and incentives within the Illinois Property Tax Code. Ms. Highland said revisions also clarify the Board’s ability to support residential developments that are part of a TIF district or enterprise zone application to be approved under state guidelines for those two development incentive plans and pursuant to Section 18-170 of the Illinois Property Tax Code, 35 ILCS 200/18-170 (2022).

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Proposed Revisions to Board Policy 10.32 – Pay Schedule.

Ms. Highland provided a recommendation for the Board to approve revisions to Board Policy 10.32 – *Pay Schedule*. She said the proposed revisions were provided to each trustee and will align this Policy with our current pay schedule practices. She said that Ms. Madge Shoot, Comptroller, directs employees to submit time entries by an appropriate deadline as needed per pay period based on various scheduling issues such as holidays.

Ms. Highland said this was submitted as first reading, and we will bring this back to the Board for approval during the October 2022 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Foundation Golf Classic on September 30, 2022, and the Foundation and Alumni Awards Reception to be held October 20, 2022.

Action Items.

2023 Trustee Election Information and Acceptance of Letters of Designation.

Ms. Highland said three six-year terms held by Ms. Doris Reynolds, Mr. Mike Sullivan and Ms. Denise Walk will appear on the Lake Land College ballot for the 2023 Trustee Election as part of the consolidated election. Ms. Highland said the candidate election packet may be requested from the President's Office by contacting her via phone or email. Ms. Highland highlighted pertinent election dates including:

- The Trustee election will be held April 4, 2023.
- Candidates may begin circulating petitions on September 20, 2022.
- The filing period will be December 12-19, 2022.

Ms. Highland also requested the Board approve a letter of designation which would authorize her to act as the Local Election Official on behalf of Board Secretary Mr. Tom Wright. Additionally, Trustees were asked to approve seven other designation letters for additional staff members to act as representatives for accepting petitions and/or the filing of objections during the upcoming Trustee election.

Trustee Cadwell moved and Trustee Storm seconded to accept as presented the letters of designation for the April 4, 2023, Trustee Election.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Special Event Tuition Waiver Requests.

Dr. Bullock requested the Board approve special event tuition waivers for five different events to be held in fiscal year 2023 including:

- Business and Computer Contest.
- Academic Challenge (formerly known as the WYSE Challenge).
- Principals, Deans and Counselors meeting.
- Miss Illinois 2023.

- National Manufacturing Day events hosted by Effingham County Chamber, Coles Together and local manufacturers.

Trustees reviewed details of each of the proposed special events.

Trustee Curtis moved and Trustee Walk seconded to approve as presented special tuition waiver requests related to five separate special events to be held in FY 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Community Outreach Tuition Waiver Requests.

Ms. Lynch requested that the Board approve up to 100 three-credit hour tuition waivers for the Spring 2023, Summer 2023 and Fall 2023 terms for those interested returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. She said this expands upon the prior Community Outreach Tuition Waivers that had been initially approved by the Board in October 2019 and extended to semesters through the Spring of 2022. Trustees received information on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

Trustee Walk moved and Trustee Curtis seconded to approve up to 100 three-credit hour tuition waivers for the Spring 2023, Summer 2023 and Fall 2023 terms for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of July 2022 Financial Statements.

Trustees reviewed the July 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 July 2022 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Tort Document.

Mr. Greg Nuxoll, Vice President for Business Services, said the Tort Immunity Act allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding the College's Tort Levy Expenditures/Risk Management Plan for FY 2023. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Mr. Nuxoll said the proposal for FY 2023 includes the addition of the following three positions as compared to FY 2022:

- Chief Information Officer.
- Director of Information Security.
- Information Security Specialist.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the FY 2022 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Technology Items as Surplus.

Mr. Nuxoll requested the Board declare as surplus various technology items ranging from core switches to various audio-visual devices from the Information Systems and Services (ISS) Department. He said these items have become obsolete and have little value to the College. He said that if these items are approved by the Board as surplus, then the administration will dispose of the item in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Walk seconded to declare as surplus various technology items that had been utilized by ISS so that these items may be disposed of 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Long-Term Lease with Jasper Holdings, LLC.

Trustees heard a recommendation from Mr. Nuxoll who reminded the Board that earlier this year they accepted the Early Childhood Access Consortium for Equity Opportunity Grant and approved a short-term lease agreement with Maranatha Christian Academy. He said the short-term lease was needed so that we could avoid delays and begin an early childhood care and education program learning lab to teach child care and education techniques to Lake Land students in a living lab environment that will enroll up to ten children ranging in age from three to five years. Mr. Nuxoll said that following an extensive search for optimal space and in consultation with legal counsel, we are now ready to recommend a long-term lease solution for the early childhood care and education program learning lab. Trustees were provided a recommendation from Mr. Nuxoll for the Board to enter into a three-year agreement between the College, as Lessee, and Jasper Holdings, LLC, as Lessor, for property located at 1808 W. Broadway, Mattoon. He said the proposed monthly rent amount is \$1,800 per month for year one, \$1,900 per month for year two and \$2,000 per month for year three. He said the lease will have two three-year options for renewals with no price escalations.

Trustee Storm moved and Trustee Curtis seconded to approve as presented a long-term lease agreement between the College, as Lessee, and Jasper Holdings, LLC, as Lessor, for property located at 1808 W. Broadway, Mattoon, in which the College will provide an early childhood care and education program learning lab. The proposed monthly rent amount is \$1,800 per month for year one, \$1,900 per month for year two and \$2,000 per month for year three.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Revised Grant Acceptance for Early Childhood Education Grant.

Trustees reviewed a recommendation from Ms. Beth Craig, Grants Writer and Coordinator, that the Board approve a revision to an earlier accepted grant for the Early Childhood Access Consortium for Equity Opportunity Grant from ICCB. Dr. Bullock said as noted in the previous action item the College will provide an early childhood care and education program learning lab. Dr. Bullock said since the Board accepted this grant in June of 2022 and per ICCB, the budget of this grant has been revised to reflect a 10% cap on indirect costs for the grant.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a revised budget per ICCB for the Early Childhood Access Consortium for Equity Opportunity Grant, reflecting a 10% cap on indirect costs for the grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Intergovernmental Agreement with the Illinois Department of Transportation (IDOT) for a Highway Construction Careers Training Program.

Trustees heard from Dr. Bullock who said the Illinois Department of Transportation (IDOT) has partnered with ten community colleges throughout the state for a Highway Construction Careers Training Program (HCCTP). He said that IDOT representatives recently requested that Lake Land College add this training opportunity for Community College District #517. Dr. Bullock said the HCCTP allows individuals to learn more about highway construction careers while receiving job readiness and skill specific training. Dr. Bullock along with Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, recommend the Board approve a proposed intergovernmental agreement with the Illinois Department of Transportation for a Highway Construction Careers Training Program, with an anticipated start in the spring of 2023. He said with Board approval, we will seek to hire a program coordinator to oversee the development and implementation of Lake Land College's Highway Construction Careers Training Program.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented an intergovernmental agreement with the Illinois Department of Transportation for the Highway Construction Careers Training Program, with an anticipated start in the spring of 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of IGEN Electric Vehicle Charging Station Grant.

Trustees heard a recommendation from Dr. Bullock that the Board accept a grant for \$8,500 from the Illinois Green Economy Network (IGEN) to purchase and install an electric vehicle charging station. He said this will allow the College to add a second electric vehicle charging station. Dr. Bullock said IGEN provides a platform for collaboration among all Illinois community colleges and their partners to drive growth of the green economy.

Trustee Walk moved and Trustee Curtis seconded to accept a grant for \$8,500 from the Illinois Green Economy Network (IGEN) to purchase and install an electric vehicle charging station.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of IPRF Safety and Education Grant.

Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, that the Board accept a safety grant in the amount of \$26,810 from the Illinois Public Risk Fund (IPRF) who administers the College's worker's compensation program. Mr. Nuxoll said these funds will be used for safety initiatives to reduce workplace illness and injuries.

Trustee Reynolds moved and Trustee Walk seconded to accept a safety grant in the amount of \$26,810 from the Illinois Public Risk Fund (IPRF).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Ag Tech Lighting Replacement.

Trustees heard a request from Mr. Nuxoll for the Board to approve the bid from Commercial Electric, Inc. of Mattoon, in the amount of \$25,134, for the Ag Tech Lighting Replacement Project No. 2022-018. Each trustee was provided with the bid tabulation sheet detailing Commercial Electric submitting the lowest of six bids received. He said this project will enable the College to replace the existing lighting fixtures with LED fixtures in the shop and mezzanine areas of the Ag Tech north and south buildings.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from Commercial Electric, Inc. of Mattoon, in the amount of \$25,134, for the Ag Tech Lighting Replacement Project No. 2022-018.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of New Building Automation Software for Kluthe Building.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve accepting the \$33,460 cost proposal from Dynamic Controls, Inc. of East Peoria to upgrade the College's building automation software for the Kluthe Building in Effingham, IL. Trustees were provided the cost proposal from Dynamic Controls.

Mr. Nuxoll reported the Kluthe Building remains on an outdated version of building automation software that will not have support in the near future. He said additionally the College has transitioned to a newer automation software system with Dynamic Controls resulting from the newer construction projects such as the Board and Administration Center, the Foundation and Alumni Center and the Workforce Development Center. Mr. Nuxoll said converting the Kluthe building to the new automation software would also be optimal at this time given the recently installed HVAC system at the Kluthe Building.

Mr. Nuxoll reported a bid was not necessary per Board Policy 10.22 (4)(F) which exempts software purchases for the bid process.

Trustee Storm moved and Trustee Walk seconded to approve as presented a cost proposal of \$33,460 from Dynamic Controls, Inc. of East Peoria, Illinois, to upgrade the College's building automation software for the Kluthe Building in Effingham.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Termination of Agreement with BlackBeltHelp.

Trustees heard a recommendation from Mr. Nuxoll for the Board to terminate an existing three-year agreement with BlackBeltHelp (BBH) for 24/7/365 outsourced help desk solutions and technical support needs effective January 3, 2023. Mr. David Stewart, Chief Information Officer, reported that Lake Land College partnered with BBH for three primary reasons: 1) to offload most support from our ISS Department to BBH, 2) to free up ISS staff to focus on higher level technical needs, and 3) to provide better support to our students, faculty, and staff. Mr. Stewart reported that to date, BBH has not enabled the ISS to reach any of the objectives of our engagement.

Mr. Nuxoll said the previously approved agreement, which was provided to each of the trustees, allows for an early termination with 90 days' notice, and Mr. Stewart provided this notice to BBH earlier this month.

Trustee Cadwell moved and Trustee Reynolds seconded to approve the termination of an existing agreement with BlackBeltHelp (BBH) for 24/7/365 outsourced help desk solutions and technical support needs effective January 3, 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Service Now Agreement for IT Service Management (ITSM) and Contract with CDW for Implementation and Training.

Trustee heard a recommendation from Mr. Nuxoll for the Board to purchase ServiceNow as our IT Service Management (ITSM) solution and contract with CDW for the implementation and training. He said ServiceNow Software would provide ISS with a help desk ticketing system that collects and tracks all customer support interactions from various channels. Mr. Stewart reported that ServiceNow is a seven-time Gartner Magic Quadrant leader for ITSM Tools. Mr. Nuxoll said the ticket management system will modernize our IT operations to optimize productivity, cost, and resilience. He also said the three-year license cost for ServiceNow is \$42,500.00 annually with a \$5,000.00 first year cost for learning credits. Mr. Nuxoll said this is a total license cost of \$132,500.00 for 3 years.

Additionally, Mr. Nuxoll and Mr. Stewart recommended the Board approve contracting with CDW for the implementation and training of the ServiceNow solution. Mr. Nuxoll said CDW is a ServiceNow Elite Partner with 18+ years' experience in ServiceNow implementations. He said CDW will assist start to finish in the ServiceNow implementation to design, develop, train, and advise to ensure a successful implementation. Mr. Nuxoll said the cost for CDW ITSM Jumpstart implementation is \$133,968.00, which will bring our three-year grand total to \$266,468.00.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the purchase of ServiceNow Software as the College's IT Service Management (ITSM) solution and contract with CDW for the implementation and training, at a total cost of \$266,468.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:33 p.m. – Trustee Storm 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.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:43 p.m.

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

Trustees Absent: None.

Approval of Resolution No. 0922-003 to Approve Sixth Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2025, as Discussed in Closed Session.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock's contract term through June 30, 2025. Chair Sullivan said Dr. Bullock's annual performance evaluation for FY 2021-2022 had been completed and reviewed by all Trustees.

Chair Sullivan thanked the Trustees for their collective feedback as part of the annual performance evaluation.

[The agenda item was noted that a complete copy of the proposed resolution and sixth addendum were available at: <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/> or by contacting the College’s Office of the President at 217-234-5222. The agenda item was also noted that copies of the President’s original employment contract and the first, second, third and fourth addendums were available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College’s Office of the President at 217-234-5222.]

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented Resolution No. 0922-003 - Approving Sixth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2025. [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 Kelly voted yes.

Absent: None.

Motion carried.

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 Walk 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 a request for a general leave of absence without pay by two employees as detailed on the Human Resources Report.

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

Arena, Amanda	07/18/22-10/18/22 Intermittent
Carr, David	08/30/22-9/29/22
Pender, Diane	8/3/22-8/25/22

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

Pender, Diane	8/25/22-9/25/22
Tkachuk, Jerome	9/6/22-10/7/22

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

Highway Construction Careers Training Program Coordinator Level 13

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Caldwell, Nicholas	Adjunct Faculty Social Science Division Primary Position Dual Credit Coordinator	8/22/22
Camfield, Jenny	Adj Reading Instructor Primary Position Adj Faculty Social Science	8/22/22
Estacio, Estiven	Tutor - BA Degree - Learning Asst Center	9/1/22
	Tutor - Bachelor's Disability Primary Position Print Shop Tech Asst	9/1/22
Fatheree, Dustyn	Adjunct Faculty Humanities Division	8/22/22
	Primary Position Student Life Specialist	
Fisher, Kerry	Allied Health BNA Adjunct Faculty	8/22/22
	Allied Health BNA Clinical Instructor (hourly)	8/22/22
	Primary Position Dual Credit Instructor	
Hodges, John	Director of Intramurals	8/25/22
	Primary Position Fitness Center Specialist	
Hoots, Corbin	Tutor-Disability Services Primary Position Tutor - Student Lrng Asst	8/23/22
Horton, Jesse	IEL Instructor	8/22/22
	Primary Position Adj Faculty Social Science	
Kaurin, Joy	Adj Reading Instructor	8/22/22
	Primary Position Trio SSS Advisor	
Marino Lopez, Juliana	Lab Student Assistant	8/30/22
	Primary Position Covid Test Collection	
Murphy, Jacob	Adjunct Faculty Math and Science Division	8/22/22
	Primary Position Laboratory Supervisor	
Smith, Molly	Newspaper Editor - Student Newspaper Primary Position Adm & Rec Data Entry Asst	8/17/22
Strohl, Maria	Allied Health Clinical Instructor (hourly)	7/11/22
	Primary Position Allied Health BNA Adj Fa	
Wilson, Chance	Tutor - BA Degree - Learning Asst Center	9/1/22
	Tutor - Bachelor's Disability	9/1/22
	Primary Position Tutor - Perkins - BA	
Part-time - Grant Funded		
Reynolds, Theresa	Pathways Substitute Instructor	8/29/22
	Primary Position Pathways Classroom Asst	
Strode, Celestia	Tutor- Carl Perkins	6/1/22

	Primary Position Tutor-Student Community	
Unpaid/Volunteer		
Black, Gabriel	Assistant Baseball Coach Volunteer	1/12/22
	Primary Position Print Shop Technician Asst	
Stevenson, Alexander	Assistant Baseball Coach Volunteer	8/31/22
	Primary Position Pt Groundskeeper	

Work Study

Pierson, Kadie	College Work Study - John Deere Ag Tech	8/26/22
	Primary Position Agriculture Education Intern	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Alfauri, Hamza	Print Shop Technician Assistant	8/9/22
	Primary Position Tutor - Student Lrng Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Cox, Morgan	Dual Credit Instructor	8/17/22
Full-time		
Branson, Casey	Maintenance I	9/13/22
Breer, Morgan	Simulation Lab Coordinator	9/13/22

Part-time

Brock, Reese	Human Resources Assistant	8/22/22
Collie, Paige	Fitness Center Specialist	8/22/22
Dill, Gregory	Clinical Dentist	8/22/22
Donberger, Damian	Adjunct Faculty Technology Division	8/22/22
Dorman, Paul	Newspaper Editor - Student Newspaper	8/17/22
Heiser, Calista	Newspaper Editor - Student Newspaper	9/6/22
Hoots, Corbin	Tutor - Student Learning Assistance Center	8/23/22
Iheasi, Elfrieda	Bookstore Rush Worker	8/8/22
Lawyer, Jeffery	Commercial Driver Training Instructor	9/12/22
Nzeribe, Blessing	International Student Ambassador	8/15/22
Phinney-Schultz, Alyssa	Clinical Dentist	8/22/22
Rhine, Marina	Print Shop Technician Assistant	8/25/22
Stevenson, Alexander	Part-Time Groundskeeper	8/31/22

Tsysar, Svitlana	International Student Ambassador	8/29/22
Wines, Jeff	Police Officer	9/6/22

Part-time Grant Funded

Beltran, Mariah	Trio Destination College Intern	8/23/22
Flavin, Deborah	Adult Education Instructor	8/16/22
Reynolds, Theresa	Pathways Classroom Assistant	8/29/22
Wilson, Chance	Tutor - Perkins - Bachelor	9/1/22

College Work Study

Turner, Trinity	College Work Study - Student Life	8/22/22
Vonderheide, Anthony	College Work Study Radio TV	8/30/22
Wagner, Sophia	College Work Study - College Advancement	8/22/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Johnson, Stephanie	Alternative Education Instructor	8/19/22
McPherson, Deborah	Correctional Office Assistant	7/29/22
Murray, Ginger	Associate Dean of Correctional Programs	8/19/22
Nau, Jessica	Correctional Commercial Custodial Instructor	7/28/22
Nead, Kaitlyn	Coordinator for Student Commu & Initiative	8/31/22
Temple, Benjamin	Engineering & Facilities Planning Technician	9/12/22
Urfer, Brent	Correctional Custodial Maintenance Instructor	7/22/22
Vancil, Jami	Correctional Office Assistant	8/12/22

Part-time

Cougill, Elizabeth	Dual Credit Program Assistant	8/19/22
Edwards, Kelby	Allied Health EMS Adjunct Faculty	8/12/22
Graziano, Amy	Adjunct Faculty Humanities Division	12/10/21
Hawf, Rachel	Library Assistant	9/1/22
Miller, Karla	Retiree Incentive Program	8/11/22
Ramage, Jacob	Library Assistant	7/21/22
Staley, Jennifer	Adult Education Welding Instructor	8/18/22
Strange, Peggy	Retiree Incentive Program	8/11/22
Voss, Ashley	Student Accommodations Graduate Assistant	5/13/22
Westcott, Robert	Technical Writer	5/20/22

Transfers/Promotions

The following employee is recommended for a change in position

Position	Effective Date
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Full-time

Craig, Bethany	Grants Writer and Coordinator	9/13/22
	Transferring from PT Grants Writer and Coor	
Lash, Lara	Allied Health Instructor	8/8/22
	Transferring from Simulation Lab Coordinator	
Zike, Philip	Technical Support Specialist II	9/19/22
	Transferring from Technical Support Specialist	

Part-time

Repking, Mackenzie	Allied Health Clinical Instructor (hourly)	8/5/22
	Transferring from Nursing Instructor	
Thomas, Sarah	Print Shop Technician Assistant	8/8/22
	Transferring from Print and Courier Assistant	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting at 7:46 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/