

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



Regular Board Meeting No. 657  
Board and Administration Center, Room 011  
Mattoon, IL  
September 13, 2021

**Minutes**

**Call to Order.**

Chair Sullivan called the September 13, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board & Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Vice-Chair; Mr. Kevin Curtis; Ms. Doris Reynolds; Mr. Dave Storm; Mr. Mike Sullivan, Chair; 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. Seirra Laughunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff and media.

**Approval of Consent Items.**

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

1. Approval of Minutes of August 9, 2021, Regular Meeting.
2. Approval of Minutes of August 9, 2021, Closed Session.
3. Approval of Agenda of September 13, 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	\$	181,040.94
Building Fund	\$	26,692.14
Site & Construction Fund	\$	76,205.00
Bond & Interest Fund	\$	600.00
Auxiliary Services Fund	\$	203,990.44
Restricted Purposes Fund	\$	259,437.46
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	23,386.72
Student Accts Receivables	\$	30,441.23
Total	\$	801,793.93

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

5. Destruction of Tape Recordings of March 5, 2020 Resource and Development Committee Closed Session and March 9, 2020, 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 Greuel voted yes.

Absent: None.

Motion carried.

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

There were no public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Walk highlighted topics discussed at the recent ICCTA meetings held in Springfield, IL, in September. Topics included mental health issues, updates to the by-laws and mission statement, and current legislative items that may affect community colleges. 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 met on September 8, 2021, and discussed several items such as air filtration systems, the HVAC performance at Kluthe, upcoming campus landscaping projects, campus drinking fountains and adding more proximity card readers to additional building doors on campus.

### **Foundation.**

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

- The Foundation Golf Classic is set for Friday, September 17 at the Mattoon Golf & Country Club.
- The Foundation is working on alternate options for the Donor Reception/Scholarship events originally planned for this fall. The Foundation & Alumni Center open house is currently postponed.
- The first Foundation appeal letter for FY22 featuring a scholarship recipient that also was on the Women's Basketball National Championship team will be arriving in mailboxes soon!

### **Student Report.**

Student Trustee Katie Greuel said that SGA held elections this week and those election results will be released soon. She said that SGA is currently planning to host a blood drive on campus this fall.

### **President's Report.**

Dr. Bullock said:

- In August, the College received \$769,673 from the Illinois Department of Corrections (IDOC) toward the FY2021 outstanding balance. A total of \$81,339 remains outstanding from IDOC.

- Lake Land received no payments in August from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2021 outstanding balance. A total of \$95,076 remains outstanding from IDJJ.
- The College has received no payments from either IDOC or IDJJ for FY 2022 invoices.
- In August, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$1,280,769 and equalization payments of \$505,251.
- The College received property tax payments totaling just over \$4.1 million in August.
- All 25 graduates of the Medical Assistant program passed their state exam on their first attempt. This is the fourth year in a row with graduates earning a 100% pass rate on their first attempt. Congratulations to program director and instructor Molly Yeske and her students!

### **Business Items.**

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

#### **Faculty Focus on Advancing Student Success – Court Reporting Program Inaugural Class.**

Ms. Lisa Earp, Business Instructor and Program Coordinator for Office Professionals, presented on the inaugural class of the College's Court Reporting Program.

#### **Trend Analysis Report – Local Demographics and State, National and Global Trends Affecting Higher Education.**

Ms. Jean Anne Grunloh, Chief of Staff, highlighted the Trend Analysis Report and explained how we will utilize the research to garner significant internal and external stakeholder feedback this fall to appropriately develop the next strategic plan cycle's goals and objectives. Ms. Grunloh said that key takeaways from the research are included in the Executive Summary portion (pages 2-4) of the Report and linked to the research contained in the body of the Report.

#### **Fall 2021 Tenth Day Enrollment Report.**

Ms. Valerie Lynch, Interim Vice President for Student Services, presented the Fall 2021 Tenth Day Enrollment Report to the Board.

#### **Annual Report of Special Event Tuition Waiver Requests.**

Dr. Bullock presented the annual report of special event tuition waiver requests that was approved during FY 2021. 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.

### **Monthly Data Point Discussion – Utilization of Tuition Waivers.**

Ms. Lisa Cole, Director of Data Analytics, highlighted a summary report on how approved tuition waivers were utilized in FY 2021. The summary report was provided to each Trustee.

### **Correction of Board Policy 09.05 – Scheduling Facilities.**

Dr. Bullock gave notice that Board Policy 09.05 – *Scheduling of Facilities* has been corrected so that items 2 and 3 of the policy reflect the current title of the Dean for Workforce Solutions and Community Education.

### **Proposed Revisions to Board Policy 10.22 – Purchasing, Bidding and Prevailing Wages for Fixed Works.**

Mr. Greg Nuxoll recommended proposed changes to Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works*. The proposed revisions were provided to each Trustee. He said the additions to the policy clarify that the College, in addition to following all requirements of the Illinois Community College Act, will also follow federal regulations when using federal funding sources for procurements and details the process based upon the expenditure amount.

Mr. Nuxoll said this was being submitted as first reading.

### **Update on Disposal of Board-Approved Surplus Items.**

Mr. Nuxoll provided a summary of the dispensation of several items the Board has approved as surplus in the past year. He provided examples to the members of the Board on the many ways in which the college disposes of surplus items such as online auctions, E-cycle, Dell purchasing and refurbishing items and selling scrap to the junk yard.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Foundation Golf Classic scheduled for September 17, 2021.

### **Action Items.**

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

Dr. Bullock said that during the Board Retreat held May 19, 2021, the Board committed to developing a Diversity, Equity and Inclusion (DEI) board policy and statement to provide an additional lens for thoughtfully serving students in the future and fostering a work environment that is enhanced and enriched by an inclusive campus community. He said the proposed DEI statement is largely based upon the statement already adopted by the College's Inclusion and

Diversity Education Committee. Trustees learned the proposed policy references best practices and procedures as recommended by the Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee.

Dr. Bullock said this was submitted as first reading during the August 2021 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Reynolds moved and Trustee Cadwell seconded to adopt as presented Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion*.

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.

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

Ms. Lynch requested the Board adopt Policy 11.30 - *Recruitment of Military Service Member Enrollment*. Trustees were presented with the proposed policy language. Ms. Lynch reported the College received notification in January 2021 from the Office of the Assistant to the Secretary of Defense that Lake Land College joins 249 other educational institutions in a review process that focuses on compliance with the tenets of the Department of Defense (DoD) Memorandum of Understanding (MOU). Trustees learned that as a result of this review and to remain in compliance with the MOU, the DoD has requested the College adopt a policy to address issues specific to recruitment of military service members. The two key recruitment areas are detailed in the proposed policy.

Ms. Lynch said this request was submitted as first reading during the August 2021 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language.

Trustee Storm moved and Trustee Curtis seconded to adopt as presented Board Policy 11.30 – *Recruitment of Military Service Member Enrollment*.

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 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 2022 including:

- Business and Computer Contest.
- Academic Challenge (formerly known as the WYSE Challenge).
- Principals, Deans and Counselors meeting.
- Miss Illinois 2022.
- 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 Reynolds moved and Trustee Cadwell seconded to approve as presented special tuition waiver requests related to five separate special events to be held in FY 2022.

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 Community Outreach Tuition Waivers.**

Ms. Lynch requested that the Board approve up to 100 three-credit hour tuition waivers 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 2021. Trustees received information on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

Trustee Reynolds moved and Trustee Walk seconded to approve up to 100 three-credit hour tuition waivers 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 Greuel 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 2022. 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 2022 includes the following key changes from FY 2021:

- The Senior Executive to the President’s new title is Chief of Staff.
- The Counselor/Coordinator Disability Services position has been updated to the Counselor for Student Accommodations and Mental Health Initiatives.

Trustee Curtis 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 Greuel voted yes.

Absent: None.

Motion carried.

**Acceptance of Reporting of July 2021 Financial Statements.**

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

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the July 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.

**Declaration of Surplus Equipment – Label Printer.**



Mr. Nuxoll requested the Board declare as surplus an Avery Dennison Monarch label printer that had been utilized by the Bookstore. He said this item has become obsolete and has little value to the College. He said that if this item is approved by the Board as surplus, then the administration will dispose of the item in a manner most beneficial to the College.

Trustee Walk moved and Trustee Curtis seconded to declare as surplus an Avery Dennison Monarch label printer that had been utilized by the Bookstore so that this item 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 Greuel voted yes.

Absent: None.

Motion carried.

#### **Declaration of Surplus Technology Items from the ISS Department.**

Trustees reviewed a request from Mr. Nuxoll for the Board to declare as surplus numerous technology items previously used by the ISS Department that have become obsolete and have little value to the College. A listing of these items was included in the Board Book. The items range from core switches, dated wireless hotspots, servers, backup/tape devices and storage devices. Mr. Nuxoll said if these items are approved by the Board as surplus, then the administration will dispose of these items in a manner most beneficial to the College

Trustee Storm moved and Trustee Curtis seconded to declare as surplus various technology items previously used by the ISS Department 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 Greuel voted yes.

Absent: None.

Motion carried.

#### **Acceptance of IPRF Safety and Education Grant.**

Trustees reviewed a request from Ms. Wahls that the Board accept a safety grant in the amount of \$10,770 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 Cadwell moved and Trustee Walk seconded to accept a safety grant in the amount of \$10,770 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 Greuel voted yes.

Absent: None.

Motion carried.

### **Acceptance of TRIO Educational Talent Search (Destination College) Grant Award.**

Trustees reviewed a recommendation from Ms. Lynch to accept the TRIO Educational Talent Search Grant award from the U.S. Department of Education. Ms. Lynch said this will be the fourth award cycle for the College to utilize this program. She said over the five-year award cycle, the College will receive an annual award of approximately \$328,413, with an expected total of \$1,642,000 for the entire project.

Trustee Reynolds moved and Trustee Storm seconded to accept the TRIO Educational Talent Search Grant award from the U.S. Department of Education, which includes a five-year grant cycle and an annual award of approximately \$328,413, with an expected total of \$1,642,000 for the entire 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.

### **Acceptance of FY 2022 ISBE Growing Agricultural Science Teachers (GAST) Grant.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board accept the above-referenced grant in the amount of \$25,000. Trustees learned this grant promotes the profession of Agriculture Education through recruitment and retention activities. Mr. Althaus said this is the 13th year that the Illinois State Board of Education (ISBE) has offered this grant program and the 13th consecutive award to Lake Land College. He also said that with this funding, the College will provide paid internships for up to 10 Lake Land College and district high school agriculture students to gain relevant work experience. Additionally, the College's GAST Grant Program is designed to help retain the interest of enrolled Lake Land College students in Agriculture Education as a career through mentoring and internship experiences.

Trustee Walk moved and Trustee Curtis seconded to accept the FY 2022 Growing Agricultural Science Teachers Grant award from the Illinois State Board of Education in the amount of \$25,000.

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 Resolution No. 0921-002 to Approve Fifth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2024.**

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2024. Chair Sullivan said Dr. Bullock’s annual performance evaluation for FY 2020-2021 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 fifth 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 Reynolds moved and Trustee Cadwell seconded to approve as presented Resolution No. 0921-002 - Approving Fifth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2024.

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 for Purchase of a Bus for Agriculture Department.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the purchase of a bus for the Agriculture Division at a price not to exceed \$55,000. Trustees learned the

Agriculture Division is seeking a used 15-passenger bus with mileage less than 50,000 miles. Mr. Nuxoll said the bus would be used to support the Livestock Judging Team along with other agriculture related events. He also noted the College budgeted \$86,000 in the FY 2022 budget to purchase two vans, but the Agriculture Department believes one 15-passenger bus will achieve the same purpose of two vans and the total cost would be well-below the budgeted amount.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the purchase of a used bus for the Agriculture Division at a price not to exceed \$55,000.

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 for Purchase of 2 Mini-Vans for Admissions and Records Department.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of two new mini-vans for use by the Admissions and Records office to replace the current two “Laker” cars, which are both Toyota Scions. He said these purchases would be at a total price net of trade-in value not to exceed \$65,000. Mr. Nuxoll reported that replacing the cars with mini vans will offer more flexibility for the number of people and the amount of recruitment materials that may be transported. Trustees learned the Toyota Scions are too small to use at our larger events such as the Farm Progress Show, the State FFA and National FFA Convention.

Mr. Nuxoll said that because Bob Ridings Fleet Sales is an approved state vendor and can obtain state fleet pricing, a formal bid is not necessary.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the purchase of two mini-vans for use by the Admissions and Records Office at a total price net of trade-in value not to exceed \$65,000.

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 with H&A Security Solutions for Cyber Security Monitoring.**

Trustees heard a recommendation from Mr. Nuxoll that the Board enter into an annual contract with H & A Security Solutions as a managed security service provider (MSSP) at a cost of \$91,518.19. The proposed contract was provided to Trustees. Mr. Nuxoll said cybercriminals using ransomware increasingly focus on colleges and universities. Consequently, it is imperative for Lake Land College to make every reasonable attempt to effectively address our Information Security responsibilities.

Trustees learned that managed security services (MSS) is a service model or capability provided by cybersecurity service providers to monitor and manage security devices, systems, and applications against cyber-attacks. Mr. Nuxoll said H & A Security Solutions has over 10 years cyber security experience in both the private and government sectors. He also said H & A would use an enterprise cloud Security Incident and Event Management (SIEM) solution to provide a proactive protection delivery model that helps detect and triage malicious security events in the College's environment.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented a one-year contract with H & A Security Solutions as a managed security service provider (MSSP) at a cost of \$91,518.19.

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.

### **Approval of Bid for Managed End User Help Desk Solution for Student Laptops.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the bid from BlackBeltHelp, LLC of Miami, Florida, in the amount of \$295,620 for an around-the-clock help desk to support laptop technical needs from students. Trustees learned this support would be for a three-year period and would also provide help desk technical support for faculty and staff at the College. Trustees were provided with the bid tabulation sheet detailing BlackBeltHelp as the lower of two bids received. Mr. Nuxoll noted the help desk solution qualifies as an appropriate expense to be funded with Cares Act/HEERF funds, and this will be an important additional support to align with the launch of our Dell Laptop rental program for students that was approved by the Board in August.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from BlackBeltHelp, LLC of Miami, Florida, in the amount of \$295,620, for a managed end user help desk solution for student laptops over a three-year period.

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 Purchase of Class B Truck.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program. Mr. Nuxoll recommends the College replace our aging 1992 Ford F700F bucket truck with a newer model. Mr. Nuxoll said that once approved, the administration will work with a local dealer to secure the very best option.

Mr. Nuxoll clarified that previously the Board approved this purchase in June of 2021 using FY 2021 budgeted funds. He said that due to time constraints, we were not able to make the purchase within the FY 2021 budget time frame.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program, using FY 2022 budgeted funds for the purchase.

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 with Cleared4 Inc. for a Health Verification Platform.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a one-year agreement with Cleared4 Inc. of Delaware for a software solution to track Covid-19 vaccination and testing status as mandated by the Governor's Executive Order issued August 26, 2021. Trustees reviewed the proposed one-year agreement with Cleared 4 Inc. that details the pricing, with an estimated annual cost of \$37,000 based on our number of users. This recommendation follows significant assessment by ISS staff to evaluate numerous possible software solutions.

Mr. Nuxoll reported that although we are not a consortium, the Cleared4 company agreed to treat ICCCA-TC member colleges as a consortium given our combined user environments. Trustees learned the negotiated price for the Cleared4Work solution is .50 cents per user and platform setup, training, and monthly platform fees were waived.

Mr. Nuxoll also said this expense qualifies as an appropriate use of Cares Act, HEERF or GEER funding.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a one-year agreement with Cleared4 Inc. of Delaware for a software solution to track Covid-19 vaccination and testing status as mandated by the Governor's Executive Order issued August 26, 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 Addendum to CTS/Veregy Performance Contract.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve an addendum to the College's current contract with CTS Group to include work related to improving our indoor air quality, both at the main campus and at Kluthe, along with the installation of two new gas fired high efficiency air conditioners units at Kluthe. The proposed contract addendum was provided to the Trustees.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the addendum to the College's current CTS performance contract to include work related to an indoor air quality improvement 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 CTS Performance Agreement for Kluthe Building Energy Efficiency Project.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a performance contract with CTS Group for the above-referenced project. Trustees reviewed the proposal that details how CTS would lead the project in areas of cost estimating, bid administration, engineering and design, which are all professional services, for the installation of two new gas fired high efficiency air conditioners units at Kluthe.

Mr. Nuxoll reported 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.

It was noted that the College may use HEERF III funds for this project since it will improve the air quality at Kluthe and the Buildings and Site Committee met on September 8, 2021, to review this recommendation and the Committee’s consensus was to recommend to the Board approval of this request as presented.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the CTS Performance Agreement for the Kluthe Building Energy Efficiency 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 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 Reynolds motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report.

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

Shawver, Gavin	07/1/2021-08/6/2021
Scott, Garry	08/9/2021-08/18/2021
Sims, Kyle	08/25/21-09/3/2021
Laumbauttus, Doug	08/17/2021-11/9/2021
Tomasello, Ben	09/7/2021-11/30/2021
McKenzie, Michelle	09/22/21-09/30/2021
Byrum, Larissa	01/7/2022-03/25/2022
Scott, Garry	08/30/2021-10/4/2021
Byard, April	07/26/2021-Intermittent

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

Purchasing Coordinator Level 12

**End Additional Appointments**

**The following employees are ending their additional appointment**

<b>Part-time</b>	<b>Position</b>	<b>Effective Date</b>
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Beliz, Jenny	Tutor With Bachelor Degree, Tutor-Disability Services - Bachelor, Tutor Comm. Edu	7/27/21
Caldeira, Lara	Primary Position-Adj Faculty Humanities Bookstore Rush Wrkr, Covid-19 Screener	5/27/21
Denning, Haili	Primary Position-Test Proctor Allied Health BNA Clinical Instructor	5/14/21
Thomas, Amelia	Primary Position-Head Cheer Coach Tutor - Bachelor's Community Education	7/7/21
	Primary Position-Adj Faculty Math/Science	

**New Hire-Employees**

The following employees are recommended for hire

Full-time	Position	Effective Date
Bennett, Lisa	Alternative Ed Caseworker	10/4/21
Fraser, Brian	Technical Support Specialist	9/14/21
Kroeger, Devon	Student Services Specialist III	9/14/21
Ogilvie, Nichole	Athletic Trainer	10/1/21
Reinhart, Carrie	Custodian	9/16/21
Robertson, Zachary	Custodian	9/15/21
Tabbert, Will	Custodian	9/14/21

**Part-time**

Eddy, Addison	Newspaper Editor - Student Newspaper	8/5/21
Gullquist, Audra	Newspaper Editor - Student Newspaper	8/5/21
Turner, Trinity	Newspaper Editor - Student Newspaper	8/5/21

**Terminations/Resignations**

The following employees are terminating employment

Full-time	Position	Effective Date
Brandenburg, Eric	Alternative Education Instructor	8/4/21
Donaldson, Faith	Student Services Specialist III - Admissions	7/30/21
McHenry, Walter	Mathematics Instructor	8/5/21
Mortensen, Alan	Associate Dean of Correctional Programs	7/30/21
Zeller, Nicole	Nursing Instructor	8/5/21

**Part-time**

Brown, Mackensie	Covid-19 Checkpoint Screener	6/30/21
Donberger, Damian	Adjunct Faculty Technology Division	8/9/20
Gould, Anna	Newspaper Editor - Student Newspaper	12/27/20
Jones, Cameron	Bookstore Rush Worker	9/6/20
Maxey, Sara	Tutor - Student Learning Assistance Center	11/1/20
Murphy, John	Print Shop Assistant	6/30/21
Oakley, Jess	Newspaper Editor - Student Newspaper	5/2/21

Painter, Allie	Tutor - Student Learning Assistance Center	8/5/21
Powell, Clyde	Tutor-Associates-Disability Services	12/27/20
Rardin, Kristen	Newspaper Editor - Student Newspaper	12/27/20
Richars, Kate	College Advancement Intern	7/28/21
Romack, Venita	Adjunct Faculty Humanities Division	8/9/20
Saunders, Mackenzie	Bookstore Rush Worker	5/16/21
Sherman, Donna	Admissions and Records Data Entry Assistant	5/16/21
Shriver, Jacob	Part-Time Groundskeeper	7/29/21
Speer, Clara	Newspaper Editor - Student Newspaper	11/1/20
Strange, James	Dual Credit Instructor	5/26/21
Walk, Emmalyne	IDOT QC/QA Student Assistant	7/11/21

### **Transfers/Promotions**

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

<b>Full-time</b>	<b>Position</b>	<b>Effective Date</b>
Browning, Braddi	Financial Aid Scholarship Specialist Transferring from Academic Scheduling Coor	9/27/21
Donovan, Richard	Information Security Specialist Transferring from Custodian	9/14/21
Lynch, Valerie	Vice President for Student Services Transferring from Interim Vice President for Student Services	10/18/21
Schoonover, Crystal	ISS Technical Support Technician Transferring from ISS Clerical Data Entry	9/14/21
Short, Todd	Police Sergeant & Coor for Emergency Mgt Response & Training Transferring from Police Officer	9/14/21
Welch, Christina	Course Materials Specialist Transferring from Auxiliary Services Ofc Coordinator	9/14/21

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 Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:55 p.m.

There was no further discussion.  
Motion carried by unanimous voice vote.

Approved by:

/s/Mike Sullivan  
Board Chair

/s/Tom Wright  
Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)