

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



Regular Board Meeting No. 670  
Board and Administration Center, Room 011  
Mattoon, IL  
October 10, 2022

**Minutes**

**Call to Order.**

Chair Sullivan called the October 10, 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 Storm moved and Trustee Curtis seconded to approve the following consent items:

1. Approval of Minutes of September 12, 2022, Regular Meeting.
2. Approval of Minutes of September 12, 2022, Closed Session.
3. Approval of Agenda of October 10, 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	\$	435,507.83
Building Fund	\$	44,055.79
Site & Construction Fund	\$	18,921.50
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	93,206.88
Restricted Purposes Fund	\$	503,641.98
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	16,833.29
Student Accts Receivables	\$	3,469,772.96
Total	\$	4,581,940.23

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee 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 which will be discussed later in the agenda.

### **Foundation.**

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

- The annual Foundation Golf Classic was a huge success with raising over \$49,000! Many thanks to all of you who volunteered, donated, and participated in the golf outing. We truly appreciate your support and efforts. A special thanks to Amanda Tucker for her leadership and coordination to make this event possible.
- We could not be more excited to celebrate our Alumni and Foundation awardees from 2020-2022 on October 20, 2022. We are hosting a pizza party for our 2022-2023 scholarship recipients November 9, 2022. Events have returned to campus and we are thrilled to have our events room to host guests.
- Scholarship donor reports and the Foundation annual reports will be landing in mailboxes next month.

### **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 Student Life Office participated in the Special Olympics Family Festival in September and we had a great time. A Big thanks to Mr. Sullivan for driving the truck in the float! The 2022-23 Student Government Association has hit the ground running! The new members have been going through orientations and a team building activity is planned for this week. We will be opening up applications to two new delegates as we are one short after the spring elections and one member decided to step off due to her academic schedule. The team plans to take applications through October and then seat new members in November. The next Red Cross Blood Drive is November 10<sup>th</sup> in the Faculty and Administration Center. The group has recently also promoted the opportunity for students to submit student concerns. We have seen a few roll in and we are fielding them as they do. Dr. Bullock is scheduled to visit with the group on Oct. 12. Ms. Lynch came last week and presented to the group on TimelyMD. We were very interested in the service and asked several questions. Student Activity Board has been busy planning many events. The upcoming Transfer Fair has many colleges and universities planning to attend. Advisement Week activities will promote registration. October 26<sup>th</sup> is the college's annual Club or Treat and Costume Contest. The Navigator News just published the latest issue. Copies are available for pick up.

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

- Lake Land received \$154,693 from the Illinois Department of Corrections (IDOC) in September toward the FY 2022 outstanding balance. IDOC 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 September toward the FY 2023 outstanding balance. A total of \$937,636 remains outstanding for IDOC and \$92,657 for IDJJ for FY 2023.
- In September, 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 \$4.5 million in credit hour reimbursement and \$4.9 million in equalization remain outstanding for FY 2023.
- The College received \$7.9 million in property tax payments in September.

### **Business Items.**

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

### **ICCTA Years of Service Honor for Chair Sullivan.**

Mr. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA) presented Chairman Mike Sullivan with the ICCTA 35 year Trustee Service Award.

### **Faculty Focus on Advancing Student Success – Updates from Student Life.**

Ms. Lisa Shumard-Shelton, Director of Student Life, provided an update on current events, projects and engagement in the Student Life Department.

### **Announcement of 2022-2023 Student Ambassadors.**

Ms. Valerie Lynch, Vice President for Student Services, announced the selection of the 2022-2023 Student Ambassadors. Fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College and will each receive a \$1,000 yearly scholarship.

### **Student Laureate Nomination.**

Ms. Lynch announced Ms. Jordi Oliver as this year's Lake Land College nominee for the Illinois Community College Student Laureate Award from the Lincoln Academy of Illinois.

### **Monthly Data Point Discussion – Student Retention Key Performance Metric.**

Ms. Jean Anne Highland, Chief of Staff, presented highlights of the College's student retention rates, a key measure of student success.

### **Curriculum Committee Highlights.**

Mr. Ike Nwosu, Vice President for Academic Services, presented the listing of new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed from April 2022 to September 2022.

### **Annual Surplus Report.**

Mr. Greg Nuxoll, Vice President for Business Services, summarized the dispensation in the past year of numerous items that the Board had previously declared surplus.

### **Board Policy Manual Improvements.**

Ms. Highland highlighted efforts underway to enhance the Board Policy Manual and make it a more user-friendly resource for the College community.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Foundation and Alumni Awards Reception to be held October 20, 2022, and the November 30, 2022, Holiday Luncheon to be held once again on campus.

### **Action Items.**

#### **Approval of Resolution 1022-004:**

#### **A RESOLUTION AMENDING RESOLUTION NO. 1016-031, A RESOLUTION AUTHORIZING PARTICIPATION IN THE ABATEMENT OF REAL PROPERTY TAX IN THE EFFINGHAM ENTERPRISE ZONE IN THE CITY OF EFFINGHAM, ILLINOIS, EFFINGHAM COUNTY, ILLINOIS, AND THE VILLAGE OF TEUTOPOLIS, ILLINOIS.**

Trustees reviewed Resolution 1022-004 – A Resolution amending Resolution No. 1016-031, a Resolution authorizing participation in the abatement of real property tax in the Effingham Enterprise Zone in the City of Effingham, Illinois, Effingham County, Illinois, and the Village of Teutopolis, Illinois. Dr. Bullock said leaders with the City of Effingham spoke to the Board regarding this request in September 2022. Per Board Policy 10.31, he requested the Board now approve this Resolution to support the additions for residential development incentives within the Effingham Enterprise Zone and in alignment with the Board's support of economic development throughout the College district.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented Resolution 1022-004 – A Resolution Amending Resolution No. 1016-031, a Resolution authorizing participation in the abatement of real property tax in the Effingham Enterprise Zone in the City

of Effingham, Illinois, Effingham County, Illinois, and the Village of Teutopolis, Illinois. [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.

### **Presentation of Audit and Board Acceptance.**

Trustees heard a presentation from Ms. Tami Knight, CPA with Kemper CPA of Mattoon, on the FY 2022 Audit Report which was provided to each Trustee. She also gave an overview of a trend analysis for the College's assets, debt, and income statements. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Chair Sullivan said the Audit Report was posted on the Board of Trustees web page for public viewing. Trustee Storm, Finance Committee Chair, said the Committee met recently for an in-depth review of the FY 2022 Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the FY 2022 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

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 Proposed Revisions to Board Policy 05.04.08 – Bereavement Leave.**

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 regular meeting. Since that time, we have received no requests for changes or additions to the proposed policy language. The proposed revisions were provided to each Trustee.

Trustee Curtis moved and Trustee Cadwell seconded to adopt as presented Board Policy 05.04.08 – *Bereavement Leave*.

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

Dr. Bullock said that the requested revisions to the above-referenced Policies were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Storm moved and Trustee Walk seconded to approve as presented revisions to Board Policy 07.06 – *Residency* and 07.06.01 – *Residency for Special Groups of Students*.

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

Dr. Bullock recommended proposed changes to Board Policy 10.22 – *Purchasing, Bidding, and Prevailing Wages for Fixed Works*. Trustees reviewed a memo from Ms. Jean Anne Highland, Chief of Staff, and learned the revisions will align the language in section 4 for bid process exemptions with current law per ILCS 805/3-27.1. The proposed revisions were provided to each Trustee. Dr. Bullock said a proposed revision to section 10.22 (4.J) increases the threshold amount from \$25,000 to \$50,000 for the bid process exemption involving contracts for repair, maintenance, remodeling, renovation, or construction, or a single project not involving a change or increase in the size, type, or extent of an existing facility. Dr. Bullock said the addition of 10.22 (4.N) allows a bid process exemption for contracts for the purchase of perishable foods and perishable beverages. He also said since proposed revisions merely align this Policy with existing law, he requested the Board waive first reading and approve proposed revisions during the October 2022 regular Board of Trustees meeting.

Trustee Curtis moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 10.22 – *Purchasing, Bidding, and Prevailing Wages for Fixed Works*.

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

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 10.27 – *Acceptance of Gifts and Grants*.

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

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented proposed revisions to Board Policy 10.31 – *Tax Abatement and Educational Incentives as an Inducement to Industry*.

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 Proposed Revisions to Board Policy 10.32 – Pay Schedule.**

Dr. Bullock said that the requested revisions to the above-referenced Policy were submitted as first reading during the September 2022 Board meeting. Since that time, we have received no questions or comments about these proposed revisions. The proposed revisions were provided to each Trustee.

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 10.32 – *Pay Schedule*.

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 Resolution No. 1022-005 - Intent to Continue Foundation Tax Levy.**

Mr. Nuxoll presented to the Trustees requesting the Board approve the above-referenced Resolution. Trustees learned under provisions of the Illinois Statute, 110 ILCS, 805/3-14.3, community colleges in the state of Illinois are authorized to levy a foundation tax on an annual basis in order to bring the overall tax levy of the education and operations and maintenance funds of the respective community colleges up to the most recently reported statewide average actual levy rate of all community colleges in the state. He said the Resolution requests permission of the Board of Trustees to continue the tax levy for the foundation tax for another year and the Board has annually passed this resolution since the public act was approved by the legislature effective September 3, 1992. He also said the Illinois Community College Board has certified that Lake Land College is authorized to levy 10.33 cents per \$100 of equalized assessed valuation for the 2022 tax year.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented Resolution No. 1021-003 - Intent to Continue Foundation Tax Levy. [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 Health, Dental and Vision Insurance Plan Renewal and Rates with Aetna.**

Mr. Nuxoll said our insurance consultant, Gallagher, recently met with the College's Health Insurance Committee to assist with a Request for Proposal (RFP) process seeking the best pricing for the College's health, dental and vision insurance plans for plan year 2023. Trustees learned 11 different insurance carriers submitted a proposal and our incumbent carrier, Aetna, and Blue Cross Blue shield (BCBS) were the two best potential insurance carriers for the College. Mr. Nuxoll said that after extensive review the College's Health Insurance Committee recommends that we proceed with the renewal with Aetna for plan year 2023 even though the BCBS proposal was less expensive than Aetna's proposal. He said it is important to note that the cost savings achieved in switching to BCBS would be mitigated by the significant time and energy from our Human Resources Team leading our College employees in going through the process of transitioning from BCBS to Aetna. He said the College has been pleased with Aetna's administration and coverage area and employee feedback from a benefits survey conducted earlier in 2022 reveals overall employee satisfaction with our current carrier, Aetna. Mr. Nuxoll did not recommend any plan design changes for the 2023 plan year for the College's health insurance. Trustees reviewed a memo from Mr. Nuxoll detailing this recommendation, and Mr. Nuxoll highlighted the premium rate changes for all three plans as follows:

- Health Insurance – A 5.4% change overall, meaning a 4.96% increase in employee cost sharing.
- Dental Insurance – A 5% increase in premiums to cover a cost/funding gap that has occurred over several years.
- Vision Insurance - No cost changes.

Trustee Storm, Finance Committee Chair, said the Finance Committee met recently for an in-depth review of this agenda item and the Committee's consensus was to recommend to the Board approval of the health, dental and vision insurance renewal plan with Aetna.

Trustee Storm moved and Trustee Reynolds seconded to approve as presented the renewal of the College's health, dental and vision insurance plans with Aetna for plan year 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 August 2022 Financial Statements.**

Trustees reviewed the August 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

Trustee Storm, Finance Committee Chair, said the Finance Committee met recently for an in-depth review of the financial statements and the Committee's consensus was to recommend to the Board approval of the statements as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the August 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.**

### **Certification of Fall Student Government Association Election Results.**

Ms. Lynch informed the Board that the Student Government Association conducted its fall election on September 14 and 15, 2022. She provided the Board with the results of the election. She said since the Board recognizes the SGA as the representative body for all students, she requested that the Board of Trustees approve certification of the results as presented.

Trustee Reynolds moved and Trustee Curtis seconded to certify the results as presented for the Student Government Association Election held September 14-15, 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 Kelly voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of ICCB Pipeline for Advancement of the Healthcare Workforce (PATH) Grant.**

Mr. Ike Nwosu, Vice President for Academic Services, recommended the Board accept the FY 2023 Pipeline for the Advancement of the Healthcare Workforce (PATH) grant award, in the amount of \$459,615.00, from the Illinois Community College Board (ICCB). Trustees received the ICCB approved budget and agreement with ICCB for the grant award.

Mr. Nwosu said the College will use the ICCB PATH grant funds to address the unmet labor market needs for both paramedics and nurses in the district. He said the College plans to use the grant funding in the following ways:

- Provide LPN to RN transitioning students and paramedical services (CRT.PS) students grant funding to help them offset the missed work time they will incur by attending classes and studying.
- Employ a part-time Allied Health Student Success Coach.
- Provide some LPN to RN and CRT.PS students with required medical, classroom and uniform supplies for each program.
- Provide tuition and fee waivers for a required one-credit hour seminar to 25 LPN to RN and 25 CRT.PS students for support mechanisms.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the FY 2023 Pipeline for the Advancement of the Healthcare Workforce (PATH) grant award, in the amount of \$459,615.00, from the Illinois Community College Board (ICCB).

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 4Imprint One by One Grant.**

Ms. Lynch recommended the Board accept the 4Imprint One by One promotional product grant award in the amount of \$500. She said this grant will allow the College's TRIO Student Support Services (SSS) to receive imprinted t-shirts that will be given to TRIO SSS student ambassadors who work to educate other students and the campus community about the TRIO program.

Trustee Storm moved and Trustee Curtis seconded to accept the 4Imprint One by One promotional product grant award in the amount of \$500.

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 Physical Plant Parking Addition.**

Trustees heard a recommendation from Dr. Bullock to approve the bid from Bartels Construction, of Mattoon, in the amount of \$43,000, for the Physical Plant Parking Addition project to add 17 new parking spots and sidewalks to the building entrances. Each trustee received the bid tabulation sheet detailing bids received from three vendors.

Dr. Bullock said although an out-of-district vendor, A & R Mechanical Services, Inc. of Urbana submitted the lowest bid of \$42,550, in-district vendor Bartels Construction's bid was higher than A & R Mechanical Services by only \$450. He said the College has experience with the quality of the concrete work of Bartels Construction for numerous prior projects and we do not have experience working with A & R Mechanical Services for concrete projects. By Board Policy 10.22 – *Purchasing, Bidding and Prevailing Wages for Fixed Works*, he said the low bid need not be the sole criterion for purchasing, with consideration given for in-district bidders, reliability of the supplier and the quality and availability of service.

Dr. Bullock said based on the negligible difference in the bids received from A&R Mechanical and Bartels Construction, and the College's prior experience with the quality and reliability of the work of Bartels Construction, he recommended that we award this bid and initiate a contract with Bartels Construction Inc.

He noted this project will be funded by both general contingency funds and funds from the Print Shop retained earnings balance. Specifically, we will utilize 58.8% (10/17) or \$25,029 from the general contingency funds and 41.2% (7/17) or \$17,521 from the Print Shop retained earnings balance.

Trustee Curtis, Buildings and Site Committee Chair, said the Committee met recently for an in-depth review of the recommendation to add parking spaces for the Physical Plant area. He said the Committee's consensus was for the Board to approve the addition of parking spaces for the Physical Plant area.

Trustee Curtis moved and Trustee Cadwell seconded to approve as presented the bid from Bartels Construction, of Mattoon, in the amount of \$43,000, for the Physical Plant Parking Addition Project No. 2022-019 to add 17 new parking spots and sidewalks to the building entrances.

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 Epoxy Flooring.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the bid from CCIMW of St. Charles, Missouri, in the amount of \$60,400 for the Ag Tech Epoxy Flooring Project. Trustees reviewed the bid tabulation sheet detailing bids received from four bidders, with CCIMW submitting the lowest total bid, including the base bid for classrooms and two alternates for the offices and restrooms.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from CCIMW of St. Charles, Missouri, in the amount of \$60,400 for the Ag Tech Epoxy Flooring Project No. 2022-020.

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 Purchase of a Used Mini-Van.**

Trustees heard a request from Mr. Nuxoll for the Board to approve the purchase of a newer, used mini-van with less than 60,000 miles at a price not to exceed \$40,000, excluding tax, title and fees. Mr. Nuxoll reported the College is currently using a 2001 white GMC Van with 99,000 miles and rust damage to deliver and pick up dual credit books at our local high schools. He said the van looks very dated and does not present the image the College would like at our local high schools. He recommended the College seek to purchase a newer used mini-van with stow away seating that can be used as a cargo van for the dual credit department to continue to deliver and pick up dual credit textbooks.

Mr. Nuxoll said once purchased, the College will work to properly brand and wrap the mini-van so the College can depict a preferred image with our local high schools. He said in addition to using the van for dual credit, the College could also use the van for a variety of occasions where students need to be transported as part of College activities.

Mr. Nuxoll said because the mini-van would be a used vehicle, a formal bid is not necessary and the College would only consider in-district car dealers to purchase the mini-van.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of a newer, used mini-van with less than 60,000 miles at a price not to exceed \$40,000, not including tax, title and fees.

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**

7:19 p.m. – Trustee Cadwell moved and Trustee Walk 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**

7:36 p.m.

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

**Trustees Absent:** None.

### **Approval of Recommendation Regarding the Grant, Extension or Denial of Tenure Status for a Non-Tenured Faculty Member as Discussed in Closed Session.**

Trustee Cadwell moved and Trustee Curtis seconded to approve the extension of the probationary period by one additional academic year for Ms. Nicki Amigoni, a Dental Hygiene Instructor, which period shall continue through the Fall 2023 semester. This followed discussion on the topic held in 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.**

### **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 Walk motioned and Trustee Cadwell seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on the topic in closed

session related only to a request for a general leave of absence without pay by two employees and the resignation of a full-time faculty member, each of which were detailed on the Human Resources Report.

**The following employee is recommended for FMLA leave.  
 Board policy 05.04.12**

Corda Hadjaoui, Jamie	9/7/22-11/29/22 continuous and intermittent
Hadjaoui, Ahmed	9/7/22-11/29/22 continuous and intermittent
Haskenherm, Tarah	01/12/23-4/20/23
Wahls, Dustha	8/30/22-8/30/23 intermittent

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

Pender, Diane	10/14/22-11/14/22 intermittent
Tkachuk, Jerry	10/8/22-11/6/22

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

Strength and Conditioning Coach/Head Coach of Men’s Basketball	Level 13
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**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Breer, Morgan	Adjunct Faculty Allied Health Division Primary Position Simulation Lab Coordinator	10/17/22
Dal Pozzo, Thomas	Adjunct Faculty Allied Health Division Sub Primary Position Adj Faculty Allied Health	9/6/22
Deckard, Robin	Adjunct Faculty Allied Health Division Sub Primary Position Adj Faculty Allied Health	9/6/22
Egejuru, Brian	Basketball Scorers/Timers Primary Position Men's Basketball Assistant	9/22/22
Ferguson, Brooke	Engineering Technician Primary Position Adj Faculty Math/Science	9/19/22
Herschberger, Gary	Tutor - Student Learning Assistance Center Primary Position Tutor-Disability Services	9/12/22
Jordan, Danielle	Adjunct Faculty Allied Health Division Sub Primary Position Allied Health Den Cln	9/20/22
Lynch, Annette	Tutor - Bachelor's Disability Primary Position Perkins Student Worker	9/9/22
Mason, Ronald	International Student Ambassador Primary Position Tutor - Student Lrng Asst	8/29/22
Pierson, Kadie	Admissions and Records Data Entry Asst	9/14/22



Plante, Sheila	Primary Position Agriculture Education Intern Allied Health Clinical Instructor (hourly)	9/19/22
Shook, Ciara	Primary Position Allied Health BNA Adj Fac Adjunct Faculty Humanities Division	8/22/22
Songo, Divine	Primary Position Dual Credit Instructor Library Assistant	9/12/22
	Primary Position Bookstore Rush Worker	

**Part-time - Grant Funded**

Shelton, Brian	Pathways Substitute Instructor	9/20/22
Wagner, Sophia	Primary Position Pathways Classroom Assist Perkins Student Worker-Agriculture	9/12/22
	Primary Position CWS College Advancement	

**End Additional Appointments**

The following employees are ending their additional appointment

	Position	Effective Date
<b>Part-time</b>		
Borges, Andressa	Covid Test Collct Assistant, Collct Site Lead	7/21/22
	Primary Position Bookstore Rush Worker	
Hammond, Diana	Covid Test Collection Assistant	10/27/21
	Primary Position Adult Ed Instructor	
Hollingsworth, Travis	Covid Site Collct Driv, Covid Test Collct Asst	6/23/22
	Primary Position Adm Assist Marshall Ext	
Sims, Tiffany	Covid Test Collection Assistant	6/9/22
	Primary Position Adm Asst Pana Ext Center	
Songo, Divine	Bookstore Rush Worker	5/13/22
	Primary Position Library Assistant	

**New Hire-Employees**

The following employees are recommended for hire

	Position	Effective Date
<b>Full-time</b>		
Christian, Danny	Correctional Construction Occup Instr	9/20/22
Einhorn, Beth	Alternative Ed Instr-Effingham Pathways	10/12/22
Hinote, Peighton	Coordinator for Student Comm & Initiatives	10/11/22
Pickering, Ashley	Correctional Office Assistant	9/6/22
Roberts, Michael	Correctional Commercial Cooking Instr	9/19/22
<b>Part-time</b>		
Burns, Kennedy	Special Needs Note Taker	9/27/22
Foley, Carson	Dental Hygiene Clinic Student Assistant	9/26/22
Gracey, Jeremy	Allied Health EMS Adjunct Faculty	8/22/22
Herschberger, Gary	Tutor-Disability Services	9/12/22
Ingalsbe, Jessica	Special Needs Note Taker	8/22/22
Kircher, Michael	Allied Health EMS Adjunct Faculty	8/22/22

Plante, Sheila	Allied Health BNA Adjunct Faculty	9/19/22
Reed, Jenna	Library Assistant	9/20/22
Shanyurai, Terrence	Laker Mascot Talent	10/3/22
Tomer, Gabriel	Digital Media Specialist	9/12/22

**Part-time Grant Funded**

Besch, Sierra	Early Childhood Lab Teacher	8/29/22
Bray, Cassandra	BNA Clinical Instructor Adult Education	1/4/23
Bushue, Rachel	Early Education Mentor/Coach	9/5/22
McCarty, Hollie	Focus Group Tran	9/27/22
Shelton, Brian	Pathways Classroom Assistant	9/20/22
Kirby, Marsha	Dual Credit Instructor	8/21/23

**College Work Study**

Dickenson, Christina	College Work Study - Business	9/15/22
Francis, Allyn	College Work Study - Student Life	9/15/22
Howlett, Kayla	College Work Study - Student Life	9/21/22
Hughes, Charles	College Work Study - Student Life	9/19/22
Pitts, Hayley	College Work Study - Financial Aid	9/6/22
Ryan, Ashley	College Work Study - Counseling	9/22/22
Sample, Stephanie	College Work Study Radio TV	9/7/22
Towles, Lily	College Work Study - Library	9/7/22
Trigg, Jason	College Work Study Radio TV	9/6/22

**Terminations/Resignations**

The following employees are terminating employment

	Position	Effective Date
<b>Unpaid Volunteer</b>		
<b>Full-time</b>		
Deters, Timothy	Groundskeeper	10/7/22
Holsapple, Kristen	Dental Hygiene Instructor	10/7/22
Moore, Gene	Associate Dean of Correctional Programs	9/30/22
Nau, Jessica	Correctional Commercial Custodial Instructor	7/28/22
Thompson, Brian	Correctional Automotive Technology Instr	9/16/22
Webb, Amber	Director TRIO Student Supt Serv	10/12/22
<b>Part-time</b>		
Babbs, Braydon	Covid Test Collection Assistant	7/21/22
Bartley, Ashley	Fitness Center Specialist	7/20/22
Deters, Laura	Allied Health BNA Adjunct Faculty	8/1/22
Earp, Claude	Covid Site Collection Driver	2/28/22
Fitt, Jacob	Covid Test Collection Assistant	6/27/22
Fitzsimmons, Jessica	Covid Test Collection Assistant	1/11/22
Heuerman, Richard	Covid Site Collection Driver	6/28/22
Hussein, Yassin	Mailroom Assistant	4/12/22

Jarrell, Cameron	Covid Test Collection Assistant	7/12/22
McKee, Savannah	Covid Test Collection Assistant	3/21/22
Myers, Alyvia	Covid Test Collection Assistant	5/9/22
Ramage, Joshua	Covid Test Collection Assistant	6/14/22
Richey, Brandon	Covid Test Collection Assistant	7/11/22
Soltwedel, Julie	Collection Site Lead	6/14/22
Stewart, Allison	Covid Test Collection Assistant	12/14/21
Sudkamp, Sandra	Covid Test Assistant	6/28/22
Tarr, Amy	Adjunct Faculty Business Division	5/9/22

**Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Lash, Lara	Nursing Instructor Transferring from Allied Health Instructor	12/26/22
Ohnesorge, Lori	Director of TRIO Student Support Services Transferring from Director TRIO Destination College	10/17/22
Todd, Dalton	Groundskeeper Transferring from Custodian	10/10/22
<b>Part-time</b>		
Caldeira, Lara	Lab Student Assistant Transferring from Covid Test Collection	9/14/22
Garcia Orozco, Karen	Lab Student Assistant Transferring from International Stu Ambass	9/4/22
Kilzer, Barbara	Adjunct Faculty Allied Health Division Transferring from Off Asst to Allied Health	9/14/22
Marino Lopez, Juliana	Lab Student Assistant Transferring from Covid Test Collection	9/14/22
Rubin, Talianna	International Student Ambassador Transferring from Tutor-Disability Serv	9/4/22
Shook, Ciara	Adjunct Faculty Humanities Division Transferring from Dual Credit Instructor	8/22/22
Songo, Divine	Library Assistant Transferring from Covid Test Collection	9/14/22
Starrett, Kai	Tutor - Student Learning Assistance Center Transferring from Tutor-Disability Serv	9/4/22
<b>Part-time- Grant Funded</b>		
Ennis, Emily	Tutor- Carl Perkins Transferring from Tutor-Disability Serv	9/4/22
Strode, Celestia	Tutor- Carl Perkins Transferring from Tutor-Disability Serv	9/4/22

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 Cadwell seconded to adjourn the meeting at 7:39 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/)