

Lake Land College
Finance Committee
November 5, 2020

Minutes

The Finance Committee of the Board of Trustees met on November 5, 2020, in Webb Hall, room 081, Lake Land College, Mattoon, Illinois. Committee Chair Dave Storm called the meeting to order at 9:00 a.m.

Trustee Committee Members Physically Present:

Mr. Gary Cadwell, Committee Member
Mr. Kevin Curtis, Committee Member
Mr. Dave Storm, Committee Chair
Mr. Tom Wright, Committee Member

Trustee Committee Members Absent:

Ms. Doris Reynolds, Ex Officio Committee Member

Other Trustees Physically Present:

None.

Others Present:

Dr. Josh Bullock, President
Ms. Jean Anne Grunloh, Senior Executive to the President
Mr. Greg Nuxoll, Vice President for Business Services (via teleconference).
Mr. Jon Althaus, Vice President for Academic Services
Ms. Madge Shoot, Comptroller
Dr. Tina Stovall, Interim Vice President for Student Services
Ms. Valerie Lynch, Interim Vice President for Student Services

Hearing of Citizens, Faculty, or Staff.

Committee Chair Storm asked if there were any public comments. There were no public comments. Ms. Jean Anne Grunloh, Senior Executive to the President, reported the Office of the President received no written requests to address the Committee.

Approval of Minutes of July 9, 2020 Meeting.

Trustee Cadwell moved and Trustee Curtis seconded to approve the minutes of the July 9, 2020, Finance Committee meeting.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Storm and Wright. No: None. Absent: Trustee Reynolds.

Motion Carried.

Presentation of Audit.

Trustees heard a presentation from Ms. Tami Knight, CPA with Kemper CPA of Mattoon. Ms. Knight provided highlights of the 2020 Audit Report and various financial statements. 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. Ms. Knight did note a finding regarding two instances where there had not been proper verification of FAFSA information. Ms. Knight said this was a similar finding from the 2019 Audit. Dr. Tina Stovall, Interim Vice President for Student Services, reported on investigating this issue with the Director of Financial Aid. She said the Director has been working to develop and implement some process changes to strengthen internal controls. Dr. Stovall did highlight some of the challenges for the Financial Aid Department in the past year to fully implement process changes such as the numerous challenges resulting from the COVID-19 pandemic, processing CARES Act funding to students, pass/withdraw options to students that can affect student records, and a significant turnover of staff within the department. Dr. Stovall also highlighted plans for training new staff in the Financial Aid Department and said that she and Ms. Valerie Lynch, Interim Vice President for Student Services, will be closely monitoring the corrective action plan in the coming year.

President Bullock, Mr. Greg Nuxoll, Vice President for Business Services, and Ms. Madge Shoot, Comptroller, answered various questions posed by Committee members regarding the audit report.

Ms. Knight expressed her appreciation for the assistance from Ms. Shoot and staff with the Accounting Department to conduct the Audit Report. Ms. Knight concluded her presentation by stating that the College had several positive financial indicators, especially given all the challenges with the COVID-19 pandemic that began this past March.

Trustee Wright inquired as to the impact of a recent announcement by Illinois Governor Pritzker that there will likely be a 15% budget cut to educational institutions. Dr. Bullock said the administration had anticipated a possible budget rescission when preparing the FY 2021 Budget and had proposed to use physical plant contingency funds to cover a potential rescission. In this case, administration would seek Board permission to use fund balance for any necessary physical plant emergency repairs or issues that arise throughout the year. He also said that the administration would likely have to consider budget adjustments when preparing next year's budget.

Trustee Cadwell moved and Trustee Wright seconded that the Finance Committee recommend to the Board approval of the FY 2020 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, Storm and Wright. No: None. Absent: Trustee Reynolds.
Motion Carried.

September 2020 Financial Statements.

Trustees reviewed the September 2020 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, detailing significant variances for the statements. This information also contained corresponding monthly financial spreadsheets that included a summary of all operational expenditures (Funds 1 and 2 - General Fund), the College's other funds (Funds 3, 4, 5, 6 11, and 12), and a Salary, Wage and Benefits Report for FY 2021. Via teleconference, Mr. Nuxoll provided an overall summary of the revenues, expenditures and significant variances.

Trustee Wright moved and Trustee Curtis seconded that the Finance Committee recommend to the Board approval of the September 2020 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Storm and Wright. No: None. Absent: Trustee Reynolds.
Motion Carried.

Other Business.

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Curtis seconded to adjourn the meeting at 9:31 a.m.
Motion carried by unanimous voice vote approval.

Approved by:

/s/Mr. Dave Storm, Finance Committee Chair/Secretary