

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



Regular Board Meeting No. 671
Board and Administration Center, Room 011
Mattoon, IL
November 14, 2022

Minutes

Call to Order.

Chair Sullivan called the November 14, 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 Cadwell seconded to approve the following consent items:

1. Approval of Minutes of October 10, 2022, Regular Meeting.
2. Approval of Minutes of October 10, 2022, Closed Session.
3. Approval of Agenda of November 14, 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	\$	391,510.61
Building Fund	\$	60,762.47
Site & Construction Fund	\$	24,823.75
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	141,286.91
Restricted Purposes Fund	\$	708,723.41
Working Cash Fund	\$	-
Audit Fund	\$	11,950.00
Liability Insurance Fund	\$	17,284.89
Student Accts Receivables	\$	375,684.66
Total	\$	1,732,026.70

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 May 10, 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 reported that she and Chair Sullivan had attended the ICCTA conference in Chicago earlier this month. She said the meetings included legislative updates, legal updates, parliamentary procedures, OMA topics, Board communication and social media best practices.

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 had not met since the last regular Board meeting and he had no report at this time.

Foundation.

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

- Thank you all for attending and celebrating our Alumni and Foundation awardees on October 20!
- During the October Foundation Board meeting, three new incoming board members were announced including (Kathleen Anderson of Hindsboro; Bob Payton of Wichita Falls, TX; and Rudy Huber of Sullivan), along with thanking our outgoing members for their service: Tom Grunloh, Brian Hutchins, and Chris Pilson.
- The 2023-2024 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31. The foundation/financial aid offices are partnering with student life to host several events during Student Activity Board periods on campus and at Kluthe during the open application times.
- Together with Sarah Bush, the Foundation hosted the first event on November 1 to announce and celebrate the first 20 recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship. We look forward to continuing this partnership annually!
- November 9 was the Foundation scholarship recipient pizza party where students wrote donor thank you notes and shared their stories.

Student Report.

Ms. Maggie Kelly, Student Trustee, said Student Life has been very busy the past few weeks with many events! November 8 was a Kluthe event and it spotlighted Foundation Scholarships and student success. On November 9, the SAB and TRIO Student Support Services partnered to honor first generation college students by handing out free doughnuts and t-shirts. November 10 was the Red Cross Blood Drive and free subs were given out to anyone who donated. This coming Wednesday, November 16 the College & Community Services Awareness Taskforce is hosting a Student Success Resource Fair. This will be a great opportunity to raise awareness and connect directly with students who may face barriers to success. Tables will be set up for each department/service, and students can get information from multiple departments in one location! There will be a free taco bar for students who attend. Departments who plan to attend include Financial Aid and Scholarships, Mental Health

Resources, Counseling Services, Library Resources, Perkins, Tutoring and Testing, Adult Education and so much more!

President's Report.

- Lake Land received \$931,227 from the Illinois Department of Corrections and no funds from the Illinois Department of Juvenile Justice (IDJJ) in October toward the FY 2023 outstanding balance. A total of \$622,361 remains outstanding for IDOC and \$205,581 for IDJJ for FY 2023.
- In October, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$836,345 and equalization payments of \$544,608. A total of \$3.7 million in credit hour reimbursement and \$4.4 million in equalization remain outstanding for FY 2023.
- The College received \$1.5 million in property tax payments in October.
- ICCB recently released the Fall 2022 tenth day enrollment report. Overall, community colleges in Illinois saw a slight increase in headcount enrollment of 1.5% and credit hour enrollment of 0.3%. This is the first increase in Illinois in more than a decade. Lake Land eclipsed the state average with increases of 2.7% in headcount and 4.6% in credit hour. Kudos to the entire Lake Land family!

Business Items.

Non-action Items.

Update from "The Vibe" Student Marketing Council.

Ms. Mercury Bowen, Communications Engagement Coordinator, along with two student members of our student marketing council, "The Vibe," highlighted the purpose and recent activities of this council.

Monthly Data Point Discussion – 2022 Annual Assessment Report.

Ms. Lisa Cole, Director of Analytics, highlighted the 2022 Annual Assessment Report that was included in the Board Book.

Update from Campus Police – Data Points for Community Policing.

Chief Jeff Branson provided an update and shared data on activities and the community policing approach within the Campus Police Department.

Proposed Aggregate Tax Levy.

Ms. Madge Shoot, Comptroller, provided an update for the proposed aggregate tax levy for the 2022 levy year. Dr. Bullock said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. Therefore, a notice and a hearing will not be necessary. Ms. Shoot reported we will not know the actual tax rate for the 2022 levy year until late spring when all of the EAV's are finally

determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5206 per \$100 EAV, a 13.8% decline in the amount levied overall from the prior levy year.

Ms. Shoot noted that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV.

Per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. Thus, we will bring this back to the Board for approval during the December 12, 2022 regular meeting.

Proposed Adoption of Board Policy 08.01.01 – Emergency Notification System.

Ms. Jean Anne Highland, Chief of Staff, provided a recommendation for the Board to approve revisions to Board Policy 08.01.01 – *Emergency Notification System*. She said adoption of this Policy will acknowledge the College's compliance with the notification system components of the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the State of Illinois Campus Security Enhancement Act. Ms. Highland said the College's current "Laker Alert" system utilizes multiple communication methods to provide warnings and/or emergency information to the College community such as text messages, emails, phone calls, and multiple social media platforms. She said the use of our emergency alert system is also included in our Campus Emergency Operations Plan.

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

Proposed Revisions to Board Policy 09.19 – Animals on Campus.

Ms. Highland provided a recommendation for the Board to approve revisions to Board Policy 09.19 – *Animals on Campus*. She said the goal by College leadership is to distinguish our rules for animals allowed inside College owned or leased buildings versus animals allowed on campus grounds.

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

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the November 30, 2022, Holiday Luncheon to be held once again on campus.

Action Items.

Approval of Constitution for the Math Club of Lake Land College.

Ms. Valerie Lynch, Vice President for Student Services, presented a recommendation for the Board to approve the constitution and bylaws of the Math Club of Lake Land College.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the Constitution for the Math Club of Lake Land 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.

Acceptance of September 2022 Financial Statements.

Trustees reviewed the September 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 September 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 Part-Time Rates and Stipends.

Mr. Nuxoll requested that the Board approve an updated chart of the Part-Time Rates and Stipends. He said that this action item is normally brought to the Board at the beginning of each fiscal year, as was done this past summer, for rates effective July 1 or the start of the College's fiscal year. Mr. Nuxoll said that due to the state-mandated minimum wage increases effective January 1, 2023, this is being submitted for approval of new rates effective January 1, 2023, for positions impacted by the new minimum wage level of \$13.00 per hour.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 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.

Declaration of Surplus Equipment or Items from the Automotive Department and from Information Systems and Services.

Mr. Nuxoll requested the Board declare as surplus various items or equipment from the Automotive Department and from Information Systems and Services. Trustees reviewed detailed listings of the various items or equipment that have become obsolete or have little value to the College. Mr. Nuxoll said that if these items are approved by the Board as surplus, then the administration will dispose of the items in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Storm seconded to declare as surplus various items or equipment from the Automotive Department and from Information Systems and Services 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 10 Tuition Waivers for Math Pilot Students (TUT-010) for the Lab Portion of the College Algebra (MAT-130) Co-Requisite Pilot and Two Tuition Waivers for Students in the INS-200 Internship Experience as Embedded Math Tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124) – Both for the Spring 2023 Semester.

Trustees reviewed two recommendations from Dr. Mike Rudibaugh, Math and Science Division Chair, that the Board approve a total of 12 tuition waivers for the two above referenced Math pilot programs.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented for the Spring 2023 semester 10 tuition waivers for Math Pilot Students (TUT-010) for the lab portion of the College Algebra (MAT-130) Co-Requisite Pilot and two tuition waivers for students in the INS-200 Internship Experience as embedded math tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124).

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 Amended Consulting Contract with Gallagher Benefit Services, Inc.

Mr. Nuxoll gave a recommendation for the Board to approve an amended consulting contract with Gallagher Benefit Services, Inc. (Gallagher) of Rolling Meadows, Illinois, for consulting services related to our employee benefit insurance programs including medical, dental, life and vision insurance. He said the College originally entered into a contract with Gallagher as of January 1, 2020 with an annual fee for the services guaranteed to be a flat rate of \$71,000 from January 1, 2020 to December 31, 2022. Mr. Nuxoll said the administration would like to continue its working relationship with Gallagher by renewing the consulting agreement as the current pricing of the consulting contract expires on December 31, 2022.

Mr. Nuxoll shared the amended contract increases the annual fee from \$71,000 to \$80,000 for three years. He noted Gallagher also receives a commission on the four new voluntary policies added to the overall benefit plan as of January 1, 2022. Both parties maintain the right to terminate the relationship at the end of each year.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the amended contract with Gallagher Benefit Services, Inc. (Gallagher) of Rolling Meadows, Illinois, for insurance consulting services for the period January 1, 2023 through December 31, 2025.

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 Furniture Purchase for Multiple Campus Locations.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of new office furniture for multiple campus locations from Office Essentials, a division of Hon, at a total cost of \$88,782.16, which includes delivery and installation. Trustees reviewed the quote from Office Essentials and a summary breakdown of the cost by building.

Mr. Nuxoll reported that the vast amount of College furniture is now 15 to 20 years old and showing its age. The Physical Plant team has worked with various Campus personnel to address some pertinent needs in replacing some old, dated and broken furniture. Additionally, he reported the most significant need being addressed is furniture issues in the Northwest Building Offices as that accounts for approximately 53% of the total order based on total value.

Mr. Nuxoll said that since the College is using Omni contract pricing with state bid, this alleviates the need to seek bids on the above-related equipment.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the purchase of new office furniture for multiple campus locations from Office Essentials, a division of Hon, at a total cost of \$88,782.16, which includes delivery and installation.

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 Workers Compensation Insurance Renewal.

Trustees heard a request from Mr. Nuxoll for the Board to approve the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF). Trustees learned the proposed renewal rate of \$170,842 reflects a 2.15% decrease in premium costs to the college as compared to the expiring rate of \$174,593 equating to a decrease of \$3,751 in annual premium costs for the period January 1, 2023 through December 31, 2023.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) at a rate of \$170,842 for the period January 1, 2023 through December 31, 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 Cyber Security Insurance Renewal.

Trustee heard a recommendation from Mr. Nuxoll to approve the renewal of the Cyber Liability Insurance through Cowbell Cyber, Inc. for the period December 14, 2022, through December 14, 2023. Mr. Nuxoll said the \$26,006 premium is a \$7,758 or 42.5% increase from the prior year policy that carried an \$18,248 premium. He said the premium increase was anticipated by Dimond Brothers and the College due to many reported instances of cyber security and ransomware attacks across the country. Mr. Nuxoll said the College continues to work vigilantly to ensure we are taking all necessary measures to protect the College against any and all cybersecurity attacks.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented a cyber security insurance policy with Cowbell Cyber, Inc. of Bedford, Texas, in the amount of \$26,006 for the period December 14, 2022, through December 14, 2023, providing \$3 million in aggregate annual cyber security coverage, but with an aggregate limit of \$1,000,000 for ransom ware payments.

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 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

7:26 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 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 Cadwell motioned and Trustee Walk seconded to approve as presented the standard Human Resources Report with the exception of the request for a general leave of absence

without pay for the period November 14, 2022 through December 14, 2022, by Ms. Diane Pender, Office Assistant to the Dean at the Sheridan Correctional Center. The Board denies Ms. Pender’s request per Board Policy 05.14.14 – *General Leave of Absence Without Pay*. Chair Sullivan said this follows discussion on the topic in closed session related only to Ms. Pender’s leave without pay request.

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

Parr, Angela	9/26/22-11/28/22
Roberts, Wrobria	10/25/22-1/7/23
Zuhone, Richelle	9/7/22-12/31/22 Intermittent

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Pender, Diane	11/14/22-12/14/22 continuous and intermittent
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The following positions have been recommended by the Lake Land College President’s Cabinet

Alternative Education Transition Coordinator	Level 13
Transportation Training Specialist (additional position)	Level 11

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Claybaugh, Jennifer	Adjunct Faculty Allied Health Division Primary Position Allied Health Cln Instructor	10/7/22
Ferguson, Brooke	Engineering & Drafting Technician Primary Position Adj Faculty Math/Science	10/17/22
Part-time - Grant Funded		
Fatheree, Dustyn	Adult Education Instructor Primary Position Student Life Specialist	10/28/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bunch-Epperson, Genine	Alternative Education Instructor Primary Position Traffic Safety Instructor	5/19/22
Von Behren, Linda	Adjunct Faculty Technology Division Primary Position Admissions Services Specialist	9/28/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Brashear, Madison	Correctional Office Assistant	10/18/22

Collins, Amanda	Correctional Office Assistant	10/18/22
Cox-Lercher, Jolie	Correctional Office Assistant	10/24/22
Evans, Annetta	Correctional Office Assistant	11/1/22
Evans, David	Correctional Automotive Technology Instr	10/24/22
Helton, Robert	Associate Dean of Correctional Programs	10/31/22
Nadolski, Randall	Correctional Commercial Cooking Instructor	10/18/22
Robertson, Zachary	Custodian	11/16/22
Stell, Ashley	Custodian	11/15/22
West, Leslie	Correctional Career Technology Instructor	11/1/22

Part-time

Harlin, Alisha	Newspaper Editor - Student Newspaper	10/11/22
Thomason, Deborah	Special Asst to the Vice-Pres Academic Serv	10/20/22

Part-time Grant Funded

Ault, Alexis	Student Intern	8/18/22
Stremming, Sara	Perkins Student Worker - Allied Health	10/13/22

College Work Study

Harper, Ashley	College Work Study - Social Science Education	10/31/22
Jenkins, Elyse	College Work Study - Student Life	10/12/22

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Martin, Zachary	Technical Support Specialist	10/28/22
Stortzum, Natasha	Coordinator of Laker Nest & Bookstore	11/11/22
Part-time		
Bushue, Rachel	Early Education Mentor/Coach	10/7/22
De Oliveira Barbeta, Camila	Kluthe Test Proctor	3/28/22
Dosch, Kelsie	Special Needs Note Taker	5/2/22
Francis, Allyn	College Work Study - Student Life	9/23/22
Gillespie, Alex	Adjunct Faculty Social Science Division	5/10/21
Houser, Kedrick	Police Officer	7/16/22
Malooley, Edward	Commercial Driver Training Instructor	10/3/22
McBride, Jonica	Adjunct Faculty Math and Science Division	8/2/21
McCarty, Hollie	Focus Group Tran	9/28/22
Nave, Russella	Adult Education Instructor	3/3/21
Pruitt, David	IEL Instructor	8/1/22
Smith, Shelby	Adult Education Instructor	2/12/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
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Full-time - Grant Funded

McHenry, Cassidy	Correctional Office Assistant at Southwestern	10/31/22
	Transferring from Corr Office Assistant at Graham	
Ohnesorge, Lori	Director TRIO Student Support Services	10/17/22
	Transferring from Director TRIO Destination 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.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Storm seconded to adjourn the meeting at 7:29 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/