

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



Regular Board Meeting No. 636
Board and Administration Center, Room 011, Mattoon, IL
December 9, 2019

Minutes

Call to Order.

Chair Reynolds called the December 9, 2019, 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.

Roll Call.

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

Trustees Absent: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; and members of the staff, community and media.

Approval of Consent Items.

Trustee Wright moved and Trustee Sullivan seconded to approve the following consent items:

1. Approval of Minutes of November 11, 2019, Regular Meeting.
2. Approval of Minutes of November 11, 2019, Closed Session.
3. Approval of Agenda of December 9, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.
The following is a summary by funds:

Education Fund	\$	308,497.58
----------------	----	------------

Building Fund	\$	256,987.41
Site & Construction Fund	\$	117,180.52
Bond & Interest Fund	\$	6,485,965.44
Auxiliary Services Fund	\$	22,499.64
Restricted Purposes Fund	\$	409,683.36
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	21,108.21
Student Accts Receivables	\$	122,442.41
Total	\$	7,744,364.57

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of June 11, 2018, 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 Kile voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said Lake Land College will be the host site for an ICCTA East Central Region meeting on February 20, 2020. He said the focus of the meeting will be mental health issues for community college students.

Resource & Development.

Trustee Sullivan, Committee Chair, said the Committee met last month for an in-depth review of items that will appear later in the agenda.

Finance.

Trustee Storm, Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda. He said he will report on the Committee's review of each item as they are discussed by order of the agenda.

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Foundation.

Dr. Bullock introduced Ms. Christi Donsbach as the new Executive Director for College Advancement. Chair Reynolds thanked Ms. Jackie Joines, outgoing Executive Director for College Advancement, for her service to the Foundation and the College.

Student Report.

Student Trustee Kile provided an update on upcoming student events.

President's Report.

Dr. Bullock said:

- We received \$884,697 in payments from the Illinois Department of Corrections (IDOC) for FY 2019, leaving just under \$5,000 in outstanding invoices.
- We received a payment of \$45,900 for the Illinois Department of Juvenile Justice (IDJJ) contract for FY 2019. Just under \$10,000 remains outstanding for FY 2019.
- For FY 2020 we have billed \$2,169,659.80 through October for IDOC and \$143,739.09 through September for IDJJ. We have not received any payments for FY 2020 invoices.
- The State of Illinois issued payments of \$324,963 for FY 2020 credit hour reimbursement, and \$954,148 for FY 2020 equalization since our November meeting.
- Congratulations to faculty member Daniel Allen and adjunct faculty member Tiffany Gibson, for being recognized in a recent Journal Gazette-Times Courier article for their work with the Science Club at the Riddle Elementary School. Thank you for your commitment to our community!
- Thank you to the trustees, students and staff who participated in the Luther Student Center Grand Reopening. It was a successful, well-attended event and the Rededication Ceremony was a fitting tribute to the legacy and lasting impact of Dr. Robert Luther and his service to Lake Land College.

Business Items.

Non-action Items.

2019 Annual Assessment Report.

Trustees heard a presentation from Ms. Lisa Madlem, Director of Academic Support and Assessment, about the College's efforts to develop a culture of assessment. She highlighted the 2019 Annual Assessment Report.

Faculty Focus on Advancing Student Success - "No budget? No problem! How to develop online orientation."

Trustees heard a presentation from Ms. Heather Nohren, Academic Counselor and Coordinator of Orientation Programs, about the online orientation program she helped develop. She highlighted the success of the program since it was launched one year ago and the outreach she has received from staff at numerous other colleges and universities inquiring about the program.

Data Point Discussion – Spring 2019 Community College Survey of Student Engagement Results.

Trustees heard a presentation from Dr. Lynn Breer, Director of Institutional Research and Reporting, regarding the results of the Community College Survey of Student Engagement (CCSSE) conducted at Lake Land this past spring.

Post-Issuance Tax Compliance Report.

Dr. Bullock updated the Board on the College's compliance with all applicable federal tax requirements related to tax advantage obligation bond record-keeping requirements.

Mental Health Early Action on Campus Act – Public Act 101-0251.

Trustees heard an update from Ms. Beth Gerl, Vice President for Student Services, regarding the administration's efforts underway to enhance mental health awareness for Lake Land students and to expand area partnerships to provide students greater access to mental health counseling services. She briefly highlighted components of the recently passed legislation on Mental Health Early Action on Campus Act – Public Act 101-0251. She and Dr. Bullock highlighted actions the College has taken thus far to work toward compliance with this law, which will take effect July 1, 2020. However, they both emphasized the administration's commitment to enhance mental health awareness and access to services regardless of whether or not this new Act receives state funding that would trigger various mandated compliance components of the law.

Proposed Revisions to Board Policy 05.36 – *Abused and Neglected Child Reporting Policy.*

Trustees reviewed a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for proposed revisions to Board Policy 05.36 – *Abused and Neglected Child*

Reporting Policy. Trustees also reviewed details of the proposed changes. Dr. Bullock said revisions align the College's Policy with Public Act 101-0564, effective January 1, 2020, which amended the Abused and Neglected Child Reporting Act. He also said revisions clarify the required timeline for initial and ongoing training for employees as mandated reporters and cross references Board Policy 05.37 - *Employee Compliance Training* as the College has already adopted annual training requirements.

Proposed revisions were presented as first reading and will be brought to the Board for action during the January 2020 regular meeting.

Proposed Revisions to Board Policies 05.04.11 – Parental Leave.

Trustees reviewed a recommendation from Ms. Grunloh for proposed revisions to Board Policy 05.04.11 – *Parental Leave*. Trustees also reviewed details of the proposed changes. Dr. Bullock said recommended changes align the College's Policy with Public Act 101-0486, effective August 1, 2020, which amends the School Visitation Rights Act. He said revisions clarify when an employee may be granted unpaid leave to attend school conferences, behavioral meetings or academic meetings relating to the employee's child (as defined by the Act).

Proposed revisions were presented as first reading and will be brought to the Board for action during the January 2020 regular meeting.

Proposed Revisions to Board Policy 05.04.13 – Military Leave.

Trustees reviewed a recommendation from Ms. Grunloh for proposed revisions to Board Policy 05.04.13 – *Military Leave*. Trustees also reviewed details of the proposed changes. Dr. Bullock said recommended changes align the College's Policy with Public Act 100-1101 – Illinois Service Member Employment and Reemployment Rights Act (ISERRA). This law, effective January 1, 2019, repealed the Military Leave of Absence Act. Modeled after the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), he said ISERRA provides that the case law and regulations applicable to the federal law are also applicable to ISERRA.

Proposed revisions were presented as first reading and will be brought to the Board for action during the January 2020 regular meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Proposed Revisions to 24 Policies – Board Policy Manual Annual Review.

Trustees reviewed a memorandum from Dr. Bullock regarding proposed revisions to 24 policies along with a brief synopsis of the need for revisions to each policy.

Dr. Bullock said proposed revisions were submitted as first reading in November and since that time the administration has received no additional requests for changes.

Trustee Sullivan, Resource and Development Committee Chair, said the Committee met in early November to review this recommendation. He said the Committee's consensus was to recommend to the Board approval of revisions to these 24 policies as presented.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented revisions to 24 Board Policies resulting from the review by the President's Cabinet of the Board Policy Manual in its entirety.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.07 - *Courses from Other Colleges and Universities.*

Trustees reviewed a memorandum from Ms. Gerl regarding proposed revisions to the above-referenced policy.

Dr. Bullock said proposed revisions were submitted as first reading in November and since that time the administration has received no additional requests for changes.

Trustee Storm moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.07- *Courses from Other Colleges and Universities.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policies 09.09 – *Smoking and the Use of Tobacco Products*, 11.07 – *Drug-Free Workplace* and 11.12 – *Alcohol and Drugs.*

Trustees reviewed a request from Ms. Grunloh regarding proposed revisions to the above three referenced policies.

Dr. Bullock said proposed revisions were submitted as first reading in November and since that time the administration has received no additional requests for changes.

Trustee Sullivan said the Resource and Development Committee had 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 proposed revisions as presented to these three policies.

Trustee Curtis moved and Trustee Wright seconded to approve as presented proposed revisions to Board Policies 09.09 – *Smoking and the Use of Tobacco Products*, 11.07 – *Drug-Free Workplace* and 11.12 – *Alcohol and Drugs*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 11.27 – Photo ID Cards.

Trustees reviewed a recommendation from Ms. Grunloh for proposed revisions to the above referenced policy.

Dr. Bullock said proposed revisions were submitted as first reading in November and since that time the administration has received no additional requests for changes.

Trustee Walk moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 11.27 – *Photo ID Cards*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Workers Compensation Policy Renewal.

Trustee Storm said the Finance Committee reviewed the administration's recommendation to renew the College's workers compensation insurance policy with the Illinois Public Risk Fund (IPRF). He said the proposed renewal rate reflects nearly a 6.0% increase in premium costs to the College as compared to the expiring rate. However, because the College again qualifies to receive a Safety Grant from IPRF that exceeds the premium rate increase, the net change

from the expiring year is a decrease of \$3,350 for a 1.5% reduction. He said the Committee's consensus was to recommend to the Board approval of this renewal as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the renewal of the College's workers compensation insurance policy with the Illinois Public Risk Fund for 2020.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of State Funded Deferred Maintenance Projects.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to approve two projects, replacement of Parking Lots A and B, so that the College can move forward in submitting these projects to ICCB for consideration under the deferred maintenance funding. He said the total estimated costs of these two parking lot replacements is \$4.0 million. Trustees learned that since this is a CDB project, the College would be required to fund 25% of the total cost (\$1 million) and CDB would fund the remaining \$3 million. Trustee Storm said the Committee's consensus was to recommend to the Board approval of this recommendation as presented.

Trustee Storm moved and Trustee Wright seconded to approve for submission to ICCB the replacement of Parking Lots A and B for consideration under the state funded deferred maintenance projects.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of October 2019 Financial Statements.

Trustees reviewed the October 2019 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, regarding a narrative update for the statements and variances. Trustee Storm said the Finance Committee reviewed the financial statements and the Committee's consensus was to recommend to the Board approval as presented.

Trustee Storm moved and Trustee Wright seconded to approve as presented the October 2019 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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Certificate of Tax Levy.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to approve the Certificate of Tax Levy for the 2019 levy year. He 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. Trustees learned the College will not know the actual tax rate for the 2019 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 \$.6136 per \$100 EAV, a 2.6% decline in the amount levied overall. Trustee Storm said the Committee's consensus was to recommend to the Board approval of this recommendation as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the 2019 tax levy and related certificate of compliance.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Appointment of Insurance Benefits Consultant.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to appoint Gallagher Benefit Services, Inc. of Rolling Meadows, Illinois, as the College's exclusive consultant/insurance broker of record. Trustees reviewed the College's RFP for an insurance benefits consultant and the proposal received from Gallagher. Trustee Storm said Gallagher's proposal holds firm an annual fee of \$71,000, paid quarterly, for a period up to three years for all specified benefit consulting services. Additionally, their fee is net of commission and guaranteed from 1/1/2020 through 12/31/2022, with the College having the right to terminate this relationship at its discretion. He said the proposed annual cost with Gallagher represents an annual savings of approximately \$9,000 from the fee structure with our current consultant, J. W. Terrill. Trustee Storm said the Committee's consensus was to recommend to the Board approval of this recommendation as presented.

Trustee Storm moved and Trustee Curtis seconded to appoint Gallagher Benefit Services, Inc. of Rolling Meadows, Illinois, as the College's exclusive consultant/insurance broker of record effective December 10, 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1219-010 - Authorize Preparation of Tentative Budget.

Trustees heard a recommendation from Dr. Bullock to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented Resolution No. 1219-010 to authorize preparation of the tentative FY 2021 Budget. [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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1219-011:

Abating the Tax Heretofore Levied for the Year 2019 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Trustees heard a recommendation from Dr. Bullock to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented Resolution No. 1219-011, a resolution abating the tax heretofore levied for the year 2019 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. [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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1219-012:

Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law.

Trustees heard a recommendation from Dr. Bullock to approve the above referenced Resolution. Trustees reviewed details of the Resolution. Dr. Bullock said this action item and the following action item to call for a hearing are the next phases in the bonding process to fund the following projects:

- Workforce and Community Education Building
- Neal Hall Renovation
- Expansion of Solar Energy on Campus
- Technology Refresh Project.

Dr. Bullock said action items will be submitted to the Board through February 2020 to complete the required bond funding steps.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented Resolution No. 1219-012 - Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. [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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1219-013:

Resolution calling a public hearing concerning the intent of the Board of Trustees of the District to sell \$12,500,000 Funding Bonds for the purpose of paying claims against the District.

Trustees heard a recommendation from Dr. Bullock to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Walk moved and Trustee Sullivan seconded to approve as presented Resolution No. 1219-013 - Resolution calling a public hearing concerning the intent of the Board of Trustees of

the District to sell \$12,500,000 Funding Bonds for the purpose of paying claims against the District. [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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for West Building Flooring.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to reject all bids received for West Building Flooring Project. He said the bid requests for this project called for completion between the fall and spring semesters. Trustees learned that since the College received these bids, each of the three bidders have been unable to confirm they would be able to meet the completion date deadline of January 9, 2020. Trustee Storm said the Committee's consensus was to recommend the Board reject the bids at this time and seek to rebid the project later next spring for a summer completion.

Trustee Storm moved and Trustee Sullivan seconded to reject all bids received for the West Building Flooring Project and rebid the project next spring for a summer completion date.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Neal Hall Roof.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to approve the bid from Advanced Commercial Roofing of Champaign in the amount of \$564,375 for the Neal Hall Roofing Project. Trustees learned Advanced Commercial Roofing submitted the lowest of two bids received. Trustee Storm said the Committee's consensus was to recommend Board approval of this bid as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Advanced Commercial Roofing of Champaign, Illinois, in the amount of \$564,375 for the Neal Hall Roofing Project No. 2019-014.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.
Motion carried.

Approval of Additional Funding for the Construction of the Foundation & Alumni Center.

Trustees heard a request from Dr. Bullock for the Board to approve expending up to an additional \$525,000 to fund the planned Foundation & Alumni Center project. He said with Board approval, this will bring the College's total potential investment in the project up to \$725,000 from the initial estimate of \$200,000. He reminded Trustees that in November 2019, the Board approved a Donation Agreement with the Lake Land College Foundation for the reimbursement, in an amount not to exceed \$1.5 million, for the advanced construction costs of the facility. He said this agreement was approved based upon the estimated total cost for the design and construction of the facility to be approximately \$1.7 million, with the generous donation of the Foundation covering \$1.5 million of the total cost and the College assuming the remaining fiscal responsibility. Trustees learned that on December 4, 2019, the College held a bid opening for the proposed project, with separate bids received for the following aspects:

- CTS Performance Contract
- Site and Structure Demo
- Foundation and Site Concrete
- General Trades Contract
- Roof Installation

Dr. Bullock said based on all bids received and with the recommendation to award the lowest bid for each of the components, the total estimated cost for the project, excluding the College funded bookstore demolition costs of \$20,700, will now be \$2,215,435.

Trustee Storm said the Finance Committee discussed Dr. Bullock's request for this additional funding and each Committee member was supportive of his request.

Trustee Cadwell moved and Trustee Wright seconded to approve expending up to an additional \$525,000 for the design and construction of the proposed Foundation and Alumni Center, bringing the College's potential investment up to \$725,000 from the initial estimate of \$200,000 to fund this project along with the donation of \$1.5 million from the Lake Land College Foundation.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for CTS Performance Contract.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to approve the Performance Contract with CTS Group of St. Louis, Missouri, in the amount of \$1,040,249 for the mechanical, electrical, plumbing, windows and storefront, program management and construction management services for trades direct to the College, all for the Foundation and Alumni Building Project. Trustee Storm said the Committee's consensus was to recommend Board approval of this contract as presented.

Trustees reviewed details of the various bids included within the CTS Performance Contract. Dr. Bullock said CTS had conducted a competitive bid process for all bids included in the overall contract.

Trustee Storm moved and Trustee Walk seconded to approve the Performance Contract with CTS Group of St. Louis, Missouri, in the amount of \$1,040,249 for the mechanical, electrical, plumbing, windows and storefront, program management and construction management services for trades direct to the College, all for the Foundation and Alumni Center Building 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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Site and Structure Demo.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to award the bid for the demo component for the Foundation and Alumni Center building project to Grunloh Building, Inc. in the total amount of \$20,700. Trustees reviewed the bid sheet detailing Grunloh Building as lowest bidder. Trustee Storm said the Committee's consensus was to recommend Board approval of this bid as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the bid for the site and structure demo component for the Foundation & Alumni Center project to Grunloh Building, Inc. of Effingham, Illinois, in the total amount of \$20,700.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Foundation and Site Concrete.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to award the bid for the foundation and site concrete component for the Foundation and Alumni Center building project to Grunloh Building, Inc. in the total amount of \$146,306. Trustees reviewed the bid sheet detailing Grunloh Building as lowest bidder. Trustee Storm said the Committee's consensus was to recommend Board approval of this bid as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the bid for the foundation and site concrete component for the Foundation & Alumni Center project to Grunloh Building, Inc. of Effingham, Illinois, in the total amount of \$146,306.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for General Trades Contract.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to award the bid for the general trades component for the Foundation and Alumni Center building project to Grunloh Construction in the total amount of \$618,000. Trustees reviewed the bid sheet detailing Grunloh Construction as lowest bidder. Trustee Storm said the Committee's consensus was to recommend Board approval of this bid as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve the bid for the general trades component for the Foundation & Alumni Center project to Grunloh Construction Inc. of Effingham, Illinois, in the total amount of \$618,000.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Roof Installation.

Trustee Storm said the Finance Committee reviewed the administration's recommendation for the Board to award the bid for the roof installation component for the Foundation and Alumni Center building project to D.E. Martin Roofing in the total amount of \$120,587. Trustees reviewed the bid sheet detailing D.E. Martin Roofing as lowest bidder. Trustee Storm said the Committee's consensus was to recommend Board approval of this bid as presented.

Trustee Storm moved and Trustee Walk seconded to approve the bid for the roof installation component for the Foundation & Alumni Center project to D.E. Martin Roofing of Lebanon, Illinois, in the total amount of \$120,587.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Proposal from CampusWorks for Enrollment Management Consulting.

Trustees heard a recommendation from Ms. Gerl for the Board to approve a proposal from CampusWorks, Inc. of Bradenton, Florida, in the amount of \$91,390 plus travel expenses for enrollment management consulting services over an approximate three to four month period in 2020. Trustees reviewed details of CampusWorks' proposal in response to the College's RFP. Ms. Gerl highlighted CampusWorks' proposed services, expertise, and timeline of activities. Ms. Gerl and Dr. Bullock reported on their process to conduct reference checks.

Trustee Storm moved and Trustee Cadwell seconded to approve the proposal from CampusWorks, Inc. of Bradenton, Florida, in the amount of \$91,390 plus travel expenses for enrollment management consulting services over an approximate three to four month period in 2020.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Closed Session.

8:00 p.m. – Trustee Walk moved and Trustee Cadwell seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21) to discuss the minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Return to Open Session – Roll Call.

8:04 p.m.

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

Trustees Absent: None.

Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.

Trustee Curtis moved and Trustee Cadwell seconded to approve the release of closed session minutes within the six-month period since June 10, 2019, including section 2 of the June 10, 2019 Board meeting, section 1 of the August 12, 2019 Board meeting, section 2 of the September 9, 2019 Board meeting, and section 1 of the November 11, 2019 Board meeting (closed session #1), and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists. Chair Reynolds said this action 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 Kile voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted a few of the recommended personnel changes.

Trustee Cadwell motioned and Trustee Walk seconded to approve the following Human Resources Report.

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Cutts, Bryson	Print Shop Student Assistant Primary Position is Tutor - Student Lrng Asst	11/11/2019
Davis Rincker, Laurie	Adjunct Faculty Math and Science Primary Position is Biological Science Instr	09/20/2019
Duduit, Lucas	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	10/20/2019

Duduit, Lucas	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/20/2019
Duduit, Lucas	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/20/2019
Jackson, Kyra	Print Shop Student Assistant Primary Position is Tutor - Student Lrng Asst	11/11/2019
Lee, Yu Jin	International Studies Student Assistant Primary Position is Chemistry Lab Student Asst	11/01/2019
Murphy, John	Print Shop Student Assistant Primary Position is Assistant Baseball Coach	11/19/2019
Niebrugge, Amber	Adjunct Faculty Social Science Primary Position is Dir TRIO SSS	01/10/2020
Tappendorf, Hannah	Admissions and Records Data Entry Asst Primary Position is Agriculture Education Intern	10/28/2019
Walk, Emmalyn	Admissions and Records Data Entry Asst Primary Position is Agriculture Education Intern	10/28/2019

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Kingery, Daniel	Custodian	01/02/2020
Miseneheimer, Roger	Custodian	01/03/2020
Full-time - Grant Funded		
Cornaghie, Todd	Correctional Welding Instr – Shawnee CC	11/18/2019
Leonard, Amber	Correctional Office Assistant – Robinson CC	11/12/2019
Part-time		
Bloemer, Kaitlyn	Admissions and Records Data Entry Asst	11/05/2019
Duduit, Lucas	Tutor - Student Learning Assistance	10/10/2019
Henderson, Savanna	Marketing and Public Relations Intern	01/05/2020
Schlau, Allison	Head Cheer Coach	11/08/2019
Wiles, Tessa	Dual Credit Program Assistant	11/05/2019
Part-time - Grant Funded		
Bondar, Deborah	Adjunct DOC Instructor	10/29/2019
Tingley, Denise	Adult Education Adjunct Faculty	01/14/2020
College Work Studys		
Galbreath, Shania	College Work Study - Early Childhood	10/01/2019
Houser, Kyle	College Work Study - Print shop	11/19/2019
Luebbe, Alecia	College Work Study - Counseling	01/13/2020
Miller, Megan	College Work Study - Early Childhood	10/01/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Breeze, Victor	Custodian-Retiree	12/31/2019
Merry-Niebrugge, Margaret	Dental Hygiene Instructor-Retiree	12/31/2019
Sledge, Ashley	Correctional Office Asst-Big Muddy CC	11/15/2019
Part-time		
Browne, Amberle	Adj Faculty Math/Science	12/16/2018
Bundren, Patty	Adj Doc College Funded Instr	03/10/2019
Erickson, Ryan	Adj Doc College Funded Instr	05/20/2018
Fearn, Andrew	Adj Faculty Business	05/19/2019
George, Penny	Adj Doc College Funded Instr	05/19/2019
Gullett, Pauletta	Adj Doc College Funded Instr	05/20/2018
Heleine, Heather	IDOT QMTP Lab Assistant	11/03/2019
Hodgson, Brandon	Adj Doc College Funded Instr	03/06/2012
Howell, Dona	Adj Doc College Funded Instr	08/12/2018
Mathenia, Jeremy	Adj Faculty Math/Science	12/16/2018
Mick, Kimberly	IDOC CPR Instructor	09/08/2019
Power, Debora	Allied Health Massage Therapy Adjunct	02/10/2019
Reeder, Sandra	Adj Doc College Funded Instr	05/19/2019
Rojas, Manuel	Adj Doc College Funded Instr	11/18/2018
Semple, Lynn	Adj Faculty Math/Science	05/19/2019
Siddens, Pamela	Adj Faculty Humanities	05/19/2019
Skinlo, Michelle	Adj Faculty Math/Science	12/16/2018
Trainor, Ellen	Adj Faculty Ag	03/10/2019
Webster, Richard	Adj Faculty Social Science	12/16/2018
West, Erica	Adj Doc College Funded Instr	03/10/2019

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Redd, Michelle	Alternative Education Instructor Transferring From Pathways Classroom Asst (PT)	11/18/2019
Part-time		
Harmon-Mckenzie, Leslie	IDOC CPR Instructor Transferring From Adjunct DOC Instr	11/08/2019

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Chair Reynolds thanked the staff who planned the December 4, 2019, Holiday Lunch and all those, including trustees, who attended this celebratory event.

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:10 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

/s/ Ms. Doris Reynolds, Board Chair

/s/ Mr. Gary Cadwell, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.

https://www.lakelandcollege.edu/col/board_minutes/