

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



Regular Board Meeting No. 660
Board and Administration Center, Room 011
Mattoon, IL
December 13, 2021

Minutes

Call to Order.

Chair Sullivan called the December 13, 2021, 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 and Mr. Thomas Wright, Secretary.

Trustees Absent: Student Trustee Katie Greuel.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Mr. Greg Nuxoll, Vice President for Business Services; Ms. Seirra Laughunn, Executive Assistant to the President's Office; and members of the staff and media.

Approval of Consent Items.

Trustee Walk moved and Trustee Storm seconded to approve the following consent items:

1. Approval of Minutes of November 8, 2021, Regular Meeting.
2. Approval of Minutes of November 8, 2021, Closed Session.
3. Approval of Agenda of December 13, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	323,899.90
Building Fund	\$	35,853.39
Site & Construction Fund	\$	38,485.75
Bond & Interest Fund	\$	6,487,025.37
Auxiliary Services Fund	\$	51,108.67
Restricted Purposes Fund	\$	608,110.91
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	39,685.04
Student Accts Receivables	\$	86,937.78
Total	\$	7,743,106.81

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: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Cadwell reported that he had attended the ICCTA meeting in November. He said based on the roundtable discussions that most community colleges are facing similar enrollment issues and have approached the Covid-19 issues in the same way as Lake Land College. He also highlighted the importance of partnering with local businesses and districts on ways to prepare and meet the future needs of the community and our students.

Resource & Development.

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

Finance.

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

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee had not met recently; however, he spoke to the Mattoon Fire Chief regarding use of the farm house on campus for training exercises for our students and local fire districts. He said it is expected that the farm house will be completely burned by early spring 2022, following approximately 8-10 controlled practice burns.

Foundation.

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

- The Foundation was excited to successfully host the first ever donor drive thru reception on November 18th in front of the student center. For those not able to attend, a box of Foundation branded thank you items were mailed following the event.
- Last month, the Foundation received the largest cash donation to date from the Marjorie Davis Estate and this donation will have a wonderful impact on students. More details to come soon!
- The Foundation also collaborated with the Student Life office for a Student Activity Board event twice in November to help spread the word on applying for student scholarships. Over 275 students were reached at the on campus and Kluthe events! The scholarship application cycle will remain open through January 31st.

Student Report.

Student Trustee Katie Greuel was absent from the meeting.

President's Report.

- Lake Land received a payment of \$141,274 in November from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance.
- No November payments were received from the Illinois Department of Corrections (IDOC) for FY 2022 invoices. A total of \$2.1 million remains outstanding for IDOC and \$118,305 for IDJJ.
- In November, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. A balance of \$3.5 million remains outstanding for credit hour reimbursement and \$4.0 million for equalization.

- The College received property tax payments totaling just under \$2.9 million in November.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success – Mental Health Initiatives.

Ms. Amber Niebrugge, Counselor for Student Accommodations & Mental Health Initiatives, highlighted various initiatives at the College to provide mental health support and awareness for our students.

Annual Assessment Report.

Ms. Lisa Madlem, Director of Assessment & Program Review, highlighted the 2021 Annual Assessment Report that was provided to the trustees.

Monthly Data Point Discussion: Diversity, Equity and Inclusion KPI – First Generation Students.

Ms. Lisa Cole, Director of Data Analytics, highlighted data related to Lake Land College students considered as “first generation students.” Trustees received a copy of her summary report.

Post Issuance Tax Compliance Report.

Mr. Greg Nuxoll, Vice President for Business Services and as compliance officer for the College’s bond record-keeping policy, reported the College is in compliance with all applicable federal tax requirements related to tax advantage obligation bond record-keeping requirements and no further action by the College is needed at this time.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Action Items.

Presentation of Audit and Board Acceptance.

Trustees heard a presentation from Ms. Tammy Knight, CPA with Kemper CPA of Mattoon, on the FY 2021 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.

The Audit Report was posted on the Board of Trustees web page for public viewing.

Trustee Storm moved and Trustee Walk seconded to approve the FY 2021 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: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Amended Contract with Illinois Department of Corrections for Educational Services at 23 Correctional Facilities.

Trustees heard a recommendation from Dr. Bullock that the Board approve an amended contract with the Illinois Department of Corrections. The amended contract, pricing amendments and supplemental terms of the agreement were provided to the trustees and was posted on the Board of Trustees web page for public viewing. Dr. Bullock reported that standard amendments were also made on the contract to update ICCB Reimbursement rates for FY22 and salary/fringe costs were updated as needed. Trustees learned the total price of the new contract for the period FY 2022-2024 is \$37,591,044.19 and that Lake Land will receive an indirect of 8% for FY 22, 8.5% for FY 23 and 9% for FY 24, for a potential total not to exceed \$1,695,000.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the amended contract with the Illinois Department of Corrections for the College to continue providing educational services for inmates at 23 correctional facilities throughout the state for a term through June 30, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Resolution No. 1221-004 - Abating the Tax Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Mr. Nuxoll presented to the Board of Trustees and reported that the alternate bond levy needs to be abated in its entirety prior to the County Clerks' deadline in March. He said abatement is necessary because the obligation bonds are paid through student fees.

Trustee Curtis moved and Trustee Storm seconded to approve as presented Resolution No. 1221-004, a resolution abating the tax heretofore levied for the year 2021 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: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Resolution No. 1221-005 – Authorize Preparation of Tentative Budget.

Trustees heard a recommendation from Mr. Nuxoll to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented Resolution No. 1221-005 to authorize preparation of the tentative FY 2023 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: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Approval of Proposed Revisions to Board Policy 10.33 – Payroll Withholdings.

Trustees heard a recommendation from Dr. Bullock regarding proposed revisions to Board Policy 10.33 – *Payroll Withholdings*. The proposed Policy revisions were provided to each trustee. Dr. Bullock reported the revisions are needed to include five new voluntary insurance policies being offered by the College related to the recent health insurance renewal approved by the board.

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

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 10.33 – *Payroll Withholdings*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Acceptance of Reporting of October 2021 Financial Statements.

Trustees reviewed the October 2021 Financial Statements and heard from Trustee Storm regarding an update for the October 2021 Financial Statements.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the October 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Declaration of Surplus Equipment – Van, Electric Golf Cart and Bucket Truck.

Trustees heard a recommendation from Mr. Nuxoll for the Board to declare as surplus a 2002 Chevy Express G2500 Passenger Van, a 2008 Ruff & Tuff Electric Golf Cart, and a 1992 Ford F700 Bucket Truck. He said these items have become obsolete and have little value to the College. He said if these items are approved by the Board as surplus, then the administration will dispose of these items in a manner most beneficial to the College.

Trustee Reynolds moved and Trustee Walk seconded to declare as surplus the 2002 Chevy Express G2500 Passenger Van, a 2008 Ruff & Tuff Electric Golf Cart, and a 1992 Ford F700 Bucket Truck 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: None.

Absent: Student Trustee Katie Greuel.
Motion carried.

Approval of Proposed Pricing for Commercial Driver License (CDL) programs.

Trustees heard a recommendation from Dr. Bullock that the Board approve updated pricing for the Commercial Driver License (CDL) programs effective with the spring 2022 semester. The proposed tuition and fees were provided to the Board, based upon the CDL course type.

Dr. Bullock reported the restructured pricing schedule reflects the updated course length as well as additional courses that the College will be offering in response to compliance with a new law passed in 2012, the Moving Ahead for Progress in the 21st Century (MAP-21). This includes an Entry Level Driver Training (ELDT) Rule, which takes effect February 7, 2022, and will require all new entry level drivers to attend a training program that has been certified by the Federal Motor Carrier Safety Administration (FMCSA). Trustees learned Lake Land College is a federally certified training provider. Chair Sullivan suggested the administration should continue to look for possible scholarship assistance made through WIOA or the Foundation and potential partnering with local trucking companies for apprenticeship opportunities.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented an updated pricing schedule for the Commercial Driver License (CDL) programs effective with the spring 2022 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Acceptance of Governor's Emergency Education Relief (GEER) II Grant Award.

Trustees heard a recommendation from Mr. Nuxoll that the Board accept the Governor's Emergency Education Relief (GEER) II Grant award in the amount of \$224,734 through ICCB. He said this grant will help the College mitigate the barriers, due to the COVID-19 crises, with 53.80% allocated for Academic Support and 46.20% for activities involved with social, emotional, and economic support. Mr. Nuxoll said that we will utilize these funds for the following initiatives:

- \$96,510 – payment of laptops that can be rented by students from the College.
- \$45,332 – help offset the expenses incurred in the COVID testing of our employees and students.
- \$44,392 - provide mental health counseling services for students who are struggling with many aspects of life in these uncertain times.
- \$34,650 – provide a variety of mental health training for our employees along with programs that will aid in the mental health of our students.

- \$3,850 – provide direct emergency aid to our students in need.

Trustee Walk moved and Trustee Cadwell seconded to accept the Governor's Emergency Education Relief (GEER) II Grant award, in the amount of \$224,734, through ICCB.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Closed Session

7:05 p.m. – Trustee Storm 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 discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

Return to Open Session - Roll Call

7:10 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.

Trustees Absent: Student Trustee Katie Greuel.

Approval of Release or Non-Release of Closed Session Minutes.

Trustee Cadwell moved and Trustee Walk seconded to approve the release of closed session minutes for sections 2, 3 and 4 of the July 12, 2021 meeting; section 1 of the August 9, 2021 meeting; sections 1 and 3 of the October 11, 2021 meeting; and section 1 of the November 8, 2021 meeting; and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists. Ms. Jean Anne Grunloh, Chief of Staff, said this recommendation was for the six-month review period since June 14, 2021, and that she had notified all Trustees via email on December 6th that her recommendations for all sections were posted in their respective electronic folders for their individual review and that she had received no requests to further discuss her recommendations 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: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Appointment of Director for Adult and Alternative Education as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Reynolds seconded to appoint Ms. Shannon McGregor to the position of Director of Adult and Alternative Education effective January 4, 2022. Chair Sullivan said this action follows 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: None.

Absent: Student Trustee Katie Greuel.

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 Cadwell motioned and Trustee Reynolds seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on this topic held in closed session that related only to appointment of the Director of Adult and Alternative Education.

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

Hamilton, Eric	10/29/21-1/30/21
Leisch, Lisa	10/29/21-Intermittent
Harris, Mark	12/3/21-Intermittent

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

Director of Effingham Education and Regional Extension Centers	Level 14
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ferrar, Spencer	Tutor-Disability Services - Student Primary Position- Tutor - Student Lrng Asst	11/3/21

Mason, Ronald	Tutor-Student Community Education	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Carl Perkins	11/3/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Disability Services - Student	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
Puckett, Logan	Tutor-Student Carl Perkins	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
	Tutor-Student Community Education	11/17/21
	Primary Position- Tutor - Student Lrng Asst	
	College Work Study - Student Life	11/8/21
	Primary Position- Tutor - Student Lrng Asst	
Sims, Tiffany	Covid Test Collection Assistant	10/11/21
	Primary Position- Adm Asst Pana Ext Center	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Seiler, David	Director of Student Life	10/25/21
	Primary Position- History Instructor	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Brough, Gayle	Correctional Commercial Cooking Instructor	11/29/21
Coop, Tylana	Associate Dean of Correctional Programs	11/29/21
Daniels, Denver	Coordinator of International Studies Program	1/3/22
McGregor, Shannon	Director of Adult and Alternative Education	1/4/22
Rauschek, Travis	Director of Information Security	12/14/21

Part-time

Edwards, Kelby	Allied Health EMS Adjunct Faculty	10/1/21
Mason, Ronald	Tutor - Student Learning Assistance Center	11/17/21
Mayes, Kristina	Allied Health EMS Adjunct Faculty	11/23/21
Rachar, Kara	IDOT QMTP Lab Assistant	11/15/21

Part-time Grant Funded

Lovelace, Kelly	Talent Search Tutor - Bachelors	11/9/21
Webb, Camden	TRIO Destination College Student Specialist	11/16/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		

Dormire, Marcia	Correctional Office Assistant	12/15/21
Hooker, Andrea	Temporary College Nurse	12/2/21
Knollenberg, Dustin	Associate Dean of Correctional Programs	12/10/21
Parish, Wesley	Correctional Custodian Instructor	11/30/21
Smith, Miranda	Correctional Horticulture Instructor	11/22/21
Strange, Peggy	Cosmetology Instr/Director of Cosmetology	12/17/21
White, Casey	Correctional Career Technology Instructor	12/10/21

Part-time

Anderson, Kimberly	Adjunct Faculty Math and Science Division	12/13/20
Clark, Macy	Bookstore Rush Worker	7/25/21
Connelly, Travis	Covid Site Collection Driver	10/12/21
Daniels, Kristin	Cosmetology Clinical Instr (hourly)	12/10/21
Due, Adam	Adjunct Faculty Math and Science Division	5/17/20
Fields, Terri	Retiree Incentive Program	11/4/21
Flight, Donna	Adjunct Faculty Social Science Division	12/15/19
Gass, Cody	Clinical Dentist	11/1/20
Gordon, Melissa	Adjunct Faculty Business Division	12/13/20
Hardwick, Don	Retiree Incentive Program	11/4/21
Heuerman, Dustin	Adjunct Faculty Social Science Division	12/13/20
Loy, John	Police Officer	11/26/21
Martin, Megan	Adjunct Faculty Humanities Division	12/13/20
Merryman, Reilly	Pathways Classroom Assistant	5/16/21
Morley, Carl	Commercial Driver Training Instr - Marshall	11/24/21
Orr, Robert	Adjunct Faculty Social Science Division	5/17/20
Phillips, Derek	Adjunct Faculty Social Science Division	12/15/19
Rotert, Haley	Trio Destination College Intern	8/8/21
Salem, Terry	Adjunct Faculty Social Science Division	5/17/20
Small, Kevin	Adjunct for CBI	11/29/20
Steber, Joyce	Non-Credit Instructor	5/10/20
Thies, Dawn	Allied Health EMS Adjunct Faculty	11/18/21
Tingley, Denise	Adult Education Adjunct Faculty	5/17/20
Wakefield, Rita	Adjunct Faculty Math and Science Division	12/15/19
Weis, Beth	Allied Health Den Clinical Instructor (hourly)	12/13/20
Wright, Kathleen	Adjunct Faculty Social Science Division	12/15/19

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Niemerg, Kellie	Foundation Awards Corporate Relations Coor	12/27/21
	Transferring from- Director Effingham Edu Centers	
Wiles, Tessa	Director of Dual Credit and Honors Experience	12/27/21
	Transferring from- Academic Services Specialist	

Full-time - Grant Funded

Spiller, Kevin	Associate Dean of Correct Pro Murphysboro 12/13/21 Transferring from- Correctional Career Tech Instructor
Scott, Garry	Associate Dean of Correctional Programs 11/29/21 Transferring from-Correctional Career Technology

Part-time

Altman, Galen	IDOT Quality Management Training Pro Spc 11/15/21 Transferring from-Adjunct Fac Technology
Logan, Susan	Dual Credit Instructor 11/18/21 Transferring from- Allied Health BNA CIn Instructor

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Katie Greuel.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Chair Sullivan declared the meeting adjourned at 7:16 p.m.

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/