

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
July 12, 2021  
Regular Meeting No. 655

# Table of Contents

|   | Page |
|---|------|
| Agenda for July 12, 2021, Regular Meeting                   | 3    |
| Minutes for June 14, 2021, Regular Meeting                  | 6    |
| Minutes for June 30, 2021, Special Meeting                  | 26   |
| Supplemental Information for July 12, 2021, Regular Meeting | 30   |

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

***Engaging minds, changing lives, through the power of learning.***



Regular Meeting No. 655  
Monday, July 12, 2021, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Item.**

(Any one member may remove an item from the consent item list simply by requesting the Chair to do so. Items removed will be discussed and voted immediately following passage of the consent item.)

1. Approval of Minutes of June 14, 2021, Regular Meeting.
2. Approval of Minutes of June 14, 2021, Closed Session.
3. Approval of Minutes of June 30, 2021 Special Board Meeting.
4. Approval of Agenda of July 13, 2021, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.  
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/>
6. Destruction of Tape Recordings of January 9, 2020 Resource and Development Committee Closed Session and January 13, 2020, Closed Session.

**II. Hearing of Citizens, Faculty and Staff.**

### III. Committee Reports.

|                           |                                     |
|---------------------------|-------------------------------------|
| A. ICCTA/Legislative      | Ms. Denise Walk<br>Mr. Gary Cadwell |
| B. Resource & Development | Mr. Gary Cadwell                    |
| C. Finance                | Mr. Dave Storm                      |
| D. Buildings & Site       | Mr. Kevin Curtis                    |
| E. Foundation             | Mr. Tom Wright                      |
| F. Student Report         | Ms. Katherine Greuel                |
| G. President's Report     | Dr. Josh Bullock                    |

### IV. Business Items.

#### A. Non-Action Items.

|   | Board Book<br>Page<br>Number(s) |
|---|---------------------------------|
| 1. Quarterly Investment Report.   |                                 |
| 2. 2020-2021 Athletic Accomplishments.                                    | 30-34                           |
| 3. Proposed Deletion of Board Policy 02.13 – <i>Executive Secretary</i> . | 35-36                           |
| 4. Calendar of Events.  | 37-38                           |

#### B. Action Items.

|   | Board Book<br>Page<br>Number(s) |
|---|---------------------------------|
| 1. Approval of ICCB Program Review Report.  | 39                              |
| 2. Acceptance of May 2021 Financial Statements.   | 40-45                           |
| 3. Approval of Controlled Burn of Farmhouse on Main Campus - Former Campus Police Station.  | 46                              |
| 4. Approval of Use of Tech Refresh Bond Proceeds for Purchase of Dell Compellent Replication SAN (storage unit).  | 47                              |
| 5. Approval of Bid for Preventive Maintenance & Air Filter Replacement.   | 48-49                           |
| 6. Approval of Bid for Student Laptops.   | 50-52                           |
| 7. Closed Session.<br>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, |                                 |

employment, compensation, performance or dismissal of a specific employee.

[Return to Open Session - Roll Call]

8. Approval of Human Resources Report.

53-55

**V. Other Business. (Non-action)**

**VI. Adjournment.**

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



Regular Board Meeting No. 654  
Board and Administration Center, Room 011,  
Mattoon, IL  
June 14, 2021

**Minutes**

**Call to Order.**

Chair Sullivan called the June 14, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of 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 Katie Greuel.

**Trustees Absent:** None.

**Others Participating via Teleconference:** None.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Seirra Laughhunn, Administrative Assistant to the President's Office; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff and media.

**Approval of Consent Items.**

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

1. Approval of Minutes of May 10, 2021, Regular Meeting.
2. Approval of Minutes of May 10, 2021, Closed Session.
3. Approval of Minutes of May 19, 2021, Special Board Meeting.

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 2 of 20

4. Approval of Agenda of June 14, 2021, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

|                           |    |              |
|---------------------------|----|--------------|
| Education Fund            | \$ | 411,089.31   |
| Building Fund             | \$ | 43,982.51    |
| Site & Construction Fund  | \$ | 20,493.20    |
| Bond & Interest Fund      | \$ | 422,650.00   |
| Auxiliary Services Fund   | \$ | 25,592.17    |
| Restricted Purposes Fund  | \$ | 737,430.13   |
| Working Cash Fund         | \$ | -            |
| Audit Fund                | \$ | -            |
| Liability Insurance Fund  | \$ | 226,868.40   |
| Student Accts Receivables | \$ | 93,171.69    |
| Total                     | \$ | 1,981,277.41 |

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 December 9, 2019, 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 Greuel voted yes.

Absent: None.

Motion carried.

### **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

### **Committee Reports.**

#### **ICCTA/Legislative.**

Trustee Walk said ICCTA held its annual convention in early June. She said the trustee training that she, Dr. Bullock and several other trustees attended was very helpful and informative. She also said there are several bills that have recently passed both houses of the Illinois Legislature that could impact higher education and for which the Governor is expected

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 3 of 20

to sign into law. She noted the administration is monitoring these bills closely to then adjust any needed policies and/or procedures.

### **Resource & Development.**

Trustee Cadwell, Committee Chair, said the Committee met recently and the Committee's review and recommendations will be discussed later in the meeting per the agenda.

### **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 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:

- The Foundation received its first farm distribution of \$65,000 from the Foundation/Borgic farm during May. These funds will help cover farm expenses and fund additional scholarships to students.
- The Foundation's third and final appeal was sent this past month and we are now over \$847,000 in donations for the year.
- Reminder that our Foundation Golf Classic is set for Friday, September 17<sup>th</sup> at the Mattoon Golf & Country Club. We hope you can make it!

### **Student Report.**

Student Trustee Katie Greuel had no report at this time.

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

Dr. Bullock said:

- In May, we received \$433,843 from the Illinois Department of Corrections (IDOC) toward the FY 2021 outstanding balances. A total of \$409,997 remains outstanding from IDOC.
- We received \$41,378 in payments for FY 2021 invoices from the Illinois Department of Juvenile Justice (IDJJ) in May. IDJJ has paid all outstanding balances.



Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 4 of 20

- In May, we received payments from the State of Illinois for FY 2021 credit hour reimbursement of \$334,675 and equalization of \$526,013. For FY 2021, \$334,675 remains outstanding for credit hour reimbursement and \$526,013 for equalization.
- On May 18, 2021, Mattoon Mayor Rick Hall read a proclamation at the City Council meeting declaring May 18 as Laker Women's Basketball day.

### **Business Items.**

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

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted the Finance Committee meeting on June 28, the Special Board meeting on June 30, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

### **Action Items.**

### **Approval of Contract with Lake Land College Custodial Association.**

Trustees reviewed the proposed contract with the Lake Land College Custodial Association. Trustees learned that the proposed base salary rate increases align with other collective bargaining groups.

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed contract with the Lake Land College Custodial Association.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the contract with the Lake Land College Custodial Association for the period July 1, 2021, 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: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Acceptance of Reporting of April 2021 Financial Statements.**

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 5 of 20

Trustees reviewed the April 2021 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the April 2021 Financial Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the April 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: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Delegation of Authority to President to Provide or Secure Education Services.**

Trustees heard a request by Dr. Bullock that the Board grant authority to him, as College President, to provide or secure education services per Board Policies 10.01 and 02.03. He said examples include cooperative agreements for alternative schools and agreements with clinical sites.

Trustee Walk moved and Trustee Curtis seconded to delegate authority to the College President to enter into contracts or agreements during FY 2022 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of RAMP Document.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the FY 2023 RAMP application for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. This includes the rehabilitation of the Kluthe Center for Higher Education, Northwest Classroom Building and the Northeast Classroom Building. Trustees learned that if the Renovation of Existing Buildings Project would be approved and appropriated, the total local match would be \$1,263,563 for the Kluthe Center for Higher Education, \$1,877,375 for the Northeast Classroom Building, and \$3,161,063 for the Northwest Classroom Building.

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 6 of 20

Dr. Bullock noted there will be a correction for the project numbering before the RAMP Document is submitted to ICCB.

Trustee Curtis moved and Trustee Storm seconded to approve the College's FY 2023 RAMP application packet as presented for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

**Approval of Base Salary Adjustments for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.**

Trustees reviewed a recommendation from Mr. Nuxoll for the Board to approve a base salary increase of 2% plus \$250 for FY 2022 for administrative, supervisory and support employees. Trustees learned this is consistent with what was agreed upon with the Lake Land College Faculty Association.

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented a base salary increase of 2% plus \$250 for FY 2022 for administrative, supervisory and support employees, excluding correctional center staff and staff that are currently in the College's planned retirement program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

**Approval of Part-Time Staff Hourly Increases.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a 2.0% increase effective July 1, 2021, for all current part-time employees.

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 7 of 20

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a 2.0% increase effective July 1, 2021, for current part-time employees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of FY 2022 Part-Time Rates and Stipends.**

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, that included a listing of part-time rates and stipends recommended for FY 2022. Trustees learned this includes a recommendation to increase adjunct faculty wages by \$15.00 per credit hour by the number of semesters taught effective the 2021 fall semester. Ms. Wahls' recommendation notes this increase and other various proposed stipends and part-time rate increases will allow for fairness and consistency across the institution and reward employees for their dedication and performance. Trustees also learned the administration plans to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2022, thus aligning with state law requirements for minimum wage.

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the proposed stipends and part-time rates for the period July 1, 2021 through December 31, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of FY 2022 Base Salary Schedule, Excluding Correctional Centers.**

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 8 of 20

Trustees reviewed a recommendation from Ms. Wahls for the Board to approve the proposed FY 2022 Salary Grades and Ranges Schedule. Trustees learned this recommendation for starting salaries for new full-time employees reflects a 1.50% increase on the minimum starting salary over the FY21 schedule effective July 1, 2021.

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the FY 2022 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

**Approval of Resolution No. 0621-016 Authorizing Treasurer to Transfer Interest Earned from Working Cash.**

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0621-016 to authorize the Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act.

Trustee Cadwell moved and Trustee Walk seconded to approve Resolution No. 0621-016 to authorize the College Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act, Section 805/3-33. [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 Greuel voted yes.

Absent: None.

Motion carried.

**Approval of Resolution No. 0621-017 Authorizing Treasure to Invest Funds.**

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 9 of 20

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0621-017 to authorize the Treasurer of the College to invest funds.

Trustee Curtis moved and Trustee Storm seconded to approve as presented Resolution No. 0621-017 to authorize the College Treasurer to invest funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act. [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 Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Gift-in-Kind Donation from the Lake Land College Foundation – Dental Items.**

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of dental items valued at \$6,310 from the Lake Land College Foundation. Trustees learned these items will be used for the Dental Hygiene program and were generously donated by Dr. Jeanine Fell of Newton.

Trustee Reynolds moved and Trustee Curtis seconded to accept as presented the gift-in-kind donation of dental items valued at \$6,310 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 Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Purchase of Class B Truck for the College's CDL Program.**

Trustees heard a recommendation from Dr. Bullock that the Board approve the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program. He said the administration will work with a local dealer to secure the very best option and utilize FY 2021 budgeted funds for this expenditure.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the purchase of one used class B truck, not to exceed \$40,000, for use in the College's CDL program.

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page **10** of **20**

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Declaration of Surplus Equipment – Police Squad Vehicle.**

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Senior Executive to the President, for the Board to declare as surplus a 2012 Ford Police Interceptor vehicle and attached equipment. She said the Campus Police Department has purchased a new vehicle to replace the 2012 model that has extensive miles, become obsolete, and has little value to the College. She also said if these items are approved by the Board as surplus, then we will dispose of these items in a manner most beneficial to the College.

Trustee Walk moved and Trustee Storm seconded to declare as surplus the 2012 Ford Police Interceptor vehicle and attached equipment 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 Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Trust Agreement between the College, First Mid-Illinois Bank and Trust and the Capital Development Board for the Parking Lot A Replacement Project.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced Trust Agreement and grant approval to open a trust account at the First Mid-Illinois Bank and Trust of Mattoon as the first steps in the process to begin Capital Development Project #810-058-033 – the replacement of Parking Lot A.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the Trust Agreement between the College, First Mid-Illinois Bank and Trust of Mattoon and the Capital Development Board for the Parking Lot A Replacement Project and grant approval to open the trust account at the First Mid-Illinois Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

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

No: None.

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 11 of 20

Advisory Vote: Student Trustee Greuel voted yes.  
Absent: None.  
Motion carried.

### **Approval of Lease Agreement with Local Workforce Innovation Area 23.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a lease agreement with the Local Workforce Innovation Area 23, as lessee, for program operations located at the Workforce Development Center on the main campus. He said the proposed lease agreement specifies a rent amount of \$1,616.25 per quarter for an area consisting of approximately 431 square feet. Trustees learned the College is agreeing to be responsible for all maintenance, utilities and services related to the property.

Trustee Cadwell moved and Trustee Reynolds seconded to approve the lease renewal agreement as presented between the College, as lessor, and Local Workforce Innovation Area 23 as lessee, for the period July 1, 2021, through June 30, 2022, with a quarterly rent payment of \$1,616.25 per quarter for approximately 431 square feet of space at the College's Workforce Development Center of the main campus.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Lease Agreement with First Presbyterian Church of Mattoon.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a lease agreement with the First Presbyterian Church of Mattoon, as lessor, for the College to utilize a classroom to operate a Pathways alternative high school classroom. Trustees reviewed the proposed lease which stipulates rules for use of this space at no cost to the College.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the lease agreement between the College, as lessee, and the First Presbyterian Church of Mattoon, as lessor, to utilize classroom space for the Pathways Program for the period July 1, 2021, through June 30, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.



Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 12 of 20

### **Approval of Bid for Motoman Robot.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the bid from Yaskawa America, Inc. of Miamisburg, Ohio, in the amount of \$36,875 for a Motoman Robot to be used by the Center for Business and Industry and the Technology Department to support both Fanuc and Motoman labs for robotics training. Trustees reviewed the bid tabulation sheet which details Yaskawa as the sole bidder.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the bid from Yaskawa America, Inc., Motoman Robotics Divisions, of Miamisburg, Ohio, in the amount of \$36,875 for a Motoman Robot to be used by the Center for Business and Industry and the Technology Department to support both Fanuc and Motoman labs for robotics training.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Bid for Baseball/Softball Field Grading & Sod Installation.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced bid from Advanced Turf Solutions, Inc. of Fishers, Indiana, in the amount of \$43,915.91. Mr. Nuxoll said this vendor was the sole bidder for this project. Mr. Nuxoll reported these improvements for the baseball and softball field grading and sod installation will help provide a safer and more playable field for our baseball and softball programs. He also said we will use FY 2021 funds to pay for these renovations.

Trustee Wright suggested the administration consider allowing other groups to host various sporting events or contests in the off-season to bring additional visitors to campus and provide more public exposure of our athletics facilities and grounds. Dr. Bullock thanked Trustee Wright for this suggestion and said he and Ms. Valerie Lynch, Interim Vice President for Student Services, will discuss this idea with Mr. Bill Jackson, Director of Athletics.

Trustee Walk moved and Trustee Storm seconded to approve as presented the bid from Advanced Turf Solutions, Inc. of Fishers, Indiana, in the amount of \$43,915.91, for baseball and softball field grading and sod 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 Greuel voted yes.

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 13 of 20

Absent: None.  
Motion carried.

### **Approval to Purchase Outdoor Bleachers for the Baseball and Softball Fields.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the purchase and installation costs for new outdoor bleachers for the baseball and softball fields, in the amount of \$40,308.38, from Irwin Seating Company of Altamont. Mr. Nuxoll reported the current bleachers are very dated, have become a safety hazard and are not ADA compliant. He also reported that since the College learned Irwin Seating Company is an approved vendor under the Illinois Public Higher Education Cooperative, the College did not have to seek bids on this equipment or related work. Trustees learned we will use FY 2021 funds to pay for this expenditure.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the purchase and installation costs for new outdoor bleachers for the baseball and softball fields, in the amount of \$40,308.38, from Irwin Seating Company of Altamont.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Bid for Field House Bleachers.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the above-referenced bid from Irwin Seating Company of Altamont in the amount of \$155,273. Trustees reviewed the bid tabulation sheet which details Irwin Seating Company as the lowest bidder of two bids received. Mr. Nuxoll reported the current bleachers have become a safety hazard and are not ADA compliant.

He also reported that at the time of the bid the administration did not yet realize that Irwin Seating Company was an approved vendor under the Illinois Public Higher Education Cooperative, thus the College sought bids. Trustees learned we will use FY 2021 funds to pay for this expenditure.

Trustee Curtis moved and Trustee Cadwell seconded to approve as presented the bid from Irwin Seating Company of Altamont, in the amount of \$155,273, for new bleachers for the Field House.

There was no further discussion.

Roll Call Vote:

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

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 14 of 20

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

**Approval of Three-Year Agreement with Mongoose Research, Inc. of New York for the Cadence Platform for College-Wide Texting and Funded by HEERF Funds.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a three-year agreement with Mongoose Research of New York for the Cadence platform for college-wide texting for the period July 1, 2021 through June 30, 2024. Trustees learned this expense will be funded by HEERF Funds, at a cost of \$27,500 per year and an onboarding fee of \$1,500 in year one of the contract for \$84,000 in aggregate. Trustees were provided the proposed agreement which detailed rationale explaining the thorough analysis that ISS has undertaken in making this decision and recommendation. Mr. Nuxoll reported that one of the most requested items by the College faculty, staff and students has been for a better solution to exchange texts regarding College business and that leveraging texting for critical enrollment actions throughout the academic life cycle will improve our ability to connect with and help students.

Trustees learned that before the administration provided this recommendation, the administration and ISS had researched six vendors for texting in higher education. Their requirements focused on functionality, usability, integration, support, implementation, and ultimately cost. After additional reviews, meetings, and demos with three finalist vendors, Mr. Nuxoll said Cadence was the clear choice based on our requirements as their integration stands out as the most adaptable and suitable to use with Colleague, Recruit and other applications, analytic capabilities, and enterprise functionality.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a three-year agreement with Mongoose Research of New York for the Cadence Platform for college-wide texting for the period July 1, 2021 through June 30, 2024. This expense will be funded by HEERF Funds, at a cost of \$27,500 per year and an onboarding fee of \$1,500 in year one of the contract for \$84,000 in aggregate.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

**Approval of Purchase for a High Definition Upgrade for the College's Broadcasting/Television Studio.**

Lake Land College Board of Trustees  
 Minutes – June 14, 2021  
 Page 15 of 20

Trustees reviewed a recommendation from Mr. Jon Althaus, Vice President for Academic Services, that the Board approve the above-referenced purchase using FY 2021 funding. Trustees reviewed a confidential quote in the amount of \$152,200.01 from Conference Technologies, Inc. of Indianapolis, Indiana, for this purchase. Mr. Althaus said per our legal counsel, this is deemed technology and thus a formal bidding process was not required. Mr. Althaus reported that the College's current lab equipment is over 20 years old and the upgrade should provide significant improvement in broadcasting and teaching capabilities. He also said that with this upgrade students in the Associate in Applied Science Broadcast Communications program will be able to train on the latest technology within the industry. Trustees learned we will use FY 2021 funds to pay for this expenditure.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the purchase of a high definition upgrade from Conference Technologies, Inc. of Indianapolis, Indiana, in the amount of \$152,200.01 for the College's existing Broadcasting/Television Studio.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Use of Tech Refresh Bond Funds for New and Updated Security Cameras across Campus.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the use of remaining Tech Refresh Bond funds to upgrade and replace security cameras on campus at a total cost of \$120,038. Mr. Nuxoll reported that we currently need to improve our camera coverage throughout the main campus. He said the additional cameras will help cover blind spots in the inner circle, parking lots, roadways, sidewalks and areas where we need coverage. Trustees learned we need new cameras to replace 150 outdated and end of life cameras that we currently have on campus. Mr. Nuxoll noted this is exempt from the bidding process per Board Policy 10.22 (4) (f).

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the use of remaining Tech Refresh Bond funds to upgrade and replace security cameras on campus at a total cost of \$120,038.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 16 of 20

Motion carried.

### **Closed Session**

6:53 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21), to review the minutes of meetings lawfully closed under the Open Meetings Act.

### **Return to Open Session - Roll Call**

6:56 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; Mr. Tom Wright, Secretary; and Ms. Katie Greuel, Student Trustee.

**Trustees Absent:** None.

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

Trustee Walk moved and Trustee Storm seconded to approve the release of closed session minutes for sections 1, 2 and 3 of the May 10, 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. This recommendation is for the six-month review period since December 14, 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 Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Human Resources Report.**

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented.

Trustee Cadwell said the Resource and Development Committee met recently for an in-depth review of the recommendation included on the Human Resources Report to create a new faculty position – Counselor for Student Accommodations and Mental Health Initiatives. He said the Committee's consensus was to recommend approval of this new position and to modify Board Policy 05.02.04 - *Minimum Faculty Employment Requirements/Qualifications for the next agenda item.*

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 17 of 20

Trustee Cadwell motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report.

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

|                  |                                  |
|------------------|----------------------------------|
| Hurt, Bethany    | 5/29/21-7/9/21 then intermittent |
| Strohl, Randy    | 6/2/21-6/21 then intermittent    |
| Meek, Melanie    | 4/30/21-5/17/21                  |
| Stewart, Charles | 6/18/21-7/13/21                  |

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

Counselor for Student Accommodations and Mental Health Initiatives-Faculty

**Additional Appointments**

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

|                                 | <b>Position</b>                                    | <b>Effective Date</b> |
|---------------------------------|--|-----------------------|
| <b>Part-time</b>                |  |                       |
| Caldeira, Lara                  | Test Proctor                                       | 5/24/21               |
|                                 | Primary Position- Covid-19 Checkpoint Screener     |                       |
| Caldeira, Lara                  | Tutor - Student Disability Services                | 5/24/21               |
|                                 | Primary Position- Covid-19 Checkpoint Screener     |                       |
| Caldeira, Lara                  | Tutor - Student Learning Asst Center               | 5/24/21               |
|                                 | Primary Position- Covid-19 Checkpoint Screener     |                       |
| Caldeira, Lara                  | Tutor-Student Community Education                  | 5/24/21               |
|                                 | Primary Position- Covid-19 Checkpoint Screener     |                       |
| <b>Part-time - Grant Funded</b> |  |                       |
| Caldeira, Lara                  | Tutor-Student Carl Perkins                         | 5/24/21               |
|                                 | Primary Position- Covid-19 Checkpoint Screener     |                       |
| Kingery, Rachael                | Tutor - Perkins - Bachelor                         | 5/24/21               |
|                                 | Primary Position- Alternative Education Instructor |                       |
| Stoutin, Drew                   | Tutor-Student Carl Perkins                         | 4/12/21               |
|                                 | Primary Position-Tutor-Student Learning Asst       |                       |

**End Additional Appointments**

**The following employees are ending their additional appointment**

|                   | <b>Position</b>                        | <b>Effective Date</b> |
|-------------------|--|-----------------------|
| <b>Part-time</b>  |  |                       |
| Logan, Susan      | CNA Evaluator                          | 5/17/21               |
| Powers, Gregory   | CBI Non-credit Instructor              | 5/17/21               |
| Probst, Christina | CNA Evaluator                          | 5/17/21               |
| Rhine, Scott      | Center for Business and Industry Instr | 5/17/21               |

**New Hire-Employees**

**The following employees are recommended for hire**

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 18 of 20

|                               | <b>Position</b>                         | <b>Effective Date</b> |
|-------------------------------|---|-----------------------|
| <b>Full-time</b>              |   |                       |
| Arnold, Tera                  | Financial Aid Outreach Specialist       | 6/21/21               |
| Craig, Jessica                | Admissions Representative               | 7/01/21               |
| Keys, Austin                  | Infrastructure Analyst                  | 6/28/21               |
| <b>Full-time Grant Funded</b> |   |                       |
| Chism, Michael                | Associate Dean of Correctional Programs | 5/17/21               |
| Petropoulos, Bryttany         | Correctional Office Assistant           | 5/17/21               |
| Steaman, William              | Correctional Occupations Instructor     | 5/17/21               |
| <b>Part-time</b>              |   |                       |
| Due, Rachel                   | Bookstore Rush Worker                   | 5/10/21               |
| Goodner, Courtney             | Adjunct Faculty Business Division       | 5/10/21               |
| Kriesel, June                 | Adjunct Faculty Humanities Division     | 6/7/21                |
| Painter, Allie                | Admissions and Records Student Asst     | 5/17/21               |
| Souza, Hamilton               | Bookstore Rush Worker                   | 5/10/21               |
| Stremming, Morgan             | Dual Credit Coordinator                 | 4/21/21               |
| <b>Part-time Grant Funded</b> |   |                       |
| Rotert, Haley                 | Trio Destination College Intern         | 5/17/21               |

### Terminations/Resignations

The following employees are terminating employment

|                       | <b>Position</b>                             | <b>Effective Date</b> |
|-----------------------|---|-----------------------|
| <b>Full-time</b>      |   |                       |
| Davis, Andrew         | Correctional Custodial Maintenance Instr    | 5/7/21                |
| Hardwick, Don         | Groundskeeper                               | 4/4/21                |
| Kohnen, Alexis        | Correctional Remedial Bridge Instructor     | 5/14/21               |
| Parks, Steffani       | Student Services Specialist III             | 6/18/21               |
| Petropoulos, Bryttany | Correctional Office Assistant               | 5/19/21               |
| <b>Part-time</b>      |   |                       |
| Bloemer, Kaitlyn      | Admissions and Records Data Entry Assistant | 5/17/20               |
| Borries, Lisa         | Dual Credit Coordinator                     | 4/18/21               |
| Bruns, Maureen        | Library Assistant                           | 4/21/21               |
| Emerick, Cynthia      | Administrative Assistant Pana Ext Center    | 5/26/21               |
| Hall, James           | Digital Communications Specialist           | 5/14/21               |
| Keller, Tammela       | Dual Credit Coordinator                     | 5/16/21               |
| Kidd, Madelyn         | Newspaper Editor - Student Newspaper        | 5/16/21               |
| Loy, Cathy            | Dual Credit Coordinator                     | 5/17/20               |
| Meadows, Janet        | Proctor/Training Aid                        | 5/16/21               |
| Meier, Laura          | Dual Credit Instructor                      | 5/16/21               |
| Moon, Suhyun          | Chemistry Lab Student Assistant             | 5/16/21               |
| Moore, Breanna        | Newspaper Editor - Student Newspaper        | 5/2/21                |
| Reynolds, Makenzie    | Internship & Employment Coordinator         | 5/16/21               |

Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page 19 of 20

|                  |   |         |
|------------------|---|---------|
| Swim, Christina  | Dual Credit Instructor                  | 5/16/21 |
| Yealick, Sabrina | Tutor - BA - Learning Assistance Center | 5/17/20 |

### Transfers/Promotions

The following employee is recommended for a change in position

|                                 | Position   | Effective Date |
|---------------------------------|--|----------------|
| <b>Full-time - Grant Funded</b> |  |                |
| Alexander, Amber                | Associate Dean of Correctional Prog. IRCC<br>Transferring from Associate Dean of WICC  | 5/17/21        |
| <b>Part-time</b>                |  |                |
| Caldeira, Lara                  | Test Proctor<br>Transferring from Bookstore Rush Worker                                | 5/27/21        |
| Kilzer, Barbara                 | Ofc Assistant to Allied Health Programs<br>Transferring from Adj Faculty Allied Health | 5/17/21        |
| Wakefield, Rita                 | Adjunct Faculty Math and Science Division<br>Transferring from Dual Credit Instructor  | 5/27/21        |
| <b>Part-time- Grant Funded</b>  |  |                |
| Myers, Kendra                   | Adult Education Instructor<br>Transferring from Pathways Classroom Asst                | 5/6/21         |

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

### **Approval of Proposed Revisions to Board Policy 05.02.04 – Minimum Faculty Employment Requirements/Qualifications.**

Ms. Valerie Lynch, Interim Vice President for Student Services, requested the Board waive first reading and approve proposed revisions to the above-referenced policy. Trustees reviewed details of the proposed changes. Ms. Lynch reported the additions to this policy are needed following Board approval of the Human Resources Report that included creation of a new academic support (non-instructional) Faculty position titled Counselor for Student Accommodations and Mental Health Initiatives. She said the additions to Policy 05.02.04 will define the unique employment requirements/qualifications of the new faculty position.

Trustee Reynolds moved and Trustee Walk seconded to waive first reading and approve as presented proposed revisions to Board Policy 05.02.04 – *Minimum Faculty Employment Requirements/Qualifications.*

There was no further discussion.

Roll Call Vote:



Lake Land College Board of Trustees  
Minutes – June 14, 2021  
Page **20** of **20**

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright.  
No: None.  
Advisory Vote: Student Trustee Greuel voted yes.  
Absent: None.  
Motion carried.

**Other Business. (Non-action)**

There was no additional discussion.

**Adjournment.**

Trustee Cadwell moved and Trustee Storm seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:04 p.m.

There was no further discussion.  
Motion carried by unanimous voice vote.

Approved by:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

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



Special Meeting  
Board and Administration Center  
Room 011, Mattoon, IL  
June 30, 2021

**Minutes**

**Call to Order.**

Vice Chair Cadwell called the special meeting of the Lake Land College Board of Trustees to order at 1:00 p.m. in room 011 of the Board and Administration Center, Mattoon.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Vice Chair; Mr. Kevin Curtis; Mr. Dave Storm, Chair; \*Mr. Mike Sullivan, Chair; and Mr. Tom Wright, Secretary.

(\*Chair Sullivan entered the meeting at 1:39 p.m. and assumed leadership of the meeting at that time.)

**Trustees Absent:** Ms. Doris Reynolds, Ms. Denise Walk and Ms. Katherine Greuel, Student Trustee.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Seirra Laughunn, Administrative Assistant to the President's Office and members of the staff, community and media.

**Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

**Non-action Items:**

**Proposed FY 2022 Budget.**

Lake Land College Board of Trustees  
Minutes – June 30, 2021  
Page 2 of 4

President Bullock and Mr. Greg Nuxoll, Vice President for Business Services, provided highlights of the proposed FY 2022 Budget and comparisons to the FY 2021 Budget. Mr. Nuxoll explained the impact of the SURS pass-through, which the College is required by law to include in its accounting processes. Trustees learned the FY 2022 operating budget (Fund 1 and Fund 2) was being presented as a balanced budget with estimated income of \$55,908,537, and corresponding expenditures of this same amount. Trustees reviewed the proposed budget and learned the administration must display the proposed budget for public comment for at least 30 days prior to final approval by the Board. Thus, the administration will request final approval of the FY 2022 Budget during the regular Board meeting to be held Monday, August 9, 2021.

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

### **Action Items:**

#### **Approval of Contract with AFSCME.**

Trustees heard a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve a proposed three-year contract with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO for the period July 1, 2021, through June 30, 2024. Trustees reviewed the proposed contract and Ms. Wahls provided highlights of key changes from the expiring contract. She said the College's ability to renew its contract with the Illinois Department of Corrections (IDOC) for providing educational services to inmates is dependent upon the College's renewed contract with AFSCME. Ms. Wahls highlighted proposed benefit changes and pay increases for various AFSCME clerical and instructor positions associated with the correctional programs at 22 of the 23 facilities in which Lake Land provides educational services to inmates. Ms. Wahls said IDOC has given approval for the contract with AFSCME to provide salary raises for instructors of 5.0% for each year of the contract and a 6.0% increase for office assistants for each year of the contract. Dr. Bullock and Ms. Wahls noted the need for these increases given the expiring contract's minimal increases for each year within that period.

Trustees learned AFSCME had recently ratified the proposed contract. Dr. Bullock and Ms. Wahls answered various questions by Trustees regarding the proposed contract and the contractual services relationship between the College, IDOC and AFSCME.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the contract with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO for the period July 1, 2021 through June 30, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Storm and Wright.

No: None.

Lake Land College Board of Trustees  
 Minutes – June 30, 2021  
 Page 3 of 4

Advisory Vote: Student Trustee Greuel was absent.  
 Absent: Trustees Reynolds, Sullivan and Walk.  
 Motion carried.

**Approval of Contracts for Educational Services with Illinois Department of Corrections.**

Trustees heard a recommendation from Dr. Bullock to approve three proposed contracts with the Illinois Department of Corrections (IDOC) for the College's ongoing educational services for inmates at 23 of the state's correctional centers. Trustees reviewed the proposed contracts which were publicly posted to the Board of Trustees web page. Trustees learned two short-term (six-month) contracts were needed to ensure programs continue to operate at four facilities while Black Hawk Community College and Shawnee Community College each prepare to take over educational services at two IDOC facilities on January 1, 2022.

Dr. Bullock highlighted the negotiation process with IDOC and the values of the contracts, revenues, indirect costs, and the pass-through nature of contract for services with AFSCME. Dr. Bullock requested Board approval of the contracts because of the positive community benefit resulting from providing education services to inmates and the fact that the college earns some revenue to support overhead costs from the contracts.

Trustee Curtis moved and Trustee Storm seconded to approve as presented three proposed contracts with the Illinois Department of Corrections (IDOC) in which the College will provide educational services for IDOC at East Moline Correctional Center, Kewanee Life Skills Re-Entry Center, Shawnee Correctional Center, and Vienna Correctional Center for the period July 1, 2021, through December 31, 2021 and at Big Muddy Correctional Center, Decatur Correctional Center, Dixon Correctional Center, Graham Correctional Center, Hill Correctional Center, Illinois River Correctional Center, Jacksonville Correctional Center, Joliet Treatment Center, Lawrence Correctional Center, Lincoln Correctional Center, Logan Correctional Center, Murphysboro Life Skills Re-Entry Center, Pinckneyville Correctional Center, Robinson Correctional Center, Sheridan Correctional Center, Southwestern Correctional Center, Taylorville Correctional Center, Vandalia Correctional Center, and Western Correctional Center for the period July 1, 2021, through June 30, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Storm and Wright.

No: None.

Advisory Vote: Student Trustee Greuel was absent.

Absent: Trustees Reynolds, Sullivan and Walk.

Motion carried.

**Approval of Bid for HyFlex Classroom Solutions with Synapsis, Inc.**

Trustees heard a recommendation from Mr. Nuxoll that the Board accept the bid from SynapSIS, Inc. of Springfield, Illinois, to implement the Eagle Eye Director solutions (HyFlex

Lake Land College Board of Trustees  
 Minutes – June 30, 2021  
 Page 4 of 4

model) for at least 25 rooms, with a maximum total project cost not to exceed \$1,500,000. Trustees reviewed the bid response from Synapsis which was publicly posted to the Board of Trustees web page. Trustees learned Synapsis was the sole bid responder but that the College has successfully worked with Synapsis in the past to implement this type of solution for our dual credit courses as part of the Rural Education Delivery System (REDS) project which connects the College to five rural high school sites via high definition video and audio conferencing capabilities.

Mr. Nuxoll said the Eagle Eye Director by Polycom has people-tracking technology that automatically zooms in on the active speaker. He said this technology enables a student to fully participate in a course online if the student is not able to attend in person. Trustees learned Mr. Nuxoll, Mr. David Stewart, Chief Information Officer, and Mr. Jon Althaus, Vice President for Academic Services, collaborated to identify the most opportune rooms at the College to install this technology for both classrooms and conference rooms. Mr. Nuxoll highlighted the equipment and services included with the detailed bid received from Synapsis.

Trustee Cadwell moved and Trustee Curtis seconded to accept the bid from SynapSIS, Inc. of Springfield, Illinois, to implement the Eagle Eye Director solutions (HyFlex model) for at least 25 rooms, with a maximum total project cost not to exceed \$1,500,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel was absent.

Absent: Trustees Reynolds, and Walk.

Motion carried.

### **Adjournment.**

Trustee Storm moved and Trustee Curtis seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 1:45 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
 Board Chair

\_\_\_\_\_  
 Board Secretary



# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Valerie Lynch, Interim Vice President for Student Services  
**DATE:** June 24, 2021  
**RE:** 2020-2021 Athletic Accomplishments

---

It is my pleasure to present the attached information shared by Mr. Bill Jackson, Director of Athletics, highlighting the success of our Lake Land College student athletes during the 2020-2021 academic year.

The many accomplishments of our athletes reflect the outstanding young men and women who participate in athletics at Lake Land college, the strong commitment of our coaches and athletics staff to focus on student success both in the classroom and in their sport, and the contributions of faculty and staff across the College who support students in learning and accomplishing their goals.

I would like to thank the coaches, faculty, and staff for their contributions to the success of our athletes and to congratulate all of the athletes for a great year!

Lake Land College  
ATHLETIC DEPARTMENT HONORS 2020-2021

Academic Report

2021 NJCAA Academic Team (must have a team GPA of 3.00 or higher):

Softball, Volleyball, Women's Basketball, Baseball

2021 NJCAA All-Academic First Team (athlete with 24 credit hours with 4.00 GPA):

Isaiah May (Men's Basketball)  
Olivia Niemerg (Women's Basketball)  
Harley Barry (Women's Basketball)  
Kamaria Gant (Women's Basketball)  
Elizabeth Buescher (Women's Basketball)  
Rachel Kaufman (Softball)  
McKenzee Davee (Softball)  
Bryan Belo (Baseball)  
Keegan Garis (Baseball)  
Caleb Hurst (Baseball)  
Jacob Spitz (Baseball)  
Kelsi Geltz (Volleyball)

2021 NJCAA All-Academic Second Team (athlete with 24 credit hours with 3.80-3.99 GPA):

Karrington Krabel (Women's Basketball)  
Shania Schoonover (Women's Basketball)  
Kyrsten Darrough (Softball)  
Wes Harrell (Baseball)  
Isiah Hart (Baseball)  
Ryan Janssen (Baseball)  
Paul Thoele (Baseball)  
Lara Caldeira (Volleyball)

2021 NJCAA All-Academic Third Team (athlete with 24 credit hours with 3.60-3.79 GPA):

Abigayle Weis (Women's Basketball)  
Josie Orris (Women's Basketball)  
Klara Cejkova-Klaci (Softball)  
Harley Mason (Softball)  
Carson Cole (Softball)  
Michael Aragon (Baseball)  
Marc Babicz (Baseball)  
Keegan Brady (Baseball)  
Oliver Dunn (Baseball)  
Dylan Guy (Baseball)  
Brock Minor (Baseball)  
Andrew Morlen (Baseball)  
Jackson Nichols (Baseball)  
Caleb Slater (Baseball)  
Jacob Walker (Baseball)  
Malorie Craig (Volleyball)  
Abby Kallis (Volleyball)

Accumulative GPA of all of our athletes (118) for the 2020-2021 academic year: 3.25

By Sport:           Women's Basketball – 3.62  
                           Baseball – 3.44  
                           Softball – 3.39  
                           Volleyball – 3.04  
                           Men's Basketball – 2.53  
                           Cheer – 2.61

Total number of athletes achieving a 3.0 or higher GPA for the 2020-2021 academic year: 77 of 118

By sport:           Softball (17 of 20)  
                           Baseball (38 of 45)  
                           Women's Basketball (12 of 13)  
                           Volleyball (5 of 13)  
                           Men's Basketball (3 of 15)  
                           Cheer (2 of 12)

### Athletic Sports Honors

Season Records

By Sport:           Softball – 52/10  
                           Women's Basketball – 25/2  
                           Men's Basketball – 6/14  
                           Volleyball – 11/12  
                           Baseball – 27/28

### Volleyball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division One All-Region 24: Caroline DeSouza (1<sup>st</sup>)  
 Great Rivers Athletic Conference All-Conference Team: Caroline DeSouza, Morgan Parsons

### Women's Basketball

Team Honors

NJCAA Academic Team  
 Finished 2<sup>nd</sup> in the GRAC  
 Region 24 Champion  
 Central District A Champion  
 Seeded Number 2 at the National Tournament  
 National Champion

Individual Honors and Awards

Coach Johnson Named Illinois Basketball Coaches Association Co-Coach of the year  
 NJCAA Division Two All American: Kamaria Gant (2<sup>nd</sup>)  
 NJCAA Division Two National Tournament All-Tournament Team: Kamaria Gant, Tresior Newson



NJCAA Division Two National Tournament MVP: Harley Barry  
NJCAA Division Two All-Region 24: Abby Wies, Kamaria  
NJCAA Division Two District A Coach of the year: Coach Johnson  
NJCAA Division Two Women's Basketball Coach of the year: Coach Johnson  
Great Rivers Athletic Conference All-Conference: Kamaria Gant, Abby Wies

### Men's Basketball

Team Honors  
N/A

Individual Honors and Awards  
NJCAA Division One All-Region 24: Everett Stubblefield  
Great Rivers Athletic Conference All-Conference: Everett Stubblefield

### Softball

Team Honors  
NJCAA Academic Team  
Great Rivers Athletic Conference Champion  
Region 24 Runner-up

Individual Honors and Awards  
Great Rivers Athletic Conference Team: Kaitlyn Scheitler (1<sup>st</sup>), Marama Makea (1<sup>st</sup>), Tyanna Graber (1<sup>st</sup>), Klara Cejkova-Klaci (2<sup>nd</sup>)  
Great Rivers Athletic Conference Player of the Year: Racheal Kaufman  
NJCAA Division One All-Region 24: Rachel Kaufman (1<sup>st</sup>), Tyanna Graber (1<sup>st</sup>), Marama Makea (1<sup>st</sup>), Carson Cole (1<sup>st</sup>), Kaitlyn Scheitler (1<sup>st</sup>), Klara Cejkova-Klaci (2<sup>nd</sup>), Claire Maulding (2<sup>nd</sup>), Kyrsten Darrough (2<sup>nd</sup>)  
NJCAA Division One All-Region 24 Tournament Team: Tyanna Graber, Rachel Kaufman, Kaitlyn Scheitler, Liz Titus  
Great Rivers Athletic Conference Coach of the Year: Coach Nelson  
NJCAA Division One All American: Rachel Kaufman (3<sup>rd</sup>)

### Baseball

Team Honors  
NJCAA Academic Team

Individual Honors and Awards  
N/A

Lakers Moving On*Baseball*

Cole Paphlam – University of New Orleans  
 Kolby Pemberson – Mckendree University  
 Jackson Nichols – Eastern Illinois University  
 Ryan Drayer – McKendree University  
 Andrew Morlan – Delta State University  
 Will Roman – McPherson University  
 Isiah Hart – Purdue Fort Wayne  
 Bryce Lohman – Illinois Wesleyan College  
 Jacob Hammer – Hannibal LaGrange College  
 Wes Harrell – University of Illinois (Academic)  
 Paul Thoele – Eastern Illinois University (Academic)  
 Dylan Guy – Eastern Illinois University (Academic)  
 Caleb Slater – University of Wisconsin Whitewater (Academic)  
 Andrew Erickson – US Army

*Volleyball*

Caroline DeSouza – Park University  
 Morgan Parsons – Dominican University

*Men's Basketball*

Isiah May – Central Methodist University  
 Christian Kapongoo – Queens University (NY)  
 Clint Weber – Southern Illinois University Edwardsville (Academic)

*Softball*

Rachel Kaufman – Eastern Illinois University  
 Carson Cole – Eastern Illinois University  
 Marama Makea – Eastern Illinois University  
 Kyrsten Darrrough – Campbell University  
 Tyanna Graber – Ball State University  
 Taylor Warne – Purdue Fort Wayne  
 Harley Mason – Taylor University  
 Dee Campbell- Concordia University  
 Mackenzie Davee – Eastern Illinois University (Academic)  
 Macy Clark – Eastern Illinois University (Academic)

*Women's Basketball*

Abbigale Wies – Maryville State University  
 Kamaria Gant – Harris Stowe University  
 Harley Barry – Eastern Illinois University (Academic)  
 Elizabeth Buescher – Eastern Illinois University (Academic)  
 Shaina Schoonover – Illinois State University (Academic)  
 Josie Orris – University of Illinois (Academic)  
 Jaelynn Riggleman – Lake Land College Dental Hygiene Program



# MEMO

**TO:** Board of Trustees

**FROM:** Dr. Josh Bullock, President

**DATE:** July 5, 2021

**RE:** Deletion of Board Policy 02.13 – *Executive Secretary*.

---

I respectfully request the Lake Land College Board of Trustees delete Board Policy 02.13 – *Executive Secretary*. Adopted in 1998, this Policy no longer aligns with the current organizational structure for staff within the Office of the President department who provide various administrative support for the Board of Trustees, Board Chair and Board Secretary. Additionally, job descriptions for Office of the President staff detail the various responsibilities for administratively supporting the Board of Trustees.

I submit this request as first reading. It will be brought to the Board for approval during the August 2021 regular Board meeting.

**02.13**

### **Executive Secretary**

~~The Executive Secretary to the Board of Trustees shall be the Senior Executive to the President of the College. The Executive Secretary to the Board of Trustees will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and Secretary in the performance of their duties. In addition, he/she will perform the necessary clerical duties for the Board of Trustees, to include but not be limited to preparing materials and resolutions and receiving petitions for Board of Trustees elections, entering correspondence, filing, maintaining historical records, maintaining the Board Policy Manual, issuing announcements of meetings, preparing resolutions, making travel arrangements, and contacting Board members concerning meetings. He/she is expected to attend all meetings of the Board of Trustees, take minutes of the proceedings, and ensure said minutes are appropriately certified according to the latest edition of Robert's Rules of Order and the Open Meetings Act. In addition, the Executive Secretary to the Board of Trustees will attend other Board meetings or committee meetings called.~~

---

Adopted November 9, 1998  
Revised July 14, 2003  
Revised April 14, 2014  
Revised August 11, 2014  
Revised May 27, 2015  
Revised December 10, 2018  
[Policy Deleted](#)

### Calendar of Events

|                                   |  |
|-----------------------------------|--|
| Fridays, May 21 – August 13, 2021 | Energy Savings Summer Hours. College is Closed on Fridays.   |
| Monday, July 12, 2021             | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, August 5, 2021          | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, August 9, 2021            | 5 p.m. – Board Dinner – Kluthe Center, Room 219<br>6 p.m. – Board Meeting – Kluthe Center, Room 220  |
| Thursday, September 9, 2021       | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, September 13, 2021        | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Friday, September 17, 2021        | Foundation Golf Classic  |
| Thursday, October 7, 2021         | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, October 11, 2021          | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, November 4, 2021        | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, November 8, 2021          | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, December 9, 2021        | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, December 13, 2021         | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, January 6, 2022         | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |

|                             |  |
|-----------------------------|--|
| Monday, January 10, 2022    | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, February 10, 2022 | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, February 14, 2022   | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, March 10, 2022    | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, March 14, 2022      | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, April 7, 2022     | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, April 11, 2022      | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, May 5, 2022       | Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, May 9, 2022         | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |



## MEMO

TO: Jon Althaus  
Vice President of Academic Services

FROM: Lisa Madlem  
Director of Academic Support and Assessment

DATE: June 15<sup>th</sup>, 2021

RE: FY 2021 ICCB Program Review Report

As required by the Illinois Community College Board (ICCB), Lake Land College completes an annual review of programs on a rotational basis and submits a mandatory detailed report to them. Below is a complete list of programs reviewed this year. I respectfully request Board of Trustee approval for this year's report at the July meeting.

### PROGRAMS REVIEWED

| Degree                                | Program   |
|---------------------------------------|---|
| Associate in Applied Science          | Diesel & Ag Power Technology                      |
| Associate in Applied Science          | John Deere Ag Technology                          |
| Associate in Applied Science          | Child & Family Services                           |
| Associate in Applied Science          | Early Childhood Care & Education                  |
| Associate in Applied Science          | Paraprofessional Educator                         |
| Associate in Applied Science          | Human Services                                    |
| Associate in Applied Science          | Automotive Technology                             |
| Certificate                           | Diesel & Ag Power Technology                      |
| Certificate                           | Nanny Child Care Provider                         |
| Certificate                           | Paraprofessional Educator                         |
| Certificate                           | Automotive Mechanic                               |
| NDP                                   | Commercial Truck Driving                          |
| DOC Certificate                       | Basic Automotive Certificate I                    |
| DOC NDP                               | Basic Automotive Certificate II                   |
| DOC Certificate                       | Automotive Body Repair                            |
| Academic Discipline Review            | Social and Behavioral Sciences                    |
| Cross-Disciplinary Instruction        | Vocational Skills                                 |
| Student and Academic Support Services | Business Services, Athletics & Student Activities |



# MEMO

TO: Dr. Josh Bullock, President

FROM: Mr. Greg Nuxoll, Vice President for Business Services

DATE: June 30, 2021

RE: May 2021 Financial Statement Summary

---

Outlined below are the budgetary variances of note for the month of May for Fiscal Year 2021.

#### *Areas of Concern:*

- We are comfortable that we do not have any significant budgetary areas of concern through May 2021 of FY2021. We continue to closely monitor the impact of the COVID-19 Pandemic situation along with the impact of the Illinois State Budget issues on our financials in all respects and will keep the Board informed as developments arise in the future.

#### *Overall Variances:*

- *Revenue* – Total May 2021 revenue was \$1,011,518 resulting in an unfavorable variance of \$147,282 compared to the budgeted level. Year to date, total revenue is favorable to budget by \$830,209.
- *Expenditures* – Total May 2021 expenditures were \$2,850,060 resulting in an overall unfavorable variance of \$865,123. Year to date, expenditures remain favorable overall by \$3,252,777 attributable from favorable variance in nearly all budgetary line items.

#### *Revenue Variances:*

- *Local Sources* – A monthly favorable variance exists of \$89,882 while the year to date variance is favorable to the amount of \$870,187. With only one month left in the fiscal year, we expect local source variance to remain positive compared to budget for the remainder of the fiscal year.
- *ICCB Credit Hour Grant* – We received \$232,072 in credit hour grant payments in May 2021 resulting in an unfavorable monthly variance of \$143,908. Year to date, this area is favorable by \$118,982. Any variances are timing related as we typically receive a larger payment in the first month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.



- *ICCB Equalization Grant* – We received \$526,013 in equalization payments in May 2021 resulting in an unfavorable monthly variance of \$15,811. The ICCB Equalization Grant revenue is unfavorable to budget by \$173,920 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year-end.
- *Tuition & Fees* – May 2021 had an unfavorable variance for tuition of \$564 and a favorable variance in fees in the amount of \$14,575. Year to date, there is a favorable variance for tuition of \$935,362 and an unfavorable variance for fees of \$280,484. The variance in tuition revenue is attributable to enrollment exceeding budgeted enrollment levels. The fees revenue variances to budget is unfavorable YTD due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is unfavorable \$39,792 month to date and an unfavorable year to date variance of \$440,682. The variances are unfavorable mainly due to the fact that we have only received approximately 50% of CTE grant revenue for the year thus far. The variance should improve once CTE grant revenue is received through the year.
- *Other Revenue* – Other revenue is unfavorable by \$52,791 month to date and unfavorable by \$265,712 year to date. The year to date variances are unfavorable due to reduced CBI and CDL offerings during the summer due to the COVID-19 pandemic.
- *Gifts in Kind* – Gifts in Kind revenue is favorable by \$66,476 year to date.

#### *Expenditure Variances:*

- *Salary & Wages (overall)* – Overall, the salary and wage lines had an unfavorable variance in May 2021 of \$695,272. Year to date the salary and wage area remains favorable by \$1,977,054. The YTD favorable variance is expected to remain favorable for the year as due to the pandemic and lower enrollment the College did not hire as many adjunct professors and paid less overload pay to full-time faculty. Also, a few positions were not filled due to the pandemic and a few positions were filled at a lower rate of pay.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in May 2021 in the amount of \$184,265. Year to date this area is unfavorable by \$27,914.
- *Instructional* – The Instructional expenditures had an unfavorable variance in May 2021 of \$593,066. There is a favorable variance of \$1,541,126 for the year. The YTD variance is mainly attributable to favorable variances in salary and wages in the amount of \$1,226,123 along with favorable variances in all nearly all other line items.
- *Academic Support* – The Academic Support expenditures had an unfavorable variance in May 2021 of \$33,343. Year to date, the Academic Support expenditures are favorable by \$118,323.

- *Student Services* – The Student Services expenditures had an unfavorable variance in May 2021 of \$132,417. Year to date, the Student Service expenditures are favorable by \$19,922.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable May 2021 variance of \$4,243. Year to date, this area is favorable by \$210,262.
- *Operations & Maintenance* – The Operations and Maintenance had a favorable May 2021 variance in the amount of \$3,751. Year to date, this area is favorable by \$198,841.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable May 2021 variance of \$104,018. Year to date, the Institutional Support expenditures are favorable to budget by \$1,824,334 with the most significant favorable budget line items of \$504,670 in salary and wages, \$394,063 in general material and supplies and \$343,792 in strategic initiatives.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for May 2021 of \$1,787. Year to date, this area is unfavorable by \$660,031. The unfavorable variance is attributable significantly due to the College providing more athletic scholarships to international athletes than anticipated in FY 2021.

Please do not hesitate to contact me if you have any questions or need any further clarification on any of these items or have others you would like to discuss.

| Current Month                       | Current Month Budget | Variance           |   | Current YTD Actual | Current YTD Budget | Current YTD Budget Variance | % Current YTD Budget Variance | Previous YTD      | FY20 Final Audited Numbers | FY21 Annual Budget |
|-------------------------------------|----------------------|--------------------|---|--------------------|--------------------|-----------------------------|-------------------------------|-------------------|----------------------------|--------------------|
| <b>Revenues:</b>                    |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 167,189                             | 77,307               | 89,882             | Local Sources   | 9,440,275          | 8,570,088          | 870,187                     | 10.15%                        | 9,313,723         | 9,305,514                  | 8,570,088          |
| 232,072                             | 375,980              | (143,908)          | ICCB Credit Hour Grant                                      | 4,254,767          | 4,135,785          | 118,982                     | 2.88%                         | 4,266,500         | 4,667,809                  | 4,511,765          |
| 526,013                             | 541,824              | (15,811)           | ICCB Equalization Grant                                     | 5,786,141          | 5,960,061          | (173,920)                   | -2.92%                        | 3,816,590         | 5,724,884                  | 6,501,885          |
| -                                   | 39,792               | (39,792)           | Other State Sources   | 570,084            | 1,010,765          | (440,682)                   | -43.60%                       | 631,970           | 923,289                    | 1,154,556          |
| -                                   | -                    | -                  | Tech Refresh  | -                  | -                  | -                           | 0.00%                         | 2,500,000         | 5,000,000                  | -                  |
| -                                   | (564)                | 564                | Tuition   | 8,279,087          | 7,343,725          | 935,362                     | 12.74%                        | 9,040,542         | 9,039,170                  | 7,343,725          |
| 24,208                              | 9,634                | 14,575             | Fees  | 3,640,986          | 3,921,470          | (280,484)                   | -7.15%                        | 4,064,414         | 4,008,140                  | 2,978,135          |
| -                                   | -                    | -                  | Bond Proceeds   | -                  | -                  | -                           | 0.00%                         | 2,500,000         | -                          | -                  |
| 62,035                              | 114,826              | (52,791)           | Other Revenue   | 947,316            | 1,213,028          | (265,712)                   | -21.90%                       | 1,134,447         | 1,138,950                  | 2,184,722          |
| -                                   | -                    | -                  | Gift in Kind  | 66,476             | -                  | 66,476                      | 0.00%                         | 71,361            | 247,756                    | -                  |
| <b>1,011,518</b>                    | <b>1,158,799</b>     | <b>(147,282)</b>   | <b>Total Revenues</b>                                       | <b>32,985,131</b>  | <b>32,154,922</b>  | <b>830,209</b>              | <b>(0)</b>                    | <b>37,339,547</b> | <b>40,055,512</b>          | <b>33,244,876</b>  |
| <b>Expenditures:</b>                |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| <b>Instructional</b>                |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 1,111,501                           | 660,664              | (450,837)          | Salary and Wages  | 10,051,721         | 11,277,844         | 1,226,123                   | 10.87%                        | 10,819,972        | 10,757,199                 | 11,688,485         |
| 250,127                             | 183,652              | (66,475)           | Employee Benefits   | 1,892,970          | 1,948,905          | 55,935                      | 2.87%                         | 1,969,158         | 2,138,916                  | 2,199,206          |
| 75,738                              | 28,790               | (46,948)           | Contractual Services  | 323,282            | 402,515            | 79,233                      | 19.68%                        | 242,482           | 277,574                    | 402,535            |
| 48,894                              | 29,661               | (19,234)           | General Materials and Supplies                              | 365,128            | 511,300            | 146,172                     | 28.59%                        | 397,995           | 451,099                    | 514,753            |
| 4,857                               | 6,417                | (1,560)            | Travel and Meeting Expenses                                 | 9,754              | 83,128             | 73,374                      | 88.27%                        | 42,838            | 41,879                     | 106,122            |
| 17,468                              | 5,125                | (12,343)           | Fixed Charges   | 45,884             | 48,875             | 2,991                       | 6.12%                         | 33,756            | 43,558                     | 48,875             |
| 189                                 | 1,400                | (1,211)            | Capital Outlay  | 13,673             | 29,545             | 15,872                      | 53.72%                        | 256               | 72,644                     | 36,644             |
| -                                   | -                    | -                  | Other Expenditures  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                  | Gift in Kind  | 58,573             | -                  | (58,573)                    | 0.00%                         | 71,361            | -                          | -                  |
| <b>1,508,774</b>                    | <b>915,708</b>       | <b>(593,066)</b>   | <b>Total Instructional</b>                                  | <b>12,760,986</b>  | <b>14,302,113</b>  | <b>1,541,126</b>            | <b>10.78%</b>                 | <b>13,577,818</b> | <b>13,782,870</b>          | <b>14,996,620</b>  |
| <b>Academic Support</b>             |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 54,289                              | 33,647               | (20,642)           | Salary and Wages  | 508,222            | 551,238            | 43,016                      | 7.80%                         | 524,273           | 544,875                    | 435,063            |
| 15,010                              | 13,293               | (1,717)            | Employee Benefits   | 118,607            | 142,442            | 23,836                      | 16.73%                        | 118,404           | 129,602                    | 85,203             |
| -                                   | 1,000                | 1,000              | Contractual Services  | -                  | 1,500              | 1,500                       | 100.00%                       | -                 | -                          | 1,500              |
| 14,725                              | 1,658                | (13,067)           | General Materials and Supplies                              | 188,696            | 204,658            | 15,962                      | 7.80%                         | 172,674           | 175,255                    | 203,866            |
| 44                                  | 1,127                | 1,083              | Travel and Meeting Expenses                                 | 1,358              | 35,123             | 33,765                      | 96.13%                        | 17,618            | 17,728                     | 8,800              |
| -                                   | -                    | -                  | Fixed Charges   | 4,555              | 4,800              | 245                         | 5.10%                         | 4,514             | 4,514                      | 4,800              |
| -                                   | -                    | -                  | Capital Outlay  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                  | Gift in Kind  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| <b>84,069</b>                       | <b>50,725</b>        | <b>(33,343)</b>    | <b>Total Academic Support</b>                               | <b>821,438</b>     | <b>939,761</b>     | <b>118,323</b>              | <b>12.59%</b>                 | <b>837,483</b>    | <b>871,974</b>             | <b>739,232</b>     |
| <b>Student Services</b>             |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 187,359                             | 105,113              | (82,246)           | Salary and Wages  | 1,536,510          | 1,559,418          | 22,908                      | 1.47%                         | 1,431,957         | 1,473,911                  | 1,673,994          |
| 52,528                              | 34,365               | (18,163)           | Employee Benefits   | 397,509            | 368,232            | (29,277)                    | -7.95%                        | 380,345           | 416,305                    | 402,597            |
| -                                   | -                    | -                  | Contractual Services  | 12,142             | 9,322              | (2,820)                     | -30.25%                       | 11,230            | 11,230                     | 9,322              |
| 10,335                              | 3,971                | (6,364)            | General Materials and Supplies                              | 54,579             | 80,098             | 25,519                      | 31.86%                        | 68,398            | 74,530                     | 81,609             |
| 27,023                              | 1,380                | (25,643)           | Travel and Meeting Expenses                                 | 36,437             | 38,030             | 1,592                       | 4.19%                         | 37,190            | 39,895                     | 39,830             |
| -                                   | -                    | -                  | Other Expenditures  | 5,500              | 7,500              | 2,000                       | 0.00%                         | 9,000             | 9,000                      | 7,500              |
| <b>277,246</b>                      | <b>144,829</b>       | <b>(132,417)</b>   | <b>Total Student Services</b>                               | <b>2,042,677</b>   | <b>2,062,598</b>   | <b>19,922</b>               | <b>0.97%</b>                  | <b>1,938,119</b>  | <b>2,024,871</b>           | <b>2,214,852</b>   |
| <b>Public Service/Cont Ed</b>       |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 33,351                              | 34,233               | 882                | Salary and Wages  | 263,486            | 399,796            | 136,310                     | 34.09%                        | 322,707           | 346,272                    | 446,255            |
| 6,100                               | 4,936                | (1,164)            | Employee Benefits   | 48,422             | 52,892             | 4,470                       | 8.45%                         | 60,410            | 64,839                     | 57,828             |
| 503                                 | 2,000                | 1,497              | Contractual Services  | 15,064             | 28,000             | 12,936                      | 46.20%                        | 33,947            | 34,267                     | 34,000             |
| 11,205                              | 5,419                | (5,786)            | General Materials and Supplies                              | 35,892             | 88,948             | 53,057                      | 59.65%                        | 50,684            | 53,790                     | 93,409             |
| 90                                  | 368                  | 278                | Travel and Meeting Expenses                                 | 1,463              | 4,423              | 2,960                       | 66.92%                        | 3,184             | 3,232                      | 4,887              |
| 12,478                              | 12,528               | 50                 | Fixed Charges   | 138,658            | 139,188            | 530                         | 0.38%                         | 139,401           | 151,928                    | 151,965            |
| -                                   | -                    | -                  | Capital Outlay  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                  | Other   | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                  | GIK   | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| <b>63,727</b>                       | <b>59,484</b>        | <b>(4,243)</b>     | <b>Total Public Service/ Cont Ed</b>                        | <b>502,985</b>     | <b>713,247</b>     | <b>210,262</b>              | <b>29.48%</b>                 | <b>610,333</b>    | <b>654,328</b>             | <b>788,344</b>     |
| <b>Operations &amp; Maintenance</b> |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 104,852                             | 75,304               | (29,548)           | Salary and Wages  | 835,415            | 879,443            | 44,028                      | 5.01%                         | 886,402           | 957,440                    | 981,641            |
| 42,281                              | 28,287               | (13,994)           | Employee Benefits   | 306,437            | 305,103            | (1,334)                     | -0.44%                        | 295,374           | 321,840                    | 333,390            |
| 14,600                              | 7,872                | (6,728)            | Contractual Services  | 253,156            | 230,804            | (22,352)                    | -9.68%                        | 262,497           | 298,129                    | 256,570            |
| 8,083                               | 32,333               | 24,250             | General Materials and Supplies                              | 126,518            | 175,290            | 48,772                      | 27.82%                        | 147,335           | 165,973                    | 207,900            |
| -                                   | -                    | -                  | Travel and Meeting Expenses                                 | -                  | 1,250              | 1,250                       | 100.00%                       | 34                | 693                        | 1,250              |
| 12,826                              | 9,930                | (2,896)            | Fixed Charges   | 153,567            | 114,230            | (39,337)                    | -34.44%                       | 159,102           | 244,614                    | 124,160            |
| 81,482                              | 114,150              | 32,668             | Utilities   | 1,018,436          | 1,145,275          | 126,839                     | 11.07%                        | 919,684           | 996,732                    | 1,278,583          |
| -                                   | -                    | -                  | Capital Outlay  | 24,893             | 15,000             | (9,893)                     | -65.95%                       | 1,336,730         | 1,336,730                  | 15,000             |
| -                                   | -                    | -                  | Contingency Funds   | 6,228              | 65,000             | 58,772                      | 0.00%                         | 16,955            | 16,955                     | 65,000             |
| -                                   | -                    | -                  | Gift In Kind  | 7,903              | -                  | (7,903)                     | 100.00%                       | -                 | -                          | -                  |
| <b>264,124</b>                      | <b>267,875</b>       | <b>3,751</b>       | <b>Total Operation and Maint</b>                            | <b>2,732,553</b>   | <b>2,931,394</b>   | <b>198,841</b>              | <b>1</b>                      | <b>4,024,113</b>  | <b>4,339,107</b>           | <b>3,263,494</b>   |
| <b>Institutional Support</b>        |                      |                    |   |                    |                    |                             |                               |                   |                            |                    |
| 375,059                             | 262,178              | (112,881)          | Salary and Wages  | 2,642,883          | 3,147,552          | 504,670                     | 16.03%                        | 2,894,798         | 3,512,385                  | 3,503,366          |
| 123,844                             | 41,091               | (82,752)           | Employee Benefits   | 860,148            | 778,606            | (81,543)                    | -10.47%                       | 1,032,517         | 987,518                    | 1,315,695          |
| 33,310                              | 203,348              | 170,038            | Contractual Services  | 564,092            | 783,271            | 219,179                     | 27.98%                        | 614,047           | 724,639                    | 803,404            |
| 77,125                              | 36,232               | (40,894)           | General Materials and Supplies                              | 728,655            | 1,122,718          | 394,063                     | 35.10%                        | 1,008,308         | 3,557,702                  | 1,137,624          |
| 1,956                               | 2,791                | 835                | Travel and Meeting Expenses                                 | 20,447             | 82,174             | 61,727                      | 75.12%                        | 34,501            | 45,271                     | 91,495             |
| 478                                 | 575                  | 97                 | Fixed Charges   | 201,618            | 216,575            | 14,957                      | 6.91%                         | 209,061           | 210,476                    | 217,150            |
| -                                   | -                    | -                  | Capital Outlay  | 23,709             | 36,616             | 12,907                      | 35.25%                        | 3,477             | 53,583                     | 36,616             |
| 22,353                              | 100                  | (22,253)           | Contingency Funds   | 327,890            | 501,935            | 174,045                     | 34.67%                        | 150,542           | 599,828                    | 96,256             |
| -                                   | -                    | -                  | Other   | 448,963            | 629,500            | 180,537                     | 0.00%                         | 3,266,343         | 813,293                    | 1,139,032          |
| -                                   | -                    | -                  | Tech refresh  | -                  | -                  | -                           | 0.00%                         | 2,489,057         | 2,489,057                  | -                  |
| 16,208                              | -                    | (16,208)           | Strategic Initiatives                                       | 16,208             | 360,000            | 343,792                     | 95.50%                        | 250,452           | 287,749                    | 360,000            |
| -                                   | -                    | -                  | COVID Expenses  | -                  | -                  | -                           | 0.00%                         | 123,342           | 133,666                    | -                  |
| <b>650,334</b>                      | <b>546,315</b>       | <b>(104,018)</b>   | <b>Total Institutional Support</b>                          | <b>5,834,612</b>   | <b>7,658,947</b>   | <b>1,824,334</b>            | <b>3</b>                      | <b>12,076,446</b> | <b>13,415,168</b>          | <b>8,700,638</b>   |
| 1,787                               | -                    | (1,787)            | Scholarships, grants, waivers                               | 660,031            | -                  | (660,031)                   | 0.00%                         | 752,442           | 751,995                    | 1,133,567          |
| <b>2,850,060</b>                    | <b>1,984,937</b>     | <b>(865,123)</b>   | <b>Total Expenditures</b>                                   | <b>25,355,283</b>  | <b>28,608,060</b>  | <b>3,252,777</b>            | <b>11.37%</b>                 | <b>33,816,753</b> | <b>35,840,312</b>          | <b>31,836,747</b>  |
| <b>(1,838,542)</b>                  | <b>(826,138)</b>     | <b>(1,012,404)</b> | <b>Revenue Less Expenditures</b>                            | <b>7,629,848</b>   | <b>3,546,862</b>   | <b>4,082,986</b>            | <b>(1)</b>                    | <b>3,522,794</b>  | <b>4,215,199</b>           | <b>1,408,129</b>   |
| 428                                 | 117,344              | 116,916            | Transfers Out:  | 599,980            | 1,290,784          | 690,804                     | 53.52%                        | 659,977           | 2,164,607                  | 1,408,129          |
| <b>(1,838,970)</b>                  | <b>(943,482)</b>     | <b>(1,129,320)</b> | <b>Excess of Revenues over Expenditures &amp; Transfers</b> | <b>7,029,869</b>   | <b>2,256,078</b>   | <b>3,392,182</b>            | <b>(1)</b>                    | <b>2,862,817</b>  | <b>2,050,593</b>           | <b>-</b>           |
| <b>(1,838,542)</b>                  | <b>(826,138)</b>     | <b>(1,012,404)</b> |   | <b>7,629,848</b>   | <b>3,546,862</b>   | <b>4,082,986</b>            |                               |                   |                            |                    |
| 428                                 | 117,344              | (116,916)          |   | 599,980            | 1,290,784          | (690,804)                   |                               |                   |                            |                    |
| (1,838,114)                         | (708,794)            | (1,129,320)        |   | 8,229,828          | 4,837,646          | 3,392,182                   |                               |                   |                            |                    |

| <b>Current Month</b> | <b>Current Month</b> | <b>Variance</b>     |                                | <b>Current YTD</b>   | <b>Current YTD</b>   | <b>Current YTD</b>     |
|----------------------|----------------------|---------------------|--------------------------------|----------------------|----------------------|------------------------|
|                      | <b>Budget</b>        |                     |                                | <b>Actual</b>        | <b>Budget</b>        | <b>Budget Variance</b> |
| 1,866,411.39         | 1,171,139.79         | (695,271.60)        | Salary and Wages               | 15,838,237.03        | 17,815,290.56        | 1,977,053.53           |
| 489,889.57           | 305,624.37           | (184,265.20)        | Employee Benefits              | 3,624,093.13         | 3,596,179.44         | (27,913.69)            |
| 124,150.98           | 243,009.81           | 118,858.83          | Contractual Services           | 1,167,736.25         | 1,455,412.69         | 287,676.44             |
| 170,368.62           | 109,273.38           | (61,095.24)         | General Materials and Supplies | 1,499,467.73         | 2,183,011.57         | 683,543.84             |
| 33,969.62            | 12,082.46            | (21,887.16)         | Travel and Meeting Expenses    | 69,460.08            | 244,127.67           | 174,667.59             |
| 43,250.07            | 28,157.51            | (15,092.56)         | Fixed Charges                  | 544,281.99           | 523,667.61           | (20,614.38)            |
| 81,482.39            | 114,149.99           | 32,667.60           | Utilities                      | 1,018,435.72         | 1,145,274.86         | 126,839.14             |
| 189.02               | 1,400.00             | 1,210.98            | Capital Outlay                 | 62,275.51            | 81,160.64            | 18,885.13              |
| 22,353.43            | 100.00               | (22,253.43)         | Contingency Funds              | 327,889.60           | 501,934.84           | 174,045.24             |
| -                    | -                    | -                   | Other Expenditures             | 454,462.49           | 637,000.00           | 182,537.51             |
| <b>2,832,065.09</b>  | <b>1,984,937.31</b>  | <b>(847,127.78)</b> | <b>Total</b>                   | <b>24,606,339.53</b> | <b>28,183,059.88</b> | <b>3,576,720.35</b>    |

## Lake Land College

### FY2021 Salary, Wage & Benefits Detail

| <b>Salary &amp; Wages</b>        | <b>Year to Date</b> |                     |                    | <b>FY2020 Budgeted</b> | <b>FY20 Projections</b> |                     |                     |
|----------------------------------|---------------------|---------------------|--------------------|------------------------|-------------------------|---------------------|---------------------|
|                                  | <b>Actual</b>       | <b>Budgeted</b>     | <b>Variance</b>    |                        | <b>Projected Actual</b> | <b>Budgeted</b>     | <b>Variance</b>     |
| Salary and Wages - Instructional | \$10,051,721        | \$11,277,844        | \$1,226,123        | \$11,688,485           |                         | \$11,688,485        | \$11,688,485        |
| Salary and Wages - Acad. Support | \$508,222           | \$551,238           | \$43,016           | \$435,063              |                         | \$435,063           | \$435,063           |
| Salary and Wages - Stud. Svcs    | \$1,536,510         | \$1,559,418         | \$22,908           | \$1,673,994            |                         | \$1,673,994         | \$1,673,994         |
| Salary and Wages - Public Svc.   | \$263,486           | \$399,796           | \$136,310          | \$446,255              |                         | \$446,255           | \$446,255           |
| Salary and Wages - Maintenance   | \$835,415           | \$879,443           | \$44,028           | \$981,641              |                         | \$981,641           | \$981,641           |
| Salary and Wages - Inst. Support | \$2,642,883         | \$3,147,552         | \$504,670          | \$3,503,366            |                         | \$3,503,366         | \$3,503,366         |
| <b>Total Salary and Wages</b>    | <b>\$15,838,237</b> | <b>\$17,815,291</b> | <b>\$1,977,054</b> | <b>\$18,728,804</b>    | <b>\$0</b>              | <b>\$18,728,804</b> | <b>\$18,728,804</b> |

| <b>Employee Benefits</b>          | <b>Year to Date</b> |                    |                   | <b>FY2020 Budgeted</b> | <b>FY20 Projections</b> |                    |                    |
|-----------------------------------|---------------------|--------------------|-------------------|------------------------|-------------------------|--------------------|--------------------|
|                                   | <b>Actual</b>       | <b>Budgeted</b>    | <b>Variance</b>   |                        | <b>Projected Actual</b> | <b>Budgeted</b>    | <b>Variance</b>    |
| Employee Benefits - Instructional | \$1,892,970         | \$1,948,905        | \$55,935          | \$2,199,206            |                         | \$2,199,206        | \$2,199,206        |
| Employee Benefits - Acad. Support | \$118,607           | \$142,442          | \$23,836          | \$85,203               |                         | \$85,203           | \$85,203           |
| Employee Benefits - Stud. Svcs    | \$397,509           | \$368,232          | (\$29,277)        | \$402,597              |                         | \$402,597          | \$402,597          |
| Employee Benefits - Public Svc.   | \$48,422            | \$52,892           | \$4,470           | \$57,828               |                         | \$57,828           | \$57,828           |
| Employee Benefits - Maintenance   | \$306,437           | \$305,103          | (\$1,334)         | \$333,390              |                         | \$333,390          | \$333,390          |
| Employee Benefits - Inst. Support | \$860,148           | \$778,606          | (\$81,543)        | \$1,315,695            |                         | \$1,315,695        | \$1,315,695        |
| <b>Total Employee Benefits</b>    | <b>\$3,624,093</b>  | <b>\$3,596,179</b> | <b>(\$27,914)</b> | <b>\$4,393,919</b>     | <b>\$0</b>              | <b>\$4,393,919</b> | <b>\$4,393,919</b> |



# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: June 30, 2021

RE: Approval to Allow a Controlled Burn of the old College Police Department Building

---

In 2019, the Lake Land College Police Department moved its operations from the farmhouse south of campus to the remodeled Luther Student Center. Since the Police Department moved out of the farmhouse, the house has remained vacant only holding some college records and IT related equipment. The farmhouse would need significant renovations and improvement to become a viable College facility.

Rather than incur significant renovations costs, I propose that the College work directly with the Mattoon Fire Department (MFD) to conduct a controlled burn of the farmhouse at an appropriate time in the fall of 2021.

The College has met preliminary with the MFD and they indicate the house would be ideal for a controlled burn and would be an excellent training tool for firefighters from Mattoon and surrounding areas. Should approval be granted, the College would work directly with MFD to file all of the appropriate EPA and state paperwork along with working through all the other precautions of a controlled burn, such as disconnecting electric and gas, removal of propane tanks and removal of building contents and carpet.

Once the burn is complete, the College would need to finish the demolition of the building and plan for potential future use of the land, possibly becoming the location for another storage facility on campus.

I respectfully ask the Board of Trustees to approve the allowance of a controlled burn of the old College Police Department Building.



# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: July 6, 2021

RE: Use of Tech Refresh Bond Proceeds for Dell Compellent Replication SAN

---

The College has approximately \$471,558 of Tech Refresh bond proceeds remaining from the 2017, 2018 and 2020 bond issuances.

The College is in need of upgrading our technology infrastructure. The current Dell Compellent storage unit that we replicate all server and staff/student desktops to is having hardware failures. In addition, the unit is no longer under warranty. Without another supported unit, we are at a higher risk of having volumes lost if the data center experiences a catastrophic event; which, would cause outages for every server, service, and desktops access, including students and staff.

During the last tech refresh, in October of 2019, we purchased new Storage Units (SANs) to support the staff/student desktops. Because of the constraints on the budget, instead of purchasing additional SAN storage for replication, we decided to use our old unit for this purpose in the hopes that it would be able to sustain the backup functions we needed until our next tech refresh, which, if the cycle remains unchanged, would be in fiscal year, 2024 (calendar year 2023). Unfortunately, this unit is now failing and needs replaced.

The purchase of this unit from Dell Technologies would cost \$53,178. The new unit will have extended support for the next 5 years and allow us to replicate all of our current Dell storage (currently, two units for Lake Land and one DOC unit). With the ability to replicate, we more readily ensure an easier recovery of data if a catastrophic event occurs in the main data center. I am recommending the Dell Compellent because other solutions require us to install additional software, service, and hardware versus a direct Dell-to-Dell solution.

With Dell Compellent Replication SAN deemed computer equipment, the purchase would be exempt from our normal bidding policy for items in excess of \$25,000.

I respectfully ask the Board to approve the use of remaining Tech Refresh Bond Proceeds for the purchase of a Dell Compellent Replication SAN to continue the upgrade of the College's technology infrastructure.

# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President

**From:** Greg Nuxoll, Vice President for Business Services

**Date:** July 6, 2021

**Re:** Approval of Bid for Preventive Maintenance and Air Filter Replacement

---

Preventive maintenance is an important part of facilities management, and is essential for the continued performance and safety of the college's heating, air-conditioning and ventilation equipment, and helps to improve equipment life and avoid unplanned maintenance costs.

Changing air filters provides several benefits in addition to maintaining healthy air quality, such as extending the life of the HVAC units, and helping to keep energy costs down.

The College recently solicited bids for Preventive Maintenance and Air Filter Replacement. Work will include cleaning of equipment, providing and installation of filters, parts, fittings, and any other accessories required to provide complete Mechanical Equipment Preventive Maintenance and Air Filter Replacement for the college HVAC systems.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of two bids were received. Below is a listing of the bids that were received:

| <u>Name</u>                                  | <u>Total Bid</u> |
|--|------------------|
| Entec Services<br>Peoria, Illinois           | \$43,275         |
| Sycamore Engineering<br>Terre Haute, Indiana | \$64,938         |

Based on the bids received, it is my recommendation that we award this bid to Entec Services of Peoria, Illinois, for the Preventive Maintenance and Air Filter Replacement.

Please do not hesitate to contact me if you have any questions or need any further clarification.



# LAKE LAND COLLEGE BID TABULATION

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Preventive Maintenance & Air Filter  
Replacement Bid Tab  
Project No. 2021-007  
BID DATE: July 6, 2021 - 2:00 PM

| CONTRACTOR                                   | Total Bid    |  |  |  |  |  |
|--|--------------|--|--|--|--|--|
| Entec Services<br>Peoria, Illinois           | \$ 43,275.00 |  |  |  |  |  |
| Sycamore Engineering<br>Terre Haute, Indiana | \$ 64,938.00 |  |  |  |  |  |
|  |              |  |  |  |  |  |
|  |              |  |  |  |  |  |
|  |              |  |  |  |  |  |
|  |              |  |  |  |  |  |
|  |              |  |  |  |  |  |
|  |              |  |  |  |  |  |

# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President

**From:** Greg Nuxoll, Vice President for Business Services

**Date:** July 6, 2021

**Re:** Approval of Bid for Student Laptops

---

The HEERF governmental funds were distributed to Colleges to enhance remote learning for our students. With HEERF funds, the College has decided to offer laptops to our students that can be checked out from the College much like a library book at the library. With this initial purchase, the College plans to purchase 300 new laptops and we will assess each semester the correct number of laptops to keep in stock to meet student demand. The ISS team will prepare the laptops so all laptops are prepped and set up the same for ease of processing when distributing laptops to students. The College is looking into best approaches to also provide an all hours help desk to answer any specific questions when using the laptops for school purposes.

The College recently solicited bids for 300 new Student Laptops.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of six bids were received. Below is a listing of the bids that were received:

| <u>Name</u>  | <u>Total Bid</u>   |
|--|--|
| Dell Marketing, L.P.<br>Round Rock, Texas                              | \$268,905 (Option #1-No Deployment)<br>\$275,655 (Option #2-Basic Deployment)<br>\$279,705 (Option #3-Basic Deployment w/ Imaging)<br>\$2,793.50 (Optional Help Desk Solution #1)<br>\$2,038.50 (Optional Help Desk Solution #2) |
| Advanced Micro Systems, Inc.<br>DBA Deviceland<br>Torrance, California | \$274,650  |
| Howard Technology Solutions<br>Laurel, Mississippi                     | \$357,900  |
| Mvation Worldwide, Inc.<br>Glen Cove, New York                         | \$323,475  |

## Approval of Bid for Student Laptops

Page 2

|  |           |
|--|-----------|
| Taza Supplies LLC<br>DBA Tiles in Style<br>South Holland, Illinois | \$322,590 |
|--|-----------|

|  |  |
|--|--|
| Netradez, Inc.<br>Schaumburg, Illinois | \$328,217 <b>(Did not meet specifications, arrived after due date)</b> |
|--|--|

Based on the bids received, it is my recommendation that we award this bid to Dell Marketing, L.P., of Round Rock, Texas, with Option #1-No Deployment for the Student Laptops.

Please do not hesitate to contact me if you have any questions or need any further clarification.

**LAKE LAND  
COLLEGE  
BID TABULATION**

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Student Laptops Bid Tab  
Project No. 2021-008  
BID DATE: July 6, 2021 - 2:30 PM

| CONTRACTOR  | Total Bid  |  |  |  |  |  |
|---|------------|--|--|--|--|--|
| Dell Marketing, L.P. - Option #1-No Deployment<br>Round Rock, Texas               | \$268,905  |  |  |  |  |  |
| Dell Marketing, L.P. - Option #2-Basic Deployment<br>Round Rock, Texas            | \$275,655  |  |  |  |  |  |
| Dell Marketing, L.P. - Option #3-Basic Deployment w/ Imaging<br>Round Rock, Texas | \$279,705  |  |  |  |  |  |
| Dell Marketing, L.P.-Optional Help Desk Solution #1<br>Round Rock, Texas          | \$2,793.50 |  |  |  |  |  |
| Dell Marketing, L.P. - Optional Help Desk Solution #2<br>Round Rock, Texas        | \$2,038.50 |  |  |  |  |  |
| Advanced Micro Systems, Inc., DBA Deviceland<br>Torrance, California              | \$274,650  |  |  |  |  |  |
| Howard Technology Solutions<br>Laurel, Mississippi                                | \$357,900  |  |  |  |  |  |
| Mvation Worldwide, Inc.<br>Glen Cove, New York                                    | \$323,475  |  |  |  |  |  |
| Taza Supplies LLC DBA Tiles in Style<br>South Holland, Illinois                   | \$322,590  |  |  |  |  |  |
| Netradez, Inc.*<br>Schaumburg, Illinois   | \$328,217  |  |  |  |  |  |
|   |            |  |  |  |  |  |

\*Did not meet specifications, arrived after bid due date

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
DATE July 12, 2021**

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

|                    |                 |
|--------------------|-----------------|
| Scott, Garry       | 6/10/21-7/2/21  |
| Stanley, Cornelius | 5/23/21-6/1/21  |
| Onigkeit, Justin   | 6/29/21-7/14/21 |

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

Adult Education Transition Coordinator, Level 13  
Foundation Awards & Corporate Relations Coordinator, Level 13

**Additional Appointments**

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

|                        | <b>Position</b>  | <b>Effective Date</b> |
|------------------------|--|-----------------------|
| <b>Part-time</b>       |  |                       |
| Bartley, Ashley        | Fitness Center Specialist<br>Primary Position- Athletic Trainer Extend               | 6/8/21                |
| Borries, Christa       | Adjunct Faculty Social Science Division<br>Primary Position- Human Srvs Clinical Sup | 6/14/21               |
| Van De List, Elizabeth | Ofc Assistant to Allied Health Programs<br>Primary Position- Kluthe Test Proctor     | 7/6/21                |

**End Additional Appointments**

**The following employees are ending their additional appointment**

|                   | <b>Position</b>                      | <b>Effective Date</b> |
|-------------------|--------------------------------------|-----------------------|
| <b>Part-time</b>  |                                      |                       |
| Duduit, Lucas     | Tutor - Student Learning Asst Center | 6/21/21               |
| Duduit, Lucas     | Tutor-Disability Services            | 6/21/21               |
| Duduit, Lucas     | Tutor-Student Community              | 6/21/21               |
| First, Carol      | IDOC CPR Instructor                  | 6/30/21               |
| Miller, Michelle  | IDOC CPR Instructor                  | 6/30/21               |
| Prather, Patty    | IDOC CPR Instructor                  | 6/30/21               |
| Satterfield, Ryan | Tutor-Disability Services – Bachelor | 6/16/21               |
| Satterfield, Ryan | Tutor - Bachelor's Degree            | 6/16/21               |
| Satterfield, Ryan | Tutor-Learning Assistance Center     | 6/16/21               |

**New Hire-Employees**

**The following employees are recommended for hire**

|                  | <b>Position</b>                            | <b>Effective Date</b> |
|------------------|--|-----------------------|
| <b>Full-Time</b> |  |                       |
| Donaldson, Lynne | Student Services Specialist III-Admissions | 07/19/21              |
| Short, Todd      | Police Officer                             | 07/26/21              |

**Part-time**

|               |                            |         |
|---------------|----------------------------|---------|
| King, Jessy   | Part-Time Groundskeeper    | 6/21/21 |
| Richars, Kate | College Advancement Intern | 7/1/21  |

**Terminations/Resignations**

**The following employees are terminating employment**

|                  | <b>Position</b>                           | <b>Effective Date</b> |
|------------------|---|-----------------------|
| <b>Full-time</b> |   |                       |
| Dannells, Devin  | Correctional Food Service Instructor      | 6/30/21               |
| Elsey, Bonnie    | Correctional Career Technology Instructor | 7/1/21                |
| Feldkamp, Darren | Police Officer                            | 7/1/21                |
| Koester, Olivia  | Admissions Representative                 | 6/30/21               |
| Wenthe, George   | Correctional Construction Occ Instructor  | 6/30/21               |
| White, Christina | College Nurse                             | 6/30/21               |

**Part-time**

|                         |                                      |          |
|-------------------------|--------------------------------------|----------|
| Adams, Carl             | IDOC CPR Instructor                  | 6/30/21  |
| Branch, William         | IDOC CPR Instructor                  | 6/30/21  |
| Cejkova-Kolaci, Klara   | Covid-19 Checkpoint Screener         | 5/16/21  |
| Cole, Carson            | Covid-19 Checkpoint Screener         | 5/16/21  |
| Darrough, Kyrsten       | Covid-19 Checkpoint Screener         | 5/16/21  |
| Ehlers, Todd            | IDOC CPR Instructor                  | 6/30/21  |
| Elliott, Timothy        | IDOC CPR Instructor                  | 6/30/21  |
| First, Carol            | IDOC CPR Instructor                  | 6/30/21  |
| Guyer, Ashtin           | Peer to Peer Assistant - Agriculture | 5/5/21   |
| Hardy, Michael          | IDOC CPR Instructor                  | 6/30/21  |
| Harmon-Mckenzie, Leslie | IDOC CPR Instructor                  | 6/30/21  |
| Hayes, Donald           | IDOC CPR Instructor                  | 6/30/21  |
| Herring, Charles        | IDOC CPR Instructor                  | 6/30/21  |
| Hilliard, Antwonette    | IDOC CPR Instructor                  | 6/30/21  |
| Holdman, Mathew         | IDOC CPR Instructor                  | 6/30/21  |
| Johnson, Cheryl         | IDOC CPR Instructor                  | 6/30/21  |
| Johnson, Noah           | IDOC CPR Instructor                  | 6/30/21  |
| Kaufman, Rachel         | Covid-19 Checkpoint Screener         | 5/16/21  |
| Kerner, Connie          | IDOC CPR Instructor                  | 6/30/21  |
| Key, Joanna             | Tutor With Bachelor Degree           | 5/2/21   |
| Layton, Brononica       | College Work Study - Math/Science    | 11/15/20 |
| Lehman, Justin          | IDOC CPR Instructor                  | 6/30/21  |
| Mason, Harley           | Covid-19 Checkpoint Screener         | 5/16/21  |
| Maulding, Claire        | Covid-19 Checkpoint Screener         | 5/16/21  |

|                    |                                     |         |
|--------------------|-------------------------------------|---------|
| Maxey, Kelly       | IDOC CPR Instructor                 | 6/30/21 |
| Miller, Janet      | IDOC CPR Instructor                 | 6/30/21 |
| Miller, Michelle   | IDOC CPR Instructor                 | 6/30/21 |
| Poleon, Ashley     | IDOC CPR Instructor                 | 6/30/21 |
| Potts, Tonya       | IDOC CPR Instructor                 | 6/30/21 |
| Prather, Patty     | IDOC CPR Instructor                 | 6/30/21 |
| Pratt, Sue         | IDOC CPR Instructor                 | 6/30/21 |
| Sapp, Jordan       | Covid-19 Checkpoint Screener        | 5/16/21 |
| Satterfield, Ryan  | Adjunct Faculty Technology Division | 5/16/21 |
| Scheitler, Kaitlyn | Covid-19 Checkpoint Screener        | 2/7/21  |
| Schlattman, David  | IDOC CPR Instructor                 | 6/30/21 |
| Shamblin, Donald   | IDOC CPR Instructor                 | 6/30/21 |
| Smith, Chandler    | College Work Study - Humanities     | 11/1/20 |
| Smith, Steve       | IDOC CPR Instructor                 | 6/30/21 |
| Stokes, William    | IDOC CPR Instructor                 | 6/30/21 |
| Thompson, Benjamin | IDOC CPR Instructor                 | 6/30/21 |
| Till, Robert       | IDOC CPR Instructor                 | 6/30/21 |
| Waller, Logan      | College Work Study Radio TV         | 2/7/21  |
| Wilson, Veronica   | IDOC CPR Instructor                 | 6/30/21 |

### **Transfers/Promotions**

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

|                                | <b>Position</b>   | <b>Effective Date</b> |
|--------------------------------|---|-----------------------|
| <b>Full-time</b>               |   |                       |
| Knebel, Ty                     | Correctional Auto Body Instructor-GRA<br>Transferring from Welding Instructor-VCC | 6/15/21               |
| Rothe, Justy                   | Associate Dean of Correctional Pro-VCC<br>Transferring from Associate Dean-GRA    | 7/5/21                |
| Ruholl, Katelyn                | Nursing Instructor<br>Transferring from Simulation Lab Coordinator                | 08/20/21              |
| <b>Part-time- Grant Funded</b> |   |                       |
| Myers, Kendra                  | Adult Education Instructor<br>Transferring from Pathways Classroom Asst           | 6/15/2021             |