

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



Regular Board Meeting No. 688  
Board and Administration Center, Room 011  
Mattoon, IL  
April 8, 2024

**Minutes**

**Call to Order.**

Chair Cadwell called the April 8, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:**

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly, Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Ms. Denise Walk, Mr. Thomas Wright, Vice-Chair; and Student Trustee Ms. Jackie Schertz.

**Trustees Absent:**

None.

**Others Participating via Telephonic or Electronic Means:**

None.

**Others Present:**

Dr. Jonathan Bullock, President; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of March 11, 2024, Regular Meeting.
2. Approval of Minutes of March 11, 2024, Closed Session.
3. Approval of Agenda of April 8, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	569,052.00
Building Fund	\$	31,828.63
Site & Construction Fund	\$	36,045.40
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	86,562.22
Restricted Purposes Fund	\$	409,648.04
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	16,729.72
Student Accts Receivables	\$	356,295.88
Total	\$	1,506,161.89

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

5. Destruction of Tape Recording of the October 10, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

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

There were no public comments.

### **Adjournment Sine Die.**

Trustee Reynolds moved and Trustee Walk seconded to adjourn sine die at 6:03 p.m. to conduct the annual organizational meeting.

**Motion carried by unanimous voice vote.**

## **Organization of the Board**

### **Call to Order and Appointment of Secretary Pro Tem.**

Chair Cadwell called the meeting to order at 6:03 p.m. and appointed Trustee Storm to act as Secretary Pro Tem.

### **Roll Call.**

Trustees Present: Mr. Gary Cadwell, Mr. Kevin Curtis, Mr. Larry D. Lilly, Ms. Doris Reynolds, Mr. Dave Storm, Ms. Denise Walk, Mr. Tom Wright and Student Trustee Jackie Schertz.  
Members Absent: None.

### **Election of Chairperson Pro Tem.**

Trustee Curtis nominated Trustee Cadwell to act as Chairperson Pro Tem. Trustee Wright seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed.

Chairman Pro Tem asked for a roll call vote on the motion to appoint Trustee Cadwell as the Chairperson Pro Tem.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Election of Secretary Pro Tem.**

Trustee Wright nominated Trustee Storm to act as Secretary Pro Tem. Trustee Curtis seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed.

Chairman Pro Tem Cadwell asked for a roll call vote on the motion to appoint Trustee Storm as the Secretary Pro Tem.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

Election of Board Chair and Length of Term.

Trustee Curtis nominated Trustee Cadwell to serve as Chair of the Board for a period of one year. Trustee Walk seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Cadwell as the Board Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

Election of Board Vice-Chair and Length of Term.

Trustee Reynolds nominated Trustee Wright to serve as Vice Chair of the Board for a period of one year. Trustee Curtis seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Wright as Board Vice Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

Election of Board Secretary and Length of Term.

Trustee Walk nominated Trustee Storm to serve as Secretary of the Board for a period of one year. Trustee Wright seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Storm as the Board Secretary for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

6:06 p.m. - The new officers took their seats, and Chair Cadwell took responsibility for the meeting.

**Approval of Resolution No. 0424-016 – Appointment of College Treasurer and Approval of Surety Bonds.**

Trustee Reynolds motioned and Trustee Walk seconded to Approve Resolution No. 0424-016 as presented to appoint Ms. Jean Anne Highland, Chief of Staff, as College Treasurer and approve the related Surety Bonds. 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, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

**Approval of Resolution No. 0424-017 Authorizing College Treasurer to Act as College Fiscal Agent.**

Trustee Wright motioned and Trustee Walk seconded to Approve Resolution No. 0424-017 as presented to authorize the Treasurer to act as the College's fiscal agent. 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, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

## **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Walk said April is Community College Month and the ICCTA Board meeting is Wednesday, May 1 and Lobby Day is Thursday, May 2.

### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Finance.**

Trustee Storm, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Buildings & Site.**

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Foundation.**

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

- The Employee Giving Campaign kicks off this month, encouraging all employees to participate. The campaign will highlight The Impact of 5 ways to make a meaningful impact, but employees are welcome to support any area/fund.
- Foundation board members will be touring the newly renovated Neal Hall following the next quarterly board meeting on April 22, 2024.
- We're excited to partner with the Book Store this year. Graduates will receive Lake Land College Foundation & Alumni tote bags during the week they pick up their cap and gown.
- A new donor portal is being released this month to all donors with annual and endowed scholarships. Donors can now find information on their scholarship recipients online through the scholarship software.

### **Student Report**

Ms. Jacqueline Schertz, Student Trustee, said on February 21, 2024, student life celebrated black history month with a themed trivia game. On Wednesday, March 13, the Student Activity

Board (SAB) hosted the advising pizza party where students were able to learn more about advising as well as check in with the advisors on the next steps. She said the final day to fill out the intent to graduate was on March 15 and the following week voting took place which we have brought to the Board to approve as an agenda item later this evening. Ms. Schertz said the Student Government Association (SGA) was able to take care of student requests for a microwave in the west building break room. On Wednesday students were able to stop by Luther Student Center to vote or prove that they already have voted for a sweet treat. She said it was fun seeing the campaign posters around campus that week. She also said there was a club contest taking place for the Laker food pantry contest where clubs had different boxes and the Broadcasting club won, earning \$50 for their club. On March 27 the SAB event was free cookies and crafts advertising for the spring art show taking place on April 24 and last Wednesday we hosted our club luncheon where Robert Morse, our Vice President of SGA presented, followed by the disability visibility panel. Students had the opportunity to hear from Laker students and employees living with both visible and invisible disabilities. During SGA's meeting we approved a new club and that makes three new clubs this year. During the solar eclipse earlier today, the student life office was able to pass out 400 solar glasses to our students! She said advocacy day is April 18 and SGA members are planning to represent our college and speak with politicians in Springfield. We are also hosting our April Blood drive on the 18 through the American Red Cross. She said the club carnival is in May and we are still looking for volunteers to brave the dunk tank. She said if anyone feels so inclined, we would be more than excited to put your name down!

## **President's Report.**

Dr. Bullock gave the following updates:

- The College did not receive a payment from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) in March toward the FY 2024 outstanding balance. A total of \$934,277 remains outstanding for IDOC and \$142,671 remains outstanding for IDJJ.
- In March, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260 and equalization of \$587,861. A total of \$1.5 million remains outstanding for credit hour reimbursement, \$1.6 million for equalization.
- The College received \$4,186 in property tax payments in March.
- Finally, the College will be observing summer hours of operation for energy savings beginning on Friday, May 17.

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

### **Quarterly Investment Report.**

Mr. Gary Swearingen from SC3F Wealth management Group (formerly Wells Fargo Advisors) presented during the meeting and summarized key data in the Quarterly Investment Report for the period ending March 31, 2024. Each trustee received a copy of the report.

## **Acknowledgement of Community College Month.**

Chair Cadwell provided a statement on behalf of the Board of Trustees regarding national Community College Month this April and Governor Pritzker's recent proclamation for the state's acknowledgement. The Governor's proclamation was included in the Board Book and highlighted the valuable role community colleges provide in Illinois.

## **Faculty Focus on Advancing Student Success – Farm Report.**

Mr. Christian Kessler, Agronomy Instructor/Farm Manager, highlighted the Farm Report.

## **Updates from Students with Phi Theta Kappa (PTK).**

PTK Students Tasha Carter and Brianna Sexton, highlighted their PTK initiatives for the academic year 2023-2024.

## **Phi Theta Kappa All-Illinois Academic Team Nominees.**

Ms. Highland announced that two students, Ms. Natasha Carter and Ms. Brianna Nichols, were nominated and recognized as members of the All-Illinois Community College Academic Team.

## **Spring 2024 Commencement.**

Dr. Bullock invited Trustees to participate in the Spring 2024 Commencement ceremony at 6:00 p.m. on Friday, May 10, 2024, in the Field House.

## **Curriculum Committee Update.**

Dr. Bullock presented an update on activities by the Curriculum Committee from October 2023 to March 2024.

## **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted two upcoming events, the Commencement ceremonies to be held Friday, May 10, 2024, and the Board of Trustees retreat to be held Wednesday, May 22, 2024. He said that Mr. Jim Reed, ICCTA Executive Director, will be attending to help facilitate the retreat and foster discussions for effective board governance.



## **Action Items.**

### **Acceptance of February 2024 Financial Statements.**

Trustees reviewed the February 2024 Financial Statements and heard from Trustee Storm who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Walk seconded to approve as presented the February 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Declaration of Surplus Item(s) or Equipment.**

Dr. Bullock requested the Board declare as surplus the blades and Nacelle that have been removed from the South Wind Turbine. He reported that even though these items were removed from the South Wind Turbine several years ago the College had to keep the items since they were partially purchased with Community Based Job-Training (CBJT) grant funds from the U.S. Department of Labor. He said the CBJT grant required us to wait 10 years after the conclusion of the grant prior to disposing of any equipment and the CBJT grant ended in 2013 so we are now able to surplus these parts.

Trustee Lilly moved and Trustee Wright seconded to declare as surplus the blades and Nacelle that have been removed from the South Wind Turbine 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, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Certification of Student Trustee and Sophomore Student Government Association Election Results.**

Trustees heard a request from Ms. Highland to accept the above-referenced election results and seat the newly elected student trustee, Ms. Abbie Rose Kelly of Windsor.

Trustee Reynolds moved and Trustee Curtis seconded to certify as presented the 2024 winners of the sophomore SGA delegate's election, the student trustee election and seat Ms. Abbie Rose Kelly as the 2024-2025 student trustee effective April 15, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of New Student Club – the Swiftie Nation Club.**

Trustees reviewed a request from Ms. Lisa Shumard-Shelton, Director of Student Life, requesting the Board approve a new student club – the Swiftie Nation Club. Trustees received the proposed student club constitution which has been approved by Dr. Valerie Lynch, Vice President for Student Services, the student Judicial Committee and the full board of the Lake Land College Student Government Association (SGA). In a memo provided by Ms. Shumard-Shelton she reported the following:

- The purpose of this club is to give Taylor Swift fans a place to gather and discuss theories, songs, albums and to analyze lyrics as well as share their passion for the music of Taylor Swift. Any currently enrolled student may join.
- This club is open to any current Lake Land College student who wishes to join.
- The full-time Faculty/Staff Co-Advisors are Andy Cougill, Librarian and Nichole Ogilvie, Athletic Trainer.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the request for a new student club- The Swiftie Nation Club.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Proposed Revisions to Board Policy 05.04.04 – Work Week.**

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 05.05.04 – *Work Week*. Trustees reviewed details of the proposed revisions. Dr. Bullock said the College launched a pilot Flex Work / Remote Work program in the summer of 2022. He said that Ms. Dustha Wahls, Director of Human Resources, reported that as we near the end of the pilot program we are seeking to add language to Board Policy 05.04.04 to codify this as a College program and no longer in the pilot phase.

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 05.04.04 – *Work Week*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Revised Academic Calendars.**

Trustees heard a presentation from Dr. Bullock, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve revised academic calendars for 2026-2027. Trustees reviewed a memo from Dr. Lynch reporting that due to an oversight, the 2026-2027 calendar did not include the College being closed on Monday, July 5, 2027, for Independence Day. Dr. Bullock said the proposed, revised academic calendars also adjust the dates for the end of the summer term to allow for the proper number of instructional days.

Dr. Bullock reported that the recommended calendars comply with requirements established in Board Policies 06.03 *Academic Calendar* and 05.20 *Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the collective bargaining agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Lilly moved and Trustee Wright seconded to approve as presented the academic calendars for 2026-2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Purchase of Master Tool Kits for EV Maintenance and Repair Training from Snap On Industrial.**

Dr. Bullock recommended the Board approve the purchase of three master tool kits from Snap On Industrial at a total cost of \$37,202.25 for use by the Technology Division to train students in the electric vehicle (EV) maintenance and repair. Trustees reviewed the quote received from Snap On for the price of one EV Cart Original Maintenance Tool Kit.

Dr. Bullock said the Board accepted the ICCB Rev Up EV grant earlier this year, and funds from this grant will be used for this purchase. Additionally, during the March 2024 regular meeting the Board approved the purchase of tool kits from Snap On. He said after participating in training on the products, Automotive instructor Mr. Brian Madlem determined that what he had initially requested were not the best items to utilize in the classroom. Mr. Madlem requested instead of the kits approved by the Board for purchase in March 2024, the automotive technology program would like to purchase three different master tool kits from Snap On tools at a total cost of \$37,202.25.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of three EV Cart Original Maintenance Master Tool Kits from Snap On Industrial at a total cost of \$37,202.25 for use by the Technology Division to train students in the electric vehicle (EV) maintenance and repair, and rescind the Board's March 11, 2024 approval of the purchase of different EV training tool kits from Snap On at a cost of \$26,882.64.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Purchase of Dynamometer for Use in the John Deere Tech Program.**

Dr. Bullock recommended the Board approve the purchase of a dynamometer from AW Dynamometer, Inc. of Pontiac, Illinois, at a total cost of \$36,820, for use by the John Deere Tech program. Trustees reviewed quotes from two separate vendors and AW Dynamometer submitted the lowest quote.

Dr. Bullock noted that funds received from the FY 2024 Ullrich Grant will be used for this purchase and a formal bid was not necessary due to this being a specific item to work within the other John Deere equipment in this program.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the purchase of a dynamometer from AW Dynamometer, Inc. of Pontiac, Illinois, at a total cost of \$36,820, for use by the John Deere Tech program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Bid for Cardiac Monitor.**

Dr. Bullock presented a request to the Board from Ms. Jasmine Ballard, Emergency Medical Services Coordinator, that the Board approve the bid from ZOLL Medical Corporation of Chelmsford, Massachusetts, in the amount of \$51,482.18, for the purchase of a cardiac monitor to be used by the Emergency Medical Services program. Trustees received the bid sheet detailing two bids received. Dr. Bullock noted that although ZOLL did not submit the lowest bid, they were the only vendor submitting a bid according to our specifications, including providing a CPR Case Review monitoring system that provides real time corrective feedback for improved learning. He said that additionally, ZOLL provides a four-year warranty for their product whereas the other bidder, Stryker Sales, only offered a 90-day warranty.

Dr. Bullock said that funds received from the PATH grant will be utilized for this purchase.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the bid from ZOLL Medical Corporation of Chelmsford, Massachusetts, in the amount of \$51,482.18, for the purchase of a cardiac monitor to be used by the Emergency Medical Services program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Bid for Flooring Replacement for Various Rooms in the Field House and Northwest Buildings.**

Dr. Bullock presented a request to the Board from Mr. Jeremy Moore, Facilities Planning Manager, that the Board award the bid from TSI Commercial Floor Covering Inc. of Champaign, in the amount of \$76,485, for the base bid and alternative bid for the Northwest Building and Field House flooring replacement project. Trustees received a copy of the bid sheet detailing TSI Commercial Floor Covering submitting the lowest of two received bids. Dr. Bullock said this project involves the replacement of flooring

located in the commons area and seven classrooms in the Northwest Building and one classroom in the Field House.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from TSI Commercial Floor Covering Inc. of Champaign, in the amount of \$76,485, for the base bid and alternative bid for the Northwest Building and Field House flooring replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of New One-Year Agreement and Purchase of Tableau to Expand the Data Visualization Tool.**

Ms. Jean Anne Highland, Chief of Staff, recommended the Board approve a one-year purchase agreement with Tableau, a Salesforce Company, in the amount of \$64,338, to enhance our current dashboard or data visualization tool. Trustees received a document detailing the various pricing proposals for the software tool renewal and the proposed agreement from Tableau.

Ms. Highland reported that the College's current agreement with Tableau expires June 25, 2024, and provides for a Tableau server, three creators, five explorers, 100 viewers and data management. She also reported that if we renewed the agreement at the existing license level the total cost would be \$23,247.

She said that as Ms. Lisa Cole, Director of Data Analytics, has expanded our data visualization capabilities, Ms. Cole is recommending we increase our Tableau purchase to the next license level which would expand our viewers of the Tableau dashboards for up to 630 employees (viewers) and also enable a widget to be placed within our Hub for employees' easier access to the tool. Ms. Highland said that given the College's educational purposes, the College will receive a 57% discount for a one-year agreement with the increased Tableau capability, for a total cost of \$64,338. Ms. Cole has worked with the Salesforce executive for the College to consider multiple renewal options. However, the option of the enhanced level for up to 630 employees to utilize the tool at the one-year agreement cost is the recommendation of the President's Cabinet. She said the college plans to monitor in the next year how many increased users are accessing the Tableau data visualization tool before we consider a longer-term agreement.

Ms. Highland noted that a bid is not needed per the exception in Board Policy 10.22 (4.F.) - purchases and contracts for the use, purchase, delivery, movement, or installation of data

processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented a one-year purchase agreement with Tableau, a Salesforce Company, in the amount of \$64,338, to enhance our current dashboard or data visualization tool, effective June 25, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Appointment or Reappointment of Division Chairs.**

Dr. Bullock presented a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to reappointment six division chairs and the appointment of one new division chair for academic year 2024/2025. Dr. Bullock said Ms. Salisa Hortenstine-Olmsted, the current Humanities and Communications Division Chair, will be retiring at the end of the Summer 2024 term, and she has been mentoring Mr. Ed Thomas, Communication Studies Instructor, during the 2023/2024 academic year in preparation of his appointment as the new Humanities and Communications Division Chair.

Dr. Bullock said that he concurs with Dr. Nwosu's recommendations and respectfully requested the Board approve the appointment or reappointment of seven division chairs as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve the appointment or reappointment of division chairs for academic year 2024/2025 as follows:

- Mr. Ryan Orrick, Agriculture Division
- Ms. Erin Swingler, Allied Health Division
- Ms. Tynia Kessler, Business Division
- Mr. Ed Thomas, Humanities and Communications Division (new appointment)
- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division
- Mr. Michael Beavers, Technology Division

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Six-year Generator Service Contract with Altorfer Power Systems of Urbana for the Effingham Technology Center.**

Dr. Bullock presented a recommendation from Mr. Scott Rawlings, Director of Physical Plant, for the Board to approve a six-year generator service contract with Altorfer Power Systems of Urbana for the Effingham Technology Center at a total cost of \$5,432 per year. Trustees received the proposed maintenance schedule and quote for the agreement.

In his memo, Mr. Rawlings reported that Altorfer Power Systems is the current provider for the maintenance and emergency services for five Caterpillar diesel powered generators on the College's main campus to provide emergency power in the event of a utility power failure, or a utility peak-shave order, and an emergency fire pump for the John Deere Tech program. He noted the newly acquired Effingham Technology Center needs to be added to the current maintenance schedule. Altorfer has provided a proposed six-year option totaling \$32,592 over the term of the agreement or \$5,432 per year. Dr. Bullock said this agreement will put the Effingham Technology Center on the same time and maintenance schedule as the rest of the campus generators.

Dr. Bullock noted that a bid is not necessary per the exception in Board Policy 10.22 (4.E.) - contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.

Trustee Walk moved and Trustee Wright seconded to approve as presented a six-year generator service contract with Altorfer Power Systems of Urbana for the Effingham Technology Center at a total cost of \$5,432 per year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Property, Casualty and Liability Insurance.**



Trustees heard a recommendation from Dr. Bullock for the Board to approve the property, casualty and liability insurance bid submitted by Employers Mutual Casualty (EMC), in the amount of \$290,930 for the coverage period April 15, 2024 through April 15, 2025. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant, solicited bids from several providers, with two quotes being received and EMC provided the lowest bid. Trustees learned the proposed bid from EMC represents an increase of \$58,615 or 25.2% in costs for the current policy year that expires April 15, 2024

Trustee Walk moved and Trustee Lilly seconded to approve as presented the property, casualty and liability insurance bid from Employers Mutual Company (EMC), in the amount of \$290,930 for the upcoming policy year April 15, 2024, through April 15, 2025, and also approve the bid from EMC for a three-year student medical malpractice coverage with a premium of \$52,229 for the period April 15, 2024 through April 15, 2027 and a one-year liability coverage for the Dragster with a premium of \$1,585 for the period April 2, 2024 through April 2, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of Agreement with Ferrelli for ISS and Payroll Processing Support.**

Trustees heard a recommendation from Ms. Highland for the Board to approve a 12-month engagement agreement with Ferrelli of Haddonfield, New Jersey, for consulting services for Information Systems and Services (ISS) for a total of \$29,940.00 and for Payroll at a total cost of \$10,140 which includes eight hours travel time, plus travel and expenses in which Ferrelli consultants will follow GSA published guidelines for lodging and meals. Trustees were provided the details of the proposed consulting services and the two separate service agreements/quotes for the proposed work for ISS and the Payroll teams.

Ms. Highland noted that a bid is not necessary per the exception in Board Policy 10.22 (4.F.) - purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented a 12-month engagement agreement with Ferrelli of Haddonfield, New Jersey, for consulting services for ISS for a total of \$29,940.00 and for Payroll at a total cost of cost of \$10,140 which includes eight hours travel time, plus travel and expenses in which Ferrelli consultants will follow GSA published guidelines for lodging and meals.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Closed Session**

7:10 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)(1) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

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

7:16 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis, Mr. Larry D. Lilly, Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Ms. Denise Walk, Mr. Thomas Wright and Student Trustee Schertz.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Appointment of Vice President for Business Services as Discussed in Closed Session.**

Dr. Bullock recommended for the Board to appoint Mr. John Woodruff of Charleston to the position of vice president for business services. Trustees were provided Mr. Woodruff's resume.

Trustee Reynolds moved and Trustee Walk seconded to appoint Mr. John Woodruff of Charleston to the position of vice president for business services effective April 24, 2024. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

### **Approval of the Human Resources Report as Discussed in Closed Session.**

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Trustee Reynolds motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the request for a general leave of absence without pay and the appointment of the vice president for business services.

#### **The following employees are recommended for FMLA leave. Board policy 05.04.12.**

Alexander, Amber	3/26/24-6/27/24
Gough, Grayson	4/24/24-7/14/24
Homann, Ashley	8/5/24-10/25/24
Olarge, Annabelle	4/19/24-6/10/24

#### **The following employee has requested a Maternity Leave/ Board policy 05.04.10**

Lash, Lara	4/29/24-5/10/24
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#### **The following positions have been recommended by the Lake Land College President's Cabinet**

Surgical Technologist Program Director and Clinical Coordinator	Level 15
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#### **Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Croft, Hank	Adjunct Faculty Technology Division Sub	2/19/24
	Primary position Tutor	
Marino Lopez, Juliana	Fitness Center Specialist	3/11/24
	Primary position Tutor	
Therault, Emma	Admissions and Records Commencement Asst	5/6/24
	Primary position Perkins Student Worker	
Upton, Jacob	Technical Support Assistant	3/25/24
	Primary position Tutor	

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Woodruff, John	Vice President for Business Services	4/24/24
Wooten, Katelin	Correctional Office Assistant	3/18/24
<b>Part-time</b>		
Baldwin, Patricia	Library Assistant	4/1/24
Bergstrom, Reese	Technical Support Assistant	3/25/24
Dawson, Kieran	Allied Health Lab Assistant	3/18/24
Gonzalez, Adriana	Special Needs Note Taker	3/15/24
Shirley, Katelynn	Lab Student Assistant	3/13/24
Speer, Clara	Library Assistant	4/1/24
<b>Unpaid</b>		
Kelly, Abbie	Lake Land College Student Trustee	4/15/24
Lilly, Larry	Lake Land College Trustee	3/11/24
Martin, Jamie	Dual Credit Instructor	3/15/24
Moore, Michael	Athletic Department Bus Driver	3/6/24
<b>College Work Study</b>		
Koontz, Willow	College Work-Study	3/12/24
Roan, Amber	College Work-Study	3/15/24

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Briney, Jennifer	Associate Dean of Correctional Programs	3/4/24
Sims, Kyle	Adult Education Advisor	3/15/24
Smith, Justin	Correctional Construction Occupations Instr	3/19/24

**Part-time**

Agney, Megan	Student Path Recipient	5/9/23
Ault, Alexis	Early Childhood Student Intern	8/17/23
Brock, Reese	Admissions and Records Data Entry Assistant	1/29/24
Dickenson, Christina	College Work Study - Business	3/1/23
Estacio, Estiven	Print Shop Technician Assistant	2/16/24
Jansen, Luke	Adjunct Faculty Math and Science Division	5/6/23
Jenkins, Adam	Police Officer	4/28/23
Moore, John	Adjunct Faculty Math and Science Division	8/22/23
Morris, Rodney	Technical Support Assistant	3/15/24
Shuff, Kara	Pathways Classroom Assistant	5/12/23
Sullivan, Terence	Adjunct Faculty Math and Science Division	5/6/23

**Transfers/Promotions**

The following employees are recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bennet, Lisa	Adult Education Advisor Transferring from Alternative Ed Caseworker	5/20/24

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

**Acceptance of the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant.**

Ms. Highland presented a recommendation from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept a one-year grant for \$100,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant. Trustees received the ICCB approved grant budget. Dr. Craig reported that with the grant funds the College plans to develop a powered industrial truck (forklift) training credit certificate to offer to employees of local businesses. Ms. Highland reported the grant funds will be used to:

- Purchase a new powered industrial truck (forklift) along with forklift accessories including a paper roll clamp, a carton clamp, and propane.
- Hire a part time employee to help coordinate and teach the program, as well as a consultant to review training materials and curriculum and provide guidance to instructors.

Trustee Wright moved and Trustee Reynolds seconded to accept as presented a one-year grant for \$100,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

**Motion carried.**

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

### **Adjournment.**

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:21 p.m.

There was no further discussion.

**Motion carried by unanimous voice vote.**

Approved by:

/s/Gary Cadwell  
Board Chair

/s/Dave Storm  
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/)