

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



Regular Board Meeting No. 689
Board and Administration Center, Room 011
Mattoon, IL
May 13, 2024

Minutes

Call to Order.

Chair Cadwell called the May 13, 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. Abbie Kelly.

Trustees Absent:

None.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, 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 April 8, 2024, Regular Meeting.
2. Approval of Minutes of April 8, 2024, Closed Session.
3. Approval of Agenda of May 13, 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	\$	344,738.09
Building Fund	\$	135,110.08
Site & Construction Fund	\$	40,455.46
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	75,920.82
Restricted Purposes Fund	\$	520,206.85
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	367,346.16
Student Accts Receivables	\$	87,011.57
Total	\$	1,570,789.03

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 November 14, 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 Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said we are nearing the end of the General Assembly's spring 2024 session. May 24 currently serves as the last scheduled day of session, but both chambers have "holds" in place until May 31 for bills that don't make the May 24th deadline. The Fiscal Year 2025 state budget is the primary focus for the rest of the legislative session.

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:

- We are excited to welcome the two newest board members to the Foundation Board: Layna Bond of Highland, IL and Terry McConnell of Mattoon. Layna and Terry are LLC graduates and attended their first board meeting on April 22nd.
- High school awards nights are in full swing, with over 30 events taking place over the next month. A huge thanks to the Lake Land College Board of Trustees, Foundation Board members, employees, and other volunteers who are presenting Foundation, Presidential and Athletic scholarships.

Student Report

Ms. Abbie Kelly, Student Trustee, said the Student Government Association (SGA) had been very busy as the year came to an end. She said a blood drive was held on April 18. The Student Recognition banquet was on April 24 where students involved in Student Life were recognized for all of their accomplishments. She said the spring carnival was on May 1 and was attended by more than 400 students. SGA hosted a black jack table and a dunk tank,

where faculty members were the lucky ones to get dunked! The Student Life scholarships were presented to 21 students involved within Student Life and it closed on May 1. Ms. Kelly said on May 6, the Student Life office, Alumni Association, Career Services, and the Laker Nest Bookstore hosted the first ever Laker Graduation celebration with cap & gown pick up, snacks, cap decoration, and information on Career Services and the Alumni Association. Congratulations to the Laker softball team. They won the central district championship and punched their ticket to the NJCAA D1 Softball World Series in Oxford, Alabama.

President's Report.

Dr. Bullock gave the following updates:

- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in April toward the FY 2024 outstanding balance. A total of \$174,926 remains outstanding for IDJJ.
- The College received a payment of \$559,744 from the Illinois Department of Corrections (IDOC) in April toward the FY 2024 outstanding balance. A total of \$916,912 remains outstanding for IDOC.
- In April, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$789,671 and equalization of \$587,861. A total of \$682,620 remains outstanding for credit hour reimbursement and \$998,012 for equalization.
- The College received no property tax payments in April.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – STEM Reform Results and the RANGE Program.

Ms. Bambi Jones and Ms. Sarah Harley, Mathematics Instructors, highlighted work they have done to eliminate developmental math courses at the College and the launch of a new pilot program, RANGE - Recruitment and Advancement of the Next Generation of Engineers.

Monthly Data Point Discussion – Dashboards to Monitor Various Enrollment Goals.

Ms. Lisa Cole, Director of Data Analytics, highlighted enrollment dashboards she has created using the Tableau visual data software tool. She said these dashboards are updated daily and sent to various College leaders each day. Trustees were provided these dashboards.

Appointment of Board Committees.

In accordance with Board Policy 02.08 – *Committees of the Board*, Chair Cadwell appointed the following Board committees and Trustee liaisons effective May 14, 2024:

Finance Committee: Dave Storm as Chair, Gary Cadwell as ex-officio, and member Doris Reynolds.

Resource and Development Committee: Doris Reynolds as Chair, Gary Cadwell as ex-officio, and members Kevin Curtis, Denise Walk and Student Trustee Abbie Kelly.

Buildings and Site Committee: Kevin Curtis as Chair, Gary Cadwell as ex-officio, and members Larry Lilly, Dave Storm, and Tom Wright.

Legislative Liaison to ICCTA: Denise Walk.

Lake Land College Foundation Liaison: Tom Wright.

Discussion of Proposed HVAC Controllers Project.

Dr. Bullock highlighted how the current HVAC controllers for the College's main campus are using an outdated Windows software system that will soon no longer be supported. He said the administration has been investigating purchase options to replace the HVAC controllers at the main campus and for installation at the Effingham Technology Center (ETC), with a total estimated cost of \$1.5 M (\$1.1 M for the main campus and \$400,000 for the ETC). He noted the College would like to move forward with the \$1.1 M campus updates and highlighted how the College could utilize FY 2024 fund balance to pay for this needed expense. Dr. Bullock said the administration would bring this back to the Board for purchase approval at the June 2024 regular Board meeting and that a bid process would not be necessary as the proposed vendor is a single source provider and state contractor. Additionally, Dr. Bullock shared the updates to the ETC will take place during the facility renovation. Trustees each expressed support to proceed with the project.

Discussion of Luther Student Center Chillers Replacement.

Dr. Bullock highlighted how the three chillers in the Luther Student Center (LSC) were not replaced in the older portion of the facility when the remodeling and newer addition was constructed a few years ago. He said that there is currently only one chiller still operational and the administration is very concerned this last chiller will stop working in the near future. He said Mr. Jeremy Moore, Facilities Planning Manager, has been investigating options to replace the three chillers given the supply chain issues. Dr. Bullock said the administration has received an estimate from a vendor that the total cost will be approximately \$500,000 and that the College could utilize Protection, Health and Safety (PHS) funds for this expense. He said the administration would bring this back to the Board for a bid and purchase approval at the June 2024 regular Board meeting. Trustees each expressed approval to proceed with the project.

Proposed Revisions to Board Policy 07.10.01 – *Financial Aid Standards of Satisfactory Progress.*

Trustees heard a recommendation from Dr. Valerie Lynch, Vice President for Student Services, for the Board to consider proposed revisions to the above-referenced Policy. Trustees received details of the proposed revisions which address recommendations from the Illinois Student Assistance Commission (ISAC) following a Program Review with ISAC in

February 2024. She said ISAC recommended that we update our Satisfactory Academic Progress policy to better support our students in achieving the grade point average (GPA) required for graduation and better align with federal regulations.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the June 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted the Board of Trustees annual 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.

Approval of 2024-2025 College-Wide Committees.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve the list of proposed FY 2025 College-Wide Standing Committees. Ms. Highland said she respectfully submitted this recommendation per Board Policy 02.09 and following a thorough review of each committee's prior year accomplishments, provided to each Trustee, validating the on-going need for each committee included on the recommended list.

Trustee Reynolds moved and Trustee Wright seconded to approve as presented the list of FY 2025 College-Wide Standing Committees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of March 2024 Financial Statements.

Trustees reviewed the March 2024 Financial Statements and heard from Trustee Storm, Finance Committee Chair, who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the March 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 Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Dr. Bullock requested the Board declare as surplus the following items or equipment:

- Furniture replaced and removed from several classrooms and commons areas in the Northwest Classroom Building along with rooms in the Field House, including items such as folding tables, chairs and Nova desks.
- Furniture and instructional supplies being utilized by the Pathways to the Future Alternative High School that will be sunset following the spring 2024 term. The instructional supplies are made up of textbooks, workbooks, board games, sets of paperback novels and table top instructional aids.

Trustee Reynolds moved and Trustee Curtis seconded to declare as surplus furniture removed from several classrooms and commons areas in the Northwest Classroom Building and furniture and instructional supplies that will no longer be utilized by the Pathways to the Future Alternative High School following the spring 2024 term 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 Kelly voted yes.

Absent: None.

Motion carried.

Continued Employment of Grant Funded Employees.

Trustees heard a request from Dr. Bullock that the Board approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. Dr. Bullock said this request is based on the uncertain status of the federal and state financial conditions supporting various grants. Trustees learned there are no faculty for whom this provision would apply. He said that although this is a practice we regret having to enact, the administration feels it is in the College's best interest in the event the anticipated grant funds are not received.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for the various grant programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Updated Agreement between the College and the Lake Land College Foundation.

Trustees heard a request from Dr. Bullock that the Board approve an updated agreement between the College and the Lake Land College Foundation. Trustees received copies of the existing agreement from 2012 and the proposed new agreement, and Dr. Bullock highlighted key changes. Dr. Bullock said the proposed agreement has been thoroughly reviewed and recommended by our legal counsel with Robbins Schwartz. Dr. Bullock also reported that the updated agreement has been approved by the Foundation Board of Directors during their meeting in April 2024.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the updated Agreement between the College and the Lake Land College Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of Gift-in-Kind Donations from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation including:

- Engines valued at \$75,000 donated from John Deere & Co. of Olathe, Kansas, for use in the John Deere Tech Program.

- Sprue Pickers valued at \$3,000 donated from American Select Tubing of Mattoon for use by the Technology Department.
- Wireless system valued at \$598 from Sound Source of Mattoon for use by the ISS Department.
- Electronic knitting machine valued at \$300 donated from Lily Laij of Mattoon for use by the Workforce Development unit.

Dr. Bullock reported the Foundation approved these gift-in-kind donations to the College at their April 22, 2024 meeting.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the gift-in-kind donations from the Lake Land College Foundation including:

- Engines valued at \$75,000 donated from John Deere & Co. of Olathe, Kansas, for use in the John Deere Tech Program.
- Sprue Pickers valued at \$3,000 donated from American Select Tubing of Mattoon for use by the Technology Department.
- Wireless system valued at \$598 from Sound Source of Mattoon for use by the ISS Department.
- Electronic knitting machine valued at \$300 donated from Lily Laij of Mattoon for use by the Workforce Development unit.

The Board expressed appreciation to the four College partners who made these original donations to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of National Science Foundation (NSF) Grant.

Dr. Ike Nwosu, Vice President for Academic Services, recommended the Board accept a three-year grant for \$349,741 from the National Science Foundation (NSF) Advanced Technological Education (ATE) program. Trustees received a copy of the budget proposal that was submitted to the NSF.

Trustees reviewed a memo from Dr. Beth Craig, Grants Writer and Coordinator, that highlighted how the College will use these grant funds. Trustees learned that, with these grant funds, the College's Technology Division will create two levels of certification in automation through the Applied Engineering Technology Program. Mr. Michael Beavers, Technology Division Chair and Electrical Engineering Instructor, will be the principal leader for the pursuit of this grant work.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a three-year grant for \$349,741 from the National Science Foundation (NSF) Advanced Technological Education (ATE) 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase from Nanalysis Corporation for a Spectrometer.

Trustees heard a recommendation from Dr. Nwosu for the Board to approve the purchase of a spectrometer from Nanalysis Corporation of Calgary, Canada, at a total net cost of \$58,999.50. Trustees received copies of two quotes from Nanalysis including:

- \$42,362.50 for the basic NMR spectrometer with licensing, processing software and remote training.
- \$58,999.50 that includes the basic NMR spectrometer option above with an upgrade to scan for carbon, which is very useful in organic chemistry.

Dr. Capitosti, Chemistry Instructor, reported in a memo that this spectrometer is unique to Nanalysis Corporation due to its lighter weight, portability and being self-contained or that it can be utilized without being permanently associated with a computer. Dr. Nwosu said that due to these facts, a bid was not necessary per Board Policy 10.22 (4.L.). Dr. Capitosti said in the memo that it will be a great tool for his classes on campus and also a great recruiting tool since it is portable and he can take this off campus to visit with potential students at various locations.

Dr. Nwosu said it is the administration's recommendation that the Board approve the quote that includes the option for an upgrade to scan for carbon. Dr. Nwosu noted that we will utilize budgeted FY 2024 strategic initiative funding if the Board approves this purchase.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented the purchase of a spectrometer from Nanalysis Corporation of Calgary, Canada, at a total net cost of \$58,999.50, including an upgrade to scan for carbon.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of AMS Diagnostic Tools and Accessories for Use in the John Deere Tech Program.

Dr. Nwosu recommended the Board approve the purchase of John Deere AMS diagnostic tools and accessories from Sloan Implement of Assumption, IL, in the amount of \$41,915 for use in the John Deere Tech program. Trustees received a copy of the quote for these items. He said that during the FY 2024 Ullrich Foundation grant proposal, the College's John Deere Tech program leaders reported the need for this purchase to enhance their program. Dr. Nwosu said the College will utilize awarded Ullrich grant funds if the Board approves this purchase.

Trustees learned a bid is not required per Board Policy 10.22 (4.L.) since these items are specific to work with the other John Deere equipment in our John Deere Tech program.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented purchase of John Deere AMS diagnostic tools and accessories from Sloan Implement of Assumption, IL, in the amount of \$41,915 for use in 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for the Printing and Mail Preparation of the 2024 Summer Magazine/Class Schedule.

Dr. Lynch recommended the Board approve the bid from FCL Graphics of Harwood Heights, Illinois, in the amount of \$27,517, for the Printing and Mail Preparation of the Summer Magazine/Class Schedule. Trustees received a copy of the bid tabulation sheet detailing FCL Graphics submitting the lowest of two bids received.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the bid from FCL Graphics of Harwood Heights, Illinois, in the amount of \$27,517, for the Printing and Mail Preparation of the Summer Magazine/Class Schedule.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Settlement Agreement and Release Between the Board of Trustees and Former College Faculty Member.

Chair Cadwell stated that a settlement agreement and release between the Board of Trustees and Mr. Michael Shane Rogers, a former College faculty member, had been available for each Trustee to review via their electronic folders.

Trustee Wright moved and Trustee Walk seconded to approve as presented the Settlement Agreement and Release between the Board of Trustees and Mr. Michael Shane Rogers, former College faculty member.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for Forklift for the CDL Program.

Dr. Bullock presented a request to the Board from Ms. Bonnie Moore, Director of the Center for Business and Industry, for the Board to approve the bid from Fitzgerald Equipment of MacKinaw, Illinois, in the amount of \$62,202.83 for option two for a forklift and clamps to be used by the CDL program. Trustees received the bid tabulation sheet detailing Fitzgerald Equipment submitting the lowest of six bids received.

Trustee Walk moved and Trustee Lilly seconded to approve as presented the bid from Fitzgerald Equipment of MacKinaw, Illinois, in the amount of \$62,202.83 for option two for a forklift and clamps to be used by the CDL 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Bid for CDL Lot Seal and Striping Project.

Dr. Bullock presented a request to the Board from Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve the bid from Asphalt Improvement of Mattoon in the amount of \$15,250 for the CDL Lot Seal and Stripe project. Trustees received a copy of the bid tabulation sheet showing Asphalt Improvement submitted the lowest of three bids received.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented the bid from Asphalt Improvement of Mattoon in the amount of \$15,250 for the CDL Lot Seal and Stripe 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase from Snap On Industrial for Additional Electric Vehicle Training Kits.

Dr. Nwosu presented a recommendation from Ms. Shoot for the Board to approve an additional \$33,875.36 purchase from Snap On for additional electric vehicle training kits for use by the Technology Division to train students in the electric vehicle (EV) maintenance and repair. Trustees received a copy of the relevant quotes received from Snap On.

Dr. Nwosu reminded the Board that they accepted the ICCB Rev Up EV grant earlier this year, and funds from this grant will be used for this purchase. He said additionally, during the April 2024 regular meeting the Board approved a total purchase \$37,202.25 from Snap On for three EV Maintenance tool kits (EVTEHCARTO). Dr. Nwosu said upon further review as the staff in the Technology Division plan for this new program they now recommend only needing two of the “EVTEHCARTO” EV Maintenance tool kits but also the following kits:

1. Meter Cert Kit W/EEDM596F: 596FMETERKIT (1 Kit)
2. Electrical Intro Cert Kit: ELIMCAETCERTKIT (2 Kits)

Trustees reviewed a memo from Ms. Shoot that detailed the calculations for the additional expense.

Trustee Wright moved and Trustee Walk seconded to approve as presented an additional \$33,875.36 purchase from Snap On for additional electric vehicle (EV) training kits for use by the Technology Division to train students in EV maintenance and repair.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Student Accident Insurance Policy Renewal.

Dr. Bullock presented a recommendation from Ms. Shoot for the Board to approve renewal of the College's Student Accident Insurance Coverage and the Student Catastrophic Coverage with Student Assurance Services of Stillwater, Minnesota, at a total cost of \$59,903 for the period August 1, 2024, through July 31, 2025. Trustees received the related quotes for this coverage. He said our insurance consultant, Dimond Bros. of Mattoon, approached multiple insurance carriers for this renewal.

In her memo, Ms. Shoot reported that the renewal of the student accident insurance is a cost of \$53,900 versus the previous year cost of \$44,850. She noted this is an increase of \$9,050 or a 20% increase and this large increase is driven by the dollar amount of claims we incurred below the \$35,000 threshold. Ms. Shoot also reported renewal of the catastrophic coverage is a cost of \$6,003 versus the previous year cost of \$6,546 and is a reduction of \$543 or 8%.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the renewal of the College's Student Accident Insurance Coverage and the Student Catastrophic Coverage with Student Assurance Services of Stillwater, Minnesota, at a total cost of \$59,903 for the period August 1, 2024, through July 31, 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Two-Year Agreement with InfoTech for ISS Research and Support Services.

Dr. Bullock presented a recommendation from Mr. David Stewart, Chief Information Officer, for the Board to approve a two-year renewal agreement with Info-Tech Research Group of Las Vegas, Nevada, for Info-Tech to serve as the College's primary IT research and consulting partner, at a total cost of \$93,114.59, for the period July 1, 2024 through June 30, 2026. Trustees received the proposed agreement from Info-Tech that details annual costs, including \$44,403.25 for year 1 and \$48,711.34 for year 2.

Dr. Bullock said that with Board approval the year 1 cost of \$44,403.25 will be paid through the "One-Time Budget Request" Fund Balance monies from the FY 2024 budget and year 2 cost

will be added to the ISS FY25. He also reported that the College entered into a 1-year agreement for \$23,862.00 last year with Info-Tech to evaluate them as a replacement for our current IT research and consulting partner, Gartner, and our ISS team has been very pleased with the Info-Tech services. Mr. Stewart's memo highlighted the significantly higher quote from Gartner if we were to renew with them for the three-year period starting July 1, 2024.

Trustees learned that a bid was not necessary per Board Policy 10.22 (4. F.).

Trustee Lilly moved and Trustee Walk seconded to approve as presented a two-year renewal agreement with Info-Tech Research Group of Las Vegas, Nevada, for Info-Tech to serve as the College's primary IT research and consulting partner, at a total cost of \$93,114.59 for the period July 1, 2024 through June 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Two-Year Agreement with NEOGOV for the Learn Module.

Dr. Bullock presented a recommendation from Mr. David Stewart, Chief Information Officer, for the Board to approve a two-year agreement with NEOGOV for their LEARN training module at a total cost of \$47,415.70, with a year one cost of \$24,448 (including a one-time set up fee) and a year two cost of \$22,967.70. Trustees received the proposed quote and two-year agreement form from NEOGOV. Dr. Bullock reported that the ISS team negotiated with NEOGOV for this reduced annual subscription and a 61% discount of the one-time setup fee.

Trustees learned that a bid is not required per Board Policy 10.22 (4.F.).

Trustee Lilly moved and Trustee Curtis seconded to approve as presented a two-year agreement with NEOGOV for their LEARN training module at a total cost of \$47,415.70, with a year one cost of \$24,448 (including a one-time set up fee) and a year two cost of \$22,967.70.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of HyFlex Equipment for the Effingham Technology Center.

Dr. Bullock presented a recommendation from Mr. David Stewart, Chief Information Officer, for the Board to approve the purchase of HyFlex equipment from OneRoom, formerly Synapsis, of Springfield, Illinois, in the amount of \$53,480.90 to install this equipment in two conference rooms at the Effingham Technology Center. Trustees reviewed the detailed quotes received from OneRoom, showing the individual pricing to install the equipment in room 101, the main conference room on the first floor, and room 270, the executive conference room on the second floor.

Trustees learned that a bid was not necessary per Board Policy 10.22 (4. F.).

Trustee Curtis moved and Trustee Walk seconded to approve as presented the purchase of HyFlex equipment from OneRoom, formerly Synapsis, of Springfield, Illinois, in the amount of \$53,480.90 to install this equipment in two conference rooms at the Effingham Technology Center – room 101 which is the main conference room on the first floor and room 270 which is the executive conference room on the second floor.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Waiver of First Reading and Approval of Proposed Revisions for Board Policy 07.05 – Course Placement by Assessment.

Dr. Lynch presented a recommendation from Ms. Kim Hunter, Director of Student Success Services, for the Board to waive first reading and approve proposed revisions to Board Policy 07.05 – *Course Placement by Assessment*. Trustees received the details of the proposed changes. Dr. Lynch reported that Ms. Hunter has consulted with the Developmental Ed Committee, Department Chairs, the Testing Center, the College's HLC representative, and the Academic Standards Committee before recommending that the Policy be changed to remove the placement testing and retesting amounts and procedures and instead leave it to the procedures of the Tutoring and Testing Center to enforce procedures based on the retest recommendations of the aforementioned group. Ms. Hunter's memo highlighted how the current Policy language that limits students to test and retest only once each four years in each subject area can have negative consequences for students.

Trustee Wright recommended to amend the motion by leaving in the Policy language the minimal fee that is charged and other trustees, along with Dr. Lynch, agreed with that recommendation.

Dr. Lynch said that in order to benefit incoming students for both the Summer and Fall 2024 semesters, Ms. Hunter requested the Board waive first reading and approve the proposed revisions during the May 2024 regular meeting

Trustee Wright moved and Trustee Curtis seconded to waive first reading and approve as presented proposed revisions to Board Policy 07.05 – Course Placement by Assessment, with the amendment that the minimal fee language remain in the Policy.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of WIOA Service Provider Contract.

Dr. Bullock presented a recommendation from Ms. Chris Strohl, Dean for Workforce Solutions and Community Education, that the Board approve the proposed Title IB service provider contract renewal with CEFS Economic Opportunity Corporation for the Workforce Investment and Opportunity Act (WIOA) – Local Workforce Area (LWA) 23 region for the period July 1, 2024 through June 30, 2027. Trustees received a copy of the current contract which expires June 30, 2024. Dr. Bullock said according to Ms. Jamie Corda Hadjaoui, Director of Workforce Investment LAW 23, that based upon past contract allocation adjustments it is anticipated that annual allocations with the new contract will range from \$2 - \$3 million each year for an estimated average value of \$6-\$9 million over the three years, and possible value of over \$10 million with the potential fourth year extension option.

Dr. Bullock said Ms. Strohl reports that LWA 23 issued a request for proposal earlier this year for this contractual service and they received two proposals for consideration, with CEFS being the only respondent from within the state. He said that following extensive review of both proposals, the WIOA LWA 23 Planning and Oversight Committee selected CEFS to once again be the Title IB service provider. He also noted that Ms. Strohl reports that CEFS has been the WIOA LWA 23 Title 1B service provider for several years and her department feels very confident in the services provided by CEFS.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented the proposed Title IB service provider contract renewal with CEFS Economic Opportunity Corporation for the Workforce Investment and Opportunity Act (WIOA) – Local Workforce Area (LWA) 23 region for the period July 1, 2024 through June 30, 2027. Based upon past contract allocation adjustments, it is anticipated that annual allocations with this new contract will range from \$2 - \$3 million each year for an estimated average value of \$6-\$9 million over the three years, and possible value of over \$10 million with the potential fourth year extension option.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:29 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) and (8) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, and staff.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:50 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 Kelly.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase for a Cyber Security Audit as Discussed in Closed Session.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the quote from Levi, Ray and Schoup (LRS) Inc. of Springfield, Illinois, for cyber security assessment services to be conducted within fiscal year 2024 at a total cost of \$51,250.00. This followed 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 Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase for Disaster Recovery Equipment as Discussed in Closed Session.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the purchase of disaster recovery equipment in the total amount of \$282,210.41 from Dell. This followed 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 Kelly 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 Walk 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 appointment of a full-time, tenure-track faculty member and a general leave of absence request by a groundskeeper and a custodian.

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

Hartke, Pam	5/10/24-6/21/24
Helton, Robert	4/11/24-Intermittent
Schaljo, Tara	4/11/24-Intermittent
Yeske, Molly	9/24/24-12/20/24

The following employees have requested a General Leave of Absence/ Board policy 05.04.14

Lineberry, Kelly	5/1/24-6/16/24
Shoot, James	5/16/24-5/31/24, 7/3/24-8/9/24

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

CBI Training Specialist	Level 13
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ligomeka, Jeffrey	Bookstore Rush Worker	5/6/24
	Primary Position Laker Mascot Talent	
Samuelson, Lauryn	Admis and Records Commencement Asst	5/6/24
	Primary Position Perkins Student Worker	
Stolz, Timothy	Coordinator of Student Life	4/17/24
	Primary Position Adj Faculty Humanities	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Carter, Natasha	Part-Time Groundskeeper	4/1/24
	Primary Position Trio Ofc Coordinator	
Iheasi, Elfrieda	Institutional Research Intern	4/24/24
	Primary Position Newspaper Ed Student News	
Schertz, Jacqueline	Lake Land College Student Trustee	4/14/24
	Primary Position Agriculture Education Intern	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Sheffer, Emily	Correctional Career Technology Instructor	4/8/24
Part-time		
Green, Bennett	Adm and Records Commencement Assistant	5/6/24
Heider, John	Community Learning Instructor	5/18/24
Hodges, Rebekah	Bookstore Rush Worker	5/6/24
Johnson, Amanda	Adjunct Faculty Humanities Division	8/16/24
Johnson, Beth	Newspaper Editor - Student Newspaper	5/10/24

Jones, Reese	Technical Support Assistant	4/23/24
Kanyembo, Natasha	Bookstore Rush Worker	5/6/24
Ligomeka, Jeffrey	Laker Mascot Talent	4/15/24
Mriscin, Michael	Adm and Records Commencement Assistant	5/6/24
Mufalo, Ifunga	Bookstore Rush Worker	5/6/24
Phiri, Fred	Bookstore Rush Worker	5/6/24
Robinson, James	Adm and Records Commencement Assistant	5/6/24
Rosil, Enock	Bookstore Rush Worker	5/6/24
Thomas, Milah	Adjunct Faculty Business Division	8/16/24
Warrick, Alex	Student Life Unpaid Intern	4/9/24

Part-time Grant Funded

Elliott, Audrey	Agriculture Education Intern	5/13/24
Knerr, Alexis	Agriculture Education Intern	5/13/24
Kocher, Kylie	Agriculture Education Intern	5/13/24
Lane, Emma	Agriculture Education Intern	5/13/24
Nickles, Jonika	Agriculture Education Intern	5/13/24
Putnam, Karley	Agriculture Education Intern	5/13/24

College Work Study

Naroze, Mark	College Work-Study	4/10/24
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Unpaid

Dail, Timothy	Dual Credit Instructor	4/18/24
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Logue, Tony	WIOA Operations Coordinator	5/8/24
Mowen, Alexandria	Correctional Office Assistant	4/15/24
Rodgers, Matt	John Deere Instructor	5/13/24
Smith, Chad	Police Sergeant (Retired)	4/30/24
Stewart, Charles	Correctional Custodial Maintenance Instructor	4/12/24

Part-time

Bergstrom, Reese	Technical Support Assistant	5/3/24
Carrell, Lori	Test Proctor	2/21/24
Godden, Holly	Adult Education Instructor	2/21/24
Jarrell, Cameron	Technical Support Assistant	3/27/24
Smith, Gregory	Basketball Scorers/Timers	3/12/23
Stuart, Zachary	Assistant Baseball Coach Volunteer	6/19/19

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Kreke, Allyssa	Administrative Assistant to Humanities Transferring from Admin Asst to Career Services	4/22/24
Stolz, Tim	Student Life Specialist Transferring from Coordinator of Student Life	5/14/24
Full-time Tenure Track		
Walk, Aaron	Academic Counselor Transferring from Adj Faculty Social Science	5/28/24
Part-time		
Dickens-Montgomery, Amanda	PATH Grant Support Service Provider Transferring from Path Grant Project Manager	7/1/24

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no further discussion.

Adjournment.

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting at 7:53 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/