

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



Special Meeting - Board Retreat
Foundation and Alumni Center, Room 101
Mattoon, IL
May 22, 2024

Minutes

Call to Order.

Chair Cadwell called the May 22, 2024, special meeting of the Lake Land College Board of Trustees to order at 12:40 p.m. in room 101 of the Foundation & Alumni Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: Student Trustee Ms. Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. Valerie Lynch, Vice President for Student Services; Mr. John Woodruff, Vice President for Business Services; Mr. Jim Reed, ICCTA Executive Director, and members of the staff.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Non-action Items:

Discussion: State Legislative Issues and Updates from the Illinois Community College Trustees Association (ICCTA).

Mr. Jim Reed, ICCTA Executive Director, provided a presentation in which he highlighted current state legislative issues, the ICCTA legislative agenda, how Illinois community colleges are exploring baccalaureate degree offerings, and state-level pressures for expanding dual credit for more high school students. He noted some legislative priorities including FY 2025 state budget developments, Senate Bill 467 which introduces the idea of common course numbering and legislation that would require equity plans by institutions of higher education to be amended to add language pertaining to the Business Enterprise Program (BEP). He discussed the challenges community colleges face to meet the aspirational goals of BEP. Mr. Reed also featured key components in House Bill 5020. He said this bill was introduced by the group Stand for Children and the legislation would amend the Dual Credit Quality Act in several significant ways. He noted that although the bill will not advance with this spring legislative session he believes working groups from Stand for Children, K-12, various educator associations and community colleges will work throughout the summer with the bill sponsors to reach compromise and the bill may very likely pass in the coming veto or lame duck legislative sessions.

Ms. Jean Anne Highland, Chief of Staff, reminded Trustees that Mr. Reed has helped the Board conduct a self-evaluation and complete a survey the past several years to evaluate effective board governance. She highlighted some of the key areas for improvement from the last survey conducted in the spring of 2023, including asking the Trustees to consider attending more community events to represent the College whenever their schedule allows. She said Mr. Reed will help the Board to conduct another survey and self-evaluation in the spring of 2025.

Discussion: Dual Credit at Lake Land College.

Trustees heard a presentation from Ms. Tessa Wiles, Director of Dual Credit and Honors Experience, and she provided Trustees with a detailed report on the current state of dual credit at the College. Trustees reviewed numerous data dashboards regarding annual dual credit enrollment since 2019. Trustees learned the College currently has dual credit course offerings in partnership with 31 high schools within the district and also partners with the Edgar Clark Career Exploration Leadership, Leaders Innovating for Tomorrow (LIFT), six different CEO Programs, Class E Entrepreneurs, Eastern Illinois Education for Employment Services (EIEFES), and the Effingham Regional Career Academy (ERCA). Ms. Wiles noted that with this academic year the College offered 125 sections of dual credit in the Fall semester and 245 sections in the Spring semester. Trustees learned about the dual credit offerings and related costs within three tiers including:

- Dual 1 – A high school teacher, who is qualified to teach college-level course, delivers the dual credit course within the high school.
- Dual 2 – A Lake Land College instructor collaborates with the high school to teach college-level course to high school students. The course can be delivered in various modalities agreed upon by both the College and the high school, including in-person, online or hybrid formats.
- Dual 3 – High school students enroll in a Lake Land College course taught by a college instructor, delivered in the College's chosen modality.

Ms. Wiles highlighted efforts underway to enhance the dual credit offerings and how a “Dual Credit Support Team” has been created in support of those efforts and that a new academic counselor position has been created to work with area high schools. She also highlighted how the College is currently utilizing an ICCB grant in the amount of \$126,500 for FY 2024 to expand access and equity in dual credit.

Ms. Wiles reiterated Mr. Reed’s statements regarding the state legislative pressures to expand dual credit access to more high school students.

Dr. Bullock said that often the cost for dual credit is shifted from the various K-12 schools to the students, and often the cost is a barrier for dual credit access. He asked Trustees for their thoughts on the College pursuing some type of program to offset this cost for students or perhaps even make it free for all area high school students. Various Trustees asked how this might be funded and Dr. Bullock said the administration is looking into various options. Chair Cadwell suggested consideration for sharing costs between K-12 schools and the College. Ms. Wiles noted the College currently has an existing program in which students eligible for free or reduced lunch may take dual credit at no charge, however she said there are not very many students who take advantage of the program. She noted the Dual Credit Support Team is considering ways to help educate more students and parents or guardians about this program.

[The Board took a break from 1:50 p.m. to 2:00 p.m.]

Discussion: Updates on Strategic Initiatives for Enrollment and the Guided Pathways Strategic Enrollment Management (GPSEM) Plan.

Trustees heard a presentation from Ms. Kelly Allee, Director of Marketing and Public Relations, and Ms. Heather Nohren, Academic Counselor and Chair of Counseling & Judicial Affairs Advising. They credited Ms. Pam Hartke, Associate Dean of Enrollment Management, who leads the GPSEM but could not attend the Board Retreat.

Ms. Allee and Ms. Nohren highlighted the overall GPSEM Plan, the GPSEM Matrix and how it fits within the College’s overall strategic plan (focus area two, objective two), and the latest GPSEM Annual Report which provides status updates and narratives on each strategic project within the GPSEM Plan. They also highlighted several GPSEM achievements or activities including:

- Establishment of an enrollment initiative team in May 2023 and identification of key enrollment goals based on previous years’ data. EAB Navigate has been instrumental in improving enrollment campaigns and the team implemented a “Wednesday Weekly Faculty Communication” email to keep faculty updated on enrollment progress and reiterate seeking their help in various ways. This team developed the summer and fall enrollment incentive, approved by the Board, to provide students with \$50 for summer and fall if they enrolled by May 10, 2024. The team highlighted how the initiative far exceeded our enrollment goals by the deadline.

- Establishment of an onboarding experience focus group and the creation of a new position – the Laker Connect Academic Counselor who will focus on developing personal connections with area high school students and target outreach with high school counselors to determine how we can better partner to develop and support dual credit pathways. They also developed a Navigate Program Administrator and will launch “Welcome Week” for all students to align with book pick up for students starting with the Fall 2024 semester.
- Establishment of a marketing and recruitment focus group that has: audited current processes; analyzed data; documented the enrollment process; increased outreach through direct mail and digital marketing to high school sophomores, juniors and dual credit students; documented touch points that lead to enrollment – noting a high correlation of enrollment between students who visit campus or participate in a Laker Visit Day; developed a marketing outreach toolkit that any employee may use for any recruiting event; increased access to a printed schedule and this schedule will be within the next edition of the College magazine; and started a “We have Trades” campaign at the College to increase awareness that the College offers several trades programs.

Action Items.

Presentation and Approval of Equity Plan for Submission to ICCB.

Dr. Bullock reminded Trustees of the state legislation that requires the College to submit an equity plan to ICCB and IBHE by the end of this month. Additionally, he updated Trustees that we will now also be required to submit an amendment to the equity plan by the end of June to address how we will strive toward reaching the aspirational BEP goals.

Trustees heard a presentation from Dr. Valerie Lynch, Vice President for Student Services, Ms. Dustha Wahls, Director of Human Resources, and Ms. Mercury Bowen, Coordinator of Diversity, Equity, Inclusion, and Belonging, on the College’s recently developed equity plan. Trustees were provided a copy of the complete plan. Presenters highlighted key areas in the plan, noting the overall layout of the plan is within the guidelines provided by IBHE and ICCB. Presenters highlighted underrepresented groups and retention, persistence and completion for each group. Presenters also noted how they worked this past semester to gather numerous College initiatives that were already occurring, such as those already included with the College’s overall strategic plan and the GPSEM plan. Trustees learned about the four major components of the equity plan, including:

- Institutional vision of diversity, equity, inclusion and accessibility.
- Data for underrepresented groups and an analysis of the data.
- College climate surveys of both students and employees.
- Goals (both short- and long-term) to close equity gaps.

Dr. Lynch said that ICCB and IBHE have not yet given guidance on how the College should report progress on the goals in the future. However, the equity team plans to use the

processes we already have in place to monitor and report on progress through the College's overall strategic planning process and reporting software tool available via the Hub.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the College's equity plan for submission to ICCB.

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 was absent.

Absent: None.

Motion carried.

Approval of Bids for Welding Lab Upgrade.

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the bid from Depke Welding Supplies, of Urbana, Illinois, in the amount of \$166,322.10, for the purchase of the following Welding Equipment: Dynasty® 300 Wireless Foot Control Complete, Millermatic® 255 MIG/Pulsed MIG Welder and XR-Aluma-Pro™ 15 ft. Air to upgrade the College's welding lab. Trustees reviewed the bid tabulation sheet detailing Depke Welding Supplies as the sole bidder. Dr. Nwosu said Mr. James Crowder, Welding Instructor/Coordinator, has submitted this recommendation to enhance the College's welding program, and Dr. Nwosu was very complimentary of the efforts Mr. Crowder has made to date to improve this program.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the bid from Depke Welding Supplies, of Urbana, Illinois, in the amount of \$166,322.10, for the purchase of the following Welding Equipment: Dynasty® 300 Wireless Foot Control Complete, Millermatic® 255 MIG/Pulsed MIG Welder and XR-Aluma-Pro™ 15 ft. Air to upgrade the College's welding lab.

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 was absent.

Absent: None.

Motion carried.

Trustees heard a recommendation from Dr. Nwosu for the Board to approve the bid from Greenway & Associates, Ltd., of Orange City, Iowa, in the amount of \$35,777, for the purchase of a Piranha P65 Iron Worker to replace the College's outdated equipment for our welding program. Trustees reviewed the bid tabulation sheet detailing Greenway & Associates as submitting the lowest of three bids received.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Greenway & Associates, Ltd., of Orange City, Iowa, in the amount of \$35,777, for the purchase of a Piranha P65 Iron Worker to replace the College's outdated equipment for our welding 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 was absent.

Absent: None.

Motion carried.

Acceptance of Nurse Educator Fellowship Program Fellowship Award from the Illinois Board of Higher Education (IBHE).

Trustees heard a recommendation from Dr. Nwosu for the Board to accept the Illinois Board of Higher Education (IBHE) Nurse Educator Fellowship, in the amount of \$20,000, to be disbursed to Ms. Katelyn Bloemer and Ms. Tarah Haskenherm, Nursing Instructors, with each receiving \$10,000 in accordance with regular College stipend payment policies and the agreement with IBHE. Trustees learned that the Nurse Educator Fellowship Program is designed to support the retention of highly qualified nursing faculty members in accredited Illinois institutions offering nursing programs. The program provides financial awards to supplement the salaries of selected faculty members and participation is open to institutions with nursing programs approved by the Illinois Department of Financial and Professional Regulation and Accreditation Commission for Education in Nursing (ACEN). Trustees reviewed the IBHE grant award agreement for both nursing instructors.

Trustee Reynolds moved and Trustee Wright seconded to accept as presented the Illinois Board of Higher Education (IBHE) Nurse Educator Fellowship, in the amount of \$20,000, to be disbursed to Katelyn Bloemer and Tarah Haskenherm, Nursing Instructors, with each receiving \$10,000 in accordance with regular College stipend payment policies and the agreement with IBHE.

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 was absent.

Absent: None.

Motion carried.

Approval for the Purchase of Virtual Learning Equipment and Robot to be Deployed at the Effingham Technology Center.

Trustees heard a recommendation from Dr. Nwosu for the Board to approve the purchase of 20 zSpace Learning Stations, selected virtual reality learning module subscriptions, accessories and a Cirros V7 educational robot from Advanced Technologies Consultants (ATC) of Plymouth, Michigan, in the total amount of \$175,417, to be deployed at the Effingham Technology Center. Trustees learned a bid is not necessary as ATC is a single source provider of this type of equipment. Dr. Nwosu said zSpace provides engaging virtual reality experiences and an instructional platform that fosters active learning and career exploration across diverse fields. He said students are encouraged to ask questions, collect data, build models, conduct experiments, analyze outcomes, and draw conclusions, all while instructors guide and support them with appropriate tools and resources. Trustees learned that this equipment will be accessible at the Effingham Technology Center for the Effingham Regional Career Academy and integrated into Lake Land College's instructional offerings. Trustees reviewed the quote from ATC which details the purchase price for the learning stations, virtual reality learning module subscriptions and accessories and the educational robot.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of 20 zSpace Learning Stations, selected virtual reality learning module subscriptions, accessories and a Cirros V7 educational robot from Advanced Technologies Consultants (ATC) of Plymouth, Michigan, in the total amount of \$175,417, to be deployed at the Effingham Technology Center.

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 was absent.

Absent: None.

Motion carried.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 3:17 p.m.

Motion carried by unanimous voice vote approval.

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/