

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



Regular Board Meeting No. 690  
Board and Administration Center, Room 011  
Mattoon, IL  
June 10, 2024

**Minutes**

**Call to Order.**

Chair Cadwell called the June 10, 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 and Student Trustee Ms. Abbie Kelly.

**Trustees Absent:**

Trustee Wright.

**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; Mr. John Woodruff, Vice President for Business Services; 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 Lilly seconded to approve the following consent items:

1. Approval of Minutes of May 13, 2024, Regular Meeting.
2. Approval of Minutes of May 13 2024, Closed Session.
3. Approval of Minutes of May 22, 2024, Board Retreat
4. Approval of Agenda of May 13, 2024, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	554,701.06
Building Fund	\$	53,946.36
Site & Construction Fund	\$	99,213.44
Bond & Interest Fund	\$	360,573.89
Auxiliary Services Fund	\$	21,588.33
Restricted Purposes Fund	\$	684,692.44
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	80,680.82
Student Accts Receivables	\$	41,955.28
Total	\$	1,897,351.62

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

6. Destruction of Tape Recording of the December 12, 2022, Closed Session and December 8, 2022, Buildings and Site Committee Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

## Hearing of Citizens, Faculty, and Staff.

There were no public comments.

## **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Walk said that she and Trustee Cadwell attended the 2024 ICCTA Convention in Chicago this past weekend. She said they participated in an informative seminar on the history of the Illinois Articulation Initiative (and other transfer topics). Trustee Walk said they also discussed some current legislation regarding common course numbering that will enable more transparency for which community college courses transfer to a four-year public university.

Trustee Walk said the group also learned about legislation regarding proposed changes to the law to allow community colleges to offer community college baccalaureate degrees in select fields and 24 states already have community college baccalaureate degrees. She said that ICCTA is focused on the areas of accessibility, affordability, economic development and workforce development as key reasons why community college baccalaureate degrees are important for students, parents, communities, and the state.

### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee met on June 6, 2024, regarding items which will be discussed later in the agenda.

### **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 met on June 6, 2024, regarding some items which will be discussed later in the agenda. He also noted the administration provided several updates on the College's Master Facilities Plan.

### **Foundation.**

Dr. Bullock highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- This year, the Foundation is excited to transition from our annual one-day golf outing to a year-round sponsorship program, Community Partners. This opportunity will allow for

more engagement and involvement with businesses and donors throughout the entire year.

- The 2024 Employee Giving Campaign is live and continues through the month of June. This year's campaign is the "Impact of 5", encouraging employees to participate, whether it's a one-time gift or gift through ongoing payroll deductions. Every dollar counts and helps to make a huge impact. Thanks to all employees who gave in the past, continue to give and those thinking about giving in the future.

## **Student Report**

Ms. Abbie Kelly, Student Trustee, said that classes started back up again for the summer last week on June 3. She said the National Society of Leadership and Success just hit the 1,000-member mark since it started in 2017, which was started here at Lake Land College by Dr. Lynch. This is a very exciting milestone. Ms. Kelly said the Student Government Association is hosting a Red Cross blood drive on June 19 in conjunction with summer team building and the Juneteenth celebration. This will include: Calm App Group Meditation, vendor fair & food trucks, keynote speaker "Alex the Great", and a walk for freedom. She said welcome week is in the planning stage and is the first ever for Lake Land College, where there will be workshops, resources, goodies, and more. Welcome day is August 21 on campus and August 22 at Kluthe.

## **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.**

### **Monthly Data Point Discussion – Impact from the Workforce Solutions and Community Education Department.**

Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, highlighted data showing the impact of this department for the College district and how many people have been served by various services provided by this department.

## **Proposed Revisions to Board Policy 05.37 – Employee Compliance Training.**

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to consider proposed revisions to the above-referenced Policy. Trustees received details of the proposed revisions which will add diversity, equity, inclusion and belonging to the list of annual employee compliance training and this training will also be required for new employees upon hire. Ms. Highland said these revisions also correct the title to match Board Policy 11.04.01 – *Prohibition of Sexual-Based Misconduct*.

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 July 2024 regular meeting.

## **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the August 12 regular meeting that is to be held at the Effingham Technology Center.

## **Action Items.**

### **Approval of ICCB Program Review Report.**

Trustees heard a recommendation from Ms. Highland for the Board to approve the 2024 ICCB Program Review Report. Ms. Highland provided highlights of the Report to the Trustees during the Board meeting.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented the FY 2024 ICCB Program Review Report for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 07.10.01 – *Financial Aid Standards of Satisfactory Progress*. Trustees reviewed details of the proposed

revisions. Dr. Bullock said the proposed revisions address recommendations from the Illinois Student Assistance Commission (ISAC) following a Program Review with ISAC in February 2024. He 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.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 07.10.01 – *Financial Aid Standards of Satisfactory Progress*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Trustees reviewed the April 2024 Financial Statements and heard from Mr. John Woodruff, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the April 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Dr. Ike Nwosu, Vice President of Academic Services, requested the Board declare as surplus three outdated lifts used by the automotive program for instruction including:

- Two (2) Forward Manufacturing model # DP10a: Serial #: 143 FH 3709, 143 FH 3710 - purchased between 15 and 20 years ago.
- One (1) Benwil model # TPO-7: Serial #: 6402 - purchased in 1987.

Dr. Nwosu said the administration plans to pursue a bidding process in which the winning bid will include the removal of the old lifts and the installation of new lifts at the same time. He said

the administration will bring approval of the bid for new lifts back to the Board for approval during the July 2024 regular meeting.

Trustee Curtis moved and Trustee Walk seconded to declare as surplus three lifts currently used by the Automotive Program 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 and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Lease Agreement with Pana Community Unit School District #8.**

Trustees heard a recommendation from Mr. Woodruff for the Board to approve a one-year extension with Pana Community Unit School District #8, as lessor, for property located at 600 East First Street, Pana, where the College offers its Western Region Center. He said the current lease agreement, which was provided to each trustee, expires June 30, 2024, and provides the option to renew the lease for one year (per section 2b) at the same terms of the current lease.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented a one-year lease agreement with Pana Community Unit School District #8, as lessor, and the College, as lessee, for property located at 600 East First Street, Pana, in the amount of \$750 per month for the period July 1, 2024 through June 30, 2025, with the option to renew this lease agreement for the same terms for one additional year for the period July 1, 2025 through June 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Trustees heard a recommendation from Mr. Woodruff for the Board to approve a lease agreement with the Local Workforce Innovation Area 23, as lessee, for program operations located at the Workforce Development Center on the main campus. Trustees were provided

the proposed lease agreement which specified a rent amount of \$1,616.25 per quarter for an area consisting of approximately 431 square feet, equating to \$15 per square foot. Mr. Woodruff noted the College is agreeing to be responsible for all maintenance, utilities and services related to the property.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the lease renewal agreement between the College, as lessor, and Local Workforce Innovation Area 23 as lessee, for the period July 1, 2024, through June 30, 2025, with a quarterly rent payment of \$1,616.25 for approximately 431 square feet of space at the College's Workforce Development Center of the main campus.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Three-Year Agreement with TalkLife Ltd for TalkCampus Student Mental Health Services.**

Trustees heard a request from Dr. Valerie Lynch, Vice President of Student Services, along with reviewing a written recommendation from Mr. Tom Moll, Coordinator of Behavioral Health, for the Board to approve a three-year agreement with TalkLife Ltd of Bristol, England, in the amount of \$21,738, for TalkCampus subscriptions services for online mental health support and in person peer support. Trustees were provided the proposed agreement. Trustees learned our agreement with our current mental health service provider, TimelyCare, will expire on July 30, 2024, and ICCB has granted permission for the College to use remaining FY 2024 Mental Health Early Action on Campus (MHEAC) grant funds to transition to TalkLife effective August 1, 2024.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a three-year agreement with TalkLife Ltd of Bristol, England, in the amount of \$21,738, for TalkCampus subscriptions services for online mental health support and in person peer support, with the subscription services to begin on August 1, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**



## **Approval of One-Year Renewal Agreement with Calm App for Student Use.**

Trustees heard a request from Dr. Lynch along with reviewing a written recommendation from Mr. Moll for the Board to approve extending the subscription for the Calm App for student use for an additional year, extending beyond the current expiration date of February 6, 2025. Trustees received a copy of the proposed Calm App order form detailing the fees of \$43,240 for up to 2,350 student users for the period February 7, 2025 through February 6, 2026. She said this proposed cost would remain the same as the current year if the College agrees to renew early. Dr. Lynch said that Mr. Moll reported that student use of the Calm App has increased by 5.3% in the past twelve months, with a total of 60,684 minutes of the Calm App being utilized by our students. She said Mr. Moll believes that providing the Calm App helps meet the mental health needs of our students and in meeting recommendations of the Mental Health Early Action on Campus grant. She reported that ICCB has granted permission for the College to use remaining FY 2024 MHEAC grant funds to extend the subscription for one more year beyond February 2025.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented extending the subscription for the Calm App for student use for an additional year, at a total cost of \$43,240, for the period February 7, 2025 through February 6, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

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

Trustee Lilly moved and Trustee Walk seconded to delegate authority to the College President to enter into contracts or agreements during FY 2025 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Resolution No. 0624-018 Authorizing Treasurer to Transfer Interest Earned from Working Cash.**

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0624-018 to authorize the Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act.

Trustee Walk moved and Trustee Curtis seconded to approve as presented Resolution No. 0624-018 to authorize the College Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act, Section 805/3-33. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Resolution No. 0624-019 Authorizing Treasurer to Invest Funds.**

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0624-019 to authorize the Treasurer of the College to invest funds.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented Resolution No. 0624-019 to authorize the College Treasurer to invest funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of Base Salary Increase for Administrators, Supervisors and Support Staff, Excluding Correctional Centers.**

Trustees reviewed a recommendation from Mr. Woodruff for the Board to approve a 4% base salary increase for our full-time administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement. Mr. Woodruff said this increase will help address the College's strategic planning goal of becoming a preferred employer in our geographic area in terms of wages and benefits and also help address the continued inflationary increases in living expenses and the financial pressures these increases have placed on our employees.

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

Trustee Reynolds moved and Trustee Walk seconded to approve as presented for FY 2025 a 4% base salary increase for our full-time administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of FY 2025 Base Salary Schedule, Excluding Correctional Centers.**

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, requesting the Board increase the starting salaries for new full-time employees to promote continued fairness and consistency across the institution. Trustees learned the proposed FY 2025 salary schedule reflects a 3.5% increase on the minimum starting salary compared to the FY 2024 schedule.

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

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the FY 2025 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of FY 2025 Part-time Rates and Stipends.**

Trustees reviewed a memorandum from Ms. Wahls for the Board to approve the part-time rates and stipends for FY 2025. Trustees reviewed details of the part-time rates and stipends listing and learned the administration plans to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2025, thus aligning with state law requirements for minimum wage.

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

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the proposed stipends for FY 2025 and part-time rates for the period July 1, 2024, through December 31, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Part-time Staff Hourly Increases.**

Trustees reviewed a recommendation from Mr. Woodruff that the Board approve a 4.0% increase for our current part-time employees effective July 1, 2024, except for positions currently at the rate of \$14 per hour – the Illinois minimum wage rate. Trustees learned these minimum wage positions received a raise this past January from \$13 to \$14 per hour and the administration will plan to adjust these to \$15 per hour effective January 1, 2025, when the Illinois minimum wage increases.

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

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented a 4.0% increase for current part-time employees effective July 1, 2024, excluding part-time positions at the minimum wage level and part-time correctional center staff.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Performance Contract with Veregy for the Luther Student Center Chillers Replacement Project.**

Trustee Curtis, Buildings and Site Committee Chair, presented a recommendation from Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve a performance contract with Veregy of St. Louis, Missouri, for an HVAC system upgrade of the Mechanical Plant in the Luther Student Center, at a total cost of \$436,405. He said this cost includes design documents, permitting, project management, insurance, warranty bonds and risk for the project.

Trustee Curtis said that Mr. Moore reported that it is critical to upgrade the HVAC system to restore and enhance our facility's cooling capacity and that this investment will provide long-term cost savings. Trustees were provided the proposed performance contract which detailed the estimated energy savings over time.

It was noted that because this performance contract with Veregy will be conducted through one of the public agencies authorized by the Illinois Intergovernmental Cooperations Act (Omnia or TIPS) that a formal bidding process is not necessary.

Trustee Curtis said that the Buildings and Site Committee previously met for an in-depth review of the need to replace the Chillers in the Luther Student Center.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented a performance contract with Veregy of St. Louis, Missouri, for an HVAC system upgrade of the Mechanical Plant in the Luther Student Center, at a total cost of \$436,405.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of Proposal for HVAC Controllers Project.**

Trustee Curtis presented a recommendation from Mr. Moore for the Board to approve the proposal received from Dynamic Controls, Inc. (DCI) of East Peoria, in the total amount of \$1,122,444, for the transition of our outdated and soon to be obsolete main campus Andover Continuum Building Automation System (BAS) to Schneider EcoStruxure along with performing power management and EcoStruxure migration to Microsoft Server 2022. Trustees reviewed the project proposal from DCI that details work to be performed in each facility on the College's main campus.

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

Trustee Curtis moved and Trustee Walk seconded to approve the proposal received from Dynamic Controls, Inc. (DCI) of East Peoria, in the total amount of \$1,122,444, for the transition of our outdated and soon to be obsolete main campus Andover Continuum Building Automation System (BAS) to Schneider EcoStruxure along with performing power management and EcoStruxure migration to Microsoft Server 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Acceptance of Gift-in-kind Donations from the Foundation.**

Trustees heard a recommendation from Dr. Bullock for the Board to accept from the Lake Land College Foundation two gift-in-kind donations including:

- A 2005 Subaru Forester vehicle valued at \$2,000 to be used by the Automotive Program. This was originally donated to the Foundation by Eli Cople of Teutopolis.
- An updated amount from the original gift-in-kind items donated on May 8, 2023 from the Patterson Technology Center, at a confidential amount. These items include miscellaneous office equipment, furniture and technology from their Effingham facility.

Dr. Bullock reported the Foundation has recently approved these gift-in-kind donations to the College.

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

- A 2005 Subaru Forester vehicle valued at \$2,000 to be used by the Automotive Program. This was originally donated to the Foundation by Eli Cople of Teutopolis.

- An updated amount from the original gift-in-kind items donated on May 8, 2023 from the Patterson Technology Center, at a confidential amount. These items include miscellaneous office equipment, furniture and technology from their Effingham facility.

The Board expressed appreciation to the two 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 and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Trustees heard a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve a proposed contract renewal with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO, for the period July 1, 2024, through June 30, 2027. Ms. Wahls said the College's ability to renew its contract with the Illinois Department of Corrections (IDOC) for providing educational services to inmates is dependent upon the College's renewed contract with AFSCME. During the Board meeting, Ms. Dustha Wahls, Director of Human Resources, highlighted proposed benefit changes and pay increases for various AFSCME clerical and instructor positions associated with the Correctional Programs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the contract renewal with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO for the period July 1, 2024 through June 30, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Contract Renewals for Educational Services with Illinois Department of Corrections.**

Trustees heard a recommendation from Dr. Bullock to approve the proposed contract renewal with the Illinois Department of Corrections (IDOC) for the College's ongoing educational services for inmates at 23 of the state's correctional centers. Trustees received the supporting

documents and a memo from Mr. Brandon Young, Dean of Correctional Programs South, requesting Board approval and detailing the 23 correctional centers involved with the contract. Mr. Young reported the total price of the contract is \$37,184,505.34, and the College will receive an indirect of 9% for each of the fiscal years, with a potential total of \$2,138,119.65.

Dr. Bullock requested the Board approve this contract renewal because of the positive community benefit resulting from providing education services to inmates and the fact that the College earns some revenue from the contract.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the proposed contract renewals with the Illinois Department of Corrections (IDOC) in which the College will provide educational services for IDOC to inmates at 23 correctional centers throughout the state for the period July 1, 2024, through June 30, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Addendum to the College's Equity Plan.**

Mr. Woodruff presented a recommendation of a proposed addendum to the College's equity plan. Dr. Bullock said this was discussed with Trustees during the recent Board Retreat and this addendum is a requirement that we must add to our Equity Plan Framework and submit to ICCB by June 30, 2024. He said the addendum addresses our Business Enterprise Program (BEP) procurement activities that support, promote, and encourage the economic development of minorities, women, and persons with disabilities participating in procurement as prime vendors and subcontractors. Mr. Woodruff said following Board approval, this addendum will be incorporated into our overall Equity Plan.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented an addendum to the College's equity plan to incorporate our Business Enterprise Program (BEP) procurement activities that support, promote, and encourage the economic development of minorities, women, and persons with disabilities participating in procurement as prime vendors and subcontractors. Dr. Bullock said this addendum will be submitted to ICCB and incorporated into the College's overall Equity Plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.



Absent: Trustee Wright.

**Motion carried.**

**Approval of Three-Year Agreement with Mongoose Research for Texting, Chat and AI Assistant Services.**

Mr. Woodruff presented a recommendation from Mr. David Stewart, Chief Information Officer, that the Board approve a three-year renewal agreement with Mongoose Research, Inc. of New York for the Cadence platform to continue providing student texting, chat, and now expand to AI Support Assistance, at a total cost of \$119,671 over the three-year period July 1, 2024 through June 30, 2027. Trustees were provided a memo detailing the annual cost and the proposed agreement.

Mr. Stewart reported that in June 2021 the College originally purchased a three-year agreement for texting and chat solutions with Mongoose, and that implementation of this tool has led to enhanced student engagement, improved administrative efficiency, and cost savings. Additionally, he reported that the platform's analytics capabilities, including a 98% deliverability rate and campaign success tracking, help improve the effectiveness of our communication strategies with students.

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

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a three-year renewal agreement with Mongoose Research, Inc. of New York for the Cadence Platform to continue providing student texting, chat, and now expand to AI Support Assistance, at a total cost of \$119,671 over the three-year period July 1, 2024 through June 30, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

**Closed Session**

7:13 p.m. – Trustee Curtis moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to review minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

7:31 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 and Student Trustee Kelly.

**Trustees Absent:** Trustee Wright.

**Others Participating via Telephonic or Electronic Means:** None.

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

Trustee Curtis moved and Trustee Walk seconded to approve the release of closed session minutes for section 1 of the March 11, 2024 meeting, section 1 of the April 8, 2024 meeting, and section 1 of the May 13, 2024 meeting; and not approve the release of closed session minutes for all other sections in the six-month review period since December 11, 2023 as the need for confidentiality still exists. 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 and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of Separation Agreement and Release Between the Board of Trustees and a Tenured College Faculty Member as Discussed in Closed Session.**

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the Separation Agreement and Release between the Board of Trustees and Mr. Brian Lynch, a tenured College faculty member, thereby accepting his resignation from employment effective May 30, 2024. 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 and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**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 appointment of three full-time, tenure-track faculty members.

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

Bennett, Lisa	5/20/24-7/3/24
Bretscher, Emily	12/5/27-3/6/25
Bowen, Mercury	5/20/24-Intermittent
Huddleston, Lacy	10/8/24-1/1/25
Jarrell, Charlie	5/13/24-6/21/24
McKenzie, Michelle	5/28/24-7/5/24

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Koontz, Willow	Newspaper Editor - Student Newspaper Primary position College Work-Study	5/13/24
Perkins, Alexandria	Test Proctor Primary position College Work-Study	5/2/24

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Fatheree, Dustyn	IEL Instructor Primary position Director of Adult Education	5/8/24
Morlen, Andrew	Ast Baseball Coach Vol, Pt groundskeeper Primary position Fitness Center Specialist	4/11/24
Samuelson, Lauryn	Admissions and Records Commencement Ast Primary position Perkins Student Worker	5/10/24
Stolz, Timothy	Coordinator of Student Life IEL Instructor Primary position Student Life Specialist	5/14/24 5/8/24

Therault, Emma Admissions and Records Commencement Ast 5/10/24  
 Primary position Perkins Student Worker

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time Tenure Track</b>		
Lucht, Sarah	Communication Instructor	8/16/24
<b>Full-time</b>		
Helmink, Jeanine	Administrative Assistant to Career Services	6/11/24
Paulson, Kristi	Dir of Fitness Center/Head Softball Coach	6/11/24
<b>Part-time</b>		
Arnold, Chad	Community Learning Instructor	6/3/24
Coad, Samantha	IDOC CPR Instructor	5/6/24
Hartke, Abby	Adjunct Faculty Humanities Division	8/16/24
Higgs, David	Technical Support Assistant	5/20/24
Justice, McKenzie	Newspaper Editor - Student Newspaper	5/10/24
Rubin, Ariel	Print Shop Technician Assistant	5/14/24
Tackett, Jennifer	Dual Credit Coordinator	4/9/24
Thomas, Joseph	Admissions and Records Commencement Ast	5/6/24

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Einhorn, Beth	Alternative Education Instructor	5/23/24
Hartke, Emily	Academic Counselor (Retired)	5/22/24
Redd, Michelle	Alternative Education Instructor	5/23/24
Reynolds, Theresa	Alternative Education Instructor	5/23/24
Shriver, Lindsay	Trio Destination College Outreach Advisor	5/31/24
<b>Part-time</b>		
Duckett, Amy	Cosmetology Clinical Instr (hourly)	4/17/24
Green, Bennett	Admissions and Records Commencement Ast	5/10/24
James, Asia	Admissions and Records Data Entry Assistant	5/2/24
Mriscin, Michael	Admissions and Records Commencement Ast	5/10/24
Roberts, Amaahd	Print Shop Technician Assistant	12/12/23
Robinson, James	Admissions and Records Commencement Ast	5/10/24
Songo, Divine	Library Assistant	5/9/24
Thomas, Joseph	Admissions and Record Commencement Ast	5/10/24

**Transfers/Promotions**

**The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time Tenure Track</b>		
Harley, Scott	John Deere Technology Instructor	8/16/24
	Transferring from Adj Fac Ag Division	8/16/24
Robison, Walter	Applied Engineering Technology Instructor	8/16/24
	Transferring from Technical Training Specialist	
<b>Full-time</b>		
Carter, Adam	CBI Training Specialist	7/1/24
	Transferring from Technical Training Specialist	
Suckow, Jeff	Police Sergeant	6/23/24
	Transferring from Police Officer	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

There was no additional discussion.

## **Adjournment.**

Trustee Curtis moved and Trustee Reynolds seconded to adjourn the meeting at 7:34 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.

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