

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



Regular Board Meeting No. 691
Board and Administration Center, Room 011
Mattoon, IL
July 11, 2024

Minutes

Call to Order.

Chair Cadwell called the July 11, 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, Mr. Dave Storm, Secretary and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Doris Reynolds, Trustee Denise Walk and Student Trustee Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; 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 Laughunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of June 10, 2024, Regular Meeting.
2. Approval of Minutes of June 10 2024, Closed Session.
3. Approval of Agenda of July 11, 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	\$	931,443.25
Building Fund	\$	89,438.09
Site & Construction Fund	\$	54,984.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	22,833.74
Restricted Purposes Fund	\$	497,275.79
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	1,781.91
Student Accts Receivables	\$	301,330.07
Total	\$	1,899,086.85

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 January 9, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk was not present and thus no report was given.

Resource & Development.

Trustee Reynolds, Committee Chair, was not present and thus no report was given.

Finance.

Trustee Storm, Committee Chair, said the Committee met on July 9, 2024, regarding items which will be discussed later in the agenda.

Buildings & Site.

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

Foundation.

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

- Please save the date for the 3rd annual Foundation & Alumni Awards celebration on Thursday, October 24. We will be recognizing our 2024 Foundation & Alumni award recipients at this event.
- The 2024-2025 Foundation scholarship application will reopen the month of August for any students who didn't apply for the first round.

Student Report

Ms. Abbie Kelly, Student Trustee, was not present and thus no report was given.

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 June toward the FY 2024 outstanding balance. A total of \$249,987 remains outstanding for IDJJ.
- The College received a payment of \$362,585 from the Illinois Department of Corrections (IDOC) in June toward the FY 2024 outstanding balance. A total of \$845,782 remains outstanding for IDOC.
- In June, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260 and equalization of \$587,861. The State is paid in full for FY 2024.
- The College received no property tax payments in June.

Business - Non-action Items.

Presentation of FY 2025 Budget.

Trustees reviewed the proposed FY 2025 Budget Book and heard a presentation from Dr. Bullock regarding the FY 2025 Budget. Trustees learned that the overall proposed FY 2025 budget for all funds is \$126,120,058 and that the proposed FY 2025 operating budget is balanced, with operating revenues of \$61,049,472 and corresponding operating expenditures. Dr. Bullock, Mr. Woodruff, Vice President for Business Services, and Ms. Madge Shoot, Comptroller, answered various questions by Trustees. Dr. Bullock said approval of the FY 2025 Budget will be requested during the August 12, 2024, regular Board meeting, and that the proposed FY 2025 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

Trustee Storm said the Finance Committee met recently for an in-depth review of this agenda item. He said the Committee's consensus was to recommend to the Board approval of the FY 2025 Budget as presented.

Athletic Department Honors.

Dr. Valerie Lynch, Vice President for Student Services, provided an overview of the 2023-2024 accomplishments of our student athletes in the past year. Members of the Lady Lakers Softball Team attended and presented their district and regional plaques.

Monthly Data Point Discussion - Impact of Grants and the Grants Annual Report.

Dr. Beth Craig, Grants Writer and Coordinator, provided highlights from an Annual Report of grant activities this past year.

Strategic Plan Bi-Annual Report.

Ms. Jean Anne Highland, Chief of Staff, highlighted progress for various strategic initiatives featured in the report.

Proposed Revisions to Board Policy 05.05 – Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.

Trustees heard a recommendation from Ms. Jean Anne Highland for the Board to consider proposed revisions to the above-referenced Policy. Trustees received details of the proposed revisions which incorporate a new section to add the relevant components of the Paid Leave for All Workers Act (PLAWA) as it relates to adjunct employees. Trustees were reminded that this past January we implemented these provisions as a pilot program through Summer 2024,

but the administration agrees we now need to codify this benefit for adjunct employees by adding the PLAWA language to Policy 05.05.

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 August 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the August 12, 2024, regular meeting that is to be held at the Effingham Technology Center.

Action Items.

Acceptance of May 2024 Financial Statements.

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

Trustee Storm said the Finance Committee met recently for an in-depth review of the May 2024 Financial Statements and he said the Committee's consensus was to recommend to the Board of Trustees approval of the statements as presented.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus the following items including:

- 2005 Club Cart (Serial Number NQO399-213328) – Used by the Technology department and was recently replaced due to maintenance and aging related concerns.
- Student Fitness Center Equipment – Two (2) treadmills, One (1) dumbbell rack, Two (2) weight racks, Two (2) exercise bikes, and Two (2) ellipticals. This is the result of

replacing old (20+yrs) equipment with new and/or safer, technologically advanced equipment.

- Effingham Technology Center Cubicle Walls/Desks – In order to remove and prepare for the construction phase of the building, we're requesting surplus designation for the equivalent of 100 administrative cubicle walls/desks and 4 manager cubicle walls/desks that will not be repurposed by the College within ETC or other College facilities.
- Grasshopper Mower (**725D**) – This unit had exceeded its useful life and the College began seeing increased maintenance costs associated with keeping this mower operational. It had no trade-in value against the new mower.

Trustee Lilly moved and Trustee Curtis seconded to declare as surplus the following four categories of items or equipment so that these items may be disposed of in a manner most beneficial to the College:

- 2005 Club Cart.
- Various equipment items from the Student Fitness Center.
- 100 administrative cubicle walls/desks and 4 manager cubicle walls/desks at the Effingham Technology Center (ETC) that will not be repurposed within ETC or other College facilities.
- Grasshopper Mower (725D).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of RAMP Document.

Trustees heard a recommendation from Mr. Woodruff that the Board approve the FY 2026 Resource Allocation Management Plan (RAMP) application for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. He also said this includes the rehabilitation of the Northeast Classroom Building, the Northwest Classroom Building, the West Building, and the Lake Land College Library (Judge Learning Resource Center). Trustees learned that if the Renovation of Existing Buildings Project would be approved and appropriated, the total local match would be \$3,670,000 for the Northwest Classroom Building remodel, \$3,750,000 for the Northeast Classroom Building remodel, \$5,000,000 for the West Building remodel and \$4,000,000 for the Library remodel.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the College's FY 2026 RAMP application packet as presented for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-001 - Appointment of College Treasurer and Approval of Surety Bonds.

Dr. Bullock said that Resolution No. 0724-001 is needed to appoint Mr. John Woodruff, Vice President for Business Services, as the College's Treasurer and approve the Treasurer's Surety Bonds. He said each Trustee received a copy of a Surety Bond that is also part of the Resolution. The Surety Bond will be posted on the Board of Trustees web page.

Trustee Wright moved and Trustee Curtis seconded to approve as presented Resolution No. 0724-001 to appoint Mr. John Woodruff, Vice President for Business Services, as College Treasurer and approve the Treasurer's Surety Bonds. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-002 - Authorizing College Treasurer to Act as Fiscal Agent.

Dr. Bullock said that the reasons for this recommended motion are the same as detailed in the preceding action item above.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented Resolution No. 0724-002 to authorize Mr. John Woodruff, Vice President for Business Services and appointed Treasurer, to act as the College's Fiscal Agent for a period not to extend beyond the next organizational meeting of the Board of Trustees. [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, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-003 - Non-Corporate Agreement and Associated Person Information Forms for Delivery to Depository Wells Fargo Advisors, LLC.

Dr. Bullock presented Resolution No. 0724-003 which is necessitated by the change in College Treasurer as described in the action item above, adding Mr. Woodruff to the non-corporate agreement with Wells Fargo for the College's investments.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0724-003 to update the non-corporate agreement and associated person information forms with depository Wells Fargo Advisors, LLC, due to the change in the College Treasurer. [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, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-004 - Signatory Card and "Corporate Authorization Resolutions" for Delivery to Depository First Mid Bank and Trust.

Dr. Bullock said the above-referenced Resolution became necessary by the change in College Treasurer as described in the action item above, adding Mr. Woodruff to the signatory cards for the College's financial accounts with First Mid Bank and Trust of Mattoon.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented Resolution No. 0724-004 to approve the signatory card and "Corporate Authorization Resolutions" for delivery to depository First Mid Bank and Trust of Mattoon due to the change in the College Treasurer. [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, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Acceptance of FY 2024 ICCB Noncredit Workforce Training Initiative Amendment Grant Funds.

Ms. Highland presented to the Board a recommendation from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept additional funding in the amount of \$20,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant. Trustees received the amended ICCB approved grant budget. Ms. Highland reminded Trustees that in April 2024 the Board initially accepted a one-year grant for \$100,000 from ICCB for the Noncredit Workforce Training Initiative. Ms. Highland said that with the initial grant funds the College purchased a new powered industrial truck (forklift) and hired a part-time employee to help coordinate and teach the program. She reported that with the additional grant funds the College plans to purchase upgraded software support and modules for the College's noncredit program registration software.

Trustee Wright moved and Trustee Curtis seconded to approve as presented additional funding in the amount of \$20,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Acceptance of Bid for Welding Equipment.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the bid from Depke Welding Supplies of Urbana, in the amount of \$42,967.12 for the purchase of additional welding equipment to upgrade our welding lab. Trustee received a copy of the bid sheet detailing Depke Welding Supplies as submitting the lowest of two bids received.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Depke Welding Supplies of Urbana, in the amount of \$42,967.12 for the purchase of additional welding equipment to upgrade our welding lab.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Bid for Automotive Lifts.

Mr. Woodruff presented a request for the Board to approve the bid from Indiana Automotive Equipment of Maxwell, Indiana, in the amount of \$25,320 for the purchase of two new automotive lifts which are needed to replace outdated equipment for the automotive program. Trustees received a copy of the bid sheet detailing this vendor as submitting the lowest of two bids received. Mr. Woodruff noted their bid includes a \$2,400 trade-in credit for our current automotive lifts which the Board declared as surplus during the June 2024 regular meeting.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented the bid from Indiana Automotive Equipment of Maxwell, Indiana, in the amount of \$25,320 for the purchase of two new automotive lifts which are needed to replace outdated equipment for the automotive program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Acceptance of Bid for Printing and Mail Preparation of the Fall Magazine and Alumni Magazine.

Dr. Valerie Lynch, Vice President for Student Services, presented a request to the Board from Ms. Kelly Allee, Director of Marketing and Public Relations, for the Board to approve the bid from RR Donnelley of Streamwood, IL, in the total amount of \$40,324 for the printing, mail preparation and shipping for the Fall 2024 Lake Land College Magazine and Alumni Magazine. Dr. Lynch said the total bid is based upon \$20,558 for the printing and mail preparation of the 2024 Alumni Magazine and \$19,766 for the printing and mail preparation of the Fall 2024 College Magazine. Trustees received a copy of the related bid tabulation sheet that details bids received from nine companies.

Dr. Lynch said per Board Policy 10.22, the low bid need not be the sole criterion and the Board may take into consideration the reliability of the supplier and quality and availability of service.

Trustee Wright moved and Trustee Curtis seconded to approve the bid from RR Donnelley of Streamwood, IL, in the total amount of \$40,324 for the printing, mail preparation and shipping for the Fall 2024 Lake Land College Magazine and Alumni Magazine.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Named Spaces Planner and Use of Funds.

Dr. Bullock presented to the Board a request from Ms. Christi Donsbach, Executive Director for College Advancement, for the Board to approve updates to the current Named Spaces Planner maintained by the Lake Land College Foundation and under the provisions of Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*. He said Ms. Donsbach's memo detailed updates to the planner, including proposed donation amounts associated with eight rooms at the Effingham Technology Center.

Dr. Bullock said additionally, we are requesting the Board allow donations made in accordance with Board Policy 11.10 - *Naming of Buildings, Grounds or Academic Programs* for the eight rooms at the Effingham Technology Center as detailed in Ms. Donsbach's memo to be directed to support the Effingham Regional Career Foundation endowment to support the operation of the Effingham Regional Career Academy.

Dr. Bullock said we respectfully request the Board approve two separate recommended motions as noted below for this one agenda item.

Trustee Storm moved and Trustee Curtis seconded to approve as presented updates to the current Named Spaces Planner which is maintained by the Lake Land College Foundation in consideration of naming rights related to specific donation amounts and under the provisions of Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Trustee Curtis moved and Trustee Wright seconded to allow as presented donations made in accordance with Board Policy 11.10 - *Naming of Buildings, Grounds or Academic Programs* for eight rooms at the Effingham Technology Center to be directed to support the Effingham Regional Career Foundation endowment to support the operation of the Effingham Regional Career Academy.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Termination of Local Workforce Innovation Area (LWIA) 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement.

Dr. Bullock presented to the Board a recommendation from Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, requesting the Board approve termination of the Local Workforce Innovation (LWIA) 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement, with the College stepping down as the fiscal agent effective September 30, 2024.

Dr. Bullock said as the fiscal agent since July 1, 2014, Lake Land College contracts with CEFS Economic Opportunity Corporation for adult, dislocated worker and youth services in Local Workforce Innovation Area 23 (LWIA 23). He said by stepping down as the fiscal agent for WIOA, Lake Land College will not be renewing its contract with CEFS when it ends on September 30, 2024. Dr. Bullock said CEFS will remain the Title 1 provider through LWIA 23. He said this decision should not impact training and employment services for our students, employers and community members. This will impact three grant-funded, full-time Lake Land College colleagues. Trustees learned the College notified the impacted employees this past Monday and will assist them as they transition to their future plans, and these employees will be employed in their current positions until September 30, 2024.

Trustee Lilly moved and Trustee Curtis seconded to approve the administration's recommendation to terminate the Local Workforce Innovation Area 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement between Lake Land College and the Chief Elected Officials of Local Workforce Innovation Area 23, effective September 30, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Mutual Aid Agreement for Extreme Emergency Response with the City of Effingham and Effingham County.

Ms. Highland presented a recommendation for the Board to approve a Mutual Aid Agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department. Trustees reviewed the proposed Mutual Aid Agreement. She said the College currently has existing mutual aid agreements with the Coles County Sheriff's Department, City of Mattoon Police Department and the City of Charleston Police Department in case of the need for an extreme emergency response. Ms. Highland said given the expanded operations planned at the newly acquired Effingham Technology Center and with the launch of Effingham Regional Career Academy courses in Effingham, it is Chief Branson's recommendation that the Board of Trustees approve the proposed mutual aid agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department.

Ms. Highland noted that with the start of the Fall 2024 semester, the College Police Department will routinely have at the College's Effingham locations a dedicated Police Officer on-site during peak day-time class hours.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the Mutual Aid Agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

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

Dr. Bullock presented a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to consider proposed revisions to the above-referenced Policy. Trustees received the details of the proposed revisions which will add diversity, equity, inclusion and belonging to the list of annual employee compliance training. He said this training will also be required for new employees upon hire. Dr. Bullock said the revisions also correct the title to match Board Policy 11.04.01 – *Prohibition of Sexual-Based Misconduct.*

Dr. Bullock said the administration submitted this recommendation as first reading during the June 10, 2024 regular meeting and that since that time, we have received no additional questions or requested changes.

Trustee Curtis moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 05.37 – *Employee Compliance Training.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policies 11.01 – *Affirmative Action/Equal Opportunity* and 11.04.01 – *Prohibiting Sex-Based Misconduct*. (Roll Call Vote Required).

Trustees heard a recommendation from Dr. Lynch for the Board to approve proposed revisions to the above-referenced Policies. Trustees received a copy of the proposed Policy revisions. Dr. Lynch reported that on April 19, 2024, the U.S. Department of Education released the final 2024 amendments to regulations implementing Title IX of the Education Amendments of 1972, requiring application of the amended requirements to complaints of sex discrimination regarding alleged conduct that occurs on or after August 1, 2024. She said the proposed Policy revisions address some of the necessitated changes for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. Dr. Lynch said the amendments also include new provisions specific to pregnancy and related conditions.

Dr. Lynch noted this recommendation follows consultation with our legal counsel at Robbins Schwartz. She said that additionally, upon final guidance documents from Robbins Schwartz the administration will work diligently to update all procedures and published documentation as required by the Title IX updates by the August 1, 2024 deadline.

Dr. Lynch requested the Board to waive first reading and approve proposed revisions during the July 2024 regular Board meeting so that we may meet the requirements established by the Department of Education by the August 1 effective date.

Trustee Storm moved and Trustee Curtis seconded to waive first reading and approve proposed revisions as presented to Board Policies 11.01 – *Affirmative Action/Equal Opportunity* and 11.04.01 – *Prohibiting Sex-Based Misconduct*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Closed Session

7:01 p.m. – Trustee Lilly moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Return to Open Session - Roll Call

7:07 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis, Mr. Larry D. Lilly, Mr. Dave Storm, Secretary and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Doris Reynolds, Trustee Denise Walk and Student Trustee Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

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 Curtis motioned and Trustee Lilly seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the request of a general leave of absence.

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

Bloemer, Katelyn	8/28/24-11/21/24
Coonce, Amy	4/24/24-Intermittent
Workman, Bethany	9/30/24-12/20/24

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Shoot, James	8/10/24-10/11/24
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Allen, Charles	Adult Education Welding Instructor	12/9/21
	Primary position Dual Credit Instructor	
Bunch-Epperson, Genine	Traffic Safety Instructor - DUI	6/11/24
	Primary position Com Learning Instructor	
Bushur, Maria	Alternative Education Instructor	5/23/24
	Primary position Adult Education Instructor	
Carter, Natasha	Lab Student Assistant	6/6/24
	Primary position Trio Ofc Coordinator	
Catt, Dannielle	Community Learning Instructor	5/10/24
	Primary position Summer College for Youth	
Horton, Jesse	IEL Instructor	6/11/24
	Primary position Adj Faculty Social Science	
Musselwhite, Justin	Adult Education Welding Instructor	6/11/24
	Primary position Adult Ed Adjunct Faculty	
Myers, Kendra	Pathways Substitute Instructor	5/31/24
	Primary position Adult Education Instructor	
Plummer, Teresa	Pathways Substitute Instructor	5/23/24
	Primary position Adult Education Instructor	
Rubin, Talianna	International Student Ambassador	6/11/24
	Primary position Tutor - Student Lrng Asst	
Storm, Janalee	Print Shop Technician Assistant	6/12/24
	Primary position Cosmetology Receptionist	
Strode, Celestia	International Student Ambassador	6/11/24
	Primary position Tutor - Student Lrng Asst	
Therault, Emma	Perkins Student Worker	6/11/24
	Primary position Marketing & PR Intern	
Wiles, Tessa	IEL Instructor	6/11/24
	Primary position Director of Dual Credit	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Oakley, Benjamin	Dual Credit Instructor	6/12/24
Full-time		
Julius, Codi	TRIO Destination college Outreach Advisor	8/5/24
Part-time		
Bergstrom, Cooper	Print Shop Technician Assistant	6/24/24
Conlin, Courtney	Dual Credit Coordinator	7/1/24
French, Mikahya	Part-Time Groundskeeper	6/13/24

Phillips, Sharon	IDOT Quality Management Training Prg Spec	6/26/24
Richards, Sydney	Fitness Center Specialist	6/12/24
Roderick, Jared	Digital Media Specialist	6/17/24
Salami, Aisha	Newspaper Editor - Student Newspaper	7/1/24
Spencer, Audri	Part-Time Groundskeeper	6/12/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Gunn, Robert	Correctional Automotive Technology Instructor	6/11/24
Nolen, William	Correctional Horticulture Instructor	7/2/24
Rhine, Scott	It Instructor/Prog Coordinator It-Network Adm	5/13/24
Steaman, William	Correctional Occupations Instructor	6/28/24
Part-time		
Baumann, Greyson	College Work Study Radio TV	12/4/23
Bluhm, Lisa	Adjunct Faculty Business Division	5/6/24
Bok, Grace	Perkins Student Worker	4/26/23
Brummer, Madilyn	Newspaper Editor - Student Newspaper	4/10/24
Bryson, Beverly	Bookstore Rush Worker	5/16/24
Carlen, Kyle	Physical Plant Assistant	6/3/24
Compton, Debra	Pathways Classroom Assistant	5/16/24
Davis II, Aaron	College Work-Study	4/25/24
Dennis, Danielle	Perkins Student Worker	3/15/24
Evans, Sandra	Community Learning Instructor	10/25/23
Gentry, Wyatt	College Work-Study	5/10/24
Grant, Olivia	College Work-Study	4/29/24
Hacker, Chelsie	Community Learning Instructor	11/29/23
Hoene, Gage	College Work-Study	4/29/24
Hunter, Madison	College Work-Study	4/26/24
Iheasi, Elfrieda	Newspaper Editor - Student Newspaper	5/29/24
Johns, Alexis	Newspaper Editor - Student Newspaper	2/15/24
Kaurin, Emily	Newspaper Editor - Student Newspaper	5/2/24
Klingler, Steven	Adjunct Faculty Technology Division	5/4/23
Little, Diamond	College Work-Study	5/9/24
McEuen, Kristine	Community Learning Instructor	12/4/23
Omari, Marjolaine	Bookstore Rush Worker	12/21/23
Otis, Rebekah	College Work-Study	5/10/24
Parrott, Janet	Library Assistant - Technical Services	6/27/24
Phinney-Schultz, Alyssa	Clinical Dentist	4/17/23
Reardon, Robin	Special Needs Note Taker	12/4/23
Rhine, Lydia	Print Shop Technician Assistant	8/10/23
Rosario, Moises	Bookstore Rush Worker	1/11/24
Rosil, Enock	Bookstore Rush Worker	5/29/24

Russell, Megan	Newspaper Editor - Student Newspaper	5/6/24
Samuelson, Lauryn	Perkins Student Worker	3/16/24
Shanyurai, Terrence	Pathways Classroom Assistant	5/16/24
Skolte, Gerald	College Work-Study	4/9/24
Smock, Delissalynn	College Work-Study	5/10/24
Sullivan, Laura	Dual Credit Coordinator	4/18/24
Swinkunas, Christopher	Perkins Student Worker	6/6/24
White, Mary	Allied Health Den Clinical Instructor (hourly)	12/7/23

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Crone, William	Associate Dean of Correctional Programs Transferring from Corr Hort Inst-Jacksonville	6/24/24
Cruit, Laney	Associate Dean of Correctional Programs Transferring from Alt Educ Transition Coor	6/27/24
Horsch, Scott	Associate Dean of Correctional Programs Transferring from Associate Dean St. Charles	7/1/24
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, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting at 7:10 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/