

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



Regular Board Meeting No. 692
Effingham Technology Center, Room 146
Effingham, IL
August 12, 2024

Minutes

Call to Order.

Chair Cadwell called the August 12, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. at the Effingham Technology Center, Effingham, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; 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 and media.

Approval of Consent Items.

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

1. Approval of Minutes of July 11, 2024, Regular Meeting.

2. Approval of Minutes of July 11, 2024, Closed Session.
3. Approval of Agenda of August 12, 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	\$	857,252.91
Building Fund	\$	30,024.30
Site & Construction Fund	\$	44,529.97
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	160,474.65
Restricted Purposes Fund	\$	253,465.12
Working Cash Fund	\$	-
Audit Fund	\$	15,100.00
Liability Insurance Fund	\$	53,806.00
Student Accts Receivables	\$	146,675.49
Total	\$	1,561,328.44

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 February 13, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Public Hearing on Fiscal Year 2025 Operating Budget.

Chair Cadwell called the hearing to order at 6:01 p.m. He said that the FY 2025 Operating Budget had been on display for a minimum of thirty days since it was presented at the July 11, 2024, Board meeting and asked if there were any comments from the audience. There were no public comments. Chair Cadwell then declared the hearing closed at 6:02 p.m.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk stated the legislature will be starting back up in the fall and the College will continue to monitor legislation that may impact the College's policies and procedures.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The quarterly Foundation Board meeting was held July 22 at the Workforce Development Center. Many thanks to the Workforce Development team for their hospitality and tour following the meeting.
- The Foundation scholarship application reopened for the month of August, so please help us spread the word! The Foundation and Financial Aid offices are partnering to participate in Welcome Week and assist students in answering scholarship-related questions.
- The Foundation is excited to be launching a Community Partners Program, which is a year-long sponsorship with many engagement opportunities to start in 2025. With this new program, the annual golf outing won't be taking place this fall.
- A huge thanks goes out to all of our colleagues that signed up this year and for those that continue to give through the Employee Giving Program. Participation has increased 13% over last year!

Student Report

Ms. Abbie Kelly, Student Trustee, said Lake Land is hosting the first annual Welcome Week, starting Wednesday, August 14, and textbook pickup starts on Wednesday in the Luther Student Center. She said on Thursday, August 15 and Friday, August 16, there will be giveaways, food trucks, workshops, and exclusive events on campus. The Student Life will take part by handing out tote bags for students to carry their books during textbook pickup. The celebration continues with the Student Activity Board (SAB) welcome day event. Ms. Kelly said on Wednesday, August 21, SAB will be providing a free taco bar lunch, t-shirts, games, inflatables, prizes, and exciting giveaways. She said the welcome day event at the Kluthe Center will be Thursday, August 22. She continued to say that on Wednesday, August 28, the Student Government Association will be hosting a Red Cross Blood Drive and Student Life will be hosting an open house for anybody interested in joining.

President's Report.

Dr. Bullock gave the following updates:

- The College received a payment of \$174,380 from the Illinois Department of Juvenile Justice (IDJJ) in July toward the FY 2024 outstanding balance. A total of \$303,001 remains outstanding for IDJJ.
- The College received a payment of \$1,012,351 from the Illinois Department of Corrections (IDOC) in July toward the FY 2024 outstanding balance. A total of \$930,496 remains outstanding for IDOC.
- In July, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$740,143 and equalization of \$574,383. A balance of \$5.0 million in credit hour reimbursement and \$6.3 million in equalization remains outstanding.
- The College received \$3.4 million in property tax payments in July.

Business - Non-action Items.

Effingham Education and Regional Extension Center Updates.

Trustees heard a presentation from Mr. Jerry Tkachuk, Director of Effingham Education & Regional Extension Centers, with the annual update on the Kluthe Center, other extension centers and the Effingham Regional Career Academy.

Center to Business and Industry Updates.

Trustees heard a presentation from Ms. Bonnie Moore, Director of the Center for Business & Industry. She provided an update on all the activities and programs within the Center to Business and Industry department.

Monthly Data Point Discussion – Annual Enrollment Report and Equity Data.

Trustees heard a presentation from Ms. Lisa Cole, Director of Data Analytics, highlighting the Annual Enrollment Report and Equity Data.

Proposed Revisions to Board Policy 05.10 – *Hiring for Full-Time Employees.*

Trustees heard a recommendation from Mr. John Woodruff, Vice President for Business Services, for the Board to consider proposed revisions to Board Policy 05.10 – *Hiring for Full-Time Employees*. Trustees received details of the proposed revisions which reflect current College employment practices regarding background checks and software the College no longer uses for the hiring process.

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 September 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the August 16, 2024, Opening Day event and the October 24, 2024, Annual Foundation and Alumni Awards Celebration.

Action Items.

2025 Trustee Election Information and Acceptance of Letters of Designation.

Ms. Jean Anne Highland, Chief of Staff, said two six-year terms and one four-year vacancy will appear on the Lake Land College ballot for the 2025 Trustee Election as part of the consolidated election. Ms. Highland said the two six-year terms are held by Mr. Kevin Curtis and Mr. Dave Storm. She said Mr. Larry Lilly was appointed in March 2024 to fill the vacancy created by Mr. Mike Sullivan's resignation, with Mr. Lilly's appointment to the vacancy being to serve on the Board until the next regular election (April 2025) when a successor will be elected to serve the remainder of the unexpired term that goes through 2029. Ms. Highland said the candidate election packet may be requested from the President's Office by contacting her via phone or email. Ms. Highland also highlighted pertinent election dates including:

- The trustee election will be held April 1, 2025.
- Candidates may begin circulating petitions on August 20, 2024.
- The filing period will be November 12-18, 2024.

Ms. Highland also requested the Board approve a letter of designation which would authorize her to act as the Local Election Official on behalf of Board Secretary Mr. Dave Storm. Additionally, Trustees were asked to approve seven other designation letters for additional

staff members to act as representatives for accepting petitions and/or the filing of objections during the upcoming Trustee election.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented the letters of designation for the April 1, 2025, Trustee Election.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of June 2024 Financial Statements.

Trustees reviewed the June 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 Walk seconded to approve as presented the June 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

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

- Welders – 3 Lincoln 225 Precision Tigs, 3 Lincoln Invertec V205-T AC/DC, 4 Lincoln Cool Arc 40, 2 Teach Weld Welding Simulators, and 1 Vega Tensile Tester.
- Various Effingham Technology Center (ETC) technology items that will not be repurposed by the College within ETC or other College facilities. Trustees reviewed a detailed listing of those items.
- The remaining ETC Cubicle Walls/Desks that will not be repurposed by the College within ETC or other College facilities.

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

- Welders – 3 Lincoln 225 Precision Tigs, 3 Lincoln Invertec V205-T AC/DC, 4 Lincoln Cool Arc 40, 2 Teach Weld Welding Simulators, and 1 Vega Tensile Tester.
- Various Effingham Technology Center (ETC) technology items that will not be repurposed by the College within ETC or other College facilities. Trustees reviewed a detailed listing of those items.
- The remaining ETC Cubicle Walls/Desks that will not be repurposed by the College within ETC or other College facilities.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Organizational Charts.

Trustees heard a recommendation from Dr. Bullock that the Board approve as presented the Organizational Charts effective FY 2025. Trustees reviewed the organizational charts for each unit of the College.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the Organizational Charts effective FY 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0824-005 to Adopt the FY 2025 Operating Budget.

Trustee Storm, Finance Committee Chair, said the Finance Committee met on July 9, 2024 for an in-depth review of the proposed Budget, and the Committee's consensus was to recommend to the Board approval of the Budget as presented. He said the FY 2025 Budget was presented to the Board of Trustees during the July 11, 2024 Board meeting and that the Budget had been displayed publicly for at least 30 days as required by law.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 0824-005 to adopt the FY 2025 Operating Budget. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Resolution 0824-006 Supporting the Extension of the Village of Bethany TIF District.

Dr. Bullock recommended the Board support a 12-year extension for the Village of Bethany Tax Increment Finance (TIF) District. He said this TIF District was established in 2003 with a life of 23 years. Trustees reviewed a map of the TIF District area and summary documents showing the numerous benefits and projects associated with this TIF District to date. Dr. Bullock said that the Village of Bethany Mayor, Jonathan Book, and Economic Development Director, Brian Gill, have reported they still have commercial and residential redevelopment projects they would like to complete within the TIF District boundaries and they are requesting all taxing bodies provide a letter of support for their 12-year extension request. Dr. Bullock said they are working with IL Senator Steve McClure and IL Representative Brad Halbrook to create the legislation necessary to fulfill the requirements for the introduction of the amendment to the Illinois General Assembly for this extension request.

Trustee Wright moved and Trustee Curtis seconded to approve as presented Resolution No. 0824-006 Supporting the Extension of the Village of Bethany TIF District. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of FY 2025 ICCB PATH Grant Funds.

Dr. Ike Nwosu, Vice President for Academic Services, recommended the Board accept a one-year grant for \$370,539 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH). Trustees reviewed the ICCB

approved grant budget. Dr. Nwosu reported this will be the third year for the College to receive grant funds from the PATH Program.

Dr. Nwosu reported that with the additional grant funds the College will:

- Continue providing tutoring opportunities to students at times that are convenient for them, and led by faculty who teach their courses.
- Fund part-time staff to help coordinate the details of grant logistics.
- Support Allied Health faculty members to attend conferences, including simulation and certification training, in order to keep their skills up to date.
- Provide student tuition assistance upon satisfactory completion of course work, marketing and recruiting materials, and student books, orientation materials and uniforms for qualifying student candidates.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a one-year grant for \$370,539 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of TORT Plan.

Mr. Woodruff said the Tort Immunity Act allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding the College's Tort Levy Expenditures/Risk Management Plan for FY 2025. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Mr. Woodruff said the proposal for FY 2025 includes the addition of two new added positions for the Student Wellness Center.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the FY 2025 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of Agreement with the Lake Land College Custodial Association.

Ms. Dustha Wahls presented to the Board a recommendation for the Board to approve the proposed three-year contract renewal agreement with the Lake Land College Faculty Association. Trustees received the full contract language for their review. Ms. Wahls noted key changes from the expiring contract including the following base salary increased rates:

- FY 2025 - \$1.75 per hour for those employed by the College less than 20 years. Those with more than 20 years, it provides a 4% increase.
- FY 2026 - \$1.00 per hour increase.
- FY 2027 - \$1.00 per hour increase.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the contract with the Lake Land College Custodial Association 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Revised Proposal by Bailey Edward for Architectural Design Work at the Effingham Technology Center.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve an updated proposal from Bailey Edward of Champaign, the College's architect of record, for basic services fees in an additional amount up to \$258,200 for architectural and construction management services to renovate the upper level of the Effingham Technology Center. Trustees reviewed the revised proposal and the original Bailey Edward proposal approved by the Board in January 2024. Mr. Woodruff said the original proposal included an amount of \$270,000 for basic services fees associated with the redesign of the Effingham Technology Center. He said that due to the increased overall costs to renovate the Effingham Technology Center, Bailey Edward is requesting this increase in their basic services fees. Trustees learned there is no change to their original costs for additional services fees, which remain approved by the Board for a cost of up to \$218,500 for this category.

Trustee Wright moved and Trustee Walk seconded to approve as presented the revised proposal from Bailey Edward of Champaign, the College's architect of record, for basic services fees in an additional amount up to \$258,200 for architectural and construction management services to renovate the upper level of 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 voted yes.

Absent: None.

Motion carried.

Approval of Bid for Effingham Technology Center Level One Redesign.

Mr. Woodruff presented a request for the Board to approve the bid from K. Wohltman Construction, Inc. of Effingham, in the amount of \$1,571,902, for general construction work related to phase 1 or the lower and main levels of the Effingham Technology Center (ETC). Trustees received the bid tabulation sheet detailing K. Wohltman Construction as submitting the lowest of three bids received.

Mr. Woodruff reported that Bailey Edward, the College's architect of record, held a pre-bid meeting at the ETC on July 16, 2024, and six firms were represented at the meeting. He said the bid opening occurred on July 30, with three firms submitting bids according to the College's specifications. Mr. Woodruff also reported that the bid is for general contractor related activities including the removal, construction and/or remodel activities required to have the lower/main areas ready for use by early Spring 2025 semester, and that K. Wohltman Construction's bid commits to substantially completing the work with 180 days from receiving written notice to proceed.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the bid from K. Wohltman Construction, Inc. of Effingham, in the amount of \$1,571,902, for general construction work related to phase 1 or the lower and main levels of the Effingham Technology Center (ETC).

Trustee Wright said that in alignment with the Illinois Community College Act section 805/3-48, he would abstain from voting on this agenda item. He said that even though he no longer has any ownership interest in Wright's Furniture and Flooring due to his retirement, out of abundance of caution to adhere to the law he would abstain as Wright's Furniture and Flooring is included as a minor sub-contractor for the bid by Wohltman Construction.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Quote from Accelerate Built Environments of Chicago for DIRT Wall/Doors Construction Systems for the Phase 1 Project at the Effingham Technology Center.

Mr. Woodruff recommended the Board approve the quote from Accelerate Built Environments of Chicago in the total amount of \$750,512.77 for construction, delivery and installation of the DIRT Wall System as required within the Effingham Technology Center Phase 1 project. Trustees reviewed the proposed quote from this vendor.

Mr. Woodruff reported that use of the DIRT Wall Systems, over traditional wallboard construction, provides modularity and flexibility to change the layout of the classroom space to match potential future instructional room space needs and that the DIRT system provides a modern look with lower ongoing maintenance over traditional constructed walls. Mr. Woodruff also reported that the College chose to contract directly with Accelerate Built Environments, the designated DIRT authorized dealer, to reduce cost and improve delivery time in order to meet the College's aggressive construction schedule.

Trustees learned that a formal bid process was not necessary per Board Policy 10.22 (4.K.) as the DIRT Construction System is part of the Omnia state pricing contract.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the bid from Accelerate Built Environments of Chicago in the total amount of \$750,512.77 for construction, delivery and installation of the DIRT Wall System as required within the Effingham Technology Center Phase 1 project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposal by Bailey Edward for Architectural Design Work for an Athletic Facility.

Mr. Woodruff recommended the Board approve the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$158,450 for professional services related to the construction of an Indoor Athletic/Restroom/Concessions facility to be located on the Mattoon Campus of Lake Land College. Trustees reviewed the proposal from Bailey Edward that detailed their proposed fees and the full project construction budget of \$1.25 million.

Mr. Woodruff noted that the facility would have an open design with targeted use by Lake Land athletics during inclement weather but also by local youth teams, visiting teams related to the development of Emerald Acres and community events like Consolidated Communications – Special Olympics Family Festival (SOFF). Mr. Woodruff reported that the administration would like to have this facility completed by September 1, 2025.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$158,450 for professional services related to the construction of an Indoor Athletic/Restroom/Concessions facility to be located on the Mattoon Campus of Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposal by Bailey Edward for Architectural Design Work for the Northwest Lab Upgrades.

Mr. Woodruff recommended the Board approve the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$133,128 for professional services related to the remodel of four labs and two chemical storage rooms in the Northwest Building. Trustees reviewed the proposal from Bailey Edward that detailed their proposed fees and project budget. Mr. Woodruff noted that the renovation of these labs will take place in the Summer of 2025, immediately following commencement, with completion prior to early August to prevent disruption to the 2025 Fall class schedule.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$133,128 for professional services related to the remodel of labs and chemical storage rooms in the Northwest Building.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Annual Renewal of the College's Microsoft A5 License.

Mr. Woodruff recommended the Board approve the annual renewal of the College's Microsoft A5 license with CDW at a total amount of \$121,604.84 for the period September 1, 2024 through August 31, 2025. Trustees reviewed the proposed quote that detailed the various Microsoft suite of tools that is included in the College's Microsoft license. Mr. Woodruff said that Mr. David Stewart, Chief Information Officer, reported the Microsoft network tools are critical in assisting with security compliance/cybersecurity prevention and are essential applications (e.g.; Word, Excel, Teams, Power Point, etc.) utilized consistently by our students and staff.

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

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the annual renewal of the College's Microsoft A5 license with CDW at a total amount of \$121,604.84 for the period September 1, 2024 through August 31, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Safe Deposit Box Signature Resolution with First Mid Bank and Trust.

Mr. Woodruff recommended the Board approve the Safe Deposit Box Signature Resolution forms with First Mid Bank and Trust of Mattoon. He said approval and submission of these forms to the bank are required to allow access to the safe deposit boxes for the College President, College Treasurer and the College's Director of Admissions and Records. Trustees learned that the College has two safety deposit boxes at First Mid Bank and Trust.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the Safe Deposit Box Signature Resolution forms with First Mid Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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

Trustees heard a recommendation from Dr. Bullock for the Board to approve proposed revisions to the above-referenced Policy. Trustees reviewed 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 learned that this past January the administration 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.

The administration submitted this recommendation as first reading during the July 11, 2024 regular meeting. Dr. Bullock said that since that time, the administration has received no additional questions or requested changes.

Trustee Lilly moved and Trustee Reynolds seconded to proposed revisions to Board Policy 05.05 – *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Waive First Reading and Approve Proposed Revisions to the Following Board Policies:

- 06.38 – *Course Materials Rental.***
- 10.29 – *Collection of Tuition and Fees on Delinquent Accounts, Registration Holds and Withholding of Transcripts.***
- 10.35 - *Collection of Non-sufficient Funds (NSF) Checks.***
- 11.13 – *Traffic Regulations and Parking.***

Trustees heard a recommendation from Dr. Valerie Lynch, Vice President for Student Services, for the Board to waive first reading and approve revisions to the four above-referenced Policies. Trustees reviewed details of all proposed revisions. Dr. Lynch said waiving first reading and approving these revisions will enable the College to promptly align the College's Policies with current practices and state and federal legislative trends which are moving toward no longer withholding transcripts for any reason due to student debt.

Trustee Reynolds moved and Trustee Cadwell seconded to proposed as presented proposed revisions to the following Board Policies:

- 06.38 – *Course Materials Rental.*
- 10.29 – *Collection of Tuition and Fees on Delinquent Accounts, Registration Holds and Withholding of Transcripts.*
- 10.35 - *Collection of Non-sufficient Funds (NSF) Checks.*
- 11.13 – *Traffic Regulations and Parking.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policy 11.04 – *Discrimination and Harassment* and Delete Board Policy 11.02 – *Grievance Procedures for Equal Employment*. (Roll Call Vote Required).

Ms. Wahls recommended the Board approve proposed revisions to Board Policy 11.04 and approve deletion of Board Policy 11.02. Trustees reviewed details of the proposed Policy 11.04 revisions. Ms. Wahls 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. Trustees learned proposed revisions in 11.04 address some of the necessitated changes for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. Trustees also learned the amendments include new provisions specific to pregnancy and related conditions. Ms. Wahls said that for Policy 11.02 – *Grievance Procedures for Equal Employment*, the administration recommends that the procedures consistently be separate from Board Policy, and that the procedures document has now been shared with all Trustees and the College Community via the shared drive.

Trustee Walk moved and Trustee Reynolds seconded to waive first reading and approved proposed revisions as presented to Board Policy 11.04 –*Discrimination and Harassment* and delete Board Policy 11.02 – *Grievance Procedures for Equal Employment*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:35 p.m. – Trustee Lilly moved and Trustee Reynolds 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, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:45 p.m.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of Request by a Faculty Member to Withdraw from the College's Planned Retirement Program as Discussed in Closed Session.

Trustee Walk motioned and Trustee Lilly seconded to approve the request by Mr. Charlie Jarrell, Social Science Division Chair and Education/Psychology Instructor, to withdraw from the College's Planned Retirement Program as originally approved by the Board in February 2024. The approval of this withdrawal request was based upon the fact Mr. Jarrell's increased retirement payment incentive had not yet started due to his original planned retirement date of August 31, 2028. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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

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

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

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

Kreke, Allyssa	10/14/24-1/12/25
Parks Parton, Toni	7/15/24-10/4/24

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

Alexander, Amber	7/15/24-8/15/24
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Dust, Holly	Tutor - Bachelor's Degree Primary Position Adj Faculty Math/Science	7/22/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Peterson, Jennifer	Dual Credit Instructor	7/1/24

Part-time

Althaus, Jon	Adjunct Faculty Agriculture Division	8/19/24
Carlen, Austin	Physical Plant Assistant	7/15/24
Carlin, Nathaniel	Newspaper Editor - Student Newspaper	7/9/24
Rienbolt, Lacey	Adjunct Faculty Humanities Division	8/16/24
Short, Elizabeth	Allied Health BNA Clinical Instructor (hourly)	7/29/24
Simpson, Brooke	Newspaper Editor - Student Newspaper	7/10/24
Smith, Alison	Volleyball Assistant Coach	7/15/24
Smith, Chad	Police Officer	7/20/24
Tracy, Kailyn	Newspaper Editor - Student Newspaper	7/16/24
Walker, Alyssa	Fitness Center Specialist	6/17/24
Young, Rachel	Adjunct Faculty Business Division	8/16/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ali, Iffat	Chemistry Instructor (Retired)	8/1/24
Birdwell, Jodi	Art Instructor (Retired)	8/1/24
Donelson, Marissa	Correctional Career Technology Instructor	7/31/24
Kessler, Tynia	Division Chair Business/Bus Ins (Retired)	8/1/24
Lindley, Gary	Elec Engineer Tech Instr/Coordinator (Retired)	8/1/24
Miller, Dawn	Correctional Career Technology Instructor	8/9/24
Nolen, William	Correctional Horticulture Instructor	7/2/24
Olmsted, Salisa	Division Chair Hum & Comm/ /Eng Ins (Retired)	8/1/24
Pender, Amber	Correctional Warehousing Instructor	8/2/24
Steaman, William	Correctional Occupations Instructor	6/28/24
Van Dyke, Jon	Dean of Enrollment Student Success (Retired)	6/27/24

Part-time

Allee, Sydney	Admissions and Records Data Entry Assistant	7/16/24
Allen, Rick	Dual Credit Coordinator	4/18/24
Beecham, Tinley	Part-Time Groundskeeper	8/1/24
Burney, Rylie	Fitness Center Specialist	5/14/24
Chapman, Tyler	Fitness Center Specialist	5/11/24
Collie, Paige	Fitness Center Specialist	5/20/24
Craig, Lydia	Adjunct Faculty Humanities Division	8/1/24
Hill, Kirk	Tutor - Student Learning Assistance Center	5/3/24
Hyatt, Josey	Student Assistance Specialist	1/4/24
Morlen, Andrew	Part-Time Groundskeeper	4/11/24
Parrott, Janet	Library Assistant - Technical Services	6/27/24
Paulson, Daniel	Assistant Softball Coach Unpaid Volunteer	7/10/24
Potter, Jay	Volleyball Assistant Coach	6/25/24
Samuelson, Lauryn	Perkins Student Worker	3/16/24
Sullivan, Laura	Dual Credit Coordinator	4/18/24
Swinkunas, Christopher	Perkins Student Worker	6/6/24
Waggoner, Alexander	Tutor - Student Learning Assistance Center	5/2/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bruhn, James	Correctional Career Tech Inst Robinson	7/9/24
	Transfer from Correctional Career Tech Inst Lawrence	
Groennert, Harvey	Associate Dean Correctional Prog Southwest	7/22/24
	Transferring from DOC Special Projects Manager	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Reynolds moved and Trustee Wright seconded to adjourn the meeting at 7:48 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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