

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



Regular Board Meeting No. 693
Board and Administration Center, Room 011
Mattoon, IL
September 9, 2024

Minutes

Call to Order.

Chair Cadwell called the September 9, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of August 12, 2024, Regular Meeting.
2. Approval of Minutes of August 12, 2024, Closed Session.
3. Approval of Agenda of September 9, 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	\$	540,644.29
Building Fund	\$	53,411.68
Site & Construction Fund	\$	434,676.99
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	166,401.39
Restricted Purposes Fund	\$	139,709.44
Working Cash Fund	\$	-
Audit Fund	\$	13,300.00
Liability Insurance Fund	\$	17,265.80
Student Accts Receivables	\$	93,831.32
Total	\$	1,459,740.91

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 March 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.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk did not have a report at this time but said 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 2024 edition of One Laker Nation, our alumni magazine, will land in mailboxes any day. We are excited to share that thanks to the College's support, the magazine is being sent not only to alumni but to all members of our district.
- Grayson Gough, Financial Aid Scholarship Coordinator and Bailey Cole, Foundation Awards & Corporate Relations Coordinator, hosted a table at the Student Welcome Day to hand out scholarship flyers and giveaways. The Foundation scholarship application closed August 31st and reviews are underway for the 2nd cycle. We have over 260 completed applications submitted during the month, bringing our total to 1,034 submitted scholarship applications for 2024.
- Our Foundation fall appeal (the first appeal for the fiscal year) is in the final stages and will soon reach recipients!

Student Report

Ms. Abbie Kelly, Student Trustee, said that this past week, Student Government Association (SGA) held its first school year meeting. SGA formed a committee to discuss apparel, talked about volunteering at the Special Olympics on September 21st and signed the freshmen petitions. She said the Freshmen applications are due September 9th (today), and Freshman elections are September 11th & 12th (this upcoming Wednesday and Thursday). Ms. Kelly said they also held a successful Student Life open house with eight people showing interest and seven people showing interest at the Welcome Day. She volunteered at the Red Cross Blood Drive, checking people in and there were 18 donors whose donations could save up to 54 lives. Ms. Kelly said the next meeting is scheduled to meet with Dr. Bullock at our regularly scheduled SGA meeting on October 2nd.

President's Report.

Dr. Bullock gave the following updates:

- The College did not receive a payment in August from either the Illinois Department of Juvenile Justice (IDJJ) or the Illinois Department of Corrections toward the FY 2024 outstanding balance. A total of \$303,001 remains outstanding for IDJJ and \$930,496 outstanding for IDOC. There is no outstanding 2025 balance.
- In August, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,756 and equalization of \$574,383. A balance of \$4.7 million in credit hour reimbursement and \$5.7 million in equalization remains outstanding.
- The College received a FY 2025 CTE payment of \$280,420 in August from the state. A total of \$325,464 remains outstanding.
- The College received \$5.9 million in property tax payments in August.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Illinois Department of Transportation (IDOT) – Quality Management Training Program.

Trustees heard a presentation from Ms. Lori Walk, IDOT QMTP Instructor/Program Coordinator, highlighting recent successes of the Quality Management Training Program.

Annual Report of Special Event Tuition Waiver Requests.

Ms. Jean Anne Highland, Chief of Staff, highlighted the special event tuition waiver requests approved during FY 2024. She said this annual report is provided per Board Policy 07.08 (item #4) and details all special tuition waivers with various values granted by President Bullock and/or the Board for special events in the prior fiscal year. Ms. Highland said of the total number of special tuition waivers granted, not all waivers were accepted nor utilized by students.

Summary Results of the Spring 2024 Community College Survey of Student Engagement.

Trustees heard a presentation from Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighting the results from our recently completed Community College Survey of Student Engagement (CCSSE), a national survey of institutional practices and student engagement that is an initiative of the University of Texas at Austin. She said this survey is administered by colleges across the country and provides an avenue for us to compare our student engagement to all other participating community colleges, as well as other community colleges similar in size based on enrollment. Trustees were provided a copy of her PowerPoint presentation.

Monthly Data Point Discussion – Fall 10th Day Enrollment Report.

Trustees heard a report from Ms. Lisa Cole, Director of Data Analytics, highlighting the Fall 10th day enrollment report.

Proposed Revisions to Board Policy 11.15 – *Acceptable Technology Use* and the Adoption of Board Policy 11.15.01 – *Artificial Intelligence*.

Trustees heard a recommendation from Mr. John Woodruff, Vice President of Business Services, regarding a request from Mr. David Stewart, Chief Information Officer, for the Board to approve proposed revisions to Board Policy 11.15 – *Acceptable Technology Use* and to adopt Board Policy 11.15.01 – *Artificial Intelligence*. Trustees received the details of the proposed revisions to Policy 11.15 and the new language to be adopted with Policy 11.15.01.

Mr. Woodruff reported that the College recently established the Business Operations AI Task Force to drive operational excellence, improve the student experience, and maintain competitiveness in a rapidly evolving educational landscape. He said one of the actions this task force has undertaken is to research best practices for the adoption of policy changes to ensure the ethical, responsible and effective use of AI in higher education.

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 October 2024 regular meeting.

Calendar of Events.

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

Action Items.

Approval of Special Event Tuition Waiver Requests. (Roll Call Vote Required).

Ms. Highland requested the Board approve special event tuition waivers for eight different events to be held in fiscal year 2025 including:

- Award 11 three-credit hour tuition waivers for the first-place winners of the Business and Computer Contest.
- Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge.

- Award five three-credit hour tuition waivers for attendees of the Principals, Deans and Counselors meeting.
- Grant a tuition waiver to Miss Illinois 2024 should she choose to attend Lake Land College.
- Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events hosted by the Effingham County Chamber, Coles Together and local manufacturers.
- Award five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
- Award two three-credit hour tuition waivers at the senior night game for both Mattoon High School's Women and Men's Basketball Teams.
- Award one three-credit hour tuition waiver for Mattoon High School's Project Graduation event.

Trustees reviewed details of each of the proposed special events.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented special tuition waiver requests related to eight separate special events to be held in 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 Community Outreach Tuition Waivers. (Roll Call Vote Required).

Dr. Valerie Lynch, Vice President for Student Services, requested that the Board approve up to 100 three-credit hour tuition waivers for the Spring 2025, Summer 2025 and Fall 2025 terms for those interested returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. She said this expands upon the prior Community Outreach Tuition Waivers that had been initially approved by the Board in October 2019 and extended to semesters through the Fall of 2024. Trustees received information from Ms. Brittany Aitken, Enrollment Specialist for Non-Traditional Student Outreach, on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

Trustee Curtis moved and Trustee Reynolds seconded to approve up to 100 three-credit hour tuition waivers for the Spring 2025, Summer 2025 and Fall 2025 terms for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under

this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

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 July 2024 Financial Statements.

Trustees reviewed the July 2024 Financial Statements and heard from Mr. John Woodruff who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Walk seconded to approve as presented the July 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 a 2002 red Chevy Van, VIN 1GAHG39R521230950. He said this van has been used by the Physical Plant and other campus organizations/departments as needed, and was purchased in June 2002. Mr. Woodruff reported this van has severe body rust and would require expensive repairs.

Trustee Curtis moved and Trustee Lilly seconded to declare as surplus a 2002 red Chevy Van, VIN 1GAHG39R521230950, so that this van may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Base Bid for Labor for West Building Roof 1 Replacement Project.

Trustees heard a recommendation from Mr. Woodruff that the Board award the base bid to Top Quality Roofing Company of Mt. Zion, Illinois, in the amount of \$510,000, for labor for the West Building 1 Roof Replacement project. Trustees received the bid tabulation sheet detailing that Top Quality Roofing submitted the lowest of two bids received for the base bid. He said the Mr. Jeremy Moore, Facilities Planning Manager, reported that the College plans to purchase the materials directly from Garland Roofing (manufacturer) utilizing the OMNIA cooperative purchasing contract, thus a bid is not needed to approve that purchase.

Trustee Curtis moved and Trustee Wright seconded to award the base bid to Top Quality Roofing Company of Mt. Zion, Illinois, in the amount of \$510,000, for labor for the West Building 1 Roof Replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase from Garland Roofing for Roofing Materials for the West Building Roof 1 Replacement Project.

Trustee heard a recommendation from Mr. Woodruff that the Board approve the purchase of roofing materials directly from Garland Roofing (manufacturer) utilizing the OMNIA cooperative purchasing contract pricing of \$520,116.16 for the West Building Roof 1 Replacement Project. Mr. Woodruff reported that purchasing materials directly from Garland Roofing will allow the College to secure current pricing and not incur a mark-up by the installer. Trustees received a copy of the quote received from Garland Roofing.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the purchase from Garland Roofing in the amount of \$520,116.16 for roofing materials for the West Building Roof Replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Welding Lab Equipment.

Mr. Woodruff recommended for the Board to award the bid to Greenway & Associates, Ltd., of Orange City, Iowa, in the amount of \$29,925, for the purchase of a pivot style band saw for the College's Welding Program. Mr. Woodruff reported that this equipment is needed to replace outdated equipment for the Welding Program. Trustees received the bid tabulation sheet detailing bids received from four separate vendors, with Greenway & Associates submitting the 2nd lowest of the four bids received. Mr. Woodruff explained the basis for his recommendation and it was noted that per Board Policy 10.22 (#2), the low bid need not be the sole criterion for purchasing as reliability of the supplier and quality and availability of service may also be taken into consideration.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the bid to Greenway & Associates, Ltd. Of Orange City, Iowa, in the amount of \$29,925, for the purchase of a pivot style band saw for the College's Welding Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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

Dr. Bullock recommended the Board 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.

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

Trustee Lilly moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 05.10 – *Hiring for Full-Time Employees.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase from Assessment Technologies Institute for the Allied Health Program.

Dr. Ike Nwosu, Vice President for Academic Services, recommended the Board approve the purchase of 45 Practical Nursing educational support bundles and 145 Registered Nursing educational support bundles in the respective amounts of \$27,000 and \$98,100 from Assessment Technologies Institute, LLC, of Chicago. Trustees received the invoices detailing the various educational support items and costs. He reported that the Allied Health Nursing programs use these various products to help ensure the success of students in their classes as well as helping to prepare the students for the NCLEX exam.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of 45 Practical Nursing educational support bundles and 145 Registered Nursing educational support bundles in the respective amounts of \$27,000 and \$98,100 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Three-Year Software Subscription, Service and Fees Agreement with Modern Campus.

Dr. Nwosu presented to the Board a recommendation for the Board to approve a three-year software subscription, service and fees agreement with Modern Campus of Ontario, Canada. He said that since the fall of 2022, Modern Campus has been the vendor the College has used for registration for our Illinois Department of Transportation (IDOT) and Center for Business and Industry (CBI) classes. Trustees received the agreement and related invoice. Dr. Nwosu said that unfortunately, the administration has discovered that this agreement was only approved by our prior vice president for business services in September of 2022 and was not also submitted to the Board for approval in October 2022 as the agreement states on page 3. He said this error was discovered when the College received the invoice for the third year of the subscription and we could not locate any official Board approval documents. He said a review of our former vice president for business service's email enabled us to learn that he

believed at the time official Board approval was not needed since the expense was included in the FY 2023 Board-approved budget.

Thus, Dr. Nwosu asked the Board to officially and retroactively approve this software subscription, service and fees agreement with Modern Campus for the period September 20, 2022 through September 30, 2025, with an option for automatic annual renewal after the initial term. Trustees learned the annual subscription costs for the initial term are as follows:

- Year one - \$27,600 plus a one-time services fee of \$23,999.
- Year two - \$28,980
- Year three - \$30,429.

Trustees also reviewed the other hourly service fees and service hour terms that were also detailed in the agreement.

Trustee Wright moved and Trustee Cadwell seconded to approve as presented a three-year software subscription, service and fees agreement with Modern Campus of Ontario, Canada, for the period September 20, 2022 through September 30, 2025, with an option for automatic annual renewal after the initial term, and with the following initial term annual subscription amounts:

- Year one - \$27,600 plus a one-time services fee of \$23,999.
- Year two - \$28,980
- Year three - \$30,429.

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 Emergency Purchase of Four Compressors for the West Building.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve an emergency expenditure of \$27,618 from Davis-Houk Mechanical, Inc., of Urbana for replacement of compressors that began failing to work in mid-August 2024 in the West Building. Trustees received the quote from Davis-Houk Mechanical detailing the total cost and scope of work. Mr. Woodruff said this failure occurred shortly before fall classes were to begin. Thus, he said the administration followed Board Policy 10.23 – *Emergency Purchases* to quickly ensure air conditioning was available for all of our West Building classrooms as soon as possible and not wait for Board approval until the September 9, 2024 regular meeting. Mr. Woodruff reported that Davis-Houk Mechanical routinely provides HVAC related services for the College and was able to order and obtain the units within five business days.

He noted that a bid was not necessary per Board Policy 10.22 (4.J.).

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented an emergency expenditure of \$27,618 from Davis-Houk Mechanical, Inc., of Urbana for replacement of four failing compressors in the West 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 Resolution No. 0924-007 - Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Purchasing Real or Personal Property, or Both, in and for the District, and for the Issue of Not to Exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), Evidencing the Rights to Payment under said Agreement, Providing for the Security for and Means of Payment under said Agreement of said Certificates, and Authorizing the Sale of Said Certificates to the Purchaser Thereof.

Trustees heard a recommendation from Mr. Woodruff regarding a debt certificate resolution for the above-reference agenda item. He said this is the first step in a months' long process for the College to secure bonding funds for the capital improvement projects recently shared with the Board of Trustees and Buildings and Site Committee as part of our master facilities planning. Mr. Woodruff said this recommended motion is presented in collaboration with PMA Securities, the College's financial advisory firm. He said monthly action items will be brought to the Board each month to finalize all legal actions necessary for the College to issue the debt certificate bonds, ideally completed by December 2024.

Trustee Wright moved and Trustee Walk seconded to approve as presented Resolution No. 0924-007 - Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Purchasing Real or Personal Property, or Both, in and for the District, and for the Issue of Not to Exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), Evidencing the Rights to Payment under said Agreement, Providing for the Security for and Means of Payment under said Agreement of said Certificates, and Authorizing the Sale of Said Certificates to the Purchaser Thereof.

[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. Abstain: Trustee Wright.
No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Technology Tools from Snap-On for the Automotive Department.

Dr. Nwosu recommended the Board approve the purchase of a Precision Measuring Instruments Certification Kit and Accessories in the total amount of \$41,602.66 and a Hand Tool Identification and Safety Certification Kit in the amount of \$16,657.50, both from Snap-On of Crystal Lake, Illinois, and for use in the Automotive program. Trustees received the two quotes detailing the items and related costs.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the purchase of a Precision Measuring Instruments Certification Kit and Accessories in the total amount of \$41,602.66 and a Hand Tool Identification and Safety Certification Kit in the amount of \$16,657.50, both from Snap-On of Crystal Lake, Illinois, and for use in the Automotive 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.

Acceptance of FY25 U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant.

Ms. Highland recommended the Board accept the FY25 U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant in the amount of \$133,131 from the U.S. Department of Transportation (USDOT). Trustees received the USDOT approved grant budget. Ms. Highland reported that Dr. Beth Craig, Grants Writer and Coordinator, reported that the College will use the grant funds to provide tuition and fees support to students pursuing their CDL licenses who also qualify within one of the three goals of the USDOT – CMVOST grant including: 1) to expand the number of CDL holders possessing enhanced operator safety training; 2) to provide opportunities for current or former members of the United States Armed Forces (including National Guard members and reservists) and certain family

members to enter the trucking or busing industry as drivers; and 3) to help increase the training opportunities for candidates from rural, refugee, and underserved communities.

Dr. Craig also reported that Lake Land College was the only institution in Illinois selected to receive this grant funding.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant in the amount of \$133,131 from the U.S. Department of Transportation (USDOT).

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 Gift-in-kind Donation from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation including a variable speed controlled driven horizontal belt conveyor valued at \$2,500 and to be used by the Technology Division.

Dr. Bullock reported the Foundation approved this gift-in-kind donation to the College, and he thanked David Blecha and Shaun Wellbaum, of Kirby Risk of Effingham, for originally making the donation to the Foundation.

Trustee Lilly moved and Trustee Wright seconded to approve as presented the gift-in-kind donations from the Lake Land College Foundation including a variable speed controlled driven horizontal belt conveyor valued at \$2,500 and to be used by the Technology Division.

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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

7:24 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) 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

7:42 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 Resolution No. 0924-008 to Approve Eighth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2027, as Discussed in Closed Session.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2027. Chair Cadwell said Dr. Bullock’s annual performance evaluation for FY 2023-2024 had been completed and reviewed by all Trustees. Chair Cadwell thanked the Trustees for their collective feedback as part of the annual performance evaluation.

[The agenda item was noted that a complete copy of the proposed resolution and seventh addendum were available at: <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/> or by contacting the College’s Office of the President at 217-234-5222.]

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented Resolution No. 0924-008 - Approving Eighth Addendum to Employment Agreement with Dr. Jonathan

“Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2027.
Chair Cadwell said this followed discussion on the topic held in closed session.

[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.

Appointment of Dean of Enrollment and Student Success as Discussed in Closed Session.

Trustee Curtis motioned and Trustee Wright seconded to appoint Ms. Jamie Corda-Hadjaoui of Charleston to the position of Dean of Enrollment and Student Success effective October 1, 2024. Chair Cadwell said 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. Chair Cadwell said this followed discussion on the topic held in closed session related only to the request of a general leave of absence and the appointment of the Dean for Enrollment and Student Success.

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

Riggs, Jeff

7/25/24-9/21/24

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

Orlett, Chris

8/27/24-9/27/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Fisher, Kerry	Community Learning Instructor Primary Position Allied Health BNA Adjunct	8/26/24
Johnson, Davis	Assistant Baseball Coach Primary Position Bsktball Scorers/Timers	8/16/24
Kasera, Noella	Print Shop Technician Assistant Primary Position Bookstore Rush Worker	8/26/24
Mutamira, Tanatswa	Student Assistance Specialist Primary Position Newspaper Ed Student News	8/23/24
Rubin, Ariel	Mailroom Assistant Primary Position Print Shop Technician Asst	8/26/24
Salami, Aisha	International Studies Program Assistant Primary Position Newspaper Ed Student News	8/16/24

Part-time - Grant Funded

Dickens-Montgomery, Amanda	Remediation Specialist Primary Position Path Grant Support Services	8/21/24
Smithenry, Kimberly	Remediation Specialist Primary Position Nursing Instructor	8/21/24

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Black, Gabriel	Assistant Baseball Coach Primary Position Print Shop Technician Asst	8/22/24
Carter, Natashaia	Fitness Center Specialist Primary Position Trio Ofc Coordinator	6/28/24
Hodges, John	Asst Women's Bball Coach, Dir of Intramurals Primary Position Bsktball Scorers/Timers	8/16/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Conner, Anthony	Accounting Assistant II-Accounts Payable	9/10/24
Jamerson, Carly	Correctional Office Assistant	8/13/24
Part-time		
Charles, Frantz	Institutional Equipment Assistant	8/19/24
Daugherty, Kathleen	Adjunct Faculty Business Division	8/19/24
Gibbons, Olivia	Student Assistance Specialist	8/13/24

Kaufman, Rachel	Assistant Softball Coach	8/27/24
Kegerreis, Andrea	IEL Instructor	8/22/24
Martin, Juliana	Bookstore Rush Worker	8/19/24
McMillen, Nichole	Adjunct Faculty Allied Health Division	8/19/24
Niebrugge, Lexie	Assistant Women's Basketball Coach	8/19/24
Reynolds, Theresa	IEL Instructor	8/20/24
Rhine, Scott	Spec Asst to the Vice-Pres for Academic Serv	8/15/24
Skowronski, Emma	Newspaper Editor - Student Newspaper	8/13/24
White, Jennifer	Cosmetology Clinical Instr (hourly)	8/19/24

Part-time Grant Funded

Henderson, Caden	Math Lab Tutor Mentor	8/19/24
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Unpaid

Kelly, Michelle	Dual Credit Instructor	8/21/24
Strohm, Kylee	Dual Credit Instructor	8/15/24

College Work Study

Ade, Lauren	College Work-Study	8/27/24
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Atwell, Jaclyn	Custodian	8/19/24
Lineberry, Kelly	Custodian	8/19/24
Reardon, Amelia	Custodian	9/9/24
Ruef, James	Custodian	9/9/24
Szabo, Kyle	Infrastructure Administrator	9/9/24

Part-time

Concepcion, Manuel	Dual Credit Instructor	7/1/24
Jones, Reese	Technical Support Asst - Information Security	8/16/24
Knebel, Lurna	Dual Credit Instructor	7/1/24
Mayes, Kristina	Allied Health Ems Unpaid Adjunct	8/15/24
Moore, Christopher	Technical Support Asst - Information Security	8/1/24
Moore, Trista	Student Assistance Specialist	8/13/24
Musselwhite, Justin	Adult Education Adjunct Faculty	11/15/23
Ozier, Erica	Allied Health Instructional Pool	3/18/24
Parker, Lisa	Dual Credit Coordinator	7/1/24
Rhine, Marina	Print Shop Technician Assistant	5/15/24
Satterfield, Ryan	Adult Education Adjunct Faculty	10/26/23
Wagner, Sophia	College Advancement Intern	2/28/24
Walker, Alyssa	Fitness Center Specialist	7/19/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Alexander, Kasey	Police Sergeant Transferring from Police Officer	10/1/24
Batman, Ryan	Infrastructure Administrator Transferring from Infrastructure Analyst	9/16/24
Corda Hadjaoui, Jamie	Dean of Enrollment & Student Success Transferring from Director Workforce Invst	10/1/24
DeOrnellas, Laura	Enrollment Specialist Transferring from Admissions CTE Recruiter	9/16/24

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:46 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/