

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



Regular Board Meeting No. 694
Board and Administration Center, Room 011
Mattoon, IL
October 14, 2024

Minutes

Call to Order.

Chair Cadwell called the October 14, 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; Ms. Denise Walk and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Doris Reynolds and Student Trustee Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic 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 Walk moved and Trustee Curtis seconded to approve the following consent items:

1. Approval of Minutes of September 9, 2024, Regular Meeting.

2. Approval of Minutes of September 9, 2024, Closed Session.
3. Approval of Agenda of October 14, 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	\$	596,551.91
Building Fund	\$	223,378.06
Site & Construction Fund	\$	440,034.00
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	99,982.28
Restricted Purposes Fund	\$	537,930.28
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	22,342.79
Student Accts Receivables	\$	2,277,827.71
Total	\$	4,198,547.03

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 April 10, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said she had no updates.

Resource & Development.

Trustee Reynolds, Committee Chair, was absent and no update was given.

Finance.

Trustee Storm, Committee Chair, said the Committee met on October 10, 2024, regarding several items which will be discussed later in the agenda.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee met on October 10, 2024, regarding multiple items which will be discussed later in the agenda.

Foundation.

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

- Foundation scholarship awarding just wrapped up for the 2024-2025 school year, and we're thrilled to share over \$725,000 was awarded to 530 students. With 1,034 scholarship applicants overall, 51% of applicants received a scholarship. The Foundation is hosting a pizza party for our 2024-2025 scholarship recipients on November 6.
- We couldn't be more excited to celebrate our 2024 Alumni and Foundation awardees on October 24. Congratulations to all of our award recipients!
- The FY24 Foundation Annual Report along with scholarship impact reports will be mailed soon. The impact reports include scholarship updates to all annual and endowed scholarship donors.

Student Report

Ms. Abbie Kelly, Student Trustee, was absent and no report was given.

President's Report.

Dr. Bullock gave the following updates:

- The College received a payment in September from both the Illinois Department of Juvenile Justice (IDJJ) and the Illinois Department of Corrections toward the FY 2024 outstanding balance. No balance remains with IDOC or IDJJ for FY 2024.
- In September, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$4.3

million in credit hour reimbursement and \$5.2 million in equalization remains outstanding.

- The College received \$2.3 million in property tax payments in September.

Business - Non-action Items.

Updates from Student Ambassadors.

Trustees heard a presentation from Ms. Rachel Ervin and Ms. Holly Ferren, Enrollment Specialists, along with a few Student Ambassadors. They explained the Student Ambassadors program and provided updates on the Student Ambassadors activities.

Announcement of 2024-2025 Student Ambassadors.

Dr. Bullock announced the selection of the 2024-2025 Student Ambassadors. He said fifteen highly qualified candidates were selected to serve on the ambassador team as official representatives of Lake Land College and will each receive a \$1,000 yearly scholarship.

Faculty Focus on Advancing Student Success – Updates on the Welding Program.

Trustees heard a presentation from Mr. James Crowder, Welding Instructor and Coordinator. He highlighted recent successes, growth and updates for the College's welding program.

Monthly Data Point Discussion – Foundation's Impact.

Trustees heard a presentation from Trustee Wright in which he highlighted the growth of the Lake Land College Foundation's assets as well as the support to the College and students. Trustee Wright said this data was provided by Ms. Christi Donsbach, Executive Director for College Advancement.

Recommendations from the Advisory Committee for the Naming of Buildings, Grounds or Academic Programs.

Trustee Curtis, Chair of the Buildings and Site Committee, said that Chair Cadwell recently appointed Dr. Bullock, Ms. Christi Donsbach and members of the Buildings and Site Committee including Trustees Lilly, Storm, Wright and Curtis to a Naming Advisory Committee for consideration of two naming recommendations that were provided by the College's Foundation. He said they reviewed recommendations from Ms. Donsbach for the naming of two areas on the College's main campus based upon the significant contributions of two College partners, Sarah Bush Lincoln Health Center and Mr. Tom Grunloh of Effingham.

Trustee Curtis highlighted their respective contributions to the College and he said the Naming Advisory Committee unanimously voted to:

- a. Recommend to the Board naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years to recognize their pivotal role in advancing our mission and enhancing the future of healthcare education at our institution. In 2021, Sarah Bush Lincoln made a significant donation to the College to upgrade equipment and renovate the space for the Nursing Simulation Lab, and their gift exceeded the naming rights amount associated with this space. Thus, the Naming Advisory Committee recommended the naming period be for a period of 20 years instead of the general and initial ten-year period. Per Board Policy 11.10 (#7), the Board, at its discretion, may extend the naming period and the Naming Advisory Committee believes the generosity of Sarah Bush Lincoln Health Center will be felt by Allied Health students, alumni, staff and faculty at Lake Land College for many years.
- b. Recommend to the Board the naming of the new Athletic Practice Facility in memory of Mr. Tom Grunloh's parents, Clifford and Marian Grunloh. Mr. Tom Grunloh has pledged his financial support of the new Athletic Practice Facility in accordance with the Foundation's Named Spaces Planner. As a 1982 business administration alum and former Laker Men's Basketball Team player, he has been a strong supporter of the College, has made numerous and significant financial contributions and has been actively engaged with Lake Land College and the College's Foundation over many years. He has been the recipient of the Lake Land College Distinguished Alumni Society, the Foundation's Outstanding Philanthropist Award, and the Foundation's Crystal Swan Award.

Dr. Bullock said that per Board Policy 11.10, no action can be taken by the Board at this time as any recommendation of the Naming Advisory Committee is to be presented at one Board meeting and voted on at the Board meeting commencing 120 days after notification. This means that the Board may consider these two recommendations for action no sooner than February 10, 2025.

Curriculum Committee Highlights.

Dr. Ike Nwosu, Vice President for Academic Services, presented the listing of new courses and curricula as well as changes in current courses and curricula that have been brought before the Curriculum Committee and passed from April 2024 to September 2024.

Proposed Aggregate Tax Levy.

Trustee Storm, Chairman of the Finance Committee, presented a recommendation for the proposed aggregate tax levy for the 2024 levy year. Trustees reviewed a memorandum from Ms. Madge Shoot, Comptroller, with details of the proposed tax levy. Trustee Storm said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. He reported we will not know the actual tax rate for the 2024 levy year until late spring when all of

the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5207 per \$100 EAV, a .29% decline in the amount levied overall from the prior levy year. He noted that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV. Dr. Bullock said per 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy then we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. He added we will bring this back to the Board for approval during the November 11, 2024 regular meeting.

Proposed Board Policy 05.04.25- *Paid Parental Leave.*

Mr. John Woodruff, Vice President of Business Services, presented a recommendation for the Board to consider adopting the above-referenced Policy. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, along with details of the proposed Policy language. Mr. Woodruff reported that providing paid parental leave aligns with our strategic plan (focus area 3 – institutional and employee excellence) and our commitment to fostering a supportive workplace culture and enhancing employee well-being. He said the Policy language details eligible employees, effective January 1, 2025, would be able to receive four continuous calendar weeks of paid leave following the birth or adoption of a child. He said this leave must be taken within 12 weeks after the occurrence of a qualifying event.

Mr. Woodruff noted this does not apply to employees under a collective bargaining agreement, unless specifically incorporated by reference. He also said that this recommendation follows extensive review of HR best practices and consultation with our legal counsel, Robbins Schwartz.

Mr. Woodruff said we have personally spoken with each member of the Resource and Development Committee, and they were each in support of providing this benefit. He also said that 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 November or December 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 and a special Board meeting on April 14, 2025, at 4:00 p.m. He also highlighted plans for November 20, 2024 in which the College will install Rotary Peace Poles at a location on the College's main campus.

Action Items.

Presentation of Audit and Board Acceptance.

Trustees heard a presentation from Mr. Garrett Kerr and Mr. Jeff Livesay, CPA's from the accounting firm of Martin Hood, LLC, of Champaign, on the FY 2024 Audit Report which was provided to each Trustee. Trustees learned the financial statements present fairly in all material respects and there were no material weaknesses.

Chair Cadwell said the Audit Report was posted on the Board of Trustees web page for public viewing.

Trustee Storm, Finance Committee Chair, said the Committee met recently for an in-depth review of the FY 2024 Audit and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Storm moved and Trustee Curtis seconded to approve the FY 2024 Audit Report as presented for submission to the Illinois Community College Board and other federal and state agencies.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Proposed Revisions to Board Policy 11.15 – *Acceptable Technology Use* and the Adoption of Board Policy 11.15.01 – *Artificial Intelligence*. (Roll Call Vote Required).

Dr. Bullock highlighted 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.

Dr. Bullock 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.

Dr. Bullock said we submitted this recommendation as first reading during the September 2024 regular Board meeting. He said that since that time, we have received no additional requests for changes.

Trustee Wright moved and Trustee Lilly seconded to approve as presented proposed revisions to Board Policy 11.15 – *Acceptable Technology Use* and adopt Board Policy 11.15.01 – *Artificial Intelligence*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 1024-009 – Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in the amount of not to exceed \$5,100,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law.

Trustees heard a recommendation from Mr. Woodruff to approve the above-referenced Resolution. Trustees reviewed details of the Resolution. Mr. Woodruff said this action item and the following action item to call for a hearing are the next phases in the bonding process to fund the following projects:

- Phase II/Second level construction and remodel including equipment/furniture purchases to complete the Effingham Technology Center.
- Northwest labs and chemical storage updating, remodel and furniture/equipment purchase.
- Improvements to Mattoon Campus that include building a new open athletic facility complete with outdoor restrooms and concessions and related equipment/furniture.
- Webb Hall updating, remodel and furniture/equipment purchase of the Tutoring & Testing Space.

Dr. Bullock said action items will be submitted to the Board through December 2024 to complete the required bond funding steps.

Trustee Curtis moved and Trustee Walk seconded to approve as presented Resolution No. 1024-009 Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. [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, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 1024-010 – Resolution calling a public hearing concerning the intent of the Board of Trustees to sell not to exceed \$5,100,000 Funding Bonds for the purpose of paying claims against the District.

Trustees heard a recommendation from Mr. Woodruff to approve the above-referenced Resolution. Trustees reviewed details of the Resolution. Mr. Woodruff said this resolution is part of the on-going process to fund the projects as detailed in preceding action item.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented Resolution No. 1024-010 – Resolution calling a public hearing concerning the intent of the Board of Trustees to sell not to exceed \$5,100,000 Funding Bonds for the purpose of paying claims against the 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, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Financial Advisory Agreement with PMA Securities, LLC.

Mr. Woodruff said the administration will continue seeking Board approval to issue general obligations bonds to finance construction projects to the College. Thus, he requested Board approval for an agreement with PMA Securities, LCC of Naperville, for professional advisory services in issuing these general obligation bonds. He said the College has used PMA Securities in past bond offerings and has been very pleased with their overall performance. Trustees reviewed the proposed agreement. Mr. Woodruff highlighted how the agreement includes a flat fee of \$12,000 plus \$3,000 for offering documentation plus a fee structure which is dependent on the amount of bonds ultimately placed and whether there is a placement or public offering for the bond sale.

Mr. Woodruff stated that the bonding projects and related processes were previously discussed with both the Buildings and Site Committee and the Finance Committee.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented a municipal advisory agreement with PMA Securities, LLC, of Naperville, IL, including related bond acquisition fees not to exceed \$45,600 for the fall 2024 Bond sale, which includes fees for the debt certificate portion and eventual sale of the bonds.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Acceptance of August 2024 Financial Statements.

Trustees reviewed the August 2024 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Trustee Storm, Finance Committee Chair, said the Committee met on October 10, 2024, to review in detail the Financial Statements and the Committee's consensus was to recommend to the Board approval of the Financial Statements as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the August 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus an H. Schwabe Clicker Press – serial number SK210DJ206A and a 2015 White Toyota Camry – VIN 4T1BF1FK1FU046228, with 64,700 miles. He reported the press is very old and no longer relevant to the operation of our Print Shop. Mr. Woodruff also reported the Camry is the WIOA fleet vehicle that was purchased with WIOA funds and ownership was transferred to the new fiscal agent (CEFS).

Trustee Wright moved and Trustee Walk seconded to declare as surplus an H. Schwabe Clicker Press – serial number SK210DJ206A and a 2015 White Toyota Camry – VIN 4T1BF1FK1FU046228 with 64,700 miles, so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval for Opening of a New Investment Account with SC3F Financial.

Trustees heard a recommendation from Mr. Woodruff that the Board approve opening a new investment account with SC3F Financial for funds associated with SURS penalties related to IDOC employees based on the new Illinois Department of Corrections (IDOC) agreement. Mr. Woodruff reported that per the new IDOC contract, IDOC will pay the College \$100,000 per year to offset any SURS penalties we incur when IDOC employees retire. He noted that the contract is for three years and IDOC will pay the College annually. He reported that as part of the agreement the College agreed to place the funds in an interest-bearing account, and the College intends to do so through our existing investment managers at SC3F of Charleston.

Trustee Lilly moved and Trustee Walk seconded to approve opening a new investment account with SC3F Financial of Charleston for funds associated with SURS penalties related to Illinois Department of Corrections (IDOC) employees based on the new IDOC agreement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Purchase of Fume Hoods for Chemistry Labs.

Trustee heard a recommendation from Mr. Woodruff that the Board approve the purchase of a total of six new fume hoods for both the existing chemistry lab rooms in the Northwest Building in preparation of the upcoming renovations of those rooms and the new science lab being planned during Phase 2 of the Effingham Technology Center (ETC) project. Mr. Woodruff reported that there will be four new fume hoods needed for the Northwest Building science labs and two fume hoods will be needed for the new science lab to be constructed at the ETC. He also reported that these new fume hoods will be essential to ensuring the safety of our

students and faculty and will be purchased utilizing the state Omnia buying group to secure the best possible pricing. He further recommended that because these are typically long lead time items that we proceed with the acquisition of these units prior to upcoming renovation or construction dates.

Mr. Woodruff noted that a bid is not needed since we would be utilizing state consortium pricing through Omnia Partners.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the purchase of a total of six new fume hoods from Fisher Scientific of Hanover Park, IL, through the Omnia Partners purchasing consortium, with four new fume hoods for the chemistry labs in the Northwest Building at a cost of \$87,120.87 and two new fume hoods for the upcoming science lab that will be constructed in Phase 2 construction of the Effingham Technology Center at a cost of \$40,024.00.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Resolution No 1024-011 – Intent to Continue Foundation Tax Levy.

Mr. Woodruff recommended the Board approve Resolution No. 1024-011 – Intent to Continue Foundation Tax Levy. Trustees reviewed details of the Resolution. Mr. Woodruff said under provisions of the Illinois Statute, 110 ILCS, 805/3-14.3, community colleges in the state of Illinois are authorized to levy a foundation tax on an annual basis in order to bring the overall tax levy of the education and operations and maintenance funds of the respective community colleges up to the most recently reported statewide average actual levy rate of all community colleges in the state. He said the Resolution requests permission of the Board of Trustees to continue the tax levy for the foundation tax for another year.

Trustee Wright moved and Trustee Walk seconded to approve Resolution No. 1024-011 - Intent to Continue Foundation Tax Levy. [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, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Certification of Fall Student Government Association Election Results.

Ms. Highland said the Student Government Association conducted its fall election on September 11 and 12, 2024. Trustees reviewed a memorandum from Ms. Lisa Shumard-Shelton, Director of Student Life, detailing the results of the election. Ms. Highland said since the Board recognizes the SGA as the representative body for all students that Board approval is sought to certify the results.

Trustee Walk moved and Trustee Curtis seconded to certify as presented the results of the Student Government Association Election held September 11-12, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Spring 2025 Enrollment Incentives.

Trustee Storm, Chairman of the Finance Committee, said the Committee met on October 10, 2024 for an in-depth review of a recommendation for the Board to approve spending up to \$60,000 for three separate enrollment incentives for the Spring 2025 semester. Trustees reviewed details of this recommendation via a memo provided by Ms. Kelly Allee, Director of Marketing and Public Relations, Ms. Heather Nohren, Chair of Counseling and Student Conduct, and Ms. Pam Hartke, Associate Dean of Recruitment & Enrollment Management, on behalf of the Enrollment Initiatives Team. Trustees learned the proposed incentives focus on student retention and include:

- Utilize funding to recognize academic divisions who reach agreed-upon retention goals with a pizza party. The Enrollment Initiatives Team will work with faculty to focus on best practices for retention efforts during the upcoming months, with retention being a key pillar of a strong enrollment management plan, the Guided Pathways framework, and the College's strategic plan.
- Provide a gift box with unique Laker Gear and giveaways to all current students who register by midnight December 5. The Enrollment Initiatives Team noted the gift box will contain cozy winter items such as socks and hats and will serve a dual purpose of providing a sense of belonging while helping our low-income students with necessities for the winter season.
- Pay for hosting coffee and registration booths in each of the buildings during the first week of registration.

Trustee Storm said the Committee's consensus was to recommend to the Board approval of the enrollment incentives as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented spending up to \$60,000 for three enrollment incentives for the Spring 2025 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Bid for Carpet for Phase 1 Work for Level 1 of the Effingham Technology Center.

Mr. Woodruff presented a recommendation for the Board to approve the bid received from Carpet Weavers Inc. of Champaign, Illinois, for the total amount of \$97,862 for the Effingham Technology Center (ETC) level one carpet replacement project. Trustees reviewed the bid tabulation sheet detailing Carpet Weavers as submitting the lowest of three bids received.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid received from Carpet Weavers Inc. of Champaign, Illinois, for the total amount of \$97,862 for the Effingham Technology Center (ETC) level one carpet replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Architectural Fees Proposal from Bailey Edward for the Webb Hall Tutoring and Testing Renovation Project.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the quote from Bailey Edward in the total amount of \$104,200 for professional services related to the remodel of the Tutoring and Testing space in Webb Hall. Trustees reviewed the professional services proposal. Mr. Woodruff reported that the redesign and remodel of the Tutoring and Testing space in Webb Hall has been identified by Student Services and Cabinet Leadership for remodel in accordance with the Facilities Master Plan. He said that in order to begin planning

for the remodeling schedule, we need to begin the design work in order to initiate the bid process and schedule materials/contractors.

Trustee Cadwell moved and Trustee Wright seconded to approve as presented the quote from Bailey Edward in the total amount of \$104,200 for Professional Services related to the remodel of the Tutoring and Testing space in Webb Hall.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of New Athletic Team – the Lake Land College Men’s and Women’s Cross Country and Half Marathon Team and Approval of Related Talented Student Scholarships.

Trustees heard a recommendation from Dr. Bullock on behalf of Mr. Bill Jackson, Athletic Director, requesting Board approval for a new Lake Land College Men’s and Women’s Cross Country and Half Marathon Team. Dr. Bullock reported that this team will be open to students of all majors and that the team will consist of ten participating members per gender. Dr. Bullock said we are also requesting the option to offer up to 10 tuition and fees scholarship per academic year per gender. He noted that funding for this new team has been included in the FY 2025 budget.

Trustee Lilly moved and Trustee Curtis seconded to approve establishing a new Lake Land College Men’s and Women’s Cross Country and Half Marathon Team to begin competition during the 2025-2026 academic year, and approve 10 tuition and fees scholarships per gender for the team per academic year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

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

Trustees heard a recommendation from Dr. Bullock on behalf of Ms. Donsbach for the Board to accept the gift-in-kind donation from the Lake Land College Foundation of two Starfire GPS Receivers for use in the College's John Deere Ag Tech Program valued at \$8,600.

Dr. Bullock reported the Foundation approved this gift-in-kind donation to the College, and he thanked David Bostic of John Deere in Olathe, Kansas, who made this original donation to the Foundation.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a gift-in-kind donation from the Lake Land College Foundation of two Starfire GPS Receivers valued at \$8,600 for use in the College's John Deere Ag Tech Program.

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, Storm, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policy 07.29 – *Student Complaints*.

Mr. Woodruff recommended the Board consider proposed revisions to Board Policy 07.29 – *Student Complaints*. Trustees reviewed details of the proposed revisions and learned the changes are necessitated by final 2024 amendments to regulations for Title IX. Mr. Woodruff said changes reflect referring students with concerns related to discrimination, harassment, or sex discrimination to Board Policies 11.04 and/or 11.04.01 and their related implementing procedures. Mr. Woodruff said since the amendments to the Title IX regulations are already in effect, the administration is requesting the Board waive first reading.

Trustee Walk moved and Trustee Curtis seconded to waive first reading and approve proposed revisions to Board Policy 07.29 – *Student Complaints*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of the Suspension of Operations at the Laker Louie Jr. Academy of Mattoon.

Trustees heard a recommendation Dr. Nwosu for the Board to suspend the operations of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, effective October 31, 2024, due to the loss of state and grant funding for the program and facility.

Dr. Nwosu reported that the College initially received state/grant funding from ICCB for the educational lab through the Early Childhood Educational initiative. He said this state/grant funding ended after Spring 2024. Dr. Nwosu highlighted the efforts the College has undertaken to try to keep this lab operational and given the importance for our student's practicum hours. He noted that the College has been unsuccessful in securing other funding sources and that the College is now experiencing a \$15,000 monthly shortfall. He said the administration's recommendation is to suspend, not sunset or close, the program in case we are able to secure additional funding in the future.

Trustee Storm inquired as to a potential ending date if no new funding sources are secured. Dr. Bullock said that as the College plans for the next fiscal year budget that the administration would request Board approval to end the program, instead of just suspending the program, if no new funding sources are secured by the start of that fiscal year.

Trustee Storm moved and Trustee Walk seconded to suspend the operations of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, effective October 31, 2024, due to the loss of state and grant funding for the program and facility

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Honorable Discharge of State/Grant Funded Positions associated with the Laker Louie Jr. Academy of Mattoon.

Trustees heard a recommendation from Dr. Nwosu for the Board to honorably discharge three full-time, grant-funded employees including Sierra Besch, Child Care Lab Lead; Torie Garrett, Child Care Lab Assistant; and Laura Hawk, Early Childhood Education Coach/Mentor effective October 31, 2024, due to the suspension of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, and loss of state and grant funding for the Laker Louie Jr. Academy. Dr. Nwosu stated that the administration has provided advance notice to all impacted employees and ensured our students and families served by the facility were informed.

Trustee Walk moved and Trustee Lilly seconded to approve to honorably discharge the employment of: Sierra Besch, Child Care Lab Lead; Torie Garrett, Child Care Lab Assistant; and Laura Hawk, Early Childhood Education Coach/Mentor effective October 31, 2024, due to the suspension of the Laker Louie Jr. Academy located at 1808 Broadway Ave., Mattoon, IL, and loss of state and grant funding for the Laker Louie Jr. Academy.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Health, Dental and Vision Insurance Plans and Rates.

Trustees reviewed a recommendation from Mr. Woodruff for the Board to approve the renewal of the College's health, dental and vision insurance plans with Aetna for 2025. Mr. Woodruff reported the administration and the College's Health Insurance Committee have been actively working in recent months with the College's insurance consultant, Gallagher, to renew the employee health, dental and vision insurance. Mr. Woodruff reported that after extensive review, he and the College's Health Insurance Committee recommend that we proceed with the renewal with Aetna for plan year 2025.

Trustees learned that the Aetna proposal represents a 0% change in the annual administration fee compared to the prior year and overall would represent a 5.9% cost increase to the College for the medical insurance bundle and a dental renewal increase of 5.1%, and that the administration recommended passing along these costs to the employees. Trustees also reviewed details of the impact to employees for these proposed premium rates based on their various plan options (e.g., single, single+1, and family).

Trustee Storm, Finance Committee Chair, said the Finance Committee met on October 10, 2024 for an in-depth review of this agenda item and the Committee's recommendation was to recommend to the Board approval of the health, dental and vision insurance plan renewal and rates with Aetna as presented.

Trustee Storm moved and Trustee Walk seconded to approve as presented the renewal of the College's health, dental and vision insurance plans with Aetna for plan year 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Approval of Updated Named Spaces Planner.

Trustees reviewed a memorandum from Ms. Donsbach which highlighted proposed changes to the College's Named Spaces Planner, including proposed donation amounts associated with the new Athletic Practice Facility. Trustees reviewed details of the Planner. Trustee Curtis, Chairman of the Buildings and Site Committee, said the Committee met on October 10, 2024, with Ms. Donsbach for an in-depth review of the Named Spaces Planner, and that the Committee's consensus was to recommend to the Board approval of the changes to the Planner as presented.

Trustee Curtis moved and Trustee Wright 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 and Grounds*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Closed Session

7:20 p.m. – Trustee Curtis moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to discuss the 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, Walk and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Return to Open Session - Roll Call

7:29 p.m.

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

Trustees Absent: Trustee Reynolds and Student Trustee Kelly.

Others Participating via Telephonic or Electronic Means: None.

Approval Recommendations Regarding the Granting, Extension or Denial of Tenure Status for Two Non-Tenured Faculty Members as Discussed in Closed Session.

Trustee Curtis moved and Trustee Storm seconded to approve granting tenure status to Ms. Lisa Shumard-Shelton, Director of Student Life, effective after completion of the Fall 2024 semester.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Trustee Walk moved and Trustee Curtis seconded to approve Resolution No. 1024-012 authoring dismissal of Ms. Samantha Webster, Cosmetology Instructor, from employment at the conclusion of the Fall 2024 semester pursuant to 110 ILCS 805/3B-3.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

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 Storm motioned and Trustee Curtis 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 by three employees as detailed on the HR Report.

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

Benson, Brooke	10/2/204-intermittent
Mather, Sharon	9/9/24-Intermittent
Pinner, Liz	9/4/24-9/16/24
Stevenson, Keith	1/23/24-11/26/24
Turner, Art	8/22/24-Intermittent
Winson, Diana	9/3/24-12/3/24

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

Benson, Brooke	9/3/24-10/1/24
Bretscher, Emily	10/7/24-12/5/24
Shoot, James	10/12/24-12/31/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Black, Gabriel	Director of Intramurals	8/19/24
	Primary Position Print Shop Technician Ast	
Black, Rhonda	Cbe Instructor - Business	8/16/24
	Primary Position Adj Faculty Business	
Carter, Adam	Community Learning Instructor	9/26/24
	Primary Position CBI Training Specialist	
Goodner, Courtney	Cbe Instructor - Business	8/16/24
	Primary Position Adj Faculty Business	
Hincapie Alzate, Samuel	Lab Student Assistant	9/19/24
	Primary Position Print Shop Technician Ast	
Kanyembo, Natasha	International Studies Student Assistant	9/25/24
	Primary Position Bookstore Rush Worker	
Kaufman, Rachel	Fitness Center Specialist	9/6/24
	Primary Position Asst Softball Coach	
Maphosa, Emmanuel	International Studies Student Assistant	9/25/24
	Primary Position Adm & Rec Data Entry Ast	
Metzger, Teresa	Community Learning Instructor	9/5/24
	Primary Position Adult Education Instructor	
Mufalo, Ifunga	International Student Ambassador	9/25/24

Nanjela, Lungowe	Primary Position Bookstore Rush Worker Newspaper Editor - Student Newspaper	9/13/24
White, Lee	Primary Position Bookstore Rush Worker Adjunct Faculty Business Division	1/13/25
Wilhoit, Sarah	Primary Position Tutor Cbe Instructor - Business Primary Position Adj Faculty Business	8/19/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
McDunnin, Hailie	Correctional Office Assistant	9/17/24
Messner, Brian	Associate Dean of Correctional Programs	9/23/24
Miller, Erin	Admin Asst to the Dean of Academic Opr	10/28/24
Rienbolt, Heidi	Employment Specialist	10/28/24
Part-time		
Allen, Samantha	Dual Credit Coordinator	10/4/24
Campbell, Haylee	Fitness Center Specialist	10/1/24
Hoene, Gage	Print Shop Technician Assistant	10/2/24
Jones, Monica	Community Learning Instructor	10/1/24
Latch, Jacob	Print Shop Technician Assistant	10/2/24
Maphosa, Emmanuel	Admissions and Records Data Entry Assistant	9/19/24
Matteson, Michelle	Community Learning Instructor	9/19/24
Mtonga, Natasha	Laker Mascot Talent	9/25/24
Musonda, Mulowa	Newspaper Editor - Student Newspaper	9/25/24
Olenge, Joseph	International Student Ambassador	10/1/24
Reichert, Jacob	Special Needs Note Taker	8/26/24
Woods, Devon	Fitness Center Specialist	9/25/24
Part-time Grant Funded		
Beck, Emma	Perkins Student Worker	9/17/24
Goss, Noah	Perkins Student Worker	9/25/24
Green, Bennett	Perkins Student Worker	9/12/24
Lynch, Annette	Perkins Student Worker	9/10/24
Webel, Anna	Perkins Student Worker	9/20/24
College Work Study		
Aukamp, Serenity	College Work-Study	9/18/24
Dick, Alexander	College Work-Study	9/27/24
Holshouser, Amber	College Work-Study	9/23/24
Jordan, Jocelyn	College Work-Study	10/2/24
Roach, Ethan	College Work-Study	9/10/24
Shull, Ellie	College Work-Study	9/9/24

Upton, Sara	College Work-Study	9/10/24
Wheeler, Asheley	College Work-Study	9/16/24

Unpaid Volunteer

Trier, Peyton	Athletic Department Bus Driver	9/19/24
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Conner, Anthony	Accounting Assist II Accounts Payable	10/14/24
Lynch, Valerie	Vice President for Student Services	10/1/24
Moll, Thomas	Student Wellness Center Manager	10/4/24
Wilkinson, Jordon	Apprenticeship Coordinator	10/4/24

Part-time

Arney, Megan	Adjunct Faculty Allied Health Division Substitute	7/21/24
Comer, Naomi	College Work Study - Social Science Education	12/11/23
Florea, Sidney	College Work-Study	2/3/24
Gentry, Jaden	Perkins Student Worker	12/20/23
Johnson, Beth	Newspaper Editor - Student Newspaper	5/11/24
Justice, McKenzie	Newspaper Editor - Student Newspaper	5/11/24
Kernaghan, Connor	College Work-Study	1/11/24
Ligomeka, Jeffrey	Laker Mascot Talent	5/9/24
Parr, Keedran	College Advancement Intern	5/2/24
Probst, Emily	Accounting Assistant	8/12/24
Spears, Ashley	College Work Study - Student Life	11/8/23
Stephens, Carolyn	Adjunct Faculty Social Science Division	7/29/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Dick, Joshua	Maintenance I	10/21/24
	Transferring from College Work-Study	
Kroeger, Devon	Associate Dean of Correctional Programs	10/1/24
	Transferring from Wioa Bus Services Specialist	
Saxon, Naomi	Asst Director of Financial Aid & Veteran Srvs	10/15/24
	Transferring from Financial Aid Loan Specialist	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds and Student Trustee Kelly.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting at 7:33 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/