

Lake Land College
Finance Committee
December 6, 2018

Minutes

The Finance Committee of the Board of Trustees met on December 6, 2018, in room 011, Board and Administration Center, at Lake Land College, Mattoon, Illinois. Committee Chair Ann Deters called the meeting to order at 1:00 p.m.

Trustee Committee Members Present:

Mr. Gary Cadwell, Committee Member
Mr. Dave Storm, Ex Officio Committee Member
Mr. Mike Sullivan, Committee Member
Ms. Ann Deters, Committee Chair

Trustee Committee Members Absent:

None.

Other Trustees Present:

None.

Others Present:

Dr. Josh Bullock, President
Mr. Bryan Gleckler, Vice President for Business Services
Dr. Tina Stovall, Vice President for Student Services
Mr. Jon Althaus, Vice President for Academic Services
Ms. Jean Anne Grunloh, Senior Executive to the President
Dr. Jim Hull, Vice President for Workforce Solutions and Community Education
Ms. Madge Shoot, Comptroller

Hearing of Citizens, Faculty, or Staff.

Chair Deters asked if there were any public comments. There were none.

Approval of Minutes of October 4, 2018 Meeting.

Trustee Sullivan moved and Trustee Cadwell seconded that the minutes of the October 4, 2018, Finance Committee meeting be approved.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

Approval of Purchase of Cutter for Print Shop.

Trustees heard a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, for Board approval of the purchase of a Summa F1832 cutter from North Light Color of Elk Grove Village, Illinois, in the amount of \$99,995, for use by the College's Print Shop. He introduced Mr. Dave Earp, Print and Mail Services Supervisor, who highlighted reasons for the request of this purchase. Mr. Gleckler and Mr. Earp reported this equipment will expand the Print Shop offerings and create savings by eliminating currently outsourced processes and jobs and reducing staff hours currently required for cutting. Mr. Earp reported investigation of several demos for this type of equipment and said he has negotiated for the price quote by North Light Color. Mr. Earp also explained how the proposed equipment will cut many different types of materials in addition to paper, such as glass, metal, etc. Mr. Gleckler and Mr. Earp both also explained how the purchase of the cutter is a second phase to enhance the capabilities of the Print Shop following the Board's approval last year for the purchase of a flatbed printer. Mr. Gleckler highlighted how the Print Shop's profits have improved in the first quarter of this year due to the prior purchase of the flatbed printer. Trustees reviewed details of the proposed purchase quote.

Trustee Storm moved and Trustee Sullivan seconded that the Finance Committee recommend to the Board approval as presented the purchase of a Summa F1832 cutter from North Light Color of Elk Grove Village, Illinois, in the amount of \$99,995, for use by the College's Print Shop.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

Certificate of Tax Levy.

Trustees heard a recommendation from Mr. Gleckler for Board approval of the proposed 2018 Tax Levy and Certificate of Compliance. Trustees reviewed details of the documents to be issued to each of the 15 counties in the Lake Land College district and Trustees learned the proposed taxing levy will not exceed a five percent increase over the prior year's extension. Therefore, a notice and a Truth in Taxation hearing will not be necessary. Mr. Gleckler said the College will not know the actual tax rate for the 2018 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the College's district.

Trustee Cadwell moved and Trustee Sullivan seconded that the Finance Committee recommend to the Board approval of the 2018 Tax Levy and Certificate of Compliance as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

Workers Compensation Insurance Renewal.

Trustees heard a recommendation from Mr. Gleckler for the Board to renew the College's current worker's compensation policy with the Illinois Public Risk Fund (IPRF). Mr. Gleckler said the proposed renewal reflects a 1.0% decrease in premium costs to the College as compared to the expiring rates. Additionally, as part of this renewal, he said the College qualifies for a \$13,995 IPRF Safety Grant.

Trustee Storm moved and Trustee Cadwell seconded that the Finance Committee recommend to the Board approval as presented the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund for 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

Review of Five-Year Financial Forecast.

Mr. Gleckler presented to the Committee on a five-year financial forecast which he and Ms. Madge Shoot, Comptroller, have prepared by utilizing a software tool, "Forecast Five." Trustees reviewed details of the report and Mr. Gleckler highlighted some of the revenue and expense assumptions that were made to prepare this financial forecast. Trustees discussed the report and their collective concern of declining enrollment for the College over a multi-year period. President Bullock acknowledged their concerns with the enrollments but also highlighted how Lake Land's enrollment decline has not been nearly as significant as other community colleges in the state. He agreed we should focus strategic marketing efforts to maintain our enrollment over the long term, especially given the population decline and out-migration trends for the state. Dr. Bullock highlighted some staff employment statistics demonstrating a decline in full-time and adjunct employees since 2010.

After discussion, Committee members concurred the administration should continue marketing efforts for enrollment, seek metrics of marketing efforts to determine what works best, and continue the College's capital plans underway to improve campus facilities.

The Committee collectively thanked Mr. Gleckler and Ms. Shoot for their efforts to prepare the five-year financial forecast report. They agreed this will help the College to be more proactive in its planning efforts.

Bills for Payment and Travel Expenses.

Trustees reviewed the summary and details of bills for payment and travel expenses for November 2018.

Trustee Sullivan moved and Trustee Cadwell seconded that the Finance Committee recommend to the Board approval of bills for payment and travel expenses for November 2018.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

October 2018 Financial Statements.

Trustees reviewed the October 2018 Financial Statements and a memorandum from Mr. Gleckler detailing significant variances for the statements. This information also included corresponding monthly financial spreadsheets that contained a summary of all operational expenditures (Funds 1 and 2). Mr. Gleckler presented highlights of the financial statements and narrative report.

Trustee Storm moved and Trustee Sullivan seconded that the Finance Committee recommend to the Board approval of the October 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

Other Business.

There was no additional discussion.

Adjournment.

Trustee Sullivan moved and Trustee Storm seconded to adjourn the meeting of the Finance Committee at 1:41 p.m.

Motion carried by unanimous voice vote approval.

Approved by:

/s/Ms. Ann Deters, Finance Committee Chair/Secretary