

# Lake Land College

District No. 517



## Board of Trustees

Special Meeting

Webb Hall, Room 081, Mattoon, IL

May 15, 2017

# Table of Contents

	Page
Agenda for May 15, 2017, Special Meeting	3
Supplemental Information for Proposed Policy Revisions	4

# Lake Land College

Board of Trustees

District No. 517



## Special Meeting

Monday, May 15, 2017


10:00 a.m.; Webb Hall, Room 081

## Agenda

1. Call to Order.
2. Roll Call.
3. Hearing of Citizens, Faculty and Staff.
4. Closed Session.  
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the employment, performance or discipline of specific employees and to consider collective negotiating matters between the College and its employees.  
  
[Return to Open Session. Roll call to confirm Board members present on resumption of Open Session.]
5. Approval of Reappointment and Extension of Probationary Period for One Additional Academic Year for Non-Tenured Faculty Member Retroactive to March 13, 2017, as Discussed in Closed Session. (action)
6. Approval of Agreement and Release between the College, a Full-Time Faculty Member and the Lake Land College Faculty Association, as Discussed in Closed Session. (action)
7. Approval of Contract with Lake Land College Faculty Association. (action)
8. Approval of Contract with Lake Land College Paraprofessional Association. (action)
9. Proposed Revisions to Board Policy 05.22 – *Planned Retirement*. (non-action)
10. Adjournment.

# Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: May 10, 2017

Re: Update to Policy 05.22 – Planned Retirement

---

In the upcoming collective bargaining contracts with the Faculty Association and Paraprofessional Association, we revised the Planned Retirement program incentive so it no longer will be available to any employee with a start date or re-hire date based on the commencement of their respective upcoming contracts (August 18, 2017 for Faculty and July 1, 2017 for Paraprofessionals). We are also working with the Custodial Association on an MOU to their existing contract to enact the same provision with a July 1, 2017 effective date.

Based on these changes with our employee groups, I am submitting revisions to Board Policy 05.22 on Planned Retirement to reflect that this program will no longer be offered to new hires or re-hires effective July 1, 2017 (in the case of the Faculty Association, the date in the contract language will prevail).

Additionally, we need to revise the language that indicates we pay out the years-of-service incentive after 60 days after the retirement date. Practically, we pay out the years-of-service after notification from SURS on any possible 6% penalties. Currently, we are not receiving these notifications from SURS until well beyond the 60 day timeframe.

I respectfully recommend the Board approve the revisions to Board Policy 05.22 on Planned Retirement.

## Planned Retirement

To enhance long-range planning, Lake Land employees hired or re-hired prior to July 1, 2017, are eligible to participate in the planned retirement program and are encouraged to submit resignations up to four (4) years in advance of their retirement date. Upon acceptance of the resignation by the Board of Trustees, qualified employees will receive a guaranteed 6% raise on their contractual base salary for each of the last four (4) years of service. In addition, a years-of-service incentive will be paid after SURS has completed the processing of the qualified employee's pension and notification of the 6% bill, if any, and the processing of the appeals of the 6% bill. Employees participating in SURS self-managed plan will be paid a years-of-service incentive the first pay period after payment of their final paycheck on the first payroll following sixty (60) calendar days after the retirement date. If a full-time employee member gives less than four (4) years' notice of his/her retirement under this paragraph or retires prior to his/her Board-approved resignation date, any years-of-service incentive described in this section shall not be paid until the S.U.R.S. penalty, if any, has been determined by S.U.R.S. This incentive will be based on the following formula:

<u>Years of Service at LLC</u>	<u>% of the Final 12-Month Base Salary</u>
25 & Over	56% of base pay
20-24	50% of base pay
15-19	44% of base pay
10-14	38% of base pay

Unused sick days can be accumulated and applied towards the years of service at Lake Land College based on the following scale. Unused sick days cannot be applied in partial increments.

180 unused sick days = 1 additional year of service at Lake Land College

360 unused sick days = 2 additional years of service at Lake Land College

If a full-time employee who was hired or re-hired prior to July 1, 2017, gives less than four (4) years' notice of his/her retirement under this paragraph or retires prior to his/her Board-approved resignation date, and:

1. There is not incurred by the College a S.U.R.S. penalty because of this action, then the full-time employee shall receive 100% of the applicable years-of-service incentive described above;
2. There is incurred by the College a S.U.R.S. penalty because of this action, then the years-of-service incentive described above shall be reduced by the amount of the penalty.

To qualify, employees must meet the following criteria:

1. Have a full-time employment start date or re-hire date at Lake Land College prior to July 1, 2017.
2. An employee must be qualified to receive a retirement annuity from S.U.R.S.
32. He/she must have been employed full-time at Lake Land College for at least six (6) consecutive years, including the year prior to applying for participation in the Planned Retirement Program.
43. The employee must submit a signed resignation form to the President up to four (4) years prior to retirement.
54. Retirement must occur no later than the resignation date approved by the Board.
65. Eligibility for benefits hereunder is contingent upon continuing satisfactory performance by the employee and maintenance of continued employment at the College.

An intent to resign must be submitted to the President by December 31 prior to the year in which a resignation will be given. The salary adjustment will begin within thirty (30) days of Board of Trustee approval of the employee's resignation except the salary adjustment may not commence sooner than four (4) years prior to the effective date of resignation.

At the discretion of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified per year. Should this option be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land

College. Employees denied will have one (1) year added to the four (4) year window of opportunity.

Employees who have fifty percent (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in Planned Retirement.

Notwithstanding any contrary or other provision of this Agreement, in the event a retiring employee's SURS creditable earnings for any school year used to determine the employee's final rate of earnings (FRE) for SURS retirement purposes annually would increase by more than 6%, the employee shall only receive the maximum 6% creditable earnings allowable without an employer penalty under SURS rules.

Any retirement incentives set forth shall cease to be available to employees if any law is passed or regulation adopted which would require the Board to pay a penalty or any other type of payment to any instrumentality of state government as a result of the award of such incentive. This restriction shall apply not only to future incentives which have not yet been accessed but to any incentive which is currently being paid or received.

---

Adopted November 9, 1998  
Revised February 14, 2000  
Revised July 14, 2003  
Withdrawn September 12, 2005  
Revised July 9, 2007  
Revised January 10, 2011