

Lake Land College

District #517



Board of Trustees

Agenda and Board Book

April 10, 2017

Regular Meeting #604

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Lake Land College
Board of Trustees
District #517



Regular Meeting No. 604
Monday, April 10, 2017, 6:00 p.m.
Webb Hall 081, Mattoon
Agenda

I. ROUTINE

A. Call to Order

B. Roll Call

C. Consent Item.

(Any one member may remove an item from the consent item list simply by requesting the Chair to do so. Items removed will be discussed and voted immediately following passage of the consent item.)

1. Approval of minutes of March 13, 2017 regular meeting.
2. Approval of minutes of March 13, 2017 closed session.
3. Approval of agenda of April 10, 2017 Board of Trustees meeting.
4. Bills for payment and travel expenses which will be reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they have been prepared in good faith to follow all applicable laws and Board policy. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
5. Destruction of tape recording of October 12, 2015 closed session and October 23, 2015 closed session.

II. Presentation of Awards (non-action):

- A. Workplace Health Solutions Award from the American Heart Association.
- B. Business Partnership Award to Coles-Moultrie Electric.

III. HEARING OF CITIZENS/FACULTY/STAFF

IV. COMMITTEE REPORTS

A. ICCTA/Legislative	Mr. Mike Sullivan Dr. Robert Luther
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Dr. Robert Luther
E. Student Report	Ms. Jensyn Morrison
F. President's Report	Dr. Josh Bullock

V. BUSINESS ITEMS

A. Non-Action Items

	Board Book Page Number(s)
1. Faculty focus on advancing student success.	
2. Phi Theta Kappa All-Illinois/ All-USA Academic Team Nominees.	19
3. IT presentation.	
4. Curriculum Committee activity.	20-22
5. Summer hours of operation.	23-25
6. Proposed revisions to Board Policies:	26-30
a. 03.02 - <i>Regular Meetings</i> .	
b. 03.07 – <i>Agenda and Order of Business</i> .	
c. 03.15 – <i>Dissemination of Board Agendas and Materials</i> .	
7. Proposed revisions to Board Policy 05.02.04 - <i>Minimum Faculty Employment Requirements/Qualifications</i> .	31-35
8. Proposed revisions to Board Policy 06.19 – <i>Dual Credit Program</i> .	36-40
9. Calendar of Events.	41-42
10. Correspondence.	43-45

B. Action Items

	Board Book Page Number(s)
1. Approval of certification of Student Government Association election results and seating of new student trustee.	46-48
2. Recognition of outgoing student trustee.	
3. Approval of proposed revisions to Board Policies: a. 02.14 – <i>Auditors</i> . b. 10.12 – <i>Annual Financial Audit</i> .	49-51
4. Approval of proposed revisions to Board Policy 05.01 – <i>Definition of Full-Time and Part-Time Employment</i> .	52-53
5. Approval of proposed revisions to Board Policy 05.04.15 – <i>Absence Due to Inclement Weather</i> .	54-56
6. Approval of proposed revisions to Board Policy 09.12 – <i>Recycling</i> .	57-58
7. Acceptance of reporting of February 2017 Financial Statements.	59-63
8. Approval of Statement of Final Completion Reports for Vo Tech Building Energy Savings Renovations and Building Safety and Accessibility Renovations (ICCCB Project 2432-1115) and Geo Thermal Phase 1 West Building (ICCB Project 2367-1214).	64-67
9. Approval of bid for <i>Lake Land College Magazine</i> .	68-69
10. Approval of Associate in Applied Science (AAS), and corresponding certificate for Medical Assistant.	70
11. Approval of Director of Medical Assistant Program position.	71
12. Approval of Resolution No. 0417-041 – Safe Deposit Signature.	72-74
13. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2) [Illinois General Assembly 2015 et. Seq.], closed session is called 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.]	
14. Approval of Human Resources Report.	75-77
15. Adjournment.	

**Lake Land College
Board of Trustees
District #517**



Regular Board Meeting No. 603
Webb Hall, Room 081, Mattoon, IL
March 13, 2017

Minutes

Call to Order.

Chairman Gary Cadwell called the March 13, 2017 regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters, Dr. Robert Luther; Ms. Doris Reynolds, Secretary; Mr. David Storm, Vice Chair; Mr. Mike Sullivan and Ms. Jensyn Morrison, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Mr. Bryan Gleckler, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Tina Stovall, Vice President for Student Services and members of the staff, community and media.

Chair Cadwell announced that no action would be taken on the agenda item titled "Approval of Contract with IDOC to Provide Educational Services at Kewanee Life Skills Re-Entry Center." He said this item was being pulled from the agenda and would not be discussed during this Board meeting.

Approval of Consent Items.

Trustee Storm moved and Trustee Luther seconded to approve the following consent items:

1. Approval of minutes of February 13, 2017 regular meeting.
2. Approval of agenda of March 13, 2017 Board of Trustees meeting.
3. Bills for payment and travel expenses which were reviewed by the Finance Committee and presented by College administration for approval with full assurance by management they have been prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	283,241.91
Building Fund	\$	28,622.95
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	1,200.00
Auxiliary Services Fund	\$	-
Restricted Purposes Fund	\$	211,569.03
Working Cash Fund	\$	-
Audit Fund	\$	33,613.24
Liability Insurance Fund	\$	-
Student Accts Receivables	\$	1,470,595.68
Total	\$	2,028,842.81

4. Destruction of tape recording of September 14, 2015 closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee ReportsICCTA/Legislative.

Trustee Mike Sullivan provided Trustees with a written summary of information he learned while recently attending an ICCTA meeting. He highlighted various topics from round table discussions and the main meeting, as well as legislative bills that were discussed by ICCTA leaders. He said ICCTA leaders expressed opinions that a resolution to the state budget

impasse is probably not going to occur in the near future, and that it could be several months before Colleges receive any type of funding from the state for the current fiscal year.

Resource & Development.

Committee Chair Ms. Doris Reynolds said the Committee had not met since the last regular Board meeting and she had no report at this time.

Finance.

Committee Chair Mr. Dave Storm said the Finance Committee met earlier in the day to review items that will appear later in the agenda. He said that he will make comments on specific topics when discussion arises per the agenda.

Buildings & Site.

Committee Chair Dr. Robert Luther said the Committee met earlier in the day to review projects being recommended by the administration including needed masonry work for the Luther Student Center and roadway/parking lot improvements at various locations on the main campus.

Student Report.

Student Trustee Ms. Jensyn Morrison highlighted various upcoming student events including elections for student government and student trustee. She highlighted recent activities hosted by the student ambassadors and members of the Student Government Association. She also highlighted planning underway for participation in the upcoming Student Lobby Day.

President's Report.

Dr. Bullock said:

- The College recently received payment of \$428,571.42 that had been appropriated as supplemental funding from the State of Illinois.
- The payments received in February from the Illinois Department of Corrections closed out all amounts due from IDOC for Fiscal Year 2016.
- The College received official notification on Wednesday, March 1, 2017, that the Cornerstone Christian Academy child care service will be closing effective Friday, May 27, 2017. It is our understanding that the Academy began notifying affected parents of this decision the prior Friday.

Business Items

Non-Action Items

Faculty focus on advancing student success - update on agreement with SIUE for BS in Nursing Program.

Ms. Karla Hardiek, Division Chair Allied Health/Nursing Instructor, provided an update on the 3+1 agreement with SIUE for a BS in Nursing Program. She highlighted current enrollment numbers and goals for future enrollment numbers, including other nursing programs offered by the College. Trustees asked various questions related to how the College might expand or increase its offerings of nursing programs.

Annual Farm Report.

Mr. Mark Niemerg, Agronomy Instructor/Farm Manager, presented highlights of the Annual Farm Report.

Proposed revisions to the following Board Policies:

- 02.14 – *Auditors.*
- 05.01 - *Definition of Full-Time and Part-Time Employment.*
- 05.04.15 – *Absence Due to Inclement Weather.*
- 09.12 – *Recycling.*
- 10.12 – *Annual Financial Audit.*

Mr. Bryan Gleckler, Vice President for Business Services, presented on proposed changes to the above-referenced four Policies. Details of proposed revisions to each Policy were reviewed by Trustees. Trustee Deters questioned the proposed language in Policies 02.14 and 10.14 related to the College's audit, specifically the amount of time an auditor firm shall be selected for an audit cycle. After discussion, the Board's consensus was that the proposed language should be changed to state that an audit firm shall be selected for a three-year cycle and for no more than two consecutive cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle. Trustees also agreed that the last paragraph in Policy 10.12 should simply refer to Policy 02.14.

Dr. Bullock said proposed revisions were submitted as first reading and will be brought to the Board for approval during the April 2017 Board meeting with the above-noted changes.

Calendar of events.

Trustees received a calendar of upcoming events.

Correspondence.

There were no items of correspondence in the Board Book.

Action Items

Approval of recipient for the 2017 Business Partnership Award.

Trustees reviewed a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to name Coles-Moultrie Electric Cooperative as the recipient of the College's 2017 Business Partnership Award.

Trustee Sullivan moved and Trustee Storm seconded to name Coles-Moultrie Electric Cooperative as the recipient of the College's 2017 Business Partnership Award.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of tuition and fees rates effective Summer and Fall 2017.

Trustees reviewed a recommendation from Mr. Gleckler regarding the proposed tuition and fees rate for Summer 2017 and Fall 2017.

Trustee Storm, Finance Committee Chair, said the Committee reviewed this agenda item and the Committee's consensus was to recommend to the Board approval of the proposed tuition and fees rates as presented.

Trustee Storm moved and Trustee Deters seconded to approve the proposed tuition and fees rates including: maintaining tuition at the same rates as Spring 2017; eliminating the online course fee; increasing the technology fee portion of the service fees by \$6.70 per credit hour for a total service fee rate of \$28.00; increasing the dual credit fee by \$2.79 per credit hour for a total dual credit fee of \$16.74 per credit hour; adding a credit card convenience fee of 2.25 percent for all credit card transactions effective July 1, 2017; and increasing course level fees as follows:

- Level 1 from \$12.00 to \$25 per course.
- Level 2 from \$24.00 to \$50.00 per course.
- Level 3 from \$36.00 to \$75.00 per course.
- Level 4 from \$50.00 and above to \$76.00 and above per course.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of ISBE GAST Grant.

Trustees heard a recommendation from Mr. Althaus to accept the above-referenced grant.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the Growing Agriculture Science Teachers Grant from the Illinois State Board of Education in the amount of \$14,000.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Acceptance of reporting of January 2017 Financial Statements.

Trustees reviewed the January 2017 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, highlighting variances for the statements. This information also included details for Funds 1 and 2 (General Fund) and a breakdown of the year-to-date spending by category and specific detail on salary and benefit spending. Mr. Gleckler reported on significant variances.

Trustee Storm said the Finance Committee reviewed the January 2017 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Deters moved and Trustee Luther seconded to accept the January 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Closed Session.

7:28 p.m. – Trustee Storm moved and Trustee Sullivan seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2015 et. Seq.], to consider the employment, appointment, performance, discipline or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Return to Open Session – Roll Call.

8:13 p.m.

Trustees Present: Mr. Gary Cadwell, Chairman; Ms. Ann Deters; Dr. Robert Luther; Ms. Doris Reynolds, Secretary; Mr. Dave Storm, Vice-Chairman; Mr. Mike Sullivan; and Ms. Jensyn Morrison, Student Trustee.

Trustees Absent: Mr. Bruce Owen.

Approval of faculty tenure recommendations.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Storm seconded to approve tenure for the following five employees effective Fall 2017: Ms. Andrea Bright, Academic Counselor; Mr. Andrew Gaines, Academic Counselor/Coordinator of Student Accommodations; Ms. Jennifer Melton, Academic Counselor/Coordinator of Retention; Mr. Anthony Reinhart, Ag Power Technology Instructor; and Dr. Claire Tornow, Chemistry Instructor.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of reappointment of tenured and non-tenured faculty members and/or extension of probationary period of non-tenured faculty members.

Following discussion on the topic in closed session, Trustee Storm moved and Trustee Luther seconded to approve the reappointment of tenured and non-tenured faculty members for the 2017/18 academic year with the exception to deny the reappointment and extension of probationary period for Mr. James Munger. The approval of the reappointment of tenured and non-tenured faculty members for academic year 2017/18 are as follows:

First Year Non-Tenure

Laura Paruleski	Allied Health (Nursing) (Spring 2017)
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Second Year Non-Tenure

Haylee Brandt	Allied Health (Nursing)
Robert Miller	Agriculture (John Deere Tech) (Spring 2016)
Jordan Rauch	Agriculture (Livestock Judging Coach)

Third Year Non-Tenure

Daniel Allen	Math Science (Physics)
Joshua Fulk	Technology (Civil Engineering Technology)
Cassie Koester	Allied Health (Nursing)
Rakhasha Nasseripour	Math Science (Physics)

Katie Parrish	Social Science and Education (Sociology)
Kimberly Smithenry	Allied Health (Nursing)
Wildman, Ryan	Agriculture

Fourth Year Tenure Status (Fall 2017)

Andrea Bright	Academic Counselor
Andy Gaines	Academic Counselor
Jennifer Melton	Academic Counselor
Anthony Reinhart	Agriculture (Ag Power Tech)
Claire Tornow	Math Science (Chemistry)

Continued Tenure Status

Iffat Ali	Math and Science (Chemistry)
Lara Bacino Althaus	Social Science and Education (Psychology)
Dyke Barkley	Agriculture (Horticulture)
Cheryl Beam	Allied Health (Nursing)
Michael Beavers	Technology (Electronics)
Jodi Birdwell	Humanities and Communications (Art)
Kathy Black	Business (Office Technology)
Tara Blaser	Humanities and Communications (Philosophy/English)
Dewayne Brown	VVC-Custodial Maintenance
Cathy Bunton	Social Science and Education (Health/PE)
Bryan Burrell	Academic Counselor
Krista Burrell	Academic Counselor
Dion Buzzard	Technology (Mechanical/Electrical Technology)
Nancy Caldwell	Humanities and Communications (Music)
Tom Caldwell	Humanities and Communications (Philosophy/English)
Greg Capitosti	Math and Science (Chemistry)
John Carpenter	Business (Management/Marketing)
Michael Ben Cohan	Humanities (Art)
Marc DalPonte	Math and Science (Bio Science)
Kathleen Daugherty	Business (Office Technology)
Kimberly Davis	Social Science and Education (Education)
Angela Davison	Business (Network/Computer Information Systems)
Laura Deters	Allied Health (Basic Nursing Assistant)
Suzett Doty	Math and Science (Bio Science)
Danielle Downs	Advisor, Financial Aid and Veteran Services
Allen Drake	Agriculture (John Deere Ag Tech)
Scott Drone-Silvers	Library
Amy Duckett	Business (Cosmetology)
Lisa Earp	Business (Office Technology)
Terri Fields	Social Science and Education (Psychology)
Kay Foreman	Allied Health (Physical Therapist Assistant)
Judy Garner	Humanities (Development Reading/Writing)
John Gentry	Technology (Power Plant Mechanics)
Tisha Goad	Allied Health (Nursing)
Matt Greider	Social Science and Education (History)
Neal Haarman	Technology (Building Construction Technology)
Karla Hardiek	Allied Health (Nursing)

Emily Hartke	Academic Counselor/Chair of Counseling and Judicial Affairs Advisement
Elizabeth Hartrich	Allied Health (Dental Hygiene)
Shelle Hartzel	Math and Science (Math)
Helen Hendren	Social Science and Education (Human Services)
Dustin Heurman	Social Science and Education (Criminal Justice)
Sarah Hill	Library
Kristen Holsapple	Allied Health (Dental Hygiene)
Shannon Hood	Allied Health (Nursing)
Salisa Hortenstine-Olmsted	Humanities and Communications (Speech/English)
Lucinda Horton	Math and Science (Bio Science)
Brenda Hunzinger	Math and Science (Bio Science)
Charles Jarrell	Social Science and Education (Education)
David Johnson	Social Science and Education (Physical Education)
Bambi Jones	Math and Science (Math)
Nichole Jones	Allied Health (Nursing)
Kris Kersey	Technology (Electronics)
Tynia Kessler	Business
Leo Kitten	Technology (Computer Integrated Manufacturing)
Ty Knebel	VCC, Welding
Matt Landrus	Humanities and Communications (English)
Teresa Lang	Social Science and Education (Child Care)
Jon Lebold	Business
Gary Lindley	Technology (Electronics)
Katie Lotz	Social Science and Education (Economics)
Brian Lynch	Social Science and Education (Economics)
Valerie Lynch	Director of Student Life
Brian Madlem	Technology (Automotive)
Walter McHenry	Math and Science (Mathematics)
Margaret Merry-Niebrugge	Allied Health (Dental Hygiene)
Kevin Miller	Technology (Automotive)
Nathan Miller	VCC, Construction Occupations
Martha Mioux	Allied Health (PTA)
Tina Moore	Director of Career Services
Russell Neu	Agriculture (John Deere Ag Tech)
Robert Newell	Humanities and Communications (English)
Mark Niemerg	Agriculture (Agriculture/Farm Director)
Heather Nohren	Academic Counselor
Maria Nohren	Allied Health (Nursing)
Ikemefuna Nwosu	Mathematics and Science (Biology)
Ryan Orrick	Agriculture (Agriculture)
Cynthia Phipps	Business (Accounting)
Cassandra Porter	Allied Health (Nursing)
Gregory Powers	Humanities (Radio/TV)
Casey Reynolds	Humanities (Spanish/English)
Scott Rhine	Business (CIS)
Eva Ritchey	Humanities and Communications (Speech)
M. Shane Rogers	Social Science and Education (Political Science)
Mike Rudibaugh	Math and Science (Earth Science)
Marcy Satterwhite	Business (Business Management)

David Seiler	Social Science and Education (History)
Cheryl Staley	Business (CIS)
Peggy Strange	Business (Cosmetology)
Erin Swingler	Allied Health (Nursing)
Edward Thomas	Humanities and Communication (Speech Communication/Broadcasting)
Deborah Thomason	Allied Health (Dental Hygiene)
Joe Tillman	Technology (Renewable Energy)
David Turnbull	Math and Science (Anatomy and Physiology)
Lori Walk	Technology (IDOT QC/QA)
Rick Watson	Technology (IDOT QC/QA)
Tara Veach Watson	Humanities (English Composition)
Janet Waymoth	Allied Health (Nursing)
Jeff White	Math and Science (Environmental Science)
Nicole Zeller	Allied Health (Nursing)

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Luther and Storm. No: Trustees Reynolds and Sullivan.

Absent: Trustee Owen. Student Advisory Vote: Morrison abstained.

Motion carried.

Approval of appointment of division chairs.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Sullivan seconded to approve the reappointment of division chairs for Fall 2017 and Spring 2018 semesters as follows:

- Ryan Orrick, Agriculture Division
- Karla Hardiek, Allied Health Division
- Kathy Black, Business Division
- Salisa Hortenstine-Olmsted, Humanities and Communications Division
- Ike Nwosu, Math and Science Division
- Charles Jarrell, Social Science and Education Division
- Joe Tillman, Technology Division

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Approval of Human Resources Report.

Dr. Bullock presented on various personnel actions included in the proposed Human Resources Report. This topic was not discussed during closed session.

Trustee Reynolds motioned and Trustee Luther seconded to approve the Human Resources Report as follows:

The following employees are approved for Family Medical Leave:

Earp, David	FMLA	02/21/2017
Mayer, Pamela	FMLA	03/20/2017
Seaman, Randy	FMLA	02/07/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bullock, Jonathan	CTPD Staff Development Presenter Primary Position is President	02/06/2017
Grunloh, Jean Anne	CTPD Staff Development Presenter Primary Position is Senior Exec to the President	02/06/2017
Harris, Kylie	Bookstore Rush Worker Primary Position is CWS Bookstore	02/13/2017
Kull, Bailey	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Kull, Bailey	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Nead, Kristin	Counseling - Clerical Worker Primary Position is Admissions Unpaid Intern	03/13/2017
Ngoopos, Lina	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ngoopos, Lina	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/23/2017
Rotramel, Debbie	Adjunct Faculty Humanities Primary Position is Sign Language Interpreter	06/05/2017
Sims, Gara	Bookstore Rush Worker Primary Position is Work and Learn-Bookstore	04/01/2017
Part-time - Grant Funded		
Kull, Bailey	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017
Kull, Bailey	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ngoopos, Lina	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017

Ngoopos, Lina	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student TRIO SSS Primary Position is Tutor - Student Lrng Asst	01/23/2017
Ray, Zoe	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/23/2017

College Work Study

McKibben, Nicole	College Work Study - Business Primary Position is TRIO SSS Student Assistant	02/22/2017
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Akins, Leann	Dual Credit Instructor	02/16/2017
Van Pelt, Paul	Dual Credit Instructor	02/07/2017
Full-time - Grant Funded		
Davis, Brian	Corr Horticulture Instr-IYC Harrisburg	02/27/2017
Taylor, David	Corr Horticulture Instr-IYC St. Charles	03/06/2017
Part-time		
Dal Pozzo, Thomas	Allied Health PTA Clinical Instructor	02/09/2017
Ngoopos, Lina	Tutor - Student Learning Assistance	01/23/2017
Westcott, Robert	Technical Writer	02/21/2017
Part-time - Grant Funded		
Brandenburg, Zachary	Perkins Student Worker - Business	02/01/2017
Gipson, Christian	Perkins Student Worker - Business	02/01/2017
College Work Study		
Jones, Kimberli	College Work Study – TRIO SSS	01/30/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Shaffer, Jackie	Corr Hosp Mgmt Instr-Robinson CC	03/10/2017
Part-time		
Copenbarger, Gina	Cosmetology Clinical Instructor	02/03/2017
Knutson, Lauren	Adj Doc College Funded Instr	12/21/2015
Kuhn, Kathy	Pathways Instructor	06/30/2016

College Work Studys

Deadmond, Jennifer	College Work Study-Business	12/22/2016
Graham, Beth-Anne	College Work Study-Business	12/22/2016

There was no further discussion.

Roll Call Vote:

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

Absent: Trustee Owen. Student Advisory Vote: Morrison voted yes.

Motion carried.

Adjournment.

Trustee Reynolds moved and Trustee Storm seconded to adjourn the March 13, 2017 meeting of the Lake Land College Board of Trustees at 8:19 p.m.

Motion carried with unanimous voice vote approval.

Approved By:

Mr. Gary Cadwell, Board Chair

Ms. Doris Reynolds, Board Secretary

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Vice President for Student Services
DATE: March 31, 2017
RE: All-Illinois Community College Academic Team Nominees

Each year, Lake Land College has the opportunity to nominate two students for the All-Illinois Community College Academic Team. The nominations, submitted by the Phi Theta Kappa Honors Society Advisor, are based on academic achievement, leadership skills and participation in various campus and community activities. This year, our nominees are Ms. Melanie Adams and Ms. Jensyn Morrison.

Melanie graduated as Valedictorian at Windsor High School where she was also named an Illinois State Scholar. She will graduate from Lake Land College with an Associate in Arts in Psychology. She was awarded the Presidential Scholarship and has met all requirements to continue the scholarship throughout her enrollment. Melanie has been active in Phi Theta Kappa, honors courses and the Student Government Association. She currently serves as SGA President. Melanie will continue her study of Psychology/Criminology at a university. Her career interest is clinical psychology and she plans to pursue a PhD to teach in the future.

Jensyn graduated from Cowden-Herrick High School and is also among Lake Land College's first class of Presidential Scholars. She also has maintained the scholarship throughout her enrollment. She will graduate from Lake Land College with an Associate in Arts in Psychology. Jensyn has been active in Phi Theta Kappa, as a Student Ambassador, member of Student Government Association, and Student Trustee. As Trustee, she has been active in ICCB-Student Advisory Committee including serving as Legislative Chair. Jensyn will continue her study of Psychology/Neuroscience at a university with interest specifically in research and development related to neurological disease.

On April 4, we will accompany Melanie and Jensyn to the statewide Phi Theta Kappa banquet in Springfield where they will be recognized for their outstanding achievements and inclusion on the All-Illinois Community College Academic Team.

I would like to recognize the achievements of these talented students at the April meeting of the Board of Trustees. They are both outstanding representatives of Lake Land College. I would also like to recognize Mr. Steve Garren, Director of the Honors Experience, and Ms. Krista Burrell, Faculty Advisor for the Honors Experience/PTK, for their great work with the Honors Experience this year. Thank you.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services *JWA*
DATE: March 24, 2017
RE: Curriculum Committee Activity

Attached is a 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 since October 2016.

Please share this listing with the Board of Trustees at their regular meeting of April 10. I will be available to answer any questions you or the Board may have.

Attachment

Curriculum Committee Highlights October 2016 – April 2017

Course Changes

AHE 045 Professionalism in Health Care (Credit Hour)
 BIO 100 Bio Science (Content Change)
 BUS 134 Principles of E-Marketing (Title Change)
 CIS 049 Content Management Systems (Credit Hour)
 CIS 060 Project Management (Credit Hour)
 CIS 099 Introduction to Web Technology (Title Change and Prerequisite)
 DHY 041 Dental Terminology (Moved to Elective Course)
 DHY 043 Dental Hygiene Board Review (Moved to Elective Course)
 DHY 045 Radiology (Credit Hour)
 DHY 069 Preclinical Hygiene I (Credit Hour)
 DHY 072 Preclinical Hygiene II (Credit Hour)
 DHY 080 Pathology (Content Change)
 DHY 081 Periodontology (Content Change)
 DHY 082 Dietary Analysis for the DH/Seminar I (Title Change and Credit Hour)
 DHY 084 Dietary Analysis for the DH/Seminar II (Title Change and Credit Hour)
 DHY 095 Dietary Analysis for the DH/Seminar III (Title Change and Credit Hour)
 EMS 050 Emergency Medical Technician-Basic (Credit Hour Change)
 EMS 070 Emergency Medical Responder (Title Change and Credit Hour Change)
 HRT 071 Herbaceous Perennial Plants (Title Change)
 HRT 072 Herbaceous Annual Plants (Title Change)
 HVC 066 Refrigeration II (Prerequisite)
 HVC 068 Air Conditioning I (Credit Hour)
 HVC 070 Air Conditioning II (Credit Hour)
 HVC 072 Heat Generating Systems (Credit Hour)
 MAT 116 General Education Math (Corequisite)
 MAT 125 Statistics (Corequisite)
 WEL 048 Shielded Metal Arc Welding II (Prerequisite)
 WEL 055 Pipefitting and Welding (Prerequisite)
 WEL 059 Gas Metal Arc Welding II (Prerequisite)

Course Additions

AGR 067 Livestock Merchandising
 ITT 071 Web Scripting I
 ITT 072 Web Scripting II
 ITT 073 Web Scripting III
 MAP 070 Medical Assisting Pathophysiology I
 MAP 072 Medical Assisting Skills I
 MAP 080 Medical Assisting Pathophysiology II
 MAP 082 Medical Assisting Skills II
 MAP 084 Pharmacology for Medical Assistants

Course Additions Continued

Map 086 Medical Assisting Seminar
MAP 090 Medical Assisting Externship
MCS 095 Medical Office Procedures

Curriculum Program Changes

AAS.ICT Instrumentation and Control Technology (Inactive)
AAS.MECH Applied Engineering Technology (Title Change and Course Change)
CRT.AAC Advanced Automation and Control (Inactive)
CRT.EMKT E-Commerce Marketing (Title Change)
NDP.BNA Basic Nursing Assistant (Credit Hour Change)
NDP.CNCO CNC Operator (Course Changes)
NDP.CNCP CNC Programmer (Course Changes)

Curriculum Additions

AAS.MS Medical Assistant
CRT.PS Paramedical Services
CRT.MA Medical Assistant

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Bryan Gleckler, Vice President for Business Services
DATE: March 31, 2017
RE: Summer Work Schedule

As part of the 2016-2017 Academic Calendar, it assumes the observance of a four day summer work schedule beginning Sunday, May 14, 2017 through Saturday, August 12, 2017. There are several benefits that the College realizes through the observance of this work schedule throughout the summer months:

- Enhances student flexibility – supporting a 4-day class schedule for students in the summer allows students more opportunities to enhance their own work schedules if they choose to do so. In addition, it reduces the number of days they may have to travel to campus during the summer thereby reducing their transportation costs.
- Consistent with past practice for staff – Lake Land College has observed a summer work schedule for more than twenty (20) years. Adherence to this practice helps maintain staff morale at a time when that is difficult. Positive morale leads to greater work productivity and a more positive work environment for staff and students.
- Reduces energy consumption – the summer work schedule allows the college to reduce energy consumption during the summer months by being closed on Fridays. This allows the college to increase building temperatures beginning on Thursday evening and not begin reducing back to normal levels until Monday morning. For every 1 degree that the average temperature is increased in the summertime, it is estimated to reduce energy consumption by 1%.

The summer memo is attached and will be disseminated to all employees.

Attachment

LAKE LAND COLLEGE

MEMO

To: All Full-Time Lake Land College Employees
From: Dustha Wahls, Director of Human Resources
Date: April 14, 2017
Subject: Summer Work Schedule Procedures

Memo

In order to promote employee morale, allow greater flexibility for staff and students, and reduce energy costs from the operation of air conditioning, the college will be closed on Fridays, Saturdays, and Sundays beginning the week of Sunday, May 14, through Saturday, August 12, 2017. The regular 5-day work week will resume Sunday, August 13, 2017.

In order to meet these savings, it is critical that events requiring energy consumption (electricity and/or air-conditioning) not be scheduled during the Friday–Saturday–Sunday period each week that the college is closed.

Administrators and Support staff personnel will be working four 8½-hour days each week during this period. Friday's work hours will be divided among the four remaining days of the work week. This will give the days Monday through Thursday an equivalent of 1¼ work days each. Employees will be working a 34-hour week and be compensated at the regular 40-hour work week rate of pay. Employees under the Lake Land College Paraprofessional Association and Lake Land College Custodial Association must follow the summer work session section of their corresponding contract. Staff that is required to work a five day schedule will follow the requirements according to their position.

To provide adequate coverage in each area of service, a flexible starting time during the summer session may begin from 6:30 a.m. to 8:00 a.m. with each employee's start time being **subject to approval by your supervisor**. Lunch breaks shall not be less than one-half hour, nor more than one hour in duration. Employees choosing a one-half-hour lunch option need to be mindful of the one-half-hour limitation. Your work schedule, once established and approved, will remain unchanged for the duration of the summer session. Your summer work preference should be reported via email to your supervisor no later than May 1st.

Regardless of the individual employee's schedule selected, each college service area must be open from 8:00 a.m. to 5:00 p.m. daily during the four-day week.

Charges for Vacation will be deducted at 1¼ days or 10 hours for each full day taken and 5 hours for each ½ day. Vacation may be taken in one hour increments at 1.25 hours. Compensatory, sick and personal leave charges will be at an hour-per-hour rate of deduction.

Timesheet completion and instructions are located at the top of your timesheet entry screen. Simply click on the link to view.

Please direct any questions you may have to the Human Resources Office, ext. 5410.

MEMO

TO: Josh Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: March 30, 2017
RE: Revisions to Three Board Policies regarding Website Posting of Board Meeting Agendas

It is respectfully requested that the Board consider revisions to the following three Board Policies. Proposed changes reflect the College's ongoing compliance of the Illinois Community College Act for website postings of Board meeting agendas.

- 03.02 - *Regular Meetings.*
- 03.07 - *Agenda and Order of Business.*
- 03.15 – *Dissemination of Board Agendas and Materials.*

Proposed revisions are submitted as first reading for Board consideration and will be brought to the Board for action during the May 8, 2017 regular Board meeting.

Attachments

03.02**Regular Meetings**

The Board of Trustees shall meet on the second Monday of each month at 6:00 p.m. At the beginning of each calendar year, the Executive Secretary to the Board of Trustees shall prepare and make available on the College's website and in the Office of the President a schedule of all regular meetings for that year, listing the times and places of such meetings.

If a change is made in a regular meeting date or location, at least ten (10) days' notice of such change shall be given by publication in a newspaper of general circulation in the district. Notice of the change shall also be posted on the College's website, at the Office of the President and supplied to those news media which have filed an annual request for notice.

Adopted November 9, 1998

Revised November 8, 1999

Revised April 12, 2004

Revised

03.07**Agenda and Order of Business**

The President, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members the agenda for each meeting of the Board. The agenda book shall include, but not be limited to, bills for payment, minutes of previous meetings, financial reports, bids, contracts, special reports, resolutions, correspondence, personnel report, charge-back report, and approved committee minutes. If Board members wish an item to be placed on the agenda, the President or the Chairperson of the Board should be informed by the Monday preceding the Board meeting.

Items must be listed on the meeting agenda before final action can be taken. If an item comes forth after the meeting agenda has been posted and the topic is not specified on the agenda, the Board of Trustees may only discuss the item, not take final action. If final action is desired, the Board is required to hold a special meeting with the items on the posted agenda or take action at the next Board meeting, only after the item is placed on the posted agenda.

The agenda for each regular meeting of the Board must be posted on the College's website, in the President's office and at the location where the meeting will be held at least forty-eight (48) hours in advance of the holding of the meeting. If the meeting is held in the Board Room at the College, the agenda must be posted on the bulletin board directly outside the door to the Board Room.¹

At all regular meetings of the Board of Trustees, the business shall be carried on in the following manner, with the understanding that an omnibus agenda with a consent motion is the prerogative of the Board of Trustees.

1. Call to Order.
2. Roll Call.
3. Approval of Previous Minutes.
4. Approval of Agenda and Addendums.
5. Approval of Bills and Warrants.
6. Hearing of Citizens, Faculty and Staff.
7. Committee Reports.
8. Non-Action Items.
9. Action Items.
10. Other Business.
11. Adjournment.

¹ 5 ILCS 120/2.02(A) Illinois Public Community College Act

Adopted November 9, 1998

Revised May 13, 2002

Revised July 14, 2003

Revised

03.15

Dissemination of Board Agendas and Materials

Board agendas and materials, excluding information pertaining directly to closed session minutes, closed session support materials, and presidential notes to Board members, will be posted on the College's website at least 48 hours in advance of the holding of the meeting. ~~made available to media representatives who have attended five (5) consecutive meetings of the Board of Trustees.~~ News media which have filed an annual request for notice will receive notification of the online availability of the agenda and materials.

Board members shall receive the agenda and materials of regular meetings no later than Thursday previous to the meeting on Monday.

~~At the discretion of the College President, additional agendas and materials may be distributed to staff members on campus.~~

Adopted November 9, 1998
Revised July 14, 2003

Revised

MEMO

TO: Josh Bullock, President
 Jon Althaus, Vice President for Academic Services and
FROM: Tina Stovall, Vice President for Student Services
DATE: March 31, 2017
RE: Proposed Revisions to Board Policy 05.02.04 – *Minimum Faculty Employment Requirements/Qualifications*

In June 2015, the Higher Learning Commission introduced policy revisions to Assumed Practice B.2., which “restated HLC’s longstanding expectations regarding the qualifications of faculty and the importance of faculty members having appropriate expertise in the subjects they teach.” After significant feedback from higher education institutions, a March 2016 document entitled, *Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers*, was issued to offer assistance to institutions in determining minimum faculty qualifications.

The most substantial aspect of the revisions to Assumed Practice B.2. addresses the minimum credentials required of faculty members teaching undergraduate coursework, as noted below:

When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. This revision is effective September 1, 2017.

Since 2015, Lake Land College has been working to ensure compliance with the HLC Assumed Practice B.2. revisions regarding faculty qualifications. The proposed revisions to policy 05.02.04 attached clarify the change from the previous minimum of 15 graduate hours to the new requirement of 18 graduate hours. This change also aligns with faculty qualification expectations of the Illinois Community College Board.

In addition to revisions to support HLC and ICCB requirements, the proposed policy revisions seek to update minimum qualifications related to academic support faculty positions in Student Services utilizing guidance from the CAS Professional Standards for Higher Education. The proposed revisions also delete the positions of Financial Aid Specialist and Admissions Specialist, both of which are no longer faculty positions, and add the position of Director of Student Life, which is a faculty position.

With your approval, we would like to present the proposed revisions to Board Policy 05.04.02-- *Minimum Faculty Employment Requirements/Qualifications* for first reading at the April 10 meeting of the Board of Trustees. We will both be available for questions. Thank you.

05.02.04

Minimum Faculty Employment Requirements/Qualifications

The Vice President for Academic Services and the Vice President for Student Services will determine the need for faculty personnel to fill vacancies or to meet changing enrollment or changing demands within each area of instruction or academic support and follow the minimum qualification requirements as enumerated below:

Instructors

1. Workforce Ready/Career and Technical ~~Technology~~ Curriculum
 - a. Professional Competency
Preparation shall include instructional organization, preparation of instructional materials, methods, and techniques of instruction speciality areas.
 - b. Field Experience and Academic Training ~~Employment Experiences~~
~~One-year~~A minimum of two-thousand (2,000 ~~hours~~) hours of experience in the occupational field and/or a bachelor's degree in the field of instruction from an institution accredited by a recognized agency. ~~—employment experience in the specific occupational area to be taught.~~
 - c. Compliance with legal, governmental, and professional requirements. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.
2. Pre-Baccalaureate Programs
 - a. Professional Competency
Preparation shall include course-work and/or experience in the teaching-learning process, instructional objectives, motivation, test construction, measurement, classroom management and related areas.
 - b. Academic Training
~~Preparation shall include the m~~Master's degree from an institution accredited by a recognized agency with a minimum of ~~fifteen-eighteen~~ (185) ~~semester-graduate~~ hours ~~in-or-twenty-two-(22) quarter-hours-of-graduate-work-in~~

~~the each~~ field of specialization for which courses are taught, except in such areas in which work experience and related training ~~are~~ the principal learning mediums ~~and tested experience qualifications appropriate to the assignment are met. If the person teaches in more than one field of specialization, he/she shall be expected to possess a minimum of fifteen (15) graduate semester hours or twenty two (22) quarter hours in each field for which courses are taught.~~

3. Basic Skills Instructors

a. Professional Competency

Preparation shall include course work and/or experience in the teaching-learning process, instructional objectives, motivation, test construction, measurement, classroom management and related areas.

b. Academic Training

Bachelor's degree from an institution accredited by a recognized agency with course work in academic area to be taught.

Academic Counselors

1. Professional Competency

~~Professional competency should~~ Preparation shall include knowledge of principles and techniques of guidance, appraisal techniques, human growth and development; learning principles; student needs assessment; provision of academic, career and personal counseling and consultation; multicultural counseling; crisis intervention and referral; and information management; principles and practices in counseling and development, principles and practices in counseling, occupational, personal and social information, mental hygiene and/or personality dynamics, organization of guidance services.

2. Academic Qualifications

Master's degree in ~~guidance and counseling or college student affairs~~ student personnel ~~from~~ from an institution accredited by a recognized agency. a recognized college or university. The master's degree approved program must include supervised practicum experience.

Financial Aid Specialist

1. Professional Competency

~~Preparation shall include work related to the organization and administration of financial aid including materials, methods and techniques of carrying out the financial aid program, reporting and fiscal management.~~

2. Academic Qualifications

~~Bachelor's degree from a recognized accredited college or university.~~

Financial Aid Advisor

1. **Professional Competency**
Preparation shall include knowledge of work related to student financial assistance and/or veterans educational benefits; student needs assessment student advisement practices; information management and record keeping; including advising and counseling of students.
2. **Academic Qualifications**
Bachelor's degree from a-an institution accredited by a recognized agency. ~~recognized accredited college or university.~~

Admissions Specialist Director of Student Life

1. **Professional Competency**
Preparation shall include knowledge of the -in the organization- and administration and coordination -of campus activity programs; assessment of student interests and needs; implementation and evaluation of programs for students; assistance to student organizations in planning and implementing their programs; advisement of student governance organizations and provision of training, education and development opportunities for students and advisors involved in student organizations. college admissions programs, including student records, academic standards, and data processing.
2. **Academic Qualifications**
Master's degree in counseling, college student affairs, or higher education administration student personnel, business, or communications required from an institution accredited by a recognized agency. ~~a recognized college or university in counseling, student personnel, business, or communications.~~

Director of Career Services

1. **Professional Competency**
Preparation shall include knowledge of the administration and coordination of career service programs; career counseling and consultation; provision of career development training; human growth and development; program and event management; information management; and marketing and outreach. the educational leadership to plan and initiate a career placement program that provides students with current occupational information about employment opportunities, requirements for persons entering or involved in the world of work, and follow-up.
2. **Academic Qualifications**
Master's degree in counseling, college student affairs student personnel, or business-related field from an institution accredited by a recognized agency. ~~recognized college or university in counseling, student personnel, or business related field.~~

Librarian/Resource Specialist

1. Professional Competency
Preparation shall include library organization, preparation of library materials, methods and techniques of library organization.
2. Academic Qualifications
Master's degree in library science [from an institution accredited by a recognized agency](#).

Prior to assuming their respective duties, faculty members will be required to file the following forms with [the Personnel Office](#) [Human Resources](#):

1. Official transcript([s](#)) of all college work.
2. [Completed](#) Lake Land College [Application for eEmployment](#) ~~form~~.
3. Other ~~forms~~ [documents](#) required by the College or [by](#) state or federal law.

MEMO

TO: Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
CC:
DATE: March 31, 2017
RE: Proposed Revisions to Board Policy 06.19 – *Dual Credit Program*

Academic Services has received multiple requests from our many district high school principals to allow gifted high school sophomore students access to Lake Land's dual credit courses' however, the current Board Policy 06.19 – *Dual Credit Program* restricts dual credit courses to high school juniors and seniors. The proposed policy revisions align the Dual Credit Program policy with Board Policy 07.01 – *Admission of Students*, which states:

A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is endowed with a high degree of mental ability and has an innate general ability which rises above the norm. A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be in the upper 10% of his/her class, as certified by school officials.
- B. Have a 3.75% grade point average (based on a 4.00 scale) for prior semester or term.
- C. Have joint approval of the President of Lake Land College and the chief executive officer of the school on the Gifted Student Admissions form.

Lake Land College reserves the right to request testing of prospective gifted students.

Other revisions include policy updates in accordance with ICCB System Rules, as well as alignment with proposed revisions to Board Policy 05.04.02 – *Minimum Faculty Employment Requirements/Qualifications*.

I respectfully recommend the Board approve the revisions to Board Policy 06.19 – *Dual Credit Program*.

Dual Credit Program

Lake Land College offers academic and occupational college-level courses to qualified high school students in order to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge students in their junior and/or senior years of high school, and give students advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers.

Non-Tuition Based Dual Credit Classes

Lake Land College will exchange tuition and related fees for the instruction of dual credit courses taught by qualified high school teachers during the regular school day at the high school or college- approved facility. High school students registered in these courses are not charged tuition by Lake Land College. Depending on the class, students may be required to purchase workbooks, supplies, or other items deemed necessary for class participation. Dual credit courses offered at the high school or college-approved facility during the regular school day shall be college-level.

To ensure the academic credibility of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted rules pertaining to dual credit (ICCB Rule 1501.507(b)(11) – Credit Hour Claims). The Lake Land College Board of Trustees endorses these rules and will adhere to their intent.

1. State Laws and Regulations and Accreditation Standards

All state laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at

secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

2. Instructors

The instructors for these courses ~~will~~ shall be selected, employed, and evaluated by the community college. They shall be selected from ~~full-time faculty and/or from adjunct faculty~~ individuals with appropriate credentials and demonstrated teaching competencies at the college level according to Lake Land Board Policy 05.02.04.

3. Qualification of Students

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students' course selections ~~are~~ shall be made in consultation with high school counselors and/or principals and are restricted to students in the junior and senior years of high school or students deemed gifted according to Lake Land Board Policy 07.01. Students must have a high school grade point average of "C" or better to initially enroll in dual credit courses and maintain a Lake Land College grade point average of "C" or better to continue enrollment in the Dual Credit Program. The students will meet all college criteria and follow all college procedures for enrolling in courses.

4. Placement Testing and Prerequisites

~~High School~~ Students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college level students, when applicable, to assure that they ~~have the same qualifications~~ are qualified and ~~preparation as other college students~~ prepared.

5. Course Offerings

Courses should be selected from transfer courses that have been articulated with senior-baccalaureate institutions in Illinois or from the first-year courses in ICCB-approved certificate or associate in applied science degree programs.

6. Course Requirements

The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students ~~are~~ shall be the same as for on-campus offerings.

7. Concurrent Credit

The determination for whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the ~~secondary school~~-district.

8. College Credit

College credit may be earned through the Dual Credit Program for any course numbered .040 and above as approved by the appropriate Division Chair. Specifically, courses numbered .040 to .099 are career/technical courses, and courses numbered .100 and above are college transfer courses. The maximum number of dual credit hours over .040 that can be obtained by a student is 32.

9. Dual Credit Fee

Lake Land College will assess all dual credit students a dual credit service fee. This fee will be set in accordance with generally accepted college practices through the Office of the Vice President for Business Services and is intended to cover textbook rental and other costs incurred by the College in operating the Dual Credit Program.

Tuition Based Dual Credit Classes

Lake Land College courses offered outside or inside the regular high school day for which Lake Land College reimburses the instructor for teaching services are regular college courses. High school students taking these courses for college credit are charged tuition and related fees. Since these students pay regular tuition and fees, they will not be

Board Policy No. 06.19

charged the separate dual credit fee. Lake Land College reimburses the instructor and facility according to the current Lake Land College reimbursement policy. Depending on the class, students may be required to purchase workbooks, supplies or other items deemed necessary for the class participation.

Adopted November 9, 1998
Revised August 16, 1999
Revised October 13, 2003
Revised June 13, 2005
Revised April 10, 2006
Revised July 14, 2008
[Revised](#)

Calendar of Events

Wednesday, April 5, 2017	Resource and Development Committee Meeting 3 p.m. – West Building 119/120 Finance Committee Meeting 4 p.m. – West Building 119/120
Monday, April 10, 2017	6 p.m. – Board Meeting – WH 081*
Friday, April 21, 2017	8:30 a.m. – 1:30 p.m. – Principals, Deans & Counselors Meeting Webb Hall 081
Wednesday, April 26, 2017	6 p.m. – Student Recognition Banquet Field House
Saturday, April 29, 2017	American Heart Association – Heart Walk Registration begins at noon, kickoff ceremony at 1 p.m. West Building
Wednesday, May 3, 2017	Spring Carnival 10 a.m. – 1 p.m. - Field House
Thursday, May 4, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Friday, May 5, 2017	Johnston Music Festival 6 p.m. – Field House
Sunday, May 7, 2017	Laker Athletics Academic Awards Gala 5 p.m. – Field House
Monday, May 8, 2017	6 p.m. – Board Meeting – WH 081*
Friday, May 12, 2017	Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in the Field House
Tuesday, May 16, 2017	Adult Education GED Graduation Ceremony 6 p.m. – Lake Land College Theater
Fridays, May 19 - August 11, 2017	Energy Savings Summer Hours begin and end. College is closed.
Friday, May 26, 2017	Foundation Golf Outing Time TBD - Meadowview Golf Course
Friday-Saturday, June 2-3, 2017	ICCTA Annual Convention – Normal, IL
Thursday, June 8, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting

	4 p.m. – Webb 081
Monday, June 12, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, July 6, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, July 10, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, August 10, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, August 14, 2017	6 p.m. – Board Meeting – Kluthe Room 220*
Thursday, September 7, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, September 11, 2017	6 p.m. – Board Meeting – WH 081*
Friday, Sep. 29 – October 1, 2017	Lake Land College 50 th Anniversary Homecoming Weekend
Thursday, October 5, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, October 9, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, November 9, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, November 13, 2017	6 p.m. – Board Meeting – WH 081*
Thursday, December 7, 2017	Finance Committee Meeting 3 p.m. – Webb 081 Resource and Development Committee Meeting 4 p.m. – Webb 081
Monday, December 11, 2017	6 p.m. – Board Meeting – WH 081*

Lake Land College
Board of Trustees and
President Bullock,

During a time like this
we realize how much
our friends and relatives
really mean to us.

Your expression of sympathy
will always be remembered.

Thank you for the lovely
plant for my mom's funeral.
It's a nice reminder of her.

Vickie A. Smith



Dear President Bullock
and Board of Trustees
Members,

Thank you for your
memorial contribution
to Windsor Elementary
School in honor of David's
mother, Judy Phipps.

Your gift and your
thoughtfulness are
very much appreciated.

Sincerely,
Cindy + David Phipps
+ Family



To the Lake Land College Board of
Trustees & President Bullock

Thank you for the beautiful planter
& keeping us in your thoughts &
prayers at this difficult time.

Thanks so much.

Chris & Pam Bartlett

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services *T. Stovall*

DATE: March 31, 2017

RE: Student Elections

On March 22 and 23, 2017, the Student Government Association (SGA) conducted an election for the 2017-2018 sophomore members of Student Government Association and the Student Member of the Board of Trustees. Lake Land College students were informed about the election through the online student HUB, printed flyers distributed throughout campus, announcements in classes, the Lake Land Facebook page, and WLKL radio announcements. A total of 232 students participated in the election.

The list below identifies the students elected to the SGA and Student Trustee positions. Official election results are attached to present for certification at the April meeting of the Board of Trustees. Please contact me if you have questions. Thank you.

Sophomore Student Government Association:

Brock Hammond - Political Science, Shelbyville
 Jessica Blazich - Psychology, Neoga
 Eunice Nzuka - Business Administration, Congo
 Lacie Butler - Agriculture, Gibson City
 Geonel Moluba Eballi - Social Work, Congo
 Kristen Morlen - Administrative Assistant, Windsor
 Chipman Schmidt - Computer Applications, Effingham
 Taylor Powers - Speech Communications, Shelbyville
 Cole Keller - Business Administration - Charleston

Student Trustee:

Charles Meaker - Engineering, Mattoon

Judges Certifying the Election:

Melanie Adams, President, Student Government Association, 2016-2017
 Jensyn Morrison, Student Trustee, 2016-2017
 Valerie Lynch, Director of Student Life

LAKE LAND COLLEGE

MEMO

TO: Dr. Tina Stovall
 FROM: Valerie Lynch, Director of Student Life
 DATE: March 24, 2017
 RE: Student Government Elections 2017

The Elections for Sophomore Student Government Association and Student Trustee were held on Wednesday, March 22 & Thursday, March 23, 2017 online through the HUB. The students were informed about the elections through fliers on the tables in the commons areas of the buildings, announcements in classrooms, WLKL radio ads, through the HUB, and on Lake Land College's Facebook page. Students were allowed to vote for up to five candidates for sophomore SGA, and one vote for student trustee. A total of eleven students ran for the nine positions available on the board. A total of 232 students cast votes in the election. The following are the results of the elections.

*Indicates a position on the respective board.

Student Trustee

*Charles Meaker	100
Brock Hammond	96
Lacie Butler	22
Chipman Schmidt	15

Sophomore Student Government Association results:

*Brock Hammond	113
Charles Meaker	112
*Jessica Blazich	59
*Eunice Nzuka	57
*Lacie Butler	54
*Geonel Moluba Ebali	50
*Kristen Morlen	44
*Chipman Schmidt	40
*Taylor Powers	39
*Cole Keller	31
Samantha Degenhardt	28

Write-Ins:

Darius Frazier	3
Chandler Ballinger	2
Brock Hammond	2
Mason Rogers	2
Kaitlyn Denton	1
Jacob Kremer	1
Lily Emma Laatsch	1
Megan Meyers	1
Wes Tingley	1
Donald Trump	1

Valerie Lynch

Valerie Lynch
Director of Student Life

Melanie Adams

Melanie Adams
SGA President

Jensyn Morrison

Jensyn Morrison
Student Trustee



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 1, 2017

Re: Update to Policies 02.14 and 10.12 – Audits & Annual Financial Audit

Per the discussion in the February Finance Committee meeting, we have reviewed and are submitting recommended policy updates for the two policies related to the College's annual audit. The revisions initiate the practice that an audit firm should be rotated out of an audit cycle after serving a maximum of two consecutive audit cycles. I believe this rotation helps ensure the most sound and current financial practices are adhered to by the College.

I respectfully recommend the Board approve the updates to Board Policy 02.14 and Board Policy 10.12 to incorporate this practice of rotating audit firms conducting the College's annual financial audit after two consecutive audit cycles.

02.14

Auditors

An independent Certified Public Accountant or accounting firm licensed to practice public accounting in Illinois shall be employed by the Board of Trustees to annually audit the district's financial statements. The auditors shall conduct the annual audit of all College accounts in accordance with procedures prescribed in the *Universal Accounting Manual* adopted by the Illinois Community College Board. The auditors shall be employed after approval by the Board upon the recommendation of the Finance Committee. The payment of fees for auditing services will be determined by the Board at the time of the appointment, and the expenses of the audit shall be paid by the College in accordance with Section 9 of the Governmental Account Audit Act.¹ This act provides for payments to be ordered by the Board of Trustees out of general funds or to levy an auditing tax in an amount that will not require an extension of such tax at a rate not in excess of .005% of the value of all taxable property. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses. ~~The term of the contract with the auditing firm shall not exceed three (3) years; however, the auditor may be re-employed after fulfilling the original contract.~~

The audit firm shall be selected for up to a three year (3) audit cycle. An auditing firm may perform this service for no more than two consecutive (2) cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle.

¹ 50 ILCS 310/9

10.12**Annual Financial Audit**

An annual audit of all the financial accounts of the College shall be made as of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and approved by the Board of Trustees. The audit examination shall be in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The examination and report shall include a verification of student enrollments and any other bases upon which claims are filed with the Illinois Community College Board. The audit report also shall include a statement of the scope and findings of the audit and a professional opinion signed by the auditor. If a professional opinion is denied by the auditor, reasons shall be set forth for that denial. The Board of Trustees shall not limit the scope of the examination to the extent that the effect of such limitation will result in the qualification of the auditor's professional opinion. The procedures for payment of the expense of the audit shall be in accordance with Section 9 of the Government Account Audit Act (Board Policy 02.14). When the audit is completed, the licensed public accountant making such audit shall make and sign at least three (3) copies of the report and immediately file them with the College. Copies of the audit report shall also be filed with the Illinois Community College Board in accordance with regulations prescribed by the Illinois Community College Board. The Illinois Community College Board shall in turn file one copy of the audit report with the Auditor General and one copy with the Illinois Board of Higher Education.¹ A copy shall also be filed with each county clerk in the district, the Federal Audit Clearing House, and other regulatory agencies requesting copies.²

Please see Board Policy 02.14 regarding selection of auditors.

¹ 110 ILCS 805/3-22.1

² 50 ILCS 310/5-9



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 1, 2017

Re: Update to Policy 05.01 – Definition of Full Time and Part Time Employment

The proposed update to policy 05.01 incorporates 10-month employees to the definition of full time employment. The current policy incorporates 9- and 12-month employees; however, 10-month employees must have been mistakenly omitted. We do currently have 10-month employees in Adult Education/Pathways that are considered full time.

I respectfully recommend the Board approve the revisions to Board Policy 05.01 to incorporate these 10-month employees into the definition of full time employment.

05.01**Definition of Full-Time and Part-Time Employment**

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week for two (2) consecutive semesters.
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine- (9-), ten-(10-) or twelve- (12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works **twenty-nine (29) or less** hours a week

Adopted November 9, 1998
 Revised July 14, 2003
 Revised February 16, 2015



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 2, 2017

Re: Update to Policy 05.04.15 – Absence for Inclement Weather

The proposed update to policy 05.04.15 seeks to clarify and clean up the language in the policy in regards to how time should be reported when the College is closed in the event of inclement weather. The proposed policy revisions also include that all employees should complete a timecard which is consistent with the College's actual practice.

I respectfully recommend the Board approve the revisions to Board Policy 05.04.15 to clarify the College's position on how time should be reported when closing due to inclement weather.

05.04.15

Absence Due to Inclement Weather

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed.

If the College is officially closed because of the weather, ~~the non-exempt employees~~ shall designate the date on the ~~appropriate form~~timecard as an “Official Closing” and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the ~~appropriate form~~timecard, followed by “College Closed” and credit ~~the day as eight (8) hours worked~~remaining hours of the employee’s shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than ~~one-half (½) day~~one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the ~~appropriate form and reported to the Personnel Office~~employee’s timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

Board Policy No. 05.04.15

All public safety officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998
Revised May 10, 1999



Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 1, 2017

Re: Update to Policy 09.12 – Recycling

The College oftentimes has a need to dispose of property, equipment, or material(s) that have a monetary value. In reviewing how this practice occurs, there is no formal policy in place that outlines an appropriate process for these types of transactions.

The recommended update to Policy 09.12 – Recycling, outlines a process intended to ensure that the best interest of the college is protected and there is a proper accounting for any money or credit transactions involving the disposal of property, equipment, or material(s).

I respectfully recommend the Board approve the revisions to Board Policy 09.12 to strengthen our internal processes for the disposal of items with monetary value.

09.12

Recycling

In compliance with the spirit of Public Act 86-1360, the Recycling Act of Illinois, the College is committed to the overall improvement of the environment. The College's comprehensive ten-year plan for waste reduction will be reviewed on an annual basis, and needed changes in policy will be recommended to the Board of Trustees. Forty percent (40%) of all campus solid waste must be recycled. The College will maintain adequate recycling bins located at strategic points on campus to ensure easy access for depositing of waste by students and staff.

The recycling program will be administered through the office of the Vice President for Business Services. The Vice President for Business Services will not discriminate against the procurement of recycled-content products. Products with recycled content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled content.

Any college property, equipment, or material(s) that have a monetary value shall be disposed of in the best interest of the College at the discretion of the Vice President for Business Services. Prior to the disposal of any items in exchange for money or credit, approval must be received, in writing, from the Vice President for Business Services.

All proceeds earned, including appropriate documentation, from the disposal of any property item, equipment, or material(s) shall be submitted to the Accounting Office for deposit and recording into the appropriate College account.

Adopted November 9, 1998
Revised May 13, 2002
Revised March 8, 2004

LAKE LAND COLLEGE

MEMO

TO: Mr. Bryan Gleckler, Vice President for Business Services

FROM: Ms. Madge Shoot, Comptroller

DATE: March 29, 2017

RE: February 2017 Financial Statement Summary

For the month of February, the overall variance in actual revenues and expenditures compared to the budgeted amounts reflects an unfavorable variance in the amount of \$206,786. For February, operating expenditures reflect a total favorable variance in the amount of \$277,944; and total revenues reflect an unfavorable variance of \$587,460. The budgeted revenue amount for February for the CBI Department was an unfavorable amount of \$63,383.46 and the actual was an unfavorable amount of \$151,293.46 which accounts for the majority of the unfavorable variance of \$88,742 in Other Revenue. There is also an unfavorable variance in fees of \$13,090, which is associated with the "Amnesty Week" book return pilot.

February year to date, the overall variance in actual revenues and expenditures compared to the budget amounts reflect a favorable variance in the amount of \$2,708,654. Year to date through February, operating expenditures reflect a total unfavorable variance in the amount of \$177,182. This is down considerably from the year to date through January financials which had an unfavorable variance of \$454,755 at that point in time. Total revenues reflect a favorable variance of \$2,625,787 year to date. As discussed, this is due to the recording of the WDC sale proceeds earlier in the year and timing as we received our allocated state funding in one payment rather than throughout the year as anticipated.

As far as expenditures are concerned, the noteworthy variances are as follows:

Instructional area - shows a total unfavorable variance of \$7,923 for the month of February with a bulk of this variance being accounted for in salaries and benefits. Year to date the total favorable variance is \$382,073 with the bulk of the variance accounted for in salaries, contractual services, general materials and supplies and travel and meeting expenses.

Academic support – shows a total favorable variance of \$76,524 for February and \$412,969 year to date. The bulk of these variances are reflected in salaries, employee benefits, and the general materials and supplies category.

Student Services - shows a favorable variance of \$68,328 for the month of February. Year to date the variance is favorable \$404,392. The bulk of these variances are reflected in salaries, employee benefits, and the general materials and supplies category.

Public Services - shows a favorable variance of \$28,683 for the month of February. Year to date the variance is favorable \$235,943 with a bulk of this being reflected in salary and wages.

Operations and Maintenance – shows a total favorable variance of \$20,978 in February. The bulk of this variance is accounted for in salaries and benefits. This variance is due to the lack of overtime assumed for snow removal. Year to date shows a favorable variance of \$375,381 with the bulk of this variance accounted for in salary and wages, contractual services, utilities, capital outlay and general materials and supplies lines.

Institutional Support – shows an overall favorable variance of \$2,324 in February. Year to date the variance is unfavorable \$377,718 with a bulk of this being accounted for in salary and wages. Contractual Services reflects an unfavorable variance year to date in the amount of \$48,145. This is due to the Iowa Lakes annual DataTel charges being more than projected. Additionally, Materials and Supplies is unfavorable by \$66,400 due to the remainder of the Tech Refresh being spent in FY2017 rather than finishing by June 30th. Finally, fixed charges are unfavorable by \$28,948 due to consulting costs for the implementation of the Recruiter product. All of these unfavorable variances have been covered through other identified favorable variances within the Institutional Support budgets.

Scholarships, Grants, Waivers – this shows an overall unfavorable variance of \$1,610,222. This is due to recording the offset from tuition revenues accrued for the Dual Credit program given the fact that tuition is not collected for Dual Credit.

Additionally, given the continued uncertain outlook for state funding, supply purchases have been limited only to those that are absolutely necessary. This limitation continues to contribute to the positive variances in the General Materials and Supplies category.

Please do not hesitate to contact me if you have any questions or need any further clarification on any of these items or have others you would like to discuss.

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget
						Variance
1,399,931	1,414,480	14,548	Salary and Wages	11,998,062	12,630,414	632,352
320,485	354,149	33,664	Employee Benefits	2,622,633	2,695,323	72,690
133,185	157,088	23,903	Contractual Services	788,838	806,832	17,994
95,084	139,400	44,316	General Materials and Supplies	1,097,446	1,473,053	375,607
10,131	24,827	14,695	Travel and Meeting Expenses	55,715	166,686	110,971
20,165	31,622	11,457	Fixed Charges	478,579	375,096	(103,483)
96,970	97,041	72	Utilities	685,777	807,449	121,673
-	3,800	3,800	Capital Outlay	7,375	122,373	114,998
-	-	-	Contingency Funds	-	-	-
260,193	302,652	42,459	Other Expenditures	670,892	761,130	90,238
2,336,144	2,525,058	188,914	Total	18,405,318	19,838,358	1,433,040

Lake Land College
FY2017 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$7,775,086	\$7,992,480	\$217,394	\$10,269,748	\$10,501,335	\$10,269,748	(\$231,587)
Salary and Wages - Acad. Support	\$331,384	\$643,160	\$311,776	\$1,008,467	\$511,384	\$1,008,467	\$497,083
Salary and Wages - Stud. Svcs	\$985,133	\$1,155,215	\$170,082	\$1,662,255	\$1,457,132	\$1,662,255	\$205,123
Salary and Wages - Public Svc.	\$223,299	\$444,167	\$220,868	\$690,971	\$351,299	\$690,971	\$339,672
Salary and Wages - Maintenance	\$670,133	\$791,732	\$121,599	\$1,187,598	\$982,133	\$1,187,598	\$205,465
Salary and Wages - Inst. Support	\$2,013,027	\$1,603,660	(\$409,367)	\$2,238,153	\$2,953,028	\$2,238,153	(\$714,875)
Total Salary and Wages	\$11,998,062	\$12,630,414	\$632,352	\$17,057,192	\$16,756,311	\$17,057,193	\$375,323

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2017 Budgeted</i>	<i>FY17 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,394,069	\$1,289,502	(\$104,567)	\$10,269,748	\$1,928,171	\$1,804,496	(\$123,675)
Employee Benefits - Acad. Support	\$86,868	\$141,312	\$54,444	\$1,008,467	\$130,867	\$228,984	\$98,117
Employee Benefits - Stud. Svcs	\$281,752	\$331,301	\$49,549	\$1,662,255	\$415,753	\$512,886	\$97,133
Employee Benefits - Public Svc.	\$42,580	\$37,528	(\$5,052)	\$690,971	\$63,380	\$48,939	(\$14,441)
Employee Benefits - Maintenance	\$225,188	\$228,801	\$3,613	\$1,187,598	\$333,186	\$355,202	\$22,016
Employee Benefits - Inst. Support	\$592,177	\$666,879	\$74,702	\$2,238,153	\$891,830	\$1,067,623	\$175,793
Total Employee Benefits	\$2,622,634	\$2,695,323	\$72,689	\$17,057,192	\$3,763,187	\$4,018,129	\$254,942

LAKE LAND COLLEGE

MEMO

TO: Mr. Bryan Gleckler, Vice President for Business Services

FROM: Ms. Madge Shoot, Comptroller

DATE: April 10, 2017

RE: Approval of Final Completion Reports

Illinois Community College Board rules require a Statement of Final Construction Compliance from community colleges as construction projects achieve both the 100% completion stage and the 100% payment stage.

Enclosed are the reports for the project titled, 2432-1115 VoTech Building and Safety and Accessibility Renovations and 2367-1214 Geo Thermal Phase 1 West Building.

These PHS projects were approved by the Trustees at its regularly scheduled meeting on October 13, 2014 and the Illinois Community College Board on November 18, 2015, to use Protection, Health and Safety tax levy funds to provide materials, equipment and labor. The work included updates to the mechanical systems, asbestos abatement, a new fire alarm system, an access control system and ADA compliant doorways among other things.

The locally funded portion of the Vo Tech Building and Safety and Accessibility Renovations is also 100% completed and paid. This project is also part of the package for your approval.

The work is complete and the buildings are performing as well as expected. I recommend the Trustees approve the completion of this project for the ICCB report.

Attachments

Statement of Final Completion of State and Locally Funded Projects

ICCB Project Title: Vo Tech Energy Savings Renovations

ICCB Project #: 2432-1115

Name and address of architect/engineer providing the Statement of Final Completion:

Joseph P. Tillman
5001 Lake Land Blvd.
Mattoon, Illinois, 61938

Final cost and scope of the project:

T-2432-1115 Approved Budget \$ 1,615,649 Actual Cost \$1,706,289.16

	Approved Scope:	Actual Scope:
Classrooms	2,770	2,770
Laboratories	11,854	11,854
Offices	277	277
Study		
Special Use		
Support		
Other	4,815	4,815

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Signature

Date

Seal

District Official's Signature

Date

Protection, Health, and Safety Project
Statement of Final Construction Compliance

**ICCB Project Title Vo Tech Building Safety and
Accessibility Renovations
ICCB Project 2432-1115**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Joseph P. Tillman
5001 Lake Land Boulevard
Mattoon, IL 61938

Telephone:217.234.5549; Fax:217.235.5023

Final cost of the project:

Approved Budget \$600,000 Actual Cost \$649,944.55

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project
Statement of Final Construction Compliance

ICCB Project Title Geo Thermal Phase 1 West Building
ICCB Project 2367-1214

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Joseph P. Tillman
5001 Lake Land Boulevard
Mattoon, IL 61938

Telephone:217.234.5549; Fax:217.235.5023

Final cost of the project:

Approved Budget \$1,400,000 Actual Cost \$1,262,073

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

MEMO

TO: Dr. Tina Stovall, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: March 24, 2017

RE: Lake Land College Magazine Bid Results

The College recently solicited bids for the printing and mail preparation of the 2017 Summer and Fall and 2018 Spring Lake Land College Magazine. Bids were distributed to 18 companies, with four companies presenting a bid and two providing a “no bid” response. Three of the four bids met the project specifications. One did not.

I am pleased to recommend Kingery Printing Company of Effingham, Illinois as the lowest bidder meeting specifications. We have an excellent relationship with Kingery Printing. Most recently, they have printed our Alumni Magazine and the Viewbook that we shared with the Board of Trustees in the fall. They do outstanding work and I am confident they will do a wonderful job with the magazine.

On another positive note, their bid, at \$45,398, is nearly \$15,000 less than the cost to print the magazine was this year. This savings will provide us with an opportunity to reinvest those funds into other strategic marketing initiatives.

I would like to request that the Board of Trustees approve Kingery Printing Company with a bid of \$45,398 as the lowest bid meeting specifications for the printing and mailing preparation of the magazine for the 2018 fiscal year.

I will be in attendance at the meeting if there are questions.

MEMO

TO: Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: March 30, 2017
RE: Medical Assistant AAS and Certificate

In August of 2016 the Allied Health Division was approached by Sarah Bush Lincoln Health Systems regarding the strong need for more certified medical assistants. After extensively researching employment opportunities within the field of study, the Allied Health Division developed an Associate in Applied Science (AAS), and corresponding certificate for Medical Assistant.

The Lake Land College curriculum committee thoroughly reviewed both the AAS and certificate programs and voted to approve in December of 2016. The Associate in Applied Science, and corresponding certificate have been forwarded to the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) for approval.

In order to facilitate the needs of students wishing to enroll in the program for fall 2017, I respectfully request that the Lake Land College Board of Trustees approve the Associate in Applied Science, Medical Assistant and corresponding certificate pending ICCB and IHBE approval.

MEMO

TO: Josh Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: April 4, 2017
RE: Director, Medical Assistant Program

In December 2016, Lake Land College submitted a proposal to the Illinois Community College Board (ICCB) for an Associate in Applied Science, and corresponding certificate in Medical Assisting. These proposed programs have created the need for a program director to oversee compliance in accordance with accreditation standards set forth by the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Ms. Karla Hardiek, Division Chair for Allied Health, has forwarded a request for the position of Director, Medical Assistant Program. The requirements for this position fully comply with certification standards set forth by both (MAERB) and (CAAHEP). I fully support this request and respectfully submit it to the Lake Land College Board of Trustees for consideration.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Bryan Gleckler, Vice President for Business Services
DATE: March 22, 2017
RE: Safe Deposit Box Signature Resolution

Lake Land College has a safety deposit box at First Mid-Illinois Bank & Trust located at 1515 Charleston Avenue in Mattoon, Illinois. The signatures for the safe deposit box are former employees of the College. First Mid-Illinois Bank & Trust requires a new resolution identifying who shall have access to the safe deposit box.

I recommend to the Trustees the attached resolution be approved allowing access to the safe deposit box by myself as College Treasurer.

RESOLUTION OF LODGE, ASSOCIATION OR OTHER SIMILAR ORGANIZATION

FIRST MID-ILLINOIS BANK & TRUST PO BOX 499 MATTOON, IL 61938

By: LAKE LAND COLLEGE

5001 LAKELAND BLVD MATTOON IL 61938-9366

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

Doris Reynolds Secretary of the Board I, Doris Reynolds, certify that I am Secretary (clerk) of the above named association organized under the laws of ILLINOIS, Federal Employer I.D. Number 37-0896233, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on April 10, 2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Table with 3 columns: Name and Title or Position, Signature, Facsimile Signature (if used). Rows A-F for BRYAN GLECKLER TREASURER and others.

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Table with 3 columns: Indicate A, B, C, D, E, and/or F; Description of Power; Indicate number of signatures required. Powers 1-7 listed.

LIMITATIONS ON POWERS The following are the Association's express limitations on the powers granted under this resolution.

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated N/A. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

Checkboxes for non-profit lodge, association or similar organization. Signatures for Secretary and two Attest by Other Officer.

RESOLUTIONS

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

 FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials) This resolution is superseded by resolution dated _____ .

Comments:

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
April 10, 2017**

The following employees have a family medical eligible event:

Blomquist, Matt	FMLA	03/03-03/10/2017
Byard, April	FMLA	03/07/2017
Jabs, Hayley	FMLA	04/07/2017
Noel, Tracy	FMLA	03/13/2017

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Bright, Eric	CTPD Staff Development Presenter Primary Position is Adj Faculty Math/Science	04/06/2017
Brumleve, Gregory	Adjunct Faculty Math/Science Primary Position is Adj Faculty Technology	03/13/2017
Coit, Jonathan	CTPD Staff Development Presenter Primary Position is Outreach Advisor TRIO	04/06/2017
Fields, Terri	CTPD Staff Development Presenter Primary Position is Psychology Instructor	04/06/2017
Mboma, Christian	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Mboma, Christian	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Morris, Brittany	CTPD Staff Development Presenter Primary Position is Outreach Advisor TRIO	04/06/2017
Satterwhite, Marcy	Adjunct Faculty Business Division Sub Primary Position is Bus Instructor	03/03/2017
Stolz, Cheryl	Non-Credit Instructor Primary Position is Adj Faculty Humanities	06/20/2017
Part-time - Grant Funded		
Dust, Holly	Adjunct DOC College Funded Instructor Primary Position is Adj Faculty Math/Science	03/21/2017
Grimes, Chloe	Perkins Student Worker - Humanities Primary Position is Special Needs Note Taker	03/24/2017
Mboma, Christian	Tutor Student TRIO SSS Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017
Mboma, Christian	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst Ctr	01/23/2017

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Baumann, Norma	Dual Credit Instructor	03/29/2017
Bone, Margaret	Dual Credit Instructor	03/20/2017
Edwards, Matthew	Adult Education Volunteer	03/07/2017
Endsley, Kay	Dual Credit Instructor	03/07/2017
Full-time - Grant Funded		
Bradford, James	Correctional Commercial Cooking Instructor (IYC Harrisburg)	03/21/2017
Epting, Antonio	Correctional Custodian Instructor (IYC St. Charles)	03/20/2017
Part-time		
Carpenter, Nathan	Chemistry Lab Student Assistant	03/13/2017
Mboma, Christian	Tutor - Student Learning Assistance Ctr	01/23/2017
Part-time - Grant Funded		
Eldridge, Michael	Adjunct DOC College Funded Instructor	03/13/2017
Erickson, Ryan	Adjunct DOC College Funded Instructor	03/17/2017
Fitzgerald, Andrew	Perkins Student Worker - Technology	02/22/2017
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/13/2017
Simon, Suzanne	Adjunct DOC College Funded Instructor	03/13/2017
College Work Studys		
Kuhlman, Alyssa	College Work Study - Business	03/22/2017
Powers, Taylor	College Work Study Academic Services	03/01/2017
Scott, Jacob	College Work Study - Student Life	03/01/2017

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Drake, Steve	Associate Dean Vandalia CC (Retiree)	04/28/2017
Mohlenhoff, Mark	Director TRIO Student Support Services	04/07/2017
Part-time		
Hooker, Geoffrey	Adj Faculty Math/Science	12/31/2016
Maitland, Abby	Library Assistant	03/29/2017
Moss, Tamesha	Newspaper Ed Student News	01/29/2017
Summers, Kent	Automotive Lab Assistant	07/03/2016
Urfer, Matthew	Adj Faculty Math/Science	12/31/2015

College Work Study

Albritton, Kathy	College Work Study-Business	12/31/2016
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Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Stroud, Beckie	Administrative Assistant to Juvenile Justice (FT) Tranferring from Test Proctor (PT)	04/10/2017