

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

April 9, 2018

Regular Meeting No. 616

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



Regular Meeting No. 616
Monday, April 9, 2018, 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.)

Approval of the following:

1. Minutes of March 12, 2018, Regular Meeting.
2. Minutes of March 12, 2018, Closed Session.
3. Agenda of April 9, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

This information will be presented by College administration for approval with full assurance by management it has 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 10, 2016, Closed Session and October 26, 2016, Resource and Development Committee Meeting.

II. Hearing of Citizens, Faculty and Staff.

III. Adjournment Sine Die.

IV. Organization of the Board.

- A. Call to Order and Appointment of Secretary Pro Tem.
- B. Roll Call.
- C. Appointment of Chairperson Pro Tem.
- D. Appointment of Secretary Pro Tem.
- E. Election of Board Chair and Length of Term.
- F. Election of Board Vice Chair and Length of Term.
- G. Election of Board Secretary and Length of Term.
- H. Appointment of College Treasurer and Approval of Resolution No. 0418-011 for College Treasurer to Act as College Fiscal Agent. (Refer to Board Book Pages 25-27).

V. Committee Reports.

- | | |
|---------------------------|-------------------------------------|
| A. ICCTA/Legislative | Mr. Mike Sullivan Ms. Ann Deters |
| B. Resource & Development | Ms. Doris Reynolds |
| C. Finance | Ms. Ann Deters |
| D. Buildings & Site | Mr. Bruce Owen |
| E. Student Report | Mr. Charles Meaker |
| F. President's Report | Dr. Josh Bullock |

VI. Business Items.

A. Non-Action Items.

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| 1. Presentation of Business Partnership Award to The Equity of Effingham. | |
| 2. Quarterly Investment Report. | |
| 3. Faculty Focus on Advancing Student Success. | |
| 4. Phi Theta Kappa All-Illinois/All-USA Academic Team Nominees. | 28 |
| 5. Recognition of Outgoing Student Trustee. | |
| 6. Naming Advisory Committee Recommendation for Renaming ZEB Hall. | 29-30 |
| 7. Calendar of Events. | 31-33 |

8. Correspondence.

B. Action Items.

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| 1. Certification of Student Trustee and Sophomore Student Government Association Election Results. | 34-36 |
| 2. Approval of Proposed Revisions to Policy 06.45 – <i>Faculty and Staff Research and Consulting</i> and Adoption of Board Policy 11.29 – <i>Research by Internal or External Constituents</i> . | 37-39 |
| 3. Acceptance of Reporting of February 2018 Financial Statements. | 40-46 |
| 4. Approval of FY 2019 Salary Grades and Ranges Schedule for Administrative, Supervisory and Support Staff, Excluding Correctional Centers. | 47 |
| 5. Acceptance of Injection Molding Equipment Donation from College Foundation. | 48 |
| 6. Approval of Subway Contract Amendment. | 49 |
| 7. Approval of Property, Casualty and Liability Insurance Renewal. | 51-52 |
| 8. Approval of Resolution No. 0418-012 - Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. | 53-67 |
| 9. Approval of Resolution No. 0418-013 - Resolution calling a public hearing concerning the intent of the Board of Trustees of the District to sell \$17,000,000 Funding Bonds for the purpose of paying claims against the District. | 68-76 |
| 10. Approval of Human Resources Report. | 77-80 |

VII. Other Business.

VIII. Adjournment.

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



Regular Board Meeting No. 615
Webb Hall, Room 081, Mattoon, IL
March 12, 2018

Minutes

Call to Order.

Chair Storm called the March 12, 2018, 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 Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. David Storm, Chair; Mr. Mike Sullivan and Mr. Charles Meaker, 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. Jim Hull, Vice President for Workforce Solutions and Community Education; and members of the staff, community and media.

Approval of Consent Items.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the following consent items:

1. Approval of Minutes of February 12, 2018, Regular Meeting.
2. Approval of Agenda of March 12, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

This information was presented by College administration for approval with full assurance by management they were prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

| | | |
|----------------|----|------------|
| Education Fund | \$ | 218,477.81 |
| Building Fund | \$ | 31,481.60 |

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| | | |
|---------------------------|----|--------------|
| Site & Construction Fund | \$ | - |
| Bond & Interest Fund | \$ | 2,200.00 |
| Auxiliary Services Fund | \$ | 19,067.28 |
| Restricted Purposes Fund | \$ | 270,831.66 |
| Working Cash Fund | \$ | - |
| Audit Fund | \$ | - |
| Liability Insurance Fund | \$ | 19,668.99 |
| Student Accts Receivables | \$ | 446,653.45 |
| Total | \$ | 1,008,380.79 |

For details of bills refer to:

http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

4. Destruction of Tape Recording of September 12, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan gave an update from the March 10, 2018, ICCTA conference he attended along with President Bullock and Trustee Deters. He provided a handout summarizing the conference topics and actions taken by the Board. A few of the actions taken by the ICCTA Board which he highlighted include that ICCTA:

- Voted to oppose Governor Rauner's recommendation to shift the employer share of public employee pensions to local community college districts;
- Directed ICCTA staff to investigate possible regularity changes to the Illinois Public Funds Investment Act in order to expand investment options for community colleges;
- Authorized ICCTA staff to take appropriate action to address inconsistencies in dual-credit offerings between four-year and out-of-state institutions and Illinois community colleges.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on March 8, 2018, for an in-depth review of items which will appear later in the agenda. She said she would comment on these items as they are discussed according to the agenda.

Finance.

Trustee Deters, Committee Chair, said the Committee met on March 8, 2018, for an in-depth review of items which will appear later in the agenda. She said she would comment on these items as they are discussed according to the agenda.

Buildings & Site.

Chair Storm, on behalf of Buildings and Site Committee Chair Owen, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Student Report.

Student Trustee Meaker highlighted recent events hosted by the Student Ambassadors and Student Government Association (SGA). He also highlighted upcoming elections for Student Trustee and SGA.

President's Report.

Dr. Bullock said:

- Congratulations to Coach Dave Johnson and the Laker Women's Basketball team that finished runner-up in the Region 24 tournament. The team represented Lake Land proudly and player Avery Jackson was recognized on the All Region 24 team.
- Kudos to Lake Land Ag students who sponsored an online alumni pig sale in which sales of the 17 show pigs consigned by Lake Land Ag alumni totaled over \$21,000. The Ag Division received a percentage of the sales. Over 1,000 people visited the online site and there were 72 bidders in total. The pigs were sold to buyers from Arizona, Texas, Nebraska, Indiana, Illinois and Ohio.
- To date, the College has received 86.5% of the FY 2017 state credit hour reimbursement and equalization appropriation (received \$9.0 million of \$10.4 million appropriated), and 87.0% of FY 2018 appropriations (received \$7.6 million of \$8.7 million appropriated).
- The College has also received 91.3% of the FY2017 funding for Illinois Department of Corrections and Illinois Department of Juvenile Justice programs (received nearly

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\$5.5 million on \$6.0 million invoiced). All invoiced funds for FY 2018 remain outstanding.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success.

Trustees heard a presentation from Mr. Scott Rhine, IT Instructor/Program Coordinator, on the IT Innovation Lab. He displayed various innovative products under development including a prosthetic arm for a three-year old girl, a prosthetic finger for a Lake Land student and 3-D printed “Laker” cookies cutters.

Appointment of Naming Advisory Committee.

Trustees reviewed a request by Trustee Sullivan to rename the Zero Energy Building (ZEB) as Lensink Hall in honor of the outstanding service and professional contributions to the College by Mr. Scott Lensink, the College’s sixth president. Per Board Policy 11.10, Chair Storm appointed the following individuals to a Naming Advisory Committee in consideration of this request: Trustee Bruce Owen, Trustee Meg Steward, Trustee Doris Reynolds, President Bullock as ex-officio, and Ms. Jackie Joines, Executive Director for College Advancement, as ex-officio. Chair Storm said the Naming Advisory Committee will plan to meet in April 2018.

Proposed Revisions to Policy 06.45 – Faculty and Staff Research and Consulting and Proposed Adoption of Board Policy 11.29 – Research by Internal or External Constituents.

Trustees reviewed a recommendation from Dr. Lynn Breer, Director of Institutional Research, on behalf of the College’s Research Review Board to adopt Policy 11.29 - *Research by Internal or External Constituents* to ensure that all human subject research requests align with the Department of Health and Human Services Protection of Human Subjects Act and to revise Policy 06.45 - *Faculty and Staff Research and Consulting* to define this policy as focusing solely on consulting.

Dr. Bullock said the proposed adoption of Policy 11.29 and proposed revisions to Policy 06.45 were submitted as first reading and will be brought to the Board for action during the April 2018 regular Board meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed two items of correspondence.

Action Items.

Naming of Business/Industry Partnership Award Recipient.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to name The Equity in Effingham as the College's recipient of the 2018 Business/Industry Partnership Award.

Trustee Reynolds moved and Trustee Sullivan seconded to approve the naming of The Equity in Effingham as the College's recipient of the 2018 Business/Industry Partnership Award for submission to ICCTA in consideration of the state-level award.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Naming of Full-Time Faculty Award Recipient.

Trustees heard a recommendation from Mr. Althaus to name Mr. Scott Rhine, IT Instructor/Program Coordinator, IT-Network Admin, as the College's recipient of the 2018 ICCTA Full-Time Outstanding Faculty Member Award.

Trustee Deters moved and Trustee Reynolds seconded to approve the naming of Mr. Scott Rhine, IT Instructor/Program Coordinator, IT-Network Admin, as the College's recipient of the 2018 ICCTA Full-Time Outstanding Faculty Member Award for submission to ICCTA in consideration of the state-level award.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Naming of Part-Time Faculty Award Recipient.

Trustees heard a recommendation from Mr. Althaus to name Ms. Ellen Trainor, Agriculture Instructor, as the College's recipient of the 2018 ICCTA Part-Time Outstanding Faculty Member Award.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the naming of Ms. Ellen Trainor, Agriculture Instructor, as the College's recipient of the 2018 ICCTA Part-Time

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Outstanding Faculty Member for submission to ICCTA in consideration of the state-level award.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Tuition and Fees Rates effective Summer and Fall 2018.

Trustees heard a recommendation from Dr. Bullock and Mr. Bryan Gleckler, Vice President for Business Services, to approve proposed tuition and fees rates for Summer and Fall 2018 including a \$3.00 increase in the tuition rate per credit hour and an increase of \$1.00 per credit hour service fee. Trustees also reviewed a proposed Dual Credit options/rate structure. Mr. Gleckler said that Lake Land has been able to maintain its tuition levels for the past two years, not increasing tuition rates since Summer/Fall 2016. He said the proposed recommendation aligns with inflationary factors and despite the increase the College will remain as one of the most affordable educational options in the state.

Trustee Deters said the Finance Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the rates and fees as presented. She also said that Dr. Tina Stovall, Vice President for Student Services, reported having recently met with members of the Student Government Association to discuss the proposed tuition and fees rates and that there were no questions or concerns expressed by students during this meeting.

Trustee Deters moved and Trustee Steward seconded to approve as presented the Summer and Fall 2018 Tuition and Fees Rates to include a \$3.00 increase in the tuition rate per credit hour, an increase of \$1.00 per credit hour in the service fee and a Dual Credit options/rate structure.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Reporting of January 2018 Financial Statements.

Trustees reviewed the January 2018 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary. Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2018.

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Trustee Deters said the Finance Committee met recently for an in-depth review of this information and the Committee's consensus was to recommend to the Board approval of the financial statements.

Trustee Deters moved and Trustee Sullivan seconded to approve the January 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Bid for Outdoor Digital Marquee Sign.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from T. Ham Sign, Inc. of Mt. Vernon in the amount of \$48,709.61 for the design and purchase of an outdoor digital marquee sign. Trustees reviewed the bid tabulation sheet detailing bids received from five different vendors and the proposal from T. Ham Sign, Inc.

Trustee Deters said the Finance Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the bid from T. Ham Sign, Inc. as presented.

Trustee Steward moved and Trustee Cadwell seconded to approve as presented the bid from T. Ham Sign, Inc. of Mt. Vernon, Illinois, in the amount of \$48,709.61 for the design and purchase of an outdoor digital marquee sign.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Bid for GPS Rover and Controller Equipment.

Trustees reviewed a recommendation from Mr. Josh Fulk, Civil Engineering Technology Program Coordinator, to approve the bid from Seiler Instrument of St. Louis, Missouri, in the amount of \$27,666.59 for the purchase of GPS equipment to be used in the Civil Engineering Technology Program. Trustees heard a recommendation from Mr. Gleckler to approve this bid. Mr. Gleckler said funding from the Perkins Program will pay for this purchase.

Trustee Deters said the Finance Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the bid from Seiler Instrument for GPS equipment as presented.

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Trustee Deters moved and Trustee Steward seconded to approve as presented the bid from Seiler Instrument of St. Louis, Missouri, in the amount of \$27,666.59 for the purchase of GPS equipment.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Bid for Wide Path Mower Purchase.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from MTI Distributing of Berkeley, Missouri, in the amount of \$52,422.65 for the purchase of a Toro Groundsmaster wide path mower. Trustees reviewed the bid tabulation sheet detailing the bids received from two vendors.

Trustee Deters said the Finance Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the bid from MTI Distributing for the purchase of the wide path mower as presented.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the bid from MTI Distributing of Berkeley, Missouri, in the amount of \$52,422.65 for the purchase of a Toro Groundsmaster wide path mower.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Acceptance of Addendum for CTS Performance Contract and Project Management Services.

*The agenda item was noted that the Addendum could be viewed at:

https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler to approve the above-referenced Addendum of the contract with The CTS Group of St. Louis, Missouri, to define the additional work to be completed by CTS for the renovation, addition and utility upgrades of the facility that will become the proposed "Board and Administration Center." Dr. Bullock said this action follows information presented to the Board in February 2018 in which the Board granted approval of the project to renovate the Child Care Facility. Mr. Gleckler highlighted various aspects of the Addendum with CTS for their performance contract and project management services.

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Trustee Sullivan moved and Trustee Deters seconded to accept as presented the Addendum with The CTS Group of St. Louis, Missouri, for a Performance Contract and Project Management Services of the renovation/addition of the current Child Care Facility.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution No. 0318-009 Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Improving Community College Buildings for the Community College District, and for the Issue of Approximately \$16,025,000 General Obligation Debt Certificates (Limited Tax), Series 2018A, of the Community College District Evidencing the Rights to Payment under Said Agreement, Providing for the Security for and Means of Payment under Said Agreement of Said Certificates, and Authorizing the Sale of Said Certificates to the Purchaser Thereof.

The Agenda was noted that the Resolution could be viewed at:

https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm

Trustees heard a recommendation from Dr. Bullock and Mr. Gleckler to approve the above-referenced Resolution. Mr. Gleckler said that the administration has been working with legal counsel and PMA Securities for the steps required to fund the renovations/additions for the Child Care Facility and Luther Student Center projects as discussed with the Board since last fall. Mr. Gleckler said this Resolution creates the debt and approves the sale of debt certificates, both of which are required as part of the bonding process. Trustees learned that additional actions will be brought to the Board for approval each month through June 2017 to complete this process.

Trustee Cadwell moved and Student Trustee Meaker seconded to approve as presented Resolution No. 0318-009 - Authorizing and Providing for an Installment Purchase Agreement for the Purpose of Paying the Cost of Improving Community College Buildings for the Community College District, and for the Issue of Approximately \$16,025,000 General Obligation Debt Certificates (Limited Tax), Series 2018A, of the Community College District Evidencing the Rights to Payment under Said Agreement, Providing for the Security for and Means of Payment under Said Agreement of Said Certificates, and Authorizing the Sale of Said Certificates to the Purchaser Thereof. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

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

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Motion carried.

Closed Session.

6:58 p.m. – Trustee Sullivan moved and Trustee Steward seconded to convene to closed session, Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], to discuss the employment, appointment, compensation, performance or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Return to Open Session – Roll Call.

7:51 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice-Chair; Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Mike Sullivan; and Mr. Charles Meaker, Student Trustee.

Trustees Absent: Trustee Owen.

Approval of Faculty Tenure Recommendations as Discussed in Closed Session.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of these recommendations and the Committee's consensus was to recommend to the Board granting of tenure to eight faculty members as noted in the motion below.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Cadwell seconded to approve granting of tenure for the following eight employees effective Fall 2018: Mr. Daniel Allen, Physics Instructor; Mr. Joshua Fulk, Civil Engineering Technology Instructor/Coordinator; Ms. Cassie Koester, Nursing Instructor; Mr. James Munger, IT Web Technology Instructor/Coordinator; Ms. Rakhsha Nasseripour, Physics Instructor; Ms. Katie Parrish, Sociology Instructor; Ms. Kimberly Smithenry, Nursing Instructor; and Ms. Ryan Wildman, Agriculture Business Instructor.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

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Approval of Reappointment of Tenured and Non-Tenured Faculty Members as Discussed in Closed Session.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board the reappointment of tenured and non-tenured faculty members as noted in the motion below.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Cadwell seconded to approve the reappointment of tenured and non-tenured faculty members for the 2018/19 academic year as follows:

| | |
|--------------------------------|------------------------------|
| <u>First Year Non-Tenure</u> | <u>Division</u> |
| Beulah Uphoff | Allied Health (Spring 2018) |
| <u>Second Year Non-Tenure</u> | <u>Division</u> |
| Jarrett Dunn | Math and Science |
| Laura Paruleski | Allied Health (Spring 2017) |
| Tanille Ulm | Social Science and Education |
| Molly Yeske | Allied Health |
| <u>Third Year Non-Tenure</u> | <u>Division</u> |
| Haylee Brandt | Allied Health |
| Robert Miller | Agriculture (Spring 2016) |
| Jordan Rauch | Agriculture |
| <u>Fourth Year Tenure</u> | <u>Division</u> |
| Daniel Allen | Math and Science |
| Joshua Fulk | Technology |
| Cassie Koester | Allied Health |
| Rakhasha Nasseripour | Math and Science |
| Katie Parrish | Social Science and Education |
| Kimberly Smithenry | Allied Health |
| Ryan Wildman | Agriculture |
| <u>Fifth Year Tenure</u> | <u>Division</u> |
| James Munger | Business |
| <u>Continued Tenure Status</u> | <u>Division</u> |
| Iffat Ali | Math and Science |
| Lara Bacino Althaus | Social Science and Education |
| Dyke Barkley | Agriculture |
| Cheryl Beam | Allied Health |
| Michael Beavers | Technology |
| Jodi Birdwell | Humanities and Communication |

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|----------------------------|------------------------------------|
| Kathy Black | Business |
| Tara Blaser | Humanities and Communication |
| Andrea Bright | Counseling |
| Dewayne Brown | Vandalia Correctional Center |
| Cathy Bunton | Social Science and Education |
| Bryan Burrell | Counseling |
| Krista Burrell | Counseling |
| Dion Buzzard | Technology |
| Nancy Caldwell | Humanities and Communication |
| Tom Caldwell | Humanities and Communication |
| Greg Capitosti | Math and Science |
| John Carpenter | Business |
| Michael Ben Cohan | Humanities and Communication |
| Marc DalPonte | Math and Science |
| Kathleen Daugherty | Business |
| Kimberly Davis | Social Science and Education |
| Angela Davison | Business |
| Laura Deters | Allied Health |
| Suzett Doty | Math and Science |
| Danielle Downs | Financial Aid and Veteran Services |
| Allen Drake | Agriculture |
| Scott Drone-Silvers | Library |
| Amy Duckett | Business |
| Lisa Earp | Business |
| Terri Fields | Social Science and Education |
| Kay Foreman | Allied Health |
| Andy Gaines | Counseling |
| Judy Garner | Humanities and Communication |
| John Gentry | Technology |
| Tisha Goad | Allied Health |
| Matt Greider | Social Science and Education |
| Neal Haarman | Technology |
| Karla Hardiek | Allied Health |
| Emily Hartke | Counseling |
| Elizabeth Hartrich | Allied Health |
| Shelle Hartzel | Math and Science |
| Helen Hendren | Social Science and Education |
| Dustin Heurman | Social Science and Education |
| Sarah Hill | Library |
| Kristen Holsapple | Allied Health |
| Shannon Hood | Allied Health |
| Salisa Hortenstine-Olmsted | Humanities and Communication |
| Lucinda Horton | Math and Science |
| Brenda Hunzinger | Math and Science |
| Charles Jarrell | Social Science and Education |
| David Johnson | Social Science and Education |

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|--------------------------|------------------------------|
| Bambi Jones | Math and Science |
| Nichole Jones | Allied Health |
| Kris Kersey | Technology |
| Tynia Kessler | Business |
| Leo Kitten | Technology |
| Ty Knebel | Vandalia Correctional Center |
| Matt Landrus | Humanities and Communication |
| Jon Lebold | Business |
| Gary Lindley | Technology |
| Katie Lotz | Social Science and Education |
| Brian Lynch | Social Science and Education |
| Valerie Lynch | Student Life |
| Brian Madlem | Technology |
| Walter McHenry | Math and Science |
| Jennifer Melton | Counseling |
| Margaret Merry-Niebrugge | Allied Health |
| Claire Miller | Math and Science |
| Kevin Miller | Technology |
| Nathan Miller | Vandalia Correctional Center |
| Martha Mioux | Allied Health |
| Tina Moore | Career Services |
| Russell Neu | Agriculture |
| Robert Newell | Humanities and Communication |
| Mark Niemerg | Agriculture |
| Heather Nohren | Counseling |
| Maria Nohren | Allied Health |
| Ikemefuna Nwosu | Math and Science |
| Ryan Orrick | Agriculture |
| Cynthia Phipps | Business |
| Cassandra Porter | Allied Health |
| Gregory Powers | Humanities and Communication |
| Anthony Reinhart | Agriculture |
| Casey Reynolds | Humanities and Communication |
| Scott Rhine | Business |
| Eva Ritchey | Humanities and Communication |
| M. Shane Rogers | Social Science and Education |
| Mike Rudibaugh | Math and Science |
| Marcy Satterwhite | Business |
| David Seiler | Social Science and Education |
| Cheryl Staley | Business |
| Peggy Strange | Business |
| Erin Swingler | Allied Health |
| Edward Thomas | Humanities and Communication |
| Deborah Thomason | Allied Health |
| Joe Tillman | Technology |
| David Turnbull | Math and Science |

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|-------------------|------------------------------|
| Lori Walk | Technology |
| Rick Watson | Technology |
| Tara Veach Watson | Humanities and Communication |
| Janet Waymoth | Allied Health |
| Jeff White | Math and Science |
| Nicole Zeller | Allied Health |

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Appointment of Division Chairs as Discussed in Closed Session.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of these recommendations and the Committee's consensus was to recommend to the Board the reappointment of six division chairs as noted in the motion below.

Following discussion on the topic in closed session, Trustee Reynolds moved and Trustee Deters seconded to approve the reappointment of six division chairs for Fall 2018 and Spring 2019 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

Trustees learned the administration will recommend an appointment for a Technology Division Chair at an upcoming meeting.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Resolution No. 0318-010 to Approve Second Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2021, Clarifying an Existing Benefit, and as Discussed in Closed Session.

The agenda item was noted that a complete copy of the proposed resolution and second addendum was available at:

Lake Land College Board of Trustees
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https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm or by contacting the College's Office of the President at 217-234-5222.

The agenda item was also noted that copies of the President's original employment contract and the first addendum were available at:
https://www.lakelandcollege.edu/col/board_minutes/employment_contract.cfm or by contacting the College's Office of the President at 217-234-5222.

Following discussion on the topic in closed session, Trustee Deters moved and Trustee Reynolds seconded to approve as presented Resolution No. 0318-010 - Approving Second Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2021, Clarifying an Existing Benefit. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Recommendation to Terminate Employment of a Commercial Custodian Instructor at Graham Correctional Center as Discussed in Closed Session.

Following discussion on the topic in closed session, Trustee Sullivan moved and Trustee Reynolds seconded to approve the recommendation to terminate the employment of Mr. Ron Lawrence, a Commercial Custodian Instructor at Graham Correctional Center, effective immediately.

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Approval of Request for a General Leave of Absence Without Pay by a Career Technology Instructor at Southwestern Illinois Correctional Center as Discussed in Closed Session.

Following discussion on the topic in closed session, Trustee Cadwell moved and Trustee Steward seconded to deny the request for an additional general leave of absence without pay through March 25, 2018, by Ms. Abigail Kerkhoff, a Career Technology Instructor at Southwestern Illinois Correctional Center, and require Ms. Kerkhoff to return to work on Thursday, March 15, 2018.

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
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Yes: Trustees Cadwell, Deters, Reynolds, Steward, Storm and Sullivan. No: None.
 Absent: Owen. Student Advisory Vote: Meaker voted yes.
 Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the proposed Human Resources Report. Dr. Bullock highlighted a proposed full-time, grant-funded position for the TRiO Destination College program.

Following discussion on this item in closed session, Trustee Reynolds motioned and Trustee Sullivan seconded to approve the following Human Resources Report:

The following employee is recommended for leave

| | | |
|-----------------|------|-----------------|
| Baxter, William | FMLA | 2/22/18-3/17/18 |
|-----------------|------|-----------------|

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|---------------------------------|---|-----------------------|
| Part-time | | |
| Bush, Kodey | Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst | 01/17/2018 |
| Bush, Kodey | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 01/17/2018 |
| Huang, Hsin Hui | Tutor-Student Community Education Primary Position is Counseling - Clerical Worker | 12/21/2017 |
| Huang, Hsin Hui | Tutor - Student Learning Assistance Primary Position is Counseling - Clerical Worker | 12/21/2017 |
| Oliver, Steven | Tutor-Disability Services - Student Primary Position is Tutor-Disability Services | 02/09/2018 |
| Oliver, Steven | Tutor-Student Community Education Primary Position is Tutor-Disability Services | 02/09/2018 |
| Oliver, Steven | Tutor - Student Learning Assistance Primary Position is Tutor-Disability Services | 02/09/2018 |
| Padrick, Lynae | Human Resources Assistant Primary Position is Career Services Assistant | 03/16/2018 |
| Paruleski, Laura | Allied Health Adjunct Faculty ADN Sub Primary Position is Nursing Instructor | 02/09/2018 |
| Part-time - Grant Funded | | |
| Bush, Kodey | Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst | 01/17/2018 |
| Huang, Hsin Hui | Tutor-Student Carl Perkins Primary Position is Counseling - Clerical Worker | 12/21/2017 |
| Oliver, Steven | Tutor-Student Carl Perkins | 02/09/2018 |

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Primary Position is Tutor-Disability Services

End Additional Appointments

The following employees are ending their additional appointment

| | Position | Effective Date |
|-------------------|----------------------------|----------------|
| Part-time | | |
| Oliver, Steven | Work N Learn - Technology | 09/10/2017 |
| Reynolds, Gregory | Adult Education Instructor | 02/05/2018 |
| Satterfield, Ryan | Wind Turbine Technician | 12/17/2017 |
| Strohl, Cassidy | Bookstore Rushworker | 02/05/2018 |

Position Recommendation

The following position has been recommended by the Lake Land College President's Cabinet

Outreach Advisor and Office Coordinator for TRIO Destination College Support staff (Level 13). 3/12/18

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|---------------------------------|---|----------------|
| Unpaid Volunteer | | |
| Clatfelter, Aleah | Dual Credit Instructor | 02/27/2018 |
| Hank, Gage | Ag Volunteer | 02/01/2018 |
| Pryor, Justin | ISS Unpaid Intern | 02/26/2018 |
| Schumaker, Zackery | Ag Volunteer | 02/01/2018 |
| Seward, Larissa | ECIDC Executive Director | 02/01/2018 |
| Wilson, Chisum | Tech Team Volunteer | 02/23/2018 |
| Full-time - Grant Funded | | |
| Boylen, Alana | Correctional Commercial Cooking Instructor Western IL CC | 01/29/2018 |
| McGee, Patrick | Correctional Career Technology Instructor Hill CC | 03/02/2018 |
| Patera, Richard | Associate Dean of Correctional Programs Shawnee CC | 04/09/2018 |
| Part-time | | |
| Boulu, Bernie | International Student Ambassador | 02/02/2018 |
| Bush, Kodey | Tutor - Student Learning Assistance | 01/17/2018 |
| Crossen, Kaitlyn | Fitness Center Specialist | 01/30/2018 |
| Gabel, Kennedy | Financial Aid Outreach Coordinator | 02/26/2018 |
| Gossett, Larry | Adjunct Faculty Technology | 02/16/2018 |
| Starwalt, William | Newspaper Editor - Student Newspaper | 01/08/2018 |
| Wediko, Emmanuel | International Student Ambassador | 02/02/2018 |
| Westfall, Emily | Counseling - Clerical Worker | 01/23/2018 |

Lake Land College Board of Trustees
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College Work Study

Black, Zachary College Work Study – Social Science 02/09/2018

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|-------------------------------|---|----------------|
| Unpaid Volunteer | | |
| Koester, Jay | Dual Credit Instructor (deceased) | 03/01/2018 |
| Full-time Grant Funded | | |
| Kesler, Lynndi | Corr Career Technology Instr-Big Muddy CC | 03/02/2018 |
| Lawrence, Ron | Corr Commercial Custodian-Graham CC | 03/12/2018 |
| Runde, Erica | Employment Specialist | 03/12/2018 |

Part-time

| | | |
|------------------------|---------------------------------|------------|
| Austin, Hollie | Web Programmer | 02/16/2018 |
| Black, Thomas | Pathways Classroom Assistant | 01/11/2018 |
| Elam, Kasey | Bookstore Rush Worker | 02/05/2018 |
| Gatons, Grace | Bookstore Rush Worker | 02/05/2018 |
| Grant, Nancy | Lab Supervisor | 03/12/2018 |
| Hall, Cassandra | Custodian | 02/23/2018 |
| Hostetter, Robin | Print Shop Technician Assist | 08/17/2017 |
| Jones, Kayla | Human Resources Assistant | 02/16/2018 |
| Mahlmeister, Katherine | Bookstore Rush Worker | 02/05/2018 |
| Miller, Pamela | Adjunct Faculty Social Science | 07/22/2016 |
| Nino Pardo, Wilson | International Stu Ambassador | 12/31/2017 |
| Patton, Anna | CTPD Staff Dev Presenter | 02/14/2018 |
| Vergara, Mandy | Cosmetology Clinical Instructor | 02/01/2018 |
| White, Barbara | Bookstore Rush Worker | 02/05/2018 |
| Willenborg, Meghan | Bookstore Rush Worker | 02/05/2018 |

Transfers/Promotions

The following employees are recommended for a change in position

| | Position | Effective Date |
|------------------|--|----------------|
| Full-time | | |
| Blazich, Jerri | Administrative Asst to College Advancement Transferring From TRIO Office Coordinator (pt) | 02/15/2018 |

Full-time - Grant Funded

| | | |
|-----------------------|--|------------|
| Harrington, Elizabeth | Assistant to Dean of Corrections Transferring From Adm Asst to Dean of Corrections | 03/19/2018 |
| Laumbattus, Doug | Associate Dean Murphysboro Re-entry Transferring From Associate Dean Pinckneyville CC | 04/02/2018 |
| Owens, Serenna | Associate Dean Pinckneyville CC Transferring From Corr Horticulture Instr Southwestern IL CC | 04/03/2018 |

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Patera, Richard

Associate Dean Shawnee CC
Transferring From Corr Career Tech Instr
Vienna CC

04/09/2018

There was no further discussion.

Roll Call Vote:

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

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

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Student Trustee Meaker moved and Trustee Deters seconded to adjourn the March 12, 2018, meeting of the Lake Land College Board of Trustees at 7:59 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.

https://www.lakelandcollege.edu/col/board_minutes/

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0418-011

DATE: April 9, 2018

RESOLUTION FOR APPOINTMENT OF COLLEGE TREASURER AND FOR COLLEGE TREASURER TO ACT AS COLLEGE FISCAL AGENT

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Illinois Public Community College Act to oversee the financial affairs of the College; and

WHEREAS, bank accounts are established in the name of the College for depositing and investing monies; and

WHEREAS, daily financial transactions are conducted to support the business needs of the College; and

WHEREAS, the Board of Trustees has elected Bryan Gleckler as Treasurer to oversee the business of the College; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1: The Treasurer be authorized and directed to open bank accounts in the name of the College. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit.

Section 2: The Treasurer be authorized and directed to borrow money on behalf and in the name of the College, sign, execute and deliver promissory notes or other evidences of indebtedness. The Treasurer be authorized and directed to endorse, assign, transfer, mortgage or pledge property now owned or hereafter acquired by the College as security for sums borrowed.

Section 3: The Treasurer and President sign all documents of promissory notes or other evidence of indebtedness.

Section 4: The Treasurer be authorized and directed to enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box on behalf and in the name of the College.

ADOPTED this 9th day of April, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

BOARD OF TRUSTEES
LAKE LAND COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF CHRISTIAN, CLARK, CLAY,
COLES, CRAWFORD, CUMBERLAND,
DOUGLAS, EDGAR, EFFINGHAM, FAYETTE,
JASPER, MACON, MONTGOMERY,
MOULTRIE, AND SHELBY
STATE OF ILLINOIS

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

I, _____, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Lake Land College, Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, State of Illinois, (the "College District") and as such official, I am the keeper of the records and files of the Board of Trustees of said College District.

I do further certify that the foregoing Resolution for Appointment of College Treasurer and for College Treasurer to Act as College Fiscal Agent is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 9th day of April, 2018.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting notice; and that the meeting was called and held in strict compliance with the provisions of the Illinois Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act of the State of Illinois, and that this Board of Trustees has complied with all of the applicable provisions of said Acts and with all the procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of April, 2018.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Tina Stovall, Vice President for Student Services
DATE: March 29, 2018
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 Jesse Holt and Kristen Morlen.

Jesse graduated from Neoga High School and is a Lake Land College Presidential Scholar. He is completing an Associate in Arts degree in Business Administration. Throughout his enrollment, Jesse has been actively involved in the Honors Experience, participating in both Phi Theta Kappa and Honors coursework. Kristen is a graduate of Windsor High School. She is also a Presidential Scholar completing an Associate in Arts degree in Business Administration. In addition to her active involvement in the Honors Experience, including Phi Theta Kappa and Honors coursework, she serves as the Vice President for the Student Government Association.

On April 11, Lisa Shelton, Director of Dual Credit and Honor's Experience, and I will accompany Jesse and Kristen 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 Krista Burrell, Faculty Advisor for the Honors Experience/PTK, for her great work with the Honors Experience this year.

Thank you.

LAKE LAND COLLEGE

February 13, 2018

Mr. Dave Storm, Chair
Lake Land College Board of Trustees
5001 Lake Land Blvd.
Mattoon, IL 61938

Dear Chair Storm,

In honor of Mr. Scott Lensink's extraordinary service and outstanding professional contributions to Lake Land College, I respectfully request that the Board of Trustees commemoratively rename the Zero Energy Building (ZEB Hall) as Lensink Hall.

Lensink's dedicated service to Lake Land College spanned 20 years. He began his career at the College as a business instructor and head coach for the Laker women's basketball team. He went on to hold several leadership positions including business division chair and vice president for academic services before successfully rising through the ranks to become the College's sixth president from 2007 until his retirement in 2013. Upon the passing of Lensink in December 2016, Dr. Robert K. Luther, former Lake Land College president and former member of the Board of Trustees, said, "I appointed Scott both as the business division chair and the vice president because of his people skills. He had a wonderful way of working with people, and he had an ability to bring people together and to help people resolve conflict." When Lensink was posthumously honored with the College's Distinguished Service Award in 2017, nominator Dave Cox, Director of Alumni Relations and Annual Giving said, "For 20 years, Scott epitomized what it meant to answer a calling for service to this institution. Scott will forever be remembered at Lake Land College for the impact of his professional career; but just as importantly, he will be remembered by employees and students as a jovial, caring, larger-than-life personality, who inspired us to make an impact at Lake Land College." Lensink is fondly thought of by many for his compassionate personality and constant dedication to Lake Land students and staff.

During Lensink's tenure, the College received numerous state and national recognitions such as receiving esteemed designation by the Aspen Institute to be among the top 10 percent of community colleges in the nation and being named the safest campus in Illinois. Additionally, Lake Land became known as a national leader in sustainable energy. The College successfully secured several grants to advance its sustainable energy efforts and attracted attention from public officials and higher education leaders from throughout the country. In addition to advancing solar and geothermal power opportunities for the campus, Lensink was instrumental in the development of a greatly needed new building on campus, the Net Zero Energy Building (ZEB Hall). Opened in 2013, this highly energy efficient building offers a sustainable-learning environment where students can gain practical experience and training for 21st century green-energy jobs. The building, which also houses the Human Resources and Marketing and Public Relations departments, was constructed at a very low cost to the College due to collaborative partnerships with area businesses and organizations as well as

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

**The Kluthe Center for Higher
Education and Technology**
1204 Network Center Blvd.
Effingham, Illinois 62401
217-540-3555

Lake Land College
5001 Lake Land Blvd.
Mattoon, Illinois 61938
217-234-5253
lakelandcollege.edu

Western Region Center
600 East First St.
Pana, Illinois 62557
217-562-5000

**Workforce
Development Center**
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

LAKE LAND COLLEGE

extensive Lake Land student involvement from various academic programs in the development and construction phase.

Beyond his outstanding service at Lake Land, Lensink served as a member of the Sarah Bush Lincoln Health Systems Health Center Board of Directors, the Coles County Historical Society Depot Restoration committee and Mattoon Foundation Board. He hosted international exchange students and volunteered as a coach for youth league baseball and football programs. Lensink served as president of the Eastern Illinois Business Education Association, received the Who's Who Among America's Teachers Award, American Marketing Association Faculty Appreciation Award, Eastern Illinois University Management/Marketing Department Teacher of the Year Award and the Outstanding Young Men of America Award.

Lensink's unique and distinguished professional contributions to Lake Land College warrant the commemorative naming of a facility in his honor, and his visionary leadership to greatly advance the College in sustainable energy ideally aligns with renaming the Zero Energy Building as Lensink Hall. Thank you for your consideration of this naming request.

Sincerely,



Mr. Mike Sullivan, Trustee
Lake Land College

cc: Dr. Jonathan Bullock, President

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

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217-562-5000

**Workforce
Development Center**
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

Calendar of Events

| | |
|-----------------------------------|--|
| Thursday, April 5, 2018 | Buildings and Site Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, April 9, 2018 | 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Thursday, April 12, 2018 | 4 – 5 p.m. Lake Land College Foundation Scholarship Reception Field House 5:30 p.m. Lake Land College Foundation Donor Recognition Reception at the Mattoon Golf & Country Club |
| Friday, April 13, 2018 | Principals, Deans and Counselors Meeting 8:30 a.m. – 1:30 p.m. Webb 081 |
| Wednesday, April 25, 2018 | Student Recognition Banquet 6:00 p.m. Field House |
| Sunday, April 29, 2018 | Laker Athletic Gala Field House More details to come |
| Wednesday, May 2, 2018 | Spring Carnival 10 a.m. - 1 p.m. Field House |
| Friday, May 4, 2018 | Johnston Music Festival Field House More details to come |
| Thursday, May 10, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Friday, May 11, 2018 | 51st Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House |
| Monday, May 14, 2018 | 3 p.m. – Board Retreat – Webb Hall 081 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Fridays, May 18 - August 10, 2018 | Summer Hours of Operation. College is closed on Fridays. |
| Friday, May 18, 2018 | 11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course |
| Thursday, June 7, 2018 | Finance Committee Meeting |

| | |
|--|---|
| | 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, June 11, 2018 | 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Thursday, July 12, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, July 16, 2018 (Third Monday of Month) | 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Thursday, August 9, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, August 13, 2018 | 5 p.m. – Board Dinner – Kluthe Center 6 p.m. – Board Meeting – Kluthe Center, Room 220 |
| Thursday, September 6, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, September 10, 2018 | 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Thursday, October 4, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, October 8, 2018 | 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Thursday, November 8, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |
| Monday, November 12, 2018 | 5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081 |
| Thursday, December 6, 2018 | Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081 |

Monday, December 10, 2018

5 p.m. – Board Dinner – Webb 081

6 p.m. – Board Meeting – Webb 081

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: March 29, 2018

RE: Student Elections

On March 21 and 22, 2018, the Student Government Association (SGA) conducted an election for the 2018-2019 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 176 students participated in the election.

The list below identifies the students elected to SGA and the Student Trustee position. 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:

Megan Woodruff – Business Administration, Charleston
 Chipman Schmidt – Computer Applications, Effingham
 Macy Davidson – Nursing, Casey
 Blaze Hartke – Political Science, Effingham
 Korey Balch – Undeclared, Kansas
 Evan Barker – Nursing, Sullivan
 Nathaniel Shick – Pre-Medicine, Kansas
 Danelle Helton – Business Administration, Shelbyville

Student Trustee:

Tessa Philpot – Education, St. Elmo

Judges Certifying the Election:

Brock Hammond, President, Student Government Association, 2017-2018
Charles Meaker, Student Trustee, 2017-2018
Valerie Lynch, Director of Student Life

LAKE LAND COLLEGE

MEMO

TO: Dr. Tina Stovall
 FROM: Valerie Lynch, Director of Student Life
 DATE: March 27, 2018
 RE: Student Government Sophomore & Student Trustee Elections 2018

The Elections for Sophomore Student Government Association and Student Trustee were held on Wednesday, March 21 & Thursday, March 22, 2018 online through the HUB. The students were informed about the elections through fliers on the tables in the commons areas of the buildings, posters in the kiosks, 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 candidate for Student Trustee. A total of nine students ran for the nine positions available on the board. A total of 176 students cast votes in the election. The following are the results of the elections.

*Indicates a position on the respective board.

Student Trustee results:

| | |
|-----------------|-----|
| *Tessa Philpot | 114 |
| Sterling Howard | 63 |

Write-Ins:

| | |
|-----------------|---|
| Darrius Frazier | 1 |
| Lily Laatsch | 1 |
| Logan Malcome | 1 |

Sophomore Student Government Association results:

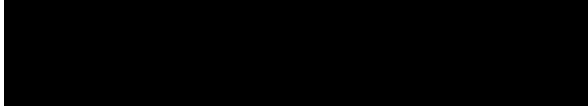
| | |
|------------------|-----|
| Tessa Philpot | 117 |
| *Megan Woodruff | 80 |
| *Chipman Schmidt | 68 |
| *Macy Davidson | 66 |
| *Blaze Hartke | 50 |
| *Korey Balch | 42 |
| *Evan Barker | 42 |
| *Nathaniel Shick | 36 |
| *Danelle Helton | 29 |

Write-Ins:

| | |
|-----------------|---|
| Bailey Fleshner | 1 |
| Darius Frazier | 1 |
| Sterling Howard | 1 |
| Lily Laatsch | 1 |
| Logan Malcome | 1 |
| Kaleb Reed | 1 |



Valerie Lynch
Director of Student Life



Brock Hammond
SGA President



Charles Meaker
Student Trustee



MEMO

To: Josh Bullock
FROM: Research Review Board
CC: Jean Anne Grunloh
Date: February 5, 2018
RE: Research Policy for Lake Land College

In their 2015 Report of a Comprehensive Evaluation Visit, the Higher Learning Commission provided the following recommendation to Lake Land College: *"Evidence was presented through discussions with faculty and staff that an Institutional Review Board (IRB), while not required, would be useful to faculty at Lake Land College. Opportunities for many federal grants would be enhanced if an IRB were in place; and the concept is supported by both faculty and administration."*

To address this HLC recommendation, the Director of Institutional Research discussed the potential need for an IRB with various leadership teams and administrators across the college. Based on the feedback provided during these discussions, it was determined that since Lake Land is not a research based institution that routinely conducts research with students, a traditional IRB is not necessary. However, they wanted to see a Research Review Board (RRB) implemented at the College.

One of the charges for the RRB is to monitor the need for an IRB which would involve research using human subjects. After reviewing the Board Policy Manual, the RRB discovered policy 06.45 Faculty and Staff Research and Consulting. The RRB is proposing to modify policy 06.45 to focus solely on consulting and adding policy 11.29 to focus solely on Human Subject research. Making these changes provides proper protection for both students and staff in any future research endeavors, as well as clarify distinctions between "Human Subjects Research" and "consulting".

After reviewing other community college policies including Lane Community College, Community College of Beaver County, and Westchester Community College and the Department of Health and Human Services Human Subjects Act, the RRB is recommending the attached policy titled Human Subject Research by Internal or External Constituents be added to Lake Land College's Board Policy Manual as policy 11.29.

11.29**Human Subject Research by Internal or External Constituents**

Any internal or external researchers requesting the collection of data involving human subjects currently or previously enrolled, employed, or otherwise associated with Lake Land College need to follow the Authorization to Conduct Research protocols and submit the appropriate documentation to the Research Review Board. This will ensure that all research requests align with the Department of Health and Human Services Protection of Human Subjects Act¹. Research conducted by College staff, for purposes of conducting College business, is exempt from this Policy. The College's President or appropriate Vice President will have final approval of all research requests.

¹ Protection of Human Subjects (45CFR46)

Adopted

06.45

Faculty and Staff ~~Research and Consulting~~

~~Faculty and staff research projects to be conducted using Lake Land College students or staff in testing, questionnaires, interviews, etc. are to be coordinated through the office of the Vice President for Academic Services.~~


Faculty and staff who do consulting work for external businesses, agencies, etc. during contractual service days and who receive full salary for such days will refund to the College any remuneration or honorarium received. With permission of the College President, such remuneration or honorarium may be donated to the Lake Land College Foundation.

Adopted November 9, 1998
Revised October 13, 2003

Revised

MEMO

TO: Dr. Josh Bullock, President

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

DATE: March 23, 2018

RE: February 2018 Financial Statement Summary

Outlined below are the budgetary variances of note in February for Fiscal Year 2018.

Area(s) of Concern:

- Tuition revenue – While we did realize a favorable variance in tuition for the month of February, the year to date unfavorable variance remains significant in the amount of \$1,342,551. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment as tuition for FY2018. When you remove this variable from the year to year comparison, we are actually down 3.4% as compared to FY2017 and we had budgeted a 3.0% decline.
- Fees – The unfavorable variance in fees continues during the month of February. The February variance was unfavorable by \$118,801 increasing the total year to date unfavorable variance to \$544,877. In FY2017, at this point in time we had recorded 95.8% of the fees received for all of FY2017. Through the same timeframe in FY2018, we have recorded 84.4% of fee revenue budgeted for FY2018. As we have discussed, this is due to not fully accounting for not counting dual credit enrollment for FY2018. When you remove this variable from the year to year comparison, we are actually up 1.5% as compared to FY2017; however, we had hoped to be up more due to the fee changes we made for FY2018.

Given that these variances have continued for several months and now total approximately \$1.9 million, it is important to evaluate the expenditure side in order to offset what appears to be lower than anticipated revenue for these areas. In evaluating expenditures year to date, if this unfavorable variance in revenue continues, I am projecting it to be made up by the following favorable variances in expenditures for this year:

- Salaries/Wages and benefits – Projected year end favorable variance of \$400,000

- General Materials and Supplies - Projected year end favorable variance of \$725,000
- Contractual Services - Projected year end favorable variance of \$400,000
- Travel & Meeting Expenses – Projected year end favorable variance of \$125,000
- Other – Projected year end favorable variance of \$150,000
- Fixed Charges – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

Total projected favorable expenditure variances - \$1,900,000

Overall Variances:

- *Revenue* – Total February revenue was \$1,114,367 resulting in an overall unfavorable variance of \$106,072 compared to the budgeted level. This unfavorable variance is primarily driven by not receiving a credit hour reimbursement payment during the month of February, and fees coming in lower than budgeted. Year to date, revenue has a favorable variance of \$61,839.
- *Expenditures* – Total February expenditures were \$2,170,764 resulting in an overall favorable variance of \$328,921. Year to date, spending has a favorable variance of \$2,557,078.

Revenue Variances:

- *Local Sources* – Through February, this line is unfavorable by \$94,020 which has to do with reductions in CPPRT funding from the State of Illinois. While local source revenue will be slight for the remainder of the fiscal year, this unfavorable variance should still improve slightly as we move toward the end of the year.
- *ICCB Credit Hour Grant* – Unfavorable variance for the month of February by \$430,713 due to the timing of receipt of state payments for credit hour reimbursement during the month. Due to the receipt of multiple payments in prior months, year to date this line has a favorable variance of \$1,323,822 but this is solely due to the timing of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.
- *ICCB Equalization Grant* – No variance for the month of February. Year to date this line has a favorable variance of \$453,968 but will be in line with the budgeted assumptions by the conclusion of the fiscal year.
- *Tuition & Fees* – Already discussed at length above. February favorable variance for tuition of \$29,038 and \$118,801 unfavorable variance for fees. Year to date, tuition has an unfavorable variance of \$1,342,551 and fees are unfavorable by \$544,877.

- Other State Sources – Favorable variance for February in the amount of \$246,733 due to the receipt of CTE funding from the State of Illinois. Year to date this line has an unfavorable variance of \$36,747.
- *Other Revenue* – February had a favorable variance of \$34,855. Year to date this line now has a favorable variance totaling \$114,271.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in February of \$23,015. Year to date these lines are favorable by \$528,792 and we are projecting a year end favorable variance of \$409,494 at this point in time.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in February in the amount of \$8,538. Year to date these lines are unfavorable by \$165,429; however, we are projecting that by the end of the year that these lines will be closer to being within budget.
- *Instructional* – Had an unfavorable variance in February of \$5,087 which was primarily due salaries (timing). Overall, this area is favorable by \$580,792 year to date.
- *Academic Support* – Had an unfavorable variance in February of \$5,575 which is primarily due to unfavorable variances in salaries \$4,088. Year to date, this area has an overall favorable variance of \$28,961.
- *Student Services* – Had a favorable variance in February of \$17,179. This was primarily due to a favorable variance in salaries of \$10,733 and travel/meeting expenses of \$3,611. Year to date, this area has an overall favorable variance of \$96,232.
- *Public Service/ Continuing Education* – This area had an unfavorable February variance of \$4,609. Year to date this area is favorable by \$4,696 with the bulk of this favorable variance in salaries and materials and supplies.
- *Operations & Maintenance* – This area had a favorable February variance of \$35,162. Year to date the favorable variance is \$417,238 with \$115,000 being in Capital Outlay due to not expending \$15,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers for the Luther Student Center. In addition, year to date utilities is favorable by \$90,513.
- *Institutional Support* – Had a favorable February variance of \$198,994. Year to date this area has a favorable variance totaling \$1,284,810. The bulk of this favorable variance is from the following lines: \$305,533 is due to adding in the Strategic Initiatives that were outlined in the August 10th memo from Dr. Bullock to the Board of Trustees, \$140,846 is in general materials and supplies, and \$138,243 is in contractual services.

- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$92,858 for the month of February. Year to date this line is unfavorable by \$144,348.

As we have discussed, despite a more complete level of state funding for FY2018, long term state funding uncertainty still exist. Therefore, we still intend to enforce spending limitations to ensure that we remain prudent and responsible with our expenditures.

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 Month Budget | Variance | | Current YTD Actual | Current YTD Budget | Current YTD Budget Variance | % Current YTD Budget Variance | Previous YTD | FY17 Final Audited Numbers | FY18 Annual Budget |
|---|----------------------|------------------|--------------------------------------|--------------------|--------------------|-----------------------------|-------------------------------|-------------------|----------------------------|--------------------|
| Revenues: | | | | | | | | | | |
| 132,817 | - | 132,817 | Local Sources | 8,355,980 | 8,450,000 | (94,020) | -1.11% | 7,914,981 | 7,910,562 | 8,922,204 |
| 89,478 | 520,192 | (430,713) | ICCB Credit Hour Grant | 3,301,523 | 1,977,701 | 1,323,822 | 66.94% | 1,887,282 | 5,262,447 | 4,058,469 |
| 389,943 | 389,943 | (0) | ICCB Equalization Grant | 3,573,516 | 3,119,547 | 453,968 | 14.55% | 2,843,905 | 5,113,746 | 4,679,320 |
| 318,365 | 71,632 | 246,733 | Other State Sources | 508,374 | 543,121 | (36,747) | -6.77% | 835,382 | 2,039,866 | 1,050,557 |
| 13,498 | (15,540) | 29,038 | Tuition | 9,706,654 | 11,049,205 | (1,342,551) | -12.15% | 11,367,858 | 11,305,696 | 11,027,972 |
| 70,383 | 169,184 | (118,801) | Fees | 3,825,586 | 4,370,463 | (544,877) | -12.47% | 3,915,407 | 4,085,240 | 4,534,505 |
| 99,682 | 65,027 | 34,655 | Other Revenue | 880,903 | 768,632 | 114,271 | 14.91% | 1,973,801 | 2,409,866 | 1,119,843 |
| - | - | - | Gift in Kind | 187,973 | - | 187,973 | 100.00% | - | 115,578 | - |
| 1,114,367 | 1,220,439 | (106,072) | Total Revenues | 30,338,507 | 30,276,668 | 61,839 | 2 | 30,738,617 | 38,243,002 | 35,392,870 |
| Expenditures: | | | | | | | | | | |
| Instructional | | | | | | | | | | |
| 899,282 | 845,782 | (53,500) | Salary and Wages | 7,809,191 | 7,975,286 | 166,094 | 2.08% | 7,751,995 | 10,352,825 | 10,593,886 |
| 173,960 | 169,640 | (4,320) | Employee Benefits | 1,408,805 | 1,395,405 | (13,400) | -0.82% | 1,394,069 | 1,948,994 | 1,973,963 |
| 83,937 | 112,930 | 28,993 | Contractual Services | 133,251 | 352,160 | 218,908 | 62.16% | 230,119 | 472,541 | 556,890 |
| 38,077 | 44,642 | 6,565 | General Materials and Supplies | 311,358 | 552,068 | 240,710 | 43.60% | 320,370 | 456,549 | 732,461 |
| 5,645 | 7,421 | 1,776 | Travel and Meeting Expenses | 19,076 | 86,434 | 67,358 | 77.93% | 17,213 | 35,246 | 146,460 |
| - | 15,300 | 15,300 | Fixed Charges | 9,453 | 32,850 | 23,397 | 0.00% | 23,661 | 48,278 | 72,225 |
| - | 100 | 100 | Capital Outlay | - | 33,600 | 33,600 | 100.00% | 7,375 | 7,375 | 26,554 |
| - | - | - | Other Expenditures | - | - | - | 0.00% | - | 923 | - |
| - | - | - | Gift in Kind | 157,875 | - | (157,875) | 0.00% | - | - | - |
| 1,200,902 | 1,195,814 | (5,087) | Total Instructional | 9,847,010 | 10,427,803 | 580,792 | 5.57% | 9,744,801 | 13,322,729 | 14,112,239 |
| Academic Support | | | | | | | | | | |
| 31,156 | 27,067 | (4,088) | Salary and Wages | 253,133 | 248,858 | (4,275) | -1.72% | 354,476 | 433,397 | 351,255 |
| 7,246 | 7,152 | (94) | Employee Benefits | 66,164 | 54,796 | (11,368) | -20.75% | 86,868 | 114,371 | 83,404 |
| 666 | - | (666) | Contractual Services | 937 | 1,700 | 763 | 0.00% | 969 | 3,682 | 3,000 |
| 12,139 | 12,238 | 98 | General Materials and Supplies | 148,725 | 189,131 | 40,406 | 21.36% | 145,847 | 173,870 | 205,214 |
| 1,050 | 225 | (825) | Travel and Meeting Expenses | 5,616 | 5,610 | (6) | -0.10% | 4,383 | 7,678 | 9,310 |
| - | - | - | Fixed Charges | 4,734 | 8,175 | 3,441 | 42.09% | 4,288 | 4,318 | 7,500 |
| - | - | - | Capital Outlay | - | - | - | 0.00% | - | - | - |
| - | - | - | Other | - | - | - | 0.00% | - | - | - |
| 52,257 | 46,682 | (5,575) | Total Academic Support | 479,309 | 508,270 | 28,961 | 5.70% | 596,830 | 735,316 | 659,683 |
| Student Services | | | | | | | | | | |
| 113,048 | 123,781 | 10,733 | Salary and Wages | 1,021,974 | 1,085,561 | 63,587 | 5.86% | 985,133 | 1,377,954 | 1,550,363 |
| 35,066 | 36,271 | 1,205 | Employee Benefits | 286,833 | 276,259 | (10,574) | -3.83% | 281,752 | 398,104 | 421,340 |
| - | - | - | Contractual Services | 9,322 | 9,322 | - | 0.00% | 9,322 | 11,209 | 9,322 |
| 3,463 | 5,093 | 1,630 | General Materials and Supplies | 51,718 | 75,997 | 24,279 | 31.95% | 46,342 | 67,705 | 95,914 |
| 535 | 4,146 | 3,611 | Travel and Meeting Expenses | 8,289 | 27,229 | 18,940 | 69.56% | 6,615 | 10,759 | 38,038 |
| - | - | - | Other Expenditures | 3,750 | 3,750 | - | 0.00% | 3,750 | 7,000 | 7,500 |
| 162,112 | 169,280 | 17,179 | Total Student Services | 1,381,886 | 1,478,118 | 96,232 | 6.51% | 1,332,914 | 1,872,731 | 2,122,477 |
| Public Service/Cont Ed | | | | | | | | | | |
| 31,935 | 28,309 | (3,626) | Salary and Wages | 240,692 | 256,708 | 16,016 | 6.24% | 223,299 | 356,447 | 372,432 |
| 4,986 | 3,932 | (1,054) | Employee Benefits | 43,143 | 36,125 | (7,018) | -19.43% | 42,580 | 59,098 | 53,853 |
| 1,409 | 1,750 | 341 | Contractual Services | 27,150 | 25,170 | (1,980) | -7.87% | 23,452 | 42,315 | 34,620 |
| 6,480 | 6,039 | (440) | General Materials and Supplies | 79,515 | 88,440 | 8,925 | 10.09% | 50,112 | 107,233 | 127,528 |
| 1 | 330 | 329 | Travel and Meeting Expenses | 2,108 | 2,588 | 480 | 18.53% | 2,191 | 4,126 | 3,807 |
| 12,786 | 12,628 | (158) | Fixed Charges | 101,172 | 101,296 | 124 | 0.12% | 101,285 | 152,199 | 152,710 |
| - | - | - | Capital Outlay | - | - | - | 0.00% | - | - | - |
| - | - | - | Other | - | - | - | 0.00% | - | - | - |
| - | - | - | Gift in Kind | 11,850 | - | (11,850) | 0.00% | - | - | - |
| 57,597 | 52,988 | (4,609) | Total Public Service/ Cont Ed | 505,631 | 510,327 | 4,696 | 0.92% | 442,919 | 721,417 | 744,950 |
| Operations & Maintenance | | | | | | | | | | |
| 74,117 | 90,042 | 15,925 | Salary and Wages | 646,499 | 789,079 | 142,580 | 18.07% | 676,210 | 1,026,001 | 1,174,469 |
| 25,826 | 25,677 | (150) | Employee Benefits | 212,178 | 196,728 | (15,450) | -7.85% | 225,188 | 318,114 | 301,434 |
| 8,269 | 13,220 | 4,952 | Contractual Services | 135,583 | 173,670 | 38,087 | 21.93% | 209,256 | 344,505 | 215,435 |
| 8,879 | 8,536 | (343) | General Materials and Supplies | 93,046 | 178,424 | 85,378 | 47.85% | 70,684 | 125,184 | 271,195 |
| - | - | - | Travel and Meeting Expenses | - | 100 | 100 | 100.00% | - | - | 150 |
| 9,930 | 11,180 | 1,250 | Fixed Charges | 128,412 | 89,440 | (38,972) | -43.57% | 110,098 | 227,294 | 134,160 |
| 79,411 | 92,939 | 13,528 | Utilities | 690,412 | 780,925 | 90,513 | 11.59% | 685,777 | 1,159,593 | 1,159,646 |
| - | - | - | Capital Outlay | - | 115,000 | 115,000 | 100.00% | - | 6,960 | 115,000 |
| - | - | - | Contingency Funds | - | - | - | 0.00% | - | - | 65,000 |
| 206,431 | 241,593 | 35,162 | Total Operation and Maint | 1,906,128 | 2,323,366 | 417,238 | 17.96% | 1,977,213 | 3,207,852 | 3,436,489 |
| Institutional Support | | | | | | | | | | |
| 238,070 | 249,612 | 11,541 | Salary and Wages | 2,031,068 | 2,175,857 | 144,789 | 6.85% | 2,013,027 | 3,028,892 | 3,089,526 |
| 65,995 | 61,870 | (4,125) | Employee Benefits | 580,562 | 470,943 | (109,619) | -23.28% | 592,390 | 750,399 | 930,711 |
| 27,371 | 29,954 | 2,583 | Contractual Services | 211,954 | 350,197 | 138,243 | 39.48% | 315,720 | 610,853 | 616,253 |
| 23,414 | 33,692 | 10,278 | General Materials and Supplies | 474,536 | 615,382 | 140,846 | 22.89% | 464,090 | 611,916 | 1,388,391 |
| 5,605 | 7,619 | 2,014 | Travel and Meeting Expenses | 29,408 | 76,543 | 47,135 | 61.58% | 25,312 | 51,843 | 121,330 |
| - | 575 | 575 | Fixed Charges | 210,920 | 220,675 | 9,755 | 4.42% | 239,248 | 242,519 | 228,300 |
| 201 | 1,785 | 1,584 | Capital Outlay | 201 | 32,725 | 32,524 | 0.00% | - | 9,089 | 43,634 |
| 9,475 | 15,286 | 5,811 | Contingency Funds | 37,187 | 330,080 | 292,894 | 0.00% | 19,028 | 26,960 | 487,221 |
| 124,042 | 300,000 | 175,958 | Other | 124,042 | 425,000 | 300,958 | 0.00% | 648,114 | 987,604 | 4,417,729 |
| 7,226 | - | (7,226) | Strategic Initiatives | 139,467 | 445,000 | 305,533 | 0.00% | - | - | 445,000 |
| - | - | - | Gifts In Kind | 18,248 | - | (18,248) | 0.00% | - | - | - |
| 501,399 | 700,393 | 198,994 | Total Institutional Support | 3,857,592 | 5,142,402 | 1,284,810 | 1 | 4,316,930 | 6,320,074 | 11,768,095 |
| 66 | 92,924 | 92,858 | Scholarships, grants, waivers | 700,014 | 844,362 | 144,348 | 17.10% | 2,418,056 | 2,506,810 | 1,170,066 |
| 2,170,764 | 2,499,684 | 328,921 | Total Expenditures | 18,677,570 | 21,234,648 | 2,557,078 | 12.04% | 20,829,664 | 28,686,729 | 34,013,999 |
| 4,600 | 116,905 | 112,305 | Transfers Out: | 541,825 | 911,251 | 369,426 | 40.54% | 601,879 | 1,271,915 | 1,378,871 |
| Excess of Revenues over Expenditures & Transfers | | | | | | | | | | |
| (1,060,996) | (1,396,150) | 335,154 | | 11,119,112 | 8,130,770 | 2,988,342 | 36.75% | 9,307,074 | 8,284,358 | - |

| Current Month | | | | Current YTD | Current YTD | Current YTD |
|---------------|--------------|-------------|--------------------------------|---------------|---------------|-----------------|
| Current Month | Budget | Variance | | Actual | Budget | Budget Variance |
| 1,387,608.51 | 1,364,593.30 | (23,015.21) | Salary and Wages | 12,002,556.57 | 12,531,348.87 | 528,792.30 |
| 313,078.72 | 304,540.62 | (8,538.10) | Employee Benefits | 2,595,684.65 | 2,430,255.93 | (165,428.72) |
| 121,651.98 | 157,854.29 | 36,202.31 | Contractual Services | 518,198.17 | 912,218.59 | 394,020.42 |
| 92,451.37 | 110,238.87 | 17,787.50 | General Materials and Supplies | 1,158,897.53 | 1,699,442.41 | 540,544.88 |
| 12,836.77 | 19,740.62 | 6,903.85 | Travel and Meeting Expenses | 64,497.79 | 198,503.80 | 134,006.01 |
| 22,715.88 | 39,682.51 | 16,966.63 | Fixed Charges | 454,690.35 | 452,436.00 | (2,254.35) |
| 79,410.80 | 92,939.08 | 13,528.28 | Utilities | 690,411.54 | 780,925.00 | 90,513.46 |
| 200.70 | 1,884.83 | 1,684.13 | Capital Outlay | 200.72 | 181,325.00 | 181,124.28 |
| 9,475.32 | 15,286.42 | 5,811.10 | Contingency Funds | 37,186.50 | 330,080.00 | 292,893.50 |
| 124,041.67 | 300,000.00 | 175,958.33 | Other Expenditures | 127,791.67 | 428,750.00 | 300,958.33 |
| 2,163,471.72 | 2,406,760.54 | 243,288.82 | Total | 17,650,115.49 | 19,945,285.60 | 2,295,170.11 |

Lake Land College
FY2018 Salary, Wage & Benefits Detail

| <i>Salary & Wages</i> | <i>Year to Date</i> | | | <i>FY2018 Budgeted</i> | <i>FY18 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 | \$7,809,191 | \$7,975,286 | \$166,094 | \$10,593,886 | \$10,465,040 | \$10,593,886 | \$128,846 |
| Salary and Wages - Acad. Support | \$253,133 | \$248,858 | (\$4,275) | \$351,255 | \$382,535 | \$351,255 | (\$31,280) |
| Salary and Wages - Stud. Svcs | \$1,021,974 | \$1,085,561 | \$63,587 | \$1,550,363 | \$1,425,946 | \$1,550,363 | \$124,417 |
| Salary and Wages - Public Svc. | \$240,692 | \$256,708 | \$16,016 | \$372,432 | \$364,959 | \$372,432 | \$7,473 |
| Salary and Wages - Maintenance | \$646,499 | \$789,079 | \$142,580 | \$1,174,469 | \$1,001,511 | \$1,174,469 | \$172,958 |
| Salary and Wages - Inst. Support | \$2,031,068 | \$2,175,857 | \$144,789 | \$3,089,526 | \$3,082,446 | \$3,089,526 | \$7,080 |
| Total Salary and Wages | \$12,002,557 | \$12,531,349 | \$528,792 | \$17,131,931 | \$16,722,437 | \$17,131,931 | \$409,494 |

| <i>Employee Benefits</i> | <i>Year to Date</i> | | | <i>FY2018 Budgeted</i> | <i>FY18 Projections</i> | | |
|-----------------------------------|---------------------|--------------------|--------------------|------------------------|-------------------------|--------------------|------------------|
| | <u>Actual</u> | <u>Budgeted</u> | <u>Variance</u> | | <u>Projected Actual</u> | <u>Budgeted</u> | <u>Variance</u> |
| Employee Benefits - Instructional | \$1,406,805 | \$1,395,405 | (\$11,400) | \$1,973,963 | \$2,019,206 | \$1,973,963 | (\$45,243) |
| Employee Benefits - Acad. Support | \$66,164 | \$54,796 | (\$11,368) | \$83,404 | \$98,445 | \$83,404 | (\$15,041) |
| Employee Benefits - Stud. Svcs | \$286,833 | \$276,259 | (\$10,574) | \$421,340 | \$418,240 | \$421,340 | \$3,100 |
| Employee Benefits - Public Svc. | \$43,143 | \$36,125 | (\$7,018) | \$53,853 | \$65,583 | \$53,853 | (\$11,730) |
| Employee Benefits - Maintenance | \$212,178 | \$196,728 | (\$15,450) | \$301,434 | \$323,010 | \$301,434 | (\$21,576) |
| Employee Benefits - Inst. Support | \$580,562 | \$470,943 | (\$109,619) | \$930,711 | \$847,667 | \$930,711 | \$83,044 |
| Total Employee Benefits | \$2,595,685 | \$2,430,256 | (\$165,429) | \$3,764,705 | \$3,772,151 | \$3,764,705 | (\$7,446) |

\$402,048

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President
 From: Bryan Gleckler, Vice President for Business Services
 Date: March 28, 2018
 Re: Updated Salary Scale based on Hay Analysis

This winter we engaged with Korn Ferry Hay Group (KFHG) to conduct an in-depth review of Lake Land College's compensation structure and practices. The last time the College had such an analysis conducted was back in 2014. This analysis involved evaluating the local job market for similar type positions and comparing to current employee salaries and compensation structure. Since that time, due to financial uncertainties, the College has not been adjusting its salary scale at a rate to stay competitive with the geographic market. The KFHG external competitiveness review revealed that our salary scale was towards the lower end for the region and proposed the following scale to get Lake Land College back to the midpoint for the market area:

| Grade | Proposed Minimum | Proposed Midpoint | Proposed Maximum |
|-------|------------------|-------------------|------------------|
| 19 | \$98,720 | \$123,400 | \$148,080 |
| 18 | \$83,920 | \$104,900 | \$125,880 |
| 17 | \$71,920 | \$89,900 | \$107,880 |
| 16 | \$61,840 | \$77,300 | \$92,760 |
| 15 | \$53,360 | \$66,700 | \$80,040 |
| 14 | \$46,400 | \$58,000 | \$69,600 |
| 13 | \$38,400 | \$48,000 | \$57,600 |
| 12 | \$34,160 | \$42,700 | \$51,240 |
| 11 | \$30,400 | \$38,000 | \$45,600 |
| 10 | \$27,280 | \$34,100 | \$40,920 |

I respectfully recommend that the Board of Trustees approve this salary scale to take effect July 1, 2018 as recommended by KFHG as a result of their analysis.

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees

FROM: Jacqueline S. Joines, CFRE - Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: March 23, 2018

RE: Foundation gift to Workforce



The Foundation office recently purchased:

Toshiba Injection Molding Press including manuals and leveling pads

This equipment, valued at \$45,000.00 will be used for training purposes in the Workforce Development program and has already resulted in additional gifts to the Foundation to support training efforts. Thank you goes to Jim Hull, Vice President for Workforce Solutions/Community Education who facilitated this purchase.

I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation.

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services ^{BS}
Date: March 27, 2018
Re: Amendment to Subway Contract

Due to a variety of factors, sales for the Subway location in Laker Pointe at Lake Land College have decreased from nearly \$3,950 per week in 2014 down to less than \$2,900 per week in 2017. This 27% decline in sales over this period precipitated a meeting between Subway's owner, Mark Dust, Lake Land's Director of Auxiliary Services, Chris Kramer, and myself.

During this meeting, Subway requested consideration for adjusting the commission rate from 9% to 3%. Without this change, Subway would likely exercise the early termination language in the contract and close the store at Laker Pointe. In exchange for reducing the commission structure, Subway has committed to replacing outdated equipment items (ovens, microwave, POS system) for the store.

After evaluating other community college commission arrangements with their food service providers, the value of having a food service option on campus for students and staff, and the financial impact of a commission rate change from 9% to 3%, it is in Lake Land College's best interest to amend the current contract to reduce the commission structure to 3%. This revision would be effective August 1, 2018 and be effective through the remaining contract term of July 31, 2021 and including the 5-year renewal option through July 31, 2026.

In evaluating commission structures of other community colleges, their rates varied between 0%-3% except for one college that was at 5.5% but is in the process of renegotiating their structure as well. In addition, the impact of reducing the commission structure from 9% to 3% is estimated at \$9,048/year.

Given the value of having this service available for staff and students, the relatively small impact of this rate change, and the investment Subway has committed to upgrading its equipment, it is in the College's best interest to amend Subway's contract to reduce the commission rate from 9% to 3% for the remainder of their contract.

AMENDMENT TO LICENSE AGREEMENT

THIS AGREEMENT is dated for reference purposes _____ between:

Community College District #517 aka Lake Land College, ("Licensor")

-and-

SUBWAY REAL ESTATE, LLC., ("Licensee")

WHEREAS:

Pursuant to a License Agreement dated July 18, 2006 as amended June 14, 2011 and June 16, 2016, (collectively, the "License Agreement") between Licensor and Licensee for a 528 square foot premises located at:

5001 Lake Land Blvd.
Mattoon, IL 61938

For good and valuable consideration, it is hereby agreed that the License Agreement shall be amended as follows:

- 1. The parties hereby agree that commencing August 1, 2018, the Rent shall be three percent (3%) of net sales.
- 2. Licensee has one (1) option period of five (5) years remaining as per the terms of the Lease. Said additional option period shall be automatically exercised and extended, unless Licensee gives Licensor two (2) months written notice prior to the expiration of the then current term of its intent not to renew. Said option period shall commence on August 1, 2021 and expire on July 31, 2026. The monthly rent shall be three percent (3%) of net sales.
- 3. Tenant's Address for notice is:
325 Sub Way
Milford, CT 06461
SubwayRealEstate@Subway.com
- 4. The parties acknowledge that no defaults exist by either of the parties in the performance of the terms, covenants, and conditions of the Lease. Tenant and Landlord hereby agree that all financial obligations of either party have been charged and paid in accordance with the Lease.
- 5. This amendment may be executed in counterparts, each of which shall be an original and all of which counterparts taken together shall constitute one and the same agreement. Execution of this amendment by electronic means including transmission via facsimile or portable document format (PDF) shall be valid and given equal force and effect as ink signatures.

All other terms and conditions shall remain the same. In witness whereof, the parties hereto have executed this Amendment to Lease.

LANDLORD: Community College District #517
aka Lake Land College

TENANT: SUBWAY REAL ESTATE, LLC.
a Delaware limited liability company

By: _____

By: _____

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President
From: Bryan Gleckler, Vice President for Business Services
Date: April 2, 2018
Re: Property & Casualty Insurance Policy

Dimond Bros., the property and casualty insurance consultant for Lake Land College, recently solicited bids from various insurance providers for the College's property & casualty insurance coverage. Through this process, Dimond Bros. solicited bids from seven (7) different insurance providers with four (4) actually providing quotes. As you know, Liberty Mutual is our current provider with an annual premium amount of \$189,665.

The results of the bid process are as follows:

- Liberty Mutual (renewal) - \$179,340
- Illinois Counties Risk Management Trust (ICRMT) - \$183,760
- Hanover - \$170,404
- Selective Insurance Company - \$283,639

Each of these proposals is based off of similar coverage limits that we currently have in place for the College. Given these proposals, the recommendation is to utilize Hanover as our property & casualty insurance provider for the upcoming year (policy runs 4/15/2018 – 4/15/2019). The proposal from Hanover represents a \$19,261 reduction in costs from our current policy that expires on April 15, 2018.

Commercial Package Policy 4/15/18 to 4/15/19
Student Medical Malpractice Policy 4/15/18 to 4/15/19
Dragster Policy 4/2/18 to 4/2/19

| | Current Pkg Carrier Liberty Mutual | Renewal Offer Liberty Mutual | Option 1 ICRMT | Option 2 Hanover |
|--|---------------------------------------|---------------------------------|----------------------|----------------------|
| Basic Coverages: | | | | |
| Property Limit | | | | |
| Building Limit | \$ 133,067,748 | \$ 137,070,081 | \$ 134,057,782 | \$ 138,228,834 |
| Business Personal Property Limit | Sep. Limit but Incl. | Sep. Limit but Incl. | Sep. Limit but Incl. | Sep. Limit but Incl. |
| Extra Expense Limit | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| Deductible | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Package Endorsement (limits vary) | Yes | Yes | Yes | Yes |
| Earthquake | \$ 50,000,000 | \$ 50,000,000 | \$ 50,000,000 | \$ 50,000,000 |
| Earthquake Deductible | 10% | 10% | \$ 50,000 | \$ 100,000 |
| Commercial General Liability | | | | |
| Each Occurrence/General Aggregate Deductible | \$ 1M/\$2M | \$ 1M/\$2M | \$ 1M/\$3M | \$ 1M/\$2M |
| | \$ - | \$ - | \$ 1,000 | \$ - |
| Sexual Misconduct Liability | | | | |
| Each Occurrence/General Aggregate | \$ 1M/\$2M | \$ 1M/\$2M | \$ 1M/\$1M | \$ 1M/\$2M |
| Innocent Party Defense | \$ 300,000 | \$ 300,000 | No Sublimit | \$ 300,000 |
| Deductible | \$ - | \$ - | \$ 5,000 | \$ - |
| Employee Benefits Liability | | | | |
| Each Occurrence/General Aggregate Deductible | \$ 1M/\$3M | \$ 1M/\$3M | \$ 1M/\$1M | \$ 1M/\$2M |
| | \$ 1,000 | \$ 1,000 | \$ 5,000 | \$ 1,000 |
| Retroactive Date | 4/15/98 | 4/15/98 | 4/15/08 | 4/15/98 |
| Commercial Automobile | | | | |
| Combined Single Limit | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| Medical Payments | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| UM/UIM | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| Comprehensive Deductible | \$ 250 | \$ 250 | \$ 1,000 | \$ 1,000 |
| Collision Deductible | \$ 500 | \$ 500 | \$ 1,000 | \$ 1,000 |
| Garagekeepers | \$ 60,000 | \$ 60,000 | \$ 100,000 | \$ 50,000 |
| Hired Car Physical Damage | \$ 50,000 | \$ 50,000 | Included | \$ 50,000 |
| Commercial Inland Marine | | | | |
| Audio Visual Equipment | \$ 358,831 | \$ 358,831 | Incl. | \$ 358,831 |
| Musical Instruments | \$ 3,158 | \$ 3,158 | Incl. in Property | \$ 50,000 |
| Ground Maintenance Equipment | \$ 61,400 | \$ 61,400 | \$ 61,400 | \$ 61,400 |
| 2 Wind Turbines | \$ 984,820 | \$ 984,820 | Incl. | Not Covered |
| Electronic Data Processing | \$ 1,547,211 | \$ 1,547,211 | \$ 1,906,042 | \$ 1,547,211 |
| Deductible | \$ 500 | \$ 500 | \$ 1,000 | \$ 500 |
| School Board Legal Liability | | | | |
| Each Occurrence/General Aggregate | \$ 1M/\$2M | \$ 1M/\$2M | \$ 1M/\$1M | \$ 1M/\$2M |
| Non-Monetary Relief Defense | \$ 100,000 | \$ 100,000 | \$ 25,000 | \$ 100,000 |
| Deductible | \$ 50,000 | \$ 50,000 | \$ 5,000 | \$ 50,000 |
| Retroactive Date | None | None | 4/15/98 | 4/15/00 |
| Law Enforcement Legal Liability | | | | |
| Each Occurrence/General Aggregate | \$ 1M/\$2M | \$ 1M/\$2M | \$ 1M/\$3M | \$ 1M/\$1M |
| Non-Monetary Relief Defense | \$ 100,000 | \$ 100,000 | \$ 25,000 | \$ 100,000 |
| Deductible | \$ 2,500 | \$ 2,500 | \$ 5,000 | \$ 5,000 |
| Retroactive Date | 4/15/16 | 4/15/16 | 4/15/16 | 4/15/16 |
| Commercial Umbrella Liability | | | | |
| Each Occurrence/General Aggregate | \$ 10M/\$10M | \$ 10M/\$10M | \$ 10M/\$10M | \$ 10M/\$10M |
| Self Insured Retention | \$ - | \$ - | \$ - | \$ - |
| Total Premium | \$ 189,665 | \$ 179,340 | \$ 183,760 | \$ 170,404 |

Special Notes:

*Excess EQ Coverage provided by QBE

**ICRMT Sexual Misconduct Liability is written on a Claims Made form

*** Wind Turbines excluded from Hanover coverage proposal due to condition.

| Other Markets Approached | | | |
|------------------------------|-------------------|--|--|
| Selective Insurance Company | \$ 283,639 | Did Not Include: EQ, Law Enforcement Liability or School Board Legal Liability | |
| Cincinnati Insurance Company | Declined to Quote | | |
| QBE | Declined to Quote | Will no longer provide any coverage other than Monoline Property for Public Entities | |
| Glatfelter Public Practice | Declined to Quote | Property Concentration | |

| Monoline Law Enforcement Quotes | |
|--|-----------|
| Greenwich | \$ 5,083 |
| Monoline School Board Legal Liability Quotes | |
| Greenwich | \$ 34,985 |

| | 2017-2018 | 2018-2019 |
|-----------------------------|-----------|-----------|
| Student Medical Malpractice | \$ 17,162 | \$ 7,903 |
| Dragster Policy | \$ 1,500 | \$ 1,500 |

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M, on the 9th day of April, 2018.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Dave Storm, the Chair, and the following Trustees were physically present at said location:

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the Trustees of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth

and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, copies of which were available to all in attendance at said meeting who requested a copy:

Lake Land College

Board of Trustees



RESOLUTION NUMBER: 0418-012

DATE: April 9, 2018

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and directing that notice of such intention be published as provided by law.

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "Act"), the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$17,000,000 (the "Claims"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$17,000,000 (the "Bonds"); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims. The Claims are described in *Exhibit A* hereto, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$17,000,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in *Journal Gazette &-Times Courier*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 517
COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD,
CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON,
MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF ILLINOIS
TO ISSUE \$17,000,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 9th day of April, 2018, the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$17,000,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 12,028 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 20 be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice an election on the proposition to issue said bonds shall be held on the 6th day of November, 2018. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the

provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

DATED this 9th day of April, 2018.

Ann Deters
Secretary, Board of Trustees,
Community College District No. 517,
Counties of Coles, Christian, Clark, Clay,
Crawford, Cumberland, Douglas, Edgar,
Effingham, Fayette, Jasper, Macon,
Montgomery, Moultrie and Shelby and
State of Illinois

Dave Storm
Chair, Board of Trustees,
Community College District No. 517,
Counties of Coles, Christian, Clark, Clay,
Crawford, Cumberland, Douglas, Edgar,
Effingham, Fayette, Jasper, Macon,
Montgomery, Moultrie and Shelby and
State of Illinois

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted April 9, 2018.

Chair, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

CLAIMS

\$16,025,000 General Obligation Debt Certificates (Limited Tax), Series 2018A, dated March 29, 2018 (principal, interest and costs of issuing the funding bonds).

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

and the following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 9th day of April, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and directing that notice of such intention be published as provided by law.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and

said Act and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of April, 2018.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

NO PETITION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), and as such official I do further certify that pursuant to a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and directing that notice of such intention be published as provided by law.

(the "Resolution") duly adopted by the Board on the 9th day of April, 2018, notice of intention of the District to issue \$17,000,000 Funding Bonds (the "Notice") was published on the ____ day of April, 2018, in the *Journal Gazette &-Times Courier*, the same being a newspaper of general circulation in the District, and was not posted electronically on the District's World Wide Web pages.

I do further certify that no petition has ever been filed in my office as Secretary of the Board or has ever been presented to me as such official requesting that the proposition to issue said bonds be submitted to the voters of the District, but that I provided a petition form regarding the same to every individual requesting one.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of April,
2018.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Lake Land Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, be authorized to issue \$17,000,000 bonds for the purpose of paying claims against said Community College District as provided for by Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act?"; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, for submission to said voters at the election to be held on the 6th day of November, 2018:

| SIGNATURE | STREET ADDRESS OR RURAL ROUTE NUMBER | CITY, VILLAGE OR TOWN | COUNTY |
|-----------|---|-----------------------------|------------------|
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me this _____ day of _____, 2018.

 Illinois Notary Public
 My commission expires _____
 (NOTARY SEAL)

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M, on the 9th day of April, 2018.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Dave Storm, the Chair, and the following Trustees were physically present at said location:

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the Trustees of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the Bond Issue Notification Act requires that a public hearing be called and held in connection with the sale of bonds in the amount of

\$17,000,000 for the purpose of paying claims against the District and that the Board of Trustees would consider the adoption of a resolution calling such public hearing.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each Trustee of the Board of Trustees prior to said meeting

and to everyone in attendance at said meeting who requested a copy:

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0418-013

DATE: April 9, 2018

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, to sell \$17,000,000 Funding Bonds for the purpose of paying claims against said Community College District.

* * *

WHEREAS, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the "*Board*") intends to sell bonds in the amount of \$17,000,000 for the purpose of paying claims against the District (the "*Bonds*"); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 6:00 o'clock P.M. on the 14th day of May, 2018, in Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "Hearing").

Section 3. Notice. The Secretary of the Board (the "Secretary") shall (i) publish notice of the Hearing at least once in the *Journal Gazette &-Times Courier*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 72-hour period preceding the Hearing.

Section 4. Form of Notice. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 517, COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY,
CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON,
MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF ILLINOIS
TO SELL \$17,000,000 FUNDING BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), will hold a public hearing on the 14th day of May, 2018, at 6:00 o'clock P.M. The hearing will be held in Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$17,000,000 for the purpose of paying claims against the District.

By resolution of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

DATED the 9th day of April, 2018.

Ann Deters
Secretary, Board of Trustees, Community
College District No. 517, Counties of
Coles, Christian, Clark, Clay, Crawford,
Cumberland, Douglas, Edgar, Effingham,
Fayette, Jasper, Macon, Montgomery,
Moultrie and Shelby and State of Illinois

Section 5. Hearing Requirements. At the Hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repeal. All resolutions and parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted April 9, 2018.

Chair, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "Board"), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 9th day of April, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, to sell \$17,000,000 Funding Bonds for the purpose of paying claims against said Community College District.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, 9th day of April, 2018.

Secretary, Board of Trustees

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
April 09, 2018**

The following employees are recommended for leave

| | | |
|------------------|------|-----------------------|
| Conour, Marge | FMLA | 05/14/2018-08/05/2018 |
| Niemerg, Kellie | FMLA | 04/21/2018-07/15/2018 |
| Schlechte, Gerry | FMLA | 02/26/2018-03/07/2018 |

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|---------------------------------|---|-----------------------|
| Part-time | | |
| Horton, Jesse | Adjunct Faculty Social Science Sub Primary Position is Adj Faculty Math/Science | 03/16/2018 |
| Huang, Hsin Hui | Tutor-Disability Services - Student Primary Position is Counseling Clerical Worker | 12/21/2017 |
| Hunt, Richard | Center for Business and Industry Instr Primary Position is CBI Leadership Instr | 03/01/2018 |
| Shumard-Shelton, Lisa | Adjunct Faculty Humanities Division Sub Primary Position is Director of Dual Credit | 03/26/2018 |
| Smithenry, Kimberly | Allied Health LPN Substitute Instr Primary Position is Nursing Instructor | 03/02/2018 |
| Part-time - Grant Funded | | |
| Allen, Charles | Adult Education Welding Instructor Primary Position is Adult Ed Adjunct Faculty | 03/14/2018 |
| Daniels, Tori | Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant | 03/22/2018 |
| Gravatt, Tomi | Adjunct DOC College Funded Instructor Primary Position is Assoc Dean – IYC Harrisburg | 03/12/2018 |
| Huang, Hsin Hui | Tutor-Student Carl Perkins Primary Position is Counseling Clerical Worker | 12/21/2017 |
| Rios, Lisa | Adjunct DOC College Funded Instructor Primary Position is Corr Ofc Asst - East Moline CC | 03/12/2018 |
| Starwalt, William | Perkins Student Worker - Humanities Primary Position is Newspaper Ed Student News | 04/05/2018 |

End Additional Appointments

The following employees are ending their additional appointment

| | Position | Effective Date |
|------------------|----------------------------------|-----------------------|
| Full-time | | |
| Blaser, Tara | Humanities Substitute Instructor | 03/23/2018 |
| Caldwell, Nancy | Humanities Substitute Instructor | 03/23/2018 |
| Cohan, Michael | Humanities Substitute Instructor | 03/23/2018 |
| Munger, James | CBI Instructor | 03/20/2018 |
| Sims, Kyle | CBI Instructor | 03/20/2018 |

Part-time

| | | |
|----------------------|----------------------------------|------------|
| Bartholomew, Mary | TRIO Tutor | 03/22/2018 |
| Beliz, Jenny | TRIO Tutor | 03/22/2018 |
| Boyer, Natalie | Humanities Substitute Instructor | 03/23/2018 |
| Butler, Patricia | TRIO Tutor | 03/22/2018 |
| Davison, Larry | CBI Instructor | 03/20/2018 |
| Flier-Layton, Sara | Tutor Disability Services | 03/23/2018 |
| Gradle, Scott | TRIO Tutor | 03/22/2018 |
| Guyette, Samuel | Perkins Test Proctor | 03/29/2018 |
| Guyette, Samuel | Tutor | 03/22/2018 |
| Janes, Thomas | Tutor | 03/29/2018 |
| Key, Joanna | TRIO Tutor | 03/22/2018 |
| Kingery, Rachael | Perkins Assistant | 03/15/2018 |
| Lytte, Brianna | TRIO Tutor | 03/22/2018 |
| Pearcy, Tamara | TRIO Tutor | 03/22/2018 |
| Powell, Clyde | Tutor TRIO & TRIO SSS | 03/22/2018 |
| Reardon, Jenalee | TRIO Tutor | 03/22/2018 |
| Smith, Terry | CBI Instructor & Trainer | 03/20/2018 |
| Sotomayor, Edgardo | Tech Team Intern | 03/29/2018 |
| Stolz, Cheryl | Adult Education Instructor | 03/29/2018 |
| Taylor, Virginia | Adjunct DOC Faculty | 03/26/2018 |
| Tshilombo, Gael | TRIO SSS Tutor | 03/22/2018 |
| Turner, Gail | Adult Education Instructor | 03/29/2018 |
| Wilson-Kuhn, Dennise | CBI Instructor | 03/20/2018 |
| Woolworth, Wendy | TRIO Tutor | 03/22/2018 |

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|-------------------------|------------------------|-----------------------|
| Unpaid Volunteer | | |
| Patton, Anna | Dual Credit Instructor | 01/10/2018 |
| Strange, James | Dual Credit Instructor | 03/23/2018 |

Full-time - Grant Funded

| | | |
|------------------|---|------------|
| Barker, Danielle | Correctional Horticulture Instructor at Illinois River CC | 04/17/2018 |
| Collins, Deborah | Associate Dean of Illinois River CC | 04/17/2018 |
| Jones, Michael | Commercial Custodian Instructor at Kewanee Re-entry Center | 04/16/2018 |
| Marceau, David | Correctional Construction Occupations at East Moline CC | 04/02/2018 |
| Swindle, Jeremy | Associate Dean of Graham CC | 04/10/2018 |

Part-time

| | | |
|------------------|----------------------------------|------------|
| Beavers, Gary | Custodian | 03/26/2018 |
| Hunt, Richard | CBI Leadership Instructor | 01/01/2018 |
| Staub, Gabrielle | Fitness Center Specialist | 01/29/2018 |
| Wake, Jackie | Professional Development Support | 03/26/2018 |

Part-time - Grant Funded

| | | |
|-------------------|----------------------------|------------|
| Henninger, Jenine | Adjunct DOC Instructor | 03/12/2018 |
| Marasa, Jill | Adjunct DOC Instructor | 03/26/2018 |
| Verdin, Brandy | TRIO SSS Student Assistant | 02/02/2018 |

College Work Studys

| | | |
|------------------|--|------------|
| Bishop, Andrew | College Work Study - Business | 03/02/2018 |
| Brown, Kristina | College Work Study - Early Childhood Edu | 02/01/2018 |
| Shick, Nathaniel | College Work Study - Mailroom | 02/26/2018 |
| Spence, Kiley | College Work Study - Early Childhood Edu | 02/27/2018 |

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|-------------------------|----------------------------|-----------------------|
| Unpaid Volunteer | | |
| Chowning, Milah | Tech Team Intern | 03/29/2018 |
| Evans, Kasey | College Advancement Intern | 03/28/2018 |
| Kanizer, Tyler | Tech Team Intern | 03/29/2018 |
| Seibert, Adam | Tech Team Intern | 03/29/2018 |

Full-time

| | | |
|----------------|---------------------------------------|------------|
| Corning, Julie | Corr Office Asst - Graham CC | 04/30/2018 |
| Risley, Kala | Corr Office Asst - Southwestern IL CC | 04/20/2018 |

Part-time

| | | |
|-----------------|-------------------------------|------------|
| Boulu, Bernie | International Stu Ambassador | 03/08/2018 |
| Deters, Timothy | Physical Plant Assistant | 03/08/2018 |
| Graham, Conner | Tutor - Student Lrng Asst Ctr | 03/23/2018 |
| Hatcher, Tatum | Pathways Classroom Assistant | 03/02/2018 |
| Kull, Bailey | Tutor | 03/29/2018 |

| | | |
|-------------------------|----------------------------------|------------|
| Luesse, Aaron | Tutor - Student Lrng Asst Ctr | 03/23/2018 |
| Martinez Montes de Oca, | International Student Ambassador | 03/08/2018 |
| Perry, Dannie | Alternative Education Instructor | 03/29/2018 |
| Pope, Peggy | Adj Doc Instructor | 10/13/2017 |
| Reardon, Jenalee | Tutor - Assoc Community Ed | 03/29/2018 |
| Shaw, Lorri | Kluth Test Proctor | 02/15/2018 |
| Spaulding, Sandra | Professional Development Support | 03/06/2018 |
| Wediko, Emmanuel | International Student Ambassador | 03/08/2018 |

College Work Studys

| | | |
|-----------------|--|------------|
| Jones, Kimberli | College Work Study - TRIO SSS | 03/22/2018 |
| Powers, Taylor | College Work Study - Academic Services | 03/16/2018 |

Transfers/Promotions

The following employees are recommended for a change in position

| | Position | Effective Date |
|---------------------------------|--|-----------------------|
| Full-time - Grant Funded | | |
| Coit, Jonathan | Outreach Advisor & Office Coordinator | 04/10/2018 |
| | Transferring from: Outreach Advisor/Mentor (TRIO) pt | |
| Scott, Garry | Associate Dean – Joliet Treatment Center | 04/02/2018 |
| | Transferring from: Corr Career Tech Instr - Dixon CC | |