

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book

April 8, 2019

Regular Meeting No. 628

## Table of Contents

	Page
Agenda for April 8, 2019, Regular Meeting	3
Minutes for March 11, 2019, Regular Meeting	6
Supplemental Information for April 8, 2019, Regular Meeting	25

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



Regular Meeting No. 628  
Monday, April 8, 2019, 6:00 p.m.  
Board and Administration Center, Room 011, 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 11, 2019, Regular Meeting.
2. Minutes of March 11, 2019, Closed Session.
3. Agenda of April 8, 2019, 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](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

5. Destruction of Tape Recordings of Closed Sessions Held October 9, 2017, October 23, 2017, and October 26, 2017.

**II. Hearing of Citizens, Faculty and Staff.**

### III. 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. Foundation	Ms. Doris Reynolds
F. Student Report	Ms. Tessa Philpot
G. President's Report	Dr. Josh Bullock

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Presentation of Business Partnership Award to Heartland Dental.	
2. Quarterly Investment Report.	
3. Faculty Focus on Advancing Student Success - Experiential Learning: Setting Higher Expectations for Students.	
4. Strategic Planning Bi-Annual Report.	
5. Phi Theta Kappa All-Illinois/All-USA Academic Team Nominees.	25
6. Recognition of Outgoing Student Trustee.	
7. Curriculum Committee Activity.	26-27
8. Update on Three-Year Contract for Property, Casualty and Liability Insurance Renewal.	28
9. Proposed Revisions to Board Policy 07.01 – <i>Admission of Students</i> .	29-33
10. Calendar of Events.	34-35
11. Correspondence.	36-38

## B. Action Items.

	Board Book Page Number(s)
1. Certification of Student Trustee and Sophomore Student Government Association Election Results.	39-40
2. Approval of Adoption of Board Policy 05.38 – <i>403B/457 Plan Matching Incentive</i> .	41-42
3. Acceptance of Reporting of February 2019 Financial Statements.	43-48
4. Approval of Contract for Veterans Memorial Project.	49-62
5. Approval of Bid for Sidewalk Repairs.	63-64
6. Approval of Bid for Greenhouse for IDOC Program.	65-66
7. Approval of Bid for Cartridge Dust Collector for IDOC Program.	67-68
8. Acceptance of Bid for Roof Repair for Field House and Power House.	69-70
9. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment or employment of specific employees.	
[Return to Open Session - Roll Call].	
10. Approval of Human Resources Report as Discussed in Closed Session.	71-73

## V. Other Business. (Non-action)

## VI. Adjournment.

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



Regular Board Meeting No. 627  
Board and Administration Center, Room 011 Mattoon, IL  
March 11, 2019

**Minutes**

**Call to Order.**

Vice Chair Reynolds called the March 11, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011, Board and Administration Center, Mattoon.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

**Trustees Absent:** Mr. David Storm, Chair, and Ms. Meg Steward.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student 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 Student Trustee Philpot seconded to approve the following consent items:

1. Approval of Minutes of February 11, 2019, Regular Meeting.
2. Approval of Minutes of February 11, 2019, Closed Session.
3. Approval of Agenda of March 11, 2019, Board of Trustees Meeting.
4. 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:

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 2 of 19

Education Fund	\$	498,864.00
Building Fund	\$	51,246.08
Site & Construction Fund	\$	792,244.99
Bond & Interest Fund	\$	550.00
Auxiliary Services Fund	\$	111,759.55
Restricted Purposes Fund	\$	401,521.46
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	3,439.42
Student Accts Receivables	\$	332,923.70
Total	\$	2,192,549.20

For details of bills refer to:

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot 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 8-9, 2019, ICCTA conference he attended along with President Bullock in Naperville. He highlighted discussions from the trustee roundtable.

#### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee met recently 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.**

Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 3 of 19

Trustee Deters, Committee Chair, said the Committee has not met since the last regular Board meeting and she had no report at this time.

### **Buildings & Site.**

Trustee Owen, Committee Chair, said the Committee has not met since the last regular Board meeting and he had no report at this time.

### **Foundation.**

Trustee Reynolds said she had no report at this time. She did reference several upcoming Foundation events listed on the Calendar of Events.

### **Student Report.**

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

### **President's Report.**

Dr. Bullock said:

- The state budget proposed by Governor Pritzker includes a 5% increase in funding for Illinois community colleges.
- For Fiscal Year 2019, we have received no payments for the Illinois Department of Corrections contract or the Juvenile Justice contract. We have billed a total of \$3,683,624 to the Department of Corrections thus far while we have billed a total of \$277,605 to Juvenile Justice. Each of these reflect invoicing through January.
- For Fiscal Year 2019 credit hour reimbursement, we have received eight payments thus far totaling \$3,989,399. A total of \$332,450 remains outstanding for the year.
- For Fiscal Year 2019 equalization, we have received eight payments thus far totaling \$3,943,080. A total of \$1,971,535 remains outstanding for the year.
- We received official word on Friday, March 8 that the Institutional Actions Council of the Higher Learning Commission accepted the team report for Lake Land College at its March 5 meeting.

### **Business Items.**

### **Non-action Items.**



Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 4 of 19

### **Presentation of Lifelong Learning Award.**

Vice Chair Reynolds presented Ms. Annette Lynch with the 2019 Lake Land College Lifelong Learner Award.

### **Presentation of Pacesetter Award.**

Vice Chair Reynolds presented Ms. Amanda Tucker with the 2019 Lake Land College Pacesetter Award.

### **Faculty Focus on Advancing Student Success.**

Trustees heard a presentation from Ms. Deborah Thomason, Dental Hygiene Instructor, on community partnerships and student learning enhancement. She highlighted the benefits for students in the Dental Hygiene program resulting from the College's partnerships with Heartland Dental, Sarah Bush Lincoln Health Center, and area county public health facilities.

### **Proposed Adoption of Board Policy 05.38 – 403B/457 Plan Matching Incentive.**

Trustees reviewed a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, to adopt the above-referenced Policy. Mr. Gleckler said the administration is recommending this new matching incentive plan to assist employees in planning for their retirement after their work careers at the College. He said this is due to the various changes to pension benefits, lower caps on annual increases, and that full-time employees hired or re-hired at the College July 1, 2017, or later are no longer eligible to participate in the College's Planned Retirement program.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this proposed Policy language and the Committee's consensus was to recommend to the Board approval of the proposed language as presented.

Dr. Bullock said the administration is presenting proposed language for this new Policy as first reading and will bring this to the Board for action during the April 2019 regular Board meeting.

### **Calendar of Events.**

Trustees received a calendar of upcoming events.

### **Correspondence.**

Trustees reviewed two items of correspondence.

### **Action Items.**

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 5 of 19

### **Approval of Recipient of Business/Industry Partnership Award.**

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, to name Heartland Dental as the College's recipient of the 2019 Business/Industry Partnership Award.

Trustee Deters moved and Trustee Sullivan seconded to approve the naming of Heartland Dental as the College's recipient of the 2019 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, Owen, Reynolds, and Sullivan. No: None.

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Recipient of Full-Time Faculty Award.**

Trustees heard a recommendation from Mr. Althaus to name Mr. Mark Niemerg, Agronomist/Farm Manager, as the College's recipient of the 2019 Full-Time Outstanding Faculty Member Award.

Trustee Owen moved and Student Trustee Philpot seconded to approve the naming of Mr. Mark Niemerg, Agronomist/Farm Manager, as the College's recipient of the 2019 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, Owen, Reynolds, and Sullivan. No: None.

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Tuition and Fees Rates effective Summer and Fall 2019.**

Trustees heard a recommendation from Dr. Bullock and Mr. Bryan Gleckler, Vice President for Business Services, to approve proposed tuition and fees rates for academic year 2019-2020. Mr. Gleckler proposed that the College maintain the same tuition rates as academic year 2018-2019, maintain the same dual credit fee as academic year 2018-2019, and increase the service fees rates by \$.67 per credit hour to \$12.00 per credit hour based upon a recommendation by the Text Rental Task Force. He said this modest increase will allow the Bookstore to apply the rental fee a student pays for a particular course against the purchase cost of an "access code" when online resources are required. Trustees learned the total service fee would become \$29.67, with the service fee including fees associated with textbook

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 6 of 19

rental, student furniture, technology, library resources, students ID's, recreation, health and wellness, and application/transcript processing. Mr. Gleckler said that the College will remain as one of the most affordable educational options in the state.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented the academic year 2019-2020 tuition and fees rates by maintaining the same tuition rates as academic year 2018-2019, maintaining the same dual credit fee as academic year 2018-2019, and increasing the service fees rates by \$.67 per credit hour for an overall service fee of \$29.67 which includes fees for textbook rental, student furniture, technology, library resources, students ID's, recreation, health and wellness, and application/transcript processing.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Acceptance of Reporting of January 2019 Financial Statements.**

Trustees reviewed the January 2019 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 and a Salary, Wage and Benefits Report. Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2019.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the January 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Proposed Revisions to Board Policy 11.11 – Firearms and Weapons.**

Trustees reviewed proposed revisions to the above-referenced Policy. Dr. Bullock said proposed revisions were submitted as first reading during the February 2019 Board meeting and there have been no additional questions or comments received by the administration regarding the proposed revisions.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented proposed revisions to Board Policy 11.11 - *Firearms and Weapons*.

There was no further discussion.

Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 7 of 19

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Amendment to Performance Contract with CTS for Additional Geothermal Well Field and Construction of Storage Space.**

Trustees heard a recommendation from Mr. Gleckler to amend the College's performance contract with CTS of St. Louis, Missouri, for the addition of a geothermal well field and construction of a maintenance and storage facility. Trustees reviewed the scope of work and proposed addendum language. Mr. Gleckler said the addition of a geothermal well field will accommodate current and future building projects and renovations to be added to the geothermal loop. He said the maintenance storage facility will accommodate many of our storage spaces needs as we relocate from the Workforce Development Center and will allow our building Construction Trades program to have a dedicated space for their classes which will enhance those students' learning experience.

Trustee Sullivan noted that the square footage of the proposed Maintenance/Storage Facility on page five of the Scope of Work document should be corrected. Mr. Gleckler said he will confirm this correction with CTS.

Trustee Deters moved and Trustee Cadwell seconded to approve as presented the amendment or Addendum #2 to the Performance Contract with CTS of St. Louis, Missouri, to add an additional geothermal well field and construct a maintenance and storage facility in the amount of \$1,795,181.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Faculty Tenure Recommendations.**

Trustees heard recommendations from President Bullock and Mr. Jon Althaus, Vice President for Academic Services, for the granting of tenure for Mr. Robert Miller, John Deere Technology Instructor, effective with the beginning of the Spring 2019 semester and Ms. Haylee Brandt, Nursing Instructor, effective with the beginning of the fall 2019 semester.

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 Mr. Robert Miller, John Deere Technology Instructor, effective with the beginning of the Spring 2019 semester and Ms. Haylee Brandt, Nursing Instructor, effective with the beginning of the fall 2019 semester.

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 8 of 19

Trustee Cadwell moved and Trustee Sullivan seconded to approve tenure for Mr. Robert Miller, John Deere Technology Instructor, effective with the beginning of the Spring 2019 semester and Ms. Haylee Brandt, Nursing Instructor, effective with the beginning of the fall 2019 semester.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Reemployment of Tenured and Non-Tendered Faculty Members.**

Trustees heard a recommendation from Dr. Bullock and reviewed a memorandum from Mr. Althaus for reemployment of all current tenured and non-tenured faculty members for the 2019/2020 academic year.

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.

Trustee Sullivan moved and Student Trustee Philpot seconded to approve the reappointment of tenured and non-tenured faculty members for the 2019/20 academic year as follows:

<u>First Year Non-Tenure</u>	<u>Division</u>
Madison Dailey	Social Science and Education (corrected from entry in March 2019 Board Book)
Laura Rincker	Math and Science
Matthew Rodgers	Agriculture
<u>Second Year Non-Tenure</u>	<u>Division</u>
Beulah Uphoff	Allied Health (Spring 2018 Hire)
<u>Third Year Non-Tenure</u>	<u>Division</u>
Jarrett Dunn	Math and Science
Laura Paruleski	Allied Health (Spring 2017 Hire)
Tanille Ulm	Social Science and Education

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 9 of 19

Molly Yeske Allied Health

Fourth Year Tenure

Division

Haylee Brandt Allied Health

Robert Miller Agriculture (Spring 2016 Hire)

Continued Tenure Status

Division

Iffat Ali Math and Science

Daniel Allen 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

Kathy Black Business

Tara Blaser Humanities and Communication

Andrea Bright Counseling

Dewayne Brown Vandalia Correctional Center

Bryan Burrell Counseling

Krista Burrell Counseling

Dion Buzzard Technology

Nancy 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

Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 10 of 19

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
Scott Drone-Silvers	Library
Amy Duckett	Business
Lisa Earp	Business
Terri Fields	Social Science and Education
Kay Foreman	Allied Health
Joshua Fulk	Technology
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
Helen Hendren	Social Science and Education
Sarah Hill	Library
Kristen Holsapple	Allied Health
Shannon Hood	Allied Health
Salisa Hortenstine-Olmsted	Humanities and Communication

Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 11 of 19

Brenda Hunzinger	Math and Science
Charles Jarrell	Social Science and Education
David Johnson	Social Science and Education
Bambi Jones	Math and Science
Nichole Jones	Allied Health
Kris Kersey	Technology
Tynia Kessler	Business
Leo Kitten	Technology
Ty Knebel	Vandalia Correctional Center
Cassie Koester	Allied Health
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



Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 12 of 19

James Munger	Business
Rakhasha Nasseripour	Math and Science
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
Katie Parrish	Social Science and Education
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
Kimberly Smithenry	Allied Health
Cheryl Staley	Business
Peggy Strange	Business
Erin Swingler	Allied Health

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 13 of 19

Edward Thomas	Humanities and Communication
Deborah Thomason	Allied Health
Joe Tillman	Technology
David Turnbull	Math and Science
Lori Walk	Technology
Tara Veach Watson	Humanities and Communication
Janet Waymoth	Allied Health
Jeff White	Math and Science
Ryan Wildman	Agriculture
Nicole Zeller	Allied Health

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Change in Compensation Structure for Seven Academic Division Chairs.**

Trustees heard a recommendation from Mr. Althaus and Dr. Bullock for a change in the compensation structure for seven academic division chair positions effective with the academic year 2019-2020. Trustees reviewed a memorandum from Mr. Althaus that detailed the proposed compensation structure changes. Mr. Althaus said the proposed revisions will enhance leadership accountability, improve work efficiency and provide greater compensation equity among Academic Division Chairs.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of a recommendation to change the compensation structure for the seven academic division chair positions and the Committee's consensus was to recommend to the Board approval of the revised compensation structure as presented. Trustee Reynolds also requested the administration provide a follow up in one year to review the success of the new compensation structure.

Trustee Deters moved and Student Trustee Philpot seconded to approve the redesign of the Academic Division Chair position compensation formula as presented effective with the academic year 2019/2020.

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 14 of 19

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Approval of Appointment of Division Chairs.**

Trustees heard a recommendation from Dr. Bullock and Mr. Althaus to reappoint all seven current academic division chairs for the next academic year.

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 seven academic division chairs as noted in the motion below.

Trustee Sullivan moved and Trustee Deters seconded to approve the reappointment of seven academic division chairs for Fall 2019 and Spring 2020 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
- Michael Beavers, Technology Division

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Closed Session.**

6:50 p.m. – Trustee Cadwell moved and Trustee Sullivan seconded to convene to closed session, Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 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, Owen, Reynolds, and Sullivan. No: None.

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

### **Return to Open Session – Roll Call.**

Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page 15 of 19

7:04 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice-Chair; Mr. Mike Sullivan; and Ms. Tessa Philpot, Student Trustee.

**Trustees Absent:** Mr. Dave Storm, Chair, and Ms. Meg Steward.

**Approval of General Leave of Absence without Pay Request by a Correctional Office Assistant at Jacksonville Correctional Center as Discussed in Closed Session.**

Trustee Owen moved and Trustee Sullivan seconded to approve the request for a general leave of absence without pay by Ms. Kimberly Dawdy, a Correctional Office Assistant at Jacksonville Correctional Center, for the period March 13, 2019, through March 31, 2019. This action follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Approval of Human Resources Report as Discussed in Closed Session.**

Trustees reviewed the proposed Human Resources Report.

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

Eifert, Bob	FMLA	01/23/2019-04/28/2019
Miller, Dawn	FMLA (Intermittent)	02/25/2019-02/25/2020

**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Coe, Beth	Administrative Assistant to Business (part-time temporary) Primary Position is TRIO SSS Student Asst.	02/27/2019
Drake, Allen	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	02/21/2019
Drake, Allen	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	02/21/2019
Hogan, Anne	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	01/09/2019
Hogan, Anne	Tutor-Student Community Education	01/09/2019

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 16 of 19

Horton, Jesse	Primary Position is Tutor - Student Lrng Asst Ctr Tutor - Bachelor's Degree - Learning Asst Ctr	02/21/2019
Hunt, Richard	Primary Position is Adj Faculty Math/Science Adjunct for CBI	02/25/2019
Small, Kevin	Primary Position is Technical Training Specialist Adjunct for CBI	02/25/2019
Yealick, Sabrina	Primary Position is Adj Faculty Math/Science Adjunct Faculty Technology Division Sub	02/26/2019
Yeske, Molly	Primary Position is Tutor-Bachelor's-LRC Medical Assistant Instructor Sub	02/12/2019
	Primary Position is Medical Asst Program Instr	

**Part-time - Grant Funded**

Hogan, Anne	Tutor-Student Carl Perkins	01/09/2019
	Primary Position is Tutor - Student Lrng Asst Ctr	
Schroeder, Louis	Adjunct DOC College Funded Instructor	03/11/2019
	Primary Position is Corr Career Tech Instr - Lincoln CC	

**End Additional Appointments**

The following employees are ending their additional appointment

	Position	Effective Date
<b>Part-time</b>		
Mahlmeister, John	Adult Ed Instr/Classroom Asst	01/28/2019
Miner, Linda	BNA Clinical Instructor	01/28/2019
Shook, Ciara	Pathways Sub Istr/Classroom Asst	01/28/2019
Switzer, Christopher	Adult/Alt Ed Instructor	01/28/2019

**College Work Study**

Martinez, Yesica	CWS Bookstore	01/01/2019
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**New Hire-Employees**

The following employees are recommended for hire

	Position	Effective Date
<b>Unpaid Volunteer</b>		
Bower, Tim	Dual Credit Instructor	02/05/2019
Tipsword, Kayla	Dual Credit Instructor	02/12/2019

**Full-time**

Mason, Dustin	Computer Programmer	03/19/2019
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**Full-time, Tenure Track**

Wilder, Hayden	Agriculture Instructor/Judging Team Coach	08/16/2019
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**Full-time - Grant Funded**

Goines, Tim	Correctional Manufacturing Skills Instr Murphysboro Life Skills	03/11/2019
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Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 17 of 19

Lattan, Kelly	Correctional Office Assistant- Murphysboro Life Skills	03/04/2019
Montgomery, Marissa	Correctional Career Technology Instructor Vienna CC	02/19/2019
Rawlings, Daniel	Correctional Custodial Maintenance Instr- Decatur CC	02/25/2019
Royse, Jeffrey	Correctional Welding Instructor Kewanee Life Skills	03/11/2019
Whitacre, Deborah	WIOA Financial Operations Coordinator	02/25/2019

**Part-time**

Bushue, Jill	Center for Business and Industry Instr	02/12/2019
Deters, Timothy	Groundskeeper	03/04/2019
Drake, Allen	Tutor - Associate - Learning Asst Ctr	02/21/2019
Ehlers, Todd	IDOC CPR Instructor	02/20/2019
Haslett, Suzanne	Clinical Dentist	02/18/2019
Hogan, Anne	Tutor - Student Learning Assistance Ctr	01/09/2019
Lecrone, Andre	Commercial Driver Training Instructor	02/19/2019
Matheson, Ravin	Special Needs Note Taker	01/07/2019
Patel, Dhrupekumar	Chemistry Lab Student Assistant	02/15/2019

**Part-time - Grant Funded**

Nolan, Heather	Adjunct DOC College Funded Instructor	03/11/2019
Paradies, Kathy	Adjunct DOC College Funded Instructor	03/10/2019
Perzee, Haley	Adjunct DOC College Funded Instructor	01/25/2019

**College Work Study**

Begay, Robyn	College Work Study - Adult Education	02/18/2019
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**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Carman, Kourtney	Work and Learn - Adult Ed	12/14/2018
Harmon, Laura	Work and Learn - Humanities	12/14/2018
Shain, Alicia	Work and Learn - Print Shop	12/14/2018
<b>Full-time</b>		
Conour, Margie	Custodian (Retiree)	03/10/2019
Morse, Crystal	Corr Comm Cooking Inst-IL River CC	02/27/2019
Niccum, Camille	Adm Asst to Business	03/01/2019
Shores, Jason	Custodian	02/27/2019
<b>Part-time</b>		
Biggs, Tabitha	Groundskeeper	10/25/2018
Durbin, Abigail	IEL Instructor	12/13/2018

Lake Land College Board of Trustees  
 Minutes – March 11, 2019  
 Page 18 of 19

Hays, Jenna	Adult Education Instructor	11/18/2018
Hendryx, Trevor	Adjunct Faculty Technology	02/21/2019
Lynch, Ross	Laker Mallard Mascot Talent	01/23/2019
Macdonald, Alissa	Allied Hlth LPN Cln Instr	12/07/2018
Mannen, John	Commercial Driver Training Instr	12/16/2018
Reed, Roger	Adult Education Welding Instr	03/11/2018
Russell, Tyler	Adult Education Welding Instr	05/20/2018
Schmitz, Casey	Adult Education Instructor	01/28/2019
Strobel, Rachel	Tutor - Associate's TRIO	12/16/2018
Switzer, Christopher	Pathways Teacher Aid II	04/22/2018
Thornton, Reann	Tutor - Student Lrng Asst Ctr	08/12/2018
Zuhone, Mary	Marketing & PR Intern	07/19/2018

**College Work Study**

Davis, Michael	College Work Study-Business	02/01/2019
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**Transfers/Promotions**

The following employees are recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Delks, Madison	Community Outreach Coordinator Transferring From Admissions Rep (PT)	03/13/2019
<b>Full-time - Grant Funded</b>		
Rothe, Justy	Associate Dean of Correctional Program Graham CC Transferring From Adm Asst Graham CC	02/26/2019

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Storm and Steward. Student Advisory Vote: Philpot voted yes.

Motion carried.

**Other Business. (Non-action)**

There was no additional discussion.

**Adjournment.**

Student Trustee Philpot moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:06 p.m.

Motion carried with unanimous voice vote approval.

Lake Land College Board of Trustees  
Minutes – March 11, 2019  
Page **19** of **19**

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/](https://www.lakelandcollege.edu/col/board_minutes/)



# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Josh Bullock, President

**FROM:** Beth R. Gerl, Vice President for Student Services

**DATE:** April 2, 2019

**RE:** All-Illinois Community College Academic Team Nominees

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Each year, Lake Land College has the opportunity to nominate students for the All-Illinois Community College Academic Team. This year the process changed to include not only transfer students, but workforce ready students. 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 include:

Transfer student nominees - Krista Taylor and Shawn Schaeffer

Workforce student nominee - Rhyta Hooks

Krista Taylor is from Mattoon and majoring in Human Services and Psychology. Krista has held the positions of Vice President and Chair of Honors in Action within the Phi Theta Kappa Honors Society. She is one of the members that will be traveling to Orlando for the national Catalyst Conference later this semester. Shawn Schaeffer lives in Charleston, is an active member of Phi Theta Kappa Honors Society and graduating in May with an AA in Sociology/Social Work.

Rhyta Hooks resides in St. Elmo and will be graduating in May with degrees in Office Assistant-Legal and Office Assistant-Executive. She is the Phi Theta Kappa Honors Society Treasurer and will be traveling to Orlando for the national Catalyst Conference later this semester.

On April 9<sup>th</sup>, Academic Counselor Krista Burrell (Phi Theta Kappa Honors Society and Honors Experience Advisor) and I will accompany the three student nominees 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 and outstanding student representatives at the 2019 April meeting of the Board of Trustees.

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Jon Althaus, Vice President for Academic Services  
**DATE:** March 15, 2019  
**RE:** Curriculum Committee Activity

---

Attached is a listing of new courses and curricula as well as changes in current courses and curricula that have been approved by the Curriculum Committee from October 2018 to March 2019.

Please share this listing with the Board of Trustees at their regular meeting of April 8. I will be available to answer any questions you or the Board may have.

Attachment

## Curriculum Committee Highlights October 2018 – March 2019

### **Course Changes**

BUS 061 Office Transcription-(Credit Hour)  
 BUS 081 Office Assistant Internship (Credit Hour)  
 BUS 083 Office Assistant Internship-Medical (Credit Hour)  
 SFS 102 Strategies for Money Management (Credit Hour)  
 SFS 103 Life Strategies (Credit Hour)

### **Course Additions**

CRT 040 Speedbuilding\*  
 CRT 041 Medical & Legal Terminology\*  
 CRT 043 Intro to Court Reporting/CART\*  
 CRT 045 Speedbuilding II\*  
 CRT 047 Machine Shorthand Theory\*  
 CRT 050 Speedbuilding III\*  
 CRT 055 Speedbuilding IV\*  
 CRT 060 Speedbuilding V\*  
 CRT 065 Speedbuilding VI\*  
 CRT 068 Proofreading Skill Development\*  
 CRT 070 Speedbuilding VII\*  
 CRT 072 Courtroom Procedures\*  
 CRT 075 Speedbuilding VIII\*  
 CRT 082 Court Reporting Technology\*  
 CRT 083 Court Reporting Internship\*  
 CRT 090 CSR Exam Preparation\*  
 MAS 058 Legal Documentation for Massage Therapist\*  
 PTA 083 Medical Terminology for the PTA\*  
 PTA 084 PTA Pathology\*  
 PTA 085 PTA Clinical Practicum III\*  
 PTA 086 Neurology for the PTA\*  
 PTA 097 PTA Clinical Practicum IV\*

### **Curriculum Program Additions**

AAS.CRPT Court Reporting Technology\*

### **Curriculum Program Changes**

AAS.ACC Accounting (Credit Hour)  
 AAS.OFEXE Office Assistant-Executive (Credit Hour)  
 AAS.OFLEG Office Assistant-Legal (Credit Hour)  
 AAS.OFMED Office Assistant-Medical (Credit Hour)  
 AAS.OFMGR Office Manager (Credit Hours)  
 CRT.OFREC Office Receptionist (Credit Hour)  
 NDP.OFS.MOS Office Support Specialist-MOS (Credit Hour)  
 NDP.OFS.Med Office Support Specialist-Medical (Course Changes)

\*Pending ICCB Approval

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 Hanover	Renewal Offer Hanover	Option 1 Hanover
<b>Basic Coverages:</b>			
<b>Property Limit</b>			
Building Limit	\$ 136,565,384	\$ 136,565,384	
Business Personal Property Limit	Sep. Limit but Incl.	Sep. Limit but Incl.	
Blanket Business Income	\$ 1,000,000	\$ 1,000,000	\$ 3,750,000
Deductible	\$ 10,000	\$ 10,000	
Package Endorsement	Yes	Yes	
Earthquake	\$ 50,000,000	\$ 50,000,000	
Earthquake Deductible	10%	10%	
<b>Commercial General Liability</b>			
Each Occurrence/General Aggregate	\$1M/\$2M	\$1M/\$2M	
Medical Expense Limit	\$ 5,000	\$ 5,000	
Deductible	\$ -	\$ -	
<b>Sexual Misconduct Liability</b>			
Each Occurrence/General Aggregate	\$1M/\$2M	\$1M/\$2M	
Innocent Party Defense	\$ 300,000	\$ 300,000	
Deductible	\$ -	\$ -	
<b>Employee Benefits Liability</b>			
Each Occurrence/General Aggregate	\$1M/\$3M	\$1M/\$3M	
Deductible	\$ 1,000	\$ 1,000	
Retroactive Date	4/15/98	4/15/98	
<b>Commercial Automobile</b>			
Combined Single Limit	\$ 1,000,000	\$ 1,000,000	
Medical Payments	\$ 5,000	\$ 5,000	
UM/UIM	\$ 1,000,000	\$ 1,000,000	
Comprehensive Deductible	\$ 1,000	\$ 1,000	
Collision Deductible	\$ 1,000	\$ 1,000	
Garagekeepers	\$ 50,000	\$ 50,000	
Hired Car Physical Damage	\$ 50,000	\$ 50,000	
<b>Commercial Inland Marine</b>			
Audio Visual Equipment	\$ 358,831	\$ 358,831	
Musical Instruments	\$ 50,000	\$ 50,000	
Ground Maintenance Equipment	\$ 61,400	\$ 61,400	
Electronic Data Processing	\$ 1,547,211	\$ 1,547,211	
Deductible on EDP/AV/Instruments	\$ 1,000	\$ 1,000	
Deductible on Ground Maint Equip	\$ 500	\$ 500	
<b>Professional Liability</b>			
School & Educators Legal Liability	\$1M/\$2M	\$1M/\$2M	
Deductible	50000	50000	
Retroactive Date	4/15/2000	4/15/2000	
Employment Practices Liability	\$1M/\$2M	\$1M/\$2M	
Deductible	\$ 50,000	\$ 50,000	
Retroactive Date	4/15/2000	4/15/2000	
Non-Monetary Relief Defense	\$ 100,000	\$ 100,000	
Deductible	\$ 50,000	\$ 50,000	
Retroactive Date	None	None	
<b>Law Enforcement Legal Liability</b>			
Each Occurrence/General Aggregate	\$1M/\$1M	\$1M/\$1M	
Non-Monetary Relief Defense	\$ 100,000	\$ 100,000	
Deductible	\$ 5,000	\$ 5,000	
Retroactive Date	4/15/16	4/15/16	
<b>Commercial Umbrella Liability</b>			
Each Occurrence/General Aggregate	\$10M/\$10M	\$10M/\$10M	
Self Insured Retention	\$ -	\$ -	
<b>Total Premium</b>	<b>\$ 148,618</b>	<b>\$ 152,794</b>	<b>\$ 1,450</b>

Additional Premium

**Special Notes:**

\*Excess EQ Coverage provided by QBE \$ 16,202 \$ 17,062

<b>Student Medical Malpractice</b>			
Provided by Mercer Consumer			
4/15/19 to 4/15/20			
	4/15/18 to 4/15/19	4/15/19 to 4/15/20	
Professional Liability			
General Aggregate	\$ 3,000,000	\$ 3,000,000	
Each Occurrence	\$ 1,000,000	\$ 1,000,000	
Premium	\$ 7,903	\$ 7,903	

**Dragster**

Provided by National Casualty Company

4/2/19 to 4/2/20

	4/2/18 to 4/2/19	4/2/19 to 4/2/20
General Aggregate	None	None
Products/Completed Ops Agg Limit	N/A	N/A
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000
Each Occurrence Limit	\$ 1,000,000	\$ 1,000,000
Damage to Premises Rented to You	\$ 300,000	\$ 300,000
Medical Expense Limit	None	None
Legal Liability to Participants	\$ 1,000,000	\$ 1,000,000
Premium	\$ 1,500	\$ 1,500

# LAKE LAND COLLEGE

**TO:** Dr. Josh Bullock, President

**FROM:** Beth R. Gerl, Vice President for Student Services

**DATE:** March 29, 2019

**RE:** Proposed Revisions to Board Policy 07.01 – Admission of Students

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Attached are proposed revisions to Board Policy 07.01 – Admission of Students. The proposed revisions:

- Establish an objective criteria for approving admission and course enrollment of individuals under the age of 16
- Identify a consistent means for determining academic readiness for college-level coursework (“giftedness”) not dependent upon a pre-determined high school GPA or class rank which is highly dependent upon level of education and not available for all students
- Establish an approval process through which students and parents are informed of expectations related to enrollment in college courses
- Ensure communication with the course instructor, division chair, and vice president for academic services prior to the start of the semester when a gifted student is enrolled in a college course
- Establish guidelines to help prevent gifted students from accumulating a college GPA that could be a disadvantage to them in the future

I would like to present the proposed revisions for first reading by the Board of Trustees at their meeting on April 8, 2019.

I am happy to answer any questions you or board members may have regarding the proposed revisions to Board Policy 07.01 Admission of Students.

**07.01****Admission of Students**

Admission requirements are to be published in the College Catalog. All applicants for admission are required to file an official Intent to Enroll form. Students are admitted according to the current residency policy of the College. (See Board Policy No. 07.06.)

Lake Land College does not deny admission to a person on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. However, in order to be eligible for Title IV financial aid, a student admitted to the College without a high school diploma or GED diploma must “pass” a U. S. Department of Education approved standardized test.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.

6. A student currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school

Page 1 of 23

**Board Policy 07.01**

or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.

7. Student in a program for a special group.<sup>1</sup>

~~78.~~ A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

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

- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.

Page 2 of 3

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**Board Policy 07.01**

- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-7) above.

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

- 8. ~~Student in a program for a special group.<sup>4</sup>~~



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<sup>1</sup> Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998  
Revised May 8, 2000  
Revised December 8, 2008  
Revised December 11, 2017  
Revised December 10, 2018  
Revised

### Calendar of Events

Monday, April 8, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 11, 2019	Foundation Scholarship Reception 4-5 p.m. – Field House  Donor Recognition Reception 5:30 – 7:30 p.m. – Mattoon Golf & Country Club
Wednesday, April 24, 2019	Student Recognition Banquet 6 p.m. – Field House
Monday, April 29, 2019	6 p.m. – Special Board Meeting - Board & Admin. Center 011 (Annual Organizational Board Meeting)
Wednesday, May 1, 2019	Student Activity Board Spring Carnival 10 a.m. – 1 p.m. Field House
Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Friday, May 10, 2019	52 <sup>nd</sup> Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony in Field House
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Fridays, May 17 - August 9, 2019	Energy Savings Summer Hours. College is Closed on Fridays.
Friday, May 24, 2019	Foundation Golf Classic Mattoon Golf & Country Club
Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	3:30 p.m. – Board Retreat – Webb Hall 081 5 p.m. – Board Dinner – Webb Hall 081 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011

Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 8, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, August 12, 2019	5:15 p.m. - Board Dinner – Kluthe Center, Room 219 6 p.m. - Board Meeting – Kluthe Center, Room 220
Friday, August 16, 2019	Fall Opening Day Field House 8 – 10 a.m.
Thursday, September 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, September 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Saturday, September 28, 2019	Lake Land College Homecoming Weekend
Thursday, October 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break

Thank you  
so much for the  
flowers Mom loved  
working for Lake Land  
pe + goods + family

*Thank you for  
your words of sympathy,  
your voice of concern,  
your gesture of caring  
and the love you offer.*

*The Family of  
Judith Kenesko*

Your kind expression of sympathy  
and friendship will  
always remain in our memories  
Thank you for your thoughtfulness  
the family of  
Tom Bales

Lake Land College Board + President Bullock -

Thank you for your thoughtfulness during this  
difficult time. I appreciate the lovely plant.  
Tom was proud to be an employee of Lake Land.

Sincerely,

Billie Bales + family



*Thank You*

*Thank you for  
your words of sympathy,  
your voice of concern,  
your gesture of caring  
and the love you offer.*

*The Family of  
Connie Manes*

*Thank you*

*Kimberly Manion*

# LAKE LAND COLLEGE

## MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Beth R. Gerl, Vice President for Student Services  
**DATE:** March 29, 2019  
**RE:** Student Elections

---

On March 20 and 21, 2019, the Student Government Association (SGA) conducted an election for the 2019-2020 sophomore members of Student Government Association and the Student Member of the Board of Trustees. Lake Land College students received communication 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 cast votes in the election.

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

### **2019-2020 Student Member to the Board of Trustees**

Shelbie Kile, Marshall, Ag Transfer

### **2019-2020 SGA Sophomore Delegates**

Eusebio Briseno, Arthur, Business Administration

Kourtney Cordes, Effingham, Undeclared

Alanson Gann, Paris, Economics

Mya Garcia, Neoga, Cosmetology

Citlali Hoyos, Effingham, Dental Hygiene

Courtney Lee, Shelbyville, Pre-Medicine

Cameron Noel, Kansas, IT Network Administration

Gunnar Scott, Marshall, Computer-Aided Drafting

Nathaniel Shick, Kansas, Pre-Nursing

**Judges Certifying the 2018-2019 Election**

Tessa Philpot, Student Trustee 2018-2019


Megan Woodruff, Student Government Association President 2018-2019

Valerie Lynch, Director of Student Life



# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President 

FROM: Bryan Gleckler, Vice President for Business Services

DATE: February 26, 2019

RE: Initiation of 403B/457 Plan Matching Incentive

---

Lake Land College is interested in assisting its employees in planning for their retirement after their work careers at Lake Land College. Over time, financial planning for retirement has become more challenging through changes to pension benefits, lower caps on annual increases, and continued uncertainty surrounding pension liability. Additionally, for full time employees hired at Lake Land College after July 1, 2017, the Planned Retirement program is no longer available to them.

Lake Land College is recommending that effective July 1, 2019 we implement a new employee incentive for full time staff (eligibility detailed in proposed policy) that involves an employer match of up to 3.0% of an eligible employee's base salary earnings into a 403B or 457 investment plan. The employer match would be based on the employee's own contribution level, with a maximum match of 3.0%. Additionally, for current employees that are eligible to participate in the Planned Retirement program, if they should elect to participate in the 403B/457 Plan Matching Incentive, they would forego their eligibility from Planned Retirement.

Currently, only 22 employees participate in the college sponsored 457 plan while 28 employees participate in the 403B plan. Given that a majority of these participants are eligible for the Planned Retirement program, it is unlikely many will elect to forego that eligibility to take advantage of this proposed 403B/457 Plan Matching Incentive. Additionally, we have 15 employees that were hired after July 1, 2017 and are not eligible for the Planned Retirement program.

I respectfully recommend that the Board of Trustees consider proposed Board Policy 05.38 which will create the 403B/457 Plan Matching Incentive for eligible full time employees at Lake Land College. If amenable, this proposed policy will be back to the Board of Trustees in April for consideration of adoption.

**05.38**

### **403B/457 Plan Matching Incentive**

Full-time Lake Land College employees contributing to a college sponsored 403B or 457 investment plan may elect to have up to 3.0% of their annual base salary earnings matched by the College based on the employee's contribution level.

By electing to participate in the 403B/457 Plan Matching Incentive, the employee will relinquish his/her eligibility to participate in the Planned Retirement Program, if hired or re-hired prior to July 1, 2017.


To be eligible to participate in the 403B/457 Plan Matching Incentive, the employee must have been employed full-time at Lake Land College for at least two (2) consecutive years.

Employees who have fifty (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in the 403B/457 Plan Matching Incentive.

All contributions and matching incentive shall comply with the contribution limits allowed by the IRS for a 403B or 457 investment plan.

This policy shall be effective July 1, 2019.

# MEMO

TO: Dr. Josh Bullock, President 

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

DATE: March 26, 2019

RE: February 2019 Financial Statement Summary

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Outlined below are the budgetary variances of note for the month of February for Fiscal Year 2019.

#### *Area(s) of Concern:*

- **Local Source revenue** – as previously indicated, the FY2018 audit that the figures used for EAV were total EAV rather than the rate setting EAV figures. Given that we use this as the basis for setting the local source budget amount for the year means that the budget estimate for FY2019 is overstated. Adjusting for the “rate setting EAV” amount, we now estimate we will bring in a total of approximately \$8,996,956 in local source revenue for FY2019. For the month of February there was a slight favorable variance of \$5,473; however, year to date we remain unfavorable by \$524,555.

#### *Overall Variances:*

- **Revenue** – Total February revenue was \$436,072 resulting in an unfavorable variance of \$614,190 compared to the budgeted level. This unfavorable variance is attributed to not receiving any state funding payments during the month. Year to date, revenues are unfavorable by \$1,692,032 of which \$1,605,113 is related to the timing of when state funding is received.
- **Expenditures** – Total February expenditures were \$2,552,802 resulting in an overall favorable variance of \$91,894. Year to date the favorable variance is up to \$2,908,434.

#### *Revenue Variances:*

- **Local Sources** – Favorable variance during the month of February in the amount of \$5,473. As mentioned above, the year to date unfavorable variance is \$524,555 and will remain unfavorable for the fiscal year.

- *ICCB Credit Hour Grant* – We did not receive a credit hour reimbursement payment during the month of February so there is an unfavorable variance of \$207,947. Year to date this line is unfavorable by \$366,444, which is due to timing.
- *ICCB Equalization Grant* – We did not receive an equalization payment during the month of February so there is an unfavorable variance of \$492,885 for the month. Year to date this line is now unfavorable by \$985,767 due to timing.
- *Tuition & Fees* – February had a favorable variance for tuition of \$14,681 and a favorable variance of \$14,765 for fees. Year to date, tuition is favorable by \$86,448 while fees are favorable by \$47,100.
- *Other State Sources* – This area remains unfavorable year to date by \$252,902 due to not receiving any CTE payments from the State of Illinois. This should correct itself once the CTE payments are received.
- *Other Revenue* – February had a favorable variance of \$51,723 and is now favorable year to date in the amount of \$178,451.

#### **Expenditure Variances:**

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in February of \$8,498; however remains favorable year to date by \$374,321. Preliminarily, we are estimating a \$365,695 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in February in the amount of \$31,916. Year to date this line is favorable by \$102,477. Preliminarily, we are estimating a favorable variance in the amount of \$73,482 for the year.
- *Instructional* – Had a favorable variance in February of \$86,347. The bulk of this favorable variance is in contractual services (\$91,975). Year to date this area is favorable by \$634,908.
- *Academic Support* – Had a slight favorable variance in February of \$315. Year to date this area has a favorable variance of \$32,752.
- *Student Services* – Had a favorable variance in February of \$9,964 that is primarily due to a favorable variance in salaries (\$9,416). Year to date this area is favorable by \$201,135
- *Public Service/Continuing Education* – This area had an unfavorable February variance of \$10,798. This area had modest unfavorable variances in salaries, contractual services, and materials & supplies. Year to date this area has a slight unfavorable variance in the amount of \$6,547.

- *Operations & Maintenance* – This area had a favorable February variance of \$49,991 that was primarily driven by a \$25,287 favorable variance in salaries and \$23,216 favorable variance in utilities. Year to date, this area remains favorable by \$307,568.
- *Institutional Support* – Had an unfavorable overall February variance of \$39,624. This is primarily due to sizable variances in materials and supplies (\$98,566 due to textbook purchases and instructional equipment purchases), capital outlay (\$28,300 due to and upgrade to the spectrometer for the Math & Science Division), and strategic initiatives (\$33,241 due to billboard costs, deferred maintenance project cost, and our membership to IGEN). Year to date this area has a favorable variance of \$1,293,996.
- *Scholarships, Grants, Waivers* – this shows a slight unfavorable variance for the month of February of \$4,301. Year to date, this line is favorable by \$444,621.

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



	<b>Current</b>			<b>Current YTD</b>	<b>Current YTD</b>	<b>Current YTD</b>
<b>Current Month</b>	<b>Month Budget</b>	<b>Variance</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Variance</b>
1,476,040.65	1,467,541.87	(8,498.78)	Salary and Wages	12,414,691.15	12,789,012.44	374,321.29
328,340.23	360,256.82	31,916.59	Employee Benefits	2,667,461.97	2,769,938.90	102,476.93
70,992.56	188,229.87	117,237.31	Contractual Services	656,111.67	993,043.94	336,932.27
224,213.34	119,057.27	(105,156.07)	General Materials and Supplies	1,598,625.96	2,779,342.95	1,180,716.99
18,165.43	30,205.87	12,040.44	Travel and Meeting Expenses	107,822.39	223,984.00	116,161.61
33,951.31	47,345.18	13,393.87	Fixed Charges	431,898.92	535,673.83	103,774.91
76,408.05	99,624.33	23,216.28	Utilities	784,357.61	796,994.67	12,637.06
31,088.25	1,900.00	(29,188.25)	Capital Outlay	65,398.71	77,475.00	12,076.29
12,496.67	30,535.00	18,038.33	Contingency Funds	37,294.14	244,468.89	207,174.75
243,564.23	300,000.00	56,435.77	Other Expenditures	256,174.23	303,750.00	47,575.77
<b>2,515,260.72</b>	<b>2,644,696.21</b>	<b>129,435.49</b>	<b>Total</b>	<b>19,019,836.75</b>	<b>21,513,684.62</b>	<b>2,493,847.87</b>

## Lake Land College

### FY2019 Salary, Wage & Benefits Detail

<i>Salary &amp; Wages</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 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	\$7,986,462	\$8,037,106	\$50,644	\$10,971,545	\$10,977,308	\$10,971,545	(\$5,763)
Salary and Wages - Acad. Support	\$242,621	\$262,110	\$19,489	\$372,603	\$364,021	\$372,603	\$8,582
Salary and Wages - Stud. Svcs	\$1,006,506	\$1,110,211	\$103,705	\$1,588,486	\$1,481,476	\$1,588,486	\$107,010
Salary and Wages - Public Svc.	\$272,507	\$268,318	(\$4,189)	\$349,192	\$407,454	\$349,192	(\$58,262)
Salary and Wages - Maintenance	\$654,040	\$849,159	\$195,119	\$1,298,144	\$1,026,086	\$1,298,144	\$272,058
Salary and Wages - Inst. Support	\$2,252,554	\$2,262,108	\$9,554	\$3,410,486	\$3,368,416	\$3,410,486	\$42,070
<b>Total Salary and Wages</b>	<b>\$12,414,691</b>	<b>\$12,789,012</b>	<b>\$374,321</b>	<b>\$17,990,456</b>	<b>\$17,624,761</b>	<b>\$17,990,456</b>	<b>\$365,695</b>

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,482,820	\$1,519,794	\$36,974	\$2,457,938	\$2,218,819	\$2,457,938	\$239,119
Employee Benefits - Acad. Support	\$53,535	\$51,921	(\$1,614)	\$74,498	\$82,986	\$74,498	(\$8,488)
Employee Benefits - Stud. Svcs	\$270,718	\$280,447	\$9,730	\$402,438	\$406,280	\$402,438	(\$3,842)
Employee Benefits - Public Svc.	\$45,430	\$37,818	(\$7,612)	\$54,276	\$69,329	\$54,276	(\$15,053)
Employee Benefits - Maintenance	\$212,603	\$230,837	\$18,234	\$330,424	\$324,310	\$330,424	\$6,114
Employee Benefits - Inst. Support	\$602,357	\$649,122	\$46,765	\$762,845	\$907,213	\$762,845	(\$144,368)
<b>Total Employee Benefits</b>	<b>\$2,667,462</b>	<b>\$2,769,939</b>	<b>\$102,477</b>	<b>\$4,082,419</b>	<b>\$4,008,937</b>	<b>\$4,082,419</b>	<b>\$73,482</b>



# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President  
FROM: Bryan Gleckler, Vice President for Business Services  
DATE: April 2, 2019  
RE: Foundation Contract for Veterans Memorial Wall

---

The Lake Land College Foundation has been working to develop plans to add a Veterans Memorial adjacent to the Podesta Park area on campus. They have been working with Adams Memorial from Mattoon, IL to design a Memorial Wall for display. The College has worked with Adams Memorial to seek competitive bids from granite providers to ensure the best pricing.

The Lake Land College Foundation has agreed to fund the Veterans Memorial Wall display outlined in the attached contract. The total amount of this display is \$117,200. There may be future additions to this display that will be funded through fundraising efforts done through the Foundation.

I am recommending that the Board of Trustees approve the contract between the Lake Land College Foundation and Adams Memorial from Mattoon, IL for the design and construction of a Veterans Memorial Wall in the amount of \$117,200.

AGREEMENT

AGREEMENT BETWEEN  
OWNER AND CONTRACTOR

*where the basis of payment is a  
STIPULATED SUM*

---

AGREEMENT

made as of the Eighth day of April in the year of Two Thousand and Nineteen,  
(April 8, 2019).

BETWEEN the Owner:

LAKE LAND COLLEGE FOUNDATION  
5001 Lake Land Blvd.  
Mattoon, Illinois 61938

and the Contractor:

Adams Memorials  
904 N. 22<sup>nd</sup> Street  
Mattoon, IL 61938

The Project is:

Installation of Veterans Memorial  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938

The Architect is:

Adams Memorials  
904 N. 22<sup>nd</sup> Street  
Mattoon, IL 61938

The Owner and Contractor agree as set forth below.

---

## SECTION 00500

## ARTICLE 1

## THE CONTRACT DOCUMENTS

1.1 The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 7.

## ARTICLE 2

## THE WORK OF THIS CONTRACT

2.1 The Contractor shall execute the entire Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.

## ARTICLE 3

## DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 The date of commencement is the date from which the Contract Time of Paragraph 3.2 is measured, and shall be the date of this Agreement, as first written above.

3.2 The Contractor shall achieve Substantial Completion of the entire Work not later than 45 consecutive calendar days after the date of commencement, subject to adjustments of this Contract Time as provided in the Contract Documents.

## ARTICLE 4

## CONTRACT SUM

4.1 The Owner shall pay the Contractor in current funds for the Contractor's performance of the Contract the Contract Sum of **One-Hundred Seventeen Thousand, Two Hundred Dollars** (\$117,200.00), subject to additions and deductions as provided in the Contract Documents.

4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

None.

## SECTION 00500

## ARTICLE 5

## PAYMENTS TO CONTRACTOR

6.1 Payments shall be made as described in the Payment Procedures outlined below:

## PAYMENT PROCEDURES

- A. The Owner will make payment on account of the Contract as follows:
1. Upon completion of all work as directed in these specifications the Contractor shall request payment in full.
  2. The Contractor shall provide an invoice for the work which will satisfy the following:
    - 1) Itemize separate line item cost for each major division of work, using specifications Table of Contents as basis for format for listing cost of work.
    - 2) List all major subcontracts and subcontractors.
    - 3) All forms must be typed and all sections of the forms completed.
    - 4) All forms must have ORIGINAL SIGNATURE and be NOTARIZED.

## PAYMENTS WITHHELD

- A. The Owner may withhold, or on account of subsequently discovered evidence, nullify the whole or part of any payment to such an extent as may be necessary to protect the Owner from loss on account of:
1. Defective work not remedied.
  2. Claims filed or reasonable evidence indicating probable filing of claims.
  3. Failure of the Contractor to make payment properly to Subcontractors for materials and/or labor.
  4. A reasonable doubt that the Contract can be completed for the balance then unpaid.
  5. Damage to another Contractor.

## SECTION 00500

- B. When the above conditions are remedied payment will be made for the amounts withheld.
- C. Should the Contractor fail to perform any work according to the drawings and specifications, or should he refuse to correct any work not done according to the drawings and specifications, the Owner may, after having given the Contractor ten days written notice, construct such work or make repairs necessary to meet the requirements of the Contract. The cost of such work shall be deducted from the final payment due the Contractor.

## LIEN WAIVERS

- A. Before final payment, the Contractor shall submit Lien Waivers marked "FINAL" from all Subcontractors and Material Suppliers covering all labor and materials furnished on the job. All Lien Waivers shall have ORIGINAL SIGNATURES and be NOTARIZED.
- B. If any Lien or unpaid bills should be presented to the Owner after full payment has been made to a Contractor, the Contractor or his bondsmen shall refund to the Owner all the money the latter may be compelled to pay in discharging such obligations, including all court costs and reasonable attorney's fees.
- C. During the course of construction should there be any doubt regarding whether or not the Contractor has been paying his bills or subcontractors promptly, Waivers of Lien - Partial may be requested and shall be submitted.

6.2 Final payment, constituting the entire balance of the Contract Sum, shall be made by the Owner to the Contractor when (1) the Contract has been fully performed by the Contractor; and (2) a final Certificate for Payment has been issued by the Architect; such final payment shall be made by the Owner not more than 30 days after the issuance of the Architect's final Certificate for Payment.

## ARTICLE 6

## TERMINATION OR SUSPENSION

8.1 The Contract may be terminated by the Owner for violation(s) of the terms of the Agreement and/or Conditions of the Contract (General, Supplemental, and other Conditions).

## ARTICLE 7

## ENUMERATION OF CONTRACT DOCUMENTS

9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

SECTION 00500

9.1.1 The Agreement is this executed Agreement Between Owner and Contractor,

9.1.2 The Drawings are as follows:

Title

Installation of Veterans Memorial Site Plan

This Agreement is entered into as of the day and year first written above and is executed in at least two original copies of which one is to be delivered to the Contractor and one to the Owner.

**OWNER: Lake Land College Foundation**

**CONTRACTOR: Adams Memorials**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*



MEMORIALS

904 N. 22<sup>nd</sup> Street  
Mattoon, IL 61938  
(217) 234-2045

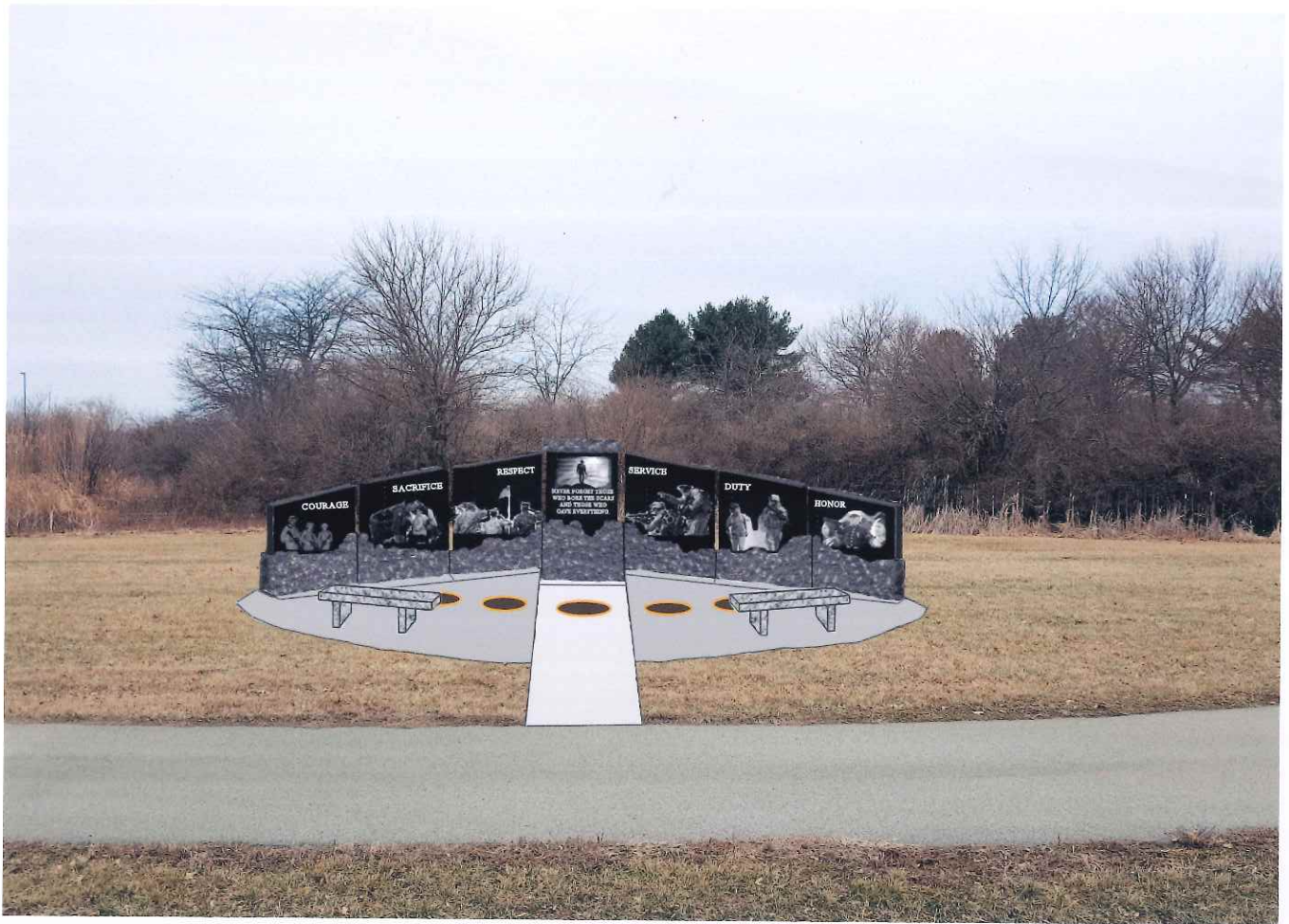
Email: [REDACTED]

**QUOTE FOR INSTALLATION OF VETERANS MEMORIAL**  
**Lake Land College, Mattoon IL**  
**March 20, 2019**

Adams Memorials has been serving the Central Illinois area since 1975. During this time, we have installed numerous veterans' memorials throughout the state, creating innovative and unique designs with each customers' specific needs in mind.

Prepared By: Linda House  
Adams Memorials  
904 N. 22<sup>nd</sup> Street  
Mattoon IL 61938









904 N. 22<sup>nd</sup> Street - Mattoon, IL 61938  
 (217) 234-2045

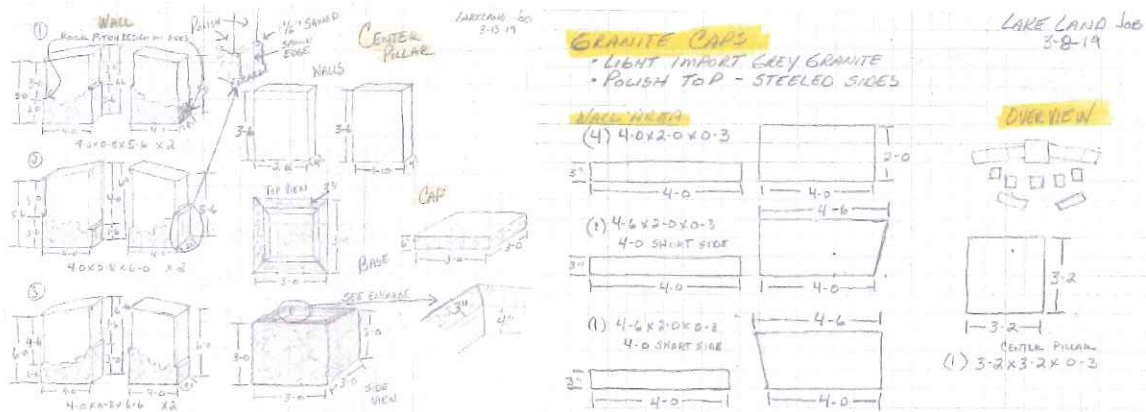
Email: [REDACTED]

### Wall Area Description

A 28-foot-long Jet Black granite wall with 7 sections, each depicting imagery that personifies the finest attributes of an American soldier. The wall will be enhanced with a new paver walk and plaza using the same design and mimicking the shape of the existing plaza area at the entrance of the park. The plaza will also encompass 24" round bronze emblems of the 5 branches of service inlayed into the walk area along with two benches to encourage relaxation and reflection.

### Wall Specifications

- (6) Jet Black granite panels with rock pitch and polish design
- (1) Jet Black granite pillar center piece with rock pitch and polish design
- (7) Light Grey granite foundation caps
- See below drawings for detailed measurements and design elements



GRANITE WALL AND WALL FOUNDATION CAP SUPPLIERS			
	HAIPING GRANITE	DAKOTA GRANITE	EAGLE GRANITE
WALL ELEMENTS	25,068.00	50,271.00	50,024.00
WALL FOUNDATION CAPS	1,172.00	1,933.00	1,586.00
<b>TOTAL</b>	<b>26,240.00</b>	<b>52,204.00</b>	<b>51,610.00</b>

We select Haiping Granite because they meet required specifications and are the lowest bidder.

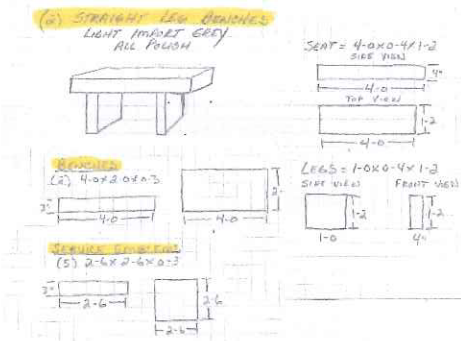


MEMORIALS  
 904 N. 22<sup>nd</sup> Street - Mattoon, IL 61938  
 (217) 234-2045

Email: [REDACTED]

**Bench Specifications**

- (2) Light Grey granite straight leg benches, 4 foot long with all polished surface
- (2) Light Grey granite foundation caps
- See below drawings for detailed measurements and design elements



GRANITE BENCH AND BENCH FOUNDATION CAP SUPPLIERS			
	HAIPING GRANITE	DAKOTA GRANITE	EAGLE GRANITE
(2) 4 FOOT STRAIGHT LEG BENCHES	258.00	526.00	688.00
(2) BENCH FOUNDATION CAPS	266.00	498.00	486.00
<b>TOTAL</b>	<b>\$524.00</b>	<b>\$1,024.00</b>	<b>\$1,174.00</b>

We select Haiping Granite because they meet required specifications and are the lowest bidder

**Service Emblem Specifications**

- (5) 24" round bronze emblems representing the following branches of military service: Army, Navy, Air Force, Marines, Coast Guard

BRONZE SERVICE EMBLEM SUPPLIERS			
	TRIGARD	STAR	GEMINI
24" ROUND SERVICE EMBLEMS, INCLUDES SHIPPING	\$1,425.90 each or \$7,129.50 total	\$979.60 each or \$4,898.00 total	\$919.00 each or \$4,595.00 total
<b>TOTAL</b>	<b>\$7,129.50</b>	<b>\$4,898.00</b>	<b>\$4,595.00</b>

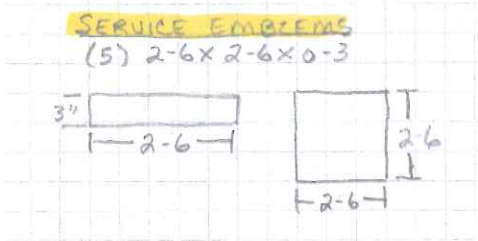
We select Gemini Bronze because they meet required specifications and are the lowest bidder



MEMORIALS  
 904 N. 22<sup>nd</sup> Street - Mattoon, IL 61938  
 (217) 234-2045  
 Email: [REDACTED]

**Service Emblem Paver**

- (5) Light Grey Granite Paver for service emblem inlay installation, see below drawings for detailed measurements

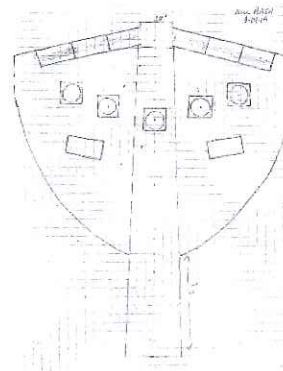


SERVICE EMBLEM PAVER SUPPLIERS			
	HAIPING GRANITE	DAKOTA GRANITE	EAGLE GRANITE
(5) SERVICE EMBLEM PAVER CAPS	104.00 ea or \$520.00	191.00 ea or \$955.00	195.00 ea or \$975.00

We select Haiping Granite because they meet required specifications and are the lowest bidder.

**Plaza Paver Specifications**

- Match pavers in existing plaza area at entrance of park area.
- Match patterns, designs and stone colors.
- See below picture of existing plaza area



PLAZA PAVER SUPPLIERS		
	ILLINOIS BRICK CO	McLEAN COUNTY MATERIALS
BRISTOL VALLEY - STEEL MOUNTAIN AND UMBRIANO WINTER MARBLE PAVERS	\$5,608.00	Quote requested, no quote received as of 3/19/19

We select Illinois Brick because they meet required specifications and are the only bidder.



MEMORIALS

904 N. 22<sup>nd</sup> Street - Mattoon, IL 61938  
(217) 234-2045

Email: [REDACTED]

**QUOTE FOR INSTALLATION AND MATERIALS AT VETERANS PARK**  
**Lake Land College, Mattoon IL**  
**March 27, 2019**

**Overview of Costs**

**Cost of Park Materials from Vendor Bids** **\$ 37,487.00**

**Installation Costs**

Includes concrete foundations, foundation caps and setting in place the wall, benches, plaza pavers, service emblem pavers.

**\$ 46,788.00**

**Assembly, Lettering and Design Costs**

Includes assembly of wall center piece and lettering of wall, bronze emblems inlay into pavers and park design.

**\$ 32,925.00**

**Total Cost for Veterans Memorial Wall Area** **\$ 117,200.00**



904 N. 22<sup>nd</sup> Street - Mattoon, IL 61938  
(217) 234-2045

Email: [REDACTED]

**BREAKDOWN OF BIDS, ASSEMBLY AND INSTALLATION OF VETERANS MEMORIAL  
Lake Land College, Mattoon IL - March 27, 2019**

<b>GRANITE WALL AND WALL FOUNDATION CAP SUPPLIERS</b>			
	HAIPING GRANITE	DAKOTA GRANITE	EAGLE GRANITE
WALL ELEMENTS	25,068.00	50,271.00	50,024.00
WALL FOUNDATION CAPS	1,172.00	1,933.00	1,586.00
<b>TOTAL</b>	<b>\$26,240.00</b>	<b>\$52,204.00</b>	<b>\$51,610.00</b>

<b>GRANITE BENCH AND BENCH FOUNDATION CAP SUPPLIERS</b>			
	HAIPING GRANITE	DAKOTA GRANITE	EAGLE GRANITE
(2) 4 FOOT STRAIGHT LEG BENCHES	129.00 ea or 258.00	263.00 ea or 526.00	344.00 ea or 688.00
(2) BENCH FOUNDATION CAPS	133.00 ea or 266.00	249.00 ea or 498.00	243.00 ea or 486.00
<b>TOTAL</b>	<b>\$524.00</b>	<b>\$1,024.00</b>	<b>\$1,174.00</b>

<b>BRONZE SERVICE EMBLEM SUPPLIERS</b>			
	TRIGARD	STAR	GEMINI
(5) 24" ROUND SERVICE EMBLEMS, INCLUDES SHIPPING	1,425.90 each or <b>\$7,129.50 total</b>	979.60 each or <b>\$4,898.00 total</b>	919.00 each or <b>\$4,595.00 total</b>

<b>SERVICE EMBLEM GRANITE PAVER SUPPLIERS</b>			
	HAIPING GRANITE	DAKOTA GRANITE	EAGLE GRANITE
(5) SERVICE EMBLEM PAVER CAPS	<b>104.00 ea or \$520.00</b>	<b>191.00 ea or \$955.00</b>	<b>195.00 ea or \$975.00</b>

<b>PLAZA BRICK PAVER SUPPLIERS</b>			
	ILLINOIS BRICK CO	McLEAN COUNTY MATERIALS	
BRISTOL VALLEY - STEEL MOUNTAIN AND UMBRIANO WINTER MARBLE PAVERS	<b>\$5,608.00</b>	Quote requested, no quote received as of 3/19/19	

**Indicates supplier bid selected by Adams Memorials.**



MEMORIALS

904 N. 22<sup>nd</sup> Street - Mattoon, IL 61938  
(217) 234-2045

Email: [REDACTED]

**BREAKDOWN OF BIDS, ASSEMBLY AND INSTALLATION OF VETERANS MEMORIAL**  
**Lake Land College, Mattoon IL - March 20, 2019**

Page 2

<b>Assembly and Lettering</b>	Wall Panels and Center Piece	\$ 20,425.00	
	Inlay Bronze Emblems into Granite Pavers	5,000.00	
	Park Design	<u>7,500.00</u>	
	<b>Total Assembly and Lettering</b>		<b>\$ 32,925.00</b>
<b>Installation</b>	Wall Concrete Foundations	\$ 14,762.00	
	Wall Installation	10,346.00	
	Pavers for Plaza, Pavers for Bronze Emblems		
	Pavers for Benches	14,000.00	
	Prevailing Wage Allowance		
	(2) stone masons for 64 hours @ \$60/hour	<u>7,680.00</u>	
	<b>Total Installation</b>		<b>\$ 46,788.00</b>
<b>Selected Supplier Bids</b>	Granite Wall and Wall Foundation Caps	\$ 26,240.00	
	Granite Benches and Bench Foundation Caps	524.00	
	Bronze Service Emblems	4,595.00	
	Service Emblem Granite Pavers	520.00	
	Plaza Brick Pavers	<u>5,608.00</u>	
	<b>Total Supplier Bids</b>		<b>\$ 37,487.00</b>
	<b>Total Cost for Veterans Memorial Wall Area</b>		<b>\$ 117,200.00</b>

\$ 117,200.00 ½ down = \$ 58,600.00 for Memorial Wall Area

# LAKE LAND COLLEGE

## Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: March 29, 2019

Re: Approval of Bid for Sidewalk Project

---

The College recently solicited bids for the Sidewalk Project, to repair the sidewalks in several areas around campus.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of three bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Bartels Construction Inc. Mattoon, Illinois	\$66,615
Grunloh Construction Inc. Effingham, Illinois	\$86,500
J B Esker & Sons Inc. Teutopolis, Illinois	\$102,500

Based on the bids received, it is my recommendation that we award this bid to Bartels Construction Inc. of Mattoon, Illinois, for the Sidewalk Project.

Please do not hesitate to contact me if you have any questions or need any further clarification.

**LAKE LAND  
COLLEGE  
BID TABULATION**

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Sidewalk Project  
Project No. 2019-004  
BID DATE: March 29, 2019 - 2:00 PM

CONTRACTOR	Total Bid								
Bartels Construction Inc. Mattoon, Illinois	<b>\$66,615</b>								
Grunloh Construction Inc. Effingham, Illinois	\$86,500								
J B Esker & Sons Inc. Teutopolis, Illinois	\$102,500								



# LAKE LAND COLLEGE

## Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: April 1, 2019

Re: Approval of Bid for Greenhouse

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The College recently solicited bids for a 30' x 60' Greenhouse for the Department of Corrections program at the Joliet Treatment Center.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of two bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Stuppy Inc. Kansas City, Missouri	\$99,915
Hummert International Earth City, Missouri	\$103,760

Based on the bids received, it is my recommendation that we award this bid to Stuppy Inc. of Kansas City, Missouri, for the Greenhouse.

Please do not hesitate to contact me if you have any questions or need any further clarification.

**LAKE LAND  
COLLEGE  
BID TABULATION**

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Greenhouse  
Project No. 2019-006  
BID DATE: April 1, 2019 - 2:00 PM

CONTRACTOR	Total Bid								
Stuppy Inc. Kansas City, Missouri	\$99,915								
Hummert International Earth City, Missouri	\$103,760								



# Memo

To: Dr. Josh Bullock, President  
From: Bryan Gleckler, Vice President for Business Services  
Date: March 29, 2019  
Re: Approval of Bid for Cartridge Dust Collector

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The College recently solicited bids for a Cartridge Dust Collector for the Department of Corrections program at the Shawnee Correctional Center.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Airgas Benton, Illinois	\$46,000

Based on the bids received, it is my recommendation that we award this bid to Airgas of Benton, Illinois, for the Cartridge Dust Collector.

Please do not hesitate to contact me if you have any questions or need any further clarification.



# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President

**From:** Bryan Gleckler, Vice President for Business Services

**Date:** April 3, 2019

**Re:** Approval of Bid for Roofing Project

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The College recently solicited bids for the Roofing Project, to replace the roof of the Power House and flat roof of the Field House.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of four bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Freedom Roofing & Construction, Inc. Champaign, Illinois	\$86,726
Industrial Services of Illinois, Inc. Mattoon, Illinois	\$140,400
Advanced Commercial Roofing Champaign, Illinois	\$110,030
Legacy Roofing & Restoration Mattoon, Illinois	\$316,000

Freedom Roofing & Construction withdrew their bid due to not including the entire coping of the Field House in their proposal. Given this, it is my recommendation that we award this bid to Advanced Commercial Roofing of Champaign, Illinois, for the Roofing Project.

Please do not hesitate to contact me if you have any questions or need any further clarification.

**LAKE LAND  
COLLEGE  
BID TABULATION**

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Roofing Project  
Project No. 2019-003  
BID DATE: April 3, 2019 - 2:00 PM

CONTRACTOR	Total Bid	Power House Roof	Field House Flat Roof	Alternate #2 Coping Field House				
Freedom Roofing & Construction Inc. Champaign, Illinois	\$86,276 *	\$44,290	\$30,694	\$11,742				
Industrial Services of Illinois, Inc. Mattoon, Illinois	\$140,400	\$65,500	\$39,900	\$35,000				
Advanced Commercial Roofing Champaign, Illinois	<b>\$110,030</b>	\$52,075	\$27,575	\$30,380				
Legacy Roofing & Restoration Mattoon, Illinois	\$316,000	\$156,000	\$160,000	-				

\* Bid withdrawn - did not meet specifications

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
April 08, 2019**

**Additional Appointments**

The following employees are recommended for additional appointments

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Earnst, Cassie	Adjunct Faculty BNA Substitute Primary Position is Allied Health BNA Cln Instr	03/20/2019
Ervin, Ryan	Honors Instructor - SSE Primary Position is Adj Faculty Social Science	03/22/2019
Horton, Jesse	Tutor-Disability Services - Bachelor Primary Position is Adj Faculty Math/Science	02/21/2019
Horton, Jesse	Tutor - Bachelor's Community Education Primary Position is Adj Faculty Math/Science	02/21/2019
Kruse, Bonnie	Honors Instructor - SSE Primary Position is Adj Faculty Social Science	03/22/2019
Luebbe, Alecia	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst Ctr	02/01/2019
Martinez, Yesica	Bookstore Rush Worker Primary Position is Chemistry Lab Student Asst	05/01/2019

**Part-time - Grant Funded**

Drake, Allen	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	02/21/2019
Horton, Jesse	Tutor - Bachelor's Carl Perkins Primary Position is Adj Faculty Math/Science	02/21/2019

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Kile, Shelbie	Lake Land College Student Trustee	04/15/2019
<b>Full-time</b>		
Bryan, Matthew	Custodian	04/15/2019
Elam, Kasey	Custodian	04/09/2019
Mummel, Scott	Custodian	04/10/2019
Pinner, Elizabeth	Custodian	04/11/2019
Warren, Kendra	Administrative Assistant to Business	04/15/2019

**Full-time Tenure Track**

Harley, Sarah	Mathematics Instructor	08/16/2019
Roy, Kyle	Mathematics Instructor	08/16/2019

**Part-time**

Bartley, Ashley	Fitness Center Specialist	03/26/2019
Earnst, Cassie	Allied Health BNA Clinical Instructor	03/20/2019
Galvin, Melissa	CBI Non-credit Instructor	07/08/2019
Johnson, Katherine	IDOC CPR Instructor	02/20/2019
Johnson, Noah	IDOC CPR Instructor	02/22/2019
Luebbe, Alecia	Tutor - Student Learning Assistance Ctr	03/12/2019
Martinez, Yesica	Chemistry Lab Student Assistant	03/13/2019
Maxey, Kelly	IDOC CPR Instructor	03/06/2019
Mick, Kimberly	IDOC CPR Instructor	02/14/2019
Shamblin, Donald	IDOC CPR Instructor	03/11/2019
Thompson, Benjamin	IDOC CPR Instructor	03/18/2019

**Part-time - Grant Funded**

Black, Timothy	Adjunct DOC College Funded Instructor	03/11/2019
Hance, Ronald	Adjunct DOC College Funded Instructor	06/03/2019
Hemrich, Sarah	Adjunct DOC College Funded Instructor	03/12/2019
Isaacs, Angela	Adjunct DOC College Funded Instructor	03/06/2019
Johnson, Ida	Adjunct DOC College Funded Instructor	03/11/2019
McGee, Patrick	Adjunct DOC College Funded Instructor	03/18/2019
Patel, Hema	Tutor Student TRIO SSS	03/19/2019

**College Work Study**

Newkirk, Cindy	College Work Study - Early Childhood Ed	03/01/2019
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**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Arney, Larry	Dual Credit Instructor	03/25/2019
Barger, Janice	Dual Credit Instructor	03/25/2019
Barger, Sarah	Dual Credit Instructor	03/25/2019
Barton, Rebekah	Dual Credit Instructor	03/25/2019
Bennett, Graham	Dual Credit Instructor	03/25/2019
Brumleve, Gregory	Dual Credit Instructor	03/25/2019
Cloe, Melvin	Dual Credit Instructor	03/25/2019
Dougherty, Vicki	Dual Credit Instructor	03/25/2019
Elledge, John	Dual Credit Instructor	03/25/2019
Elmore, Lloyd	Dual Credit Instructor	03/25/2019
Hibbard, Darren	Dual Credit Instructor	03/25/2019
Holsapple, Sheila	Dual Credit Instructor	03/25/2019
Howard, Kristalynn	Dual Credit Instructor	03/25/2019



Huddlestun, Lisa	Dual Credit Instructor	03/25/2019
King, Patricia	Dual Credit Instructor	03/25/2019
Lee, April	Dual Credit Instructor	03/25/2019
Mabry, Michael	Dual Credit Instructor	03/25/2019
Meister, Marianne	Dual Credit Instructor	03/25/2019
Perkins, Kimberly	Dual Credit Instructor	03/25/2019
Pierce, Vicki	Dual Credit Instructor	03/25/2019
Pittenger, Tammy	Dual Credit Instructor	03/25/2019
Roberts, Kurt	Dual Credit Instructor	03/25/2019
Smith, Gwyn	Dual Credit Instructor	03/25/2019
Tynan, John	Dual Credit Instructor	03/25/2019
White, Corben	Dual Credit Instructor	03/25/2019
Wilson, Charles	Dual Credit Instructor	03/25/2019

**Full-time**

Bales, Thomas	Print Shop Technician	03/12/2019
Lawless, Thomas	Corr Horticulture Instr – Murphysboro CC	03/15/2019
Sloan, Kinsey	Corr Office Asst – Pinckneyville CC	03/22/2019

**Part-time**

Arabatgis, John	Adj Doc College Funded Instr	05/25/2018
Daniels, Tori	Student Assistance Specialist	08/12/2018
Dunnan, James	Adj Doc College Funded Instr	12/31/2017
Enstrom, Patrick	Adj Faculty Math/Science	12/17/2017
Gordon, Richard	Adj Doc College Funded Instr	03/25/2019
Haukland, James	IDOC CPR Instructor	03/17/2019
Helling, Keith	Adj Doc College Funded Instr	12/31/2017
Johnson, Angela	Dual Credit Instructor	03/25/2019
Kimball, Linda	Allied Health BNA Cln Instr	12/17/2017
Mudd, James	Adj Doc College Funded Instr	12/31/2017
Panepinto, Rose	Sign Language Interpreter	03/25/2019
Priebe, Sue	IDOC CPR Instructor	08/18/2017
Sarver, Michelle	Adj Doc College Funded Instr	08/13/2017
Strom, Heather	Dual Credit Coordinator	03/25/2019
Swift, Janet	Sign Language Interpreter	03/25/2019
Tingley, Joey	Allied Health BNA Cln Instr	08/18/2017
White, Brandy	Adj Doc College Funded Instr	03/25/2019

**Transfers/Promotions**

**The following employee is recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Lenz, William	Print Shop Technician Assistant Transferring From Print Courier Asst	03/25/2019