

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
April 12, 2021
Regular Meeting No. 652

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

Engaging minds, changing lives, through the power of learning.



Regular Meeting No. 652
Monday, April 12, 2021, 6:00 p.m.,
Webb Hall 081, Mattoon

Citizens, faculty and staff may attend the meeting via teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Trustees and members of the President's Cabinet will be physically present at the meeting location. Due to the COVID-19 health pandemic and following the guidelines in Governor Pritzker's Restore Illinois plan, in-person attendance by members of the public will be limited so that no more than 50 people will gather in this room. Seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting by being physically present will be expected to:

- Conduct a health self-assessment by completing the [COVID-19 Campus Visit Screening Form](#) prior to arrival.
- Wear face masks covering the nose and mouth.
- Maintain social distancing of 6' from others at all times.
- Follow all applicable guidelines in accordance with Lake Land College's [Return to Campus Plan](#).
- Enter campus via Entrance 2. Upon arrival, each person will be directed to the [COVID-19 Check-In Station](#) where a staff member will verify each person has a face mask and has completed the online [COVID 19 Campus Visitor Screening Form](#) and received a green approved.

For more information, please visit: <https://www.lakelandcollege.edu/covid-19/>.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, April 12, 2021, and sent to officeofthepresident@lakelandcollege.edu.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of March 8, 2021, Regular Meeting.
2. Approval of Minutes of March 8, 2021, Closed Session.
3. Approval of Agenda of April 12, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details, refer to the Bills for Payment link at: <https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recording of October 14, 2019, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan
	Mr. Kevin Curtis
B. Resource & Development	Mr. Mike Sullivan
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Gary Cadwell
E. Foundation	Ms. Doris Reynolds
F. Student Report	Mr. Lucas Dudit
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Acknowledgement of Community College Month.	18
3. Spring 2021 Commencement.	19
4. Faculty Focus on Advancing Student Success - Development of Transitional Math.	
5. Phi Theta Kappa All-Illinois/All-USA Academic Team Nominees.	20
6. Curriculum Committee Update.	21-23
7. Calendar of Events.	24-25

B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to Board Policy 05.04.15 <i>Absence Due to Inclement Weather.</i>	26-28
2. Acceptance of February 2021 Financial Statements.	29-34
3. Approval of Honorable Dismissal Notice and Authorization for Reemployment Upon Continuation of Grant-Funded Programs (Non-faculty).	35
4. Certification of Student Trustee and Sophomore Student Government Association Election Results.	36-38
5. Approval of Property, Casualty, and Liability Insurance Renewal.	39
6. Approval of Gift-in-kind Donation from the Lake Land College Foundation.	40-41
7. Approval of Academic Calendars for 2022-2023 and 2023-2024.	42-46
8. Approval of Transition to First Mid Bank & Trust of Mattoon for College Credit Card Vendor Servicing.	47
9. Approval of Project for Backup Generator and Related Installation for the Foundation and Alumni Center and the Board and Administration Center.	48
10. Approval of Human Resources Report.	49-50

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 651
Webb Hall, Room 081, Mattoon, IL
March 8, 2021

Minutes

Call to Order.

Chair Reynolds called the March 8, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon, IL. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk and Mr. Thomas Wright.

Student Trustee Lucas Dudit entered the meeting at 6:05 p.m.

Trustees Absent: Mr. Dave Storm.

Others Participating via Teleconference: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Ms. Valerie Lynch, Interim Vice President for Student Services; and members of the staff and media.

Approval of Consent Items.

Trustee Wright moved and Trustee Curtis seconded to approve the following consent items:

1. Approval of Minutes of February 8, 2021, Regular Meeting.
2. Approval of Minutes of February 8, 2021, Closed Session.
3. Approval of Agenda of March 8, 2021, Board of Trustees Meeting.

4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	291,708.89
Building Fund	\$	56,653.92
Site & Construction Fund	\$	160,867.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	72,366.88
Restricted Purposes Fund	\$	197,443.12
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	20,855.51
Student Accts Receivables	\$	1,544,775.96
Total	\$	2,344,671.28

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of September 9, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said ICCTA is planning an in-person meeting later this month but due to Covid-19 he would not be attending. The meeting agenda indicates the discussion will include a session on cyber security and he hopes to provide an update on the meeting summary next month.

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Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

Chair Reynolds highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- The Foundation has currently brought in over \$700,000 in donations for the fiscal year, which is up \$200,000 compared to last year at this same time. We are excited to be on track for our \$1 million fundraising goal for the year. Our third appeal will go out in May to our supporters.
- The “Love a Laker” Giving Week effort wrapped up February 20th bringing in over \$2,300 all in online gifts. We look forward to building on this in years to come and feel a great structure has been established! Thanks to all that participated.
- A thank you mailing will be sent in coordination with St. Patrick’s Day to all of our donors. Please be on the lookout for this stewardship mailing that is a new effort to engage with our donors and thank them for their great support!
- Our staff has made major strides over the past several months with the advancement module of Ellucian, our donation/alumni software. Thanks to the help of our ISS Department and our Ellucian trainer. We truly appreciate the efforts of ISS to get us up to speed and heading in a great direction!
- We are currently in the awarding cycle of our first round of 2021-2022 student scholarships with students to receive notifications this month.
- Please save the date for the Foundation’s Golf Classic set for Friday, September 17th.

Student Report.

Student Trustee Lucas Dudit reported that he was happy to announce that the Student Government Association recently met in person, with Covid-19 social distancing guidelines in place, and they will proceed with elections on March 24-25, 2021, to elect officers and the new Student Trustee. He stated it was great for student morale to have the opportunity to meet the

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freshman members face to face. PTK plans to also meet soon and he will report on that at next month's meeting.

President's Report.

Dr. Bullock said:

- We received no payments for FY 2021 invoices from IDOC or IDJJ in February. A total of \$3.9 million remains outstanding from IDOC and \$228,982 from IDJJ.
- In February, we received no payments from the State of Illinois for FY 2021 credit hour reimbursement, equalization or CTE. For FY 2021, \$3.6 million remains outstanding for credit hour reimbursement, \$3.6 million for equalization and \$279,449 for CTE.
- The College received property tax payments totaling \$68,217 in February.
- Kudos to Business Division instructor Lisa Earp who recently had two students receive recognition for placing in the top three in the state for their Microsoft Office Specialist (MOS) exams that are given in her CIS056 Advanced Software Applications course. This is the first time Lake Land students have placed among the top three in the state.

Business Items.

Non-action Items.

Data Discussion Point – Monetary Award Program (MAP).

Dr. Bullock highlighted the state's Monetary Award Program (MAP) that provides grant assistance to eligible Illinois residents who attend approved Illinois colleges and demonstrate financial need. He highlighted equity and access issues affecting many potential or current community college students due to the fact that MAP funds are awarded on a first-come, first-serve basis and MAP funds are often exhausted in a given award year by the time many community college students decide to enroll.

Proposed Revisions to Board Policy 05.04.15 – Absence Due to Inclement Weather.

Dr. Bullock presented on proposed revisions to the above-referenced Policy. He said the recommendation is to clarify that only full-time employees should credit their timesheet eight hours when the College is officially closed during inclement weather. He also said this clarification aligns with Board Policy 05.06, Part-Time Non-Instructional Employee Incentives, which does not speak to any pay when the College is not operating.

Proposed revisions were presented for first reading and will be brought to the Board for action during the April 2021 regular Board meeting.

Calendar of Events.

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Trustees reviewed a calendar of upcoming events. Chair Reynolds noted the Annual Organizational Meeting for April 29, 2021, Commencement scheduled for May 14, 2021, Board Retreat scheduled for May 19, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of Proposed Revisions to Board Policies:

- **07.05 – Placement Tests.**
- **07.03 – Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs.**
- **07.04 - Intent to Enroll Procedures and Requirements.**

Dr. Bullock requested the Board approved proposed revisions to the above-referenced Policies. He said the administration has received no questions or concerns since these proposed revisions were presented as first reading during the February 2021 regular meeting.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented revisions to Board Policies:

- 07.05 – *Placement Tests.*
- 07.03 – *Admission to Associate in Arts, Associate in Engineering Science, and Associate in Science Degree Programs.*
- 07.04 - *Intent to Enroll Procedures and Requirements.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Acceptance of Reporting of January 2021 Financial Statements.

Trustees reviewed the January 2021 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, regarding a narrative update for the Statements. Ms. Madge Shoot, Comptroller, highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Cadwell moved and Student Trustee Duduit seconded to approve as presented the January 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

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No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Tuition and Fees Rates for Academic Year 2022.

Trustees reviewed a recommendation from Mr. Nuxoll to maintain the tuition and fees rates at our current rates for Academic Year 2022. Trustees were provided details on the tuition and fees rates (activity fees, service and rec fees, and Dual Credit fees). Dr. Bullock noted that as we plan the FY 2022 budget, we are working diligently to balance our commitment to supporting our students and sustaining the value of a Lake Land College education while at the same time considering the uncertainties surrounding state and local funding and the pandemic.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the tuition and fees rates for Academic Year 2022, with the tuition and fees rates remaining at the current Academic Year 2021 rates.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Recipient for the Outstanding Full-Time Faculty Award.

Trustees heard a request from Mr. Jon Althaus, Vice President for Academic Services, to award the 2021 Lake Land College Full-Time Faculty Award to Ms. Tara Blaser, Philosophy/English Instructor. He said Ms. Blaser has been a dedicated and innovative instructor who goes above and beyond to give her students valuable experiences such as leading her students in projects addressing local food insecurity and domestic violence awareness. He also said that with Board approval for this award, Ms. Blaser will be honored as part of the May 2021 Commencement ceremony and the College will submit a nomination to ICCTA for consideration of the state-level award.

Student Trustee Duduit moved and Trustee Sullivan seconded to approve the naming of Ms. Tara Blaser, Philosophy/English Instructor, for the College's Full-Time Faculty Award.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

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Absent: Trustee Storm.
 Motion carried.

Approval of Faculty Tenure Recommendations.

Trustees reviewed a request from Mr. Jon Althaus, Vice President for Academic Services, that the Board grant tenure to three full-time faculty including Ms. Madison Dailey, Health and Physical Education Instructor, Ms. Laurie Rincker, Biological Science Instructor, and Mr. Matthew Rodgers, John Deere Technology Instructor.

Trustee Walk moved and Trustee Cadwell seconded to approve as presented the granting of tenure effective with the beginning of the fall 2021 semester to Ms. Madison Dailey, Health and Physical Education Instructor, Ms. Laurie Rincker, Biological Science Instructor, and Mr. Matthew Rodgers, John Deere Technology Instructor.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Reemployment of Tenured and Non-Tenured Faculty Members.

Trustees reviewed a recommendation from Mr. Althaus for the reemployment of tenured and non-tenured faculty members for the 2021/22 academic year.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2021/22 academic year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Approval of Reappointment of Division Chairs.

Trustees reviewed a recommendation from Mr. Althaus to re-appoint seven division chairs for academic year 2021/2022.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented reappointment of division chairs for academic year 2021/2022 as follows:

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- Ryan Orrick, Agriculture Division
- Erin Swingler, Allied Health Division
- Tynia Kessler, 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, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Declaration of Surplus Items from the Automotive Department.

Trustees heard a recommendation from Dr. Bullock for the Board to declare as surplus four vehicles from the Automotive Department as these vehicles have become obsolete and have little value now to the College.

Trustee Wright moved and Trustee Walk seconded to declare as surplus four vehicles from the Automotive Department including a 1990 Chevy K2500, a 1995 Nissan Infiniti, a 1998 Dodge Van, and a 2001 Oldsmobile Aurora so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

Motion carried.

Closed Session

6:45 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c) (1) to consider the employment, performance, discipline or dismissal of a specific employee.

Ms. Grunloh announced that the phone line enabling staff and members of the public to listen to the Board meeting would remain open so they would be able to hear when the open session meeting resumes once the Board exits closed session.

Return to Open Session - Roll Call

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6:52 p.m.

Trustees Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Mike Sullivan, Vice-Chair; Ms. Denise Walk; Mr. Thomas Wright and Student Trustee Lucas Duduit.

Trustees Absent or Not Participating via Telephonic Means: Mr. Dave Storm.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report.

Trustee Cadwell motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. This action followed discussion in closed session related only to the recommendation to terminate the employment of Ms. Allison Schlau, Head Cheer Coach.

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Fennelly, John **2/1/21-4/23/21**

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Full-time		
Reynolds, Casey	Faculty Honors Experience Advisor	8/20/21
	Primary Position- Spanish/English Instructor	
Part-time		
Burton, Jack	Tutor-Disability Services - Student	2/8/21
	Tutor-Student Community Education	2/8/21
	Primary Position-Tutor Student Learning Asst.	
Carlen, Kyle	Covid-19 Checkpoint Screener	2/8/21
	Primary Position-Physical Plant Asst	
Dowds, Kayla	Tutor-Disability Services - Student	2/22/21
	Tutor-Student Community Education	2/22/21
	Primary Position-Tutor Student Learning Asst.	
Estacio, Estiven	Basketball Scorers/Timers	2/19/21
	Primary Position- Men's Basketball Asst	
Gosnell, Kathrine	Test Proctor	2/10/21
	Tutor - Bachelor's Community Education	2/10/21
	Tutor - Bachelor's Disability Services	2/10/21
	Primary Position-Tutor BA Learning Resource Cent	
Hussein, Yassin	Covid-19 Checkpoint Screener	2/8/21
	Print and Courier Assistant	1/8/21
	Primary Position-Mailroom Assistant	

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Svika, Orrin	Tutor-Student Community Education Primary Position-Student Learning Asst	1/28/21
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Part-time - Grant Funded

Burton, Jack	Tutor-Student Carl Perkins Primary Position- Tutor Student Learning Asst.	2/8/21
Gosnell, Kathrine	Tutor - Bachelor's Carl Perkins Primary Position-Tutor BA Learning Resource Cent	2/10/21
Svika, Orrin	Tutor-Student Carl Perkins Primary Position-Student Learning Asst.	1/28/21

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Richardson, Hannah	Tutor - Associate's TRIO	2/17/21
Shook, Ciara	Adult Education Instructor	2/17/21
Smith, Shelby	Alternative Education Instructor	2/12/21
	Alternative Education Pt Instructor	2/12/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Bushur, Maria	Alternative Education Instructor	3/15/21
Kremer, Monica	Community Outreach Coordinator	3/15/21

Full-time Grant Funded

Davis, Andrew	Correctional Custodial Maintenance Instr	2/22/21
Murray, Nicki	Correctional Career Technology Instructor	3/1/21

Part-time

Burton, Jack	Tutor - Student Learning Assistance Center	2/8/21
Cougill, Elizabeth	Dual Credit Program Assistant	2/22/21
Dowds, Kayla	Tutor - Student Learning Asst Center	2/22/21
Gosnell, Kathrine	Tutor - BA Degree - Learning Asst Center	2/10/21
Layton, Jill	Court Reporter Consultant	2/22/21
Thomas, Sarah	Print and Courier Assistant	2/23/21

Terminations/Resignations

The following employees are terminating employment

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	Position	Effective Date
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Full-time

Carpenter, Paula	Director of Financial Aid	3/31/21
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Full-time – Grant Funded

Brown, Dewayne	Custodial Instr-Vandalia Correctional Ctr	2/26/21
Ingmire, Lorena	Correctional Career Technology Instructor	2/19/21
Pollitt, Kevin	Correctional Construction Occ Instr	2/5/21
Shales, Steven	Correctional Auto Body Instructor	1/29/21

Part-time

Probst, Melissa	Adjunct Faculty Dental	2/24/21
Schlau, Allison	Head Cheer Coach	3/8/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
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Full-time

Gaines, Andy	Psychology Instructor	8/20/21
	Transferring from Acad Counselor/Coor Stu Acco	
Szabo, Kyle	Infrastructure Administrator	2/22/21
	Transferring from Server Administrator	

Part-time

Richardson, Hannah	Tutor - Associates Disability Services	2/12/21
	Transferring from Tutor Associates Degree Trio	

Part-time- Grant Funded

Smith, Shelby	Adult Education Instructor	2/12/21
	Transferring from Alternative Education Instr	

Unpaid/Volunteer

Shook, Ciara	Dual Credit Instructor	2/12/21
	Transferring from Adult Education Instructor	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Storm.

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Motion carried.

Other Business. (Non-action)

Trustee Cadwell asked if the administration could recognize the success of an area high school student at Stewardson-Strasburg for his achievements in a recent national scholar competition. Dr. Bullock said he will follow up on this request.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:56 p.m.

There was no further discussion.
Motion carried by unanimous voice vote.


Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/

STATE OF ILLINOIS



Proclamation

WHEREAS, America's first public community college was established in Joliet, Illinois in 1901; and,

WHEREAS, today the Illinois Community College System is the third largest in the nation, with 48 community colleges and 39 college districts located throughout the state; and,

WHEREAS, according to the Illinois Community College Board, Illinois community colleges educate 60 percent of the students enrolled in Illinois public higher education; and,

WHEREAS, Illinois is first in the nation in bachelor's degree completion rates among community college students who transfer, with 54 percent of these students completing their degrees; and,

WHEREAS, nine out of 10 of the state's community college graduates live, work, pay taxes, and raise their families in Illinois; and,

WHEREAS, earning an Associate of Applied Science or long-term certificate from an Illinois community college adds more than \$570,000 in lifetime earnings; and,

WHEREAS, nearly 74 percent of Illinois employers have hired a community college graduate; and,

WHEREAS, Illinois community colleges have partnered with local school districts to offer 11,270 dual credit courses to 59,039 high school students; and,

WHEREAS, Illinois community colleges share a common mission to prepare people for the workforce, to transfer students to other colleges and universities, and to continually respond to the communities they serve through adult, literacy, and continuing education services;

THEREFORE, I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim April 2021 as *Illinois Community College Month* in Illinois in honor of the Illinois Community College System and the significant contribution these institutions are making to the strength, vitality, and prosperity of our state.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Illinois to be affixed.

Done at the Capitol in the City of Springfield,
this TWENTY-SIXTH *day of* MARCH, *in*
the Year of Our Lord, two thousand and
TWENTY-ONE, *and of the State of Illinois,*
two hundred and THIRD.



Deese White
 SECRETARY OF STATE

JB Pritzker
 GOVERNOR

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees

FROM: Valerie Lynch, Interim Vice President for Student Services

CC: Dr. Josh Bullock, President

DATE: April 5, 2021

RE: Virtual Commencement Ceremony and Graduate Parade 2021

All members of the Lake Land College Board of Trustees are invited to mark their calendars for May 14th to celebrate our 2021 Laker graduates. A virtual Commencement Ceremony will take place at 7:30 p.m. and recognize our Spring 2021 and Summer 2021 graduates. Speeches by Dr. Bullock, the Board Chair, and the Student Trustee will be included as well as the reading of graduates' names. A slideshow with photos and degree information will accompany the reading of names. The virtual Commencement Ceremony will be viewed on social media and an official link shared on the College's website.

New to the festivities this year is a "Graduate Parade" in addition to the virtual Commencement Ceremony. The College will host a parade for all graduates on campus on the same day as the virtual ceremony (May 14th, 2021) at 3 p.m. The Graduate Parade will follow the circle drive of campus. Faculty and staff will line the drive and graduates are encouraged to decorate their vehicles. Graduates are welcome to bring family members to drive in the car with them. Spectators will be limited to Lake Land College employees. Along the route, graduates will stop in front of the Luther Student Center, where Dr. Bullock will present the graduate with a diploma cover. Families are then welcome to park in LOT F and take a photo on campus grounds. Graduates and guests will be required to go through the COVID-19 check in station and to complete the COVID-19 Screening Form. "Laker Grad Packs" will be mailed to graduates with a cap, tassel, and information on how to upload their information for the virtual ceremony and how to participate in the Graduate Parade.

Please save the date for the virtual Commencement and Graduate Parade. We invite all members of the board to participate. Caps and tassels will be distributed to board members. Please arrive by 2:30 p.m. on May 14th in front of the Luther Student Center. More specific details will be shared at the May board meeting as the Commencement Planning Team works out the final logistics. Thank you!

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Valerie Lynch, Interim Vice President for Student Services
DATE: April 5, 2021
RE: All-Illinois Community College Academic Team Recognition/Coca-Cola Gold Scholar Winner

Each year, Lake Land College has the opportunity to nominate students for the All-Illinois Community College Academic Team. The nominations, submitted by the Phi Theta Kappa Honors Society Advisor, are based on academic achievement, leadership skills and participation in campus and community activities. This year, the following students were nominated and recognized as members of the All-Illinois Academic Team:

Lucas Dudit, Engineering Science, Pana
Steve Elam, Business, Mattoon
Sara Maxey, Accounting, Martinsville

Students named to the All-Illinois Academic Team are also considered for the All-USA Community College Academic Team. I am excited to share that based on the score he received in the All-USA competition, for which 2,000 applications were received this year, Lucas Dudit was selected as a Gold Scholar on Coca-Cola's 2021 Academic Team. Only 50 students from across the country received this designation. Lucas will receive a \$1,500 scholarship from the Coca-Cola Scholar's Foundation and be recognized at the PTK Catalyst Annual Convention being held virtually this year.

Records indicate that Lucas is the second Lake Land College student to be designated a Gold Scholar in the last decade. Last year PTK student, Tanner Clark, also earned the distinction. Four other students were recognized as Silver or Bronze Scholars during that time period.

I would like to recognize the remarkable achievements of these talented students. They are all outstanding representatives of Lake Land College!

Thank you.



MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: March 15, 2021
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 2020 to February 2021.

Please share this listing with the Board of Trustees at their regular meeting of April 12. I will be available to answer any questions you or the Board may have.

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights October 2020 – February 2021

Course Changes

ADN 040 – Nursing I – credit hour change
APT 050 – Electrical Principles and Practices – code change
AUT 080 – Steering and Suspension – remove requisite
ESC 114 – Advanced Geographic Info Systems – title change

Prerequisite Changes

BCT 041
BCT 062
BCT 064
BCT 070
BCT 089

MAT 005
MAT 008
MAT 115
MAT 116
MAT 118
MAT 124
MAT 125
MAT 130
MAT 132
MAT 140
MAT 211
MAT 241

Course Additions

ADN 051 – Transition to ADN
FST 083 – Fire Science Management-Pending ICCB Approval
FST 090 – Fire Instructor II-Pending ICCB Approval
FST 091 – Advanced Company Officer-Pending ICCB Approval
MAP 098 – Transitions to Medical Assisting I
MAP 099 – Transitions to Medical Assisting II
TEC 092 - Career & Academic Exploration-DOC
TEC 093 – Strategies for Career Success-DOC

Inactive Courses

GIS 090
GIS 091
MAT 016
MAT 025

Program Changes

AAS.CRT – Court Reporting Technology-course resequencing

AAS.RTV – Broadcast Communication-title change

NDP.CT – Computer Systems – credit hour change

AA.PNUR – Pre-Nursing: BSN Transfer-title change

New Programs

AAS.FSM Fire Science Management

CRT.FSM Fire Science Management

The committee also approved the Default Area of Study Maps

Calendar of Events

Monday, April 12, 2021	6 p.m. – Board Meeting – Webb Hall 081
Wednesday, April 14, 2021	7 p.m. Live Broadcast PTK All-Illinois Academic Team Ceremony https://www.youtube.com/channel/UCbyEnW-KIAw0Nu7h_Z4ZnOg/featured
Thursday, April 29, 2021	9 a.m. – Annual Organizational Meeting – Webb Hall 081
Thursday, May 6, 2021	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, May 10, 2021	6 p.m. – Board Meeting – Webb Hall 081
Friday, May 14, 2021	Commencement Celebrations 3 p.m. – Parade on Campus 7:30 p.m. – Virtual Commencement
Wednesday, May 19, 2021	12 p.m. – 5 p.m. - Board Retreat – Foundation and Alumni Center
Fridays, May 21 – August 13, 2021	Energy Savings Summer Hours. College is Closed on Fridays.
Thursday, June 10, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, June 14, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 8, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, July 12, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 5, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, August 9, 2021	6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011

Monday, September 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 17, 2021	Foundation Golf Classic
Thursday, October 7, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, October 11, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 4, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 9, 2021	Resource and Development Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: March 30, 2021

RE: Proposed Board Policy 05.04.15 Revisions

Board Policy 05.04.15 (Inclement Weather) lists that during inclement weather employees should credit their timesheet 8 hours. While that implies this policy is strictly for full-time employees, I propose that we clarify eligibility by adding "full-time" prior to employees in the second paragraph.

Board Policy 05.06 addresses employee incentives and benefits for part-time employees, which does not speak to any pay when the College is not operating.

Proposed revisions were submitted as first reading during the March 8, 2021 regular Board of Trustees meeting. Since that time, we have received no questions nor concerns regarding this recommendation. Thus, I respectfully request the Board approve these revisions during the April 12, 2021 meeting. I am happy to address any questions or concerns.

05.04.15

Absence Due to Inclement Weather

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

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

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

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

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

All absences must be recorded on the employee’s timesheet.

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

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

Board Policy 05.04.15

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised May 10, 1999
Revised April 10, 2017
Revised February 12, 2018
[Revised](#)



MEMO

TO: Dr. Josh Bullock, President

FROM: Mr. Greg Nuxoll, Vice President for Business Services

DATE: March 30, 2021

RE: February 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of February for Fiscal Year 2021.

Areas of Concern:

- We are comfortable that we do not have any significant budgetary areas of concern through February 2021 of FY2021. We will continue to closely monitor the COVID-19 Pandemic situation along with Illinois State Budget issues and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total February 2021 revenue was \$228,376 resulting in an unfavorable variance of \$1,042,046 compared to the budgeted level. Year to date, total revenue is favorable to budget by \$1,273.
- *Expenditures* – Total February 2021 expenditures were \$2,521,253 resulting in an overall favorable variance of \$270,899. Year to date, expenditures remain favorable overall by \$3,805,923 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$100,973 while the year to date variance is favorable to the amount of \$648,068. We expect the year to date variance to normalize by the end of the current fiscal year as we receive some final real estate tax monies from various counties.
- *ICCB Credit Hour Grant* – We did not receive any credit hour grant payments in February 2021 resulting in an unfavorable monthly variance of \$375,980. Year to date, this area is unfavorable by \$108,154. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.
- *ICCB Equalization Grant* – We did not receive any equalization payments in February 2021 resulting in an unfavorable monthly variance of \$541,824. The ICCB Equalization Grant revenue is unfavorable to budget by \$652,500 YTD. The unfavorable variance is timing related based on a slow payment process from the State of Illinois, but we are hopeful it will normalize by year-end.
- *Tuition & Fees* – February 2021 had a favorable variance for tuition of \$7,412 and an unfavorable variance in fees in the amount of \$21,334. Year to date, there is a favorable variance for tuition of \$945,466 and an unfavorable variance for fees of \$291,539. The variance in tuition revenue is attributable to enrollment exceeding budgeted enrollment levels. The fees revenue variances to budget is unfavorable YTD due to the cancelling of the IDOT and other classes due to COVID-19.
- *Other State Sources* – Other State Sources revenue is unfavorable \$35,888 month to date and an unfavorable year to date variance of \$350,069. The variance are unfavorable mainly due to the fact that we have only received approximately 50% of CTE grant revenue for the year thus far. The variance should improve once CTE grant revenue is received through the year.
- *Other Revenue* – Other revenue is favorable by \$26,541 month to date and unfavorable by \$255,975 year to date. The year to date variances are unfavorable due to reduced CBI and CDL offerings during the summer due to the COVID-19 pandemic.
- *Gifts in Kind* – Gifts in Kind revenue is favorable by \$65,976 year to date.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in February 2021 of \$104,197. Year to date the salary and wage area remains favorable by \$2,473,497. The YTD favorable variance is expected to normalize as the academic year progresses and various positions are filled.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in February 2021 in the amount of \$20,421. Year to date this area is favorable by \$129,519.

- *Instructional* – The Instructional expenditures had a favorable variance in February 2021 of \$124,396 and is favorable \$2,008,932 for the year. The YTD variance is mainly attributable to a favorable variances in salary and wages in the amount of \$1,563,156 along with favorable variances in nearly all other line items.
- *Academic Support* – The Academic Support expenditures had an unfavorable variance in February 2021 of \$7,896. Year to date, the Academic Support expenditures are favorable by \$130,759.
- *Student Services* – The Student Services expenditures had a favorable variance in February 2021 of \$6,363. Year to date, the Student Service expenditures are favorable by \$154,617.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable February 2021 variance of \$18,189. Year to date, this area is favorable by \$175,914.
- *Operations & Maintenance* – The Operations and Maintenance had an unfavorable variance February 2021 variance in the amount of \$9,117. Year to date, this area is favorable by \$191,440.
- *Institutional Support* – The Institutional Support expenditures had a favorable February 2021 variance of \$143,004. Year to date, the Institutional Support expenditures are favorable to budget by \$1,794,712 with the most significant favorable budget line items of \$586,114 in salary and wages, \$451,415 in general material and supplies and \$270,000 in strategic initiatives.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for February 2021 of \$4,042. Year to date, this area is unfavorable by \$650,452. The unfavorable variance is attributable to the College providing more scholarships than anticipated in FY 2021.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY20 Audited Numbers	FY21 Annual Budget
Revenues:										
33,675	134,648	(100,973)	Local Sources	9,005,804	8,357,736	648,068	7.75%	9,127,714	9,305,514	8,570,088
-	375,980	(375,980)	ICCB Credit Hour Grant	2,899,689	3,007,843	(108,154)	-3.60%	3,286,536	4,667,809	4,511,765
-	541,824	(541,824)	ICCB Equalization Grant	3,682,090	4,334,590	(652,500)	-15.05%	3,339,516	5,724,884	6,501,885
3,904	39,792	(35,888)	Other State Sources	541,321	891,390	(350,069)	-39.27%	-	923,289	1,154,556
-	-	-	Tech Refresh	-	-	-	0.00%	2,500,000	5,000,000	-
14,868	7,456	7,412	Tuition	8,294,227	7,348,760	945,466	12.87%	9,123,315	9,039,170	7,343,725
70,997	92,331	(21,334)	Fees	3,428,158	3,719,697	(291,539)	-7.84%	3,894,179	4,008,140	2,978,135
-	-	-	Bond Proceeds	-	-	-	0.00%	-	-	-
104,933	78,391	26,541	Other Revenue	596,500	852,475	(255,975)	-30.03%	836,508	1,138,950	2,184,722
-	-	-	Gift in Kind	65,976	-	65,976	0.00%	-	247,756	-
228,376	1,270,422	(1,042,046)	Total Revenues	28,513,765	28,512,492	1,273	(1)	32,107,768	40,055,512	33,244,876
Expenditures:										
Instructional:										
904,831	967,056	62,226	Salary and Wages	7,115,712	8,678,868	1,563,156	18.01%	7,849,762	10,757,199	11,688,485
172,562	181,711	9,150	Employee Benefits	1,305,562	1,401,838	96,276	6.87%	1,359,459	2,138,916	2,199,206
17,930	62,275	44,345	Contractual Services	85,169	257,075	171,906	66.87%	158,203	277,574	402,535
29,255	26,064	(3,192)	General Materials and Supplies	252,431	405,752	153,321	37.79%	330,545	451,099	514,753
566	8,165	7,599	Travel and Meeting Expenses	4,556	56,012	51,456	91.87%	32,348	41,879	106,122
-	4,150	4,150	Fixed Charges	45,662	34,250	(11,412)	-33.32%	18,741	43,558	48,875
159	278	119	Capital Outlay	8,212	24,590	16,378	66.60%	256	72,644	36,644
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	32,148	-	(32,148)	0.00%	-	-	-
1,125,302	1,249,699	124,396	Total Instructional	8,849,452	10,858,384	2,008,932	18.50%	9,749,313	13,782,870	14,996,620
Academic Support										
36,484	34,352	(2,132)	Salary and Wages	377,155	428,888	51,733	12.06%	367,053	544,875	435,063
10,243	13,293	3,050	Employee Benefits	83,152	102,562	19,409	18.92%	78,693	129,602	85,203
-	-	-	Contractual Services	-	500	500	100.00%	-	-	1,500
12,648	3,783	(8,864)	General Materials and Supplies	161,555	194,758	33,202	17.05%	135,749	175,255	203,866
1,296	1,347	51	Travel and Meeting Expenses	1,314	26,983	25,669	95.13%	19,909	17,728	8,800
-	-	-	Fixed Charges	4,555	4,800	245	5.10%	4,514	4,514	4,800
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
60,671	52,775	(7,896)	Total Academic Support	627,731	758,490	130,759	17.24%	605,918	871,974	739,232
Student Services										
123,002	131,939	8,937	Salary and Wages	1,094,268	1,190,427	96,159	8.08%	1,027,799	1,473,911	1,673,994
36,022	34,365	(1,657)	Employee Benefits	279,339	265,161	(14,178)	-5.35%	260,278	416,305	402,597
-	-	-	Contractual Services	10,086	9,322	(764)	-8.20%	9,322	11,230	9,322
3,795	1,871	(1,924)	General Materials and Supplies	30,625	70,385	39,760	56.49%	56,178	74,530	81,609
544	1,550	1,006	Travel and Meeting Expenses	1,724	33,364	31,640	94.83%	28,151	39,895	39,830
-	-	-	Other Expenditures	1,750	3,750	2,000	0.00%	4,500	9,000	7,500
163,362	169,725	6,363	Total Student Services	1,417,792	1,572,409	154,617	9.83%	1,386,227	2,024,871	2,214,852
Public Service/Cont Ed										
20,675	34,233	13,559	Salary and Wages	187,293	297,096	109,803	36.96%	244,073	346,272	446,255
4,105	4,936	831	Employee Benefits	34,113	38,084	3,972	10.43%	43,762	64,839	57,828
710	2,000	1,290	Contractual Services	12,254	22,000	9,746	44.30%	28,271	34,267	34,000
2,704	4,877	2,173	General Materials and Supplies	19,781	70,028	50,247	71.75%	42,832	53,790	93,409
176	463	287	Travel and Meeting Expenses	1,228	3,224	1,996	61.92%	2,520	3,232	4,887
12,478	12,528	50	Fixed Charges	101,179	101,329	150	0.15%	101,710	151,928	151,965
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
40,848	59,037	18,189	Total Public Service/ Cont Ed	355,848	531,762	175,914	33.08%	463,167	654,328	788,344
Operations & Maintenance										
72,974	75,304	2,330	Salary and Wages	586,999	653,531	66,532	10.18%	636,683	957,440	981,641
28,225	28,287	62	Employee Benefits	209,623	220,242	10,619	4.82%	199,269	321,840	333,390
15,272	14,139	(1,133)	Contractual Services	206,930	187,582	(19,347)	-10.31%	192,446	298,129	256,570
8,698	10,441	1,743	General Materials and Supplies	89,556	113,639	24,084	21.19%	116,504	165,973	207,900
-	-	-	Travel and Meeting Expenses	-	1,000	1,000	100.00%	34	693	1,250
12,826	9,930	(2,896)	Fixed Charges	115,088	83,190	(31,898)	-38.34%	114,776	244,614	124,160
107,879	98,658	(9,221)	Utilities	756,866	830,949	74,083	8.92%	691,907	996,732	1,278,583
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	1,336,730	1,336,730	15,000
-	-	-	Contingency Funds	7,403	65,000	57,597	0.00%	16,955	16,955	65,000
-	-	-	Gift In Kind	6,228	-	(6,228)	100.00%	-	-	-
245,876	236,759	(9,117)	Total Operation and Maint	1,978,693	2,170,134	191,440	3	3,305,305	4,339,107	3,263,494
Institutional Support										
242,899	262,178	19,279	Salary and Wages	1,774,903	2,361,017	586,114	24.82%	1,904,263	3,512,385	3,503,366
71,860	80,845	8,985	Employee Benefits	575,404	588,824	13,420	2.28%	769,552	987,518	1,315,695
81,516	27,390	(54,126)	Contractual Services	477,304	495,178	17,874	3.61%	389,881	724,639	803,404
(3,808)	18,680	22,488	General Materials and Supplies	585,529	1,036,945	451,415	43.53%	799,166	3,557,702	1,137,624
2,244	5,536	3,291	Travel and Meeting Expenses	10,572	57,749	47,177	81.69%	29,673	45,271	91,495
-	575	575	Fixed Charges	199,141	212,950	13,809	6.48%	207,313	210,476	217,150
-	-	-	Capital Outlay	23,709	36,616	12,907	35.25%	3,477	53,583	36,616
35,574	3,953	(31,621)	Contingency Funds	269,061	474,106	205,045	43.25%	66,170	599,828	96,256
454,134	625,000	170,866	Other	448,963	629,500	180,537	0.00%	798,707	813,293	1,139,032
-	-	-	Tech refresh	-	-	-	0.00%	2,468,299	2,489,057	-
-	-	-	Strategic Initiatives	-	270,000	270,000	100.00%	109,372	287,749	360,000
(3,267)	-	3,267	COVID Expenses	3,586	-	(3,586)	0.00%	-	133,666	-
881,153	1,024,157	143,004	Total Institutional Support	4,368,171	6,162,884	1,794,712	3	7,545,872	13,415,168	8,700,638
4,042	-	(4,042)	Scholarships, grants, waivers	650,452	-	(650,452)	0.00%	706,993	751,995	1,133,567
2,521,253	2,792,152	270,899	Total Expenditures	18,248,139	22,054,063	3,805,923	17.26%	23,762,795	35,840,312	31,836,747
(2,292,877)	(1,521,729)	771,148	Revenue Less Expenditures	10,265,626	6,458,430	3,807,196	(1)	8,344,972	4,215,199	1,408,129
4,202	117,344	113,142	Transfers Out:	596,843	938,752	341,909	36.42%	631,585	2,164,607	1,408,129
Excess of Revenues over Expenditures & Transfers										
(2,297,079)	(1,639,073)	658,006		9,668,783	5,519,678	3,465,287	(1)	7,713,387	2,050,593	-
228,376	1,270,422	(1,042,046)		28,513,765	28,512,492	1,273				
2,521,253	2,792,152	270,899		18,248,139	22,054,063	3,805,923				
(2,292,877)	(1,521,729)	(771,148)		10,265,626	6,458,430	3,807,196				

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,400,864.78	1,505,062.19	104,197.41	Salary and Wages	11,136,329.73	13,609,826.37	2,473,496.64
323,017.12	343,437.92	20,420.80	Employee Benefits	2,487,192.41	2,616,711.40	129,518.99
115,429.24	105,803.87	(9,625.37)	Contractual Services	791,742.07	971,656.81	179,914.74
53,291.56	65,716.22	12,424.66	General Materials and Supplies	1,139,478.06	1,891,507.02	752,028.96
4,825.66	17,060.46	12,234.80	Travel and Meeting Expenses	19,393.16	178,331.29	158,938.13
25,303.97	27,182.51	1,878.54	Fixed Charges	465,624.70	436,519.08	(29,105.62)
107,879.31	98,658.03	(9,221.28)	Utilities	756,866.49	830,949.09	74,082.60
158.60	277.50	118.90	Capital Outlay	31,921.41	76,205.64	44,284.23
35,574.29	3,953.00	(31,621.29)	Contingency Funds	269,061.02	474,105.84	205,044.82
454,133.60	625,000.00	170,866.40	Other Expenditures	450,712.60	633,250.00	182,537.40
2,520,478.13	2,792,151.70	271,673.57	Total	17,548,321.65	21,719,062.54	4,170,740.89

Lake Land College
FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$7,115,712	\$8,678,868	\$1,563,156	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$377,155	\$428,888	\$51,733	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$1,094,268	\$1,190,427	\$96,159	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$187,293	\$297,096	\$109,803	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$586,999	\$653,531	\$66,532	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$1,774,903	\$2,361,017	\$586,114	\$3,503,366		\$3,503,366	\$3,503,366
Total Salary and Wages	\$11,136,330	\$13,609,826	\$2,473,497	\$18,728,804	\$0	\$18,728,804	\$18,728,804

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,305,562	\$1,401,838	\$96,276	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$83,152	\$102,562	\$19,409	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$279,339	\$265,161	(\$14,178)	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$34,113	\$38,084	\$3,972	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$209,623	\$220,242	\$10,619	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$575,404	\$588,824	\$13,420	\$1,315,695		\$1,315,695	\$1,315,695
Total Employee Benefits	\$2,487,192	\$2,616,711	\$129,519	\$4,393,919	\$0	\$4,393,919	\$4,393,919



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: April 2, 2021

RE: Honorable Dismissal and Reemployment Upon Continuation of IDOC Grant Funded Programs

I respectfully request the Lake Land College Board of Trustees approve the sending of honorable termination notices to permanently federally grant-funded, full-time and part-time employees of Lake Land College assigned to the following IDOC grant-funded programs:

- Kewanee Life Skills Re-Entry Center
- East Moline Correctional Center
- Shawnee Correctional Center
- Vienna Correctional Center

When and if contracts are received for these grant programs, I also request the authorization to rescind these termination notices and reemploy affected personnel. Although this is a practice we regret having to enact, we feel it is in the College's best interest in the event the anticipated grant funds are not received for these programs.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: April 5, 2021

RE: Student Elections

On March 24 and 25, 2021, the Student Government Association (SGA) conducted an election for the 2021-2022 sophomore members of Student Government Association and the Student Member of the Board of Trustees. Lake Land College students were informed about the election through the online student HUB, announcements in classes/on CANVAS, the Lake Land Facebook page, texting, and WLKL radio announcements. A total of 158 students participated in the election.

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

Sophomore Student Government Association:

Lane Himes-Nursing-Brownstown
 Kambelle Ashmore-History-Mattoon
 Hunter Daugherty-Computer Aided Drafting-Shelbyville
 Wyatt Zumbahlen-History-Newton
 Chase Temmen-Agriculture Transfer-Pana
 Skye Schumaker-Agriculture Transfer-Mattoon
 *Brady Clark-Agriculture Transfer-Louisville
 *Brooke Beyers-Agriculture Transfer-Mattoon
 *Logan Puckett-Business-Pana

NOTE: The asterisk denotes a write in candidate.

Student Trustee:

Katherine Greuel-Engineering Science-Windsor

Judges Certifying the Election:

Caralee Hayes, President, Student Government Association, 2020-2021
Lucas Dudit, Student Trustee, 2020-2021
David Seiler, Interim Director of Student Life

MEMO

To: Valerie Lynch, VPSS
From: Dave Seiler, Interim Director of Student Life
Date: March 31, 2021
Subject: Student Government Elections Spring 2021

The Elections for Sophomore Student Government Association and Student Trustee were held on Wednesday, March 24 & Thursday, March 25, 2015 online through the HUB.

Due to the COVID limitations, students were informed about the elections through electronic means: text, email, Laker Point Online as well as Lake Land College's Facebook page.

Positions elected were sophomore SGA, and Student Trustee. A total of seven students ran for the nine positions available on the board. Four students received write-in votes. A total of 158 students cast votes in the election.

The following are the results of the elections.
 *Indicates a position on the respective board.

Student Trustee

*Katherine Greuel 145

Write-Ins:

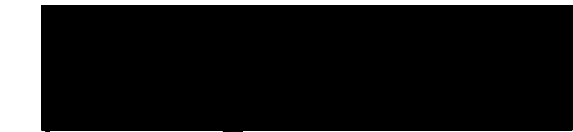
Brady Clark 3

Sophomore Delegate, Student Government Association results:

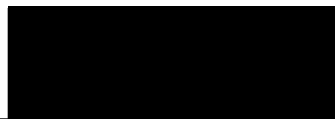
*Lane Himes	79	
Katherine Greuel	76	(elected as Trustee)
*Kambelle Ashmore	72	
*Hunter Daughtery	68	
*Wyatt Zumbahlen	67	
*Chase Temmen	62	
*Skye Schumaker	55	

Write-Ins:

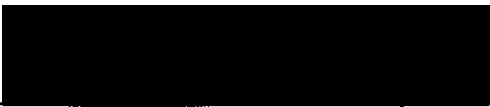
*Brady Clark	10
*Brooke Beyers	4
*Logan Puckett	3
Baylee Fidler	1



Dave Seiler
Interim Director of Student Life



Caralee Hayes
SGA President



Lucas Duduit
Student Trustee



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: April 6, 2021

RE: Property & Casualty Insurance Policy

Dimond Bros., the property and casualty insurance consultant for Lake Land College, recently solicited bids from various insurance providers for the College's property & casualty insurance coverage. Through this process, Dimond Bros. solicited bids from several different insurance providers with four (4) actually providing quotes.

Hanover is our current provider with an annual premium amount of \$146,381.

The results of the bid process are as follows:

- Employers Mutual Casualty (EMC) - \$153,473
- Hanover/Cincinnati - \$210,393
- Illinois Counties Risk Management Trust (ICRMT) - \$235,840
- Liberty Mutual - \$251,438

All of the proposals are based off of similar coverage limits that we currently have in place for the College.

Our incumbent property and casualty provider, Hanover, elected to not bid specifically on the property coverage. The Hanover/Cincinnati bid listed above is comprised of Cincinnati's bid for property and Hanover's bid for all the other insurance lines. Hanover indicated they did not offer renewal on the property coverage due to their revised hail underwriting guidelines. The new guidelines have put the college in a higher hazard hail region so there are stricter guidelines on the overall size of the roofs and the type of roof material that can be insured and Lake Land College roof exposure exceeds their exposure levels. Hanover indicated the aspect of last April's fire at Neal Hall did not factor in their decision to not renew the property coverage.

Our recommendation, along with Dimond Bros., is to accept the bid from Employers Mutual Casualty (EMC), as our property & casualty insurance provider for the upcoming year (policy runs 4/15/2021-4/15/2022). The proposal from EMC represents a \$7,092 or 4.84% increase in costs from our current policy that expires on April 15, 2020.

Please do not hesitate to contact us should you have any questions. Thank you.

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees
FROM: Christi Donsbach, Executive Director for College Advancement 
CC: Dr. Josh Bullock, President
DATE: March 29, 2021
RE: Frisbee Golf Gift-in-Kind

The Foundation office has received recent notification of a gift in kind donation from the Coles County Disc Golf Club for a disc golf basket valued at \$500.00. This gift will be received by the Foundation, thanks to Greg Nuxoll, Vice President of Business Services. The equipment will be used to replace the Lake Land College disc golf course basket at Hole #1.

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



Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name Paul Heckel Organization CCDGC
 Address 2537 Hidden Oaks Dr City Charleston State/Zip 61920
 Telephone 217.549.1499 Fax _____
 Donor's Estimated Value \$ 500.00

Gift-in-Kind Description: (Please describe in detail)

Description Mach X disc golf basket
 Location of Item Lake Land disc golf course - hole #1 Transportation Cost 0.00
 Vehicle Year: NA Make: NA Model: NA VIN: NA

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ CHAD EASTERDAY Date: 03.16.21

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____



MEMO

TO: Dr. Josh Bullock, President
FROM: Valerie Lynch, Interim Vice President for Student Services
DATE: April 5, 2021
RE: Recommended Academic Calendars 2022-2023 and 2023-2024

The Academic and Enrollment Calendar Committee has completed its work to develop academic calendars for 2022-2023 and 2023-2024. The calendar summaries are attached.

The recommended calendars comply with requirements established in Lake Land College Board Policies *06.03 Academic Calendar* and *05.20 Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the Agreement between the Lake Land College Faculty Association and the Board of Trustees. The calendars follow the same model that has been in place since the 2012-2013 academic year.

With your approval, I would like to present the recommended calendars to the Board of Trustees for their approval at the April 2021 meeting. I will be available to answer any questions. Thank you.

2020-2021 Academic and Enrollment Calendar Committee: Kelly Allee, Amanda Arena, Jennifer Hedges, Charles Jarrell, Tynia Kessler, Heather Nohren, Emily Ramage, Madge Shoot, David Stewart, Jon Van Dyke, Molly Yeske, Michelle Zumbahlen, Chair Valerie Lynch, and Committee Assistant Becky Earp.

Lake Land College – Academic Calendar Summary

DRAFT 02/25/21

Fall Semester 2022

Staff Development 8-10 a.m. Full Services Resume @ 10 a.m.	August 19
First Meeting of Full Semester & Module I Classes	August 22
Last Day for Refund - Module I	August 26
Last Day for Refund - Full Semester	September 2
College Closed	September 5
Mid-Term Module I	September 16
No Day or Evening Classes	September 17
College Career Day/Adjunct Faculty Development Evening – No Day or Evening Classes	October 4
Last Day for Withdrawal – Module I	October 10
Last Day of Classes – Module I	October 14
Mid-Term Full Semester	October 14
First Meeting of Module II Classes	October 17
Last Day for Refund – Module II	October 21
Mid-Term – Module II	November 10
Last Day to File Intent to Graduate for Fall	November 18
Staff Development – No Day or Evening Classes	November 23
College Closed	November 24–27
Last Day for Withdrawal – Full Semester & Module II	December 5
Last Day of Classes - Full Semester & Module II	December 9
Final Examinations	December 12–15
Semester Close	Grades Due Noon December 16

Spring Semester 2023

Staff Development 8-10 a.m. Full Services Resume @ 10:00 a.m.	January 6
First Meeting of Full Semester & Module I Classes	January 9
Last Day for Refund – Module I	January 13
College Closed	January 16
Last Day for Refund – Full Semester	January 23
Mid-Term Module I	February 3
Last Day for Withdrawal – Module I	February 27
Last Day of Classes Module I	March 3
Mid-Term Full Semester	March 3
Spring Recess – No Day or Evening Classes	March 6-10
College Closed	March 10
First Meeting of Module II Classes	March 13
Last Day for Refund – Module II	March 17
Last Day to File Intent to Graduate for Spring	March 17
Staff Development Days– No Day or Evening Classes	March 30, 31
College Closed	April 7
Mid-Term Module II	April 11
Last Day for Withdrawal – Full Semester & Module II	May 2
Last Day of Classes – Full Semester and Module II	May 8
Final Examinations	May 9–12
Commencement – 6:00 p.m.	May 12
Semester Close	Grades Due Noon May 15

Summer 2023

First Meeting of Classes – Intersession	May 15
Last Day for Refund – Intersession	May 15
College Closed	May 29
Last Day for Withdrawal – Intersession	May 30
Last Day of Classes – Intersession	May 31
First Meeting of Classes	June 5
Last Day for Refund	June 12
Mid Term	June 29
College Closed	July 4
Last Day to File Intent to Graduate for Summer	July 20
Last Day for Withdrawal	July 24
Last Day of Classes	July 31
Final Examinations	August 1-2
Summer Term Closes	Grades Due Noon August 3

COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 15 THROUGH AUGUST 11.

Lake Land College – Academic Calendar Summary

Fall Semester 2022

DAYS

Registration/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2023

Registration/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Registration/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2023

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2022-2023

September 5
 November 24 and 25
 December 23 through January 2
 January 16
 March 10
 April 7
 May 29
 May 15 through August 11 – Closed on Friday
 July 4

Lake Land College – Academic Calendar Summary

DRAFT 02/25/21

Fall Semester 2023

Staff Development 8-10 a.m. Full Services Resume @ 10 a.m.	August 18
First Meeting of Full Semester & Module I Classes	August 21
Last Day for Refund - Module I	August 25
Last Day for Refund - Full Semester	September 1
College Closed	September 4
Mid-Term Module I	September 15
No Day or Evening Classes	September 16
College Career Day/Adjunct Faculty Development Evening – No Day or Evening Classes	October 3
Last Day for Withdrawal – Module I	October 9
Last Day of Classes – Module I	October 13
Mid-Term Full Semester	October 13
First Meeting of Module II Classes	October 16
Last Day for Refund – Module II	October 20
Mid-Term – Module II	November 9
Last Day to File Intent to Graduate for Fall	November 17
Staff Development – No Day or Evening Classes	November 22
College Closed	November 23–26
Last Day for Withdrawal – Full Semester & Module II	December 4
Last Day of Classes - Full Semester & Module II	December 8
Final Examinations	December 11–14
Semester Close	Grades Due Noon December 15

Spring Semester 2024

Staff Development 8-10 a.m. Full Services Resume @ 10:00 a.m.	January 5
First Meeting of Full Semester & Module I Classes	January 8
Last Day for Refund – Module I	January 12
College Closed	January 15
Last Day for Refund – Full Semester	January 22
Mid-Term Module I	February 2
Last Day for Withdrawal – Module I	February 26
Last Day of Classes Module I	March 1
Mid-Term Full Semester	March 1
Spring Recess – No Day or Evening Classes	March 4-8
College Closed	March 8
First Meeting of Module II Classes	March 11
Last Day for Refund – Module II	March 15
Last Day to File Intent to Graduate for Spring	March 15
College Closed	March 29
Mid-Term Module II	April 5
Staff Development Days– No Day or Evening Classes	April 11, 12
Last Day for Withdrawal – Full Semester & Module II	April 30
Last Day of Classes – Full Semester and Module II	May 6
Final Examinations	May 7-10
Commencement – 6:00 p.m.	May 10
Semester Close	Grades Due Noon May 13

Summer 2024

First Meeting of Classes – Intersession	May 13
Last Day for Refund – Intersession	May 13
College Closed	May 27
Last Day for Withdrawal – Intersession	May 28
Last Day of Classes – Intersession	May 29
First Meeting of Classes	June 3
Last Day for Refund	June 10
Mid Term	June 27
College Closed	July 4
Last Day to File Intent to Graduate for Summer	July 18
Last Day for Withdrawal	July 22
Last Day of Classes	July 29
Final Examinations	July 30, 31
Summer Term Closes	Grades Due Noon August 1

COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 13 THROUGH AUGUST 9.

Lake Land College – Academic Calendar Summary

Fall Semester 2023

DAYS

Registration/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2024

Registration/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Registration/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2024

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2023-2024

September 4
 November 23 through 26
 December 22 through January 1
 January 15
 March 8
 March 29
 May 27
 May 13 through August 9 – Closed on Friday
 July 4



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: April 5, 2021

RE: Transition to First Mid Bank & Trust for College Credit Card Vendor Servicing

The College has used Fifth Third Bank as the Bank housing and servicing the College Credit Cards for many years. In the past year, the main relationship with the Fifth Third Bank Effingham branch retired and the new Fifth Third Bank relationship representative is based in Evansville, IN.

The College currently has all of its banking services with First Mid Bank & Trust with bank representatives located in Mattoon. While the College has no known significant issues with the service provided by Fifth Third Bank, the College would like to transition to First Mid Bank & Trust for the College's Credit Card Vendor Services.

The transition to First Mid Bank and Trust will consolidate all of banking related activities under one organization. The Card services provided by First Mid Bank & Trust include robust reporting capabilities that will allow us to better automate the credit card transaction process for over 100 cardholders in the future. In addition, the Card has enhanced security features that will aid the College in preventing any fraudulent charges.

The cost to switch to a College Card and a College Foundation Card should not cost more than \$1,000 as the main expense is the cost to imprint the College logo on the actual credit card.

If approved, we would hope to have the new credit cards implemented by the start of FY 2022 this coming July 2021.

I respectfully ask the Board to approve the transition of the College Credit Card Vendor Servicing from Fifth Third Bank to First Mid Bank and Trust.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: April 6, 2021

RE: Approval of Backup Generator and Related Installation for Foundation and Alumni Center (FAC) and the Board and Administration Center (BAC)

The Foundation and Alumni Center (FAC) and Board and Administration Center (BAC) are not connected to the College's emergency generator back-up system. Should a power outage occur, both buildings would be without power until normal power is restored. All Buildings on campus should have an emergency power back up and considering the BAC building is the designed meeting spot for the Emergency Operations Center (EOC) team in times of emergency, it is imperative the College ensure these buildings have an emergency power backup plan.

As addendum to our pre-existing energy savings contract, the College used CTS Group of St. Louis, Missouri, to lead the project in areas of cost estimating, bid administration, engineering and design, which are all professional services. The main cost of the project will be for the generator cost and installation along with related concrete work in the immediate area.

The College worked with CTS on design and aesthetics of the project. As part of the project, the College plans to install a concrete curb with nine concrete bollards on the road directly south of the Foundation and Alumni Center. The purpose of the curbs and bollards are to protect the geothermal caps in the ground also directly south of the Foundation and Alumni center. The bollards will have a similar look to the bollards already within the Podesta Park area.

After CTS prepared and received bids for the entirety of the project, the anticipated total project cost for installation of the backup diesel generator and related concrete work is \$126,024.

I respectfully ask the Board to approve the \$126,024 project to allow the College to move forward in providing emergency backup power to the Foundation and Alumni Center and the Board and Administration Center.

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

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
April 12, 2021**

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Pender, Diane	2/9/21-2/28/21
Weilmuenster, Diane	2/4/21-3/15/21

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Burton, Jack	Human Resources Assistant Primary Position-Tutor	3/19/21
Clark, Macy	Covid-19 Checkpoint Screener Primary Position-Bookstore Rush worker	3/22/21
Denning, Haili	Head Cheer Coach Primary Position- Allied Health BNA Adjunct	3/11/21

Part-time - Grant Funded

Dowds, Kayla	Tutor-Student Carl Perkins Primary Position-Tutor	2/22/21
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Burton, Jack	Tutor-Student Community Education, Tutor-Disability Services - Student, Tutor-Student Carl Perkins	3/18/21

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Aitken, Brittany	Community Outreach Coordinator	4/19/21
Coartney, Blake	Groundskeeper	4/26/21
Homann, Ashley	Administrative Assistant Allied Health-Dental	4/12/21
Part-time		
Bartley, Ashley	Athletic Trainer Extender	3/16/21
Hunt, Hannah	Navigator Sales Assistant	2/24/21
	Newspaper Editor - Student Newspaper	2/24/21
Smith, Molly	Admissions and Records Data Entry Assistant	3/29/21

Stokes, Samantha	Newspaper Editor - Student Newspaper	2/24/21
Taylor, Shayla	Newspaper Editor - Student Newspaper	2/24/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Fennelly, John	Correctional Custodial Maintenance Instructor	4/2/21
Harrington, Elizabeth	Adm Asst to Dean of Correctional Prog	4/2/21
Ingmire, Randall	Associate Dean of Correctional Programs	3/5/21
Kremer, Monica	Community Outreach Coordinator	3/19/21
Lanthrum, Dennis	Correctional Commercial Cooking Instructor	3/5/21
McCullum, William	Associate Dean of Correctional Programs	3/31/21
Simmons, Eric	Correctional Auto Body Instructor	3/26/21
Spence, Latrina	Correctional Cosmetology Instructor	4/2/21
Weber, Jeffrey	Correctional Career Technology Instructor	3/15/21
Weilmuenster, Diane	Correctional Office Assistant	4/5/21

Part-time

Arndt, Toni	Adjunct Faculty Technology Division	3/8/20
Hetland, Cherie	Financial Aid Outreach Coordinator	3/12/21
Lee, Christina	Adjunct DOC College Funded Instructor	3/9/21
Lucht, Hailey	Covid-19 Checkpoint Screener	3/22/21
Martinez Montes de Oca, Yesica	Tutor - Bachelor's Community Ed	8/23/20
McCarter, David	Adjunct DOC College Funded Instructor	3/8/20
O'Connor, Margaret	Adjunct DOC College Funded Instructor	3/8/21
Phillips, Clark	Adjunct DOC College Funded Instructor	3/8/20
Saril, Hannah	College Work Study - Adult Education	2/25/21
Sharp, Kennedy	Student Success Coach Trio Dest College	4/2/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Hedges, Jennifer	Director of Financial Aid and Veteran Services Transferring from Financial Aid Loan Specialist	4/19/21

Part-time

Burton, Jack	Human Resources Assistant	3/30/21
Gillespie, Alex	Adjunct Faculty Social Science Division	3/31/21