

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
April 8, 2024
Regular Meeting No. 688



MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

LAKE LAND
COLLEGE

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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. 688
Monday, April 8, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Seating of Newly Appointed Trustee and Appointment to Board Committee.

Roll Call.

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 11, 2024, Regular Meeting.
2. Approval of Minutes of March 11, 2024 Closed Session.
3. Approval of Agenda of April 8, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to the [Board of Trustees web page](#).
5. Destruction of Tape Recording of the October 10, 2022, Closed Session.

Hearing of Citizens, Faculty and Staff.

Adjournment Sine Die.

Organization of the Board.

1. Call to Order and Appointment of Secretary Pro Tem.
2. Roll Call.
3. Appointment of Chairperson Pro Tem.
4. Appointment of Secretary Pro Tem.
5. Election of Board Chair and Length of Term.

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6. Election of Board Vice Chair and Length of Term.
7. Election of Board Secretary and Length of Term.
8. Approval of Resolution No. 0424-016 - Appointment of College Treasurer and Approval of Surety Bonds. (Refer to Board Book Pages 25-27).
9. Approval of Resolution No. 0424-017 – Authorizing College Treasurer to Act as College Fiscal Agent. (Refer to Board Book Pages 28-30)

Committee Reports.

- | | |
|---------------------------|--------------------|
| 1. ICCTA/Legislative | Ms. Denise Walk |
| 2. Resource & Development | Ms. Doris Reynolds |
| 3. Finance | Mr. Dave Storm |
| 4. Buildings & Site | Mr. Kevin Curtis |
| 5. Foundation | Mr. Tom Wright |
| 6. Student Report | Ms. Jackie Schertz |
| 7. President's Report | Dr. Josh Bullock |

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Quarterly Investment Report.	
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3. Faculty Focus on Advancing Student Success – Farm Report.	
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8. Calendar of Events.	37-38

Action Items.

Topic	Board Book Page Number(s)
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2. Declaration of Surplus Item(s) or Equipment.	45

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| 3. Certification of Student Trustee and Sophomore Student Government Association Election Results. | 46-47 |
| 4. Approval of New Student Club – the Swiftie Nation Club. | 48-51 |
| 5. Approval of Proposed Revisions to Board Policy 05.04.04 – <i>Work Week</i> . | 52-55 |
| 6. Approval of Revised Academic Calendars. | 56-58 |
| 7. Approval of Purchase of Master Tool Kits for EV Maintenance and Repair Training from Snap On Industrial. | 59-60 |
| 8. Approval of Purchase of Dynamometer for Use in the John Deere Tech Program. | 61 |
| 9. Approval of Bid for Cardiac Monitor. | 62-63 |
| 10. Approval of Bid for Flooring Replacement for Various Rooms in the Field House and Northwest Buildings. | 64-65 |
| 11. Approval of New One-Year Agreement and Purchase of Tableau to Expand the Data Visualization Tool. | 66 |
| 12. Approval of Appointment or Reappointment of Division Chairs. | 67 |
| 13. Approval of Six-year Generator Service Contract with Altorfer Power Systems of Urbana for the Effingham Technology Center. | 68-72 |
| 14. Approval of Property, Casualty and Liability Insurance. | 73 |
| 15. Approval of Agreement with Ferrelli for ISS and Payroll Processing Support. | |
| 16. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College. | |

[Return to Open Session - Roll Call]

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| 17. Appointment of Vice President for Business Services as Discussed in Closed Session. | |
| 18. Approval of Human Resources Report as Discussed in Closed Session. | 74-75 |
| 19. Acceptance of FY24 ICCB Noncredit Workforce Training Initiative Grant. | |

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 687
Board and Administration Center, Room 011
Mattoon, IL
March 11, 2024

Minutes

Call to Order.

Chair Cadwell called the March 11, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent:

Student Trustee Jacqueline Schertz.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Dr. Valerie Lynch, Vice President for Student Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of February 12, 2024, Regular Meeting.
2. Approval of Agenda of March 11, 2024, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	682,763.59
Building Fund	\$	40,501.31
Site & Construction Fund	\$	105,623.38
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	102,262.51
Restricted Purposes Fund	\$	415,619.66
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	28,029.26
Student Accts Receivables	\$	334,432.95
Total	\$	1,709,232.66

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

4. Destruction of Tape Recording of the September 12, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Resolution No. 0324-013 – Appreciation to Mike Sullivan, the College’s Longest-serving Trustee.

Chair Cadwell read aloud Resolution No. 0324-013 – Appreciation to Mike Sullivan, the College’s Longest-serving Trustee.

Trustee Reynolds motioned and Trustee Curtis seconded to approve Resolution No. 0324-013, expressing the Board’s deepest appreciation and heartfelt gratitude to Mr. Sullivan for his extraordinary leadership, vision, and service to the College, to District 517 residents and community colleges statewide. [A full and complete copy of the Resolution is attached to and part of these minutes.]

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Chairman Cadwell expressed the Board's deepest appreciation and heartfelt gratitude to Mr. Sullivan for his extraordinary leadership, vision, and service to the College, to District 517 residents and community colleges statewide. Chair Cadwell and President Bullock presented Mr. Sullivan with a plaque honoring his service. Chair Cadwell noted that State Senator Chapin Rose had presented Mr. Sullivan with a state proclamation of appreciation earlier in the evening, honoring his dedicated years of service as a Trustee to both the College and community colleges throughout the state. Additionally, Mr. Jim Reed, Executive Director of the Illinois Community College Trustees Association (ICCTA) honored Mr. Sullivan with a letter of appreciation signed by Mr. Jee Hang Lee, President and CEO of the Association of Community College Trustees (ACCT).

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk highlighted the following:

- ICCTA is closely monitoring Senate Bill 3787 which would allow a community college to offer a bachelor's degree under specified conditions.
- The Illinois Board of Higher Education (IBHE) won a \$750,000 grant to revolutionize the college admissions process to enhance accessibility for all students.
- At the federal level, there is a Bipartisan Workforce Pell Act that is being worked on but did not proceed to a House vote after encountering some stiff opposition. The American Association of Community colleges and the Association for Community College Trustees are both supporting the bill.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

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Finance.

Trustee Storm, Committee Chair, said the Committee met on March 6, 2024, regarding items which will be discussed later in the agenda.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Foundation.

Trustee Wright, Foundation Liaison, highlighted the following information and said this was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- Thanks to all of our supporters for our 4th annual Love a Laker giving day. We are excited to share we raised over \$7,000 and 12 couples participated in the inaugural Laker Love Story Contest. Congratulations to Ali & Bo Blievernicht, the contest winner who will receive a scholarship in their name.
- The foundation is excited to award over \$450,000 in scholarships for the first round of our FY25 students! Thanks again to everyone who volunteered as a scholarship reader. Scholarships for incoming freshmen will be announced at high school awards nights.

Student Report

Ms. Jacqueline Schertz, Student Trustee, was not present and thus no report was given.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$1 million from the Illinois Department of Corrections (IDOC) in February toward the FY 2024 outstanding balance. A total of \$416,120 remains outstanding.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in February toward the FY 2024 outstanding balance. A total of \$108,438 remains outstanding.
- In February, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260, equalization of \$587,861 and CTE of \$280,043. A total of \$1.8 million remains outstanding for credit hour reimbursement, \$2.2 million for equalization and \$45,798 for CTE.
- The College received \$242,736 in property tax payments in February.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Updates from the Technology Division.

- Mr. Michael Beavers, Technology Division Chair and Electrical Engineering Instructor, highlighted some of the innovative changes occurring within the Technology Division, including the Tech 2 Day program, Teens with Tools program in partnership with the Center to Business and Industry (CBI), and block schedules for HVAC.

Monthly Data Point Discussion – Loans and Support for Students.

Ms. Lisa Cole, Director of Data Analytics, provided a brief presentation highlighting loans and other financial support for Lake Land College students.

Proposed Revisions to Board Policy 05.04.04 – *Work Week*.

Trustees heard a recommendation from Dr. Bullock for the Board to consider proposed revisions for the above-referenced Policy. Trustees received details of the proposed revisions. Dr. Bullock said the College launched a pilot Flex Work / Remote Work program in the summer of 2022. He reported that as we near the end of the pilot program we are seeking to add language to Board Policy 05.04.04 to codify this as a College program and no longer in the pilot phase.

Dr. Bullock said both the proposed Policy language and the guidelines specify that Flex Work / Remote Work eligibility is based on the job function and must have a net-neutral or net-positive impact. Dr. Bullock also said the proposed revisions were submitted as first reading and will be brought back to the Board for approval during the April 2028 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted three upcoming events, the Spring Employee Recognition Banquet to be held Wednesday March 27, 2024, the Commencement ceremonies to be held Friday, May 10, 2024, and the Board of Trustees retreat to be held Wednesday, May 22, 2024. He said that Mr. Jim Reed, ICCTA Executive Director, will be attending to help facilitate the retreat and foster discussions for effective board governance.

Action Items.

Approval of Tuition and Fees Rates for Summer 2024, Fall 2024 and Spring 2025.

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Trustees reviewed a recommendation from Dr. Bullock for proposed tuition and fees rates for the Summer 2024, Fall 2024 and Spring 2025 terms. Dr. Bullock highlighted that the proposed tuition and fees rates will still ensure a student enrolled at Lake Land College has access to a high-quality education yet with one of the most affordable educational institutions in the state.

Trustee Storm, Finance Committee Chair, said the Committee met on March 6th to review the Cabinet's recommendation and the Committee's consensus was to recommend to the Board approval of the proposed rates per the Cabinet's recommendation. He said this includes increasing the in-district tuition by \$3.00 to \$113.50 per credit hour and increasing the current \$2.50 credit hour activity fee by \$1.50 for a total of \$4.00 per credit hour. Trustee Storm said the College has not increased the activity fee since FY 2017. Dr. Bullock said it is important to note that the Lake Land College tuition and fees rates would remain significantly below the statewide average for in-district and out-of-district levels compared to other community colleges.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the tuition and fees rates for the Summer 2024, Fall 2024 and Spring 2025 terms, including an in-district tuition increase of \$3.00 per credit hour and an increase of \$1.50 for the activity fee.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Proposed Incentive Program for Early Enrollment for Summer and Fall 2024.

Trustees reviewed a request from Dr. Valerie Lynch, Vice President for Student Services, for the Board to approve an early enrollment incentive program for the Summer 2024 and Fall 2024 terms. Trustees reviewed details of the proposed incentive program.

Trustee Storm, Finance Committee Chair, said the Committee met on March 6^h to review this recommendation and the Committee's consensus was to recommend to the Board approval of this request as presented. Trustee Storm explained that the Board had previously approved a three-credit hour tuition giveaway for a limited number of students whose names were drawn as part of a contest and that did yield some positive results. Mr. Storm said this innovative newly proposed program would replace that and provide a tuition and fees credit to students who register by midnight May 10, 2024 for Summer and/or Fall 2024 classes.

Trustees learned students may be awarded \$50 for their Summer 2024 part-time (minimum) registration and an additional \$50 for their Fall 2024 part-time (minimum) registration. This will be applied as a last dollar credit only for students who, after other applicable awards are

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applied, remain enrolled at a minimum part-time status and still owe tuition and fees charges after tenth day of the term. Dr. Lynch's memo highlighted which students would be excluded from this program (e.g., IDOT / QCQA, DOC and students enrolled in dual credit courses).

Dr. Lynch reported that by comparing enrollment data for students enrolled as of May 10, 2023, the College estimates the total cost for this new incentive program to be approximately \$120,000, including a goal to increase enrollment by 100 as of the May 10, 2024 date, in comparison to total enrollment numbers on May 10, 2023.

Trustee Curtis moved and Trustee Wright seconded to approve as presented an incentive program for early enrollment for the Summer and Fall 2024 terms, replacing the prior early enrollment incentive program approved by the Board in September 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Fees Waiver for Dual Credit Courses Associated with the Effingham Regional Career Academy for Fall 2024 and Spring 2025.

Trustees reviewed a recommendation from Dr. Bullock for the Board to waive the Dual II rate per course for all of FY 2025 associated with the Effingham Regional Career Academy (ERCA) courses. Trustees learned ERCA will begin offering a full slate of courses to high school students with the fall 2024 semester. Trustees were provided with the courses that will be offered at ERCA in FY 2025.

Trustee Storm, Finance Committee Chair, said the Committee met on March 6th to review this recommendation and the Committee's consensus was to recommend to the Board approval of this request as presented. Trustee Storm explained that with Dual II courses, the normal process is that the College bills the participating districts and they in turn allocate this fee across the number of students participating in each course. He noted for ERCA in FY 2025, 27.5 credit hours will be offered in the fall and 31.5 credit hours in spring, for a total of 59 credit hours of courses. He said at the Dual II rate, this would equate to \$59,000 in waived fees for FY 2025 if all courses run with the minimum required class size. He noted, with Board approval, fees will be paid through the Strategic Initiative funding budget line.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the waiver of the Dual II fees or rate per course for all of FY 2025 associated with the Effingham Regional Career Academy (ERCA) courses, for a waiver amount of up to \$59,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Acceptance of January 2024 Financial Statements.

Trustees reviewed the January 2024 Financial Statements. Trustee Storm, Finance Committee Chair, said the Committee met on March 6th to review the Financial Statements and the Committee's consensus was to recommend to the Board approval as presented.

Trustee Storm moved and Trustee Wright seconded to approve as presented the January 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Academic Calendars.

Trustees heard a presentation from Dr. Lynch, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve the proposed academic calendars for 2026-2027 and 2027-2028. Trustees received a copy of the proposed calendar summaries. Dr. Lynch reported that the recommended calendars comply with requirements established in 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 collective bargaining agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the academic calendars for 2026-2027 and 2027-2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Faculty Tenure Recommendations.

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Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, that the Board grant tenure to three full-time faculty including: Ms. Katelyn Bloemer, Nursing Instructor; Mr. Cody Marlar, Mathematics Instructor; and Ms. Amber Niebrugge, Psychology Instructor.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the granting of tenure effective with the beginning of the fall 2024 semester to three full-time faculty including: Ms. Katelyn Bloemer, Nursing Instructor; Mr. Cody Marlar, Mathematics Instructor; and Ms. Amber Niebrugge, Psychology Instructor.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

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

Trustees reviewed a recommendation from Dr. Nwosu that the Board approve the reemployment of tenured and non-tenured faculty members for the 2024/25 academic year.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2024/25 academic year as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Proposed Revisions to Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.*

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.* Trustees reviewed details of the proposed revisions. Trustees reviewed a memorandum from Dr. Lynch in which she reported that the Illinois Community College Trustees Association (ICCTA) announced in November 2022 their adoption of a neurodiversity inclusion statement to serve as guidance for its member colleges and trustees around the state of Illinois, and that ICCTA encouraged leaders from Illinois

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community colleges to consider adoption of a similar statement. Dr. Lynch reported she has been collaborating with numerous employees and College leaders to develop the College's proposed neurodiversity statement which will become part of the College's commitment to diversity, equity and inclusion as summarized in Board Policy 01.03.01.

Dr. Bullock said the administration submitted this recommendation as first reading during the February 2024 regular Board meeting. He said since presenting this as first reading, we have received no comments or requests for additional revisions.

Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Proposed Revisions to Board Policies 06.19 – *Dual Credit Program* and 07.01 – *Admission of Students*.

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 06.19 – *Dual Credit Program*. Dr. Bullock noted that we submitted this request as first reading in December of 2023 to clarify reference to the minimum age of dual credit students to align with a minimum threshold of "junior or senior status" rather than "16 years of age." He said these revisions will remove the gifted student/testing barriers and will treat students more equitably who have later birthdays.

Dr. Bullock also recommended the Board approve additional changes to Board Policy 07.01– *Admission of Students*, adding language for the verification of credentials for financial aid eligibility and also admission of degree-seeking students as requested by the U.S. Department of Education. He said this recommendation is a result of the College's current recertification process with the U.S. Department of Education for our Financial Aid Department.

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 06.19 – *Dual Credit Program* and also waive first reading and approve proposed changes to Board Policy 07.01 – *Admission of Students*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

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Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Acceptance of Illinois Green Economy Network (IGEN) Grant Membership Grant.

Dr. Bullock recommended the Board accept a one-year Illinois Green Economy Network (IGEN) Membership grant, in the amount of \$15,000.

Trustees reviewed a memo from Dr. Beth Craig, Grants Writer and Coordinator, that highlighted how the College will use these grant funds. Trustees learned that, with these grant funds, the College will upgrade campus Fieldhouse lighting, in order to become more energy efficient.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented a one-year Illinois Green Economy Network (IGEN) Membership grant, in the amount of \$15,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Purchase of Various Medical Equipment from Pocket Nurse.

Dr. Nwosu recommended the Board approve the purchase of a variety of medical equipment from Pocket Nurse Simulation and Education Supplies of Monaca, PA, to enhance training for our nursing students, utilizing \$28,276.31 of the PATH Grant budget for the purchase of this equipment. Trustees reviewed the quote from Pocket Nurse, detailing the various medical supply or training items.

Dr. Nwosu reported that this purchase is exempt from bidding due to it being from a single source and we currently have equipment that was also purchased from Pocket Nurse for the nursing program, so the new equipment will interface well with the existing equipment.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a variety of medical items or equipment from Pocket Nurse Simulation and Education Supplies of Monaca, PA, to enhance training for our nursing students, utilizing \$28,276.31 of the PATH Grant budget for the purchase of this equipment.

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Purchase of New Furniture from Widmer Interiors for the Northwest and Field House Buildings.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the purchase of various furniture items from Widmer Interiors of Bloomington, Illinois, for various rooms in the Field House and Northwest Buildings, at a total cost of \$151,909.83. He said that a bid was not necessary because the College is using Omnia contract pricing associated with state bidding.

Trustee Curtis moved and Trustee Walk seconded to approve the purchase of various furniture items for multiple rooms in the Field House and Northwest Buildings from Widmer Interiors of Bloomington, Illinois, utilizing the state Omnia contract pricing, at a total cost of \$151,909.83.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Equipment Purchase from Snap On for the Automotive Program.

Dr. Nwosu requested the Board approve the purchase of various Snap On equipment items and training materials to help prepare automotive technology students in electric vehicle service and repair, utilizing \$26,882.64 of the College's ICCB Rev Up EV grant budget for this purchase. Trustees were provided the quotes and two flyers from Snap On that detailed the various equipment items and training materials.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of various Snap On equipment items and training materials to help prepare automotive technology students in electric vehicle service and repair, utilizing \$26,882.64 of the College's ICCB Rev Up EV grant budget for this purchase.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

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Motion carried.

Acceptance of ICCB Access and Equity in Dual Credit Grant.

Trustees heard a recommendation from Dr. Nwosu for the Board to accept a one-year Illinois Community College Board (ICCB) Access and Equity in Dual Credit grant, in the amount of \$127,500. Trustees reviewed the ICCB approved budget and a memo provided by Dr. Craig which highlighted how the College will use the grant funds, including to:

- Market dual credit courses to students and parents who are not currently participating.
- Provide tuition assistance to high school teachers who are interested in teaching dual credit courses or who are currently teaching dual credit courses and need to finish their Master's degree requirements.
- Purchase instructional materials and textbooks for dual credit students as well as to provide at least one professional development activity where dual credit teachers and College Program Leaders will meet face to face on the main campus to discuss dual credit challenges and program opportunities.

Trustee Reynolds moved and Trustee Curtis seconded to accept as presented a one-year Illinois Community College Board (ICCB) Access and Equity in Dual Credit grant, in the amount of \$127,500.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Contract with Pathify for Replacement of the Hub.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve a three-year purchase agreement with PATH Education Inc., whose registered office is located in Greenwood Village, Colorado, to implement the "Pathify" software and server tool to replace our current student/staff portal (Hub), at a total cost of \$126,614.00 over the three-year period. Ms. Highland said that Year 1 would cost \$40,163.00 that will come from the existing ISS FY 2024 budget; Year 2 cost of \$42,171.00 that will be built into the FY 2025 ISS budget; and Year 3 cost of \$44,280.00 that will be built into the FY 2026 ISS budget. Trustees were provided the proposed three-year agreement and quote.

Trustees learned that these services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

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Trustee Wright moved and Trustee Walk seconded to approve as presented a three-year purchase agreement with PATH Education Inc., whose registered office is located in Greenwood Village, Colorado, to implement the “Pathify” software and server tool to replace our current student/staff portal (Hub), at total cost of \$126,614.00 over the three-year period.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Approval of Payment for Contractual Services by Brilliant Design Works of Charlotte, North Carolina, Associated with the Early Childhood Access Consortium Grant for Equity Opportunity.

Trustees heard a recommendation from Dr. Nwosu for the Board to approve payment in the amount of \$99,000 to Mr. Rick Ballentine with Brilliant Design Works of Charlotte, North Carolina, for the creation of video educational material and subsequent online hosting over a three-year period to bolster the Early Childhood Education Consortium Curriculum. He said this work followed the College’s receipt of the Early Childhood Access Consortium Grant in the amount of \$696,605.68 from ICCB which the Board accepted in June 2022. Trustees were provided the original budget for this grant, the budget narrative for this service and the invoice from Brilliant Design Works.

Dr. Nwosu reported that despite the initial Board approval embedded in the grant with a generic reference to the contractual services, the expense specific to the proposed work and pricing by Brilliant Design Works should have undergone a separate Board approval process. He noted that, regrettably, due to an oversight from the grant's Principal Investigator, this crucial step was omitted, leading to the approval of a partial payment of \$66,000 in August 2023 for two years of service. He said this oversight was discovered in December 2023 when the vendor sought payment for the third and final year of service. Since that time, the administration has been corresponding with Mr. Balentine to confirm all work has been completed and that the administrative access to the website be transferred to the College. Thus, prior to the administration issuing final payment to this vendor in the amount of \$33,000, we are seeking Board approval of the entire service amount of \$99,000.

Please note that a formal bid was not necessary due to Board Policy 10.22 (4.A.).

Trustee Walk moved and Trustee Curtis seconded to approve as presented payment of \$99,000 to Mr. Rick Ballentine with Brilliant Design Works of Charlotte, North Carolina, for the creation of video educational material and subsequent online hosting over a three-year period to bolster the Early Childhood Education Consortium Curriculum, facilitating the outstanding

Lake Land College Board of Trustees
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balance of \$33,000 to the vendor Brilliant Design Works for work that began in 2022. This approval is contingent upon Mr. Balentine ensuring the administrative access/ownership to the website be transferred to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

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

Trustees heard a recommendation from Dr. Nwosu to award the 2024 Lake Land College Full-Time Faculty Award to Mr. Matt Landrus, English Instructor. Trustees were provided a copy of the nomination letter that highlighted the basis for this nomination and will be submitted to ICCTA in consideration of their state-level award for the Full-Time Faculty Award category.

Dr. Nwosu said upon approval by the Board for this award, Mr. Landrus will be honored as part of the May 2024 Commencement ceremony.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the naming of Mr. Matt Landrus, English Instructor, for the College's 2024 Full-Time Faculty Award and nominate Mr. Landrus to ICCTA for consideration of their state-level award in this category.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Closed Session

7:16 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) and (3) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss the selection of a person to fill the Board seat vacancy.

There was no further discussion.

Roll Call Vote:

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

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No: None.
Advisory Vote: None.
Absent: Student Trustee Jacqueline Schertz.
Motion carried.

Return to Open Session - Roll Call

8:14 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis, Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Ms. Denise Walk and Mr. Thomas Wright.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Walk and Wright.
No: None.
Advisory Vote: None.
Absent: Student Trustee Jacqueline Schertz.
Motion carried.

Approval of Candidate to Fill Board Vacancy as Discussed in Closed Session.

Chairman Cadwell said three individuals, Mr. Larry Lilly, Mattoon, Mr. Curtis Garrard, Effingham, and Mr. Scott Wilson, Charleston, submitted materials in consideration of the vacancy created by the resignation of former Trustee Mike Sullivan. He said the Board interviewed all three applicants during closed session.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented Mr. Larry D. Lilly of Mattoon, Illinois, to serve as Trustee for the unexpired term of Mike Sullivan until the next consolidated general election to be held in April of 2025. This action follows discussion on the topic held in closed session.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Walk and Wright.
No: None.
Advisory Vote: None.
Absent: Student Trustee Jacqueline Schertz.
Motion carried.

Approval of the Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

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Trustee Walk motioned and Trustee Reynolds seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the appointment of a full-time faculty member

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Cohan, Ben	1/26/24-12/31/24 Intermittent
Kakara, Suzanne	2/26/24-8/25/24 Intermittent
Sims, Kyle	1/26/24-2/13/24
Shoot, James	2/27/24-8/19/24 Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Estacio, Estiven	Basketball Scorers/Timers	2/13/24
Zimmerle, Jerad	Primary Position Print Shop Technician Ast	2/16/24
	Adj Faculty Social Science Div Substitute	
	Primary Position Adj Faculty Business	
Part-time - Grant Funded		
Palmer, Jessie	Remediation Specialist	2/14/24
	Primary Position Physical Therapist Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Walker, Racheal	Simulation Lab Nurse	4/1/24
Part-time		
Brummer, Madilyn	Newspaper Editor - Student Newspaper	2/12/24
Ferris, Sara	Community Learning Instructor	2/29/24
Haarman, Neal	IDOT Quality Mgt Training Program Specialist	2/12/24
Morris, Rodney	Technical Support Asst - Information Security	2/29/24
Upton, Joseph	Lab Student Assistant	2/5/24
Part-time Grant Funded		
Swinkunas, Chris	Perkins Student Worker	2/19/24
College Work Study		
Otis, Rebekah	College Work-Study	2/27/24
Stanley, Eric	College Work-Study	2/28/24

Terminations/Resignations

The following employees are terminating employment

Position	Effective Date
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Full-time

Alford, Murray	Correctional Commercial Cooking Instructor	2/29/24
Arndt, Serenna	Associate Dean of Correctional Programs	2/2/24
Hampton, Tanya	Correctional Cosmetology Instructor	2/15/24
Nelson, Nic	Dir Fitness Center/Head Softball Coach	3/06/24
Pender, Diane	Correctional Office Assistant	1/31/24
Pickering, Ashley	Correctional Office Assistant	2/22/24

Part-time

Adams, Molly	Agriculture Education Intern	6/16/23
Cable, Elizabeth	Agriculture Education Intern	6/16/23
Claycomb, Taylor	Agriculture Education Intern	6/15/23
Douglas, Christina	Agriculture Education Intern	6/16/23
Dowers, Camden	Agriculture Education Intern	6/16/23
Haarman, Neal	IDOT Quality Mgt Training Program Specialist	2/8/24
Harris, Gracelyn	Agriculture Education Intern	6/16/23
Horstmeyer, Paige	Agriculture Education Intern	6/16/23
Pierson, Kadie	Agriculture Education Intern	6/16/23
Radke, Olivia	Agriculture Education Intern	6/16/23
Reed, Jenna	Library Assistant	2/1/24
Roan, Amber	Newspaper Editor - Student Newspaper	12/6/23
Sapp, Jordan	Fitness Center Specialist	7/26/23
Sullivan, Fay	Lake Land College Trustee	2/13/24
Taylor, Tiffany	Perkins Student Worker	11/9/23
Tomer, Gabriel	Digital Media Specialist	2/29/24
Wolfe, Emily	College Work-Study	1/18/2024

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenured Track		
Smith, Logan	Dental Hygiene Instructor Transferring from Allied Health Den Cln Hrly	8/16/24
Full-time		
Strader, Wyatt	Technical Support Specialist Transferring from Technical Support Assistant	3/18/24
Full-time - Grant Funded		
Fatheree, Dustyn	Director of Adult Education Transferring from Student Life Specialist	3/25/24
Jones, Rashawn	Associate Dean of Correctional Programs Transferring from Corr Career Tech - Lincoln	2/19/24
McKenzie, Michelle	Curriculum Development Manager Transferring from Associate Dean-Taylorville	3/4/24

There was no further discussion.

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Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Student Trustee Jacqueline Schertz.

Motion carried.

Other Business. (Non-action)

Chair Cadwell asked what the College was doing in regards to addressing AI. Dr. Bullock said that development of a task force is currently underway for this issue.

There was no further discussion.

Adjournment.

Trustee Storm moved and Trustee Walk seconded to adjourn the meeting at 8:18 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0424-016

DATE: April 8, 2024

RESOLUTION FOR APPOINTMENT OF TREASURER AND APPROVAL **OF TREASURER'S SURETY BONDS**

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and to appoint a College Treasurer, the faithful discharge of whose duties shall be secured by a surety bond(s) in accordance with Sections 3-18 and 3-19 of the Act, 110 ILCS 805/3-18 and -/3-19; and

WHEREAS, in August 2023 the Board appointed Ms. Jean Anne Highland as Treasurer to fill a vacancy due to the resignation of the Vice President for Business Services; and

WHEREAS, as part of the Annual Organization Meeting the Board has the need to appoint the College Treasurer, revoke prior appointments and approve a surety bond(s) for the newly appointed Treasurer;

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

Section 1. The Board hereby appoints Ms. Jean Anne Highland to serve as Treasurer at the pleasure of the Board for no additional compensation.

Section 2. The Board hereby approves the Treasurer's Bonds, copies of which will be attached to and made a part of this Resolution, and authorizes the Chair and Secretary of the Board to sign the Bonds on the Board's behalf. The Surety Bonds will also be posted on the web page of the Lake Land College Board of Trustees.

Section 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 8th day of April, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bonds is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 8th day of April, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8th day of April, 2024.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0424-017

DATE: April 8, 2024

RESOLUTION FOR COLLEGE TREASURER TO ACT AS FISCAL AGENT

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

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

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

WHEREAS, the Board of Trustees has elected Ms. Jean Anne Highland as Treasurer to oversee the business of the College; and

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

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

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

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

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

ADOPTED this 8th day of April, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for College Treasurer to Act as Fiscal Agent is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 8th day of April, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8TH day of April, 2024.

Secretary, Board of Trustees

STATE OF ILLINOIS

EXECUTIVE DEPARTMENT

Proclamation

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

WHEREAS, Illinois community colleges are powerhouses of opportunity with 48 community colleges and 39 college districts throughout Illinois, defining success student by student and community by community; and,

WHEREAS, according to the Illinois Community College Board, Illinois community colleges educate 65 percent of the students enrolled in Illinois public higher education; and,

WHEREAS, Illinois community colleges rank number one in the nation for bachelor's degree completion rates among community college students who transfer (54 percent); and,

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

THEREFORE, I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim April 2024 to be Illinois Community College Month in honor of the Illinois Community College System and the significant contribution these institutions are making to every student, every community, and 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 NINETEENTH *day of* MARCH, *in*
the Year of Our Lord, two thousand and
TWENTY-FOUR, *and of the State of Illinois,*
two hundred and FIFTH.



Alexi Giannouh
 SECRETARY OF STATE

JB Pritzker
 GOVERNOR

LAKE LAND COLLEGE

MEMO

TO: Members of the Lake Land College Board of Trustees, Dr. Josh Bullock, and the Members of Cabinet

FROM: Dr. Valerie Lynch, Vice President of Student Services

DATE: March 21, 2024

RE: Invitation to Participate in Commencement Activities/Commencement 2024 Procedures

It gives me great pleasure to invite you to join us in celebrating the accomplishments of our graduates on **Friday, May 10, 2024**. We are excited to announce that the Admission and Records Staff, along with members of the Commencement Planning Committee, have organized a traditional Commencement Ceremony that will take place at the Lake Land College **Field House at 6:00 pm**.

We would be honored to have you participate in the following timeline of activities:

- 4:30 PM Meet in the Foundation and Alumni Center (FAC), for a pizza dinner with Faculty and Staff who are attending or assisting with Commencement
- 5:30 PM Meet in the Learning Resource Center (Library). Platform Party (includes Board of Trustees Members) will get dressed in graduation robes and be ready to begin lining up at the Field House for the Commencement ceremony.
- 5:45 PM Platform Party will line up to march in for the ceremony
- 6:00 PM Platform Party will be the first to march into the Field House for the Commencement Ceremony

The platform party will wear graduation robes that will be available from the Campus Bookstore. Thank you for your ongoing support of Lake Land College and our graduates. We hope to see you at the ceremony.

Best regards,

Dr. Lynch

LAKE LAND
COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: March 26, 2024
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 2023 to March 2024.

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

Curriculum Committee Highlights October 2023 – March 2024

Course Additions

- AGR-045 Exploring Careers in Agriculture
- AHE-040C Basic Nurse Assisting
- AHE-060 A&P for Allied Health
- CDL-043 CDL Theory
- CDL-090 Careers in CDL
- PLC-051 Variable Frequency Drive Systems
- PNC-050C Practical Nursing 1 Clinical
- PNC-052C Practical Nursing 2 Clinical
- PNC-054C Practical Nursing 3 Clinical

Surgical Technology Courses

- SRT-040 Prof Practice-Surgical Tech
- SRT-041 Anesthesia and Pharm-Surg Tech
- SRT-042 Surg Tech Skills
- SRT-043 Clinical Practicum I
- SRT-044 Surgical Procedures I
- SRT-045 Surgical Procedures II
- SRT-046 Clinical Practicum II
- SRT-047 Clinical Practicum III
- SRT-048 Surgical Technology Capstone
- SRT-050 Surgical Technology Exam Review

Welding Courses

- WLD-040 Welding Fundamentals
- WLD-041 Metal Cutting and Fabrication
- WLD-051 Shielded Metal Arc Welding I
- WLD-052 Shielded Metal Arc Welding II
- WLD-053 Shielded Metal Arc Welding III
- WLD-061 Gas Metal Arc Welding I
- WLD-062 Gas Metal Arc Welding II
- WLD-063 Gas Metal Arc Welding III
- WLD-070 Gas Tungsten Arc Welding
- WLD-071 GTAW/Aluminum
- WLD-072 GTAW/Stainless Steel
- WLD-080 Pipe Welding
- WLD-082 Advanced Welding Projects Lab
- WLD-084 Welding SOE

Reactivated Courses

- AWE-039 Adult & Workforce Transitions
- FLG-150 Beginning German I
- FLG-151 Beginning German II
- FLG-251 Intermediate German I
- FLG-252 German Conversation II
- SOS-283 Introduction to Research Methods

Course Changes

- AHE-040 Basic Nurse Assisting
- EET-069 Residential and Light Commercial Wiring
- HED-290 Disease Processes
- HVC-062 Intro to HVAC Electricity
- IND-043 Refrigeration Fundamentals
- MAP-088 Med Assist Pharmacology II
- MAS-076 Massage Therapy III
- MAS-086 Massage Therapy IV
- MAT-151 C Programming with Engineering Applications
- PNC-050 Practical Nursing 1
- PNC-052 Practical Nursing 2
- PNC-054 Practical Nursing 3
- PTA-081 PTA Skills Lab
- PTA-085 PTA Practicum III
- PTA-097 PTA Practicum IV
- PTA-099 PTA Practicum V
- TEC-040 Print Reading for Industry

New Programs

- AAS.SRT Surgical Technology
- AAS.PS.TRK Paramedical Services Track
- NDP.RTMGT Retail Management

Program Changes

- AA.CJS Criminal Justice
- AAS.ACC Accounting
- AAS.ADN Associate Degree Nursing
- AAS.EETES Electronic Systems Technology
- AAS.EET Electronics Engineering Technology
- AAS.LE Law Enforcement
- AAS.PS Paramedical Services
- AAS.MECH Applied Engineering Technology
- AAS.MET Mechanical-Electrical Technology
- AAS.ITAPS IT-Computer Applications
- AAS.ITNET IT-Network Administration
- AAS.ITPRO IT-Programming
- AAS.ITWEB IT-Web Design

- AAS.PTA Physical Therapist Assistant
- AAS.WEL Welding
- CRT.ACC Accounting
- CRT.COS Cosmetology
- CRT.INDMT Industrial Maintenance
- CRT.MT Massage Therapy
- CRT.PS Paramedical Services
- CRT.WEL Welding Technology
- NDP.BNA Basic Nurse Assisting
- NDP.CJL Criminal Justice Leadership
- NDP.LEO Law Enforcement Operations
- NDP.BWEL Basic Welding

Programs put on Hold (due to low enrollment)

- AAS.CFS Child and Family Services
- CRT.ITTEC IT Technician
- NDP.CT Computer Systems

Calendar of Events

Monday, April 8, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 9, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Friday, May 10, 2024	4:30 p.m. Pizza Dinner with Faculty and Staff Foundation and Alumni Center 5:30 p.m. – Meet in library for platform party line up 6 p.m. - Commencement Field House
Monday, May 13, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, May 22, 2024	Noon –3 p.m. Annual Board of Trustees Retreat Foundation and Alumni Center
Thursday, June 6, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 10, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 8, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center

Thursday, September 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: March 14, 2024

RE: February 2024 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of February for Fiscal Year 2024.

Areas of Concern:

- We are not experiencing any budgetary areas of concern through the first eight months of FY2024

Overall Variances:

- *Revenue* – Total February 2024 revenue was \$1,602,115 resulting in a favorable variance of \$150,220 and an unfavorable YTD variance of \$87,822. We are still experiencing the shortfall of tuition due to the reduced enrollment but Spring semester is bouncing back. Property tax payments are lagging behind FY2023 and the CTE funding was less than we had anticipated.
- *Expenditures* – Total February 2024 expenditures were \$4,065,293 resulting in a monthly unfavorable variance of \$704,123 and a favorable YTD variance of \$3,769,365. This is a result of lower operational expenditures.

Revenue Variances:

- *Local Sources* – An unfavorable variance exists of \$102,986 for the month and an unfavorable variance of \$799,210 YTD. This is a result of lower than expected CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$305,439 in February 2024 resulting in an unfavorable variance of \$31,581 and an YTD favorable variance of \$833,995. The variance is related to the January credit hour payment that was received from the state being larger than expected. This will normalize as the year proceeds.

- *ICCB Equalization Grant* – We received \$587,861 of equalization payments in February 2024 resulting in a favorable variance of \$14,809 monthly and a favorable YTD variance of \$118,473.
- *Tuition & Fees* –February 2024 yielded an unfavorable monthly variance of \$9,998 for tuition and an unfavorable monthly variance of \$81,746 in fees. Year to date tuition is unfavorable \$686,393 and fees are favorable \$30,520. This is a result of a decrease in enrollment for Fall 2023 semester. The Fee increase is a result of the IDOT classes running currently.
- *Other State Sources* – The month to date variance in other state sources is favorable by \$326,994 with an YTD unfavorable variance of \$52,507. This is due to receiving lower than expected CTE funds.
- *Other Revenue* – Other revenue is favorable by \$34,727 for February 2024 and also favorable by \$467,301 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Are unfavorable \$412,094 for the month of February 2024 and favorable YTD of \$1,342,793. This is due to the timing of when overload and adjunct pay began in FY2024. This should normalize by year end.
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in February 2024 of \$25,728 and a favorable YTD of \$277,167.
- *Instructional* – The Instructional expenditures had a favorable variance in February 2024 of \$99,131 and a favorable variance YTD of \$875,658.
- *Academic Support* – The Academic Support expenditures have an unfavorable variance of \$84,503 for the month of February 2024 and a favorable YTD variance of \$68,505.
- *Student Services* – The Student Services expenditures had a monthly unfavorable variance in February 2024 of \$366,266 and a favorable variance YTD of \$283,952. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in February 2024 of \$27,195 and a favorable variance YTD of \$339,827. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$25,240 favorable to budget in February 2024 and a favorable YTD variance of \$370,490. This is a result of lower utilities than budgeted.

- *Institutional Support* – The Institutional Support expenditures were \$402,779 unfavorable to budget in February 2024 and \$2,189,527 favorable to budget YTD. The large favorable variance is related to lower operational spending YTD.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for February 2024 of \$2,321 and an unfavorable variance of \$358,594 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts.

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.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY23 Final Audited Numbers	FY24 Annual Budget
Revenues:										
134,316	237,302	(102,986)	Local Sources	11,264,778	12,063,988	(799,210)	-6.62%	10,949,990	11,745,262	12,522,321
305,439	337,020	(31,581)	ICCB Credit Hour Grant	3,530,156	2,696,161	833,995	30.93%	3,992,737	5,748,040	4,044,242
587,861	573,052	14,809	ICCB Equalization Grant	4,702,887	4,584,413	118,473	2.58%	4,356,867	6,535,300	6,876,620
364,286	37,292	326,994	Other State Sources	851,710	904,217	(52,507)	-5.81%	875,698	1,039,788	1,053,384
(437)	9,561	(9,998)	Tuition	7,952,354	8,638,747	(686,393)	-7.95%	7,434,400	7,387,982	8,632,290
55,980	137,726	(81,746)	Fees	3,817,869	3,787,349	30,520	0.81%	3,469,928	3,693,382	4,428,591
154,669	119,942	34,727	Other Revenue	1,574,706	1,107,405	467,301	42.20%	1,182,520	2,248,695	1,612,595
-	-	-	Gift In Kind	-	-	-	0.00%	14,750	-	-
1,602,115	1,451,895	150,220	Total Revenues	33,694,460	33,782,281	(87,822)	-0.26%	32,276,890	38,398,449	39,170,043
Expenditures:										
Instructional										
990,306	1,035,659	45,353	Salary and Wages	7,559,905	7,810,247	250,342	3.21%	7,652,552	10,843,156	11,357,239
190,031	200,952	10,920	Employee Benefits	1,436,662	1,551,302	114,640	7.39%	1,320,968	2,029,504	2,468,069
99,909	143,085	43,176	Contractual Services	174,678	450,915	276,237	61.26%	144,909	411,644	647,065
45,781	24,576	(21,205)	General Materials and Supplies	561,225	611,800	50,575	8.27%	407,680	589,523	708,945
5,169	7,460	2,291	Travel and Meeting Expenses	41,454	117,315	75,861	64.66%	36,703	77,291	145,769
11,054	25,800	14,746	Fixed Charges	25,437	81,525	56,088	0.00%	18,098	56,816	99,375
1,150	5,000	3,850	Capital Outlay	117,626	169,540	51,914	30.62%	5,060	16,816	172,877
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift In Kind	-	-	-	0.00%	14,750	-	-
1,343,400	1,442,531	99,131	Total Instructional	9,916,986	10,792,644	875,658	8.11%	9,600,721	14,024,750	15,599,339
Academic Support										
133,668	53,486	(80,183)	Salary and Wages	419,173	432,950	13,777	3.18%	413,555	577,722	359,212
14,566	15,230	665	Employee Benefits	98,564	117,503	18,939	16.12%	81,787	126,263	61,120
-	-	-	Contractual Services	-	-	-	0.00%	-	6,450	-
7,330	3,029	(4,301)	General Materials and Supplies	186,770	205,333	18,564	9.04%	181,470	200,190	183,448
2,184	1,500	(684)	Travel and Meeting Expenses	19,075	36,300	17,225	47.45%	5,172	32,870	13,400
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	-
157,748	73,245	(84,503)	Total Academic Support	723,581	792,086	68,505	8.65%	681,984	943,494	617,180
Student Services										
560,662	190,165	(370,498)	Salary and Wages	1,377,911	1,489,984	112,072	7.52%	1,182,489	1,811,654	2,243,554
47,370	53,558	6,188	Employee Benefits	339,564	413,198	73,635	17.82%	309,259	440,073	601,523
118	-	(118)	Contractual Services	11,056	9,540	(1,516)	-15.89%	11,743	11,743	12,040
5,560	4,651	(910)	General Materials and Supplies	58,793	116,316	57,524	49.45%	42,450	99,535	118,172
5,812	4,883	(929)	Travel and Meeting Expenses	61,730	103,967	42,237	40.63%	33,202	72,623	107,177
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	-	-	Other Expenditures	7,500	7,500	-	0.00%	7,500	14,350	-
619,523	253,257	(366,266)	Total Student Services	1,856,553	2,140,505	283,952	13.27%	1,586,644	2,449,978	3,097,466
Public Service/Cont Ed										
37,906	54,971	17,065	Salary and Wages	298,498	467,257	168,759	36.12%	279,367	404,069	714,628
4,665	10,648	5,983	Employee Benefits	53,251	82,151	28,900	35.18%	46,039	84,506	124,744
3,152	3,500	348	Contractual Services	23,243	73,000	49,757	68.16%	85,167	108,714	102,000
8,025	10,545	2,520	General Materials and Supplies	69,096	142,166	73,070	51.40%	49,942	72,238	177,663
1,818	3,089	1,272	Travel and Meeting Expenses	14,557	27,127	12,569	46.34%	8,497	13,487	32,891
8,441	8,548	107	Fixed Charges	69,457	77,725	8,268	10.64%	69,421	105,633	106,232
-	-	-	Capital Outlay	13,195	12,000	(1,195)	-9.96%	-	-	12,000
99	-	(99)	Other	301	-	(301)	0.00%	-	50	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
64,106	91,301	27,195	Total Public Service/ Cont Ed	541,599	881,426	339,827	38.55%	538,435	788,698	1,270,158
Operations & Maintenance										
91,983	104,698	12,714	Salary and Wages	758,977	890,686	131,710	14.79%	681,639	1,049,240	1,361,220
33,664	39,295	5,630	Employee Benefits	256,955	303,166	46,211	15.24%	223,888	346,178	460,345
22,660	13,969	(8,691)	Contractual Services	533,060	277,651	(255,408)	-91.99%	200,960	297,189	388,534
25,786	2,500	(23,286)	General Materials and Supplies	204,367	187,000	(17,367)	-8.29%	209,280	342,919	224,782
-	87	87	Travel and Meeting Expenses	-	1,943	1,943	100.00%	321	321	1,490
1,100	750	(350)	Fixed Charges	15,042	11,000	(4,042)	-36.75%	16,574	14,174	99,000
98,341	132,657	34,316	Utilities	922,873	1,167,002	244,129	20.92%	718,856	1,113,044	1,732,879
-	-	-	Capital Outlay	-	183,915	183,915	100.00%	4,396	4,396	-
-	5,000	5,000	Contingency Funds	600	40,000	39,400	98.50%	-	-	4,796
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	60,000
273,535	298,955	25,420	Total Operation and Maint	2,691,875	3,062,365	370,490	12.10%	2,055,913	3,167,461	4,333,046
Institutional Support										
367,405	330,859	(36,546)	Salary and Wages	2,137,390	2,803,523	666,133	23.76%	1,984,169	3,704,402	4,280,633
104,489	100,830	(3,658)	Employee Benefits	786,098	780,940	(5,158)	-0.66%	710,185	1,643,702	1,255,711
118,434	162,450	44,016	Contractual Services	1,017,223	1,758,990	741,767	42.17%	954,021	1,313,548	1,877,635
43,106	85,990	42,884	General Materials and Supplies	678,638	1,543,836	865,198	56.04%	1,327,339	1,697,994	2,035,050
17,014	8,008	(9,007)	Travel and Meeting Expenses	96,397	119,586	23,189	19.39%	84,658	116,193	146,577
478	2,000	1,522	Fixed Charges	13,319	215,832	202,512	93.83%	193,443	196,727	217,741
-	-	-	Capital Outlay	817,543	170,000	(647,543)	100.00%	45,178	779,132	290,000
287,031	12,375	(274,656)	Contingency Funds	744,920	871,887	126,967	14.56%	474,958	676,921	1,443,976
601,256	500,000	(101,256)	Other	605,876	502,250	(103,626)	100.00%	272,039	1,844,651	49,075
66,078	-	(66,078)	Strategic Initiatives	79,912	400,000	320,088	80.02%	14,946	17,458	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	733,317	-	-
1,605,291	1,202,512	(402,779)	Total Institutional Support	6,977,317	9,166,844	2,189,527	23.89%	6,794,252	11,990,727	11,596,398
2,321	-	(2,321)	Scholarships, grants, waivers	519,160	160,566	(358,594)	-223.33%	555,828	604,342	1,228,566
4,065,923	3,361,800	(704,123)	Total Expenditures	23,227,071	26,996,436	3,769,365	13.96%	21,813,777	33,969,451	37,742,153
(2,463,808)	(1,909,905)	(553,903)	Revenue Less Expenditures	10,467,389	6,785,845	3,681,543	54.25%	10,463,113	4,428,998	1,427,890
-	-	-	Transfers Out:	-	-	-	0.00%	-	1,717,310	1,427,890
(2,463,808)	(1,909,905)	(553,903)	Excess of Revenues over Expenditures & Transfers	10,467,389	6,785,845	3,681,543	54.25%	10,463,113	2,711,688	0

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
2,181,930.98	1,769,836.91	(412,094.07)	Salary and Wages	12,551,853.45	13,894,646.70	1,342,793.25
394,785.24	420,512.74	25,727.50	Employee Benefits	2,971,094.71	3,248,261.53	277,166.82
244,273.49	323,003.76	78,730.27	Contractual Services	1,759,259.71	2,570,096.63	810,836.92
135,588.81	131,291.18	(4,297.63)	General Materials and Supplies	1,758,889.28	2,806,451.59	1,047,562.31
31,996.21	25,026.80	(6,969.41)	Travel and Meeting Expenses	233,212.68	406,237.64	173,024.96
21,072.72	37,097.50	16,024.78	Fixed Charges	123,255.01	386,081.50	262,826.49
98,340.94	132,656.53	34,315.59	Utilities	922,873.09	1,167,002.21	244,129.12
1,150.00	5,000.00	3,850.00	Capital Outlay	948,363.60	535,455.00	(412,908.60)
287,031.06	17,375.00	(269,656.06)	Contingency Funds	745,520.31	911,887.12	166,366.81
669,654.57	500,000.00	(169,654.57)	Other Expenditures	1,212,749.29	909,750.00	(302,999.29)
4,065,824.02	3,361,800.42	(704,023.60)	Total	23,227,071.13	26,835,869.92	3,608,798.79

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$7,559,905	\$7,810,247	\$250,342	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$419,173	\$432,950	\$13,777	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$1,377,911	\$1,489,984	\$112,072	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$298,498	\$467,257	\$168,759	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$758,977	\$890,686	\$131,710	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$2,137,390	\$2,803,523	\$666,133	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$12,551,853	\$13,894,647	\$1,342,793	\$20,316,486	\$19,350,532	\$20,316,486	\$965,954

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,436,662	\$1,551,302	\$114,640	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$98,564	\$117,503	\$18,939	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$339,564	\$413,198	\$73,635	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$53,251	\$82,151	\$28,900	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$256,955	\$303,166	\$46,211	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$786,098	\$780,940	(\$5,158)	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$2,971,095	\$3,248,262	\$277,167	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263



MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: April 1, 2024
RE: Surplus Equipment

In February 2017 we asked the board to approve a remediation project on the South Wind Turbine. At that time, with the help of our auditors we removed the blades and the nacelle from this turbine. We did not request the surplus of the blades and Nacelle at that time since the turbine was partially funded with Community Based Job-Training (CBJT) grant funds from the U.S. Department of Labor. The grant required us to wait 10 years after the conclusion of the grant prior to disposing of any equipment. The CBJT grant ended in 2013 so we are now able to surplus these parts.

As with past surplus items, we will seek the best financial route to follow in disposing of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.

LAKE LAND COLLEGE

MEMO

TO: Valerie Lynch, Vice President of Student Services
FROM: Lisa Shumard-Shelton, Director of Student Life
DATE: March 21, 2024
RE: Student Trustee and Student Government Sophomore Elections 2024

The Elections for Student Trustee and Sophomore Student Government Association were held on Wednesday, March 20 and Thursday, March 21 online through the HUB. The students were informed about the elections through fliers, posters, Laker HUB, social media, and announcements in Canvas and in classrooms. Student Activity Board collaborated with SGA to hold an election promotional event on campus and at Kluthe. This year, the application and petition process was also advertised and processed through the Laker HUB. Students were allowed to vote for up to five candidates for sophomore SGA and one student for Student Trustee. Nine students ran for the nine positions available on the board and three ran for Student Trustee. An estimated 150 students cast votes in the election. The following are the results of the elections.

*Indicates a position on the respective board.

Student Trustee

* Abbie Rose Kelly 88
 Addison Paige Bartlow 55

Write Ins

Darrius Frazier 1

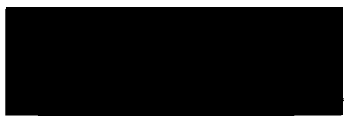
Government Association results:

*Aubrey Hebenstreit 83
 Abbie Rose Kelly 73 (Student Trustee)
 *Brody Delaine Will 69
 *Alex Kaufmann 61
 *Addison Bartlow 60
 *Kaylee Blackford 56

*Tanatswa Mutamira	52
*Shayden Hogg	52
*Anyssa Margaret Petak	52
*Nathaniel Carlin	32
Alexis Johns	30

Write Ins

Darrius Frazier	1
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Lisa Shumard-Shelton
Director of Student Life



Madilyn Brummer
SGA President



Jackie Schertz
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Dr. Valerie Lynch, Vice President for Student Services

FROM: Lisa Shumard-Shelton, Director of Student Life
Dr. Josh Bullock (President), Jean Anne Highland (Chief of Staff), Lake Land

CC: College Board of Trustees

DATE: April 1, 2024

RE: SGA Request for Board of Trustees Approval of Swiftie Nation Club

The Judicial Committee and the full board of the Lake Land College Student Government Association (SGA) have approved the completed constitution of a new proposed club for Lake Land College Students. This club is open to any current Lake Land College student who wishes to join. The proposed club is as follows:

The Swiftie Nation Club of Lake Land College. The purpose of this club is to give Taylor Swift fans a place to gather and discuss theories, songs, albums and to analyze lyrics as well as share their passion for the music of Taylor Swift. Any currently enrolled student may join.

The full-time Faculty/Staff Co-Advisors are Andy Cougill, Librarian and Nichole Ogilvie, Athletic Trainer. The proposed club constitution is attached to this memo. It has been reviewed by Dr. Valerie Lynch and approved by the Judicial Committee of SGA as well as the full board on March 27, 2024. We are asking the Board of Trustees to approve this club as presented so they can officially be added to the roster of approved clubs through the Student Life Office. Thank you.

The Constitution of the Swiftie Nation Club of Lake Land College

Article 1

Name

The name of this organization shall be the Swiftie Nation Club of Lake Land College.

Article II

Purpose

The purpose of this club is to give Taylor Swift fans a place to gather and discuss theories, songs, albums and to analyze lyrics as well as share their passion for the music of Taylor Swift.

Article III

Membership

Membership in this club shall be open to any currently enrolled Lake Land College.

Article IV

Meetings

Meetings shall occur bi-weekly unless an emergency meeting is called by the president. At least 5 members must be in attendance for a vote to occur.

Article V

Election of Officers

Officers will be elected around midterm of the fall semester. The terms will be from election to the next election the following year. If an office were to become vacant, an election will be held and the office will be held until the following election cycle.

Article VI

Officers

- A. The Swiftie Nation Club will have four officers. President, Vice President, Secretary, and Treasurer. All advisors will be ex-officio member of the Exec Board.
- B. The President's duties are as follows: To reside over all meetings, including organize, plan, and promotion of the club, and to keep the reputation of the club intact, and to meet with the director of student life as needed.
- C. The Vice President's duties are as follows: to assume the duties of the President if the President is absent and to help uphold the reputation of this club.

- D. The Secretary duties are as follows: To keep a contact list of all members, meeting minutes, and other duties as assigned and to assist in promoting a positive reputation for the Swiftie Nation Club.
- E. The Treasurer's duties are as follows: To keep track of any financials. This includes dues or any future (approved) fundraising endeavors. Dues will be submitted to the College's Accounting Office and a Due's Receipt will be obtained and given to the Club Advisor and the Student Life Office. The Treasurer will provide the Officers and the Club Advisor with a financial report each semester and also upon request.

Article VII

Dues and Finances

The Dues for the Swiftie Nation club will be \$6 per academic year. This may be broken up into semester payments of \$3 per semester. If the club participates in any trips that are approved by the Student Life Office, additional fees may be required for participation.

Article VIII

Fundraising

Fundraising efforts will be discussed by the club membership and appropriate approval will be sought from the Director of Student Life. Fundraising will be limited to one fundraiser per semester.

Article IX

Method For Conducting Meetings

- A. Robert's Rules of order, newest edition, will be used for conducting all meetings.
- B. A vote may only be passed with a simple majority of the quorum (voting members in attendance)

Article X

Amending the Constitution

Amendments to the Constitution may be presented during scheduled meetings according to the newest edition of Robert's Rules of Order. Robert's Rules will be followed in order for an amendment to be discussed and/or approved.

Article XI

Advisor duties

The club advisor will act in a truly advisory position and should follow the responsibilities as outlined in the Club Handbook.

Article XII Committees

The Executive Team shall consist of the four officers to withhold the Constitution and the reputation of the club. Standing committees will be appointed by the Exec Team upon recommendation of general membership.

Date Drafted: 2/26/24



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: April 2, 2024

RE: Board Policy 05.04.04 – Work Week

The College piloted a Flex Work program at the start of the summer 2022. As we are near the end of the pilot program, we are seeking to add in language to the Board Policy 05.04.04 – Work Week. This language references that eligibility is based on the job function and must have a net-neutral or net-positive impact. We will continue using the framework established in the pilot and will maintain guidelines in a shared drive in the HR subfolder, allowing for changes as needed.

In addition, we will be adding Flex Work eligibility and performance into the annual review process. We also plan to have supervisor training on the program annually.

Please let me know if there are any questions regarding these proposed changes which we submitted as first reading for your consideration in March 2024.

05.04.04**Work Week**

For purposes of computing the payroll and overtime only, the work week is defined as beginning at midnight Monday morning and ending at 11:59 p.m. the following Sunday night.

Non-Exempt Staff: Full-Time Employees

Except as may otherwise be provided within this section and during the summer term, the regular work week for full-time, non-exempt staff will be forty (40) hours per week at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor.

All full-time employees' work schedules will provide for a twenty (20) minute paid rest period during each four (4) hour time period. Whenever feasible, the rest period will be scheduled at the middle of each four-hour period.

All full-time employees' work schedule will provide for an unpaid meal period of up to one hour. The meal period must begin sometime within the first five (5) hours of work.

All police officers will be permitted to take a thirty (30) minute paid meal break during their shift. All sworn personnel are presumed to be on duty at all times and will, therefore, postpone any break periods that are interrupted by emergencies or other situations that require immediate response.

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

Non-Exempt Staff: Part-Time Employees

Part-time employees scheduled to work a minimum of 4 hours will be allowed a ten (10) minute rest period unless doing so impedes operation of the College. Such rest periods may not be cumulative, made the basis

for starting late, early ending time, nor used to extend regularly scheduled meal periods.

Part-time employees expected to work seven and one-half (7 ½) continuous hours or longer shall be permitted at least thirty (30) minutes (unpaid) for a meal period that begins no later than five (5) hours after the start of the work period.

Exempt Staff

The normal work week for administrators is forty (40) hours a week, normally commencing between 7:30 a.m. and 8:00 a.m. at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor. However, due to the nature of their responsibilities, full-time, exempt staff will be considered as subject to call on duty on an around-the-clock basis. There are frequent meetings during the evening at which attendance must be considered as part of the normal responsibilities of those who are in this area of work. Also, there may be times when the work load is such as to require numerous hours beyond that considered to be the normal work hours. This also, if necessary, is considered a part of the responsibility of those who are classified as administrators. The schedule of administrators, on the other hand, should be sufficiently flexible to allow them reasonable hours away from their office during the work day if their immediate supervisor deems it necessary and grants approval. When administrators are away from their office during the normal work day, they should notify their immediate supervisor or leave word with their administrative assistant or other appropriate staff concerning the means to reach them.

All employees, regardless of classification will be provided reasonable break time as needed throughout the day for an employee to express breast milk for their nursing child for up to one year after birth. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. These breaks may run concurrently with regularly scheduled break times.

Flex-Work

Flex Work refers to flexible work arrangements that vary from the standard work day, and typically include flexibility in regards to work location, scheduled work hours or a combination of the above. A Flex Work

arrangement may be appropriate for certain full-time or part-time positions. Flex Work eligibility and opportunities are based on a job function or role, and not an individual. Additionally, Flex Work shall have a net-neutral or net-positive impact on the work of our peers and service to students. Staff covered by a collective bargaining agreement should refer to their respective agreement regarding flexible work alternatives.

The College's guidelines and eligibility requirements for the Flex-Work program may be found on the College's shared drive, within the Human Resources subfolder.

Adopted November 9, 1998
Revised May 10, 1999
Revised September 15, 2003
Revised December 11, 2017
Revised March 9, 2020
Revised March 13, 2023
Revised



MEMO

To: Dr. Josh Bullock, President
From: Dr. Valerie Lynch, Vice President for Student Services
Date: March 29, 2024
Subject: Revisions to 2026-2027 Academic Calendar

Memo

The Academic and Enrollment Calendar Committee has completed its work to develop academic calendars for 2026-2027 and 2027-2028, which were previously approved at the March 2024 Board of Trustees meeting. Due to an oversight, the 2026-2027 calendar did not include the college being closed on Monday, July 5, 2027 for Independence Day. This update also adjusts the dates for the end of the summer term, to allow for the proper number of instructional days. The revised calendar summary is attached.

The committee met via Zoom on Thursday, March 28, 2024 and agreed to these corrections. 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 revised calendar to the Board of Trustees for their approval at the April 2024 meeting. I will be available to answer any questions. Thank you.

2023-2024 Academic and Enrollment Calendar Committee: Kelly Allee, Amanda Arena, Stacey Hakman, Pam Hartke, Jennifer Hedges, Peighton Hinote, Charles Jarrell, Tynia Kessler, Cody Marlal, Kellie Niemerg, Ike Nwosu, Emily Ramage, Madge Shoot, Paula Smith, David Stewart, Jon Van Dyke, Chair Valerie Lynch, and Committee Assistant Connie Compton.

Lake Land College – Academic Calendar Summary

Fall Semester 2026	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 21
First Meeting of Full Semester & Module I Classes	August 24
Last Day for Refund - Module I	August 28
Last Day for Refund - Full Semester	September 4
College Closed	September 7
Mid-Term Module I	September 18
No Day or Evening Classes SOFF	September 19
College Career Day – No Day or Evening Classes	October 6
Last Day for Withdrawal – Module I	October 12
Last Day of Classes – Module I	October 16
Mid-Term Full Semester	October 16
First Meeting of Module II Classes	October 19
Last Day for Refund – Module II	October 23
Mid-Term – Module II	November 13
Last Day to File Intent to Graduate for Fall	November 20
Staff Development – No Day or Evening Classes	November 25
College Closed	November 26–November 29
Last Day for Withdrawal – Full Semester & Module II	December 7
Last Day of Classes - Full Semester & Module II	December 11
Final Examinations	December 14–17
Semester Close	Grades Due Noon December 18
Semester Break-College Closed	December 24-January 1
Spring Semester 2027	
Opening Day-Unit Leader/Divisional Meetings-All College Offices Open 9 a.m.	January 8
First Meeting of Full Semester & Module I Classes	January 11
Last Day for Refund – Module I	January 15
College Closed	January 18
Last Day for Refund – Full Semester	January 25
Mid-Term Module I	February 5
Last Day for Withdrawal – Module I	March 1
Last Day of Classes Module I	March 5
Mid-Term Full Semester	March 5
Spring Recess – No Day or Evening Classes	March 8-12
College Closed	March 12
First Meeting of Module II Classes	March 15
Last Day for Refund – Module II	March 19
Last Day to File Intent to Graduate for Spring	March 19
College Closed	April 2
Staff Development Days– No Day or Evening Classes	April 8-9
Mid-Term Module II	April 13
Last Day for Withdrawal – Full Semester & Module II	May 4
Last Day of Classes – Full Semester and Module II	May 10
Final Examinations	May 10-14
Commencement – 6:00 p.m.	May 14
Semester Close	Grades Due Noon May 17
Summer 2027	
First Meeting of Classes – Intersession	May 17
Last Day for Refund – Intersession	May 17
College Closed	May 31
Last Day for Withdrawal – Intersession	June 1
Last Day of Classes – Intersession	June 2
First Meeting of Classes - Summer	June 7
Last Day for Refund	June 14
Mid-Term	July 1
College Closed	July 5
Last Day to File Intent to Graduate for Summer	July 22
Last Day for Withdrawal	July 22
Last Day of Classes	August 2
Final Examinations	August 3-4
Summer Term Closes	Grades Due Noon-August 5
COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 21 THROUGH AUGUST 13.	

Lake Land College – Academic Calendar Summary

Fall Semester 2026

DAYS

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

Spring Semester 2027

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

Summary

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

Summer Term 2027

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2026-2027

September 7
 November 26 through 29
 December 24 through January 1
 January 18
 March 12
 April 2
 May 31
 May 21 through August 13 – Closed on Friday
 July 5



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: April 1, 2024
Subject: Approval of Technology Rev Up Electric Vehicle (EV)
Grant Equipment/Tools Purchase

During the FY2024 fiscal year, our Technology Division was awarded the Rev Up EV grant through ICCB. Within the grant budget, the College requested master tool kits to train students in electric vehicle (EV) maintenance and repair.

During the March 2024 board meeting the Automotive Department requested the purchase of tool kits from Snap On. After participating in training on the products, Automotive instructor Mr. Brain Madlem found that what he had initially requested were not the best items to utilize in the classroom. Instead of those kits the automotive technology program would like to purchase three different master tool kits from Snap On tools at a total cost of \$37,202.25.

These items do not require a competitive bid due to Snap On being the sole provider of the equipment and the associated curriculum that is included.

I respectfully request your approval to issue payment to Snap On for all of this equipment.



Quote

Submit to
Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number IMP-001268935
Quote Date 3/18/2024
Quote Expiration Date 5/17/2024
Customer Name LAKE LAND COLLEGE
Customer BP 201140905
Contact Information:
Name Brian Madlem
E-mail bmadlem@lakelandcollege.edu
Phone Number 217-234-5541
Sales Rep LEITING, JAMES
Mobile # 414-267-7010
E-mail Address Jimmy.C.Leiting@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms T31 - 1% 10 NET 30 DAYS
Ship to 201140905
 LAKE LAND COLLEGE
 5001 LAKE LAND BLVD
 MATTOON IL 61938
Bill to 200101498
 LAKE LAND COLLEGE
 5001 S LAKE LAND BLVD
 MATTOON IL 61938

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	EVTEHCARTO	IND EVCART ORNG MAINT TOOL KIT	1	\$22,165.00	\$12,190.75	\$12,190.75

Total Weight 421.91 lbs
Sub Total \$12,190.75
Shipping \$210.00
Tax \$0.00

Grand Total \$12,400.75

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: April 1, 2024
Subject: John Deere Equipment

Memo

During the FY 2024 Ullrich Grant proposal John Deere Tech requested Dynamometer for use in the John Deer Tech program.

Due to this being a specific item to work within the other John Deere equipment in our John Deere Tech program this purchase will not require a competitive bid. We did however, obtain two quotes. The quotes are:

The Shop Dog	\$37,481.00
AW Dynamometer, Inc.	\$36,820.00

I respectfully request your approval to proceed with this purchase in the amount of \$36,820.00 from AW Dynamometer, Inc.



Memo

To: Dr. Josh Bullock, President

From: Jasmine Ballard, Emergency Medical Services Coordinator

Date: March 26, 2024

Re: Approval of Bid for Cardiac Monitor

Attached is a bid tabulation sheet detailing bid information for a cardiac monitor to be used by the Emergency Medical Services program. This equipment will be purchased with the PATH grant funds and is being requested to replace an outdated cardiac monitor; which currently is not supported by the company for software updates or equipment repair.

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

<u>Name</u>	<u>Total Bid</u>
ZOLL Medical Corporation Chelmsford, MA	\$51,482.18
Stryker Sales LLC Redmond, WA	\$31,367.96

Based on the bids received, it is my recommendation that we award this bid to ZOLL Medical Corporation, of Chelmsford, Massachusetts, for the Cardiac Monitor. ZOLL Medical Corporation provides a four-year warranty for their product, but Stryker Sales provides a 90-day warranty. The ZOLL bid includes a CPR Case Review monitoring system to provide real time corrective feedback for improved learning. This was requested in our specifications, which Stryker does not offer nor do they offer an appropriate substitution. The Stryker product is outdated, whereas ZOLL's product is more up-to-date and currently being used in our area by seven major employers of our graduates, which will help to prepare our students for work within the industry standards. This monitor also interfaces with the Auto Pulse CPR device that is currently used in our industry and is also the device the program utilizes for training purposes.

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

**LAKE LAND
COLLEGE
BID TABULATION**

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Cardiac Monitor Bid Tab
Project No. 2024-001
BID DATE: March 26, 2024 - 1:00 PM

CONTRACTOR	Total Bid					
ZOLL Medical Corporation Chelmsford, MA	\$ 51,482.18					
Stryker Sales LLC Redmond, WA	\$ 31,367.96					

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Jeremy Moore, Facilities Planning Manager

CC:

DATE: April 1, 2024

RE: Approval of Bid for Northwest & Field House Flooring Replacement

The College recently solicited bids for the Northwest Building and Field House flooring replacement project. The flooring to be replaced is located in the commons area and seven classrooms in the Northwest Building, and one classroom in 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 two bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Base Bid</u>	<u>Alternate (NW 131)</u>	<u>Total Bid</u>
TSI Commercial Floor Covering Inc. Champaign, Illinois	\$69,705	\$6,780	\$76,485
Taza Construction LLC South Holland, Illinois			\$121,641

Based on the bids received, it is my recommendation that we award this bid, including the alternate, to TSI Commercial Floor Covering, Inc., Champaign, Illinois, for the Northwest & Field House Flooring Replacement Project.

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

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Northwest & Field House Flooring
Replacement Bid Tab
Project No. 2024-002
BID DATE: April 1, 2024 - 1:00 PM

CONTRACTOR	Base Bid	Alternate #1 NW 131	Total Bid			
TSI Commerical Floor Covering, Inc. Champaign, Illinois	\$ 69,705.00	\$ 6,780.00	\$ 76,485.00			
Taza Construction LLC South Holland, Illinois			\$ 121,641.00			



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Highland, Chief of Staff

DATE: January 5, 2023

RE: New One-Year Agreement and Purchase of Tableau to Expand the Data Visualization Tool.

Promoting data-driven decision making continues to be a key element in the College's strategic plan. In recent years, Ms. Lisa Cole, Director of Data Analytics, has led the efforts to provide a data visualization tool from Tableau, a Salesforce Company. The College's current agreement with Tableau provides for a Tableau server, three creators, five explorers, 100 viewers and data management. Our current agreement expires June 25, 2024. If we renewed the agreement at the existing license level the total cost would be \$23,247.

As Ms. Cole has expanded our Tableau capabilities, she is recommending we increase our Tableau purchase to the next license level which would expand our viewers of the Tableau dashboards for up to 630 employees (viewers) and also enable a widget to be placed within our Hub for employee's easier access to the tool. Given the College's educational purposes, the College will receive a 57% discount for a one-year agreement with the increased Tableau capability, for a total cost of \$64,338. Ms. Cole has worked with the Salesforce executive for the College to consider multiple renewal options. However, the option of the enhanced level for up to 630 employees to utilize the tool at the one-year agreement cost is the recommendation of the President's Cabinet. We plan to monitor in the next year how many increased users are accessing the Tableau data visualization tool before we consider a longer-term agreement.

Please note that a bid is not needed per Board Policy 10.22 (4.F.) - purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

On behalf of Ms. Cole and the President's Cabinet, I respectfully request the Board approve a one-year agreement and related purchase of an enhanced Tableau license at a total cost of \$64,338.



MEMO

TO: Dr. Josh Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: March 19, 2024
RE: Appointment of Division Chairs

I respectfully request the appointment of the following individuals to serve as division chairs for the 2024/2025 Academic Year.

Ryan Orrick	Agriculture Division
Erin Swingler	Allied Health Division
Tynia Kessler	Business Division
Edward Thomas	Humanities and Communications Division
Mike Rudibaugh	Math/Science Division
Charles Jarrell	Social Science and Education Division
Michael Beavers	Technology Division



MEMO

To: Dr. Josh Bullock, President
From: Scott Rawlings, Director of Physical Plant Operations
Date: March 22, 2024
Subject: Generator Service Contract Approval for Effingham
Technology Center

Memo

Lake Land College has five Caterpillar diesel powered generators to provide emergency power in the event of a utility power failure, or a utility peak-shave order. In addition, the College has a John Deere emergency fire pump. It is critical that appropriate preventative maintenance and routine service are provided on these equipment items to ensure they work appropriately when needed.

Altorfer Power Systems of Urbana, Illinois is the current provider for the maintenance and emergency services for these specialized equipment items, and the newly acquired Effingham Technology Center needs added to the current maintenance schedule. The proposed six-year option totals \$32,592 over the agreement or \$5,432/year. This agreement will put the Effingham Technology Center on the same time and maintenance schedule as the rest of the campus generators.

Due to the fact that the six-year option locks in current labor rates for a longer period of time, it is slightly cheaper on an annual basis, and includes an extra battery change for the generators, I am recommending approval of renewing for the six-year term.

I recommend the Trustees approve a six-year Generator Service Contract with Altorfer Power Systems of Urbana, Illinois at \$5,432 per each year of service.

Attachments

Maintenance Schedule

Customer	Lake Land College	Reference	Lake Land Effingham / Patterson Building
Quote/Contract #	24-MK-21867-N		Long Term Agreement / Parallel To Current Agreement

Model	Serial Number	Location	Equip #	Service Level	Visit Note
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March-2025

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 13	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 2	

October-2025

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 1	
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March-2026

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 13	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 2	

October-2026

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 1	
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March-2027

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 13	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 2	

October-2027

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 1	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 4a	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 7	

March-2028

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 13	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 2	

October-2028

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 1	
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March-2029

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 13	
C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 2	

October-2029

C27	0DWB02518	1201 Althoff Drive Effing Effingha	Effingha	Service Level 1	
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March-2030

Altorfer Inc.

2550 6th St SW, Cedar Rapids, IA 52404

Phone: (319) 365-6500 FAX:

Page 1 of 2

Printed on: 3/20/2024

C27	0DWB02518	1201 Althoff Drive Effing	Effingha	Service Level 13	
C27	0DWB02518	1201 Althoff Drive Effing	Effingha	Service Level 2	

October-2030

C27	0DWB02518	1201 Althoff Drive Effing	Effingha	Service Level 1	
C27	0DWB02518	1201 Althoff Drive Effing	Effingha	Service Level 4a	
C27	0DWB02518	1201 Althoff Drive Effing	Effingha	Service Level 7	



March 20, 2024

Quote#: 24-MK-21867-N

Customer # [REDACTED]

Lake Land College

Attention: Scott Rawlings
5001 Lakeland Boulevard
Mattoon, IL 61938

Reference:
Lake Land Effingham / Patterson Building

Long Term Agreement / Parallel To Current Agreement

A Six Year POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generator(s).

Caterpillar C27 0DWB02518

Thank you for allowing Altorfer Power Systems the opportunity to provide a scheduled maintenance plan for your power generation system. These services have been tailored to your company's requirements and specific needs, while following Caterpillar's published schedules. A complete description of the services offered is included in this proposal package. The following is a summary of the service levels included in this agreement:

NOTE: Any specific training required to perform these services will be billed at normal time and material rates.

Type	Description	Service Level Qty
Service Level 1	Comprehensive Inspection	6
Service Level 2	Full Service, plus Service Level 1	6
Service Level 4a	Interm. Cooling System Service(Long Life)	2
Service Level 7	Starting Battery Replacement Service	2
Service Level 13A	Diesel Fuel Analysis - Basic Check	6

**Service Level intervals are based on 250 or less run hours per year.

SerialNum	Customer Equipment Num	Visit Qty	Invoice Amount
0DWB02518	Effingham Technology Center	12	\$2,716

- Plus Applicable Tax.

Any labor or materials for corrective action on defects discovered during inspection and testing of equipment will be invoiced separately.

March 20, 2024

Quote#: 24-MK-21867-N

This maintenance plan will minimize the number of unexpected problems, allow you to budget your operating expenses, and maximize your facility's "up" status. All services will be performed by qualified CATERPILLAR trained technicians assuring that your generator system is maintained in accordance with all manufacturer's guidelines. Further, with the authorized CATERPILLAR dealer handling the maintenance, you can be assured of receiving any suggested or mandated product improvement updates that your equipment would require. The services provided will discover any possible discrepancies before they become a serious problem, which could lead to unnecessary down time of your system.

Altorfer Power Systems is capable of addressing all of your power generation needs from scheduled maintenance to failure diagnosis and repairs. To further your investment, we offer the following types of support:

- * 24 Hours, 7 days A Week, Emergency Service
- * Emergency Generator Rentals
- * 25+ CATERPILLAR Trained Generator Field Service Technicians Company Wide
- * In House Transfer Switch and Switchgear Repair
- * \$1.5 Million In Parts Inventory With Instant Access to CAT Worldwide Parts in Morton, IL.

All services performed will be covered by a 6-month warranty against materials and workmanship defects. All remedies under this warranty are expressly limited to replacing parts or making repairs in accordance with the warranty guidelines. Claims for loss arising out of any failure or the repaired equipment to operate for the warranty period or for loss arising from expenses incurred due to, or in connection with the failure of the repaired equipment, including any and all claims for consequential damages, are expressly excluded. Pricing is based on services performed during normal business hours.

In the event either party would decide to terminate this agreement, a 30 day written notice is required.(Cancellation charges may apply if the actual work completed exceeds the amount of total payments made prior to agreement termination.)

Pricing is valid for 60 days from quote date. To accept this proposal, please sign below. Please return the ACCEPTED copy to me. If you have any questions, or if I may be of additional service, please don't hesitate to contact me.

Sincerely,

Mike Knapp
PSSR
(309) 712-9179
E-mail: mike.knapp@altorfer.com

ACCEPTED: _____ DATE: _____

TITLE: _____ PO#: _____



MEMO

TO: Dr. Josh Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: April 2, 2024
RE: Property & Casualty Insurance Policy

Dimond Bros., the retained insurance consultant for Lake Land College, solicited bids from various insurance providers for the College's property & casualty insurance coverage. Through this process, Dimond Bros. reached out to several insurance companies inquiring if they would like to provide a bid. The other insurance companies declined to provide a bid, as they did not feel they would be competitive with the exception of, the incumbent agency, Employers Mutual Casualty (EMC) and Illinois Counties Risk Management Trust (ICRMT). Dimond Bros. indicated the number of insurance companies willing and capable of covering a College with our building values is minimal.

The total premium paid, including current year endorsements, to EMC for the Property and Casualty Insurance Policy was \$232,315 for the time-period April 15, 2023 to April 15, 2024. The bid for the year April 15, 2024 to April 15, 2025 is \$290,930 from EMC and \$323,087 from ICRMT. The current year proposed bid from EMC reflects a \$58,615, or 25.2%, increase compared to the prior year.

The main rationale for the increase in the Property and Casualty premium is a 9% increase in building value and content values due to the purchase of the Effingham Technology Center. In addition, the policy includes an increase of \$15.0 million in total insured building value due to the increased cost of materials and construction if a building would need to be replaced.

Additionally, this bid includes coverage for student medical malpractice in support of our Allied Health programs and liability coverage for the Dragster used by the Automotive program. It is Dimond Bros.' recommendation that the College accept the bid from EMC for a three-year student medical malpractice coverage with a premium of \$52,229 for the period April 15, 2024 through April 15, 2027 and a one-year liability coverage for the Dragster with a premium of \$1,585 for the period April 2, 2024 through April 2, 2025.

Our recommendation, along with Dimond Bros. is to accept the bid from Employers Mutual Casualty (EMC), as our Property and Casualty insurance provider for the upcoming year (policy runs 4/15/2024-4/15/2025) at a cost of \$290,930, and to also accept the bid from EMC for the three-year student medical malpractice and Dragster liability coverage as detailed above.

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

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
April 8, 2024**

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Alexander, Amber	3/26/24-6/27/24
Gough, Grayson	4/24/24-7/14/24
Homann, Ashley	8/5/24-10/25/24
Olarge, Annabelle	4/19/24-6/10/24

The following employee has requested a Maternity Leave/ Board policy 05.04.10

Lash, Lara	4/29/24-5/10/24
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The following positions have been recommended by the Lake Land College President's Cabinet

Surgical Technologist Program Director and Clinical Coordinator	Level 15
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Croft, Hank	Adjunct Faculty Technology Division Sub Primary position Tutor	2/19/24
Marino Lopez, Juliana	Fitness Center Specialist Primary position Tutor	3/11/24
Therriault, Emma	Admissions and Records Commencement Asst Primary position Perkins Student Worker	5/6/24
Upton, Jacob	Technical Support Assistant Primary position Tutor	3/25/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Woodruff, John	Vice President for Business Services	4/24/24
Wooten, Katelin	Correctional Office Assistant	3/18/24

Part-time

Baldwin, Patricia	Library Assistant	4/1/24
Bergstrom, Reese	Technical Support Assistant	3/25/24
Dawson, Kieran	Allied Health Lab Assistant	3/18/24
Gonzalez, Adriana	Special Needs Note Taker	3/15/24
Shirley, Katelynn	Lab Student Assistant	3/13/24
Speer, Clara	Library Assistant	4/1/24

Unpaid

Kelly, Abbie	Lake Land College Student Trustee	4/15/24
Lilly, Larry	Lake Land College Trustee	3/11/24
Martin, Jamie	Dual Credit Instructor	3/15/24
Moore, Michael	Athletic Department Bus Driver	3/6/24

College Work Study

Koontz, Willow	College Work-Study	3/12/24
Roan, Amber	College Work-Study	3/15/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Briney, Jennifer	Associate Dean of Correctional Programs	3/4/24
Sims, Kyle	Adult Education Advisor	3/15/24
Smith, Justin	Correctional Construction Occupations Instr	3/19/24

Part-time

Agney, Megan	Student Path Recipient	5/9/23
Ault, Alexis	Early Childhood Student Intern	8/17/23
Brock, Reese	Admissions and Records Data Entry Assistant	1/29/24
Dickenson, Christina	College Work Study - Business	3/1/23
Estacio, Estiven	Print Shop Technician Assistant	2/16/24
Jansen, Luke	Adjunct Faculty Math and Science Division	5/6/23
Jenkins, Adam	Police Officer	4/28/23
Moore, John	Adjunct Faculty Math and Science Division	8/22/23
Morris, Rodney	Technical Support Assistant	3/15/24
Shuff, Kara	Pathways Classroom Assistant	5/12/23
Sullivan, Terence	Adjunct Faculty Math and Science Division	5/6/23

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bennet, Lisa	Adult Education Advisor	5/20/24
	Transferring from Alternative Ed Caseworker	