

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

August 13, 2018

Regular Meeting No. 620

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



Regular Meeting No. 620
Monday, August 13, 2018, 6:00 p.m.
Kluthe Center, Room 220, Effingham

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of July 16, 2018, Regular Meeting.
2. Approval of Minutes of July 16, 2018, Closed Session.
3. Approval of Agenda of August 13, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:

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

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Kluthe Center Update.	19-23
2. Spring 2018 Student Satisfaction Inventory.	24-29
3. Proposed Revisions to Board Policy 05.22 – <i>Planned Retirement</i> .	30-33
4. Calendar of Events.	34
5. Correspondence.	

B. Action Items.

	Board Book Page Number(s)
1. Approval of Pilot Workforce Solutions Tuition and Fees Waiver Program.	35-36
2. Acceptance of Reporting of June 2018 Financial Statements.	37-48
3. Acceptance of IPRF Safety and Education Grant Award.	49
4. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the compensation of specific employees.	

[Return to Open Session - Roll Call]

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| 5. Approval of Planned Retirement Incentive Adjustment for Current Participants Not Included in a Collective Bargaining Group as Discussed in Closed Session. | 50-51 |
| 6. Approval of Human Resources Report. | 52-54 |

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 619
Webb Hall, Room 081, Mattoon, IL
July 16, 2018

Minutes

Call to Order.

Vice Chair Reynolds, in the absence of Chair Storm, called the July 16, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice Chair; and Mr. Mike Sullivan.

Trustees Absent: Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Bruce Owen; and Ms. Tessa Philpot, Student Trustee.

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

Approval of Consent Items.

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

1. Approval of Minutes of June 11, 2018, Regular Meeting.
2. Approval of Minutes of June 11, 2018, Closed Session.
3. Approval of Agenda of July 16, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Education Fund	\$	93,110.25
Building Fund	\$	71,564.83
Site & Construction Fund	\$	209,062.51
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	36,859.95
Restricted Purposes Fund	\$	651,740.89
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	69,857.53
Student Accts Receivables	\$	222,850.28
Total	\$	1,355,046.24

For details of bills refer to:

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

5. Destruction of Tape Recording of January 12, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Public Hearing on Fiscal Year 2019 Operating Budget.

Vice Chair Reynolds called the hearing to order at 6:02 p.m. She said that the FY 2019 Operating Budget had been on display for a minimum of thirty days since it was presented at the June 11, 2018, Board meeting and asked if there were any comments from the audience. There were no public comments. Vice Chair Reynolds then declared the hearing closed at 6:03 p.m.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no report at this time.

Resource & Development.

Trustee Reynolds, Committee Chair, said she had no report at this time.

Finance.

Trustee Deters, Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda.

Buildings & Site.

Vice Chair Reynolds, on behalf of Committee Chair Owen, said the Committee had not met since the last regular Board meeting and she had no report at this time.

Student Report.

There was no Student Report.

President's Report.

Dr. Bullock said:

- As of June 30, 2018, the College had received all of the appropriated FY 2018 credit hour and equalization funds.
- In June we welcomed 64 prospective students and their families to campus for Laker Visit Day. This represents a significant increase over the 24 students attending the summer 2017 Laker Visit Day. Congratulations to our admissions staff for a very successful summer Laker Visit Day!
- Last week we received our first FY 2019 credit hour reimbursement payment from the State of Illinois in the amount of \$923,011.

Business Items.

Action Items.

Approval of Resolution No. 0718-001 to Adopt Fiscal Year 2019 Operating Budget.

Trustees reviewed the above-referenced Resolution. Trustee Deters, Finance Committee Chair, said the Committee had met recently for an in-depth review of the proposed FY 2019 Budget and the Committee's consensus was to recommend to the Board approval of the Budget as presented.

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Trustee Deters moved and Trustee Cadwell seconded to approve as presented Resolution No. 0718-001 to adopt the Fiscal Year 2019 Operating Budget. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Approval of ICCB Program Review Report.

Trustees reviewed a recommendation from Ms. Lisa Madlem, Director of Academic Support & Assessment, regarding the 2018 ICCB Program Review Report. Ms. Madlem provided highlights of the Report.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the 2018 ICCB Program Review Report.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Acceptance of Reporting of May 2018 Financial Statements.

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

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

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

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Approval of Continued Employment of Grant-Funded Employees (Non-Faculty).

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Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, to approve the sending of honorable termination notices to all permanently, federally grant-funded, full-time and part-time, non-faculty employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. Vice Chair Reynolds said she regrets that the Board has to enact this practice but believes it is in the best interest of the College in the event the anticipated grant funds are not received.

Trustee Cadwell moved and Trustee Sullivan seconded to approve the sending of honorable termination notices to all permanently, federally grant-funded, full-time and part-time, non-faculty employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Acceptance of FY 2019 Cooperative Work Study Program Grant Award.

Trustees reviewed a memorandum from Ms. Emily Ramage, Director of Grants and Academic Operations, requesting the Board accept a Fiscal Year 2019 Illinois Cooperative Work Study (ICWS) grant in the amount of \$36,647.61 from the Illinois Board of Higher Education (IBHE). Mr. Jon Althaus, Vice President for Academic Services, said it is expected that approximately 20 students will benefit from this grant funding, contingent upon legislative appropriation to IBHE. Additionally, 13 area employers have committed their participation for FY 2019.

Trustee Sullivan moved and Trustee Deters seconded to accept a Fiscal Year 2019 Illinois Cooperative Work Study grant in the amount of \$36,647.61 from the Illinois Board of Higher Education.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Approval of Addendum to Intergovernmental Agreement with Black Hawk Community College District No. 503 for Educational Services with IDOC.

Trustees reviewed the above-referenced Addendum and a recommendation from Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for approval of this Addendum to the original Intergovernmental Agreement with Black Hawk Community College approved in 2017 for Lake Land to provide educational services for the Illinois Department of

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Corrections (IDOC) at Kewanee Life Skills Re-Entry Center and East Moline Correctional Center, two IDOC facilities in Black Hawk's district. Trustees learned that at the request of the Director of IDOC, this Addendum specifies allowance for Black Hawk College to provide one non-credit welding course to eight inmates of the Kewanee Life Skills Re-Entry Center between July 1, 2018, and September 1, 2018.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the Addendum to the Intergovernmental Agreement between Lake Land College and Black Hawk Community College District No. 503 to memorialize the Agreement as to instruction of welding courses at Black Hawk College's campus in Kewanee, Illinois, for the period July 1, 2018, through September 1, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Approval of MOU with Lake Land College Paraprofessionals Union for Clarification of Wage Rates.

Trustees heard a recommendation from Mr. Gleckler to approve a Memorandum of Understanding (MOU) with the College's Paraprofessionals Association. He said the MOU clarifies the intent both parties had during the bargaining process of how wage increases would be applied for the upcoming year. Trustees learned the proposed MOU specifies the use of two possible calculations for wage increases effective July 1, 2018, depending upon which method will provide greater benefit to the employee. He said that a total of 11 employees will be affected by the language clarification and the overall impact to the College will be \$1,128.19.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented the Memorandum of Understanding with the Lake Land College Paraprofessionals Association to clarify contract language regarding Article VIII, Wage Rates for the period July 1, 2018, through June 30, 2019.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Closed Session.

6:21 p.m. – Trustee Cadwell moved and Trustee Sullivan seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois

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General Assembly 2017 et. Seq.], to discuss the appointment, employment or compensation of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Return to Open Session – Roll Call.

6:32 p.m.

Trustees Physically Present: Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Ms. Doris Reynolds, Vice-Chair; and Mr. Mike Sullivan.

Trustees Absent: Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Bruce Owen; and Ms. Tessa Philpot, Student Trustee.

Appointment of Dean for Guided Pathways for Student Success as Discussed in Closed Session.

Trustee Deters moved and Trustee Sullivan seconded to appoint Ms. Darci Cather to the position of Dean of Guided Pathways for Student Success effective August 13, 2018. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report.

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

The following employees are recommended for leave

Barker, Jana	FMLA	06/18/2018-07/30/2018
Zumbahlen, Michelle	FMLA	08/02/18-10/25/2018

Additional Appointments

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The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Shook, Ciara	Dual Credit Instructor Primary Position is Adj Reading Instructor	06/22/2018
Part-time		
Hartrich, Elizabeth	Center for Business and Industry Instr Primary Position is Dental Hygiene Instructor	06/15/2018
Kingery, Rachael	Tutor - Bachelor's Community Education Primary Position is Adj Reading Instructor	06/11/2018
Lenz, William	Print and Courier Assistant Primary Position is College Work Study-Printshop	05/15/2018
Melton, Jennifer	Adjunct Faculty Social Science Primary Position is Academic Counselor	06/04/2018
Mustafa, Munia	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Mustafa, Munia	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Semple, Lynn	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Semple, Lynn	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Semple, Lynn	Tutor - Bachelor's Degree - Learning Asst. Primary Position is Tutor-Bachelor's-LRC	06/06/2018
Part-time - Grant Funded		
Semple, Lynn	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	06/06/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Rudibaugh, Mike	Perkins Coordinator	07/05/2018
Part-time		
Brumleve, Gregory	Adjunct Instructor Technology & Substitute Instructor Math/Science	06/07/2018
Butler, Patricia	Tutor	06/07/2018
Davis, Michael	College Work Study-Business	06/20/2018
Smithenry, Stacey	Tutor	04/30/2018
Turner, Gail	Adjunct Faculty Technology	05/31/2016
VanDeList, Elizabeth	Administrative Assistant Allied Health	06/25/2018

New Hire-Employees

The following employees are recommended for hire

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	Position	Effective Date
Part-time		
Robison, Josh	Dual Credit Coordinator	05/27/2018
Unpaid Volunteer		
Stremming, Morgan	Student Accommodations Graduate Assistant	06/01/2018
Full-time		
Dailey, Madison	Health & Physical Education Instructor	08/17/2018
Lynch, Mason	Custodian	07/17/2018
Pollock, Michael	Computer Programmer	07/17/2018
Zumbahlen, Michelle	Coordinator for Strategic Student Communication & Initiative	07/17/2018
Full-time - Grant Funded		
Brandenburg, Eric	Alternative Education Instructor	08/06/2018
Gile, Lamour	Correctional Automotive Technology Instructor/ Graham Correctional Center	07/03/2018
Ingmire, Randall	Associate Dean of Correctional Program/ Lincoln Correctional Center	07/02/2018
Jackson, Dustin	Construction Occupations Instructor/ Taylorville Correctional Center	08/13/2018
Knollenberg, Dustin	Associate Dean of Correctional Program/ Logan Correctional Center	07/02/2018
Pender, Amber	Correctional Office Assistant/Sheridan CC	07/17/2018
Roberts, Kara	Associate Dean of Correctional Program/ Lawrence Correctional Center	07/10/2018
Spiller, Kevin	Correctional Career Technology Instructor/ Pinckneyville Correctional Center	07/10/2018
Summers, Stacey	Correctional Cosmetology Instructor/Dixon CC	07/02/2018
Taylor, Debra	Correctional Office Assistant/Vandalia CC	07/16/2018
Teague, Kimberly	Custodial Maintenance Instructor/Joliet	07/16/2018
Weilmuenster, Diane	Correctional Office Assistant/Southwestern CC	07/09/2018
Part-time		
Carlen, Kyle	Physical Plant Assistant	07/02/2018
Elliott, Timothy	IDOC CPR Instructor	06/14/2018
Gass, Cody	Clinical Dentist	07/02/2018
Keller, Kelly	Adjunct Faculty Humanities Division	08/20/2018
Kramer, Isaac	Temporary Groundskeeper	06/04/2018
Minor, Craig	Allied Health BNA Clinical Instructor	08/20/2018
Mustafa, Munia	Tutor - Bachelor's Degree - Learning Asst	06/06/2018
Rhoads, Sarah	Temporary Groundskeeper	05/30/2018
Romack, Venita	Adjunct Faculty Humanities Division	08/20/2018
Swalls, Tiffany	Dual Credit Coordinator	01/02/2018

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Part-time - Grant Funded

Mango, Barbara	Adjunct DOC College Funded Instructor	06/04/2018
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Beck, Jacklynn	Peer to Peer Asst/Math & Science	06/07/2018
Farris, Skylar	CWS - Veterans Affairs	06/20/2018
Gregory, Sandy	TRIO Talent Search Unpaid Intern	06/07/2018
Hearon, Paris	TRIO Talent Search Unpaid Intern	08/15/2013
Setzer, Richard	CWS - Veterans Affairs	06/20/2018
Shaw, Cody	CWS - Veterans Affairs	06/20/2018

Part-time

Abernathy, Caleb	Tutor - Student Lrng Asst Center	05/07/2018
Ames, Lilly	Newspaper Ed Student News	05/14/2018
Bright, Eric	Adj Faculty Math/Science	05/30/2018
Bush, Kodey	Tutor - Student Lrng Asst Center	05/09/2018
Carpenter, Nathan	Chemistry Lab Student Asst	06/07/2018
Carr, Craig	Dual Credit Coordinator	06/20/2018
Cook, Wendy	TRIO Talent Search Tutor	05/15/2016
Craig, Cameron	Adj Faculty Math/Science	06/20/2018
Crawford, Donald	Dual Credit Coordinator	06/20/2018
Crisman, Jeffrey	Adj Faculty Math/Science	05/31/2018
Dial, Josette	Tutor - Student Lrng Asst Center	04/26/2018
Fleming, Shauna	Outreach Adv/Men TRIO DC	11/20/2017
Frederick, Matt	Adj Faculty Technology	12/31/2017
Gardner, Baylor	Marketing & PR Intern	05/15/2018
Gates, Linda	Adj Faculty Social Science	06/07/2018
Gingerich, Landon	Chemistry Lab Student Asst	05/30/2017
Hale, Aaron	Dual Credit Coordinator	06/20/2018
Hall, Ashley	Adj Faculty Math/Science	05/08/2017
Janes, Thomas	Adj Faculty Math/Science	06/20/2018
Jobe, Bryan	Tutor - Associate-Lrng Asst	05/10/2018
Klayman, Charles	Adj Doc College Funded Instr	06/20/2018
Klingeman, Chris	Adj Doc College Funded Instr	05/31/2018
Lee, Yu Jin	International Stu Ambassador	04/30/2018
McConkey, Doris	TRIO Talent Search Tutor	05/15/2017
McKibben, Nicole	TRIO SSS Student Assistant	06/07/2018
Merryman, Reilly	Physical Plant Assistant	06/27/2018
Mounce, Kristina	Perkins Student Worker – Social Science	05/07/2018
Norris, Harvey	Chemistry Lab Student Asst	05/21/2018
Oberfeldt, Catrina	Newspaper Ed Student News	06/04/2018
Oh, Hyuntaek	International Stu Ambassador	04/30/2018
Rader, Elizabeth	Talent Search Tutor - Bachelor	05/15/2017

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Roan, Derby	Newspaper Ed Student News	05/14/2018
Roedl, Brenda	Adj Faculty Math/Science	05/08/2017
Smith, Steve	IDOC CPR Instructor	06/26/2018
Snyder, Autum	Chemistry Lab Student Asst	05/15/2018
Taylor, Virginia	IDOC CPR Instructor	06/25/2018
Thoele, Lynsey	Talent Search Tutor - Bachelor	05/15/2017
Thomas, Christy	Dual Credit Coordinator	06/20/2018
Tshilombo, Gael	Tutor-Student Community Ed	04/17/2018
Turner, Gail	Adj Faculty Technology	06/20/2018
Wallis, Tiffany	Newspaper Ed Student News	05/04/2018
Winchester, Megan	Perkins Stu - Allied Health	05/11/2018
Worthington, Sarah	Adj Faculty Math/Science	05/21/2017
Yealick, Sabrina	Tutor-Bachelor's-LRC	05/07/2018

College Work Studys

Beck, Jillian	College Work Study-Math/Science	06/07/2018
Bryant, Austin	College Work Study-Printshop	05/20/2018
Collings, Sophie	College Work Study-Social Science	06/20/2018
Eilers, Cassandra	College Work Study Math/Science	12/19/2015
Geisler, Alexander	College Work Study-Printshop	04/08/2018
Kollman, Bryce	College Work Study-Printshop	05/20/2018
Konesko, Ronald	College Work Study-Men's Basketball	06/20/2018
Newkirk, Cindy	College Work Study Early Child	06/20/2018
Noll, Brenden	College Work Study-Business	06/20/2018
Pierson, Chloe	College Work Study-Business	06/20/2018
Pierson, Megan	College Work Study-Printshop	05/06/2018
Prather, Jonathon	College Work Study-CCS	05/15/2018
Ruff, Tiffany	College Work Study Early Childhood	06/20/2018
Vogel, David	College Work Study-CCS	05/15/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Byard, April	Community & Professional Program Specialist Transferring From Administrative Asst to CBI Operations	07/01/2018
Gabel, Kennedy	Financial Aid Verification Specialist From: Financial Aid Outreach Coordinator (part-time)	07/17/2018

Full-time Grant Funded

Harney, Malea	Associate Dean Jacksonville CC From: Associate Dean Western IL CC	07/16/2018
Kingery, Rachael	Alternative Education Instructor From: IEL Instructor/Tutor/Adjunct (part-time)	08/06/2018
Wright, Diane	Alternative Education Caseworker From: Education Specialist (part-time)	07/30/2018

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Part-time - Grant Funded

Darnell, Kelcie Tutor - Associate's TRIO
 Transferring From Tutor Student

06/18/2018

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Owen, Steward, Storm and Student Trustee Philpot.

Motion carried.

Non-action Items.

2017-2018 Athletic Accomplishments.

Dr. Tina Stovall, Vice President for Student Services, presented an overview on a report regarding the many accomplishments of our student athletes in the past year.

Department Update – Campus Police.

Lake Land College Police Chief Jeff Branson provided a presentation to the Trustees highlighting Campus Police accomplishments since he assumed his role with the College in December 2017.

Summer 2018 Enrollment Report.

Dr. Stovall provided an overview of the Summer 2018 Tenth Day Enrollment Report.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Other Business. (Non-action)

Dr. Bullock and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, requested feedback from Trustees regarding an innovative idea to pilot a “last dollar” scholarship program to students who enroll in the upcoming second cohort for the Lake Land College and LSC Communications Fast Track Training program. Dr. Hull highlighted how the College might incentivize students to participate in the training program by covering the cost of tuition and fees for students but only after all other support eligibility options were considered such as Pell Grants and WIOA funding. He said all scholarship participating students would be required to file a FAFSA application for consideration of the College’s pilot

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scholarship. Trustees learned that an additional intent of this pilot program would be to incentivize other area employers to partner with the College on high demand training programs that offer guaranteed employment for students who complete the College's respective training programs, modeled after the partnerships with LSC Communications and North American Lighting. Each Trustee in attendance expressed support for the administration to continue pursuing the launch of this pilot scholarship offering. Dr. Bullock said the administration will submit additional information to the Board during the August 2018 regular Board meeting.

Adjournment.

Trustee Sullivan moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:34 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, Board Secretary

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

Kluthe Center

for Higher Education & Technology

Annual Report FY18

August 13, 2018



The Kluthe Center has offered higher education opportunities to Effingham and surrounding communities since 1995. Thousands of students have taken classes, completed degrees at this facility and utilized the services offered.

FY18 head count decreased by 31 students (-2.9%) from FY17, while FTE over the same period had an increase of 14.6 (+2.8%).

Kluthe Center Fast Facts

- The Kluthe Center opened fall semester 1995.
- A large portion of the funding was received from the estate of Minnie Kluthe.
- The Center houses seven regular classrooms, four computer labs, two nursing labs, one science lab, one PTA/massage lab and one distance learning classroom.
- The Kluthe Center anchors the Physical Therapist Assistant and Massage Therapy programs.
- Other programs students can complete include Basic Nurse Assisting, Practical Nursing, Associate Degree Nursing, Business Administration, Criminal Justice and Basic Welding.
- The Kluthe Center for Higher Education and Technology continues to be a one-stop resource for students in the southern portion of the Lake Land district.

Resources & Services for Students

- Monthly events by the Student Activity Board/Student Life Office
- Tutoring and counseling services
- One Stop registration events
- Daily registration assistance
- Student ID cards
- Traffic Safety classes-27 sessions held
- Pick up and return textbook and library materials
- Test proctoring-2100 exams proctored
- Placement testing site-14 sessions offered
- New student orientation-12 sessions conducted
- Pathways, GED and ESL classes
- Free Adult Ed classes for computer training and food service sanitation certificate
- Adult Week recognizing nontraditional students

Staff Activities

- Lunch & Learn opportunities for staff
- Building Coordinator training with college police chief
- ALICE active shooter response training with college police chief
- “Holiday Mail for Heroes”, cards for veterans, sent through the American Red Cross
- Food drive for Catholic Charities food bank

Kluthe Center Staff

Full-time

Karen Kull, Director

Angela Parr, Administrative Assistant (celebrated 15 year anniversary)

Gary Branson, Electronics Technician

Larissa Byrum, Custodian

Martha Mioux, PTA and Massage Therapy Program Director/Instructor

Kay Foreman, Physical Therapist Assistant Instructor

Part-time

Joyce Barnhart, Test Proctor

Rachel Mossman, Test Proctor

Lindy Schmidt, Test Proctor

Libby Van De List, Test Proctor

Carla Deters, PTA/Massage Therapy Administrative Assistant



Angela Parr

Kluthe Center News

- The LPN to ADN cohort program began in spring 2017. The program, which runs from January-December, was designed for licensed practical nurses to earn an associate degree in nursing in one year. Twenty one students completed the program at the Kluthe Center and graduated in December 2017.
- The PTA accreditation visit was held in March 2018. Martha Mioux, Physical Therapist Assistant director, reports the accreditation visit was a success and the college will receive a report from CAPTE (Commission on Accreditation in Physical Therapy Education) after their board meeting in October.
- A \$300 Kluthe Center Scholarship was awarded to a Kluthe Center student fall 2017.
- Having enough parking at the Kluthe Center has been an intermittent problem over the years. Additionally, fewer Kluthe students are attending evening classes and more students are attending daytime classes. So while enrollment has not increased, there are certain hours during the day when student concentration is at its max. Students now use the overflow parking area in the lot south of the Kluthe



Kluthe staff with Misty Snyder,
Kluthe scholarship recipient



Center. They access the lot through the Heartland Dental entrance on Technology Drive. A rocked path was put in place for students to walk from the lot to the Kluthe Center.

- C.E.F.S. has WIOA funding available for qualified students in workforce ready programs. To encourage more students to apply for the funding, the Kluthe Center hosted C.E.F.S. sign up events for fall 2017 and spring 2018 for Lake Land students enrolled in WIOA eligible training programs. Students were able to find out if they qualified for funding through C.E.F.S. as well as learn about other Lake Land assistance programs including Perkins, TRiO and the Work and Learn program.
- Lake Land College Day at the Kluthe Center for high school juniors was held in March.
 - 348 students (32 more students than in 2017) registered for the event.
 - The six county high schools as well as the alternative high schools are invited each year.
 - Brownstown and St. Elmo students attended for the first time.
- The college entered into an agreement with LaunchCode, a non-profit organization from St. Louis, to offer a web application development program. A 20-week bootcamp certificate program began this summer.
- Physical updates include automatic door locks for the front door, an emergency door lock button in the front office, parking lot concrete repairs, the addition of a rocked path from the overflow parking area and extensive repairs to the air conditioning units.

Community Partnerships

- During 2017, the Effingham County Cultural Center and Museum Association hosted several celebrations that were connected to public health in Effingham County. ECCMA representative Dr. Linda Ruholl, nurse historian and former Lake Land nursing instructor, collaborated with the Kluthe Center to offer special events throughout the year celebrating the 30th anniversary of the Associate Degree Nursing program at Lake Land College. Activities included the following:
 - A nursing history exhibit in the lobby display case.
 - A reception in May for the Kluthe ADN graduates and another reception in December for the LPN to ADN graduating class. Dr. Ruholl presented each student with a copy of her recently published book, “Nursing at Lake Land College: A Faculty Reflection on Teaching and Learning 1987-2008.”



- A meal and open house event in May for past and current nursing faculty at Lake Land.
- The Effingham County Chamber of Commerce hosts Effingham County Manufacturing Day each October. Lake Land has a significant presence at this event. The college participated in the following ways last year:
 - Lake Land staff served on the planning committee.
 - Lake Land supplied pens and bags for each student.
 - Dr. Bullock welcomed students in the morning.
 - Lake Land staff helped with student check in.
 - Lake Land staff manned two booths during the lunch hour.
 - Post cards from Lake Land were mailed to all students who attended.
- Lake Land College and the Effingham County Cultural Center and Museum Association partnered to offer a 4th annual historical presentation about Abraham Lincoln.



- The college master facilities plan calls for construction of the Rural Development Technology Center in Effingham. The anticipated 36,000 square-foot facility will serve as the permanent home for the Effingham Regional Career Academy. Construction is to begin in 2022.



Enrollment at End of Term


FY18 ENROLLMENT IN AT LEAST ONE KLUTHE CENTER COURSE				
TERM	SU2017	FA2017	SP2018	TOTAL
HEADCOUNT	121	524	404	1049
ENROLLED ONLY AT KLUTHE	87	205	136	431
FTE	40.3	283.6	205.1	529.0
#ACTIVE SECTIONS	15	79	68	162

FALL ENROLLMENT COMPARISONS				
TERM	FA2014	FA2015	FA2016	FA2017
HEADCOUNT	571	466	526	524
ENROLLED ONLY AT KLUTHE	212	196	238	205
FTE	272.7	228.5	249.5	283.6
#ACTIVE SECTIONS	85	76	73	79

MOST POPULAR PROGRAMS			
TERM		FA2016	FA2017
CERTIFICATE	PRACTICAL NURSING	18 (11-T)*	20 (12-T)*
	MASSAGE THERAPY	17	21
AAS	PHYSICAL THERAPIST ASSISTANT	46 (8-T)*	45 (5-T)*
	ASSOCIATE DEGREE NURSE	44 (56-T)*	65 (64-T)*
AA and AS	BUSINESS ADMINISTRATION	33	47
	UDECIDED	28	22
	CRIMINAL JUSTICE	19	14

*T = Track program

FISCAL YEAR ENROLLMENT COMPARISONS				
FISCAL YEAR	FY15	FY16	FY17	FY18
HEADCOUNT	1171	1001	1080	1049
FTE	524.4	468.2	514.4	529.0



Lake Land College Noel Levitz Student Satisfaction Inventory Summary 2018

M. Lynn Breer
Office of Institutional Research












2018 Student Satisfaction Inventory

The Lake Land College – Noel Levitz Student Satisfaction Inventory was administered annually during the spring semesters of 2002 through 2009 and once every three years since 2012. The spring 2018 survey results are based on the responses of 761 students enrolled in a variety of course sections including day and evening courses, on and off campus courses, and online courses, excluding dual credit and Department of Corrections students. This represents approximately 23% of the students who were considered for completion of the survey.









Student Satisfaction with 12 Major Areas of the College: Lake Land Students Compared to National Community College Sample in order of importance to Lake Land Students

Below	Lake Land students are not as satisfied as students at other community colleges across the nation.		
Meets	Lake Land students are equally satisfied as students at other community colleges across the nation.		
Exceeds	Lake Land students are more satisfied than students at other community colleges across the nation.		
Area of College	Below	Meets	Exceeds
Academic Advising/Counseling – Comprehensiveness of college’s advising program; academic advisors’ and counselors’ approachability, knowledge, competence and personal concern for student success.			
Instructional Effectiveness – Student’s academic experience and curriculum; college’s commitment to academic excellence including variety of courses offered and effectiveness of faculty in and out of the classroom.			
Registration Effectiveness – Issues associated with registration and billing including institution’s commitment to making the process as smooth and effective as possible.			
Concern for the Individual – College’s commitment to treating each student as an individual.			
Safety and Security – College’s responsiveness to students’ personal safety and security on campus; effectiveness of both security personnel and campus facilities.			
Admissions and Financial Aid – College’s ability to enroll students in an effective manner; competence and knowledge of admissions representatives; availability of financial aid programs.			
Academic Services – Services students use to achieve their academic goals including the library, computer labs, tutoring and study areas.			
Student Centeredness – College’s efforts to convey to students that they are important to the institution; college’s attitude toward students and the extent to which students feel welcome and valued.			
Campus Climate – Extent to which college provides experiences that promote a sense of campus pride and feelings of belonging; effectiveness of college’s channels of communication for students.			
Service Excellence – Attitude of staff toward students, especially front-line staff.			
Campus Support Services – Quality of support programs used to make educational experiences more meaningful and productive including career services, orientation, child care, veterans services.			
Responsiveness to Diverse Populations – College’s commitment to specific groups of students, including under-represented populations, students with disabilities, commuters, part-time students, and older returning learners.			

Lake Land Student Satisfaction with the 25 Most Important Activities: Lake Land Students Compared to National Community College Sample

Below	Lake Land students are not as satisfied as students at other community colleges across the nation.		
Meets	Lake Land students are equally satisfied as students at other community colleges across the nation.		
Exceeds	Lake Land students are more satisfied than students at other community colleges across the nation.		
Activities	Below	Meets	Exceeds
1. My academic advisor is knowledgeable about my program requirements.			
2. Cost as a factor in decision to enroll.			
3. My academic advisor is approachable.			
4. I can easily find information, assignments, instructions, and resources for my online course(s) in Canvas.*			
5. Nearly all of the faculty are knowledgeable in their fields.			
6. I am able to register for classes that I need with few conflicts.			
7. The campus is safe and secure for all students.			
8. I am able to experience intellectual growth here.			
9. The quality of instruction I receive in most of my classes is excellent.			
10. Classes are scheduled at times that are convenient for me.			
11. Information important to me is easily located on Lake Land College's website.*			
12. Faculty are fair and unbiased in their treatment of individual students.			
13. There is a good variety of courses provided on this campus.			
14. I find Lake Land's HUB helpful in accessing the information that I use every day.*			
15. Lake Land College's text messages provide helpful reminders. *			
16. Program requirements are clear and reasonable.			

Continued Lake Land College Student Satisfaction with the 25 Most Important Activities

Below	Lake Land students are not as satisfied as students at other community colleges across the nation.		
Meets	Lake Land students are equally satisfied as students at other community colleges across the nation.		
Exceeds	Lake Land students are more satisfied than students at other community colleges across the nation.		
Activities	Below	Meets	Exceeds
17. My academic advisor is concerned about my success as an individual.			
18. On the whole, the campus is well-maintained.			
19. Faculty are understanding of students' unique life circumstances.			
20. My online course instructor(s) provide timely feedback.*			
21. This school does whatever it can to help me reach my educational goals.			
22. Faculty provide timely feedback about student progress in a course.			
23. The personnel involved in registration are helpful.			
24. Adequate financial aid is available for most students.			
25. Computer labs are adequate and accessible.			

NOTE: Questions 4, 11, 14, 15, and 20 (*) are Campus Items and do not have national comparison data and question 2 does not have a satisfaction component.

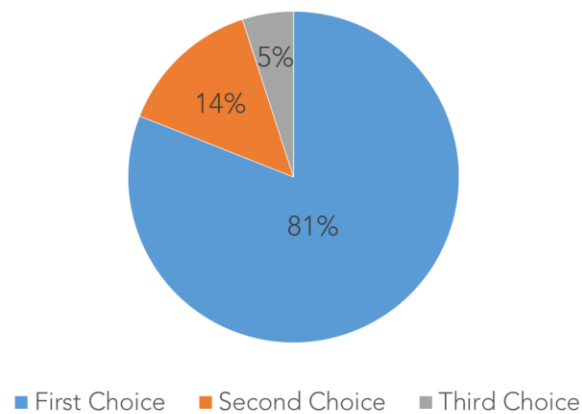
Overall National Comparison

Lake Land College Student Satisfaction Compared to Students at Other Community Colleges Across the Nation in 2018	Below	Meets	Exceeds
Lake Land student satisfaction according to the total of 88 survey items.	0	20	68

NOTE: In 2015, Lake Land students were more satisfied than students at other community colleges in 59 (77%) of the survey items.

Institutional Choice

Lake Land College as Student Institutional Choice Noel Levitz 2018



Top 5 Reasons Students Chose to Enroll at Lake Land College

Item	2018 Rank	2015 Rank	2012 Rank	2009 Rank
Cost	1	1	1	1
Financial Aid	2	2	2	2
Academic Reputation	3	3	3	3
Personalized attention prior to enrollment	4	5	4	4
Geographic Setting	5	4	5	5

LAKE LAND

COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: August 2, 2018

Re: Revisions to Planned Retirement Policy 05.22

The recent implementation of Public Act 100-0587 reduces the allowable end-of-career annual salary increases that an employee can earn without subjecting the employer to a financial penalty from 6% to 3% for retirement calculation purposes. For the purposes of planned retirement increases and annual wage increases, the implementation of this act does grandfather employees represented by a collective bargaining agreement that was in effect as of June 4, 2018 (the effective date of the Act) through the expiration date of the current contract.

Based on the new provisions of Public Act 100-0587, I am submitting revisions to Board Policy 05.22 on Planned Retirement that takes into account the new statutory changes.

I respectfully recommend the Board approve the revisions to Board Policy 05.22 on Planned Retirement.

05.22

Planned Retirement

To enhance long-range planning, eligible Lake Land employees hired or re-hired prior to July 1, 2017, ~~are eligible to may~~ participate in the planned retirement program and are encouraged to submit resignations up to four (4) years in advance of their retirement date. Upon acceptance of the resignation by the Board of Trustees, qualified employees will receive a ~~guaranteed 6%~~ raise that amounts to the lessor of the maximum increase allowed by the State Universities' Retirement System without incurring a penalty, or 6% in any given year on their contractual base salary for each of the last four (4) years of service. In addition, a years-of-service incentive will be paid after SURS has completed the processing of the qualified employee's pension and notification of ~~a penalty the 6% bill~~, if any, and the processing of the appeals of the ~~6% penalty bill~~. Employees participating in SURS self-managed plan will be paid a years-of-service incentive the first pay period after payment of their final paycheck. Any penalty assessed by SURS shall be deducted from the employee's years-of-service incentive upon processing. ~~If a full-time employee member gives less than four (4) years' notice of his/her retirement under this paragraph or retires prior to his/her Board-approved resignation date, any years-of-service incentive described in this section shall not be paid until the S.U.R.S. penalty, if any, has been determined by S.U.R.S.~~ This incentive will be based on the following formula:

<u>Years of Service at LLC</u>	<u>% of the Final 12-Month Base Salary</u>
25 & Over	56% of base pay
20-24	50% of base pay
15-19	44% of base pay
10-14	38% of base pay

Unused sick days can be accumulated and applied towards the years of service at Lake Land College based on the following scale. Unused sick days cannot be applied in partial increments.

180 unused sick days = 1 additional year of service at Lake Land College

360 unused sick days = 2 additional years of service at Lake Land College

~~If a full-time employee who was hired or re-hired prior to July 1, 2017, gives less than four (4) years' notice of his/her retirement under this~~

~~paragraph or retires prior to his/her Board approved resignation date, and:~~

~~Page 1 of 3~~

Board Policy No. 05.22

- ~~1. There is not incurred by the College a S.U.R.S. penalty because of this action, then the full-time employee shall receive 100% of the applicable years of service incentive described above;~~
- ~~2. There is incurred by the College a S.U.R.S. penalty because of this action, then the years of service incentive described above shall be reduced by the amount of the penalty.~~

To qualify, employees must meet the following criteria:

1. Have a full-time employment start date or re-hire date at Lake Land College prior to July 1, 2017.
2. An employee must be qualified to receive a retirement annuity from S.U.R.S.
3. He/she must have been employed full-time at Lake Land College for at least six (6) consecutive years, including the year prior to applying for participation in the Planned Retirement Program.
4. The employee must submit a signed resignation form to the President up to four (4) years prior to retirement.
5. Retirement must occur no later than the resignation date approved by the Board.
6. Eligibility for benefits hereunder is contingent upon continuing satisfactory performance by the employee and maintenance of continued employment at the College.

An intent to resign must be submitted to the President by December 31 prior to the year in which a resignation will be given. The salary adjustment will begin within thirty (30) days of Board of Trustee approval of the employee's resignation except the salary adjustment may not commence sooner than four (4) years prior to the effective date of resignation.

At the discretion of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified per year. Should this option be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College. Employees denied will have one (1) year added to the four (4) year window of opportunity.

Employees who have fifty percent (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in Planned Retirement.

Notwithstanding any contrary or other provision of this [policyAgreement](#), in the event a retiring employee's SURS creditable earnings for any [school](#) year used to determine the employee's final rate of earnings (FRE) for SURS retirement purposes annually would increase by more than [the maximum increase allowed by the State Universities' Retirement System without incurring a penalty6%](#), the employee shall only receive the [lessor of the maximum 6%](#) creditable earnings allowable without an employer penalty, [or 6%](#) under SURS rules.

Any retirement incentives set forth shall cease to be available to employees if any law is passed or regulation adopted which would require the Board to pay a penalty or any other type of payment to any instrumentality of state government as a result of the award of such incentive. This restriction shall apply not only to future incentives which have not yet been accessed but to any incentive which is currently being paid or received.

Adopted November 9, 1998
Revised February 14, 2000
Revised July 14, 2003
Withdrawn September 12, 2005
Revised July 9, 2007
Revised January 10, 2011
Revised June 12, 2017

[Revised](#)

Calendar of Events

Monday, August 13, 2018	5 p.m. – Board Dinner – Kluthe Center, Room 219 6 p.m. – Board Meeting – Kluthe Center, Room 220
Friday, August 17, 2018	Fall Opening Day – Field House 7:30 a.m. – Light Breakfast 8:10 a.m. - Presentations
Thursday, September 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, September 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Friday, September 28, 2018	Homecoming Weekend: Laker Volleyball – 6 p.m. - Field House
Saturday, September 29, 2018	Homecoming Weekend: Alumni Recognition Luncheon – noon – Mattoon Country Club Free Concert by Jimmy Buffet Tribute Band – 7 p.m. - Alumni Park
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, October 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, November 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, December 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Monday, January 14, 2019	

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: August 1, 2018

RE: Pilot Workforce Solutions Tuition and Fees Waiver Program

The College's Workforce Solutions and Community Education unit continuously seeks opportunities to collaborate with community partners to expand opportunities to prepare local residents for employment in local business and industry.

This year, Workforce Solutions established a partnership with LSC Communications to provide an 8 week, 16 credit-hour "Fast Track" training program taught by Lake Land College. Individuals who complete the training receive a Manufacturing Skills certificate from the College and are hired by LSC in positions of bindery operator, press operator or assistant press operator at wages of \$16 to \$18 per hour. Once hired, the employee enters into an apprenticeship to learn the detailed craft of printing. By design, the program benefits the entire community through preparing local residents to meet local workforce needs.

The first cohort of students completed the LSC program in July 2018 and the College and LSC are now working to enroll the next cohort to begin classes this fall. Through our initial work together, we have come to believe that many local residents are hesitant to enroll in a College program without the assurance that they have sufficient financial support to cover their cost of the program or that they will be employed at the end.

As we continue to collaborate with community partners to prepare local residents for local employment, we would like to request approval to pilot a "guaranteed financial assistance" program for the 2018-2019 and 2019-2020 academic years.

During the pilot, if a local business collaborates with the College to identify a training opportunity through which participants will earn a College certificate of at least 16 credit hours, and the business guarantees that all students who complete the program will obtain employment at their business in a specific position(s) with a stated wage rate, the College will "guarantee" financial assistance to the students, ensuring them that their costs will be covered. The student participants will earn a College certificate and employment, the College will gain students, and our community partners will gain employees.


While the potential cost of tuition and fee waivers may vary according to specific program costs, our experience with the first cohort suggests that at least half of the participants will qualify for federal and/or state assistance. In the first cohort, total costs for five of the six students were covered through either a C.E.F.S. sponsorship or federal Pell grant. The sixth student did not complete the financial aid application process.

To take advantage of the guaranteed financial assistance pilot program, students will be required to participate in an informational session specific to the program and employer, complete the Free Application for Federal Student Aid (FAFSA) process and meet with a C.E.F.S. representative to determine C.E.F.S. sponsorship eligibility. After any federal or state financial assistance (C.E.F.S., Pell, MAP) or private scholarships are applied, the College will waive any tuition and mandatory fee charges that remain.

Each guaranteed financial assistance program employer request will be reviewed and approved by the College President. The Workforce Solutions and Community Education will coordinate implementation and assess the student, employer and College outcomes. A report will be provided to the Board of Trustees at the end of each year of the pilot to determine future implementation.

As discussed at the July 16 meeting of the Board of Trustees, we are working to implement this pilot program with the next cohort of students participating in the LSC Fast Track program and are hopeful to receive approval to expand the pilot program over the next two years. I am happy to address any questions that the Board may have.

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: July 26, 2018

RE: June 2018 Financial Statement and Fiscal Year 2018 Summary

Outlined below are the budgetary variances of note for the month of June 2018 and a summary of the FY2018 year-end financials:

June Revenue and Expenditure Variances:

- *Revenue* – Total June revenue was \$1,739,580 resulting in a favorable variance of \$265,912 for the month of June. This favorable variance is a result of receiving state funding payments to complete the FY2018 state allocations.
- *Expenditures* – Total June expenditures were \$1,912,111 resulting in an overall favorable variance of \$4,046,569 for the month of June. This is primarily due to budgeting for the fund balance transfers during the final month of the fiscal year.

Outlined below is the recap for Fiscal Year 2018 activities:

Revenue Variances:

- *Local Sources* – Total FY2018 revenues were \$8,349,662 resulting in an unfavorable variance of \$572,542 compared to the budgeted forecast. This variance is primarily driven by an error in a county's tax calculation that will be fixed and caught up in FY2019 and an unanticipated reduction in CPPPRT funding from the State of Illinois. As compared to FY2017, local source revenue increased by \$439,100.
- *ICCB Credit Hour Grant* – Total FY2018 revenues were \$4,060,344 resulting in a favorable variance of \$1,875. As compared to FY2017, credit hour reimbursement decreased by \$1,202,103.
- *ICCB Equalization Grant* – Total FY2018 revenues were \$4,679,320 which was right in line with the budgeted allocation for this source. As compared to FY2017, equalization payments decreased by \$434,426.

- *Other State Sources* - Total FY2018 revenues were \$1,314,488 resulting in a favorable variance of \$263,931. This favorable variance is a result of receiving higher than anticipated Adult Education funding from the State of Illinois and due to more revenue from the Corrections' contracts due to a higher number of filled positions. As compared to FY2017, other state source funding decreased by \$725,378.
- *Tuition* – Total FY2018 revenues were \$9,627,362 resulting in an unfavorable variance of \$1,400,610 for the year due to the dual credit recording issue we have discussed in prior months. As compared to tuition revenue recorded in FY2017, the FY2018 revenue is a decrease of \$1,678,334 with \$1,226,662 of this being due to recording dual credit enrollment as tuition in FY2017. Excluding this consideration, the decrease is \$451,672, or 4.48%
- *Fees* - Total FY2018 revenues were \$3,977,316 resulting in an unfavorable variance of \$557,189 for the year due to the dual credit recording issue we have discussed in prior months. As compared to fee revenue recorded in FY2017, the FY2018 revenue is a decrease of \$107,924 with \$365,006 of this being due to recording dual credit enrollment in the fees calculation in FY2017. Excluding this consideration, there is an increase in fee revenue in FY18 in the amount of \$257,082, or 6.9%.
- *Other Revenue* – Total FY2018 revenues were \$1,262,256 resulting in a favorable variance of \$142,413 for the year. As compared to FY2017, the revenue is a decrease of \$1,147,610 which is due to recording \$1.2 million in Workforce Development sale proceeds and receiving \$428,571.42 in "emergency funds" awarded from the State during FY2017.
- Overall actual FY2018 revenue received was \$33,583,287 resulting in an unfavorable variance of \$1,809,583 as compared to the \$35,392,870 budgeted level. As compared to revenue received in FY2017, revenue was down by \$4,659,715.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, we expended a total of \$16,908,968 in salary and wages for FY2018. This resulted in an overall favorable variance for the year of \$222,963 in this line. As compared to FY2017, salary & wage expenditures increased by \$333,453.
- *Employee Benefits (overall)* – Overall, we expended a total of \$3,667,783 in employee benefits for FY2018. This resulted in an overall favorable variance for the year of \$96,922 in this line. As compared to FY2017, employee benefit costs increased by \$78,703.
- *Instructional* – This area had a total favorable variance for the year in the amount of \$411,239. As compared to FY2017, total spending in this area increased by \$378,271.
- *Academic Support* – This area had a total unfavorable variance for the year in the amount of \$16,216. This was driven by salary and employee benefit costs as compared

to the budgeted levels. As compared to FY2017, total spending in this area actually decreased by \$59,417.

- *Student Services* – This area had a total favorable variance for the year in the amount of \$114,115. As compared to FY2017, total spending in this area increased by \$135,631.
- *Public Service/Continuing Education* – This area had a total unfavorable variance for the year in the amount of \$10,767. This was due to recording a gift in kind contribution which also had an offsetting revenue recording. As compared to FY2017, total spending in this area increased by \$34,300.
- *Operations & Maintenance* – This area had a total favorable variance for the year in the amount of \$469,856. Nearly \$189,000 of this was in salary and wages while another \$100,488 was in utilities. As compared to FY2017, total spending in this area actually decreased by \$241,019.
- *Institutional Support* – This area ended FY2018 with a total favorable variance of \$5,550,691 with nearly \$2.8 million being attributed to funds budgeted for fund balance. As compared to FY2017, total spending in this area actually decreased by \$102,670.
- *Scholarships, Grants, Waivers* – this shows an overall favorable variance of \$380,375 for FY2018. As compared to FY2017, total spending in this area actually decreased by \$1,717,119 with \$1,591,668 of this decrease being due to dual credit tuition and fees being waived in FY2017. Excluding this consideration, the decrease was then \$125,451.
- *Transfers Out* – The fund transfers out of Fund 1 to cover operating costs in other college funds totaled \$1,233,704. This resulted in a favorable variance of \$145,167 compared to the budgeted amount for FY2018. As compared to FY2017, total transfers out actually decreased by \$38,210.
- Overall actual FY2018 expenditures were \$27,114,707 resulting in a favorable variance of \$6,899,292 as compared to the \$34,013,999 budgeted level. As compared to FY2017 total expenditures decreased by \$1,572,022.

In summary, the \$6,899,292 favorable variance in expenditures combined with the \$145,167 favorable variance in transfers out plus the \$1,809,583 unfavorable variance in revenue allows the college to dedicate \$5,234,876 into fund balance for the year.

The corresponding monthly financial spreadsheets include a summary of all operational expenditures for FY2018 as compared to budgeted amounts, a salary and benefits summary, and FY2018 spending for the College's other funds (Funds 3, 4, 5, 6, 11 and 12).

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

	Current Month			Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
806,562.56	501,938.00	(304,624.56)	Salary and Wages	16,908,967.83	17,131,931.00	222,963.17
297,059.32	415,943.00	118,883.68	Employee Benefits	3,669,115.46	3,764,705.00	95,589.54
88,106.52	206,523.00	118,416.48	Contractual Services	1,046,804.26	1,435,320.00	388,515.74
209,179.42	535,601.00	326,421.58	General Materials and Supplies	1,754,362.80	2,820,703.00	1,066,340.20
44,930.37	19,765.00	(25,165.37)	Travel and Meeting Expenses	152,695.15	319,095.00	166,399.85
20,360.31	23,255.00	2,894.69	Fixed Charges	571,379.64	594,895.00	23,515.36
108,737.61	93,699.00	(15,038.61)	Utilities	1,059,158.38	1,159,646.00	100,487.62
22,412.92	(1,201.00)	(23,613.92)	Capital Outlay	157,035.80	195,188.00	38,152.20
19,151.00	58,501.00	39,350.00	Contingency Funds	75,641.27	487,221.00	411,579.73
121,224.32	3,992,729.00	3,871,504.68	Other Expenditures	342,540.80	4,425,229.00	4,082,688.20
1,737,724.35	5,846,753.00	4,109,028.65	Total	25,737,701.39	32,333,933.00	6,596,231.61

Lake Land College
FY2018 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$10,636,511	\$10,593,886	(\$42,625)	\$10,593,886		\$10,593,886	\$10,593,886
Salary and Wages - Acad. Support	\$375,251	\$351,255	(\$23,996)	\$351,255		\$351,255	\$351,255
Salary and Wages - Stud. Svcs	\$1,475,255	\$1,550,363	\$75,108	\$1,550,363		\$1,550,363	\$1,550,363
Salary and Wages - Public Svc.	\$373,460	\$372,432	(\$1,028)	\$372,432		\$372,432	\$372,432
Salary and Wages - Maintenance	\$985,491	\$1,174,469	\$188,978	\$1,174,469		\$1,174,469	\$1,174,469
Salary and Wages - Inst. Support	\$3,062,999	\$3,089,526	\$26,527	\$3,089,526		\$3,089,526	\$3,089,526
Total Salary and Wages	\$16,908,968	\$17,131,931	\$222,963	\$17,131,931	\$0	\$17,131,931	\$17,131,931

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,994,991	\$1,973,963	(\$21,028)	\$1,973,963		\$1,973,963	\$1,973,963
Employee Benefits - Acad. Support	\$91,670	\$83,404	(\$8,266)	\$83,404		\$83,404	\$83,404
Employee Benefits - Stud. Svcs	\$405,900	\$421,340	\$15,440	\$421,340		\$421,340	\$421,340
Employee Benefits - Public Svc.	\$58,911	\$53,853	(\$5,058)	\$53,853		\$53,853	\$53,853
Employee Benefits - Maintenance	\$303,764	\$301,434	(\$2,330)	\$301,434		\$301,434	\$301,434
Employee Benefits - Inst. Support	\$813,879	\$930,711	\$116,832	\$930,711		\$930,711	\$930,711
Total Employee Benefits	\$3,669,115	\$3,764,705	\$95,590	\$3,764,705	\$0	\$3,764,705	\$3,764,705

Jun-18

Operations & Maint Restricted--Fund 03

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,399,896	1,400,000	(104)	1,352,803	1,400,000
Bond Proceeds		-	-	1,330,000	-
Loan Proceeds	16,025,000	-	16,025,000	1,300,000	-
Investment Income	27,104	-	27,104	13,326	-
Total Revenues	17,452,000	1,400,000	16,052,000	3,996,129	1,400,000
Expenditures:					
Student Center Renovation	1,480,776	-	(1,480,776)	-	-
Construction Proj : Site Improvemen	310,497	1,715,000	1,404,503	907,796	1,715,000
PHS Projects : Site Improvements		258,000	258,000	616,811	258,000
New Site: Sire Improvements		-	-	-	-
Other	19,685	-	(19,685)	1,303,772	-
Total Expenditures	1,810,957	1,973,000	1,642,818	2,828,379	1,973,000
Excess of Revenues over Expenditures & Transfers	15,641,043	(573,000)	16,214,043	1,167,750	(573,000)

Jun-18	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,715,976	6,122,555	593,421	4,319,829	6,122,555
General : Investment Income	(17)	-	(17)	-	-
General : Transfer from Other Funds	134,280	150,914	(16,634)	-	150,914
Total Revenues	6,850,239	6,273,469	576,770	4,319,829	6,273,469
Expenditures:					
Work Cash Bonds : Debt Principal Pa		910,000	910,000	3,870,009	910,000
Work Cash Bonds : Interest on Debt		18,200	18,200	59,497	18,200
Work Cash Bonds : Other Fixed Charg		2,000	2,000	1,200	2,000
Funding Bonds : Debt Principal Paym	6,514,214	4,850,000	(1,664,214)	104,997	4,850,000
Funding Bonds : Interest on Debt	140,407	491,269	350,862	70,605	491,269
Funding Bonds : Other Fixed Charges	4,000	2,000	(2,000)	1,700	2,000
Funding Bonds : Bond Is		-	-	122,375	-
Administration : Intere		-	-	71,965	-
Total Expenditures	6,658,621	6,273,469	385,152	4,302,348	6,273,469
Excess of Revenues over Expenditures & Transfers	191,618	-	191,618	17,481	-

Jun-18	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	6,500	6,500	-	6,500	6,500
Ag Judging Transfer	24,853	22,100	2,753	22,100	22,100
Auto Shop	1,316	15,000	(13,684)	842	15,000
Athletics	491,155	591,138	(99,983)	36,400	591,138
Fitness Center	44,760	55,000	(10,240)	53,075	55,000
Bookstore	584,637	1,125,400	(540,763)	573,449	1,125,400
Print Shop	642,156	532,794	109,362	581,362	532,794
Food Service	21,874	27,940	(6,066)	27,403	27,940
College Farm	101,027	75,000	26,027	94,593	75,000
Comm Choir	4,544	5,100	(556)	5,100	5,100
Student Life	209,417	251,391	(41,974)	121,000	251,391
WLKL Radio Activity fees	191	1,100	(909)	1,100	1,100
Transfer for Tuition Waivers	582,584	528,110	54,474	686,863	528,110
Total Revenues	2,715,014	3,236,573	(521,559)	2,209,787	3,236,573
Expenditures:					
Ag Judging	31,882	28,600	(3,282)	29,187	28,600
Auto Shop	1,382	15,000	13,618	846	15,000
Athletics	455,467	482,944	27,477	474,371	482,944
Fitness Center	80,448	109,407	28,959	126,306	109,407
Bookstore	539,285	1,173,179	633,894	560,552	1,173,179
Print Shop	611,797	580,704	(31,093)	647,167	580,704
Food Service	11,833	12,627	794	9,168	12,627
College Farm	89,513	92,541	3,028	97,689	92,541
Comm Choir	4,544	5,100	556	2,944	5,100
Student Life	209,417	246,391	36,974	227,305	246,391
WLKL Radio	191	1,100	909	669	1,100
Tuition Waivers	582,584	522,110	(60,474)	690,008	522,110
Total Expenditures	2,618,343	3,269,703	651,360	2,866,214	3,269,703
Excess of Revenues over Expenditures & Transfers	96,670	(33,130)	129,800	(656,426)	(33,129)

Jun-18	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	644,271	449,621	194,650	249,142	449,621
Pathways	466,452	447,199	19,254	451,868	447,199
Perkins	338,963	228,973	109,990	228,973	228,973
WIOA	3,428,891	508,261	2,920,630	3,270,871	508,261
College Work Study	64,053	87,194	(23,141)	65,736	87,194
GAST	10,800	14,000	(3,200)	14,000	14,000
IL Cooperative Work Study	251,181	-	251,181	17,415	-
John Deere	-	251,077	(251,077)	879,299	251,077
IPRF Grant	15,274	-	15,274	-	-
Veterans Services	172,865	424,832	(251,967)	146,663	424,832
ISAC MAP	813,560	-	813,560	487,428	-
Department Of Education	5,918,266	6,849,099	(930,833)	5,987,514	6,849,099
Direct loans	1,855,571	1,647,761	207,810	1,889,481	1,647,761
Corrections	7,386,437	8,357,183	(970,746)	7,378,250	8,357,183
Privately Funded Grant	91,071	167,717	(76,645)	106,464	167,717
TRIO SSS	241,853	157,158	84,695	234,613	157,158
TRIO DC	281,294	320,545	(39,252)	255,270	320,545
Total Revenues	21,980,802	19,910,620	2,070,183	21,662,988	19,910,620
Expenditures:					
Adult Ed	658,677	449,621	(209,056)	249,387	449,621
Pathways	428,032	447,199	19,167	457,548	447,199
Perkins	338,963	228,601	(110,362)	228,973	228,601
WIOA	3,429,874	508,261	(2,921,613)	3,270,871	508,261
College Work Study	45,997	87,194	41,197	65,736	87,194
GAST	10,800	14,000	3,200	14,000	14,000
IL Cooperative Work Study	25,181	-	(25,181)	17,415	-
John Deere	-	251,077	251,077	879,299	251,077
IPRF Grant	15,274	-	(15,274)	-	-
Veterans Services	172,865	303,125	130,260	146,663	303,125
ISAC MAP	813,560	-	(813,560)	487,428	-
Department of Education	5,936,322	6,849,099	912,777	5,987,514	6,849,099
Direct loans	1,855,571	1,647,761	(207,810)	1,889,481	1,647,761
Corrections	7,573,236	9,318,824	1,745,588	7,378,250	9,318,824
Privately Funded Grant	91,071	167,717	76,645	106,464	167,717
TRIO SSS	241,853	257,158	15,305	234,613	257,158
TRIO DC	281,294	320,545	39,252	255,270	320,545
Total Expenditures	21,918,571	20,850,182	(1,068,389)	21,668,912	20,850,182
Excess of Revenues over Expenditures & Transfers	62,232	(939,562)	1,001,794	(5,924)	(939,562)

Jun-18	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	129,852	136,000	(6,148)	130,433	136,000
Total Revenues	129,852	136,000	(6,148)	130,433	136,000
Expenditures:					
Admin Staff Ful	21,446	21,414	(32)	20,832	21,414
Support Staff F	16,461	13,323	(3,138)	12,928	13,323
Medical Benefit	6,410	8,781	2,371	7,634	8,781
Life Insurance	22	41	19	40	41
Audit Services	53,438	61,300	7,863	59,500	61,300
Printing	57	1,000	943	88	1,000
Total Expenditures	97,833	105,859	8,026	101,021	105,859
Excess of Revenues over Expenditures & Transfers	32,019	30,141	1,878	29,412	30,141

Jun-18	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,812,113	1,800,000	12,113	1,533,811	1,800,000
Total Revenues	1,812,113	1,800,000	12,113	1,533,811	1,800,000
Expenditures:					
Student Services	95,560	99,903	4,343	91,618	99,903
Operations and Maintenance	163,005	163,010	5	183,746	163,010
Police Dept	431,648	460,755	29,107	417,636	460,755
Institutional Support	93,755	70,401	(23,354)	73,184	70,401
Fixed Charges-ins	860,974	745,000	(115,974)	775,884	745,000
Total Expenditures	1,644,942	1,539,069	(105,873)	1,542,067	1,539,069
Excess of Revenues over Expenditures & Transfers	167,171	260,931	(93,760)	(8,257)	260,931

LAKE LAND COLLEGE

MEMO

TO: Dr. Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Bryan Gleckler, Vice President for Business Services

DATE: August 1, 2018

RE: IPRF Safety Grant

I would like to request that the Board of Trustees accept the IPRF Safety & Education Grant Award. This grant is provided by the Illinois Public Risk Fund, who administers our workers compensation program. This grant is for \$13,328 and is designed to ease the burden of safety-related expenses. This grant will cover products that are identified by IPRF Loss Control agents that will assist in reducing injuries or illness.

LAKE LAND
C O L L E G E

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: July 25, 2018

Re: **Planned Retirement Incentive Adjustment for Current Participants Not Included in a Collective Bargaining Group**

The recent implementation of Public Act 100-0587 reduces the allowable end-of-career annual salary increases that an employee can earn without subjecting the employer to a financial penalty from 6% to 3% for retirement calculation purposes. For the purposes of planned retirement increases and annual wage increases, the implementation of this act does grandfather employees represented by a collective bargaining agreement that was in effect as of June 4, 2018 (the effective date of the Act) through the expiration date of the current contract. However, the Act does not grandfather existing staff that are actively participating in Lake Land College's Planned Retirement Incentive who are not covered by a collective bargaining agreement.

Given this, there are ten (10) current employees that are actively participating in the Planned Retirement program that this statutory change impacts. Due to the implementation of Public Act 100-0587, Lake Land College will need to reduce the annual compensation increase for these individuals from 6% to 3% per year, retroactive back to July 1, 2018. Additionally, in order to offset this decrease in the annual salary increase benefit, we are proposing to increase the bonus incentive for non-bargained employees approved to participate in planned retirement as of the effective date of the act by 4.5% per year for each year remaining in their planned retirement commitment. This incentive will be prorated from July 1, 2018 based on the number of months of work each employee has remaining until their agreed upon retirement date, or until their actual retirement date if sooner (for example, someone working one year and 6 months before retiring would receive an additional 6% added to their bonus calculation).

This proposal provides a slight cost savings to Lake Land College when compared to the budgeted planned retirement expense under the College's plan prior to the statutory change. We believe this proposal represents a fair remedy to those staff not covered under a collective bargaining agreement that are impacted by the allowable end-of-career annual salary increase being statutorily reduced from 6% to 3%.

We are recommending that the Board of Trustees agree to reduce the annual salary increase from 6% to 3% for the staff approved to participate in planned retirement as of the effective date of the act and who are not currently represented by a collective bargaining agreement, and increase

their corresponding bonus payout by 4.5% per year for each year remaining in Planned Retirement, or until the actual retirement date if sooner, retroactive back to July 1, 2018.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
August 13, 2018**

The following employees are recommended for leave

Hartrich, Elizabeth	FMLA	09/04/18-11/27/18
Gabel, Kennedy	Unpaid Maternity Leave	10/29/18-12/17/18

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Pryor, Justin	ISS Student Employee Primary Position is Tutor - Student Lrng Asst Ctr	06/18/2018
Smith, Jody	Adjunct Faculty Technology Division Primary Position is Dual Credit Instructor	08/20/2018
Swingler, Erin	Allied Health LPN Clinical Instructor Primary Position is Nursing Instructor	07/01/2018
Walker, Bruce	Adjunct Faculty Humanities Division Primary Position is Adj Faculty SSE	08/20/2018

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Daniels, Tori	Pathways Classroom Assistant	07/19/2018
Oliver, Steven	Tutor	04/23/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Clifford, Erin	Dual Credit Instructor	07/16/2018
Full-time		
Henderson, Jacob	Microcomputer Support Specialist	08/14/2018
Full-time - Grant Funded		
Addison, Ryan	Correctional Commercial Cooking Instructor- East Moline CC	08/07/2018
Brueggemann, Tara	Correctional Career Technology Instructor- Southwestern IL CC	08/20/2018

Huesing, Mike	Correctional Construction Occupation Instructor-07/30/2018 Jacksonville CC	
Loughrin, Terry	Correctional Manufacturing Skills Instructor- Kewanee Life Skills	08/27/2018
Sherbeyn, Aaron	Associate Dean of Correctional Program- Kewanee Life Skills	07/30/2018

Part-time

Bennett, John	Adjunct Faculty Humanities Division	08/20/2018
Lee, Yu Jin	Chemistry Lab Student Assistant	06/28/2018
Smith, Steve	IDOC CPR Instructor	07/01/2018
Westcott, Robert	Center for Business and Industry Instructor	05/01/2018
Wunder, Derek	Marketing Communications Specialist	07/30/2018

Part-time - Grant Funded

Coop, Tylana	Adjunct DOC College Funded Instructor	08/15/2018
Mitchell, Amy	Adjunct DOC College Funded Instructor	08/20/2018
Phillips, Clark	Adjunct DOC College Funded Instructor	08/20/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bunton, Cathy	Health/PE Instructor - Retiree	08/12/2018
Davis-Long, Tasha	Associate Dean St. Charles	07/16/2018
Drake, Allen	John Deere Tech Instructor - Retiree	08/12/2018
Horton, Lucinda	Biological Science Instructor - Retiree	08/12/2018
Houser, Sydney	Admin Asst Allied Health-Dental	08/02/2018
Klier, Ryan	Associate Dean – Robinson CC	08/10/2018
Muffler, Dirk	Dir of Adult/Alt Education	07/12/2018
Poggendorf, Nicole	Outreach Adv/Men TRIO Destination	08/06/2018
Rios, Lisa	Corr Career Tech Instr-Dixon CC	07/31/2018
Watson, Rick	CET Instructor IDOT QMTP- Retiree	08/12/2018
Part-time		
Bryant, Jennifer	Workforce Development Receptionist	07/19/2018
Dial, John	Adult Education Instructor	07/19/2018
Fisher, Ricky	Police Officer	07/31/2018
Gardner, Baylor	Marketing & PR Intern	05/15/2018
Gerkin, Deedra	Adult Education Instructor	07/19/2018
Henderson, Corinne	Marketing Communications Specialist	08/09/2018
Merryman, Reilly	Physical Plant Assistant	06/27/2018
Rhoads, Sarah	Temporary Groundskeeper	08/02/2018
Staub, Gabrielle	Fitness Center Specialist	07/25/2018
Stuemke, Shannon	Outreach Adv/Men TRIO Destination	07/01/2018

College Work Studys

Courson, Andrea	College Work Study - Kluthe	06/20/2018
Prather, Jonathon	College Work Study - CCS	05/15/2018
Vogel, David	College Work Study - CCS	05/15/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Dittamore, Lisa	Administrative Assistant to Allied Health-Dental Transferring From Administrative Assistant to Career Services	08/01/2018
Flier-Layton, Sara	Community Outreach Coordinator (FT) Transferring From Adult Education Instructor (PT)	08/14/2018