

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

August 12, 2019

Regular Meeting No. 632

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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. 632
Monday, August 12, 2019, 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 15, 2019, Regular Meeting.
2. Approval of Minutes of July 15, 2019, Closed Session.
3. Approval of Agenda of August 12, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Kluthe Center Update.	17-20
2. Calendar of Events.	21-22
3. Correspondence.	

B. Action Items.

	Board Book Page Number(s)
1. Approval of Recommendation to Eliminate the Director of Alumni Relations and Annual Giving Position for Reduction-in-Force Reasons, Effective August 12, 2019.	
2. Approval of Recommendation to Eliminate the Director of Foundation Operations Position for Reduction-in-Force Reasons, Effective August 12, 2019.	
3. Approval of Separation Agreement with David Cox as a Result of the Elimination of the Director of Alumni Relations and Annual Giving Position for Reduction-in-Force Reasons.	23-28
4. Approval of Separation Agreement with Paula Rosine as a Result of the Elimination of the Director of Foundation Operations for Reduction-in-Force Reasons.	29-34
5. Acceptance of Reporting of June 2019 Financial Statements.	35-46

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6. Acceptance of IPRF Safety and Education Grant Award. 47-48
7. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment or employment of a specific employee.

[Return to Open Session - Roll Call]
8. Approval of Human Resources Report as Discussed in Closed Session. 49-51

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 631
Board and Administration Center, Room 011, Mattoon, IL
July 15, 2019

Minutes

Call to Order.

Chair Reynolds called the July 15, 2019, 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.

Roll Call.

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

Trustees Absent: Ms. Shelbie Kile, Student Trustee.

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

Approval of Consent Items.

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

1. Approval of Minutes of June 10, 2019, Regular Meeting.
2. Approval of Minutes of June 10, 2019, Board Retreat.
3. Approval of Minutes of June 10, 2019, Closed Session.
4. Approval of Agenda of July 15, 2019, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

Summary and bills include:

Education Fund	\$	654,151.17
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Building Fund	\$	120,131.81
Site & Construction Fund	\$	696,190.02
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	129,405.02
Restricted Purposes Fund	\$	674,499.58
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	227,442.52
Student Accts Receivables	\$	199,248.81
Total	\$	2,701,068.93

For details of bills refer to:

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

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Public Hearing on Fiscal Year 2020 Operating Budget.

Chair Reynolds called the hearing to order at 6:03 p.m. She said that the FY 2020 Operating Budget had been on display for a minimum of thirty days since it was presented at the June 10, 2019, Board meeting and asked if there were any comments from the audience. There were no public comments. Chair Reynolds then declared the hearing closed at 6:04 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 Sullivan, Committee Chair, said the Committee had not met since the last regular Board meeting and he had no report at this time.

Finance.

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Trustee Storm, Committee Chair, said the Committee met the prior month for an in-depth review of the proposed FY 2020 Budget. He said he would comment on the Committee's review when the topic will be discussed later in the agenda.

Buildings & Site.

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

Foundation.

Chair Reynolds announced that there is now 100 percent donor participation by the Board of Trustees. She also highlighted upcoming Foundation and Alumni events.

Student Report.

There was no report. Student Trustee Kile was not in attendance.

President's Report.

Dr. Bullock said:

- For Fiscal Year (FY) 2019, a total of \$5,049,444 has been received for services provided through March for the Illinois Department of Corrections contract. A total of \$1,464,782 for services billed through May remains outstanding.
- For FY 2019, a total of \$314,775 has been received for services provided through February from the Illinois Department of Juvenile Justice contract. A total of \$115,448 for services billed through May remains outstanding.
- For FY 2019 credit hour reimbursement, we have received 12 payments totaling \$6,002,570. This reflects 100% of the state credit hour reimbursement payments for FY 2019.
- For FY 2019 equalization, we have received 12 payments totaling \$5,914,615. This reflects 100% of the state equalization payments for FY 2019.
- The Illinois Community College Board released FY 2020 appropriations. Lake Land College's credit hour grant and equalization appropriations increased by 0.8% for FY 2020. This equates to \$98,500 in additional revenue.

Dr. Bullock also introduced Mr. Gary Swearingen with Wells Fargo Advisors. Trustees heard an update from Mr. Swearingen on the College's Quarterly Investment Report.

Business Items.

Non-action Items.

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2018-2019 Athletic Accomplishments.

Ms. Beth Gerl, Vice President for Student Services, provided an overview of the many athletic accomplishments in the past year. Coach Nic Nelson and four players from the Lake Land College Softball Team presented the 2019 NJCAA D1 Region 24 Softball Tournament Trophy to the Trustees.

Guided Pathways Annual Report.

Ms. Darci Cather, Dean for Guided Pathways, presented on the Guided Pathways 2018-2019 Annual Report.

Monthly Data Point Discussion.

Ms. Lisa Cole, Director of Data Analytics, presented on the history of the College's non-traditional student enrollment.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

There was one item of correspondence.

Action Items.

Approval of Resolution No. 0719-001 to Adopt Fiscal Year 2020 Operating Budget.

Trustees reviewed the above-referenced Resolution. Trustee Storm, Finance Committee Chair, said the Committee had met recently for an in-depth review of the proposed FY 2020 Budget and the Committee's consensus was to recommend to the Board approval of the Budget as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 0719-001 to adopt the Fiscal Year 2020 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, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of ICCB Program Review Report.

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Trustees reviewed a recommendation from Ms. Lisa Madlem, Director of Academic Support & Assessment, regarding the 2019 ICCB Program Review Report. Ms. Madlem provided highlights of the Report.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the 2019 ICCB Program Review Report.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Acceptance of Reporting of May 2019 Financial Statements.

Trustees reviewed the May 2019 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts and a salary and benefits summary. Trustees heard a brief overview from Mr. Gleckler regarding variances in the revenue and expenditures to date in FY 2019.

Trustee Storm moved and Trustee Sullivan seconded to approve the May 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Organizational Charts.

Trustees reviewed proposed organizational charts for each unit of the College. Trustees heard a brief overview from Dr. Bullock regarding minor changes in the organizational charts since July 1, 2018.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the organizational charts effective July 1, 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Acceptance of Illinois Cooperative Work Study Grant Award.

Trustees reviewed a request from Ms. Emily Ramage, Director of Grants and Academic Operations, for the Board to accept a Fiscal Year 2020 Illinois Cooperative Work Study (ICWS) grant in the amount of \$36,125.51 from the Illinois Board of Higher Education (IBHE). Dr. Bullock said it is expected that approximately 20 students will benefit from this grant funding, contingent upon legislative appropriation to IBHE. Additionally, 14 area employers have committed their participation for FY 2020.

Trustee Storm moved and Trustee Wright seconded to accept a Fiscal Year 2020 Illinois Cooperative Work Study grant in the amount of \$36,125.51 from the Illinois Board of Higher Education.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Approval of Bid for Preventative Maintenance and Air Filter Replacement Project.

Trustees heard a recommendation from Mr. Gleckler to approve the bid from Sycamore Engineering of Terre Haute, Indiana, in the amount of \$43,018, for project number 2019-010 - Preventative Maintenance and Air Filter Replacement. Trustees reviewed details of the bid tabulation sheet and bids received from two vendors.

Trustee Cadwell moved and Trustee Sullivan seconded to approve the bid from Sycamore Engineering of Terre Haute, Indiana, in the amount of \$43,018, for project number 2019-010 - Preventative Maintenance and Air Filter Replacement.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

Closed Session.

7:14 p.m. – Trustee Cadwell moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c) (1), to discuss the appointment, employment, compensation, performance, or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

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Absent: Student Trustee Kile.
Motion carried.

Return to Open Session – Roll Call.

7:27 p.m.

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

Trustees Absent: Ms. Shelbie Kile, Student Trustee.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted a few of the recommended personnel changes.

Trustee Storm motioned and Trustee Walk seconded to approve the following Human Resources Report:

The following employees are recommended for leave

Browning, Braddi	FMLA	09/26/2019-12/19/2019
Copher, Julie	FMLA Intermittent	05/01/2019-12/31/2019
Harris, Mark	FMLA	06/20/2019-09/12/2019
Tomasello, Ben	FMLA Intermittent	05/09/2019-07/09/2019

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Davis, Breanna	Admissions Services Specialist Primary Position is Marketing Comm Specialist	07/01/2019
Hogan, Anne	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	07/01/2019
Hogan, Anne	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	07/01/2019
Maulding, Lacy	Enhanced Lab Instructor- Dental Hygiene Primary Position is Allied Health Dental Clinical Instr	06/10/2019
Part-time - Grant Funded		
Hogan, Anne	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	07/01/2019
Turner, Nash	Tutor-Student Carl Perkins	05/06/2019

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Primary Position is Tutor - Student Lrng Asst

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Borntreger, Cody	Admissions Student Assistant	05/30/2019
Coe, Beth	Adm Asst to Business	04/12/2019
Ferguson, Brooke	Engineering Technician	06/20/2019
Graham, Beth-Anne	Tutor	05/06/2019
Huang, Hsin Hui	Tutor	06/30/2019
Huang, Hsin Hui	Perkins Student Worker	06/17/2018
Lynch, Annette	Admissions Student Assistant	05/30/2019
Lytle, Brianna	Tutor	05/06/2019
Martin, Craig	Adjunct Faculty	08/26/2018
Semple, Lynn	Tutor	12/10/2018
Sotomayor, Edgardo	Tutor	12/04/2018
Starwalt, William	Newspaper Editor	05/05/2019
Thomas, Amelia	Tutor	06/30/2019

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Part-time		
Bruns, Maureen	Library Assistant	05/28/2019
Garren, Stephen	Academic Services Coordinator	06/05/2019
Godinez, Julio	Head Baseball Coach	07/08/2019
Lee, Abrienne	Fitness Center Specialist	07/08/2019
Packer, Jamie	Print Shop Technician Assistant	06/03/2019
Perry, Kimberly	Adjunct Faculty Math/Science	06/03/2019
Reeder, Michele	Engineering Technician	05/28/2019
Rhoads, Skylar	Groundskeeper	05/20/2019
Stone, Melissa	Humanities Unpaid Intern	08/19/2019
Strom, Heath	Dual Credit Coordinator	06/13/2019
Part-time - Grant Funded		
Freshour, Kristine	Adjunct DOC College Funded Instructor	08/19/2019
Gillespie, Alex	Adjunct DOC College Funded Instructor	08/19/2019
Kuster, Nikolous	Adjunct DOC College Funded Instructor	06/04/2019

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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Caldwell, Nicholas	Counseling Services Unpd Intern	08/31/2018
Hanger, Hayley	Counseling Services Unpd Intern	08/31/2018
Full-time		
Caldwell, Thomas	Philosophy/English Instructor-Retiree	08/01/2019
Celmer, Joseph	Corr Commercial Cooking Instr – IYC Harrisburg	08/16/2019
Donaldson, Lynne	Stdtd Svcs Spc III - Admissions	07/03/2019
Hartzel, Shelle	Mathematics Instructor-Retiree	08/01/2019
Henderson, Jacob	Microcomputer Support Specialist	06/27/2019
Hostetter, Holly	Custodian	06/27/2019
Howard, Corbett	Corr Career Tech Instr – East Moline CC	06/13/2019
Moffett, Marianna	Alternative Education Instructor - Retiree	05/22/2019
Summers, Stacey	Corr Cosmetology Instr-Dixon CC	07/02/2019
Wilkinson, Brent	Director International Studies	07/03/2019
Wright, Pamela	Alternative Education Caseworker	06/02/2019
Part-time		
Bartholomew, Mary	Tutor w/Bachelor degree	11/19/2018
Birch, Skyler	Tutor - Student Lrng Asst	05/03/2019
Buenker, Abigail	Newspaper Ed Student News	05/05/2019
Bullock, Julie	Adj Doc College Funded Instr	03/10/2019
Carlelycke, Tilda	Tutor - Student Lrng Asst	05/03/2019
Danley, Mary	College Consultant	12/16/2018
Duzan, Tamera	Adult Education Instructor	05/05/2019
Finley, Ardeth	Adult Education Classroom Assistant	05/05/2019
Goatley, Ian	Chemistry Lab Student Asst	06/03/2018
Gordon, Camille	Adj Faculty Social Science	05/20/2018
Graham, Beth-Anne	Tutor - Associate-Lrng Asst	05/06/2019
Lacy, Bryson	Tutor - Student Lrng Asst	05/06/2019
Lu, Yuhua	Adj Faculty Math/Science	05/20/2018
Martin, Craig	Adj Faculty Technology	08/26/2018
Meachum, Ryan	Adult Education Adjunct Faculty	05/06/2018
Miller, Rachel	Perkins Student Worker Ag	12/16/2018
Morris, Brittany	Outreach Adv/Men TRIO DC	07/01/2018
Mustafa, Munia	Tutor-Bachelor's-LRC	05/06/2019
Newton, Dana	Adj Doc College Funded Instr	05/20/2018
Patel, D	Chemistry Lab Student Asst	05/10/2019
Peoples, Tyrese	Newspaper Ed Student News	11/04/2018
Perie, Amy	Pathways Classroom Assistant	05/19/2019
Reed, Kaleb	Admissions Student Assistant	05/30/2019
Sherman, Olivier	Perkins Stdtd - John Deere	05/06/2018

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Starwalt, William	Newspaper Ed Student News	05/10/2019
Wild, Shirley	Adj Doc College Funded Instr	03/11/2018

College Work Studys

Ashcraft, Coartnee	College Work Study Early Childhood	05/10/2019
Bishop, Andrew	College Work Study Business	05/06/2019
Broce, Annaliese	College Work Study Printshop	05/21/2019
Brown, Jeannie	College Work Study Bookstore	01/13/2019
Flores-Beltran, A	College Work Study Dual Credit	05/10/2019
Fulk, India	College Work Study Counseling	05/10/2019
Goodwin, Mindy	College Work Study Early Childhood	05/10/2019
Hayward, Miranda	College Work Study Early Childhood	05/10/2019
Menna, Christina	College Work Study SSE	05/10/2019
Moody, Caleb	College Work Study Humanities	05/10/2019
Newkirk, Cindy	College Work Study Early Childhood	05/10/2010
Quast, Madison	College Work Study Early Childhood	05/10/2019
Spence, Kiley	College Work Study Early Childhood	05/10/2019
Strohl, Brittany	College Work Study Early Childhood	05/10/2019
Vail, Corey	College Work Study Business	05/06/2019
Wilson, Allison	College Work Study Math/Science	05/10/2019

Transfers/Promotions

Full-time

Ballard, Jasmine	Emergency Services Coordinator	08/12/2019
	Transferring from Part-time EMS Program Coordinator	
St. John, Daniel	Police Officer	09/23/2019
	Transferring from Part-time Police Officer	
Workman, Bethany	Simulation Lab Coordinator	08/05/2019
	Transferring from Part-time Allied Heath LPN Clinical Instr	
Zike, Philip	Microcomputer Support Specialist	07/16/2019

Full-time Grant Funded

Clarey, Amy	Alternative Education Caseworker	07/29/2019
	Transferring from Adjunct Faculty SSE	

Part-time

Hogan, Anne	Tutor - Associate - Learning Asst.	07/01/2019
	Transferring From – Tutor Student	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Absent: Student Trustee Kile.

Motion carried.

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Other Business. (Non-action)

Chair Reynolds announced that Dr. Bullock has been elected to serve on the Sarah Bush Lincoln Health System Board effective July 1, 2019. Additionally, Chair Reynolds said that Dr. Bullock has been elected by his peers as an officer of the Illinois Council of Community College Presidents. She said his term as an officer in the Presidents Council also began on July 1, 2019.

Trustee Wright requested that additional signage be placed by US Route 45 regarding the construction of an additional geothermal well field.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:29 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Mr. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

Kluthe Center

for Higher Education & Technology

Annual Report FY19

August 12, 2019



The Kluthe Center for Higher Education and Technology has completed 24 years of operation since opening in fall of 1995. Thousands of students in Effingham and surrounding communities have taken advantage of the educational opportunities at the Kluthe Center, completing classes, certificates and degrees at this facility as well as utilizing the services offered.

In addition to Lake Land having a physical presence in Effingham, college staff are also involved in local community activities, serving on boards and committees as well as volunteering for area events. Local businesses and medical facilities also provide internships and clinical experiences for Lake Land students.

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.

Kluthe Center Activities and News

- The college received notification from CAPTE (Commission on Accreditation in Physical Therapy Education) last November about the PTA accreditation site visit which was held in March 2018. The Lake Land PTA program received the maximum ten-year accreditation without any citations and had no progress reports to write.
- Several adult students enjoyed the two community learning oil and acrylic painting classes which were held at the Kluthe Center spring 2019.
- The Student Activity Board offers a variety of fun monthly events for students, ending the school year with a spring carnival/picnic.
- Campus police made monthly visits to the Kluthe Center during the school year.

- Three \$350 Kluthe Center Scholarships were awarded to Kluthe Center students during fall 2018. The scholarship recipients were Bayli Crain-AAS.ADN, John Hill-AA.SSW, and Taylor Rhodes-CRT.PN.

Shown with Kluthe Center faculty and staff are scholarship recipients, John Hill, Bayli Crain and Taylor Rhodes



- The Kluthe Center hosted a C.E.F.S. sign up event in 2018 for students who were enrolled in WIOA eligible training programs. Students were able to find out if they qualified for funding through C.E.F.S. and learned about other Lake Land assistance programs including Perkins, TRiO Student Services and the Work and Learn program.
- Lake Land College Day at the Kluthe Center for high school juniors was held in March with nearly 300 students attending. Students could choose from over 25 different sessions to attend. Invitations were sent to the six county high schools as well as the alternative high schools.
- Updates to the building and grounds include the following:
 - The addition of new security cameras which cover all entryways and interior hallways as well as the outside parking lot areas. The cameras can be monitored by the campus police and Kluthe Center staff.
 - Flowering plants were added to beautify the landscaping outside the front entry way and along the east side of the building.
 - Several classrooms received a fresh coat of paint this summer.
- Adult Ed offers GED and English as a Second Language classes for adults as well as Pathways Alternative classes for high school students at the Kluthe Center. During the past year, classes were also offered for computer training, a food service sanitation certificate and a basic welding certificate. These classes were free to adults who qualified.



Outside camera



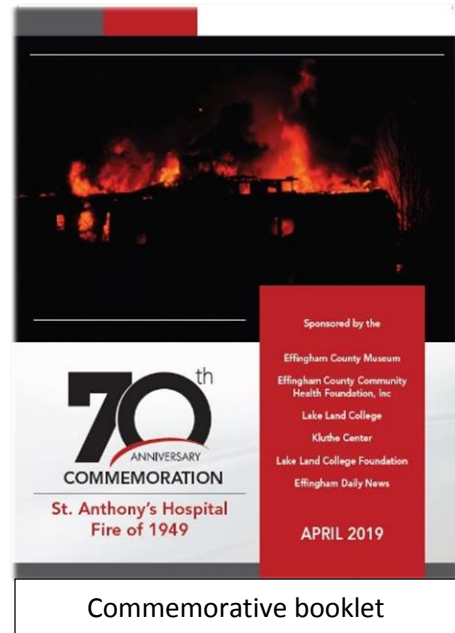
New landscaping

Community Partnerships

- The Kluthe Center is now a host site for I-CAR (Inter-Industry Conference on Auto Collision Repair) training sessions. I-CAR is a not-for-profit organization providing continuing education and training for auto collision repair technicians.
- The Effingham County Chamber of Commerce hosts Effingham County Manufacturing Day each October. Effingham County and area schools have the opportunity to tour two local manufacturers on this day. The college performs a significant role by assisting with the event planning, donating pens and bags for students, and supplying volunteers at the event. Last year, Michael Beavers, Technology Division Chair, was the keynote speaker after lunch to around 300 students.

- Activities with the Effingham County Cultural Center and Museum Association include the following:
 - During spring 2019, the Lake Land College Kluthe Center and Foundation collaborated with the ECCCMA to help sponsor a series of lectures about the 70th anniversary of St. Anthony's Hospital fire of 1949. Lake Land provided designing and printing services for the commemorative booklet which was given to all guests who attended the lectures.
 - The Kluthe Center and the ECCCMA also partnered to offer the 5th Annual Celebration of Lincoln and His Times, a historical presentation about the life of Abraham Lincoln. College history instructor, Mr. David Seiler, was one of the presenters.

- Nearly 200 "Holiday Mail for Heroes" cards were collected and sent to veterans through the American Red Cross.
- Kluthe students and staff participated in a food drive for a local food pantry before the holidays.
- The Effingham Regional Career Academy board and business partners recently held a strategic planning meeting to sharpen their implementation efforts as the construction timeline grows closer. Plans continue to progress with program and career development in the areas of advanced manufacturing, agriculture, healthcare, technology and transportation for high school students and adults. The college master facilities plan calls for construction of the Rural Development Technology Center next to the Kluthe Center. The 36,000 square-foot facility will serve as the permanent home for the ERCA. Construction is to begin in 2022.



Commemorative booklet



Effingham County FACE orchestra performs at Lincoln event



EFFINGHAM REGIONAL
CAREER ACADEMY

Enrollment at End of Term

FY18 ENROLLMENT IN AT LEAST ONE KLUTHE CENTER COURSE				
TERM	SU2018	FA2018	SP2019	TOTAL
HEADCOUNT	127	460	338	925
ENROLLED ONLY AT KLUTHE	86	161	116	363
FTE	41.1	225.3	177.0	443.4

FALL ENROLLMENT COMPARISONS				
TERM	FA2015	FA2016	FA2017	FA2018
HEADCOUNT	466	526	524	460
ENROLLED ONLY AT KLUTHE	196	238	205	161
FTE	228.5	249.5	283.6	225.3

MOST POPULAR PROGRAMS			
TERM		FA2017	FA2018
CERTIFICATE	PRACTICAL NURSING	20+12(T)*	23+7(T)*
	MASSAGE THERAPY	21	17
AAS	PHYSICAL THERAPIST ASSISTANT	45+5(T)*	41+6(T)*
	ASSOCIATE DEGREE NURSE	65+64(T)*	59+54(T)*
AA and AS	BUSINESS	47 (1)	28 (1)
	OTHER	10	15 (2)
	UNDECIDED	22 (2)	13 (3)
	PSYCHOLOGY	7	13 (3)
	PRE-NURSING	9	12
	CRIMINAL JUSTICE	14 (3)	11

*T = Track program

FISCAL YEAR ENROLLMENT COMPARISONS				
FISCAL YEAR	FY16	FY17	FY18	FY19
HEADCOUNT	1001	1080	1049	925
FTE	468.2	514.4	529.0	443.4

Calendar of Events

Fridays, May 17 - August 9, 2019	Energy Savings Summer Hours. College is Closed on Fridays.
Friday, August 16, 2019	Fall Opening Day Field House 7:30 a.m. – 10 a.m.
Thursday, September 5, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, September 9, 2019	1 p.m. Fall Board Retreat – Board & Administration Center 011 5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Friday, September 27, 2019 - Saturday, September 28, 2019	Lake Land College Homecoming Weekend for Homecoming Event Details Visit: https://www.lakelandcollege.edu/alumni/
Thursday, October 10, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, October 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 7, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, November 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 5, 2019	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 Luther Student Center Rededication 3 p.m. – 6:30 p.m. Open House 5:30 p.m. Rededication Ceremony
Monday, December 9, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Dec. 24, 2019 - Jan.1, 2020	College Closed for Holiday Break

Thursday, Jan. 2, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Friday, Jan. 10, 2020	Spring 2020 Opening Day
Monday, Jan. 13, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, Feb. 6, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, Feb. 10, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

SEPARATION AGREEMENT

This SEPARATION AGREEMENT (the "Agreement") is made and entered into between David Cox ("Cox") and Lake Land College District No. 517 (the "College").

WITNESSETH:

WHEREAS, Cox has been employed by the College since October 17, 2005 and is currently the Director of Alumni Relations and Annual Giving;

WHEREAS, the College's Administration will recommend to the Board that the College eliminate the Director of Alumni Relations and Annual Giving position for reduction-in-force ("RIF") reasons, effective August 12, 2019;

WHEREAS, if the Board approves the recommendation to eliminate the Director of Alumni Relations and Annual Giving position, Cox's employment with the College will terminate on August 12, 2019;

WHEREAS, Cox and the College are mutually agreeable to entering into this Agreement which confirms the terms and conditions of Cox's separation from the College and releases and waives any claims or other potential litigation between the parties.

NOW, THEREFORE, in consideration of the promises and mutual agreements of the parties hereto, it is hereby agreed by the College and Cox as follows:

SECTION 1. ELIMINATION OF POSITION

Effective August 12, 2019, the College's Administration will recommend to the Board that the Director of Alumni Relations and Annual Giving position be eliminated for reduction-in-force reasons. If the Board approves the recommendation, Cox will be dismissed from his employment as the Director of Alumni Relations and Annual Giving, effective August 12, 2019.

SECTION 2. OFFER AND ACCEPTANCE OF SEVERANCE PACKAGE

Cox was provided with a copy of this Agreement on July 23, 2019. Cox is hereby advised that the offer of a severance package, as set forth herein, will remain open until 12:00 p.m. on September 9, 2019. If Cox does not deliver a signed copy of this Agreement to the Human Resources Department located at 5001 Lake Land Blvd., Mattoon, Illinois 61938 on or before that date and time, this offer will be automatically withdrawn.

By execution of this Agreement, and subject to Section 5(e) of this Agreement, Cox accepts the severance package offered by the College as a result of the decision to eliminate the Director of Alumni Relations and Annual Giving position.

SECTION 3. SEVERANCE PACKAGE/CONSIDERATION

In exchange solely for the covenants, promises and considerations made by Cox in this Agreement, the College agrees as follows:

- (a) To pay Cox a lump sum payment in the amount of Eighteen Thousand One Hundred Seventy-One Dollars and Two Cents (\$18,171.02), which is an amount based on Cox's thirteen (13) full years of College service and equal to thirteen (13) weeks of salary at Cox's last annual salary rate. Such wage payment shall be subject to all payroll taxes and other legally required withholdings, but Cox will not perform services to the College in connection with this payment. The severance payment will be reported on a Form W-2.

The College and Cox understand and agree that Cox is not otherwise entitled to said severance payment except as provided for in this Agreement. This payment shall be issued to Cox between 15 and 31 calendar days after the occurrence of all the following events, whichever occurs on the latest date: (i) execution of the Agreement by Cox; (ii) approval and execution of the Agreement by the Board; (iii) termination of the "ADEA Effective Date" discussed in Section 5 of this Agreement; and (iv) issuance of Cox's final paycheck in connection with his employment as the Director of Alumni Relations and Annual Giving.

- (b) Provided Cox elects COBRA Continuation Coverage through the College for health and/or dental insurance, the College will pay the employer share of the COBRA premium(s) for the elected coverage on behalf of Cox for a period of three (3) months immediately after Cox and the Board's execution of this Agreement and expiration of the "ADEA Effective Date". During this 3-month period, Cox is responsible for any amount of the COBRA premium which exceeds the employer share. Prior to and after the 3-month period, Cox will be solely responsible for any and all COBRA premium payments. If Cox becomes eligible for health insurance coverage based on new employment during this 3-month period, he will immediately notify the College and COBRA premium payments by the College under this paragraph will cease.
- (c) To waive tuition at the College for a period of two (2) academic years for Cox and/or his eligible dependent(s), subject to the conditions set forth in Board Policy 05.23, "Tuition Waivers".

SECTION 4. RELEASE AND WAIVER OF CLAIMS

In exchange solely for the covenants, promises and considerations made by the College in this Agreement:

Cox, his heirs, administrators, agents, representatives and assignees, to the extent permitted by law, releases, waives and forever discharges the College and the College's Foundation, their respective members, officers, employees, representatives, agents, attorneys, assignees, successors, and insurers from any and all claims, demands,

actions, grievances, charges, complaints, lawsuits, damages (including but not limited to compensatory, exemplary and/or punitive damages, etc.), or causes of action, including any and all costs, expenses, and attorneys' fees, and any and all other demands which Cox may have against the College and/or the Foundation, whether known or unknown, asserted or unasserted, arising out of his employment with the College as the Director of Alumni Relations and Annual Giving, the reduction-in-force elimination of this position, or this Agreement, except for the implementation of its terms and conditions, including, but not limited to, all claims of discrimination, retaliation, harassment, tort, or any other claims based on violation of any local, city, state, or federal laws, regulations, ordinances, constitutional provisions, public policy, common law, personnel or Board policy or handbook, collective bargaining agreement, or other contract with the College. Cox also releases, waives and forever discharges the College and/or the Foundation from any and all claims of continued employment after August 12, 2019.

Nothing herein prohibits Cox from reporting good faith allegations of unlawful conduct to federal, state or local officials or agencies for investigation, participating in any appropriate federal, State or local government agency enforcing discrimination laws, making any truthful statement or disclosure required by law, regulation or legal process, or requesting/receiving confidential legal advice. However, Cox may not accept any money or anything of economic value as a result of his reporting, participation, or making any truthful statement or disclosure, as described herein. Cox further agrees that, if any of the claims lawfully released under the terms of this Agreement are brought on Cox's behalf or for his benefit in a court or administrative agency, Cox will not accept any award or money or other damages, including but not limited to attorney's fees, as a result of the claim.

SECTION 5. RELEASE FROM AGE DISCRIMINATION CLAIM

The College hereby advises Cox to consult with an attorney prior to executing this Agreement. Cox acknowledges that he has been given the opportunity to consult with, or has consulted with, an attorney prior to executing this Agreement and relinquishes and waives all legal and equitable remedies provided under the *Age Discrimination in Employment Act*, as amended, 29 U.S.C. §621 *et seq.*, that he may have against the College and/or the College's Foundation, their respective members, officers, employees, representatives, agents, attorneys, assignees, successors and insurers. Further, Cox acknowledges that he has been informed of and understands all rights and claims pursuant to the *Older Worker's Benefit Protection Act of 1990*, P.L. 101-433, including the following:

- (a) By virtue of entering into this Agreement, Cox does not waive any rights or claims that may arise after the date of execution of this Agreement;
- (b) Cox waives his rights and claims only in exchange for consideration in addition to anything in value to which he already is entitled to arising out of his employment relationship with the College;
- (c) On July 23, 2019, the date the College presented Cox with this Agreement, he also received written notice of the following information:
 - i. individuals covered by the College's reduction-in-force program ("RIF program");

- ii. eligibility factors for the RIF program;
 - iii. the time limits applicable to the RIF program;
 - iv. ages and job titles of all individuals selected for the RIF program; and
 - v. ages and job titles of all individuals in the same job classification or organizational unit who are not eligible for or selected for the RIF program.
- (d) Cox has forty-five (45) days within which to consider this Agreement prior to execution. Cox may elect to sign this Agreement prior to the expiration of this 45-day review period, which will terminate such review period and commence Cox's seven-day revocation period, as defined in subsection (e) of this paragraph; and
- (e) For a period of seven (7) days following the execution of this Agreement, Cox may revoke this Agreement and the Agreement shall not become effective or enforceable until the revocation period has expired. The eighth day following Cox's execution of this Agreement shall be the "ADEA Effective Date" of this Agreement.

If a court of competent jurisdiction declares that this age discrimination waiver is invalid, unenforceable, or ineffective, the age discrimination waiver shall be deemed severable, and all other provisions, terms, and clauses of this Agreement shall remain valid and binding.

SECTION 6. RETURN OF PROPERTY AND OTHER INFORMATION

Cox agrees to return immediately all property of the College or Foundation in his possession, including but not limited to, all keys, as well as financial information, donor information, documents, papers, contact/donor lists, files, notebooks, records, computer software or hardware, and any material which relates to or contains information belonging to the College in connection with his employment as the Director of Alumni Relations and Annual Giving, and he agrees not to retain any copies thereof.

Cox acknowledges that he has received information covered by the College's College Records policy (11.08), its Security of Critical and Sensitive Information policy (11.28), and its Confidential and Sensitive Information Guide. Cox acknowledges that he is familiar with these policies and guidelines and, to the extent permissible by law, agrees to continue to protect and safeguard confidential and sensitive information which he had access to during the course of his employment.

SECTION 7. EMPLOYMENT REFERENCES

Any requests for employment references will be directed to the Human Resources department. The Director or designee will respond to any such requests by solely providing Cox's dates of employment, job position held, last salary, date of separation, and that he was released from employment as a result of a reduction in force.

SECTION 8. NON-DISPARAGEMENT

Cox agrees that he will not make, either personally or through an agent or other person, any derogatory or disparaging oral or written statements regarding the College to anyone other than his spouse, legal advisor or as otherwise required by law.

SECTION 9. ENFORCEMENT

Cox understands and agrees that if he, or anyone acting on his behalf, breaches or threatens to breach any covenant contained in this Agreement, the College will be entitled to seek from any court of competent jurisdiction injunctive and/or such other appropriate relief, including but not limited to monetary damages, attorney's fees and costs.

SECTION 10. EFFECT OF AGREEMENT

This Agreement shall inure to the benefit of the College and Cox and shall bind the College and Cox, their agents, representatives, assignees, and successors.

SECTION 11. COMPLETE UNDERSTANDING

This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties related to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, expressed or implied, between them other than as herein set forth.

SECTION 12. SEVERABILITY

If any of the provisions, terms, or clauses of this Agreement are declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, those provisions, terms, or clauses shall be deemed severable, and all other provisions, terms, or clauses of this Agreement shall remain valid and binding upon all the parties hereto.

SECTION 13. AMENDMENT OF AGREEMENT

Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

SECTION 14. ADVICE OF COUNSEL

The parties have had an opportunity to consult with legal counsel regarding the terms of this Agreement and the legal liabilities of the parties, if desired.

SECTION 15. VOLUNTARY NATURE OF AGREEMENT

The parties agree that they are freely, knowingly, voluntarily, and without duress, coercion, or undue influence signing this Agreement. The parties agree that they intend to be legally bound by the terms of this Agreement.

SECTION 16. CHOICE OF LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Illinois to the extent applicable. In the event of the institution of any legal proceedings, the parties hereto agree that jurisdiction and venue shall be vested in any federal or state court located in the State of Illinois and that venue, for all purposes, shall be in Coles County, Illinois.

SECTION 17. SIGNATURE IN COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

_____, 2019
Date

David Cox

**Board of Trustees of Lake Land
College District No. 217**

_____, 2019
Date

By: _____
Chair

ATTEST:

_____, 2019
Date

By: _____
Secretary

SEPARATION AGREEMENT

This SEPARATION AGREEMENT (the "Agreement") is made and entered into between Paula Rosine ("Rosine") and Lake Land College District No. 517 (the "Board" or the "College").

WITNESSETH:

WHEREAS, Rosine has been employed by the College since July 1, 2001 and is currently the Director of Foundation Operations;

WHEREAS, the College's Administration will recommend to the Board that the College eliminate the Director of Foundation Operations position for reduction-in-force ("RIF") reasons, effective August 12, 2019;

WHEREAS, if the Board approves the recommendation to eliminate the Director of Foundation Operations position, Rosine's full-time employment with the College will terminate on August 12, 2019;

WHEREAS, Rosine is also employed by the College on a part-time basis as an adjunct faculty member. Rosine's employment in this part-time capacity is not impacted in any way by the elimination of the Director of Foundation Operations position;

WHEREAS, Rosine and the College are mutually agreeable to entering into this Agreement which confirms the terms and conditions of Rosine's separation from the College and releases and waives any claims or other potential litigation between the parties.

NOW, THEREFORE, in consideration of the promises and mutual agreements of the parties hereto, it is hereby agreed by the College and Rosine as follows:

SECTION 1. ELIMINATION OF POSITION

Effective August 12, 2019, the College's Administration will recommend to the Board that the Director of Foundation Operations position be eliminated for reduction-in-force reasons. If the Board approves the recommendation, Rosine will be dismissed from her employment as the Director of Foundation Operations, effective August 12, 2019.

SECTION 2. OFFER AND ACCEPTANCE OF SEVERANCE PACKAGE

Rosine was provided with a copy of this Agreement on July 23, 2019. Rosine is hereby advised that the offer of a severance package, as set forth herein, will remain open until

12:00 p.m. on September 9, 2019. If Rosine does not deliver a signed copy of this Agreement to the Human Resources Department located at 5001 Lake Land Blvd., Mattoon, Illinois 61938 on or before that date and time, this offer will be automatically withdrawn.

By execution of this Agreement, and subject to Section 5(e) of this Agreement, Rosine accepts the severance package offered by the College as a result of the decision to eliminate the Director of Foundation Operations position.

SECTION 3. SEVERANCE PACKAGE/CONSIDERATION

In exchange solely for the covenants, promises and considerations made by Rosine in this Agreement, the College agrees as follows:

- (a) To pay Rosine a lump sum payment in the amount of Eighteen Thousand Three Hundred Seventy-Four Dollars and Forty Cents (\$18,374.40), which is an amount based on Rosine's eighteen (18) full years of College service and equal to eighteen (18) weeks of salary at Rosine's last annual salary rate. Such wage payment shall be subject to all payroll taxes and other legally required withholdings, but Rosine will not perform services to the College in connection with this payment. The severance payment will be reported on a Form W-2.

The College and Rosine understand and agree that Rosine is not otherwise entitled to said severance payment except as provided for in this Agreement. This payment shall be issued to Rosine between 15 and 31 calendar days after the occurrence of all of the following events, whichever occurs on the latest date: (i) execution of the Agreement by Rosine; (ii) approval and execution of the Agreement by the Board; (iii) termination of the "ADEA Effective Date" discussed in Section 5 of this Agreement; and (iv) issuance of Rosine's final paycheck in connection with her employment as the Director of Foundation Operations.

- (b) Provided Rosine elects COBRA Continuation Coverage through the College for health and/or dental insurance, the College will pay the employer share of the COBRA premium(s) for the elected coverage on behalf of Rosine for a period of three (3) months immediately after Rosine and the Board's execution of this Agreement and expiration of the "ADEA Effective Date". During this 3-month period, Rosine is responsible for any amount of the COBRA premium which exceeds the employer share. Prior to and after the 3-month period, Rosine will be solely responsible for any and all COBRA premium payments. If Rosine becomes eligible for health insurance coverage based on new employment during this 3-month period, she will immediately notify the College and COBRA premium payments by the College under this paragraph will cease.
- (c) To waive tuition at the College for a period of two (2) academic years for Rosine and/or her eligible dependent(s), subject to the conditions set forth in Board Policy 05.23, "Tuition Waivers".

SECTION 4. RELEASE AND WAIVER OF CLAIMS

In exchange solely for the covenants, promises and considerations made by the College in this Agreement:

Rosine, her heirs, administrators, agents, representatives and assignees, to the extent permitted by law, releases, waives and forever discharges the College and the College's Foundation, their respective members, officers, employees, representatives, agents, attorneys, assignees, successors, and insurers from any and all claims, demands, actions, grievances, charges, complaints, lawsuits, damages (including but not limited to compensatory, exemplary and/or punitive damages, etc.), or causes of action, including any and all costs, expenses, and attorneys' fees, and any and all other demands which Rosine may have against the College and/or the Foundation whether known or unknown, asserted or unasserted, arising out of her full-time employment with the College as the Director of Foundation Operations, the reduction-in-force elimination of this position, or this Agreement, except for the implementation of its terms and conditions, including, but not limited to, all claims of discrimination, retaliation, harassment, tort, or any other claims based on violation of any local, city, state, or federal laws, regulations, ordinances, constitutional provisions, public policy, common law, personnel or Board policy or handbook, collective bargaining agreement, or other contract with the College. Rosine also releases, waives and forever discharges the College and/or the Foundation from any and all claims of continued full-time employment after August 12, 2019.

Nothing herein prohibits Rosine from reporting good faith allegations of unlawful conduct to federal, state or local officials or agencies for investigation, participating in any appropriate federal, State or local government agency enforcing discrimination laws, making any truthful statement or disclosure required by law, regulation or legal process, or requesting/receiving confidential legal advice. However, Rosine may not accept any money or anything of economic value as a result of her reporting, participation, or making any truthful statement or disclosure, as described herein. Rosine further agrees that, if any of the claims lawfully released under the terms of this Agreement are brought on Rosine's behalf or for her benefit in a court or administrative agency, Rosine will not accept any award of money or other damages, including but not limited to attorney's fees, as a result of the claim.

SECTION 5. RELEASE FROM AGE DISCRIMINATION CLAIM

The College hereby advises Rosine to consult with an attorney prior to executing this Agreement. Rosine acknowledges that she has been given the opportunity to consult with, or has consulted with, an attorney prior to executing this Agreement and relinquishes and waives all legal and equitable remedies provided under the *Age Discrimination in Employment Act*, as amended, 29 U.S.C. §621 *et seq.*, that she may have against the College and/or the College's Foundation, their respective members, officers, employees, representatives, agents, attorneys, assignees, successors, and insurers. Further, Rosine acknowledges that she has been informed of and understands all rights and claims pursuant to the *Older Worker's Benefit Protection Act of 1990*, P.L. 101-433, including the following:

- (a) By virtue of entering into this Agreement, Rosine does not waive any rights or claims that may arise after the date of execution of this Agreement;
- (b) Rosine waives her rights and claims only in exchange for consideration in addition to anything in value to which she already is entitled to arising out of her employment relationship with the College;

- (c) On July 23, 2019, the date the College presented Rosine with this Agreement, she also received written notice of the following information:
- i. individuals covered by the College's reduction-in-force program ("RIF program");
 - ii. eligibility factors for the RIF program;
 - iii. the time limits applicable to the RIF program;
 - iv. ages and job titles of all individuals selected for the RIF program; and
 - v. ages and job titles of all individuals in the same job classification or organizational unit who are not eligible for or selected for the RIF program.
- (d) Rosine has forty-five (45) days within which to consider this Agreement prior to execution. Rosine may elect to sign this Agreement prior to the expiration of this 45-day review period, which will terminate such review period and commence Rosine's seven-day revocation period, as defined in subsection (e) of this paragraph; and
- (e) For a period of seven (7) days following the execution of this Agreement, Rosine may revoke this Agreement and the Agreement shall not become effective or enforceable until the revocation period has expired. The eighth day following Rosine's execution of this Agreement shall be the "ADEA Effective Date" of this Agreement.

If a court of competent jurisdiction declares that this age discrimination waiver is invalid, unenforceable, or ineffective, the age discrimination waiver shall be deemed severable, and all other provisions, terms, and clauses of this Agreement shall remain valid and binding.

SECTION 6. RETURN OF PROPERTY AND OTHER INFORMATION

Rosine agrees to return immediately all property of the College or Foundation in her possession, including but not limited to, all keys, as well as financial information, student information, documents, papers, contact/donor lists, files, notebooks, records, computer software or hardware, and any material which relates to or contains information belonging to the College in connection with her employment as the Director of Foundation Operations, and she agrees not to retain any copies thereof. The College will reissue for her use any keys or property relevant to her part-time position as an adjunct faculty member at the College.

Rosine acknowledges that she has received information covered by the College's College Records policy (11.08), its Security of Critical and Sensitive Information policy (11.28), and its Confidential and Sensitive Information Guide. Rosine acknowledges that she is familiar with these policies and guidelines and, to the extent permissible by law, agrees to continue to protect and safeguard confidential and sensitive information which she had access to during the course of her employment.

SECTION 7. EMPLOYMENT REFERENCES

Any requests for employment references will be directed to the Human Resources department. The Director or designee will respond to any such requests by solely providing Rosine's dates of employment, job position held, last salary, date of separation, and that she was released from employment as the Director of Foundation Operations as a result of a reduction in force.

SECTION 8. NON-DISPARAGEMENT

Rosine agrees that she will not make, either personally or through an agent or other person, any derogatory or disparaging oral or written statements regarding the College to anyone other than her spouse, legal advisor or as otherwise required by law.

SECTION 9. ENFORCEMENT

Rosine understands and agrees that if she, or anyone acting on her behalf, breaches or threatens to breach any covenant contained in this Agreement, the College will be entitled to seek from any court of competent jurisdiction injunctive and/or such other appropriate relief, including but not limited to monetary damages, attorney's fees and costs.

SECTION 10. EFFECT OF AGREEMENT

This Agreement shall inure to the benefit of the College and Rosine and shall bind the College and Rosine, their agents, representatives, assignees, and successors.

SECTION 11. COMPLETE UNDERSTANDING

This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties related to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, expressed or implied, between them other than as herein set forth.

SECTION 12. SEVERABILITY

If any of the provisions, terms, or clauses of this Agreement are declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, those provisions, terms, or clauses shall be deemed severable, and all other provisions, terms, or clauses of this Agreement shall remain valid and binding upon all the parties hereto.

SECTION 13. AMENDMENT OF AGREEMENT

Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

SECTION 14. ADVICE OF COUNSEL

The parties have had an opportunity to consult with legal counsel regarding the terms of this Agreement and the legal liabilities of the parties, if desired.

SECTION 15. VOLUNTARY NATURE OF AGREEMENT

The parties agree that they are freely, knowingly, voluntarily, and without duress, coercion, or undue influence signing this Agreement. The parties agree that they intend to be legally bound by the terms of this Agreement.

SECTION 16. CHOICE OF LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Illinois to the extent applicable. In the event of the institution of any legal proceedings, the parties hereto agree that jurisdiction and venue shall be vested in any federal or state court located in the State of Illinois and that venue, for all purposes, shall be in Coles County, Illinois.

SECTION 17. SIGNATURE IN COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

_____, 2019
Date

Paula Rosine

**Board of Trustees of Lake Land
College District No. 217**

_____, 2019
Date

By: _____
Chair


ATTEST:

_____, 2019
Date

By: _____
Secretary

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: August 5, 2019

RE: June 2019 Financial Statement and Fiscal Year 2019 Summary

Outlined below are the budgetary variances of note for the month of June 2019 and a summary of the FY2019 year-end financials:

June Revenue and Expenditure Variances:

- *Revenue* – Total June revenue was \$914,265 resulting in an unfavorable variance of \$393,573 for the month of June. This unfavorable variance is a result of recording bad debt in other revenue. While we still we seek to go after this debt, for balance sheet purposes it is being recorded as bad debt.
- *Expenditures* – Total June expenditures were \$2,843,594 resulting in an overall favorable variance of \$1,728,392 for the month of June. This is primarily due to not expending contingency funds or other excess funds during the final month of the fiscal year.

Outlined below is the recap for Fiscal Year 2019 activities:

Revenue Variances:

- *Local Sources* – Total FY2019 revenues were \$8,866,054 resulting in an unfavorable variance of \$476,668 compared to the budgeted forecast. This variance was driven by the budget being derived based on total EAV rather than the rate setting EAV. As compared to FY2018, local source revenue increased by \$119,588.
- *ICCB Credit Hour Grant* – Total FY2019 revenues were \$4,464,332 resulting in a favorable variance of \$142,482. As compared to FY2018, credit hour reimbursement increased by \$403,988.
- *ICCB Equalization Grant* – Total FY2019 revenues were \$5,914,615, which was right in line with the budgeted allocation for this source. As compared to FY2018, equalization payments increased by \$1,235,295.

- *Other State Sources* - Total FY2019 revenues were \$1,046,600 resulting in a slight unfavorable variance of \$3,957. As compared to FY2018, other state source funding increased by \$81,239.
- *Tuition* – Total FY2019 revenues were \$9,505,649 resulting in a slight unfavorable variance of \$3,016 for the year. As compared to FY2018, tuition revenue decreased by \$786,008.
- *Fees* - Total FY2019 revenues were \$4,048,772 resulting in a favorable variance of \$23,278 for the year. As compared to FY2018, fee revenue increased by \$914,343.
- *Other Revenue* – Total FY2019 revenues were \$936,851 resulting in an unfavorable variance of \$226,421 for the year. As compared to FY2018, the revenue is a decrease of \$616,308.
- Overall, actual FY2019 revenue received was \$35,026,024 resulting in an unfavorable variance of \$298,135 as compared to the \$35,324,159 budgeted level. As compared to revenue received in FY2018, revenue was up by \$1,422,181.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, we expended a total of \$17,631,843 in salary and wages for FY2019. This resulted in an overall favorable variance for the year of \$358,613 in this line. As compared to FY2018, salary & wage expenditures increased by \$661,603.
- *Employee Benefits (overall)* – Overall, we expended a total of \$3,963,296 in employee benefits for FY2019. This resulted in an overall favorable variance for the year of \$119,122 in this line. As compared to FY2018, employee benefit costs increased by \$294,792.
- *Instructional* – This area had a total favorable variance for the year in the amount of \$685,353. As compared to FY2018, total spending in this area increased by \$536,994.
- *Academic Support* – This area had a total favorable variance for the year in the amount of \$30,938. As compared to FY2018, total spending in this area actually decreased by \$3,088.
- *Student Services* – This area had a total favorable variance for the year in the amount of \$159,256. As compared to FY2018, total spending in this area decreased by \$55,844.
- *Public Service/Continuing Education* – This area had a total unfavorable variance for the year in the amount of \$26,510. This was due to an unfavorable variance in salaries of \$38,413 and recording a gift in kind contribution, which also had an offsetting revenue recording. As compared to FY2018, total spending in this area decreased by \$13,910.

- *Operations & Maintenance* – This area had a total unfavorable variance for the year in the amount of \$23,363. \$544,988 was unfavorable in Capital Outlay due to various campus improvement projects that were initiated in FY2019. As compared to FY2018, total spending in this area increased by \$632,348.
- *Institutional Support* – This area ended FY2019 with a total favorable variance of \$2,958,220 with nearly \$2.5 million being attributed to unutilized funds budgeted for fund balance, contingency budgets, and other. As compared to FY2018, total spending in this area increased by \$1,461,627.
- *Scholarships, Grants, Waivers* – this shows an overall favorable variance of \$382,096 for FY2019. As compared to FY2018, total spending in this area actually decreased by \$1,721.
- *Transfers Out* – The fund transfers out of Fund 1 to cover operating costs in other college funds totaled \$1,263,017. This resulted in a favorable variance of \$162,041 compared to the budgeted amount for FY2019. As compared to FY2018, total transfers out increased by \$25,171.
- Overall actual FY2019 expenditures were \$29,733,111 resulting in a favorable variance of \$4,165,990 as compared to the \$33,899,101 budgeted level. As compared to FY2018 total expenditures increased by \$2,556,406.

In summary, the \$4,165,990 favorable variance in expenditures combined with the \$162,041 favorable variance in transfers out and the \$298,135 unfavorable variance in revenue allows the college to dedicate \$4,029,896 into fund balance for the year.

The corresponding monthly financial spreadsheets include a summary of all operational expenditures for FY2019 as compared to budgeted amounts, a salary and benefits summary, and FY2019 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.

Jun-19

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget	Previous YTD	FY18 Final Audited Numbers	FY19 Annual Budget
-	30,000	(30,000)	Revenues:							
360,016	207,947	152,069	Local Sources	8,866,054	9,342,722	(476,668)	-5.10%	8,349,662	8,746,466	9,342,722
492,880	492,884	(4)	ICCB Credit Hour Grant	4,464,332	4,321,850	142,482	3.30%	4,060,344	4,060,344	4,321,850
406,290	477,500	(71,210)	ICCB Equalization Grant	5,914,616	5,914,815	-	0.00%	4,679,320	4,679,320	5,914,615
(1,477)	-	(1,477)	Other State Sources	1,046,600	1,050,557	(3,957)	-0.38%	1,314,488	965,361	1,050,557
(2,317)	(64)	(1,477)	Tuition	9,502,633	9,505,649	(3,016)	-0.03%	9,627,362	10,288,641	9,505,649
(424,667)	99,571	(524,138)	Fees	4,048,772	4,025,494	23,278	0.58%	3,977,316	3,134,429	4,025,494
83,440	-	83,440	Other Revenue	936,851	1,163,272	(226,421)	-19.46%	1,262,256	1,553,159	1,163,272
914,265	1,307,838	(393,573)	Gift in Kind	246,168	-	246,168	100.00%	312,538	176,123	-
			Total Revenues	36,826,024	35,324,159	(298,136)	1	33,583,287	33,603,843	35,324,159
			Expenditures:							
			Instructional							
(19,824)	199,938	219,762	Salary and Wages	10,929,077	10,971,545	42,468	-0.39%	10,636,511	10,677,244	10,971,545
249,620	570,599	320,979	Employee Benefits	2,188,248	2,457,938	271,690	11.05%	1,994,991	1,994,797	2,457,938
45,642	41,236	(4,406)	Contractual Services	372,698	555,998	183,298	32.97%	349,465	533,420	555,998
67,757	22,402	(45,355)	General Materials and Supplies	532,475	725,425	192,950	26.60%	472,533	289,343	725,425
11,652	6,172	(5,480)	Travel and Meeting Expenses	52,579	145,996	93,417	63.99%	38,819	38,819	145,996
6,994	1,313	(5,681)	Fixed Charges	48,473	72,225	23,752	32.89%	44,628	44,528	72,225
-	2,100	2,100	Capital Outlay	2,989	35,525	32,536	91.64%	6,278	6,278	35,525
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	164,778	-	(154,778)	100.00%	157,875	157,875	-
361,841	843,760	481,919	Total Instructional	14,279,297	14,964,650	685,353	4.58%	13,701,000	13,742,303	14,964,650
			Academic Support							
16,800	23,788	6,988	Salary and Wages	336,719	372,603	35,884	9.63%	375,251	353,823	372,603
10,292	6,451	(3,841)	Employee Benefits	81,061	74,498	(6,563)	-8.11%	91,670	91,670	74,498
-	2,000	2,000	Contractual Services	539	2,515	1,976	78.55%	1,640	1,640	2,515
7,317	690	(6,627)	General Materials and Supplies	199,377	214,490	15,113	7.05%	191,973	191,208	214,490
570	-	(570)	Travel and Meeting Expenses	28,178	11,250	(16,928)	-150.47%	10,374	10,374	11,250
-	-	-	Fixed Charges	4,693	6,200	1,507	24.30%	4,990	4,990	6,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	50	-	(50)	100.00%	-	-	-
34,980	32,929	(2,051)	Total Academic Support	650,618	681,556	30,938	4.54%	675,899	653,706	681,556
			Student Services							
79,450	109,648	30,198	Salary and Wages	1,434,922	1,588,486	153,564	9.67%	1,475,255	1,506,738	1,588,486
52,301	34,987	(17,314)	Employee Benefits	410,567	402,438	(8,129)	-2.02%	405,900	405,900	402,438
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	9,322	9,322
28,856	1,748	(27,108)	General Materials and Supplies	86,793	100,414	13,621	13.56%	84,564	84,508	100,414
13,920	1,660	(10,260)	Travel and Meeting Expenses	34,898	35,097	199	0.57%	25,871	25,928	35,097
-	-	-	Other Expenditures	7,500	7,500	-	0.00%	7,450	7,450	7,500
172,527	148,043	(24,484)	Total Student Services	1,984,001	2,143,257	159,256	7.43%	2,008,362	2,039,845	2,143,257
			Public Service/Cont Ed							
47,792	40,291	(7,501)	Salary and Wages	387,605	349,192	(38,413)	-11.00%	373,460	380,822	349,192
6,868	4,702	(2,166)	Employee Benefits	63,295	54,276	(9,019)	-16.62%	58,911	58,911	54,276
1,887	1,000	(887)	Contractual Services	42,987	46,753	3,766	8.06%	37,597	37,597	46,753
11,131	6,531	(4,600)	General Materials and Supplies	89,658	115,148	25,490	22.14%	117,358	117,363	115,148
984	283	(701)	Travel and Meeting Expenses	5,034	4,398	(636)	-14.47%	4,086	4,086	4,398
12,924	12,777	(147)	Fixed Charges	152,695	152,898	203	0.13%	152,456	152,456	152,898
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	GIK	7,900	-	(7,900)	100.00%	11,850	11,850	-
81,886	65,584	(16,002)	Total Public Service/ Cont Ed	749,175	722,665	(26,510)	-3.67%	755,717	763,084	722,665
			Operations & Maintenance							
112,554	149,661	37,107	Salary and Wages	941,973	1,298,144	356,171	27.44%	985,491	988,614	1,298,144
39,618	28,454	(11,164)	Employee Benefits	318,869	330,424	11,555	3.50%	303,764	303,764	330,424
18,740	12,305	(6,435)	Contractual Services	240,116	213,735	(26,381)	-12.34%	187,349	187,349	213,735
34,980	14,241	(20,739)	General Materials and Supplies	235,062	255,095	20,033	7.85%	175,110	175,110	255,095
-	-	-	Travel and Meeting Expenses	374	250	(124)	-49.72%	-	-	250
6,734	9,943	3,209	Fixed Charges	151,846	205,600	53,754	26.14%	158,202	235,767	205,600
86,526	99,624	13,098	Utilities	1,072,435	1,195,492	123,057	10.29%	1,059,158	1,059,158	1,195,492
342,594	-	(342,594)	Capital Outlay	559,988	15,000	(544,988)	-363.25%	19,994	19,994	15,000
-	65,000	65,000	Contingency Funds	-	65,000	65,000	100.00%	-	-	65,000
81,440	-	(81,440)	Gift in Kind	81,440	-	(81,440)	100.00%	77,565	-	-
723,188	379,228	(343,960)	Total Operation and Maint	3,602,103	3,578,740	(23,363)	(34)	2,966,633	2,969,756	3,578,740
			Institutional Support							
722,168	394,163	(328,005)	Salary and Wages	3,601,547	3,410,486	(191,061)	-5.60%	3,062,999	3,062,999	3,410,486
118,813	64,473	(54,340)	Employee Benefits	903,256	762,845	(140,411)	-18.41%	812,547	813,463	762,845
61,594	3,129	(58,415)	Contractual Services	650,525	648,763	(1,762)	-0.27%	461,431	461,431	648,763
152,433	17,327	(135,106)	General Materials and Supplies	1,142,223	1,809,038	666,815	36.86%	712,824	757,825	1,809,038
16,784	16,125	(659)	Travel and Meeting Expenses	104,691	136,865	32,174	23.51%	73,545	73,545	136,865
2,945	8,155	5,210	Fixed Charges	230,167	224,300	(5,867)	-2.62%	211,204	211,204	224,300
-	3,700	3,700	Capital Outlay	52,200	42,616	(9,584)	-22.49%	130,764	130,764	42,616
225,955	1,190,742	964,787	Contingency Funds	336,519	1,498,676	1,162,157	77.55%	75,641	75,641	1,498,676
85,272	1,404,578	1,319,306	Other	328,836	1,704,578	1,375,742	80.71%	335,091	335,091	1,704,578
83,405	-	(83,405)	Strategic Initiatives	329,983	400,000	70,017	17.50%	278,109	278,109	400,000
-	-	-	Gifts in Kind	-	-	-	0.00%	63,248	18,248	-
1,469,367	3,102,442	1,633,075	Total Institutional Support	7,679,947	10,638,167	2,958,220	2	6,217,404	6,218,320	10,638,167
108	-	(108)	Scholarships, grants, waivers	787,970	1,170,066	382,096	32.66%	789,691	789,691	1,170,066
2,843,594	4,571,986	1,728,392	Total Expenditures	29,733,111	33,899,101	4,165,990	12.29%	27,114,707	27,176,705	33,899,101
(1,929,329)	(3,264,148)	(2,121,966)	Revenue Less Expenditures	5,292,913	1,425,058	3,867,855	1	6,468,580	6,427,138	1,425,058
1,263,017	1,425,058	162,041	Transfers Out:	1,263,017	1,425,058	162,041	11.37%	1,233,704	1,237,846	1,425,058
(3,192,346)	(4,689,206)	(2,284,006)	Excess of Revenues over Expenditures & Transfers	4,029,896	-	4,029,896	1	5,234,876	5,189,292	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance		
958,940.48	917,489.00	(41,451.48)	Salary and Wages	17,631,842.95	17,990,456.00	358,613.05	16,970,239.69	661,603.26
477,512.01	709,666.00	232,153.99	Employee Benefits	3,963,296.10	4,082,419.00	119,122.90	3,668,504.17	294,791.93
127,862.69	59,720.00	(68,142.69)	Contractual Services	1,316,187.52	1,477,084.00	160,896.48		
302,473.95	62,939.00	(239,534.95)	General Materials and Supplies	2,285,587.51	3,219,610.00	934,022.49		
41,910.23	24,240.00	(17,670.23)	Travel and Meeting Expenses	225,754.87	333,856.00	108,101.13		
29,597.15	32,188.00	2,590.85	Fixed Charges	587,874.33	661,223.00	73,348.67		
86,525.99	99,624.00	13,098.01	Utilities	1,072,434.62	1,195,492.00	123,057.38		
342,594.32	5,800.00	(336,794.32)	Capital Outlay	615,157.24	93,141.00	(522,016.24)		
225,954.55	1,190,742.00	964,787.45	Contingency Funds	336,519.10	1,498,676.00	1,162,156.90		
85,271.62	1,404,578.00	1,319,306.38	Other Expenditures	344,285.85	1,712,078.00	1,367,792.15		
2,678,642.99	4,506,986.00	1,828,343.01	Total	28,378,940.09	32,264,035.00	3,885,094.91		

Lake Land College
FY2019 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$10,929,077	\$10,971,545	\$42,468	\$10,971,545	\$10,929,077	\$10,971,545	\$42,468
Salary and Wages - Acad. Support	\$336,719	\$372,603	\$35,884	\$372,603	\$336,719	\$372,603	\$35,884
Salary and Wages - Stud. Svcs	\$1,434,922	\$1,588,486	\$153,564	\$1,588,486	\$1,434,922	\$1,588,486	\$153,564
Salary and Wages - Public Svc.	\$387,605	\$349,192	(\$38,413)	\$349,192	\$387,605	\$349,192	(\$38,413)
Salary and Wages - Maintenance	\$941,973	\$1,298,144	\$356,171	\$1,298,144	\$941,973	\$1,298,144	\$356,171
Salary and Wages - Inst. Support	\$3,601,547	\$3,410,486	(\$191,061)	\$3,410,486	\$3,601,547	\$3,410,486	(\$191,061)
Total Salary and Wages	\$17,631,843	\$17,990,456	\$358,613	\$17,990,456	\$17,631,843	\$17,990,456	\$358,613

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$2,186,248	\$2,457,938	\$271,690	\$2,457,938	\$2,186,248	\$2,457,938	\$271,690
Employee Benefits - Acad. Support	\$81,061	\$74,498	(\$6,563)	\$74,498	\$81,061	\$74,498	(\$6,563)
Employee Benefits - Stud. Svcs	\$410,567	\$402,438	(\$8,129)	\$402,438	\$410,567	\$402,438	(\$8,129)
Employee Benefits - Public Svc.	\$63,295	\$54,276	(\$9,019)	\$54,276	\$63,295	\$54,276	(\$9,019)
Employee Benefits - Maintenance	\$318,869	\$330,424	\$11,555	\$330,424	\$318,869	\$330,424	\$11,555
Employee Benefits - Inst. Support	\$903,256	\$762,845	(\$140,411)	\$762,845	\$903,256	\$762,845	(\$140,411)
Total Employee Benefits	\$3,963,296	\$4,082,419	\$119,123	\$4,082,419	\$3,963,296	\$4,082,419	\$119,123

Jun-19	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,450,918	1,540,000	(89,082)	1,399,896	1,540,000
Bond Proceeds	16,018,521	-	16,018,521	-	-
Loan Proceeds		-	-	16,025,000	-
Investment Income	326,177	-	326,177	27,104	-
Total Revenues	17,795,617	1,540,000	16,255,617	17,452,000	1,540,000
Expenditures:					
Student Center Renovations : Buildi	9,972,272	10,890,000	917,728	1,480,776	10,890,000
Construction Proj : Site Improvemen	-	-	-	310,497	-
PHS Projects : Site Improvements	-	-	-	-	-
New Site: Sire Improvements	-	-	-	-	-
Other	16,445,453	-	(16,445,453)	19,685	-
Total Expenditures	26,417,725	10,890,000	(15,527,725)	1,810,957	10,890,000
Excess of Revenues over Expenditures & Transfers	(8,622,109)	(9,350,000)	727,891	15,641,043	(9,350,000)

Jun-19	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,713,080	6,632,196	80,884	6,715,976	6,632,196
General : Investment Income	2,521	-	2,521	(17)	-
General : Transfer from Other Funds	128,908	163,450	(34,542)	134,280	163,450
Total Revenues	6,844,509	6,795,646	48,863	6,850,239	6,795,646
Expenditures:					
Work Cash Bonds : Debt Principal Pa	-	-	-	-	-
Work Cash Bonds : Interest on Debt	(322,787)	-	322,787	-	-
Work Cash Bonds : Other Fixed Charg	-	-	-	-	-
Funding Bonds : Debt Principal Paym	6,655,001	6,655,000	(1)	6,514,214	6,655,000
Funding Bonds : Interest on Debt	213,706	137,646	(76,060)	140,407	137,646
Funding Bonds : Other Fixed Charges	2,550	3,000	450	4,000	3,000
Funding Bonds : Bond Is	242,212	-	(242,212)	-	-
Administration : Intere	-	-	-	-	-
Total Expenditures	6,790,682	6,795,646	(4,964)	6,658,621	6,795,646
Excess of Revenues over Expenditures & Transfers	53,827	0	53,827	191,618	0

Jun-19	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	25,339	22,326	3,013	22,100	22,326
Auto Shop	726	15,000	(14,274)	842	15,000
Athletics	379,700	567,831	(188,131)	36,400	567,831
Fitness Center	95,357	55,000	40,357	53,075	55,000
Bookstore	575,711	558,084	17,627	573,449	558,084
Print Shop	711,699	580,774	130,925	581,362	580,774
Food Service	12,421	15,300	(2,879)	27,403	15,300
College Farm	116,057	94,675	21,382	94,593	94,675
Comm Choir	4,738	5,100	(362)	5,100	5,100
Student Life	225,185	254,220	(29,035)	121,000	254,220
WLKL Radio Activity fees	-	1,100	(1,100)	1,100	1,100
Transfer for Tuition Waivers	651,177	528,110	123,067	686,863	528,110
Total Revenues	2,804,609	2,704,019	100,589	2,209,787	2,704,019
Expenditures:					
Ag Judging	31,839	28,826	(3,013)	29,187	28,826
Auto Shop	766	15,000	14,234	846	15,000
Athletics	481,785	521,017	39,232	474,371	521,017
Fitness Center	75,003	101,814	26,811	126,306	101,814
Bookstore	580,080	511,848	(68,232)	560,552	511,848
Print Shop	648,375	584,248	(64,126)	647,167	584,248
Food Service	11,424	12,845	1,421	9,168	12,845
College Farm	102,700	128,911	26,211	97,689	128,911
Comm Choir	4,738	5,100	362	2,944	5,100
Student Life	247,008	254,917	7,909	227,305	254,917
WLKL Radio	-	1,100	1,100	669	1,100
Tuition Waivers	651,177	622,110	(29,067)	690,008	622,110
Total Expenditures	2,834,895	2,787,737	(47,159)	2,866,214	2,787,737
Excess of Revenues over Expenditures & Transfers	(30,287)	(83,717)	53,430	(656,426)	(83,717)

Jun-19	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	471,525	419,410	52,115	644,271	419,410
Pathways	407,943	383,639	24,303	466,452	383,639
Perkins	298,389	282,331	16,058	338,963	282,331
WIOA	3,518,967	3,237,203	281,764	3,428,891	3,237,203
College Work Study	67,894	61,224	6,670	64,053	61,224
GAST	14,000	14,000	-	10,800	14,000
IL Cooperative Work Study	45,933	18,000	27,933	251,181	18,000
IPRF Grant	7,258	13,000	(5,742)	15,274	13,000
Veterans Services	186,756	1,037,000	(850,244)	172,865	1,037,000
ISAC MAP	822,641	760,000	62,641	813,560	760,000
Department Of Education	5,884,472	5,465,351	419,121	5,918,266	5,465,351
Direct loans	1,602,932	1,674,321	(71,389)	1,855,571	1,674,321
Corrections	9,733,855	12,505,998	(2,772,143)	7,386,437	12,505,998
Privately Funded Grant	47,853	85,000	(37,147)	91,071	85,000
TRIO SSS	245,603	243,987	1,616	241,853	243,987
TRIO DC	312,491	291,264	21,227	281,294	291,264
Total Revenues	23,668,511	26,491,728	(2,823,217)	21,980,802	26,491,728
Expenditures:					
Adult Ed	473,365	419,410	(53,955)	658,677	419,410
Pathways	385,098	383,639	(1,459)	428,032	383,639
Perkins	298,389	282,331	(16,058)	338,963	282,331
WIOA	3,518,967	3,237,203	(281,764)	3,429,874	3,237,203
College Work Study	51,185	61,224	10,039	45,997	61,224
GAST	14,000	14,000	-	10,800	14,000
IL Cooperative Work Study	45,933	18,000	(27,933)	25,181	18,000
IPRF Grant	7,258	13,000	5,742	15,274	13,000
Veterans Services	186,756	1,037,000	850,244	172,865	1,037,000
ISAC MAP	822,641	760,000	(62,641)	813,560	760,000
Department of Education	5,901,181	5,465,351	(435,830)	5,936,322	5,465,351
Direct loans	1,602,932	1,674,321	71,389	1,855,571	1,674,321
Corrections	9,710,960	12,505,998	2,795,037	7,573,236	12,505,998
Privately Funded Grant	47,853	85,000	37,147	91,071	85,000
TRIO SSS	245,603	243,987	(1,616)	241,853	243,987
TRIO DC	312,491	291,264	(21,227)	281,294	291,264
Total Expenditures	23,624,612	26,491,728	2,867,116	21,918,571	26,491,728
Excess of Revenues over Expenditures & Transfers	43,899	(0)	43,899	62,232	(0)

Jun-19	Audit Fund--Fund 11			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	69,841	69,000	841	129,852	69,000
Total Revenues	69,841	69,000	841	129,852	69,000
Expenditures:					
Admin Staff Ful	19,567	21,445.83	1,879	21,446	21,445.83
Support Staff F	13,862	13,342.70	(519)	16,461	13,342.70
Medical Benefit	9,165	8,935.49	(230)	6,410	8,935.49
Life Insurance	28	27.60	(1)	22	27.60
Audit Services	32,063	42,750.00	10,688	53,438	42,750.00
Printing	54	1,000.00	947	57	1,000.00
Total Expenditures	74,739	87,502	12,763	97,833	87,502
Excess of Revenues over Expenditures & Transfers	(4,898)	(18,502)	13,604	32,019	(18,502)

Jun-19	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,593,248	1,560,000	33,248	1,812,113	1,560,000
Misc Income		-	-	-	-
Total Revenues	1,593,248	1,560,000	33,248	1,812,113	1,560,000
Expenditures:					
Student Services	109,167	113,073	3,906	95,560	113,073
Operations and Maintenance	144,439	176,322	31,883	163,005	176,322
Police Dept	529,439	523,425	(6,013)	431,648	523,425
Institutional Support	100,760	92,939	(7,821)	93,755	92,939
Fixed Charges-ins	712,330	930,000	217,670	860,974	930,000
Total Expenditures	1,596,133	1,835,759	239,626	1,644,942	1,835,759
Excess of Revenues over Expenditures & Transfers	(2,885)	(275,759)	272,874	167,171	(275,759)

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, 2019
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 \$13,955 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.



**ILLINOIS PUBLIC RISK FUND
GRANT PROGRAM**

LAKE LAND COLLEGE

the Illinois Public Risk Fund has reserved

\$13,955

Congratulations!

Please visit www.iprf.com for additional information and the Grant Application.

Grant deadline is December 1, 2019.

(subject to the program terms and conditions.)

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
August 12, 2019**

The following employees are recommended for leave

Duckett, Amy	FMLA	09/25/2019-12/18/2019
Hurt, Betheny	FMLA	10/20/2019-01/10/2020

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Elmendorf, Gerald	TRIO Talent Search Unpaid Intern Primary Position is Trio Bus Driver	08/05/2019
Stuart, Zachary	Assistant Baseball Coach Volunteer Primary Position is Fitness Center Specialist	07/01/2019
Part-time		
Niemerg, Rachel	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	06/11/2019
Niemerg, Rachel	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	06/11/2019
Thomas, Amelia	Tutor - Bachelor's Community Education Primary Position is Adj Faculty Math/Science	07/15/2019
Underwood, Race	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	07/01/2019
Underwood, Race	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	07/01/2019
Part-time - Grant Funded		
Homann, Mary	Adult Education Adjunct Faculty Primary Position is BNA Adjunct Faculty	08/19/2019

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Phipps, Cynthia	Adjunct Faculty Business Sub	07/15/2019
Part-time		
Boeser, Dessie	Fitness Center Specialist	06/30/2019
Fitzgerald, Andrew	Adult Ed Adjunct Faculty	06/30/2019
Plummer, Teresa	Adult Ed Instructor	06/30/2019

Position Recommendations

The following positions have been recommended by the Lake Land College President's Cabinet

Alumni Engagement and Special Events Coordinator – Level 14, Support Staff
Donor Information and Database Coordinator – Level 13, Support Staff

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Harris, Heavenlee	Dual Credit Instructor	07/16/2019
Humrichous, James	Dual Credit Instructor	07/09/2019
Full-time - Tenure Track		
Floyd, Mackenzie	Nursing Instructor	08/16/2019
Full-time – Grant Funded		
Geiger, William	Correctional Horticulture Instructor- Murphysboro Life Skills	08/05/2019
Full-time		
Ferguson, Daniel	Microcomputer Support Specialist	08/13/2019
Pender, Diane	Correctional Office Assistant-Sheridan CC	07/02/2019
Matherly, David	Custodian	08/13/2019
Todd, Dalton	Custodian	08/14/2019
Part-time		
Fouty, Mackenzie	Groundskeeper	07/15/2019
Frazier, Darrius	Bookstore Rush Worker	08/01/2019
Hall, Cassandra	Bookstore Rush Worker	08/01/2019
Kepley, Kirk	Police Officer	06/17/2019
Niemerg, Rachel	Tutor - Student Learning Assistance	06/11/2019
Tarr, Amy	Adjunct Faculty Business	08/19/2019
Underwood, Race	Tutor - Student Learning Assistance	07/01/2019

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Gosnell, Julie	CEFS	06/30/2019
Ohnesorge, Collin	Peer to Peer Asst-Technology	07/18/2019
Full-time		
Carns, Gennifer	Corr Ofc Asst - East Moline CC	08/16/2019
Dunn, Jarrett	Mathematics Instructor	05/13/2019
Orr, Reanna	Associate Dean – Western IL CC	08/13/2019

Paruleski, Laura	Nursing Instructor	05/13/2019
Steyer, Melissa	Corr Ofc Asst – Shawnee CC	07/23/2019

Part-time

Bornreger, Cody	Perkins Student Worker - Business	06/30/2019
Dickerson, Christine	Assistant Softball Coach	06/30/2019
Goldstein, Jayne	Kluthe Test Proctor	05/19/2019
Huffman, Kristen	Adjunct Faculty Math/Science	12/16/2018
Johnson, Delanie	Fitness Center Specialist	06/30/2019
Lytle, Brianna	Tutor-Bachelor's-LRC	05/19/2019
Miner, Linda	Adult Ed Adjunct Faculty	12/16/2018
Moore, Brittni	Allied Health Dental Clinical Instructor	05/05/2019
Patel, Hema	Tutor Student TRIO SSS	05/03/2019
Philpott, Stephanie	Associate Nurse Clinical Instructor	04/16/2019
Shanks, Stefanie	Volleyball Assistant Coach	06/30/2019
Sutherland, Lora	Allied Health Den Clinical Instructor	06/30/2019
Wall, William	Allied Health Den Clinical Instructor	07/24/2019
Wolfshoefer, Emil	Adjunct Faculty Technology	05/19/2019

College Work Study

Flores, Angelica	College Work Study - Dual Credit	05/10/2019
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Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Mason, Dustin	Transferring from: Computer Programmer To: Programmer Analyst	08/13/2019