

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
August 10, 2020
Regular Meeting No. 644

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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. 644
Monday, August 10, 2020, 6:00 p.m.
Meeting Location: Webb Hall, Room 081, Mattoon

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

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

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

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

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, August 10, 2020, and sent to officeofthepresident@lakelandcollege.edu.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Item.

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

1. Approval of Minutes of July 13, 2020, Regular Meeting.
2. Approval of Minutes of July 13, 2020, Closed Session.
3. Approval of Agenda of August 10, 2020, 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
5. Destruction of Tape Recording of February 11, 2019, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

1. Calendar of Events.
2. Correspondence.

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B. Action Items.

1. Approval of Proposed Revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.
2. Approval of Proposed Revisions to Board Policy 05.10 – *Hiring for Full-Time Employees*.
3. Waiver of First Reading and Approval of Proposed Revisions to Board Policy 11.04.01 - *Sexual Harassment*.
4. Acceptance of Reporting of June 2020 Financial Statements.
5. Declaration of Surplus Items.
6. Acceptance of Gift-in-Kind Donation from Rural King and Lake Land College Foundation.
7. Approval of Requests to Modify the Retirement Dates for Two Planned Retirement Program Participants.
8. Approval of MOU with Lake Land College Faculty Association for Fall 2020 Semester.
9. Approval of MOU with Lake Land College Paraprofessional Association.
10. Approval of Human Resources Report.

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V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 643
Webb Hall, Room 081, Mattoon, IL
July 13, 2020

Minutes

Call to Order.

Chair Reynolds called the July 13, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, 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: Student Trustee Lucas Duduit.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of June 8, 2020, Regular Meeting.
2. Approval of Agenda of July 13, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	2,359.69
Building Fund	\$	20,952.37

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Site & Construction Fund	\$	1,284,864.94
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	10,426.09
Restricted Purposes Fund	\$	472,747.27
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	19,751.00
Student Accts Receivables	\$	280,324.24
Total	\$	2,091,425.60

For a summary of trustee travel reimbursement and 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.

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

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

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said that ICCTA leaders have been discussing the need in Illinois to increase the number of nurses in the state as many nurses are age 55 and older. Trustee Sullivan also highly suggested Trustees listen to the informational webinars offered by Robbins Schwartz, the College's legal counsel, which address various pandemic-related issues for institutions of higher education.

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 on July 9, 2020, and reviewed the financial statements and the proposed FY 2021 Budget. He said he will comment on the Committee's review when these issues are discussed later in the meeting per 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 said:

- The Foundation has made the difficult decision to postpone the annual golf outing to 2021 due to the pandemic.
- The Foundation has purchased new scholarship software that should be ready for implementation by November 1, 2020.
- Donations to the Foundation have increased in the past year.
- In addition to scholarship support, the Foundation continues to support Lake Land students in other ways such as funding assistance to the food pantry and providing laptops and face shields for qualifying students.

Student Report.

Student Trustee Duduit was absent from the meeting, thus no student report was provided.

President's Report.

Dr. Bullock said:

- The College received two credit hour reimbursement payments in June from the State of Illinois for a total of \$649,726. This leave a balance of \$324,863.00 outstanding.
- Additionally, the College received three equalization payments in June for a total of \$1,431,221. The outstanding equalization balance is \$477,074. The credit hour reimbursement and equalization outstanding payments have both been vouched by the Comptroller and are waiting for payment.
- Lake Land did not receive any payments from the Illinois Department of Corrections or the Illinois Department of Juvenile Justice in June, thus outstanding balances are \$3,111,478 and \$318,594 respectively for educational services provided through May.
- The College received \$1,002,785 from Coles County for property taxes since the June Board meeting.

Business Items.

Non-action Items.

Presentation of FY 2021 Budget.

Dr. Bullock provided highlights of the proposed FY 2021 Budget and comparisons to the FY 2020 Budget. He said the administration must display the proposed budget for public comment for at least 30 days prior to final approval by the Board. The administration will request final approval of the FY 2021 Budget during a special Board meeting to be held Thursday, August 13, 2020.

Summer Enrollment Report.

Dr. Tina Stovall, Interim Vice President for Student Services, highlighted Summer 2020 enrollment as of tenth day in the term.

2019-2020 Athletic Accomplishments.

Dr. Stovall provided an overview of the many accomplishments of our student athletes in the past year.

Proposed Revisions to Board Policies 03.09 – Quorum of the Board and 03.09.01 – Quorum of the Committee.

Ms. Jean Anne Grunloh, Senior Executive to the President, recommended revisions to Board Policy 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*. She said proposed revisions will incorporate language resulting from Public Act 101-0640 that was signed into law on June 12, 2020, and created a new OMA subsection 7(e) which permits meetings without the physical presence of a quorum when specific conditions are met related to a disaster declaration.

Trustees reviewed details of the proposed changes which were submitted as first reading and will be brought to the Board of Trustees for approval during the August 2020 regular Board meeting.

Proposed Revisions to Board Policy 05.10 – Hiring for Full-Time Employees.

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President for Business Services, for the Board to consider revisions to the above-referenced Policy. He said revisions will allow the hiring steps to be modified if needed in extenuating circumstances, especially relative to restructuring needs. He also said this exception could only be granted at the discretion of the President.

Trustees reviewed details of the proposed changes which were submitted as first reading and will be brought to the Board for approval during the August 2020 regular Board meeting.

Calendar of Events.

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Trustees received a calendar of upcoming events. Dr. Bullock said that the August 10, 2020, regular Board meeting location will be Webb Hall 081 instead of the Effingham Kluthe Center which has been the traditional location for past August board meetings. He said this change is needed to foster social distancing protocols due to the pandemic. He also reminded the Board members that a special meeting will be held on August 13, 2020, in order to approve the FY 2021 Budget.

Correspondence.

Trustee reviewed one item of correspondence.

Action Items.

Approval of ICCB Program Review Report.

Trustees heard highlights from Mr. Jon Althaus, Vice President for Academic Services, regarding the 2020 ICCB Program Review Report. Trustees reviewed details of the Report.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented the FY 2020 ICCB Program Review Report for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs.*

Trustees reviewed a request from Dr. Stovall on behalf of the Academic Standards Committee, for the Board to approve revisions to the above-referenced Policy. Trustees learned the proposed revisions will eliminate special admission requirements for Cosmetology and Esthetics Certificate programs effective Fall 2021, and approve special admission requirements for the proposed Fire Science Management Certificate and Associate in Applied Science Degree pending final approval of the programs by the Illinois Community College Board.

Dr. Bullock said proposed changes were presented as first reading during the June 2020 regular meeting and we have received no additional requested changes since that date.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.01.02 – *Special Admission and Graduation Requirements for Select Technical Programs.*

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Acceptance of Reporting of May 2020 Financial Statements.

Trustees reviewed the May 2020 Financial Statements and a memorandum from Mr. Nuxoll highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provided a summary of all operational expenditures year to date as compared to budgeted amounts and a salary and benefits summary. Mr. Nuxoll provided a brief overview of the significant variances.

Trustee Storm, Finance Committee Chair, said the Committee reviewed the May 2020 Financial Statements and the Committee's consensus was to recommend Board acceptance of the Statements as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the May 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Approval of Organizational Charts.

Trustees reviewed the proposed organizational charts for each unit of the College. Dr. Bullock highlighted key changes from the previous year.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented the organizational charts effective July 1, 2020.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Acceptance of ISBE Growing Agricultural Science Teachers (GAST) Grant.

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Trustees heard a recommendation from Dr. Bullock and Mr. Jon Althaus, Vice President for Academic Services, that the Board accept the Growing Agricultural Science Teachers (GAST) grant in the amount of \$25,000 from the Illinois State Board of Education (ISBE). Dr. Bullock said this is the 12th consecutive year Lake Land will be awarded this grant. He said the purpose of the grant is to promote the profession of Agricultural Education through recruitment and retention activities. Dr. Bullock acknowledged both Ms. Emily Ramage, Director of Grants and Academic Operations, and Ms. Ryan Wildman, Agriculture Business Instructor, for their successful efforts on this grant request.

Trustee Curtis moved and Trustee Wright seconded to accept as presented the Growing Agricultural Science Teachers (GAST) Grant in the amount of \$25,000 from the Illinois State Board of Education (ISBE).

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Duduit.

Motion carried.

Acceptance of Illinois Community College Faculty Association Grant.

Trustees heard a recommendation from Dr. Bullock that the Board accept the 2020 Dr. Joseph T. Cipfl Faculty Research Grant award in the amount of \$2,500 from the Illinois Community College Faculty Association. He congratulated Ms. Carolyn Stephens, Anthropology Instructor, for her efforts to receive this award to fund a research project “Research and Map Historic Old York Road from Charleston to West York,” advance knowledge in her field of expertise and provide experiential learning opportunities to her students. Trustees learned recipients of this prestigious award are selected by an executive committee of faculty peers from community colleges across the state, and as a condition of the award, recipients must present their research findings at the annual ICCCA-ICCF A Joint Conference.

Trustee Storm moved and Trustee Wright seconded to approve as presented the 2020 Dr. Joseph T. Cipfl Faculty Research Grant award in the amount of \$2,500 from the Illinois Community College Faculty Association to fund a research project to be conducted by Ms. Carolyn Stephens, Anthropology Instructor, during the upcoming 2020-21 academic year.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Duduit.

Motion carried.

Acceptance of Illinois Cooperative Work Study Grant.

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Trustees heard a recommendation from Dr. Stovall that the Board accept the Fiscal Year 2021 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,563.17 from the Illinois Board of Higher Education (IBHE). She said a participation level of approximately 37 students is anticipated, as funds allow, and financially needy students will fill at least 90 percent of the available positions. She also said ten area employers have committed their participation with this grant program. Dr. Bullock thanked Ms. Tina Moore, Director of Career Services, and Ms. Makenzie Reynolds, Internship & Employment Coordinator, for their successful efforts on this grant request.

Trustee Wright moved and Trustee Cadwell seconded to accept as presented the Fiscal Year 2021 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,563.17 from the Illinois Board of Higher Education (IBHE).

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Approval of Emergency Purchase for Fire Pump.

Trustees reviewed a memorandum from Mr. Nuxoll detailing the following information related to the College's fire pump:

On June 19, 2020, the College's diesel fire pump overheated and became no longer operational. Without an operational fire tank, the sprinkler systems at the College are not functional and the fire tank water is not usable by local fire authorities in case we have a fire on campus. After discussion with our legal counsel, the administration believed we had a valid basis for using the emergency exception to bidding under Section 3-27-1(m) of the Community College Act. Thus, following Board Policy 10.23 – Emergency Purchases, Dr. Bullock secured permission from Board Chair Reynolds and Board Secretary Cadwell on July 7, 2020, to get the fire pump operational as quickly as possible by purchasing a diesel fire pump and arranging for installation as detailed below. Additionally, an insurance claim has been filed.

Mr. Nuxoll and Dr. Bullock highlighted this information during the Board meeting. They, along with Mr. Scott Rawlings, Director of Physical Plant Operations, addressed various questions by Trustees in relation to how this damage might have occurred and how this can be prevented in the future. Mr. Nuxoll stated he will follow up with the College's insurance company to discern liability.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the emergency purchase for a new diesel fire pump from Altorfer/CAT at the price of \$49,141.20 and related installation cost services from Automatic Fire Sprinkler, LLC to remove the old pump and install and test the new fire pump at an estimated cost of \$9,000.00.

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There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Approval of Contract with Lake Land College Paraprofessional Association.

Trustees heard a presentation from Ms. Dustha Wahls, Director of Human Resources, regarding the proposed contract with the Lake Land College Paraprofessionals Association for the period July 1, 2020, through June 30, 2023. Ms. Wahls highlighted changes from the most recently expired contract. Trustees reviewed details of the contract and learned that the Paraprofessional Association recently ratified the proposed contract.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the contract with the Lake Land College Paraprofessionals Association for the period July 1, 2020, through June 30, 2023.

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Dudit.

Motion carried.

Approval of Professional Services Contract for Design Services and Construction Manager Associated with Neal Hall Renovation

Mr. Nuxoll said the April 14, 2020, Neal Hall roof fire caused significant damage to the North East or Fine Arts wing of the building, necessitating a restoration project before we can resume housing classes and students in that area. Mr. Nuxoll highlighted the basis for his recommendation that the Board approve two contracts with Control Technology & Solutions (CTS) of St. Louis, Missouri, for CTS to provide design services in the amount of \$35,300 and construction management for approximately \$20,405, both for the Neal Hall renovation project. Mr. Nuxoll said that our legal counsel has reviewed the contracts and both are posted on the Board of Trustees' web page.

Trustee Walk moved and Trustee Curtis seconded to approve as presented two contracts with Control Technology & Solutions (CTS) of St. Louis, Missouri, for CTS to provide design services in the amount of \$35,300 and construction management for approximately \$20,405, both for the Neal Hall renovation project.

There was no further discussion.

Roll Call Vote:

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Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: None.
 Absent: Student Trustee Duduit.
 Motion carried.

Closed Session

7:10 p.m.

Trustee Cadwell moved and Trustee Wright seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) to discuss consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees and to consider collective negotiating matters.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.
 Advisory Vote: None.
 Absent: Student Trustee Duduit.
 Motion carried.

Return to Open Session – Roll Call.

7:42 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: Student Trustee Lucas Duduit.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

Trustee Sullivan motioned and Trustee Walk seconded to approve the following standard Human Resources Report as presented. Chair Reynolds said this follows discussion on the topic in closed session related only to the recommendation to terminate the employment of Mr. Douglas Lauwers, Custodian and the resignation of Ms. Karla Hardiek as Allied Health Division Chair.

Additional Appointment

The following employee is recommended for an additional appointment

	Position	Effective Date
Part-time		

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Jones, Nichole	Allied Health LPN Substitute Instructor Primary Position is Nursing Instructor	06/01/2020
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Caskey, Winnie	College Work Study Student Life	05/18/2020
Horton, Jesse	Tutor, and adjunct	05/18/2020
Small, Kevin	Adjunct Math/Science & Technology	05/18/2020
Travis, Camryn	Fitness Center Specialist	04/05/2020

Position Recommendation

The following position has been recommended by the Lake Land College President's Cabinet

Training & Development Coordinator, Level 14, Support Staff

New Hire-Employees

The following employees is recommended for hire

	Position	Effective Date
Full-time - Grant Funded		
Gullidge, Alicia	Outreach Advisor/Mentor, TRIO Destination College	07/14/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Lee, Brian	Asst Softball Coach Unpaid	05/18/2020
Murphy, Alan	Athletic Internship Unpaid	05/18/2020
Murray, Tyson	Athletic Internship Unpaid	05/18/2020
Silas, James	Work and Learn - Humanities	05/18/2020

Full-time

Edmunds, Linda	Corr Comm Cooking Instr - Dixon CC	06/30/2020
Hardiek, Karla	Division Chair Allied Health add'l appt	08/10/2020
Koester, Cassie	Nursing Instructor	06/23/2020
Lauwers, Doug	Custodian	07/12/2020
Patera, Richard	Associate Dean - Shawnee CC	07/31/2020
St John, Daniel	Police Officer	05/31/2020
Taira, Lora	Associate Dean - Decatur CC	07/31/2020
Titsworth, Haley	Marketing Digital Content Coordinator	06/30/2020
Warren, Kendra	Adm Asst to Business Division	07/30/2020

Part-time

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Baptiste, Gerdeley	Library Assistant	06/09/2020
Bartley, Ashley	Fitness Center Specialist	04/05/2020
Bloemer, Kaitlyn	Adm & Rec Data Entry Asst	05/17/2020
Bowlin, DeAnna	TRIO SSS Student Assistant	04/05/2020
Brummet, Brenton	Perkins Student Worker - Business	05/17/2020
Davis, Glen	Adj Faculty Humanities	12/15/2020
Dietz, Haley	Fitness Center Specialist	04/05/2020
Elmore, Deana	Adj Doc College Funded Instr	08/11/2019
Gann, Alanson	Laker Mallard Mascot Talent	11/03/2019
Graver, Emily	Fitness Center Specialist	05/18/2020
Hays, Jade	Perkins Student Worker - Ag	05/17/2020
Helton, Danelle	Adm & Rec Data Entry Asst	08/11/2019
Hendryx, Trevor	Laker Mallard Mascot Talent	12/01/2019
Herrera, Daniel	Adj Faculty Humanities	12/15/2019
Holmes, Jeanette	Adj Faculty Business	12/15/2019
Hortensine-Kirk, Sarah	Allied Health PHL Adj Faculty	12/15/2019
Huddlestun, William	Adj Faculty Technology	12/15/2019
Johnson, Ida	Adj Doc College Funded Instr	12/15/2019
Lee, Abrienne	Fitness Center Specialist	08/11/2019
Lynch, Annette	Perkins Student Worker-Humanities	05/17/2020
Maillet-Gibson, Tiffany	Adj Faculty Math/Science	05/17/2020
Marasa, Paul	Adj Doc College Funded Instr	03/08/2020
Moran, Denise	Library Assistant	05/17/2020
Pearcy, Tamara	Tutor w/bachelor Degree	05/03/2020
Puyear, Miranda	Perkins Student - Allied Health	05/17/2020
Rentfro, Taylor	Fitness Center Specialist	04/05/2020
Spring, Ailyn	Perkins Student Worker - Business	05/17/2020
Stone, Melissa	Humanities Unpaid Intern	05/18/2020
Thomas, Joseph	Perkins Student Worker - Business	05/17/2020
Warner, Marcie	Adj Doc College Funded Instr	12/15/2019
Williams, Mark	Adj Faculty Technology	12/15/2019
Workman, Kyle	Adj Faculty Humanities	12/15/2019

College Work Study's

Colman, Lloyd	College Work Study Radio TV	05/18/2020
Daniels, Ashley	College Work Study Career Svcs	05/18/2020
Endsley, Courtney	College Work Study Early Child	05/18/2020
Galbreath, Shania	College Work Study Early Child	05/18/2020
Lee, Blake	College Work Study Men's Basketball	05/18/2020
Letner, Deacon	College Work Study - Baseball	05/18/2020
Lewis, Halie	CWS College Advancement	05/17/2020
Mriscin, Michael	College Work Study Radio TV	05/18/2020
Noel, Melaina	College Work Study Bookstore	05/18/2020

Transfers/Promotions

The following employees are recommended for a change in position

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	Position	Effective Date
Full-time		
Bowen, Mercury	Communications Engagement Coordinator Marketing Communications Specialist (PT)	07/14/2020
Marler, Kristine	Cosmetology Instructor, Tenure Track 9 month Cosmetology Instructor (PT)	08/21/2020

There was no further discussion.

Roll Call Vote:

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

Advisory Vote: None.

Absent: Student Trustee Duduit.

Motion carried.

Other Business. (Non-action)

Dr. Bullock gave an update on progress for two new facilities being constructed on the main campus, the Foundation and Alumni Center and the Workforce and Community Education Building.

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:44 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Ms. Doris Reynolds, Board Chair

 Mr. Gary Cadwell, Board Secretary

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

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

Calendar of Events

Monday, August 10, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, August 13, 2020	3:30 p.m. – Special Board Meeting – Webb Hall 081
Thursday, September 10, 2020	Resource and Development Committee Meeting 8 a.m. – West Building 123 Finance Committee Meeting 9 a.m. – West Building 123
Monday, September 14, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, October 8, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, October 12, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, November 5, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, November 9, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, December 10, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, December 14, 2020	6 p.m. – Board Meeting – Webb Hall 081

LAKE LAND
COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: June 3, 2020
RE: Proposed Revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

Please find attached details of proposed revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

SB 2135, amending the Illinois Open Meetings Act (OMA), was signed into law on June 12, 2020 (Public Act 101-0640). Article 15 of the Act creates a new OMA subsection 7(e) which permits meetings without the physical presence of a quorum when specific conditions are met related to a disaster declaration. Proposed revisions address this exception and are presented as first reading for your consideration.

I am happy to address any questions or concerns.

Attachments

03.09

Quorum of the Board

At all meetings of the Board of Trustees, whether regular or special, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the Board for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the Board, a quorum being established present, a majority of the members shall determine the outcome thereof. No action of the Board shall be invalidated by reason of any vacancy on the Board or by reason of any failure to select a non-voting student member.¹

Attendance by conference call is allowed at open meetings of the Board of Trustees. A Board member attending by conference call may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the Board member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, Conferencing must be specifically approved by Board vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of the Lake Land College Board of Trustees.

¹ 110 ILCS 805/3-9 Illinois Public Community College Act

03.09.01

Quorum of the Committee

At all meetings of committees of the Board of Trustees, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the committee for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the committee, a quorum being ~~established~~present, a majority of the members shall determine the outcome thereof.

Attendance by conference call is allowed at open meetings of committees of the Board. A committee member attending by conference call may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the committee member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, Conferencing must be specifically approved by committee vote each time a member desires to attend by conference call. Attendance by conference call is not permitted during closed sessions of Lake Land College Board committees s meetings.

LAKE LAND COLLEGE

MEMO

TO: Greg Nuxoll, Vice President for Business Services
FROM: Dustha Wahls, Director of Human Resources
CC:
DATE: August 6, 2020
RE: Proposed Revisions to Board Policy 05.10 - *Hiring of Full-time Employees.*

In reviewing Board Policy 05.10 in the hiring of Full-time Employees, we are recommending the addition of item #14. This would allow the steps to be modified if needed in extenuating circumstances, especially relative to restructuring needs. This exception could only be granted at the discretion of the President.

I respectfully request the Board to review these revisions for consideration as second reading at the August 10, 2020 meeting.

05.10**Hiring for Full-Time Employees**

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received from qualified applicants will be available to the search team, provided they have had the required training.
4. The hiring Supervisor must form a search team to conduct the confidential review of qualified applicants, candidate interviews and recommendations. The team should be limited in size, represent the hiring department and include at least one member from outside the department. Additionally, a representative from Human Resources will be included on each team. All search team members must have appropriate training prior to participation. If a search team member is closely related to the applicant, he or she must excuse himself or herself from the committee.
5. The hiring supervisor will formulate a timeline, prior to posting the vacancy, outlining the process and have it approved by the Director of Human Resources. Interview questions must be approved prior to the interviews by the Director of Human Resources.
6. Candidates selected for interview will be scheduled through the Human Resources office. When search team members agree to serve, they are making a commitment to make every effort to attend all interviews and meetings.
7. Human Resources will conduct and ensure that reference checks and background screenings will be conducted on the recommended candidate prior to hiring approval by the Board of Trustees.

Board Policy 05.10

Background checks will include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification. If any information is developed and verified through reference checks or background screenings that is contrary to the conditions and/or personal qualifications represented by the applicant, an offer for hire, if already made, may be immediately revoked.

8. The position supervisor will complete a request to hire through the CMS system and appropriate approvals are required.
9. Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All offers of employment will be made by the Director of Human Resources and are not considered final until obtaining Board of Trustees approval.
10. Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
11. All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04. The hiring supervisor must collect from the search team all interview notes and materials and return to Human Resources.
12. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.
13. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.

14. Steps in the process listed above may be altered by approval of the

Board Policy 05.10

President due to extenuating circumstances, such as a restructuring.

Adopted November 9, 1998
Revised April 9, 2001
Revised September 15, 2003
Revised September 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: August 3, 2020

RE: Proposed Revisions to Board Policy 11.04.01

New Title IX regulations were announced by the U.S. Department of Education on May 6 and published in the Federal Register on May 19, with an effective date of August 14, 2020. The new Title IX regulations necessitate significant changes in our institutional procedures for addressing claims of sexual harassment and sexual misconduct including offering opportunities for informal resolution as well as providing hearings allowing cross-examination by advisors of each party. Title IX regulations now also encompass claims of harassment involving only employees, rather than being limited to claims involving students. Additionally, the changes require new staffing determinations and training for all personnel involved in investigating and resolving claims.

Because of the significant changes and the short implementation time allowed, the College contracted with Robbins Schwartz to revise Board Policy 11.04.01 - *Sexual Harassment* and its implementing procedures. Dustha Wahls, Director of Human Resources/Title IX Coordinator, and I participated in several educational sessions offered by Robbins Schwartz to assist the College in implementing the new regulations. Additionally, designated members of the President's Cabinet and Human Resources are completing the required training provided by Robbins Schwartz to ensure compliance with the new regulations by the August 14 deadline.

On the following pages are proposed revisions to Board Policy 11.04.01 which clarify that the College will establish, maintain and publish the procedures necessary to implement the new Title IX regulations. I would like to present the proposed revisions to the Board of Trustees at their meeting on August 10, 2020, and ask for first and final reading so that we may meet all requirements established by the Department of Education by the August 14 effective date.

Following approval of the revisions to Board Policy 11.04.01, the procedures will be published in the *Student Handbook & Right to Know* on the College's website. Each of the Board members will be provided a copy of the implementing procedures in their electronic folders.

Additionally, I would like to request approval to make changes to all Board policies referring to Board Policy 11.04.01 noting the name change of the policy from *Sexual Harassment* to *Prohibiting Sex-Based Misconduct*.

Dustha and I will both be available during the Board meeting to provide additional information or answer questions.

Thank you.

11.04.01**Sexual Harassment Prohibiting Sex-Based Misconduct**

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from ~~sexual harassment, including discrimination based on sexual orientation or gender-related identity. Sexual harassment is a form of sex discrimination and is therefore unlawful.~~ discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under Board Policy 11.04 – Discrimination and Harassment.

It is the policy of Lake Land College to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or dismissal from the College.

Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Director of Human Resources as the Title IX

Board Policy No. 11.04.01

Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of, and contact information for, the College's Title IX Coordinator and Deputy Title IX Coordinator;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's resolution process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students;
and

Board Policy No. 11.04.01

- Training and education provided to the Title IX Coordinator, Deputy Title IX Coordinator, College Police Department, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

~~Sex discrimination, sexual harassment, sexual misconduct and sexual violence are prohibited. It is the policy of the College that no staff member, student or other member of the College community shall be subject to sexual harassment or sex discrimination in any form.~~

Sexual Harassment Defined

~~Sexual harassment is unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, such as sexual assault or sexual violence, or any conduct of a sexual nature when:~~

- ~~1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or academic advancement, evaluation or grades;~~
- ~~2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or~~
- ~~3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working and academic environment.~~

Examples of Sexual Harassment

~~Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:~~

- ~~1. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion;~~
- ~~2. Suggesting sexual involvement to or demanding sexual~~

Board Policy No. 11.04.01

~~involvement of another employee where such person has made it clear that such a suggestion or demand is unwelcome;~~

- ~~3. Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance, or activities; jokes about sex or gender-specific traits; public conversations about sexual activities or exploits; suggestive sounds such as howling, catcalls, and whistles;~~
- ~~4. Unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;~~
- ~~5. Unwelcome leers, stares, gestures or slang that are sexually suggestive, sexually degrading or imply sexual motives or intentions;~~
- ~~6. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, following, stalking, kissing, hugging, pinching, etc.;~~
- ~~7. Any coerced sexual act, physical assault, and acts of sexual violence;~~
- ~~8. Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;~~
- ~~9. Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning or that is based on sexual stereotypes and attitudes.~~

Jurisdiction

~~This policy applies to students, faculty, staff, employees, appointees, elected official, consultants, contractors and visitors, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:~~

~~A. on College property; or~~

~~B. off College property if:~~

- ~~1. The conduct was in connection with a College or College-recognized program or activity; or~~

- ~~2. The conduct may have the effect of creating a hostile environment for a member of the College community.~~

Title IX Coordinator

~~The College has designated the Director of Human Resources as the Title IX Coordinator and the Senior Human Resources Generalist and College Compliance Coordinator as the Deputy Title IX Coordinator.~~

Reporting

~~Any employee, consultant, contractor, elected official or visitor to the College who believes he/she has been subjected to sexual harassment or discrimination in violation of this Policy should report this to the Director of Human Resources. Any student who believes she/he has been subjected to sexual harassment or discrimination should report this to the Title IX or Deputy Title IX Coordinators. Students may also contact one of the College's confidential advisors for guidance regarding reporting options. Employees are encouraged to resolve any complaints internally but have the option of contacting the Illinois Department of Human Rights or Equal Employment Opportunity Commission within 300 days to file a complaint. Students may pursue claims of sexual harassment with the Illinois Department of Human Rights or the U.S. Department of Education Office for Civil Rights.~~

~~Complaints by an elected official (trustee) against another elected official shall be submitted to the Director of Human Resources. The Director of Human Resources shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.~~

Retaliation Prohibited

~~Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited.~~

~~Individuals may also pursue retaliation claims under the State Officials and Employee Ethics Act, the Whistleblower Act and Illinois Human Rights Act. Anyone found to have engaged in unlawful retaliation will be subject to discipline up to and including termination, criminal penalties and fines may also be assessed for engaging in retaliation in violation of the Ethics and Whistleblower Acts.~~

False Complaints

~~Allegations of sexual harassment are extremely serious. Any false complaint can itself result in disciplinary action. False complaints do not include charges made in good faith that cannot be substantiated.~~

Sanctions and Disciplinary Action

~~Individuals found to have violated this Policy shall be subject to corrective and disciplinary action up to and including termination from employment, expulsion and exclusion from the College and its property. Additionally, an individual who engages in retaliation under the Ethics and Whistleblower Acts may also be subject to fines and/or penalties.~~

Implementing Procedures

~~The College will maintain and publish procedures implementing this policy.~~

~~This Policy and related procedures will be published in the Student Guide to Addressing Sexual Harassment and Sexual Misconduct section of the online Student Handbook available on the College's website. Printed copies will be available from the offices of Counseling Services, Health Services, Human Resources and Vice President for Student Services.~~

Adopted August 8, 2016
Revised May 8, 2017
Revised January 8, 2018
Revised February 10, 2020
Revised August 10, 2020

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 4, 2020

RE: June 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of June for Fiscal Year 2020.

Areas of Concern:

- We continue to closely monitoring the COVID-19 Pandemic situation and the impact on college funding and our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total June 2020 revenue was \$2,773,965 resulting in a favorable variance of \$1,363,374 compared to the budgeted level. The monthly variance is favorable mainly due to a \$1,415,410 favorable variance in ICCB Equalization Grant Revenue as we received 3 payments in June 2020. Year to date, total revenue was favorable to budget by \$486,641 in aggregate mainly resulting from favorable variances in local sources and ICCB credit hour grant revenue.
- *Expenditures* – Total June 2020 expenditures were \$1,812,168 resulting in an overall unfavorable variance of \$17,987. Year to date, expenditures were favorable overall by \$3,412,378 attributable from favorable variance in nearly all budgetary line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$8,210 while the Year to date variance was favorable by \$292,140.

- *ICCB Credit Hour Grant* – We received a payment in June 2020 resulting in a favorable monthly variance of \$41,154. Year to date, this area is favorable by 345,959. The variances are typically timing related as we normally receive a larger payment in the 1st month of each quarter and smaller payments the last two months of each quarter.
- *ICCB Equalization Grant* – We received 3 equalization payment in June 2020 resulting in a favorable monthly variance of \$1,415,410. This area is unfavorable \$189,731 YTD. The unfavorable variance is timing related based on a slow payment process and we did receive an additional payment in July 2020 eliminating the unfavorable variance.
- *Tuition & Fees* – June 2020 had a favorable variance for tuition of \$1,239 while fees were unfavorable by \$57,838. Year to date, there was an unfavorable variance for tuition of \$111,071 and a favorable variance for fees of \$35,613.
- *Other State Sources* – The Year to Date variance in this area was favorable by \$21,943.
- *Other Revenue* – Year to date other revenue was unfavorable by \$67,085. The other revenue line item is unfavorable mainly due to the cancellation of CBI and CDL classes after March due to the COVID-19 pandemic.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in June 2020 of \$6,466. Year to date the salary and wage area were favorable by \$1,098,825. The YTD variance is attributable mainly due to reduction of adjuncts related to our reduced enrollment.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in June 2020 in the amount of \$176,143. Year to date this area was favorable by \$519,772 as we budgeted for a 5% increase overall while the increase was held at 1% for the year.
- *Instructional* – The Instructional expenditures had favorable variance in June 2020 of \$209,106 and was favorable \$2,125,906 for the year. The YTD variance is mainly attributable to favorable variances in salary and wages, employee benefits and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance in June 2020 of \$3,631. Year to date, the Academic Support expenditures were unfavorable by \$157,782 mainly attributable to salary/wages.
- *Student Services* – The Student Services expenditures had a favorable variance in June 2020 of \$8,574. Year to date, the Student Service expenditures were favorable by \$193,133.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable June 2020 variance of \$7,361. Year to date, this area was favorable by \$6,412.

- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall June 2020 variance of \$53,942. Year to date, this area was unfavorable by \$911,234 as a result of recording \$1,336,730 YTD in the well field expenses. The well field expenses were originally budgeted for the 2019 fiscal year but due to various delays, the actual expenditures occurred in the 2020 fiscal year.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable June 2020 variance of \$301,115. Year to date, the Institutional Support expenditures were favorable to budget by \$1,672,871 with the most significant favorable budget line item of \$1,396,523 in the contingency line item.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had a favorable variance for June of \$513. Year to date, this area was favorable 483,071 due to reduced utilization from a lower enrollment and utilization of incentives.

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

Current Month	Current Month			Current YTD	Current YTD	Current YTD
	Budget	Variance		Actual	Budget	Budget Variance
711,973	718,438.75	6,465.72	Salary and Wages	17,592,082	18,690,907.00	1,098,825.18
17,940	194,083.45	176,143.42	Employee Benefits	3,874,147	4,393,919.00	519,771.62
152,848	72,478.71	(80,369.48)	Contractual Services	1,317,052	1,499,635.00	182,583.23
137,892	74,868.73	(63,023.01)	General Materials and Supplies	4,478,350	5,105,852.00	627,502.13
13,332	31,250.24	17,918.19	Travel and Meeting Expenses	146,697	359,280.00	212,582.66
23,744	23,282.51	(461.92)	Fixed Charges	569,579	608,764.00	39,185.29
77,048	133,309.14	56,260.81	Utilities	996,732	1,278,585.00	281,853.06
51,133	2,375.00	(48,758.49)	Capital Outlay	1,391,596	80,212.00	(1,311,384.26)
449,287	229,028.00	(220,258.84)	Contingency Funds	616,783	1,996,351.00	1,379,567.58
46,950	250,000.00	203,050.21	Other Expenditures	822,293	820,792.76	(1,500.00)
-	-	-	Tech Refresh	2,489,057	2,500,000.00	10,942.86
37,297	-	(37,296.55)	Strategic Initiatives	287,749	400,000.00	112,251.10
5,659	-	(5,658.55)	COVID 19	129,001	-	(129,000.90)
87,512	-	(87,512.00)	GIK	158,873	-	(158,873.00)
(447)	66	513.00	Scholarships	751,995	1,235,066.00	483,071.09
1,414,607	117,344	(1,297,262.73)	Transfers Out	1,414,607	1,408,128.00	(6,478.73)
3,226,775	1,846,524.53	(1,380,250.22)	Total	37,036,593	40,377,491.76	3,340,898.91

Lake Land College
FY2020 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$10,757,199	\$11,763,802	\$1,006,603	\$11,763,802	\$11,480,620	\$11,763,802	\$283,182
Salary and Wages - Acad. Support	\$544,875	\$385,484	(\$159,391)	\$385,484	\$359,532	\$385,484	\$25,952
Salary and Wages - Stud. Svcs	\$1,473,911	\$1,633,591	\$159,680	\$1,633,591	\$1,471,328	\$1,633,591	\$162,263
Salary and Wages - Public Svc.	\$346,272	\$321,611	(\$24,661)	\$321,611	\$436,234	\$321,611	(\$114,623)
Salary and Wages - Maintenance	\$957,440	\$1,086,925	\$129,485	\$1,086,925	\$979,651	\$1,086,925	\$107,274
Salary and Wages - Inst. Support	\$3,512,385	\$3,499,494	(\$12,891)	\$3,499,494	\$3,697,141	\$3,499,494	(\$197,647)
Total Salary and Wages	\$17,592,082	\$18,690,907	\$1,098,825	\$18,690,907	\$18,424,506	\$18,690,907	\$266,401

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$2,138,916	\$2,701,468	\$562,552	\$2,701,468	\$2,176,361	\$2,701,468	\$525,107
Employee Benefits - Acad. Support	\$129,602	\$84,218	(\$45,384)	\$84,218	\$121,844	\$84,218	(\$37,626)
Employee Benefits - Stud. Svcs	\$416,305	\$382,148	(\$34,157)	\$382,148	\$375,933	\$382,148	\$6,215
Employee Benefits - Public Svc.	\$64,839	\$50,156	(\$14,683)	\$50,156	\$51,983	\$50,156	(\$1,827)
Employee Benefits - Maintenance	\$321,840	\$342,483	\$20,643	\$342,483	\$328,402	\$342,483	\$14,081
Employee Benefits - Inst. Support	\$802,646	\$833,446	\$30,800	\$833,446	\$851,919	\$833,446	(\$18,473)
Total Employee Benefits	\$3,874,147	\$4,393,919	\$519,772	\$4,393,919	\$3,906,441	\$4,393,919	\$487,478

Jun-20	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,507,896	1,564,000	(56,104)	1,450,918	1,564,000
Bond Proceeds	8,565,000	7,650,000	915,000	16,018,521	7,650,000
Loan Proceeds	9,025,000	7,650,000	1,375,000		7,650,000
Investment Income	157,588	-	157,588	326,177	-
Total Revenues	19,255,485	16,864,000	2,391,485	17,795,617	16,864,000
Expenditures:					
Student Center Renovations : Buildi	5,050,052	4,000,000	(1,050,052)	9,972,272	4,000,000
Construction Proj : Site Improvemen	1,087,314	-	(1,087,314)	-	-
PHS Projects : Site Improvements	-	490,000		-	490,000
New Site: Site Improvements	1,127,350	199,500	(927,850)	-	199,500
Other	9,571,556	7,650,000	(1,921,556)	16,445,453	7,650,000
Total Expenditures	16,836,272	12,339,500	(4,986,772)	26,417,725	12,339,500
Excess of Revenues over Expenditures & Transfers	2,419,213	4,524,500	(2,105,287)	(8,622,109)	4,524,500

Jun-20	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,708,530	6,599,225	109,305	6,713,080	6,599,225
General : Investment Income	244,473	-	244,473	2,521	-
General : Transfer from Other Funds	123,517	160,750	(37,233)	128,908	160,750
Total Revenues	7,076,521	6,759,975	316,546	6,844,509	6,759,975
Expenditures:					
Work Cash Bonds : Debt Principal Pa	6,089,991	-	(6,089,991)	-	-
Work Cash Bonds : Interest on Debt	640,952	-	(640,952)	(322,787)	-
Work Cash Bonds : Other Fixed Charg	600	-	(600)	-	-
Funding Bonds : Debt Principal Paym	-	6,090,000	6,090,000	6,655,001	6,090,000
Funding Bonds : Interest on Debt	136,350	666,975	530,625	213,706	666,975
Funding Bonds : Other Fixed Charges	1,600	3,000	1,400	2,550	3,000
Funding Bonds : Bond Is	-	-	-	242,212	-
Administration : Intere	-	-	-	-	-
Total Expenditures	6,869,493	6,759,975	109,518	6,790,682	6,759,975
Excess of Revenues over					
Expenditures & Transfers	207,027	-	207,027	53,827	-

Jun-20	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	24,763	24,000	763	25,339	24,000
Auto Shop	1,027	15,000	(13,973)	726	15,000
Athletics	542,993	550,903	(7,909)	379,700	550,903
Fitness Center	67,143	55,000	12,143	95,357	55,000
Bookstore	626,631	636,084	(9,452)	575,711	636,084
Print Shop	686,951	638,066	48,885	711,699	638,066
Food Service	12,642	14,700	(2,058)	12,421	14,700
College Farm	102,220	94,675	7,545	116,057	94,675
Comm Choir	3,612	5,100	(1,488)	4,738	5,100
Student Life	224,189	264,208	(40,019)	225,185	264,208
WLKL Radio Activity fees	126	1,100	(974)	-	1,100
Transfer for Tuition Waivers	661,965	515,000	146,965	651,177	515,000
Total Revenues	2,960,763	2,820,335	140,427	2,804,609	2,820,335
Expenditures:					
Ag Judging	31,263	30,500	(763)	31,839	30,500
Auto Shop	1,095	15,000	13,905	766	15,000
Athletics	542,993	533,770	(9,223)	481,785	533,770
Fitness Center	67,143	103,749	36,606	75,003	103,749
Bookstore	650,912	633,968	(16,944)	580,080	633,968
Print Shop	711,214	614,504	(96,710)	648,375	614,504
Food Service	10,339	13,488	3,149	11,424	13,488
College Farm	75,067	129,555	54,488	102,700	129,555
Comm Choir	3,612	5,100	1,488	4,738	5,100
Student Life	224,189	264,208	40,019	247,008	264,208
WLKL Radio	126	1,100	974	-	1,100
Tuition Waivers	661,965	625,000	(36,965)	651,177	625,000
Total Expenditures	2,979,919	2,969,942	(9,978)	2,834,895	2,969,942
Excess of Revenues over Expenditures & Transfers	(19,157)	(149,606)	130,450	(30,287)	(149,606)

Jun-20	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	487,246	466,570	20,676	471,525	466,570
Pathways	441,415	402,049	39,366	407,943	402,049
Perkins	300,402	298,389	2,013	298,389	298,389
WIOA	3,035,237	2,945,905	89,332	3,518,967	2,945,905
College Work Study	45,837	71,324	(25,487)	67,894	71,324
GAST	10,000	14,000	(4,000)	14,000	14,000
IL Cooperative Work Study	36,126	18,000	18,126	45,933	18,000
IPRF Grant	14,148	-	14,148	7,258	-
Veterans Services	204,004	1,037,000	(832,996)	186,756	1,037,000
ISAC MAP	1,009,473	760,000	249,473	822,641	760,000
Department Of Education	6,053,814	5,480,468	573,346	5,884,472	5,480,468
Direct loans	1,477,057	1,674,321	(197,264)	1,602,932	1,674,321
Corrections	10,023,023	12,364,824	(2,341,801)	9,733,855	12,364,824
CARES Funds-Students	809,704	-	809,704	-	-
CARES Funds-Institutional	121,037	-	121,037	-	-
Privately Funded Grant	78,938	85,000	(6,062)	47,853	85,000
TRIO SSS	276,038	243,987	32,051	245,603	243,987
TRIO DC	316,815	303,643	13,172	312,491	303,643
Total Revenues	24,740,314	26,165,480	(1,425,166)	23,668,511	26,165,480
Expenditures:					
Adult Ed	487,587	466,570	(21,017)	473,365	466,570
Pathways	396,618	402,049	5,431	385,098	402,049
Perkins	300,402	298,389	(2,013)	298,389	298,389
WIOA	3,035,237	2,945,905	(89,332)	3,518,967	2,945,905
College Work Study	45,837	71,324	25,487	51,185	71,324
GAST	10,000	14,000	4,000	14,000	14,000
IL Cooperative Work Study	36,126	18,000	(18,126)	45,933	18,000
IPRF Grant	14,148	-	(14,148)	7,258	-
Veterans Services	204,004	1,023,000	818,996	186,756	1,023,000
ISAC MAP	1,009,473	760,000	(249,473)	822,641	760,000
Department of Education	6,053,814	5,480,468	(573,346)	5,901,181	5,480,468
Direct loans	1,477,057	1,674,321	197,264	1,602,932	1,674,321
Corrections	10,023,023	12,378,824	2,355,801	9,710,960	12,378,824
CARES Funds-Students	809,704	-	(809,704)	-	-
CARES Funds-Institutional	121,037	-	(121,037)	-	-
Privately Funded Grant	81,938	85,000	3,062	47,853	85,000
TRIO SSS	276,038	243,987	(32,051)	245,603	243,987
TRIO DC	316,815	303,643	(13,172)	312,491	303,643
Total Expenditures	24,698,858	26,165,480	1,466,622	23,624,612	26,165,480
Excess of Revenues over Expenditures & Transfers					
	41,456	(0)	41,456	43,899	(0)

	Jun-20	Audit Fund--Fund 11			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance			
Revenues:						
Local Taxes	61,173	60,000	1,173	69,841	60,000	
Total Revenues	61,173	60,000	1,173	69,841	60,000	
Expenditures:						
Admin Staff Ful	23,374	23,891.69	517	19,567	23,891.69	
Support Staff F	14,523	14,855.83	333	13,862	14,855.83	
Medical Benefit	9,088	9,425.86	338	9,165	9,425.86	
Life Insurance	27	27.60	1	28	27.60	
Audit Services	42,750	42,750.00	-	32,063	42,750.00	
Printing	537	500.00	(37)	54	500.00	
Total Expenditures	90,299	91,451	1,152	74,739	91,451	
Excess of Revenues over Expenditures & Transfers	(29,126)	(31,451)	2,325	(4,898)	(31,451)	

Jun-20	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,303,869	1,255,000	48,869	1,593,248	1,255,000
Total Revenues	1,303,869	1,255,000	48,869	1,593,248	1,255,000
Expenditures:					
Student Services	107,343	120,560	13,217	109,167	120,560
Operations and Maintenance	201,385	256,170	54,785	144,439	256,170
Police Dept	474,712	497,699	22,987	529,439	497,699
Institutional Support	100,185	104,447	4,262	100,760	104,447
Fixed Charges-ins	786,353	823,910	37,557	712,330	823,910
Total Expenditures	1,669,978	1,802,786	132,808	1,596,133	1,802,786
Excess of Revenues over Expenditures & Transfers	(366,110)	(547,786)	181,677	(2,885)	(547,786)

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC:
DATE: July 20, 2020
RE: Surplus Equipment

Below are items that have become surplus. They are obsolete and have little value to the college:

1 – 2001 Avenger Trailer, VIN 4T6FB121X1M015346

1 – 1999 Ford Ambulance, VIN 1FDXE40F6WHA67381

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

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

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees
FROM: Christi Donsbach, Executive Director for College Advancement
CC: Dr. Josh Bullock, President
DATE: July 29, 2020
RE: Rural King Gift-in-Kind

The College of Advancement is seeking approval of gift in kind items to be donated for the new Foundation & Alumni Center from Rural King (\$7,403.26) The equipment consists of new tables, chairs and carts to be used in the Foundation & Alumni Center special events room.

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



Gift-in-Kind Certification

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

Donor's Name _____ Organization Rural King
 Address 4216 Dewitt Ave. City Mattoon State/Zip IL 61938
 Telephone _____ Fax _____
 Donor's Estimated Value \$ 7,403.26

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

Description Tables, Chairs, and carts for Foundation & Alumni Building

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift College Advancement Donor intent/restrictions _____

Gift Usage Plan:

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

Sale/disposition of gift (including cost) _____

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

Donor Signature: _____ Date: 6-18-2020

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

CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver _____ Date: 7/14/2020

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: 7/14/2020

Foundation Treasurer _____ Date: 7-15-20

FOUNDATION REVIEW/APPROVAL

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

Foundation President _____ Date: 7-28-2020

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: Augusts 5, 2020

RE: Modification of Planned Retirement Request

I have received a written request by Salisa Olmstead, Division Chair/English Instructor, on August 5, 2020, to respectfully modify her request for the Planned Retirement program by approving a new retirement date of August 31, 2024. This past February, the Board approved her initial request for inclusion in the Planned Retirement Program with a retirement date of December 31, 2024. Due to the timing of her initial request and initial retirement date, her increase in salary due to participation in the Planned Retirement Program has not yet begun.

I respectfully appeal to the Board to approve Ms. Olmstead's request.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: August 5, 2020

RE: Modification of Planned Retirement Request

I have received a written request by Lisa Madlem, Director for Academic Support and Assessment, on August 6, 2020, to respectfully modify her request for the Planned Retirement program by approving a new retirement date of August 10, 2024. This past February, the Board approved her initial request for inclusion in the Planned Retirement Program with a retirement date of December 20, 2024. Due to the timing of her initial request and initial retirement date, her increase in salary due to participation in the Planned Retirement Program has not yet begun.

I respectfully appeal to the Board to approve Ms. Madlem's request.

MEMORANDUM OF UNDERSTANDING

Between the Lake Land College Board of Trustees and the Lake Land College Faculty Association

RE: Response to the Coronavirus Pandemic for the Fall 2020 Semester

Whereas the 2020-2023 Lake Land College Faculty Association Agreement was ratified by the Lake Land Faculty membership and approved by the Lake Land College Board of Trustees; and

Whereas the current Coronavirus pandemic and Restore Illinois plan necessitates a shift in normal college operations; and

Whereas both parties wish to minimize the negative effects of this shift on our academic community; and

Whereas both parties wish to maintain the integrity of our Collective Bargaining Agreement to the degree possible; and

Whereas the Lake Land College Faculty Association, Local 2296, and the Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time:

Therefore, be it also resolved that both parties agree to temporary changes in working conditions, as described below:

1. The College shall continue to comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.
2. The College will not require faculty to ensure or enforce safety guidelines that are outside of the scope of normal faculty responsibilities.
3. According to procedures outlined in the existing contract, the College shall develop and post a position description for a Faculty Tech Team who will be trained and paid \$4500/year to offer specific educational technology training through the academic year to faculty and adjuncts. The team will consist of up to 8 members with at least one faculty member per division and one academic support faculty member provided there is at least one applicant from each division and one applicant from academic support faculty.
4. Campus meetings shall be conducted via remote/virtual means whenever possible. Faculty will not be penalized for remote attendance. If a faculty member must attend a meeting in person, reasonable accommodations will be made when requested.
5. Faculty will receive a \$25/month stipend for technology or be provided a Wi-Fi hotspot if required to work remotely or if such benefit is extended to other employees.
6. Implement the following changes to Article II:
 - a. II.A.2. An approved location for division chairs and academic support faculty will be on- or off-campus. On-campus schedules will allow for office coverage during posted office hours.
 - b. II.A.4a. On-campus requirement is waived. Add “and other learning technologies” after “learning management system.”
 - c. II.A.4b. Off-campus is an approved location for all instructional faculty.
 - d. II.A.4c. All office hours may be virtual and will be posted online per the 2020-2023 contract.
 - e. II.A.8.c. Waive hybrid course language that conflicts with this MOU.
 - f. II.B.17.a.4.g. Waive new modality course development language that conflicts with this MOU.

- g. II.B.8. Staff development requirement may be met by activities taken to move classes to new modalities.
 - h. II.B.16. Waive new online course development language that conflicts with this MOU.
7. Implement the following changes to Article IV:
 - a. IV.A.2. Add digital recording.
 - b. IV.E. To comply with course/program assessment requirements, faculty may, but will not be required to, collect additional assessment data for individual courses during the Fall 2020 semester. Faculty who do not collect additional data will review and identify a response to data conducted in previous semesters. The College may collect additional data from all students regarding learning in the online and virtual environments.
 8. Implement the following change to Article V:
 - a. Faculty evaluations, particularly those of faculty being evaluated for tenure, will differentiate between reviews specific to switching to alternate classroom delivery methods and reviews specific to overall instruction and responsiveness to students as required in the job description and CBA. Negative reviews specific to switching to alternative classroom delivery methods will not adversely impact evaluation outcomes.
 9. Faculty will be held harmless against failure of network computing platforms.
 10. Faculty should have the final authority to determine which learning modalities are best suited to impart the course materials and knowledge to the students in a particular section of that course.
 - a. Faculty, in discussion with the division chair and using the learning modality options as outlined in the attached document “Learning Modality Options for Fall 2020,” will determine if currently scheduled Fall courses will be on-campus, online, virtual, online/virtual blended, online/on-campus blended or online/on-campus/virtual blended.
 - i. For the purposes of the aforementioned determination process, any course that contains a lab ECH component as indicated on the course form and in the catalog course descriptions will be considered a “lab course.” Faculty retain the right to determine the appropriate instructional modality option for the lab portion of these courses.
 - ii. Faculty who offer an “on-campus” or “online/on-campus blended” approach to their lab courses will adhere to the social distancing guidelines for their lab space as determined by administration. This may require additional lab instruction time to accommodate smaller groups, as approved by the Vice-President of Academic Services.
 - iii. Faculty who teach additional lab or clinical hours to meet course or accreditation requirements will receive a stipend for additional hours of instruction according to the following formula with the stipend not counting against overload hours. For a member currently in the College’s Planned Retirement Program, the stipend will be added to the end of service incentive.
 - Substitution Rate for Full-Time Faculty from approved FY21 Part-Time Rates & Stipends = $\$770/16 = \$48.13/\text{hour}$
 - b. Faculty will not penalize any student for class absences as a result of not receiving approval to access the assigned building due to symptoms of COVID19.
 11. Transfer of any course to a new learning modality is a one-time-only change that will not be considered precedent for moving that course to a new learning modality in the future.
 - a. A member developing and teaching a virtual synchronous, online/virtual synchronous blended, online/on-campus blended or online/on-campus/virtual synchronous blended course will be paid a stipend in the amount of \$100 base + 1/3 credit hour per credit hour of the course development payable at the overload rate and according to the overload payment schedule. For

a member currently in the College’s Planned Retirement Program, the stipend will be added to the end of service incentive.

- i. Ex. 3 credit hour course = \$100 + (1/3 credit hour of overload pay x 3)
- ii. Ex. 2 credit hour lab of a course = \$100 + (1/3 credit hour of overload pay x 2) when the lecture portion has already been developed online.

b. If an on-campus lab is required to move online later in the semester, a member developing and teaching an online course either for the first time or for the first time in three years (prior to Fall 2017) will be paid a stipend in the amount of \$100 base + 1/3 credit hour per credit hour of the section developed payable at the overload rate. The stipend will be paid upon submission of verification of completion of full course development no later than the end of the Spring 2021 term. For a member currently in the College’s Planned Retirement Program, the stipend will be added to the end of service incentive.

- i. Ex. 3 credit hour course = \$100 + (1/3 credit hour of overload pay x 3)
- ii. Ex. 2 credit hour lab of a course = \$100 + (1/3 credit hour of overload pay x 2) when the lecture portion has already been developed online.

- 12. Non-instructional faculty who develop or have developed online projects outside of the classroom in response to COVID-19 shall receive a stipend equal to their hourly rate x (# of development hours for the project) upon approval by the appropriate Vice-President. For a member currently in the College’s Planned Retirement Program, the stipend will be added to the end of service incentive.
- 13. New online courses developed in a new modality in accordance with this MOU will not be eligible for future new online course development stipends in the same modality.
- 14. By mutual agreement, this MOU may be extended through the end of Spring 2021 term if needed.

This agreement is not precedent setting.

Ms. Sarah Hill, President
 Lake Land College Faculty Association

Ms. Doris Reynolds, Chair of the Board
 Lake Land College

Date

Date

Learning Modality Options for Fall 2020

The learning modality and regularly scheduled synchronous class times will be identified in the class schedule. Students will be notified through Laker Mail once all schedule changes have been made.

<i>Current Section Type</i>		
	New Fall 2020 Schedule Options for Faculty	Modality Description for Faculty
<i>Online</i>	Online	Class sections that are fully online with no on-campus or virtual class meetings.
<i>Section that is only lab that cannot be done virtually</i>	On-Campus	Class sections that meet face-to-face during regularly scheduled class times on the Mattoon campus and/or other campus locations. These courses may be split to meet social distancing guidelines, as approved by the Vice-President of Academic Services.
<i>Section that is only face-to-face lecture.</i> <i>Section that is face-to-face lecture/lab and no on-campus lab is needed.</i>	Virtual (synchronous)	Class sections that meet synchronously during ALL regularly scheduled class times through a virtual meeting platform such as Canvas or Zoom. Faculty may choose to not build a full online course in Canvas for this option. Faculty must keep all scheduled days as class meeting times.
	OR	
	Online/Virtual Blended	Class sections where work is completed both online and during a reduced number of regularly scheduled face-to-face class times through a virtual meeting platform such as Canvas or Zoom. Virtual meetings (held by faculty at least once a week, as posted in the schedule) may be optional or mandatory for students. Virtual meetings could include delivering course content, Q&As, class discussions, tutoring sessions, etc.
<i>Section that is lecture/lab and on-campus lab is needed.</i>	Online/On-Campus Blended	Class sections where work is completed both online and during regularly scheduled face-to-face class lab times on the Mattoon campus and/or other campus locations. No synchronous virtual class meetings occur.
	OR	
	Online/On-Campus/Virtual Blended	Class sections where work is completed online and during regularly scheduled face-to-face lab class times on the Mattoon campus or other campus locations and through synchronous virtual class meetings, as posted in the schedule, using platforms such as Canvas or Zoom.

NOTE: Faculty may host optional, supplemental, small group meetings on campus, upon approval by the appropriate Vice-President.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|--|--|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1422 REV 0320

Robbins Schwartz

Families First Coronavirus Response Act (FFCRA) Leave Flow Chart (Effective April 1, 2020 to December 31, 2020)

Emergency Paid Sick Leave (EPSL)

When an employee is:

1. Subject to a federal, state or local quarantine/isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns;
 - *Need name of health care provider*
3. Experiencing symptoms of COVID-19 and seeking medical diagnosis;
4. Caring for an individual who is subject to a quarantine order or advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 - *Need name of individual and relationship to employee, and name of health care provider*
5. Caring for a son or daughter if the child's school or place of care has been closed or the child's care provider is unavailable due to a COVID-19 related reason (see info to be provided under *FMLA Expansion*); or
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Not Eligible:

- * Different reason for absence, check CBA or policy for other leave **OR**
- * No work for employee **OR**
- * Eligible for telework

Eligible:

- * No telework option
- * No minimum number of days employed

Full-time employees are eligible for up to 2 weeks (80 hours) of leave for a qualifying reason.

Part-time employees are eligible for up to the number of hours normally worked, on average, over a 2-week period.

EPSL must be applied first *before* any other leave.

Once EPSL is exhausted, check CBA or policy for other leave if employee still cannot return.

Emergency FMLA Expansion

When an employee is:

Caring for a son or daughter if the child's school or place of care has been closed or the child's care provider is unavailable due to a COVID-19 related reason.

Employed for at least 30 days **AND** not eligible to telework

Employed for less than 30 days **OR** eligible to telework **OR** no work for employee

Not eligible; check CBA or policy for other leave options

Employee **must** provide:

- * Name of son/daughter;
- * Name of school, place of care or child's care provider that is closed/unavailable; and
- * Representation that no other suitable person will be caring for son/daughter during period of leave.

If criteria is met, employee is **eligible** for up to a total of 12 workweeks of job-protected leave between April 1 and December 31, 2020.

- * First 2 weeks are unpaid, but employee may substitute available paid leave (i.e. EPSL).
- * Remainder of qualifying leave is **paid by the employer** at 2/3 of employee's applicable pay rate (capped p/employee at \$200 p/day, \$2,000 in aggregate).
- * Block leave, unless employer agrees to intermittent leave.
- * Check employee's use of FMLA for other qualifying reasons during the applicable FMLA year.

EPSL is employer-paid leave.

- * For Nos. 1-3: 100% of employee's applicable pay rate (capped at \$511 p/day p/employee, \$5,110 aggregate).
- * For Nos. 4-6: 2/3 of employee's applicable pay rate (capped at \$200 p/day p/employee, \$2,000 aggregate).

Although the information contained herein is considered accurate, it is not, nor should it be construed to be legal advice. If you have an individual problem or incident that involves a topic covered in this document, please seek a legal opinion that is based upon the facts of your particular case.

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**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
August 10, 2020**

**The following employee is recommended for FMLA leave.
Board policy 05.14.12.**

Beagle, Ryan	FMLA	07/16/20-10/16/20
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Unpaid Volunteer		
Christman, Lynnetta	Allied Health BNA Adjunct faculty	12/02/2018
Stuart, Zachary	Adjunct Faculty Social Science	07/01/2020
Part-time		
Jackson, Kyra	Tutor	03/06/2020
Walk, Emmalyn	Adm & Rec Data Entry Asst	06/15/2020

**The following position has been recommended by the Lake Land College
President's Cabinet**

Manager of Bookstore & Textbook Rentals-Level 15, Supervisory

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
North, Julia	Dual Credit Instructor	07/07/2020
Walk, Vince	Dual Credit Instructor	07/13/2020
Part-time		
Clarkson, Jonathan	CBI Non-credit Instructor	07/01/2020
Cushing, Jaime	Clinical Dentist	08/01/2020
Heurman, Jill	Allied Health Dental Clinical Instructor	08/01/2020
Hilliard, Antwonette	IDOC CPR Instructor	07/21/2020
Jones, Kari	CBI Non-credit Instructor	07/01/2020
Smith, Logan	Allied Health Dental Clinical Instructor	08/01/2020
9 Month - Tenure Track Faculty		
Byers, Jessica	Nursing Instructor	08/21/2020
Workman, Bethany	Nursing Instructor	08/21/2020

Full-time

Davis, Breanna	Administrative Assistant to Business	08/17/2020
Davidson, Jo	Police Officer	08/17/2020
Donovan, Richard	Custodian	08/17/2020
Ruholl, Katelyn	Simulation Lab Coordinator	08/21/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Ness, Kurt	Counseling Services Unpd Intern	03/15/2020

Full-time

Black, Kathy	Division Chair Bus/Bus Instructor-Retiree	08/05/2020
Caldwell, Nancy	Music Instructor-Retiree	08/05/2020
Coit, Jonathan	Outreach Advisor & Ofc Coordinator	08/06/2020
Cole, Sarah	Payroll Specialist	08/07/2020
Duckett, Amy	Cosmetology Instructor-Retiree	08/05/2020
Edmunds, Linda	Corr Comm Cooking Instr-Dixon CC	06/30/2020
Miller, Robert	John Deere Tech Instructor	08/05/2020
Ritz, Alex	Police Officer	08/24/2020
Sharp, Kennedy	Financial Aid Verification Specialist	08/28/2020
Staley, Cheryl	Business Instructor-Retiree	08/05/2020
Taylor, Myra	Wrkfce Solution Project Coordinator	07/30/2020

Part-time

Ames, Mallory	Agriculture Education Intern	06/30/2019
Austin, Chase	Newspaper Ed Student News	04/05/2020
Caskey, Winnie	Newspaper Ed Student News	05/17/2020
Croft, Katherine	Newspaper Ed Student News	05/17/2020
Christman, Lynnetta	Allied Health BNA Adj Faculty	02/02/2018
Elmore, Deana	Adj Doc College Funded Instr	08/11/2019
Gardner, Michelle	Asst Softball Coach	06/28/2020
Gardner, Zane	Agriculture Education Intern	06/30/2019
Grovier, Michael	Newspaper Ed Student News	05/31/2020
Hacker, Aaron	Adj Doc College Funded Instr	12/15/2019
Hackman, Jessica	Tutor - Student Lrng Asst Ctr	04/19/2020
Hall, Brett	Police Officer	11/17/2019
Hanley, Paul	Commercial Driver Training Instr	06/28/2020
Hemrich, Sarah	Adj Doc College Funded Instr	05/19/2019
Horton, Jesse	Adj Faculty Math/Science	05/20/2020
Isaacs, Angela	Adj Doc College Funded Instr	05/19/2019
Jackson, Kyra	Tutor	03/06/2020
Johnson, Kimberly	Adj Doc College Funded Instr	05/19/2019
McKee, Caeleb	Tutor - Student Lrng Asst Ctr	04/05/2020
Patino, Emily	Adj Faculty Humanities	05/17/2020

Perzee, Haley	Adj Doc College Funded Instr	05/19/2019
Reeder, Michele	Engineering Technician	07/02/2020
Reeder, Sandra	Adj Doc College Funded Instr	05/19/2019
Riley, Mariah	Bookstore Rush Worker	05/19/2019
Shelton, Brian	Pathways Classroom Assistant	05/17/2020
Thomas, Sarah	Newspaper Ed Student News	05/17/2020
Travis, Camryn	Fitness Center Specialist	04/05/2020
Turner, Nash	Tutor - Student Lrng Asst Ctr	04/05/2020
Wendling, Austin	Newspaper Ed Student News	05/03/2020
Woolworth, Wendy	Tutor - Assoc Community Ed	05/17/2020
Yantis, Jeannene	Allied Health Dental Clinical	05/17/2020

College Work Study's

Anderson, Lily	College Work Study-Student Life	05/17/2020
Binnion, Hannah	College Work Study-Student-TRIO DC	03/08/2020
Smith, Chandler	College Work Study-Humanities	05/17/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Daugherty, Jessica	Financial Aid Verification Specialist	08/11/2020
	Financial Aid Outreach Coordinator-PT	
Kearns, William	Maintenance II	08/03/2020
	Transferring From Custodian	
Matherly, David	Maintenance I	08/03/2020
	Transferring From Custodian	
Misenheimer, Roger	Maintenance I	08/03/2020
	Transferring From Custodian	
Pope, Kelli	Financial Aid Verification Specialist	08/31/2020
	Transferring From Financial Aid Accountant	
Wiles, Tessa	Academic Services Specialist	08/11/2020
	Transferring From Dual Credit Program Asst. (PT)	