

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
December 10, 2018  
Regular Meeting No. 624

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



Regular Meeting No. 624  
Monday, December 10, 2018, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***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.)

Approval of:

1. Minutes of November 12, 2018, Regular Meeting.
2. Minutes of November 12, 2018 Closed Session.
3. Agenda of December 10, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

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

**II. Hearing of Citizens, Faculty and Staff.**

### III. Committee Reports.

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

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Study Abroad Opportunities.	
2. Post-Issuance Tax Compliance Report.	20-21
3. Proposed Revisions to Four Board Policies Including: 07.13 – <i>Student Classifications</i> . 07.14 – <i>Honors Program</i> . 07.23 – <i>Honor's List, Dean's List, and President's List</i> . 07.39 – <i>Student Call to Military Duty</i> .	22-28
4. Calendar of Events.	29-30
5. Correspondence.	31-33

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 1218-004 to Authorize Property Tax Abatement for the Coles County Enterprise Zone Application.	34-45
2. Approval of Resolution No. 1218-005 to Authorize Preparation of Tentative Budget.	46-48
3. Approval of Certificate of Tax Levy.	49-52

- |   |         |
|---|---------|
| 4. Approval of Resolution Number 1218-006 - Abating the Tax Heretofore Levied for the Year 2018 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.              | 53-60   |
| 5. Acceptance of Reporting of October 2018 Financial Statements.  | 61-66   |
| 6. Approval of Workers Compensation Policy Renewal.   | 67      |
| 7. Approval of Change in Effective Retirement Date for Dr. Tina Stovall.  | 68-69   |
| 8. Approval of Proposed Revisions to 27 Policies from Board Policy Manual Annual Review.  | 70-114  |
| 9. Approval of 2020-2021 and 2021-2022 Academic Calendars.  | 115-119 |
| 10. Approval of Tuition Waivers for Spring 2019.  | 120     |
| 11. Acceptance of John Ullrich Foundation Grant Award.  | 121-123 |
| 12. Approval of Bid for HVAC Controls for Luther Student Center Project – Bid Package #3.   | 124-125 |
| 13. Approval of Bid for the Furniture for Luther Student Center Project.  | 126-152 |
| 14. Approval of Purchase of Cutter for Print Shop.  | 153-156 |
| 15. Approval of Second Addendum to Intergovernmental Agreement with Black Hawk Community College District No. 503 for Educational Services with IDOC.   | 157-158 |
| 16. Closed Session.<br>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the minutes of meetings lawfully closed under the Open Meetings Act. |         |
| [Return to Open Session - Roll Call]  |         |
| 17. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.  |         |
| 18. Approval of Human Resources Report.   | 159-161 |

## V. Other Business. (Non-action)

## VI. Adjournment.

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



Regular Board Meeting No. 623  
Board and Administration Center, Room 11, Mattoon, IL  
November 12, 2018

**Minutes**

**Call to Order.**

Chair Dave Storm, called the November 12, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 11, Board and Administration Center, Mattoon.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Mike Sullivan; and Ms. Tessa Philpot, Student Trustee.

**Trustees Absent:** None.

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

**Approval of Consent Items.**

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

1. Approval of Minutes of October 8, 2018, Regular Meeting.
2. Approval of Agenda of November 12, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

Education Fund	\$	12,327.90
Building Fund	\$	80,858.82

Site & Construction Fund	\$	903,919.30
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	79,734.77
Restricted Purposes Fund	\$	743,534.04
Working Cash Fund	\$	-
Audit Fund	\$	53.50
Liability Insurance Fund	\$	49,979.96
Student Accts Receivables	\$	271,192.01
Total	\$	2,141,600.30

For details of bills refer to:

<https://www.lakelandcollege.edu/board-of-trustees/bot-bills/>

#### 4. Destruction of Tape Recording of May 14, 2017, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

#### **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

#### **Committee Reports.**

##### **ICCTA/Legislative.**

Trustee Sullivan presented on information he learned while recently attending an ICCTA conference. He highlighted state legislative updates, a roundtable session that was focused on opportunities for community colleges to partner with business and industry for workforce development needs, how trustees interact with the student body, and an upcoming federal grant opportunity, the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant.

##### **Resource & Development.**

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda. She will comment on those items as they are discussed per order of the agenda.

##### **Finance.**

Trustee Deters, Finance Committee Chair, said the Committee had not met since the last regular Board meeting. She had no report at this time.

### **Buildings & Site.**

Trustee Owen, Buildings and Site Committee Chair, said the Committee met recently for an in-depth review of several items that will appear later in the agenda. He will comment on those items as they are discussed per order of the agenda.

### **Foundation.**

Trustee Reynolds said she had no report at this time.

### **Student Report.**

Student Trustee Philpot provided an update on activities with the Student Government Association and Student Ambassadors. She highlighted events in which students attended or assisted the College including open forums for selection of a new vice president for student services, HLC site visit open forum, and a leadership conference.

### **President's Report.**

Dr. Bullock said:

- Congratulations to Ms. Jackie Joines, Executive Director for College Advancement, for being nominated for the Lisa Mauney Outstanding Fundraising Executive award through the East Central Illinois Chapter of the Association of Fundraising Professionals.
- On November 5-6, 2018, we welcomed four peer reviewers from the Higher Learning Commission to campus for a site visit. Although the reviewers are unable to comment on our accreditation status or their recommendations, they did share positive feedback on the College community and the work we do in serving students.
- For Fiscal Year 2018, a total of \$1,780,283 remains outstanding on the Illinois Department of Corrections contract. This reflects invoices from March – June. In addition, a total of \$118,175 remains outstanding from the Juvenile Justice contracts which reflect May and June invoices.
- For Fiscal Year 2019, no payments for the Illinois Department of Corrections contract or the Juvenile Justice contract have been received. A total of \$1,783,633.82 has been billed to the Department of Corrections thus far while a total of \$149,891.60 has been billed to the Department of Juvenile Justice.
- For Fiscal Year 2019 credit hour reimbursement, we have received four payments thus far in the amount of \$2,199,940.81. A total of \$2,121,909.19 remains outstanding for the year.
- For Fiscal Year 2019 equalization, we have received three payments thus far totaling \$1,478,655. A total of \$4,435,960 remains outstanding for the year.

Dr. Bullock and Ms. Kelly Allee, Director of Marketing and Public Relations, presented to the Board on the launch of a new marketing campaign, “*Thanks Lake Land.*”

### **Non-action Items.**

#### **Proposed Coles County Enterprise Zone Application.**

Ms. Angela Griffin, Coles Together President, presented on a proposed resolution for the College to agree to abate taxes should Coles County’s application for an enterprise zone be approved by the state. The proposed resolution will be submitted to the Board for action during the December 10, 2018, Board meeting.

#### **Faculty Focus on Advancing Student Success – Exposing Students to the Latest Technology.**

Mr. Dion Buzzard, Industrial Technology Instructor/Program Coordinator, presented on Lake Land students’ utilization of the latest technology in 3D printing.

#### **Proposed Revisions to Numerous Policies – Board Policy Manual Annual Review.**

Trustees reviewed proposed revisions to 27 policies resulting from the Cabinet’s annual review of the Board Policy Manual in its entirety. Trustees learned the revisions are a result of the President’s Cabinet conducting an annual review of the Board Policy Manual in its entirety.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met recently for an in-depth review of the proposed revisions and the Committee’s consensus was to recommend to the Board approval of the proposed revisions as presented.

Dr. Bullock said proposed revisions were being presented as first reading and will be brought to the Board for action during the December 2018 regular Board meeting.

#### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events.

#### **Correspondence.**

Trustees reviewed four items of correspondence.

#### **Action Items.**

#### **Acceptance of Reporting of September 2018 Financial Statements.**

Trustees reviewed the September 2018 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements. Mr. Gleckler presented on significant variances.

Trustee Deters moved and Trustee Steward seconded to approve the September 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Proposed Revisions to Board Policy 10.15 - Banking, Investments, and Checking.**

Trustees heard a recommendation from Mr. Gleckler to approve revisions to the above-referenced Policy. He said revisions will allow for the investment in corporate notes with a maturity level of up to three years from the previous limit of 270 days. Public Act 100-0752 amended the Public Funds Investment Act to allow for this change. Mr. Gleckler requested the Board approve proposed revisions with first reading and waive second reading so that the College could begin taking advantage of a greater flexibility in the Public Funds Investment Act.

Trustee Deters moved and Trustee Steward seconded to approve as presented proposed revisions to Board Policy 10.15 - *Banking, Investments, and Checking*.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Acceptance of Gift-in-Kind Donation from Foundation. (Roll Call Vote Required).**

Trustees heard a recommendation from Dr. Bullock to accept a donation from the Foundation of a Texas Instruments 83+ Calculator with an estimated value of \$50 to be used for educational purposes for students who do not have access to this type of calculator.

Trustee Reynolds moved and Trustee Sullivan seconded to accept the gift-in-kind donation of a Texas Instruments 83+ calculator from the College's Foundation. Chair Storm said this gift was generously donated by Mr. Scott Drone-Silvers, Library Director, to the Foundation to be used for educational purposes for students who do not have access to this type of calculator.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Service Agreement for Technical Service and Support for Schneider Electric / Andover Controls Building Automation Systems.**

Trustees heard a request from Mr. Gleckler that the Board approve a three-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois, for the technical service and support for the Schneider Electric / Andover Controls Building Automation Systems for the College's main campus and Kluthe Center. Trustees reviewed details of the proposed agreement. Mr. Gleckler said Dynamic Controls, Inc. installed and has been servicing the College's control and monitoring systems for our automated doors, ventilation control and system monitoring, and our heating and air conditioning systems for the main campus and at the Kluthe Center.

Trustee Cadwell moved and Trustee Sullivan seconded to approve as presented a three-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois, in the amount of \$41,188 per year, for the period October 1, 2018, through Sept. 30, 2021, for the technical service and support for the Schneider Electric / Andover Controls Building Automation Systems for the College's main campus and Kluthe Center

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Recommendations for CDB Deferred Maintenance Funded Projects.**

Trustees heard a request from Mr. Gleckler that the Board approve six emergency and deferred maintenance projects, utilizing allocated state funds in the amount of \$195,585 and College funds for a local 25% match of \$66,665. Mr. Gleckler said the administration has identified funds within the FY 2019 budget to cover the local funding requirements associated with these projects.

Trustee Owen moved and Trustee Reynolds seconded to approve as presented six projects to be completed with the deferred maintenance funding of \$195,585 that is being allocated to Lake Land College by the State of Illinois and the College's local 25% match of \$66,665 for a total available amount of \$262,250. These projects include: Roof Cap Masonry Repairs, Power House Roof, Fieldhouse Flat Roof; Physical Plant Electrical Upgrade; Sidewalk Repairs and West Building Carpet/Flooring.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Bid for the General Construction for Luther Student Center Project – Bid Package #3.**

Trustee Owen, Buildings and Site Committee Chair, said the Committee met recently for an in-depth review of each of the bid award recommendations related to this agenda item and the next five agenda items and as part of the Luther Student Center Bid Package #3. Trustee Owen said the Committee's consensus was to recommend to the Board approval of the six bid awards as recommended by the administration. Trustees reviewed details of the bid tabulation sheets for each of the six components of bid package #3, and Mr. Gleckler presented on the administration's recommendation for each bid component award.

Trustee Deters moved and Trustee Cadwell seconded to approve a presented the bid received from Grunloh Construction of Effingham in the total amount of \$4,479,000 for the general construction contractor component of the Luther Student Center project and as part of bid package #3.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Bid for the Electrical for Luther Student Center Project – Bid Package #3.**

Trustee Reynolds moved and Trustee Steward seconded to approve as presented the bid received from Anderson Electric of Mattoon in the total amount of \$1,102,090 for the electrical component of the Luther Student Center project and as part of bid package #3

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Bid for the Glazing for Luther Student Center Project – Bid Package #3.**

Trustee Sullivan moved and Student Trustee Philpot seconded to approve as presented the bid received from Bacon & Van Buskirk Glass Co., Inc. of Champaign in the total amount of \$794,900 for the glazing component of the Luther Student Center project and as part of bid package #3.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Bid for the Fire Sprinkler for Luther Student Center Project – Bid Package #3.**

Trustee Steward moved and Trustee Sullivan seconded to approve as presented the bid received from Automatic Fire Sprinkler, LLC of Normal in the total amount of \$194,370 for the fire sprinkler component of the Luther Student Center project and as part of bid package #3

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Bid for the Mechanical for Luther Student Center Project – Bid Package #3.**

Trustee Deters moved and Student Trustee Philpot seconded to approve as presented the bid received from to Davis-Houk Mechanical, Inc. of Urbana in the total amount of \$605,000 for the mechanical component of the Luther Student Center project and as part of bid package #3.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Approval of Bid for the Plumbing for Luther Student Center Project – Bid Package #3.**

Trustee Reynolds moved and Trustee Sullivan seconded to approve as presented the bid received from Davis-Houk Mechanical, Inc. of Urbana in the total amount of \$295,000 for the plumbing component of the Luther Student Center project and as part of bid package #3

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

**Closed Session.**

7:05 p.m. – Trustee Cadwell moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], to discuss the appointment, employment, compensation or performance of specific employees.

There was no further discussion.

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Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

### **Return to Open Session – Roll Call.**

7:20 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice-Chair; Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

**Trustees Absent:** None.

### **Approval of Appointment of Vice President for Student Services as Discussed in Closed Session.**

Trustee Reynolds moved and Trustee Cadwell seconded to appoint Ms. Beth Gerl to the position of Vice President for Student Services effective February 1, 2019, and contingent upon terms outlined by the Human Resources Department for the hiring process. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

### **Approval of Employment Agreement Resolution No. 1118-003 to Approve One Year Employment Agreement with Ms. Jacqueline Joines, College Executive Director for College Advancement, through December 31, 2019, as Discussed in Closed Session.**

Trustee Deters moved and Trustee Steward seconded to approve Resolution No. 1118-003 to approve the employment agreement with Ms. Jacqueline Joines, Lake Land College Executive Director for College Advancement, for one year from January 1, 2019 to December 31, 2019. This action followed discussion on the topic held in closed session. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

### **Approval of Human Resources Report.**

Trustees reviewed the proposed Human Resources Report. Dr. Bullock highlighted a few of the personnel changes and three proposed new positions.

Trustee Reynolds moved and Trustee Steward seconded to approve the following Human Resources Report.

### The following employees are recommended for leave

Schoonover, Crystal	FMLA	12/22/18-3/15/19
Shoot, James	FMLA	09/24/18-10/14/18
White, Casey	FLMA Intermittent through	10/18/19

### Additional Appointments

#### The following employees are recommended for additional appointments

	Position	Effective Date
<b>Part-time</b>		
Birch, Skyler	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	08/31/2018
Birch, Skyler	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	08/31/2018
Brandt, Haylee	Allied Health LPN Substitute Instructor Primary Position is Nursing Instructor	10/16/2018
Carlelycke, Tilda	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	10/01/2018
Carlelycke, Tilda	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/01/2018
Deters, Timothy	Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC	09/27/2018
Deters, Timothy	Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC	09/27/2018
Graham, Beth-Anne	Tutor - Associate Community Education Primary Position is Tutor - Associate-Lrng Asst	09/06/2018
Graham, Beth-Anne	Tutor-Associates-Disability Services Primary Position is Tutor - Associate-Lrng Asst	09/06/2018
Johnson, Davis	Basketball Scorers/Timers Primary Position is Fitness Center Specialist	09/25/2018
Reeder, Michele	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	09/06/2018
Reeder, Michele	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	09/06/2018
Salem, Terry	Honors Instructor - SSE Primary Position is Adjunct Faculty SSE	10/17/2018
Simmons, Courtney	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	10/01/2018

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Simmons, Courtney	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	10/01/2018
Thomas, Justin	Honors Instructor - SSE Primary Position is Adjunct Faculty SSE	10/24/2018

**Part-time - Grant Funded**

Birch, Skyler	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	08/31/2018
Carlelycke, Tilda	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	10/01/2018
Deters, Timothy	Tutor - Bachelor's Carl Perkins Primary Position is Tutor-Bachelor's-LRC	09/27/2018
Graham, Beth-Anne	Tutor - Associate Carl Perkins Primary Position is Tutor - Associate-Lrng Asst	09/06/2018
Pryor, Justin	Perkins Student Worker - Business Primary Position is Tutor - Student Lrng Asst	09/24/2018
Reeder, Michele	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	09/06/2018
Simmons, Courtney	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	10/01/2018
Wilson, Dicie	Adjunct DOC College Funded Instructor Primary Position is Corr Career Tech Instr-TCC	09/27/2018

**College Work Study's**

Hendryx, Trevor	College Work Study - Student Life Primary Position is Adjunct Faculty Technology	10/22/2018
Verdin, Brandy	College Work Study - TRIO SSS Primary Position is TRIO SSS Student Assistant	10/11/2018

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Daniels, Tori	Bookstore Rush Worker	09/25/2018
Malcome, Logan	Tutor	05/04/2018

**Position Recommendations**

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

Administrative Assistant to TRIO – Paraprofessional – Level II  
Coordinator of Bookstore Operations – Supervisory – Level 13  
WIOA Financial Operations Coordinator – Support – Level 13

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time - Grant Funded</b>		
Altig, David	Corr Construction Instructor-Logan CC	11/05/2018
Christian, Danny	Corr Constr Occ Instructor-Lawrence CC	11/01/2018
Devries, Jodyne	Corr Horticulture Instructor-SWICC	10/22/2018
Horsch, Scott	Assoc Dean of Corr Program-IYC St. Charles	10/22/2018
McClelland, Morris	Corr Horticulture Instructor-Western IL CC	10/09/2018
Shull, Dennis	Corr Construction Occ Instructor-Lincoln CC	11/05/2018
Stewart, Charles	Corr Custodial Maint Instructor – Robinson CC	11/27/2018
Vecchia, Brianne	Corr Office Assistant –Logan CC	11/05/2018
Vercellino, Marie	Corr Comm Cooking Instructor-Decatur CC	10/22/2018
<b>Part-time</b>		
Birch, Skyler	Tutor - Student Learning Assistance	08/31/2018
Carlelycke, Tilda	Tutor - Student Learning Assistance	10/01/2018
Deters, Timothy	Tutor - Bachelor's Degree - LAC	09/27/2018
Frailey, Tamara	Dual Credit Coordinator	09/20/2018
Joles, Clarice	Commercial Driver Training Instructor	10/22/2018
Koester, Holly	Education Specialist	10/01/2018
Reeder, Michele	Tutor - Student Learning Assistance Center	09/06/2018
Simmons, Courtney	Tutor - Student Learning Assistance Center	10/01/2018
<b>Part-time - Grant Funded</b>		
Delaney, Jennifer	Adjunct DOC College Funded Instructor	10/01/2018
Jones-Lee, Sheri	Adjunct DOC College Funded Instructor	09/20/2018
Kean, Robert	Adjunct DOC College Funded Instructor	10/15/2018
Reeder, Sandra	Adjunct DOC College Funded Instructor	10/01/2018
Rowan, Penny	Adjunct DOC College Funded Instructor	10/11/2018
Rowe, Jodi	Adjunct DOC College Funded Instructor	10/15/2018
Schmitz, Casey	Adult Education Instructor	09/06/2018
Strobel, Rachel	Tutor - Associate's TRIO	10/01/2018
West, Erica	Adjunct DOC College Funded Instructor	10/15/2018
<b>College Work Study's</b>		
Broce, Annaliese	College Work Study - Printshop	10/17/2018
Elder, Mykaela	College Work Study - Counseling	09/17/2018
Beltran, Angelica	College Work Study - Dual Credit	09/17/2018
Goodwin, Mindy	College Work Study - Early Childhood Ed	10/05/2018
Hayward, Miranda	College Work Study - Early Childhood Ed	10/05/2018
Quast, Madison	College Work Study - Early Childhood Ed	10/04/2018
<b>Terminations/Resignations</b>		
<b>The following employees are terminating employment</b>		
	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Carr, William	Tech Team Volunteer	09/25/2018

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Davis, Michael	Tech Team Volunteer	09/25/2018
Humes, Corey	Tech Team Volunteer	09/25/2018
Jean, Aaron	Tech Team Volunteer	09/25/2018
Sanders, Jack	Tech Team Volunteer	09/25/2018
Wilson, Chisum	Tech Team Volunteer	09/25/2018
Wright, Jesse	Tech Team Volunteer	09/25/2018

**Full-time**

Kerkhoff, Abigail	Corr Rem Bridge Instr-SWICC	11/02/2018
Larson, Leonard	Corr Warehousing Instr-Sheridan CC	09/25/2018
Lynch, Mason	Custodian	09/28/2018
Seaman, Randy	Service Worker	10/01/2018
Siercks, Kenneth	Corr. Occupation Instr-St. Charles	09/24/2018

**Part-time**

Derby, Ricky	Groundskeeper	08/24/2018
Earl, Arthur	Adjunct Faculty Technology	01/01/2018
Feldkamp, Karen	Kluthe Test Proctor	11/01/2017
Field, Travis	IDOC CPR Instructor	09/16/2018
Friese, Erin	Bookstore Rush Worker	09/25/2018
Funneman, Allison	Library Assistant Tech Services	08/30/2018
Humphreys, Laura	Pathways Classroom Assistant	08/31/2018
Kerr, Susan	Adjunct Doc College Funded Instr	06/30/2018
Kingery, Samuel	Bookstore Rush Worker	09/25/2018
Meeker, Allison	Dual Credit Coordinator	09/24/2018
Nzuka, Eunice	Print Shop Student Assistant	10/09/2018
Penberthy, Jennifer	Bookstore Rush Worker	09/25/2018
Piescinski, Leah	Admissions Student Assistant	10/08/2018
Rhode, William	IDOC CPR Instructor	10/09/2018
Rosenbaum, David	Bookstore Rush Worker	09/25/2018
Strawn, Melinda	Library Assistant	10/31/2018

**Transfers/Promotions**

**The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
ZuHone, Richelle	Academic Services Specialist for the Dean of Guided Pathways Transferring from Accounting Assistant II	11/12/2018

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Lake Land College Board of Trustees  
Minutes – November 12, 2018  
Page 14 of 14

**Other Business. (Non-action)**

There was no additional discussion.

**Adjournment.**

Student Trustee Philpot moved and Trustee Reynolds seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:24 p.m.  
Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
Mr. Dave Storm, Board Chair

\_\_\_\_\_  
Ms. Ann Deters, Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF COLES        )

### POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Trustees of Community College District No. 517, Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the "*Policy*") adopted by the Board of Trustees (the "*Board*") of Community College District No. 517, Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), on the 10th day of December, 2018, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* [The office of the Vice President for Business Services has in its possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax

Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 10<sup>th</sup> day of December, 2018.

By

A large black rectangular redaction box covers the signature of the Vice President for Business Services.

Vice President for Business Services

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Tina Stovall, Vice President for Student Services  
**DATE:** November 30, 2018  
**RE:** Proposed Board Policy Revisions from Academic Standards Committee

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The role of the Academic Standards Committee is to establish and review academic standards and requirements and recommend related changes in board policy to the College President.

During the Fall 2018 semester, the Committee reviewed several board policies and is recommending revisions to four policies as noted below. In each case, the recommended changes seek to clarify the policies for publication in the College catalog and other resources for students.

## **07.13 Student Classifications**

Clarifies that students are considered to be Continuing Students unless they interrupt their enrollment for one full year at which time they would be considered a Readmit Student. Other changes are grammatical to remove redundancy and make the language consistent.

## **07.14 Honors Program**

Updates minimum SAT score required for acceptance into the Honors Program from 1240 to 1230 to be consistent with updated requirements for the Presidential Scholarship.

## **07.23 Honor's List, Dean's List, and President's List**

Removes redundancy to simplify policy and clarify that the GPA requirement is consistent for recognition with both full-time academic honors and part-time academic honors.

## **07.39 Student Call to Military Duty**

Adds reference to policy for requesting an incomplete grade and defines the end of the term as the deadline in which a request must be submitted.

I would like to present these proposed revisions for first reading at the December 10, 2018, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

Thank you.

*2018-2019 Academic Standards Committee: Bryan Burrell, Academic Counselor; Kathy Black, Division Chair for Business; Jordan Rauch, Agriculture Instructor; Martha Mioux, PTA Instructor; Jon Van Dyke, Dean of Admission Services; Tessa Philpot, Student; Tina Stovall, VP for Student Services; Becky Earp, Committee Assistant.*

07.13

## Student Classifications

The Admissions and Records Office evaluates all student Intent to Enroll forms and classifies students as follows:

1. Degree-Seeking Students  
~~Degree-seeking students are those s~~Students who are seeking a Lake Land College degree or certificate~~s~~ of 24 or more credit hours.
  2. Non-Degree-Seeking Students  
Students enrolled in courses at Lake Land College who are not pursuing a degree or certificate of 24 or more credit hours. ~~are considered to be non-degree-seeking students.~~
  3. Re-Admit Students  
~~Re-admit students are those s~~Students who have interrupted their continued enrollment for at least one full year.
  4. Continuing Students  
~~Continuing students are s~~Students who have a continuous enrollment status ~~from the first day of their initial enrollment until they cease including enrollment interruptions lasting for less than one full year. a semester, excluding summer.~~
  5. Non-Credit Students  
~~Those s~~Students enrolled only in special interest, non-credit courses which do not apply toward a degree or certificate program. ~~are classified as non-credit students.~~
  6. New Student  
~~A new student is a~~ A first-time enrollee at Lake Land College who has not enrolled in a degree or certificate program at any other institution of higher education.
-

7. Transfer Student  
~~A transfer student is one~~ A student who has taken course work at any other institution of higher education.
8. Freshman  
~~A freshman is any~~ A student who has earned 28 college credits or less.
9. Sophomore  
~~A sophomore is any~~ A student who has earned 29 college credits or more.
10. Full-time Student  
~~A full-time student is any~~ A student who is ~~carrying~~ enrolled in 12 or more credit hours during the fall or spring term or ~~In the summer, it is any student who is carrying~~ six or more credit hours during the summer term.
11. Part-time Student  
~~A part-time student is any~~ A student who is enrolled ~~for~~ in fewer than 12 credit hours during the fall or spring term or ~~In the summer, it is any student enrolled for~~ fewer than six credit hours during the summer term.

07.14

## Honors Program

The Lake Land College Honors Program provides enriched learning opportunities for students through special honor classes and the opportunity to participate in independent study for honors credit in specialized areas of interest.

The Honors Program has many advantages including attending class with other academically talented students. In addition to enriched learning opportunities, the Honors Program students:

1. May receive scholarship aid.
2. May be recognized by the “National Dean’s List,” “Who’s Who in American Junior Colleges,” or “All American Scholars.”
3. Will carry honors designation on their transcripts for each honors course successfully completed.
4. May participate in educational field trips, social activities and special events.
5. Receive honors recognition at the graduation ceremony.

Students who apply for the Honors Program must meet the following requirements:

1. Plan to pursue an associate degree at Lake Land College.
2. Meet one of the following: a.) graduate in the top fifteen (15) percent of their high school class, b.) have an ACT composite score of 26 or higher or c.) have an SAT total score of ~~1240~~ 1230 or higher.

OR

Have a GPA of 3.25 or higher after the completion of at least 12 semester hours of college-level coursework and be enrolled in an associate degree program at Lake Land College.

3. Once admitted to the Honors Program, students must maintain a Lake Land College GPA of 3.25 or higher.

Students must complete the following program requirements in order to graduate as an Honors Program student:

1. Have a cumulative GPA of 3.25 or higher.
2. Graduate with an associate degree.
3. Complete four honors courses for full status graduation. Complete two honors courses for associate status.
4. No more than two honors courses may be completed each semester.
5. Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

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Adopted November 9, 1998

Revised December 8, 2003

Revised September 8, 2014

Revised August 14, 2017

Revised

07.23

### Honors List, Dean's List, and President's List

Each semester (excluding summer term), academic honors are awarded to students who have completed at least six (6) ~~twelve (12)~~ credit hours of courses at the .040 level or above that count in the grade point average (GPA) with a semester GPA as follows:

Honors	3.50 - 3.64 GPA
Dean's List (high honors)	3.65 - 3.79 GPA
President's List (highest honors)	3.80 - 4.00 GPA

~~Academic honors for part-time are awarded to s~~Students who have completed twelve (12) or more credit hours for the semester will be designated with full-time academic honors and those who have completed six (6) to eleven (11) credit hours per for the semester will be designated with part-time academic honors. (excluding summer term) with a semester grade point average (GPA) as follows:

<del>Honors</del>	<del>3.50 - 3.64 GPA</del>
<del>Dean's List (high honors)</del>	<del>3.65 - 3.79 GPA</del>
<del>President's List (highest honors)</del>	<del>3.80 - 4.00 GPA</del>

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Adopted November 9, 1998  
Revised December 12, 2011  
Revised

**07.39****Student Call to Military Duty**

Lake Land College students who are called to active duty in the armed forces will, upon their request, be given a one hundred percent (100%) refund of tuition and fees for the current term if they provide the Admissions and Records Office with (1) a written request to be dropped from classes at 100% refund, and (2) a copy of their official orders for a call to active duty.

If the call to active duty comes after mid-term, the student may (1) request to be withdrawn from classes at 100% refund, (2) try to complete ~~classes~~courses in progress after consulting with the instructors, or (3) request incomplete grades ("I") in accordance with Board Policy 07.17.01 – Incomplete Grade. ~~after consulting with the instructors.~~

Any request must be submitted prior to the end of the term in which the student is called to active duty.

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Adopted November 9, 1998

Revised

### Calendar of Events

Monday, December 10, 2018	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Friday, January 4, 2019	7:30 a.m. – Spring Opening Day Field House
Thursday, January 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, January 14, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, February 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, February 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, March 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, March 11, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Wednesday, March 20, 2019	11:00 a.m. – Spring Employee Recognition Event Field House
Thursday, April 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, April 8, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, May 13, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 11, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 15, 2019	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

*The family of  
Bob Clapp  
acknowledges with grateful  
appreciation the kind expression  
of your sympathy*

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*Thank you for  
your words of sympathy,  
your voice of concern,  
your gesture of caring  
and the love you offer.*

*The Family of  
Mark Henderson*

President Bullock  
Thank you for  
the flowers in memory  
of our mother.  
Family of Pat Jorgensen

To thank you for  
your kindness and sympathy  
at a time when it was  
deeply appreciated

# MEMO

TO: Board of Trustees  
FROM: Dr. Josh Bullock, President  
DATE: December 5, 2018  
RE: Proposed Resolution to Abate Taxes for Coles County Enterprise Zone

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Please find attached a proposed resolution for your consideration to abate real estate taxes related to an enterprise zone application for Coles County.

The duration of the Zone abatement program will be for 15 years and is subject to certification by the Illinois Department of Commerce and Economic Opportunity. The effective date of the Zone will be either January 1, 2020, or January 1, 2021, as determined by the state.

Per Board Policy 10.31, the proposed resolution was presented to the Board for first reading during the November 12, 2018, Board meeting. It is now respectfully requested the Board approve this Resolution as presented.

# Lake Land College Board of Trustees



**RESOLUTION NUMBER:** \_\_\_\_\_

**DATE: December 10, 2018**

## **RESOLUTION APPROVING PARTICIPATION IN THE COLES COUNTY ENTERPRISE ZONE**

**WHEREAS**, the County of Coles, the City of Charleston, The City of Mattoon and the City of Oakland, (herein after referred to as “the Designating Units of Government”) have expressed a desire to apply for a new Illinois Enterprise Zone designation; and,

**WHEREAS**, the Illinois General Assembly passed Senate Bill 3616 as amended on May 31, 2012, and, which was signed into law by the Governor on August 7, 2012, thereby amending the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), hereafter referred to as “the Act,” under the provisions of Public Act 97-905; and,

**WHEREAS**, the Illinois General Assembly also passed Senate Bill 20 as amended on May 31, 2013, and, which was signed into law by the Governor on July 25, 2013, as Public Act 98-109, portions of which clarified Enterprise Zone related legislation contained in Public Act 97-905 and the Act; and,

**WHEREAS**, the Act provides for a new Illinois Enterprise Zone designation application process administered by the Illinois Department of Commerce and Economic Opportunity (hereafter referred to as “the Department”) subject to the approval and concurrence of the state Enterprise Zone Board, hereafter referred to as “the Board;” and

**WHEREAS**, once approved by the Board, the Enterprise Zone designation will be in effect for 15 years beginning on the date the Zone is certified by the Department, subject to review by the Board after the 13th year of existence for an additional ten-year designation beginning on the expiration date of the Zone; and,

**WHEREAS**, Enterprise Zones provide state and local incentives used to promote the economic growth of the area; to reduce unemployment; and to encourage expansion, rehabilitation, and new construction of structures within the Enterprise Zone; and,

**WHEREAS**, the Designating Units of Government have determined and concur that it is desirable and necessary for the Coles County region to apply for a new Enterprise Zone designation for the long-term benefit and economic viability of the area; and,

**WHEREAS**, the Designating Units of Government are seeking agreement with the taxing bodies located within the boundaries of the Coles County Enterprise Zone, subject to certification by the Department, to abate real property taxes pursuant to requirements in 35 ILS 200/18-170; and

**WHEREAS**, certain boundaries of the **LAKE LAND COLLEGE #517** taxing district lie or will lie in an area within an Enterprise Zone as outlined in the attached “ADDENDUM A,” subject to the certification of the Zone by the Department in accordance with the Act; and

**WHEREAS**, the real property tax abatements will apply only to economic development projects meeting specific criteria outlined below; and

**WHEREAS**, reimbursement provisions will be implemented if recipients of real property tax abatement fail to meet the job creation and/or retention and/or capital investment goals, as outlined below, and

**WHEREAS**, **LAKE LAND COLLEGE #517** wishes to participate in the Coles County Enterprise Zone real property tax abatement program, subject to certification of the Zone by the Department in accordance with the Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE LAND COLLEGE #517 BOARD OF TRUSTEES:**

That **Lake Land College #517** hereby abates real property taxes, subject to its jurisdiction, on those properties within the boundaries of the Coles County Enterprise Zone on which improvements have been constructed, as outlined below:

**Section 1 – TERM.** The term of the Zone will be for 15 years commencing on the date as certified by the Department, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or by ordinance of the participating governmental entities, whichever is sooner. After the 13th year, the zone is subject to review by the state Enterprise Zone Board for an additional 10-year designation beginning on the expiration date of the Coles County Enterprise Zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the State and units of local government as a result of tax benefits received by the enterprise zone before granting the extension. Upon approval of the state Enterprise Zone Board, the Zone may further be in effect for an additional 10 years.

**Section 2 – PROPERTY TAX ABATEMENT.** That, with the adoption of this Resolution and commencing on or after the Zone’s Certification date by the Department, taxes on real property levied by the **LAKE LAND COLLEGE #517** shall be abated on property located within the boundary of the Coles County Enterprise Zone as certified by the Department, and upon which new improvements meeting certain qualifying criteria have been constructed as outlined below. In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel. Land value increases as a result of the development are also included in said abatement.

A) DEFINITIONS

- 1) “Project Application” as defined herein is the written application for Coles County Enterprise Zone benefits for job development and capital investment projects. The application must be completed by the company seeking benefits (or the company’s designated representative) and submitted to the Coles County Enterprise Zone Administrator prior to the initiation of construction for said project. The Application provides information necessary for the Administrator to verify eligibility for Enterprise Zone benefits including, but not limited to, Property Tax Abatement and Sales Tax Exemption for Building Materials in conjunction with the Illinois Department of Revenue processes and procedures in effect at the time of the Application.
- 2) “Memorandum of Understanding” or “MOU” as defined herein is the written agreement between the Coles County Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the Coles County Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.

- 3) “Industrial/Manufacturing Projects” as defined herein, are enterprises where the manufacturing or assembling of goods takes place.
  - 4) “Logistic(s)/Distribution Center Projects” as defined herein, are warehousing and distribution enterprises that are engaged in the storage and/or packaging of goods and/or information and the transfer or transportation of products from a point of origin to a point of consumption. Data Centers supporting Information Storage and Distribution are included in this category.
  - 5) “Retail/Service/Commercial Projects” as described herein, are enterprises in the business of selling products or services to the general public or wholesale customers as well as restaurants, hotels/motels, assisted living and related concerns, and enterprises that are research oriented and/or provide professional services such as accounting, engineering, architecture, finance, law and telemarketing companies.
  - 6) Exclusions - Retail/Service/Commercial Companies engaged in the following categories of business below shall be ineligible for any property tax abatement as provided herein:
    - a) self-storage (mini warehouse facilities)
    - b) cash-advance, pay day loan, and title loan stores
    - c) adult entertainment venues including adult bookstores
    - d) apartments
    - e) solar energy systems, and wind towers and turbines
    - f) auto salvage yard
    - g) commercial feed lots
    - h) hides, skins, and raw furs processing
    - i) junk yards
    - j) landfills
    - k) refuse incinerators
    - l) slaughter houses, meat packing, processing plant, stockyards
  - 7) Additional Exclusions – All residential projects shall be ineligible for any benefits herein established in the Coles Enterprise Zone including sales tax exemption on building materials.
- B) Project Application Approval – No project shall be granted property tax abatement until or unless a Project Application has been submitted to the Administrator of the Coles County Enterprise Zone, to insure eligibility and qualifying criteria have been met.

Enterprise Zone Property Tax Abatement will not be granted if a project has begun construction prior to receiving approval of an Abatement request from the Administrator.

Applicants requesting Building Materials Exemption Certificates (BMEC) from the Administrator and the Illinois Department of Revenue will not receive benefits for materials purchased prior to the issuance of a BMEC by the Illinois Department of Revenue.

- C) That commencing on or after the Zone's Certification date by the Department, taxes on land and real property levied by the **LAKE LAND COLLEGE #517** shall be abated on property located within the Zone and upon which new improvements have been constructed according to the following schedule:

1)	For taxes levied in the first year of abatement:	100%
2)	For taxes levied in the second year of abatement:	100%
3)	For taxes levied in the third year of abatement:	100%
4)	For taxes levied in the fourth year of abatement:	100%
5)	For taxes levied in the fifth year of abatement:	100%
6)	For taxes levied in the sixth year of abatement:	100%
7)	For taxes levied in the seventh year of abatement:	100%
8)	For taxes levied in the eighth year of abatement:	100%
9)	For taxes levied in the ninth year of abatement:	100%
10)	For taxes levied in the tenth year of abatement:	100%

Said abatements shall be for ten (10) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made.

Abatements shall be made on the new tax increment created by said improvements according to the aforementioned schedule. Abatements for a specific project will cease after the tenth year or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

- D) The above property tax abatements shall be applicable for eligible **INDUSTRIAL, MANUFACTURING AND LOGISTICS/DISTRIBUTION CENTER PROJECTS** for increases in land values and improvements to real property upon which new construction, improvements, renovation or rehabilitation has been completed by the Zone's Certification date by the Department, and before the expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner. Abatement shall only apply to the incremental increase in taxes assessed as a result of the project

and its related improvements. Further, if a building permit is required, then its issuance is also a condition of abatement approval.

Questions as to the eligibility of a project and resulting improvements will be decided by the Coles County Enterprise Zone Administrator, with advice and consent of the local Enterprise Zone Advisory Board.

- E) That, with the adoption of this Ordinance, taxes on land and real property levied by the **LAKE LAND COLLEGE #517** shall be abated on **RETAIL/SERVICE/COMMERCIAL** property developments located within the Zone with the exception of those projects outlined in SECTION "2.A.6." above, and upon which new improvements have been constructed according to the following schedule:

1)	For taxes levied in the first year of abatement:	100%
2)	For taxes levied in the second year of abatement:	75%
3)	For taxes levied in the third year of abatement:	50%

Said abatements shall be for three (3) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made. Abatements shall be made on the new tax increment created by said improvements according to the aforementioned schedule. Abatement for a specific project will cease after the third year or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

- F) The above property tax abatements shall be applicable for eligible retail, service, and commercial projects involving real property upon which construction, improvements, renovation or rehabilitation has been completed after the Zone's Certification date by the Department and prior to the expiration, termination or decertification of the Coles County Enterprise Zone. Further, if a building permit is required then its issuance is also a condition of abatement approval.

Questions as to the eligibility of a project will be decided by the Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board.

- G) Regulatory and Legal Compliance. The Companies receiving Coles County Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the Taxing Bodies and shall not require formal action or findings by any governmental agency or court.

- H) Entities meeting abatement qualification criteria outlined above must enter into a Memorandum of Understanding with the Coles County Enterprise Zone through its Enterprise Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the eligible projects as defined in Section 2.A above. Said Administrator is hereby authorized to enter such agreements on behalf of the Coles County Enterprise Zone.
- 1) Entities receiving property tax abatement for eligible projects must agree to maintain a minimum of 75% of the employment levels at that location as described in the Memorandum of Understanding for the term of abatement. At the discretion of the Coles County Enterprise Zone Administrator, with the advice and consent of the local Enterprise Zone Advisory Board, failure to maintain a minimum of 75% of the employment levels during the agreement period may result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.
  - 2) The Administrator of the Coles County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.
  - 3) The Coles County Enterprise Zone Administrator will also inform the entity of required state of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Coles County Enterprise Zone benefits.
  - 4) The Administrator of the Coles County Enterprise Zone, with advice and consent of the local Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.

**Section 3 – BENEFIT ENTITLEMENT** - Upon the effective date of this ordinance, all incentives and benefits previously offered and in effect in the Coles County Enterprise Zone granted before the termination of the original Coles County Enterprise Zone, shall continue as originally implemented for the term of the new Coles County Enterprise Zone, subject to approval and certification of said Zone by the Department, for the following groups:

- A) Business enterprises which are receiving benefits or incentives in the original Coles County Enterprise Zone on the effective date of this designating resolution;
- B) Business enterprises or expansions which are proposed or under development on the effective date of this designating resolution:
  - 1) If the business enterprise demonstrates that the proposed business enterprise or expansion has committed to locating or expanding in the zone; or
  - 2) Substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available because of the Enterprise Zone.

**Section 4 – NO ASSIGNMENT OR TRANSFER.** Coles County Enterprise Zone property tax abatement shall be specifically granted to the Applicant and may not be re-assigned or transferred without a Written Notice of Transfer Request being submitted to the Coles County Enterprise Zone Administrator. In the event that the Applicant desires to transfer or assign any or all of its ownership of the subject property where the business located thereon, the transferee shall submit correspondence to the Coles County Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The Coles County Enterprise Zone Administrator, with the advice and consent of the local Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer, subject to the terms and conditions of Section 2 above as well as compliance with the Act. The Coles County Enterprise Zone Administrator shall notify the affected taxing bodies that such a request has been made and the action taken by the Administrator to address the transfer request.

**Section 5 – ADMINISTRATION.** By agreement of the joint applicants of the County Board of Coles County, the City of Charleston, the City of Mattoon and the City of Oakland, the Administrator of the Coles County Enterprise Zone will be the President of Coles Together or other qualified party as determined from time to time by completing a Request For Qualifications process conducted by the Enterprise Zone Advisory Board in accordance with the Illinois Enterprise Zone Act and Regulations. Administration of the Zone will be carried out as described in the Enterprise Zone Intergovernmental Agreement between the County of Coles, the City of Charleston, the City of Mattoon and the City of Oakland.

**Section 6 – ADMINISTRATION FEES. Applicant Fees** - As allowed by the Act, the Administrator of the Coles County Enterprise Zone is hereby authorized to collect a Zone Administration Fee from the Applicant for the issuance of Building Material Exemption Certificates in order to

offset the management and operational costs associated with the Administration of the Zone. Said fee shall be equal to .5 percent (1/2%) of the documented cost of building materials for each project up to a maximum of \$50,000 per Certificate (20 ILCS 655/8.2c). The Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, may also elect to collect a processing fee for related Enterprise Zone activities such as boundary amendment applications, technical correction applications, and/or other applications resulting in an amendment to the Zone or Zone operating procedures, which may change from time to time. At no time will all fees combined, related to a single project, exceed \$50,000 or such amount as may be stipulated in state statute. The **LAKE LAND COLLEGE #517** shall have no liability for payment of such fee on behalf of the Applicant.

**Section 7 – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY.** In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be, or has been created by a municipality under Division 74.4 of the Illinois Municipal Code, and said redevelopment project area contains property that is located in an enterprise zone, and the municipality adopts an enterprise zone designating ordinance pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as in Section 2 above, located within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the enterprise zone and the redevelopment project area or TIF District shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

**Section 8 – BUSINESS ENTERPRISE FOR MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES.** The Designating Units of Government are committed to the development of businesses owned by minorities, women and disabled persons, as defined in the Business Enterprise for Minorities, Women and persons With Disabilities Act (30 ILCS 575), in the Coles County Enterprise Zone. Further, as described in the Illinois Enterprise Zone Act (20 ILCS 655/4.e.11), the Designating Units of Government are committed to encouraging employers located within the boundaries of the Coles County Enterprise Zone to hire minorities, women and disabled persons in accordance with the intent of the Act and the regional economic development strategy.

**Section 9 – LOCAL SOURCING STATEMENT.** The Designating Units of Government encourage companies receiving Coles County Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

**Section 10 – CONFLICTING LANGUAGE.** All Ordinances or parts of Ordinances conflicting with any provisions of this Ordinance shall be and are hereby repealed.

**Section 11 – EFFECTIVE DATE.** This Ordinance shall be in effect from the date of and after its passage, approval and recording and upon certification of the new Enterprise Zone designation by the Illinois Department of Commerce and Economic Opportunity, according to law. Failure to receive certification of the Zone by the Department will render this Ordinance null and void.

**ADOPTED** this 10<sup>th</sup> day of December, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: \_\_\_\_\_

Chair

Attest: \_\_\_\_\_

Secretary

**SECRETARY'S CERTIFICATE**

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

I do further certify that the foregoing Resolution to authorize participation in the abatement of real property tax in the Coles County Enterprise Zone in the City of Charleston, the City of Mattoon and the City of Oakland, Illinois, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 10<sup>th</sup> day of December, 2018.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature, this 10<sup>th</sup> day of December, 2018.

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Secretary, Board of Trustees

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 1218-005

DATE: 12-10-18

## RESOLUTION TO AUTHORIZE PREPARATION OF TENTATIVE BUDGET

**WHEREAS**, the statutes (Illinois Revised Statutes, Chapter 122, Section 103.20.1) require that the board of each community college district shall within or before the first quarter of each fiscal year, adopt an annual budget which it deems necessary to defray all necessary expenses and liabilities of the district, and in such annual budget shall specify the objects and purposes of each item and amount needed for each object or purpose; and

**WHEREAS**, the board of each community college district shall fix a fiscal year. If the beginning of the fiscal year of a district is subsequent to the time that the tax levy for such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made; and

**WHEREAS**, such budget shall be prepared in tentative form by some person or persons designated by the Board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Community College #517 hereby authorizes and directs the President and such other members of the administrative staff as he designates to prepare a tentative budget for the Fiscal Year 2020 which begins on July 1, 2019, and ends on June 30, 2020, providing it in such form as conforms to the statutes and making such budget conveniently available for public inspection.

**IT IS FURTHER RESOLVED** that the Board authorizes and directs that the President may maintain the current rate of expenditures beyond July 1, 2019, until such time as the new budget for Fiscal Year 2020 is presented to and adopted by the Board of Trustees.

**ADOPTED** this 10th day of December, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: \_\_\_\_\_

Chair

Attest: \_\_\_\_\_

Secretary

### SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Authorize Preparation of Tentative Budget is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 10th day of December, 2018.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature, this 10th day of December, 2018.

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Secretary, Board of Trustees

# MEMO

**TO:** Dr. Jonathan Bullock, President

**FROM:** Bryan Gleckler, Vice President for Business Services

**CC:**

**DATE:** November 30, 2018

**RE:** Proposed Tax Levy

---

Each year the College is required to submit a tax levy (dollar amount) to the Coles County Circuit Clerk by the fourth Tuesday of December so we are eligible to collect property tax revenue. This year the levy is for the equalized assessed value (EAV) of property for the year 2018, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2019, and applied to fiscal year 2020 revenues.

Attached is the Certificate of Tax Levy for the 2018 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

We are in legal compliance with the above, and I recommend approval of the appropriate documents shown above.

Lake Land's rate of levy for the 2017 levy year property values was \$.6733 per \$100 EAV. We will not know the actual tax rate for the 2018 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will decrease to approximately \$.6487 per \$100 EAV, a 3.6% decline in the amount levied overall.

For the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects the low overall tax rate per \$100 EAV that Lake Land has.

I recommend the sum of Twelve Million Four Hundred Sixty-Four Thousand Dollars (\$12,464,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2018 to be collected in the calendar year 2019. The levy for the year 2018 is to be allocated 100% for fiscal year 2020.

Attachment

CERTIFICATE OF TAX LEVY

Community College District No. 517 County(ies) Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby

Community College District Name: Lake Land College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,960,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 750,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 3,875,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 922,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 333,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 60,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,564,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ \_\_\_\_\_ to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year \_\_\_\_\_.

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 2020 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2020 either are attached to this document or have been submitted to you previously.

Signed this \_\_\_ day of

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full -three-

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

-----  
**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT NO. 517  
(Lake Land College)**

This is to certify that the Certificate of Tax Levy for Community College District No. 517, County(ies) of \_\_\_\_\_ and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 20\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_ 20\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the levy year 2018 is \$6,599,225.

Said community college district also has complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
County

TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community College District No. 517, Lake Land College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements for the Truth in Taxation Law.
  
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
  
- 3) The **proposed** aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The **adopted** aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
  
- 4) The **adopted** levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2018 levy.

Date: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_  
Chairman, Board of Trustees  
Community College District No. 517

# MEMO

**TO:** Dr. Jonathan Bullock, President  
Bryan Gleckler, Vice President for Business Services

**FROM:** Madge Shoot, Comptroller

**CC:**

**DATE:** November 29, 2018

**RE:** Alternative Revenue Bond Abatement

---

At the time of the \$1,450,000 General Obligation Refunding Bonds (Alternative Revenue Source) issue a levy was filed with the County Clerks. This bond issue was for the construction of the new Fitness Center and will be repaid with a \$1.50 per credit hour service fee.

This Alternate Bond levy needs to be abated in its entirety prior to the County Clerk's deadline in March. I recommend the Trustees approve the attached resolution. Should you have questions I am available.

Attachment

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in the Board Room, Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 10<sup>th</sup> day of December, 2018.

\* \* \*

The meeting was called to order by the Chairman and upon the roll being called, Dave Storm, the Chairman, and the following Trustees were physically present at said location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Member was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The Chairman announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the

year 2018 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the District.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

# Lake Land College Board of Trustees



RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018 TO PAY DEBT SERVICE ON GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2016B, OF COMMUNITY COLLEGE DISTRICT NO. 517, COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF ILLINOIS.

RESOLUTION NUMBER: 1218-006

DATE: 12-10-18

\* \* \*

WHEREAS, the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), by resolution adopted on the 14th day of December, 2015, as supplemented by a direction for abatement of taxes (the "Bond Resolution"), did provide for the issue of \$1,450,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that Pledged Revenues (as defined in the Bond Resolution) or other funds have been deposited in the Alternate Bond and Interest Fund of 2016 (as defined in the Bond Resolution) in an amount sufficient to pay the principal of and interest on the Bonds when due in the next bond year, so as to enable the abatement of the Pledged Taxes (as defined in the Bond Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2018 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Abatement of Tax.* The tax heretofore levied for the year 2018 in the Resolution is hereby abated in its entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of the Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2018 in accordance with the provisions hereof.

*Section 4. Effective Date.* This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 10, 2018.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAY: \_\_\_\_\_

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COLES )

**CERTIFICATION OF RESOLUTION AND MINUTES**

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 10<sup>th</sup> day of December, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 10<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Secretary, Board of Trustees

Copy Sent to Each County Clerk

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COLES     )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Coles County, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2018 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

duly adopted by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, on the 10<sup>th</sup> day of December, 2018, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2018 for the payment of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Clerk of The County of Coles, Illinois

# MEMO

TO: Dr. Josh Bullock, President 

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

DATE: November 27, 2018

RE: October 2018 Financial Statement Summary

---

Outlined below are the budgetary variances of note for the month of October for Fiscal Year 2019.

*Area(s) of Concern:*

- **Local Source revenue** – while the unfavorable year to date variance in this area is most likely solely attributable to timing, having a variance of \$952,736 still bears close monitoring over the coming months. There are counties that are well behind in distributing this year’s tax payments which is leading to this sizable variance. For the month of October, this area did have a favorable variance in the amount of \$211,403.
- **Utilities** – Through the first 4 months of the fiscal year, we have an unfavorable variance in this line of \$36,949. This could simply be a timing issue but each of the monthly bills for the first 4 months of the fiscal year have been higher than the same timeframe from FY2018, with the September bill being significantly higher. Obviously, utilities is an area that is significantly impacted by severely warm or cold weather so the winter months will be key in how we ultimately end up versus our budgeted forecast for this line. This is an area that we will continue to monitor closely.

*Overall Variances:*

- **Revenue** – Total October revenue was \$2,833,858 resulting in an unfavorable variance of \$101,391 compared to the budgeted level. This unfavorable variance is primarily attributable to not recording a state equalization payment for the month of October.
- **Expenditures** – Total October expenditures were \$2,304,881 resulting in an overall favorable variance of \$172,613. While favorable variances exist throughout the major expenditure categories, the largest October favorable variance is in the area of General Materials & Supplies with a variance of \$135,399.

**Revenue Variances:**

- *Local Sources* – Favorable variance during the month of October in the amount of \$211,403. As mentioned above, year to date this area is unfavorable by \$952,736 which is primarily attributable to timing but bears close monitoring.
- *ICCB Credit Hour Grant* – We did receive multiple credit hour reimbursement payments during the month of October so there is a favorable variance in the amount of \$148,782 for the month. Year to date this line is unfavorable by \$267,113 which is due to timing.
- *ICCB Equalization Grant* - Due to not receiving any equalization payment during the month of October there is an unfavorable variance in the amount of \$492,885. Year to date this line is unfavorable by \$985,768. This is due to timing and should catch up over the course of the fiscal year.
- *Tuition & Fees* – October had a favorable variance for tuition of \$104,920 and an unfavorable variance of \$50,399 for fees. Year to date these areas are favorable by \$191,411 and \$127,247 respectively.
- *Other State Sources* – Year to date this area is unfavorable by \$282,409 due to not yet receiving the CTE funding from the State of Illinois as of this time.
- *Other Revenue* – October had an unfavorable variance of \$32,305 and year to date remains unfavorable by \$71,736. This is due to the CBI revenue being less year to date than anticipated. This will likely even out as this is more of a timing of when classes were actually conducted.

**Expenditure Variances:**

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in October of \$27,701 and is favorable \$165,899 year to date. Preliminarily, we are estimating a \$390,554 favorable variance in salaries for the year.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in October in the amount of \$14,609. Year to date this line is unfavorable by \$646; however, this is primarily a timing issue. Preliminarily, we are estimating a favorable variance in the amount of \$198,175 for the year.
- *Instructional* – Had a favorable variance in October of \$60,148. The bulk of this favorable variance is in contractual services (\$15,003), materials and supplies (\$16,691), and salary & wages (\$10,000). Year to date this area is favorable by \$327,967.
- *Academic Support* – Had a slight favorable variance in October of \$7,594. Year to date this area has a favorable variance of \$28,323.
- *Student Services* – Had a favorable variance in October of \$9,440 that is primarily due to a favorable variance in benefits (\$3,546) and other expenditures (\$3,750). Year to date this area is favorable by \$130,118.

- *Public Service/Continuing Education* – This area had a favorable October variance of \$10,740 (primarily in salary and wages). Year to date this area has a favorable variance in the amount of \$5,881.
- *Operations & Maintenance* – This area had an unfavorable October variance of \$24,686 which was primarily driven by a \$49,573 unfavorable variance in contractual services. This was due to the timing of the payment of an invoice to Sycamore Engineering for HVAC Repairs at Kluthe and Marshall. Year to date, this area is favorable by \$110,263.
- *Institutional Support* – Had a favorable overall October variance of \$118,636. Year to date this area has a favorable variance of \$878,572.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance for the month of October of \$9,259. Year to date, this line is favorable by \$214,482.

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

Current Month	Current Month Budget	Variance	Revenues:	Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY18 Audited Numbers	FY19 Budget
1,820,905	1,409,502	211,403	Local Sources	6,366,770	7,319,506	(952,736)	-13.02%	6,813,977	8,746,466	9,342,722
801,773	652,991	148,782	ICCB Credit Hour Grant	1,501,071	1,768,184	(267,113)	-15.11%	1,819,855	4,060,344	4,321,850
-	492,885	(492,885)	ICCB Equalization Grant	985,770	1,971,538	(985,768)	-50.00%	1,559,773	4,679,320	5,914,815
59,893	50,801	9,093	Other State Sources	132,765	415,174	(282,409)	-68.02%	128,895	965,361	1,050,557
160,233	55,313	104,920	Tuition	5,815,825	5,624,414	191,411	3.40%	5,719,772	10,288,641	9,505,649
106,072	156,472	(50,399)	Fees	2,040,138	1,912,899	127,247	6.65%	2,084,049	3,134,429	4,025,494
84,981	117,287	(32,305)	Other Revenue	367,816	439,553	(71,736)	-16.32%	457,651	1,553,159	1,163,272
-	-	-	Gift in Kind	125,586	-	125,586	100.00%	176,123	176,123	-
2,833,858	2,935,249	(101,391)	<b>Total Revenues</b>	<b>17,335,741</b>	<b>19,451,259</b>	<b>(2,115,518)</b>	<b>(1)</b>	<b>18,760,096</b>	<b>33,603,843</b>	<b>35,324,159</b>
			<b>Expenditures:</b>							
			<b>Instructional</b>							
1,038,036	1,048,036	10,000	Salary and Wages	3,858,617	3,892,460	33,843	0.87%	3,900,849	10,677,244	10,971,545
169,748	176,521	6,773	Employee Benefits	688,745	705,415	6,670	0.95%	659,995	1,994,797	2,457,938
422	15,425	15,003	Contractual Services	2,526	62,880	60,354	95.98%	11,900	533,420	555,998
38,756	55,447	16,691	General Materials and Supplies	135,881	407,392	271,711	66.70%	129,075	289,343	725,425
3,518	11,518	8,001	Travel and Meeting Expenses	8,047	57,502	49,455	86.01%	5,334	38,819	145,998
-	-	-	Fixed Charges	-	1,400	1,400	0.00%	-	44,528	72,225
(2,380)	1,300	3,680	Capital Outlay	(1,694)	20,525	22,219	108.26%	-	6,278	35,525
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	117,886	-	(117,886)	0.00%	157,875	157,875	-
1,248,089	1,308,247	60,148	<b>Total Instructional</b>	<b>4,819,607</b>	<b>5,147,574</b>	<b>327,967</b>	<b>6.37%</b>	<b>4,865,029</b>	<b>13,742,303</b>	<b>14,964,650</b>
			<b>Academic Support</b>							
26,474	28,902	2,428	Salary and Wages	120,502	132,052	11,550	8.75%	126,661	353,823	372,603
5,883	6,003	120	Employee Benefits	25,326	24,012	(1,314)	-5.47%	32,876	91,670	74,498
-	-	-	Contractual Services	89	515	426	0.00%	271	1,640	2,515
43,482	51,540	8,058	General Materials and Supplies	83,754	106,670	22,916	21.48%	74,505	191,208	214,490
7,312	4,300	(3,012)	Travel and Meeting Expenses	12,261	6,300	(5,961)	-94.63%	4,385	10,374	11,250
-	-	-	Fixed Charges	4,693	5,400	707	13.09%	4,597	4,990	6,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
83,151	90,745	7,594	<b>Total Academic Support</b>	<b>246,626</b>	<b>274,949</b>	<b>28,323</b>	<b>10.30%</b>	<b>243,294</b>	<b>653,706</b>	<b>681,556</b>
			<b>Student Services</b>							
112,754	114,724	1,970	Salary and Wages	499,152	545,192	46,040	8.44%	515,505	1,506,738	1,588,486
28,884	32,430	3,546	Employee Benefits	126,421	129,720	3,299	2.54%	134,973	405,900	402,438
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	9,322	9,322
6,934	7,448	514	General Materials and Supplies	17,735	86,338	68,603	79.46%	35,161	84,508	100,414
5,039	4,700	(339)	Travel and Meeting Expenses	6,537	15,873	9,336	58.82%	1,199	25,928	35,097
-	3,750	3,750	Other Expenditures	910	3,750	2,840	0.00%	-	7,450	7,500
163,612	163,052	9,440	<b>Total Student Services</b>	<b>660,077</b>	<b>790,195</b>	<b>130,118</b>	<b>16.47%</b>	<b>696,160</b>	<b>2,039,845</b>	<b>2,143,257</b>
			<b>Public Service/Cont Ed</b>							
35,922	46,861	10,939	Salary and Wages	141,069	147,444	6,375	4.32%	120,350	380,822	349,192
5,321	4,371	(950)	Employee Benefits	22,797	17,485	(5,312)	-30.38%	19,104	58,911	54,276
7,791	1,720	(6,071)	Contractual Services	21,249	19,350	(1,899)	-9.81%	13,092	37,597	46,753
9,414	16,126	6,712	General Materials and Supplies	38,293	52,543	14,310	27.23%	42,954	117,363	115,348
392	433	41	Travel and Meeting Expenses	971	1,457	486	33.33%	1,398	4,086	4,398
12,670	12,738	68	Fixed Charges	50,726	50,548	(178)	-0.35%	50,561	152,456	152,898
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	GIK	7,900	-	(7,900)	0.00%	-	11,850	-
71,510	82,249	10,740	<b>Total Public Service/ Cont Ed</b>	<b>282,946</b>	<b>288,827</b>	<b>5,881</b>	<b>2.04%</b>	<b>247,398</b>	<b>763,084</b>	<b>722,665</b>
			<b>Operations &amp; Maintenance</b>							
75,641	79,774	4,133	Salary and Wages	318,321	379,097	60,776	16.03%	271,322	988,614	1,298,144
24,658	26,451	1,792	Employee Benefits	101,515	106,803	5,288	4.95%	98,912	303,764	330,424
60,110	10,537	(49,573)	Contractual Services	74,212	114,235	40,023	35.04%	57,020	187,349	213,735
17,165	22,775	5,609	General Materials and Supplies	58,811	90,519	31,708	35.03%	34,720	175,110	255,095
-	-	-	Travel and Meeting Expenses	146	75	(71)	-94.55%	-	-	250
12,610	19,527	6,916	Fixed Charges	55,010	59,747	4,737	7.93%	88,692	235,767	205,600
93,188	99,624	6,436	Utilities	435,446	398,497	(36,949)	-9.27%	345,104	1,059,158	1,195,492
-	-	-	Capital Outlay	10,250	15,000	4,750	31.67%	-	19,994	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
283,373	258,688	(24,686)	<b>Total Operation and Maint</b>	<b>1,053,710</b>	<b>1,163,973</b>	<b>110,263</b>	<b>9.47%</b>	<b>895,770</b>	<b>2,969,756</b>	<b>3,578,740</b>
			<b>Institutional Support</b>							
264,481	262,713	(1,768)	Salary and Wages	1,046,416	1,053,732	7,316	0.69%	959,899	3,062,999	3,410,485
72,026	75,354	3,328	Employee Benefits	285,213	275,936	(9,277)	-3.36%	260,909	813,463	762,845
30,309	15,903	(14,406)	Contractual Services	228,717	186,956	(41,761)	-22.34%	96,107	461,431	648,763
73,938	171,753	97,815	General Materials and Supplies	363,774	1,091,104	727,330	66.66%	322,439	757,825	1,809,038
8,208	8,965	757	Travel and Meeting Expenses	12,191	45,839	33,648	73.41%	10,870	73,545	136,865
574	2,475	1,901	Fixed Charges	222,173	224,630	2,457	1.09%	203,458	211,204	224,300
-	9,700	9,700	Capital Outlay	-	19,800	19,800	100.00%	-	130,764	42,616
-	27,650	27,650	Contingency Funds	3,032	148,432	145,400	97.95%	2,028	75,641	1,498,676
-	-	-	Other	-	-	-	0.00%	-	335,091	1,704,578
6,341	-	(6,341)	Strategic Initiatives	6,341	-	(6,341)	0.00%	29,386	278,109	400,000
-	-	-	Gifts in Kind	-	-	-	0.00%	18,248	18,248	-
455,877	574,513	118,636	<b>Total Institutional Support</b>	<b>2,167,857</b>	<b>3,046,429</b>	<b>878,572</b>	<b>3</b>	<b>1,903,344</b>	<b>6,218,320</b>	<b>10,638,167</b>
9,259	-	(9,259)	<b>Scholarships, grants, waivers</b>	<b>380,518</b>	<b>595,000</b>	<b>214,482</b>	<b>36.05%</b>	<b>343,993</b>	<b>789,691</b>	<b>1,170,066</b>
2,304,881	2,477,494	172,613	<b>Total Expenditures</b>	<b>9,611,341</b>	<b>11,306,947</b>	<b>1,695,606</b>	<b>15.00%</b>	<b>9,194,989</b>	<b>27,176,705</b>	<b>33,899,101</b>
21,361	118,755	97,394	<b>Transfers Out:</b>	<b>298,346</b>	<b>475,020</b>	<b>176,674</b>	<b>37.19%</b>	<b>285,799</b>	<b>1,237,846</b>	<b>1,425,058</b>
507,616	339,000	168,615	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>7,426,054</b>	<b>7,669,292</b>	<b>(243,238)</b>	<b>-3.17%</b>	<b>9,279,308</b>	<b>5,189,292</b>	<b>-</b>

	Current Month			Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,553,308.44	1,581,010.15	27,701.71	Salary and Wages	5,984,077.50	6,149,977.00	165,899.50
306,520.28	321,130.13	14,609.85	Employee Benefits	1,260,017.05	1,259,371.00	(646.05)
98,632.44	43,584.87	(55,047.57)	Contractual Services	336,114.93	393,258.00	57,143.07
189,689.48	325,088.83	135,399.35	General Materials and Supplies	697,986.92	1,834,566.00	1,136,579.08
24,469.00	29,916.37	5,447.37	Travel and Meeting Expenses	40,153.07	127,046.00	86,892.93
25,853.70	34,739.18	8,885.48	Fixed Charges	332,602.71	341,725.00	9,122.29
93,188.06	99,624.33	6,436.27	Utilities	435,445.54	398,497.00	(36,948.54)
(2,380.14)	11,000.00	13,380.14	Capital Outlay	8,555.61	55,325.00	46,769.39
-	27,650.00	27,650.00	Contingency Funds	3,032.12	148,432.00	145,399.88
-	3,750.00	3,750.00	Other Expenditures	8,810.00	3,750.00	(5,060.00)
2,289,281.26	2,477,493.86	188,212.60	Total	9,106,795.45	10,711,947.00	1,605,151.55

**Lake Land College**  
*FY2019 Salary, Wage & Benefits Detail*

<i>Salary &amp; Wages</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$3,858,617	\$3,892,460	\$33,843	\$10,971,545	\$10,953,471	\$10,971,545	\$18,074
Salary and Wages - Acad. Support	\$120,502	\$132,052	\$11,550	\$372,603	\$377,152	\$372,603	(\$4,549)
Salary and Wages - Stud. Svcs	\$499,152	\$545,192	\$46,040	\$1,588,486	\$1,515,065	\$1,588,486	\$73,421
Salary and Wages - Public Svc.	\$141,069	\$147,444	\$6,375	\$349,192	\$414,485	\$349,192	(\$65,293)
Salary and Wages - Maintenance	\$318,321	\$379,097	\$60,776	\$1,298,144	\$1,085,985	\$1,298,144	\$212,159
Salary and Wages - Inst. Support	\$1,046,416	\$1,053,732	\$7,316	\$3,410,486	\$3,253,743	\$3,410,486	\$156,743
<b>Total Salary and Wages</b>	<b>\$5,984,078</b>	<b>\$6,149,977</b>	<b>\$165,900</b>	<b>\$17,990,456</b>	<b>\$17,599,901</b>	<b>\$17,990,456</b>	<b>\$390,555</b>

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2019 Budgeted</i>	<i>FY19 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$698,745	\$705,415	\$6,670	\$2,457,938	\$2,108,822	\$2,457,938	\$349,116
Employee Benefits - Acad. Support	\$25,326	\$24,012	(\$1,314)	\$74,498	\$87,252	\$74,498	(\$12,754)
Employee Benefits - Stud. Svcs	\$126,421	\$129,720	\$3,299	\$402,438	\$402,365	\$402,438	\$73
Employee Benefits - Public Svc.	\$22,797	\$17,485	(\$5,312)	\$54,276	\$72,617	\$54,276	(\$18,341)
Employee Benefits - Maintenance	\$101,515	\$106,803	\$5,288	\$330,424	\$320,377	\$330,424	\$10,047
Employee Benefits - Inst. Support	\$285,213	\$275,936	(\$9,277)	\$762,845	\$892,811	\$762,845	(\$129,966)
<b>Total Employee Benefits</b>	<b>\$1,260,017</b>	<b>\$1,259,371</b>	<b>(\$646)</b>	<b>\$4,082,419</b>	<b>\$3,884,244</b>	<b>\$4,082,419</b>	<b>\$198,175</b>

# MEMO

TO: Dr. Josh Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services 

DATE: November 27, 2018

RE: Worker's Compensation Insurance 2019 Renewal Recommendation

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The College recently received the renewal rates for our Worker's Compensation insurance coverage for our policy with Illinois Public Risk Fund (IPRF) for January 1, 2019 – December 31, 2019. The renewal rate reflects nearly a 1.0% decrease in premium costs to the college as compared to the expiring rate. This equates to a reduction of \$1,867.00 in annual premium costs.

Additionally, as part of this renewal, the College again qualifies for a Safety Grant from IPRF in the amount of \$13,955. This grant can be used to enhance safety throughout campus.

It is my recommendation that the Board of Trustees approve this renewal of the Worker's Compensation insurance policy for 2019.

# LAKE LAND COLLEGE

## Memo

**To:** Board of Trustees

**From:** Dr. Josh Bullock, President

**Date:** December 6, 2018

**Re:** Change in Effective Date of Retirement for Dr. Tina Stovall

Dr. Tina Stovall, Vice President for Student Services, was previously approved by the Board of Trustees for participation in the planned retirement program, with an effective retirement date of January 11, 2019. At the beginning of fiscal year 2019, we began a thorough and exhaustive search process to hire a new vice president for student services with an anticipated start date of January 1, 2019. During the November 12, 2018, regular Board of Trustees meeting, the Board appointed Ms. Beth Gerl to succeed Dr. Stovall in this position with an effective hire date of February 1, 2019. Thus, given Ms. Gerl's February 1 start date and our continued desire to facilitate an efficient transition, I respectfully request the Board approve the change in Dr. Stovall's effective date of retirement from January 11, 2019, to February 15, 2019. Please find attached a letter from Dr. Stovall regarding the voluntary delay in her effective retirement date per my request.

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Tina Stovall, Vice President for Student Services  
**DATE:** November 26, 2018  
**RE:** Retirement Date

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It has been an honor to serve as Vice President for Student Services at Lake Land College since January 2006, and I look forward to welcoming and supporting Ms. Beth Gerl as she begins her appointment as the next Vice President effective February 1, 2019.

As we have discussed, I am pleased to accept your request to delay my retirement date from January 11 to February 15, 2019, so that I may assist in ensuring a successful transition of leadership for Student Services and participate in initial training and support for Beth.

Lake Land College has been an important part of my life since I began attendance as a college freshman in 1982 and will continue to be long after my retirement. I welcome you to contact me any time I may be of assistance.

# MEMO

TO: Board of Trustees  
 FROM: Dr. Josh Bullock, President  
 DATE: December 5, 2018  
 RE: Revisions to Board Policies from Policy Manual Annual Review

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The College’s leadership team has conducted an annual review of the Board Policy Manual in its entirety. In November 2018, proposed revisions were submitted as first reading for review. It is now respectfully requested that proposed revisions be approved as presented. Please see below for a list of the proposed revisions and find attached details of the proposed revisions for each policy.

**Policy Number - Narrative for Revision(s)**

02.13	Change "mailing announcements of meetings" to "issuing announcements of meetings" since the College issues Board meeting announcements via electronic means.
02.17	Clarify where trustees and employees shall file the annually required Statement of Economic Interest and the personal responsibility, not the College’s, for penalties or fines if a trustee or employee fails to timely file the Statement.
03.06	Remove the sentence "A motion to close any meeting to respond to actual danger to the safety of students, staff and College premises shall include a description of the actual danger." The requirement to cite the actual danger for the purposes of discussion in closed session was eliminated by state law effective January 1, 2001.
03.08	Remove the requirement for a roll call vote to exit closed session as by law this may be done via a voice vote. Please note that a roll call vote is still required to enter into closed session.
05.01.07	Update to add job description for coaches and clarify voluntary coaches are subject to completion of successful background screening.

05.01.08	Update to add job description for coaches and clarify voluntary coaches are subject to completion of successful background screening.
05.04.08	Add nieces and nephews to list for when bereavement leave with pay for a maximum of three days will be granted. Clarify bereavement leave exception approval.
05.04.21	Update to reflect practice for grant funded employees.
05.06	Exclude part-time paid and unpaid student worker positions.
05.09	Change "faculty" to "full-time staff" member for who may be present to supervise at student organization meetings.
05.10	Articulate process based on Human Resource best practices.
05.16	Delete policy in its entirety as language either no longer applies or is covered by other Board Policy language.
05.30	Eliminate a specific age addressing children in the workplace and instead refer to appropriate Illinois law.
06.36	Correct language to reflect that the IDOT contract is now reviewed every four years instead of biannually.
07.01	Update affirmative action information to match Policy 11.01; correct typo.
07.04	Clarify online intent to enroll procedure.
07.29	Clarify that DOC students follow a different complaint procedure.
08.04	Clarify language and procedures for closing the College due to inclement weather or other emergencies and address the process for IDOT class cancellations.
09.05	Clarify how the scheduling of conference rooms, class rooms and other campus facilities are reserved.
09.17	Update to remove coin operated copiers that no longer exist; also change annual review requirement to "as necessary."
09.18	Clarify when mail will be delivered to the Kluthe Center and that the College does not assume liability nor can the College guarantee the timing of delivery if an employee chooses to utilize the College's mail service by pre-paying for the delivery of personal letters or packages.

10.06	Correct grammar error and clarify meaning of commodities in relation to this policy.
10.24	Align language to Policy 09.02 regarding titling of real estate.
10.32	Update to clarify that direct deposit notices are not mailed.
10.33	Remove reference to withholding for union fair share fees as this is no longer allowable following the recent U.S Supreme Court ruling.
10.34.03	Update based on insurance consultant recommendations.
11.20	Clarify throughout the Policy that donations to memorial funds may be made as well as the purchase and delivery of flowers sent for funerals to memorialize the contributions of staff members and their immediate family, board members and their immediate family, retired staff members, and current students.

#### Attachments

**02.13****Executive Secretary**

The Executive Secretary to the Board of Trustees shall be the Senior Executive to the President of the College. The Executive Secretary to the Board of Trustees will ensure that the agenda and other materials for Board meetings and committee meetings are prepared and will assist the Board Chairperson and Secretary in the performance of their duties. In addition, he/she will perform the necessary clerical duties for the Board of Trustees, to include but not be limited to preparing materials and resolutions and receiving petitions for Board of Trustees elections, entering correspondence, filing, maintaining historical records, maintaining the Board Policy Manual, ~~mailing~~issuing announcements of meetings, preparing resolutions, making travel arrangements, and contacting Board members concerning meetings. He/she is expected to attend all meetings of the Board of Trustees, take minutes of the proceedings, and ensure said minutes are appropriately certified according to the latest edition of Robert's Rules of Order and the Open Meetings Act. In addition, the Executive Secretary to the Board of Trustees will attend other Board meetings or committee meetings called.

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Adopted November 9, 1998

Revised July 14, 2003

Revised April 14, 2014

Revised August 11, 2014

Revised May 27, 2015

Revised

02.17

### Disclosure of Economic Interest

Unless exempted by law, members of the Board of Trustees and College employees who are subject to the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interest with the Coles County Clerk by May 1 of each year. Any fines or penalties assessed against a member of the Board of Trustees or employee who fails to timely file a required Statement of Economic Interest shall be paid by the non-complying Trustee or employee, and not by the College.

~~On an annual basis, Board members shall file a Statement of Economic Interest with the Secretary of State, as required under the Illinois Governmental Ethics Act. After filing with the County Clerk, the Board member shall supply a copy of the receipt, stamped by the County Clerk, to the Personnel Officer of the College.~~

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Adopted November 9, 1998

Revised

**03.06****Closed Sessions**

The Board of Trustees may hold a meeting closed to the public or close a portion of the meeting to the public upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by law. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exemption contained in the Open Meetings Act shall be recorded and entered into the minutes of the meeting. ~~A motion to close any meeting to respond to actual danger to the safety of students, staff and College premises shall include a description of the actual danger.~~ A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than three (3) months of the vote. Only topics specified in the vote to close the meeting may be considered during the closed meeting. All closed sessions will be in compliance with the Open Meetings Act, which states clearly the exceptions authorizing the closing of meetings. A vote of each member on the question of returning to open session shall be recorded. Minutes taken in closed session must include but not be limited to:

1. Date, time and place of the meeting;
2. The members of the body recorded as present or absent; and
3. A summary of discussion on all matters proposed and deliberated.

The taking of final action in any closed meeting is prohibited.

A verbatim record of each closed meeting by an audio or video recording will be maintained. The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act no less than eighteen (18) months after completion of the meeting recorded but only after: (1) the Board of Trustees approves the destruction of a particular recording, and (2) the Board approves minutes of the closed meeting that meet the written minutes requirements.

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Adopted November 9, 1998

Revised July 14, 2003

Revised

**03.08****Vote Required - Motions**

The vote on any of the following measures shall be by roll call: budgets or budget amendments, collective bargaining agreements, election of Board officers, financing or lease/purchase agreements, personnel actions, property tax levies, selling of bonds, ratification of emergency procedures, changes in Board Policy, real estate transactions, call to closed session, ~~and return to open session~~, approval of bids, and payment of bills. In calling the roll of members, the Secretary shall call the names in alphabetical order, with the exception of the Chairperson, whose name shall always be called last. The voting method on any other measure shall be determined at the discretion of the Board Chairperson, provided, however, that any Board member may specifically request a roll call vote on any measure. Except as may be otherwise provided by statute, contract, policy, or the latest version of *Robert's Rules of Order*, a majority of the members voting on any measure shall determine the outcome.

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Adopted November 9, 1998

Revised July 14, 2003

Revised April 14, 2014

Revised

05.01.07

## Athletics Personnel

The College President, upon consultation with the Vice President for Student Services, will recommend coaching staff appointments. The coaches' performance will be annually evaluated by the Director of Athletics and discussed with the Vice President for Student Services. The coaches and Director of Athletics can be employed by a variety of arrangements, depending upon their employment status, such as:

### Head Coaches and Director of Athletics

#### 1. Full-time Faculty

- A. A faculty member may be employed to coach and/or serve as Director of Athletics in addition to regular teaching responsibilities. For the coaching and/or director responsibilities, release time from contractual instructional load may be given, or a stipend, or both. The terms and conditions of the coaching or director responsibilities, release time and stipend will be set forth in [a separate job description and request to hire a Supplemental Employee Agreement](#), which is not part of the Board/Faculty Agreement.

#### 2. Administrative, Supervisory and Support Staff

- A. An administrative, supervisory or support staff position may include coaching and/or Director of Athletics responsibilities as part of the overall duties and responsibilities of the position. A coach or Director of Athletics who is released from his/her coaching responsibilities could also be released from his/her employment at the College as an administrative, supervisory or support staff member.
- B. An administrative, supervisory or support staff member may be employed to coach and/or serve as Director of Athletics in addition to his/her regular full-time position responsibilities. For the coaching and/or director responsibilities, a stipend would be

given. The terms and conditions of the coaching and/or director responsibilities will be set forth in [separate job description and request to hire](#) ~~Supplemental Employee Agreement, which will include the terms and conditions of the coaching and/or director responsibilities.~~

### Assistant Coaches and Cheer Coach

Assistant and cheer coaches are hired on a voluntary or part time<sup>1</sup> basis [and subject to successful completion of background screening](#) upon the recommendation of the Director of Athletics to the Vice President for Student Services and approved by the College President and Board of Trustees.

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<sup>1</sup> See Board Policy 05.01- Definition of Full-Time and Part-Time Employment

Adopted November 9, 1998  
Revised December 8, 2003  
Revised December 11, 2017  
[Revised](#)

05.01.08

## Livestock Judging Team Personnel

The Livestock Judging Team coach is appointed by the College President after consultation with the Vice President for Academic Services. The coach's performance will be annually evaluated by the Division Chair for Agriculture and discussed with the Vice President for Academic Services. The coach can be employed by a variety of arrangements depending upon his/her employment status, such as:

1. Full-time Faculty

- A. A faculty member may be employed to coach in addition to regular teaching responsibilities. For the coaching responsibilities, release time from contractual instructional load may be given, or a stipend, or both. The terms and conditions of the coaching responsibilities, release time and stipend will be set forth in a separate job description and request to hire~~Supplemental Employee Agreement~~ which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory and Support Staff

- A. An administrative, supervisory or support staff position may include coaching responsibilities as part of the overall duties and responsibilities of the position. An administrative, supervisory or support staff member who is released from his/her coaching responsibilities could also be released from his/her employment at the College as an administrative, supervisory or support staff member.
- B. An administrative, supervisory or support staff member may be employed to coach in addition to his/her regular full-time position responsibilities. For the coaching responsibilities, a stipend would be given. The terms and conditions of the coaching responsibilities will be set forth in a separate job description and request to hire~~Supplemental Employee Agreement~~, which will include the terms and

conditions of the coaching responsibilities.

### 3. Assistant Coaches

Assistant coaches are hired on a voluntary or part-time<sup>1</sup> basis and subject to successful completion of a background screening, upon the recommendation of the Division Chairperson for Agriculture to the Vice President for Academic Services and approved by the College President and Board of Trustees.

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<sup>1</sup>See Board Policy 05.01 – Definition of Full-Time and Part-Time Employment

05.04.08

## Bereavement Leave

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted ~~Bereavement leave for any circumstances beyond those specifically mentioned~~ may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Child Bereavement Leave Act, employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child or stepchild. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of a child.

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

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Adopted November 9, 1998  
Revised November 11, 2002  
Revised June 13, 2011  
Revised June 9, 2014  
Revised February 13, 2017  
Revised February 12, 2018  
Revised

Page 1 of 1

05.04.21

## Vacations

### Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees working eight (8) hours or more per day in a non-grant funded position will be applied according to the following accrual schedule:

<b>Anniversary Accrual</b>	<b>Vacation Hours Earned Per Month</b>
Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.00
Six years	10.67
Seven years	11.33
Eight years	12.00
Nine years	12.67
Ten years	13.33

For grant funded positions, vacation hours are earned monthly but are loaded at the beginning of each fiscal year. If an employee separates from employment and more benefit time was utilized than accrued, the amount in arrears will be deducted from the employee's final paycheck.

Vacations will be scheduled in advance, approved by the supervisor, and staggered to ensure a reasonable staffing level at all times.

College-funded employees may elect to carry-over into the next fiscal year a maximum of eighty (80) hours of earned vacation time. All other vacation time earned by each employee must be taken as time off from work. Vacation time cannot be accrued from year to year beyond the eighty (80) hour maximum accrual described above except in extenuating circumstances where the College may grant the employee an increase in the vacation carry-over balance in order to temporarily satisfy operational and staffing needs in a particular department of the College. All extensions of the eighty (80) hour maximum carry-over balance will be approved in writing by the immediate supervisor and the appropriate Vice

President. Approved requests will be forwarded to the Director of Human Resources.

Requests for additional vacation without pay must be submitted in writing and approved by the immediate supervisor and the appropriate Vice President. Approved requests are to be forwarded to the Director of Human Resources for subsequent Board action.

### Administrative Personnel

Personnel employed as full-time administrators will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.33 hours per month. Vacation may be taken as earned at the rate of 13.33 hours per month.

Personnel employed as full-time administrators are covered by the following provisions:

1. A maximum total of 240 hours may be accumulated toward carry-over. The specific count of accumulated carry-over hours will be reviewed at the end of each fiscal year, and hours in excess of 240 will be removed from the record.
2. Administrators will schedule vacation in consultation with the President and/or respective Vice Presidents to avoid unnecessary disruption of the College.
3. Vacations will be scheduled, where possible, not to exceed two (2) weeks at any one period.

### Support, Supervisory and Administrative Personnel

Full-time employees working less than a twelve-month schedule will earn a proportionate amount of vacation hours.

Vacation leave must be taken in not less than one-hour increments unless there is a balance remaining of less than one hour. All vacation must be approved by the immediate supervisor.

If an observed holiday or declared day off occurs during the vacation leave, employees will not be required to use vacation for that day.

New employees will be eligible to take vacation hours earned provided that the ninety (90) day probationary period has been satisfactorily completed.

Years of service for computing accrual of vacation earned will be based on the employee's position hire date.

If the College establishes a four-day summer work schedule, any vacation days taken during this period will be charged at the rate of one and one-quarter (1¼) vacation days, or ten (10) hours for each full work day taken. For every hour taken, 1.25 hours will be charged.

Except for employees in a totally grant-funded position, unless specifically authorized by the grant, all earned vacation time will be paid upon termination of employment.

Employees in a totally grant-funded position who attempt to carry-over unused vacation hours at the end of a fiscal year do so at the risk of losing the vacation hours and pay for those hours if the grant funding is not renewed and employment with the College is terminated. An employee in a totally grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

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

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Adopted November 9, 1998

Revised July 14, 2003

Revised January 14, 2008

Revised April 13, 2009

Revised October 10, 2011

Revised February 12, 2018

Revised

**05.06****Part-time Non-Instructional Employee Incentives**

In order to supplement the work load of full-time employees at the institution, individuals may be employed as needed in part-time non-instructional positions. On an annual basis, the Board of Trustees will approve the part-time non-instructional hourly rate. Individuals employed in these positions will receive no fringe benefits or guarantee of continued employment. However, the following incentives will be offered:

1. Include part-time non-instructional employees in staff development and in-service activities.
2. Include part-time non-instructional employees in any employee recognition program.
3. Include part-time non-instructional employees in the College phone listing by title and office location.
4. Waive tuition for part-time non-instructional employees enrolled in the Fitness Center during the period they are working at the College.
5. Provide part-time non-instructional employees with a College ID.
6. Include part-time non-instructional employees in the Employee Recognition Program for years of service as a part-time employee.
7. As a part-time non-instructional employee for a full semester, provide a one-credit-hour tuition voucher. The voucher would be nontransferable and have a one-calendar-year expiration from the date of issuance.

The above incentives are excluded for part-time paid and unpaid student worker positions.

Adopted November 9, 1998  
Revised December 11, 2017  
[Revised](#)

Page 1 of 1

**05.09****Responsibilities of Club Sponsors**

Any faculty member or full-time staff member who sponsors a student organization is responsible for the following:

1. To assist in the development of a constitution and secure its approval from the Student Government Association, Vice President for Student Services, President, and the Lake Land College Board of Trustees.
2. To be present at each meeting of the organization or arrange for another ~~faculty~~full-time staff member to be present.
3. To ensure that the constitution of the organization is implemented and followed.
4. To deposit all dues and other funds with the Lake Land College Accounting Office.
5. To certify membership to the Student Government Association and Vice President for Student Services.
6. To verify the validity of all financial requests via the sponsor's signature and a signature of a designated student representative of the organization on all requisitions.
7. To ensure the organization's membership adheres to all College policies which relate to the function of the organization.
8. To establish regular meeting dates (a minimum of one per term) and to obtain approval for facility use.

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Adopted November 9, 1998  
Revised December 11, 2017  
Revised

## 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. ~~in Human Resources will be submitted to the appropriate supervisor after the application deadline.~~
4. The hiring Supervisor must form a search team~~selection committee 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, including a representative from Human Resources will be included on each team. All ~~committee~~search team members must have appropriate training prior to participation. If a ~~selection committee~~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.
57. Human Resources will conduct and ensure that reference checks

## Board Policy 05.10

and background screenings will be conducted on the recommended all final candidates prior to hiring approval by the Board of Trustees. 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.

~~68.~~ The position supervisor appropriate administrator or supervisor will notify Human Resources as soon as a final recommendation has been made to the President will complete a request to hire through the CMS system and appropriate approvals are required. If any information is developed and verified through reference checks or background screenings, including felony convictions, that is contrary to the conditions and/or personal qualifications represented by the applicant, an appointment, if already made, may be immediately revoked and the employee dismissed.

~~79.~~ 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 final offers of employment will be made by the Director of Human Resources and are not considered final until obtaining require Board of Trustees approval.

~~810.~~ 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.

~~911.~~ 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.

~~10.~~ When positions must be posted internally in accordance with

**Board Policy 05.10**

~~collective bargaining agreements, the Human Resources Department will be notified of the position transfer or the need to advertise for the vacancy.~~

124. 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.
132. 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.

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

**05.16**

## **Compensation for Non-Credit Teaching**

~~In order to ensure that non-credit classes shall be self-supporting, the following criteria will be followed:~~

- ~~1. Non-credit course fees and distribution of revenue shall be reviewed on an annual basis by the President, who will in turn make recommendations to the Board of Trustees.~~
- ~~2. A non-credit instructor shall receive a negotiated fee.~~
- ~~3. Off-campus sites rental fees will be reviewed on an annual basis by the President, who in turn will make a recommendation to the Board of Trustees.~~

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Adopted November 9, 1998  
Revised December 11, 2017  
[Policy deleted](#)

05.30

## Children in the Workplace

Since it is important that the workplace environment be as free from disruptions as possible in order to serve students, employees will not be permitted to bring children to their work stations or to leave children ~~under the age of 16~~ unattended on school premises ~~during normal work hours~~ in accordance with state law<sup>1</sup>.

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<sup>1</sup> 705 ILCS 405/2-3

Adopted November 9, 1998

Revised

06.36

### Illinois Department of Transportation Quality Management Training Program

By contract with the Illinois Department of Transportation, and in cooperation with the Illinois Asphalt Paving Association, the College shall provide quality management training for contractors, consultants, and Department of Transportation employees. When classroom space is available, students enrolled in the Lake Land College Civil Engineering Technology program will be afforded the opportunity to enroll.

The contract is reviewed ~~biannually~~every four years and may include provisions for services in areas of the state outside the Lake Land College district.

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Adopted November 9, 1998  
Revised December 11, 2017  
Revised

**07.01****Admission of Students**

Admission requirements are to be published in the College Catalog. All applicants for admission are required to file an official Intent to Enroll form. Students are admitted according to the current residency policy of the College. (See Board Policy No. 07.06.)

Lake Land College does not deny admission to a person on the basis of race, color, sex, age, religion, ~~age~~, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. However, in order to be eligible for Title IV financial aid, a student admitted to the College without a high school diploma or GED diploma must “pass” a U. S. Department of Education approved standardized test.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.
6. A student currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school

or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.

7. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school in which the student is enrolled and the College.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be in the upper 10% of his/her class, as certified by school officials.
- B. Have a 3.75% grade point average (based on a 4.00 scale) for prior semester or term.
- C. Have joint approval of the President of Lake Land College and the chief executive officer of the school on the Gifted Student Admissions form.

Lake Land College reserves the right to request testing of prospective gifted students.

8. Student in a program for a special group.<sup>1</sup>

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<sup>1</sup> Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998  
Revised May 8, 2000  
Revised December 8, 2008  
Revised December 11, 2017

Revised

**07.04****Intent to Enroll Procedures and Requirements**

~~At a minimum, To enroll at Lake Land College, a student must submit an Intent to Enroll form. The Intent is submitted online or through printed forms will be available in the Lake Land College Admissions and Records Office, and the Lake Land College Kluthe Center for Higher Education and Technology, at in-district high schools or online for all students who wish to enroll in the College.~~

~~Students must complete the intent form.~~ Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) scores are required; however, these scores may be used in lieu of college placement test scores. Some ~~vocational/technical~~ academic programs may require additional tests prior to registration.

An accepted student who does not enroll after applying loses his/her enrollment status at the College and must reapply for admission to any future semesters.

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Adopted November 9, 1998  
Revised May 12, 2003  
Revised June 14, 2004  
Revised January 10, 2011  
Revised June 12, 2017  
[Revised](#)

07.29

## Student Complaints

Students concerned about issues that adversely affect them or someone else or who feel they have been discriminated against on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, or sexual orientation or any basis of discrimination precluded by applicable federal and state statutes are encouraged to, through appropriate channels, work to resolve such complaints. Students are encouraged to meet with an academic counselor for information regarding the complaint procedure.

[Students enrolled in correctional education programs should address complaints to the appropriate correctional site associate dean with final review by the dean.](#)

### Complaint Procedure

It is the policy of Lake Land College that all student complaints be resolved as quickly and at the lowest step possible. Students with a complaint should make every effort to arrive at an agreement with the faculty, staff member or administrator involved. If students are not satisfied with the response to their complaint at that level, they should pursue additional steps as defined in the Procedures for Resolving Student Complaints. The procedures and Student Complaint Form will be published in the online Student Handbook available on the College's website. Printed copies will be available in Counseling Services.

### Records of Student Complaints

To comply with federal regulations and requirements of the Higher Learning Commission, Lake Land College will maintain records of the formal, written student complaints pursued in accordance with this policy or established appeal processes which are (1) not resolved prior to reaching the level of Vice President or President; (2) complaints filed with the Higher Learning Commission, EEOC, or other such outside entities; (3) lawsuits filed by

current or former students against the College, the Board of Trustees of the College, or officers of the College; and (4) other formal, written student complaints filed with the offices of Vice President or President which are not covered by the College's established processes for grievances or appeals.

The records shall include the date the complaint was first formally submitted; the nature of the complaint; the steps taken by the College to resolve the complaint; the institution's final decision regarding the complaint, including referral to outside agencies; any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.); information about the disposition of the complaints, including those referred to external agencies for final resolution. The records shall be maintained so as to ensure anonymity of the complainants and other individuals involved in the facts of the complaint. These records shall be maintained in the offices of the Vice President or President for a period of two years and made available to Higher Learning Commission comprehensive evaluation teams for review. Each office is required only to maintain its respective complaints.

All complaints received through provisions of this policy will be presented and reviewed by the President's Cabinet for analysis and process improvement.

Adopted November 9, 1998

Revised December 8, 2003

Revised November 9, 2009

Revised January 9, 2017

[Revised](#)

**08.04****College Closings Due to Severe Weather,  
Mechanical Failure, or Power Failure**

In order to prepare for the event of inclement weather, mechanical or power failure, or other emergencies, the following procedures will be implemented:

1. Every effort will be made to keep the College main campus, the Kluthe Center for Higher Education and Technology, the Eastern Region Center, the Western Region Center, and Workforce Development Center/Center for Business and Industry open. In some cases, Lake Land College will remain open when elementary and secondary schools are closed.
2. The responsibility for canceling classes or closing for a specific period of time rests with the President of the College. Individual decisions by personnel should not be made.
3. The Lake Land College Chief of Police will be notified of any canceling or closings to allow for proper personnel coverage for safety of property, students, and staff.
4. When weather conditions prevent the opening of the College or cause a delayed opening of the College, announcements will be made on local radio and TV stations, and with text messaging, email and all other technology mediums available by 6:00 a.m. for that day.
5. Cancellation of day classes is not an automatic closing for evening sessions. The decision to close classes that begin at 5:00 p.m. or later will be made as close to 2:00 p.m. as possible.
6. The same radio and TV stations also will carry closing announcements in the event that evening sessions or activities have to be canceled on a day that the College was otherwise open.

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**Board Policy 08.04**

7. In cases of inclement weather, the Pathways program operating off-campus at various locations throughout the district will follow the lead of the local school district in that location. If the local schools are closed for weather-related reasons, the ~~p~~Pathways program in that location will be closed as well.
8. Classes, clinicals, supervised occupational experiences (SOE), and other work-based learning experiences held at off-campus locations, other than the Kluthe Center for Higher Education and Technology, the Eastern Region Center, the Western Region Center, ~~and~~ Workforce Development Center/Center for Business and Industry and adult education sites, follow the procedure for that off-campus location.
9. Cancellation of IDOT classes will be determined by the Vice President for Workforce Solutions and Community Education and in consultation with IDOT officials.
10. In the event Lake Land College is closed due to severe weather all College facilities will be closed.

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Adopted November 9, 1998  
Revised March 8, 2004  
Revised December 12, 2011  
Revised March 10, 2014  
Revised

**09.05****Scheduling Facilities**

1. All credit classes and upper division classes and graduate courses offered by outside educational institutions are scheduled through the office of the Vice President for Business Services.
2. All non-credit classes are scheduled by the office of the Vice President for Workforce Solutions and Community Education.
3. All classes on campus or at the Kluthe Center for Higher Education and Technology offered through the auspices of the Center for Business and Industry are scheduled through the office of the Vice President for Workforce Solutions and Community Education.
4. All home games and practices in the Field House are scheduled by the office of the Athletic Director.
- ~~5. The Board Room is scheduled either through the President's Office, or the Vice Presidents' offices.~~
- ~~6. The conference rooms are scheduled by the building administrative assistants.~~
- ~~7. The conference room in the Student Life wing is scheduled by the Administrative Assistant to Student Life.~~
85. Conference rooms are reserved through various staff according to a grid maintained by the Human Resources Department.
6. Other activities, meetings, and events which are not listed separately in this policy are scheduled through the office of the Vice President for Business Services.
- ~~9. The community rooms, conference rooms and food court in the Student Center will be scheduled by the office of the Vice President for Business Services.~~

Revised January 8, 2018  
Revised

Page 1 of 1

09.17

## Photocopiers and Network Printers

1. Photocopy machines for College business are located at various pre-approved locations on campus, at the Kluthe Center, and at other educational extension centers of the College.
2. ~~The approval for the renting of photocopy machines rests with the Vice President for Business Services.~~ The Vice President for Business Services will approve the rental or purchase of additional copy machines for student use.
3. Employees should be respectful of others' printing/copying requirements in their area when printing or copying. No user should monopolize the printing/copying machines when others have the need to utilize this shared equipment. Large copy/print volume should be directed toward the Print Shop, where faster copying equipment is in place.
4. In using copy machines, employees are personally responsible for any violation of copyright laws arising therefrom.
5. ~~Students not employed as student workers may not use the College copy machines for any reason. Coin-operated machines are located in the Learning Resource Center and at the Kluthe Center for students to make personal copies at a nominal fee.~~
65. Copiers/printers are for business use only. ~~The coin-operated machines in the Learning Resource Center and at the Kluthe Center are available for personal use.~~

- ~~76~~. College employees will not copy, in its entirety, any book, magazine, pamphlet, sheet music, tests, workbooks, or other separate published work which is still in copyright and available through normal trade channels without permission of the publisher.
- ~~87~~. Each cost center will be assigned an account number for making photo copies and for printing on network printers.
- ~~98~~. Faculty members may reproduce, for their professional work, copies of a chapter of a book, a newspaper or magazine article, a short story, essay, or poem. However, if this material will be used for more than one semester, the faculty member must secure permission from the publisher. This procedure also applies to materials placed on reserve in the library.
- ~~109~~. ~~On an annual basis, t~~The Vice President for Business Services will review the use of copy machines and network printers with the President's Cabinet as necessary.

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Adopted November 9, 1998

Revised Marcy 8, 2004

Revised

09.18

## Mail

~~Each employee and adjunct employee will have a designated mail box.~~ Mail is collected and distributed on campus on a daily basis -and to the Kluthe Center as needed, on a daily basis. Use of the College's interoffice mail system and mail process is restricted to official College business. Distribution of materials through the interoffice mail process must receive approval of the Vice President for Business Services. Use of the College mail postage machine is for official College correspondence. ~~If an employee wishes to mail a personal letter or package, he/she must pay for the postage and the packing materials.~~ Employees may mail pre-paid personal letters or packages through the College's mail service, however the College does not assume liability for personal mail or packages and cannot guarantee the timing of delivery.

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Adopted November 9, 1998  
Revised March 8, 2004

Revised

**10.06****Administration of Budget**

On an annual basis, the Board of Trustees shall adopt a budget in accordance with the Illinois Revised Statutes. The budget will be prepared by the President after consultation with the President's Cabinet members, who will have received requests from the various cost centers.

The total budget for any fund supported by property taxes cannot be amended by an amount greater than ten percent (10%) without proceeding through a new adoption procedure. The President is authorized to implement procedures for budget transfers within any given fund. The Board of Trustees shall be informed of all inter-fund transfers on a monthly basis through the regular financial reports. An increase to the total amount of an adopted budget shall require the approval of the Board of Trustees. Transfers between the various items in any fund supported by property taxes may not exceed in the aggregate ten percent (10%) of the total of such funds as set forth in the budget.<sup>1</sup> Accordingly, Lake Land College classifies budget items as salaries, employee benefits, contractual services, commodities (general materials and supplies), travel, fixed charges, capital outlay, and other expenses. Thus, the ten percent (10%) rule would provide for transfers between any of these major categories. Budget transfers within any of these categories are not considered under the ten percent (10%) limitation. Further, contingency accounts would not be subject to the ten percent (10%) rule since these are non-allocated funds.

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<sup>1</sup> 110 ILCS 103-20.1, Illinois Public Community College Act

Adopted November 9, 1998

Revised April 12, 2004

Revised

**10.24****Purchase or Lease of Sites**

The Board of Trustees is authorized to buy one or more sites for college purposes, with necessary ground, and to take and purchase the site for a college site either with or without the owner's consent, by condemnation or otherwise; to pay the amount of any award made by a jury in a condemnation proceeding; and to select and purchase all sites without the submission of the question to any referendum.<sup>1</sup> No such purchase may be made without the prior approval of the Illinois Community College Board. Purchase under this section of the law may be made by contract for deed when the Board considers the use of such a contract to be advantageous to the district, but a contract for deed may not provide for interest or unpaid balance of purchase price at a rate in excess of six percent (6%) per year nor for a period of more than ten (10) years in which that price is to be paid. Title to all real estate shall ~~be taken and held in the name of the Board of Lake Land College~~ align with Policy 09.02 – Title to Land.

---

<sup>1</sup> 110 ILCS 805/3-36, Illinois Public Community College Act

**10.32****Pay Schedule**

Payroll is distributed bi-weekly for all employees. All electronic time entry must be submitted and approved by the employee's supervisor by 1:00 p.m. on Tuesday following the end of the pay period.

Faculty members have the option of receiving their annual salary paid on a nine-month, ten month or twelve-month basis. In either case, the option must be made with the Accounting office no later than the first day of the Fall Semester and may not be changed during that academic year.

Payment for overload will be made according to the approved Faculty Association contract.

~~Direct deposit notices and p~~Paychecks will be sent via regular U. S. Mail one day prior to the official pay date for employees who choose this option. Employees may also choose to view their pay advices online.

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Adopted November 9, 1998  
Revised June 10, 2002  
Revised April 12, 2004  
Revised December 13, 2004  
Revised January 10, 2005  
Revised July 14, 2014  
Revised December 12, 2016  
Revised

**10.33****Payroll Withholdings**

Under the Government Salary Withholding Act, the Board of Trustees may, by resolution, authorize the withholding from the compensation of employees to provide insurance or retirement benefits and to make voluntary payroll deductions. The Board of Trustees, therefore, authorizes payroll deductions or withholdings, upon the written request of the individual employee, to cover the following:

- Union dues
- ~~Fair share fees~~
- Credit union deductions
- Tax sheltered annuities
- Combined charities campaign
- Flexible spending accounts
- Optional life insurance
- Dependent health care premiums
- United States Savings Bonds
- Identification theft and legal protection services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation

Future deductions must be approved by resolution of the Board of Trustees, which in turn will become part of the Board Policy Manual.

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Adopted November 9, 1998  
Revised April 10, 2000  
Revised December 12, 2016  
Revised January 8, 2018  
Revised

**10.34.03****Use of College Vehicles**

College-owned and College-rented vehicles are available to provide authorized transportation for College personnel and students. Unless specifically assigned to a particular Division, the office of the Vice President for Business Services is responsible for the maintenance, upkeep, and scheduling of College-owned vehicles and also for the renting of vans and vehicles to supplement the use of College-owned vehicles.

Requests for vehicles, with the proper authorization, shall be made by the appropriate ~~cost center~~ supervisor.

If travel is within the state, cost center budgets will be charged the greater of the cost of renting the vehicle or the authorized mileage rate. For out-of-state travel, the cost center will be charged the authorized mileage rate.

Vehicle keys and the trip ticket must be picked up at the office of the Director of Physical Plant Operations. The driver of College-owned or College-rented vehicles must have in his/her possession a valid Illinois driver's license.

Any personnel operating a College-owned or College-rented vehicle are not permitted to use tobacco products in the vehicle. All personnel operating a College-owned or College-rented vehicle or while using their own vehicle for business use will adhere to all state and local laws, including but not limited to cell phone/distracted/impaired driving laws, licensing laws, and speed limit laws.

All personnel operating a College vehicle are subject to annual MVR background checks.

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Adopted November 9, 1998  
Revised April 12, 2004  
Revised January 8, 2018  
Revised

Page 1 of 1

## 11.20

## Flowers and Memorials

A College memorial fund for the purchase of appropriate flower arrangements for funerals or donations to an individual's designated memorial fund will be maintained by the Office of the President. ~~Flowers shall be purchased to memorialize the contributions of staff members and their immediate family members.~~ The Office of the President shall make all arrangements for the purchase and delivery of flower arrangements or the contribution to an individual's designated memorial fund, and other offices of the College should keep the President's Office fully aware of the passing of an active employee or Board of Trustee member or their immediate family member, or retired staff or Board of Trustee members or their spouse, or a current student who have died. Memorial donations will be made or Flowers will be sent to memorialize the passing of the following: Current employees or Board members and their immediate family members; retired employees or Board members and their spouse; and current students. ~~Active and retired staff members or spouses, civil union partners, children, father, mother, step father, step mother, mother-in-law, father-in-law, step mother-in-law, step father-in-law, and active and retired Board members.~~ Under special circumstances, memorial donations may be made or flowers may be sent to individuals not covered in the above statement with the approval of the President. Memorial donations or Flower arrangements sent by the Office of the President will officially acknowledge the sorrow of the College as a whole, the President, and the Board of Trustees.

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Adopted November 9, 1998

Revised June 14, 2004

Revised June 13, 2011

Revised

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Tina Stovall, Vice President for Student Services  
**DATE:** November 27, 2018  
**RE:** Recommended Academic Calendars 2020-2021 and 2021-2022

---

The Academic and Enrollment Calendar Committee has completed its work to develop academic calendars for 2020-2021 and 2021-2022. The calendar summaries are attached.

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

With your approval, I would like to present the recommended calendars to the Board of Trustees for their approval at the December 2018 meeting. I will be available to answer any questions. Thank you.

*2018-2019 Academic and Enrollment Calendar Committee: Kelly Allee, Kathy Black, Charles Jarrell, Cassie Koester, Chris Kramer, Heather Nohren, Emily Ramage, Madge Shoot, Lee Spaniol, Jon Van Dyke, Michelle Zumbahlen, Tina Stovall, Chair, Rebecca Earp, Assistant.*

## LAKE LAND COLLEGE – ACADEMIC CALENDAR SUMMARY

<b>FALL SEMESTER 2020</b>	
Staff Development 8-10 a.m. Full Services Resume @ 10 a.m.	August 21
First Meeting of Full Semester & Module 1 Classes	August 24
Last Day for Refund - Module 1	August 28
Last Day for Refund - Full Semester	September 4
College Closed	September 7
Mid-Term Module 1	September 18
No Day or Evening Classes	September 19
College Career Day/Adjunct Faculty Development Evening – No Day or Evening Classes	October 6
Last Day for Student Withdrawal – Module 1	October 12
Last Day of Classes – Module 1	October 16
Mid-Term Full Semester	October 16
First Meeting of Module 2 Classes	October 19
Last Day for Refund – Module 2	October 23
Mid-Term – Module 2	November 12
Last Day to File Intent to Graduate for Fall	November 20
Staff Development – No Day or Evening Classes	November 25
College Closed	November 26–29
Last Day for Withdrawal – Full Semester & Module 2	December 7
Last Day of Classes - Full Semester & Module 2	December 11
Final Examinations	December 14–17
Semester Close	Grades Due Noon December 18
<b>SPRING SEMESTER 2021</b>	
Staff Development 8-10 a.m. Full Services Resume @ 10:00 a.m.	January 8
First Meeting of Full Semester & Module 1 Classes	January 11
Last Day for Refund – Module 1	January 15
College Closed	January 18
Last Day for Refund – Full Semester	January 25
Mid-Term Module 1	February 5
Last Day for Withdrawal – Module 1	March 1
Last Day of Classes Module 1	March 5
Mid-Term Full Semester	March 5
Spring Recess – No Day or Evening Classes	March 8-12
College Closed	March 12
First Meeting of Module 2 Classes	March 15
Last Day to File Intent to Graduate for Spring	March 19
Last Day for Refund – Module 2	March 19
College Closed	April 2
Mid-Term Module 2	April 13
Staff Development Days– No Day or Evening Classes	April 15 & 16
Last Day for Withdrawal – Full Semester & Module 2	May 4
Last Day of Classes – Full Semester and Module 2	May 10
Final Examinations	May 11-14
Commencement – 7:30 p.m.	May 14
Semester Close	Grades Due Noon May 17
<b>SUMMER 2021</b>	
First Meeting of Classes – Intersession	May 17
Last Day for Refund – Intersession	May 17
College Closed	May 31
Last Day for Withdrawal – Intersession	June 1
Last Day of Classes – Intersession	June 2
First Meeting of Classes	June 7
Last Day for Refund	June 14
Mid Term	July 1
College Closed	July 5
Last Day for Withdrawal	July 22
Last Day to File Intent to Graduate for Summer	July 22
Last Day of Classes	August 2
Final Examinations	August 3-4
Summer Term Closes	Grades Due Noon August 5
<b>COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 17 THROUGH AUGUST 13.</b>	

## LAKE LAND COLLEGE – ACADEMIC CALENDAR SUMMARY

**FALL SEMESTER 2020****DAYS**


---

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

**SPRING SEMESTER 2021**


---

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

**SUMMARY**


---

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

**SUMMER TERM 2021**


---

Class Days	32
Final Exams	2
Grades Due	1
<b>TOTAL</b>	<b>35</b>

**DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2020-2021**

September 7

November 26 and 27

December 24 through January 1

January 18

March 12

April 2

May 17 through August 13 – Closed on Friday

May 31

July 5

## LAKE LAND COLLEGE – ACADEMIC CALENDAR SUMMARY

<b>FALL SEMESTER 2021</b>	
Staff Development 8-10 a.m. Full Services Resume @ 10 a.m.	August 20
First Meeting of Full Semester & Module 1 Classes	August 23
Last Day for Refund - Module 1	August 27
Last Day for Refund - Full Semester	September 3
College Closed	September 6
Mid-Term Module 1	September 17
No Day or Evening Classes	September 18
College Career Day/Adjunct Faculty Development Evening – No Day or Evening Classes	October 5
Last Day for Student Withdrawal – Module 1	October 11
Last Day of Classes – Module 1	October 15
Mid-Term Full Semester	October 15
First Meeting of Module 2 Classes	October 18
Last Day for Refund – Module 2	October 22
Mid-Term – Module 2	November 11
Last Day to File Intent to Graduate for Fall	November 19
Staff Development – No Day or Evening Classes	November 24
College Closed	November 25–28
Last Day for Withdrawal – Full Semester & Module 2	December 6
Last Day of Classes - Full Semester & Module 2	December 10
Final Examinations	December 13–16
Semester Close	Grades Due Noon December 17
<b>SPRING SEMESTER 2022</b>	
Staff Development 8-10 a.m. Full Services Resume @ 10:00 a.m.	January 7
First Meeting of Full Semester & Module 1 Classes	January 10
Last Day for Refund – Module 1	January 14
College Closed	January 17
Last Day for Refund – Full Semester	January 24
Mid-Term Module 1	February 4
Last Day for Withdrawal – Module 1	February 28
Last Day of Classes Module 1	March 4
Mid-Term Full Semester	March 4
Spring Recess – No Day or Evening Classes	March 7-11
College Closed	March 11
First Meeting of Module 2 Classes	March 14
Last Day to File Intent to Graduate for Spring	March 18
Last Day for Refund – Module 2	March 18
Staff Development Days– No Day or Evening Classes	March 31 & April 1
Mid-Term Module 2	April 12
College Closed	April 15
Last Day for Withdrawal – Full Semester & Module 2	May 3
Last Day of Classes – Full Semester and Module 2	May 9
Final Examinations	May 10-13
Commencement – 7:30 p.m.	May 13
Semester Close	Grades Due Noon May 16
<b>SUMMER 2022</b>	
First Meeting of Classes – Intersession	May 16
Last Day for Refund – Intersession	May 16
College Closed	May 30
Last Day for Withdrawal – Intersession	May 31
Last Day of Classes – Intersession	June 1
First Meeting of Classes	June 6
Last Day for Refund	June 13
Mid Term	June 30
College Closed	July 4
Last Day to File Intent to Graduate for Summer	July 21
Last Day for Withdrawal	July 25
Last Day of Classes	August 1
Final Examinations	August 2 & 3
Summer Term Closes	Grades Due Noon August 4
<b>COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 16 THROUGH AUGUST 12.</b>	

## LAKE LAND COLLEGE – ACADEMIC CALENDAR SUMMARY

**FALL SEMESTER 2021****DAYS**


---

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

**SPRING SEMESTER 2022**


---

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

**SUMMARY**


---

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

**SUMMER TERM 2022**


---

Class Days	32
Final Exams	2
Grades Due	1
<b>TOTAL</b>	<b>35</b>

**DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2021-2022**

September 6

November 25 and 26

December 23 through January 2

January 17

March 11

April 15

May 16 through August 12 – Closed on Friday

May 30

July 4

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Tina Stovall, Vice President for Student Services  
**DATE:** November 30, 2018  
**RE:** Approval of Tuition Waivers for Spring 2019

---

To generate some excitement on campus and facilitate enrollment for Spring 2019, a college-wide enrollment campaign was kicked off to encourage all currently enrolled students to complete their Spring 2019 registration by Friday, December 7.

The campaign informed students that a drawing would be held for all students who were registered for Spring by December 7, 2018, and ten lucky winners would be drawn and awarded a full in-district tuition waiver for Spring semester!

College faculty and staff were informed of the campaign through College email and discussions at all employee group meetings held during the week of November 26. Students were informed of the campaign through the College's website, social media, email and text messages, and personal communications from their instructors, academic advisors and other College staff.

The ten lucky winners will be drawn following the December 7 deadline and, with final approval from the Board of Trustees, will be awarded their certificates the week of December 10. We are hoping to capture a photo of you congratulating each of them and thanking them for attending Lake Land College.

I would like to ask the Board for their approval to award the certificates at their December 10 meeting and am happy to answer any questions they may have.

*Additional information about the tuition waiver incentive that was shared on the College's website:*

*The incentive is limited to Lake Land College students who are currently registered for Fall 2018 classes and are registered for Spring 2019 classes by December 7.*

*The tuition waiver is applicable for Spring 2019 only and covers in-district tuition for all credits in which the student is enrolled at tenth day of the spring term. Winners may choose to attend full-time or part-time.*

*Winners will be responsible for the cost of fees.*

*Because tuition is based on residency, out-of-district and international student winners will be charged the difference between the in-district tuition waived and their current tuition rate.*

*Students who already receive a full-tuition waiver will not be awarded a second waiver. There is no "cash back" or applying the waiver to another term.*

# MEMO

**TO:** Jon Althaus, Vice President for Academic Services  
**FROM:** Emily Ramage, Director of Grants and Academic Operations  
**DATE:** November 27, 2018  
**RE:** Acceptance of FY19 John Ullrich Foundation Grant Award

---

I am pleased to inform you that Lake Land College has been awarded a grant distribution from the John Ullrich Foundation. As in prior years, the Foundation requests that the College refrain from publicizing this grant and disclosing the amount of funding received. Please note that in order to comply with the Foundation's confidentiality guidelines, references to dollar amounts have been removed from the attached award letter, and the authority to issue a press release on this award rests solely with the John Ullrich Foundation.

For FY19, the Ullrich Foundation will continue to provide individual scholarships to support students majoring in agriculture who are from Coles, Douglas, Macon, Piatt, and Moultrie counties. Grant funds will also be used to support a variety of instructional supplies and materials for the Agriculture Division including a Precision Ag Simulator package.

This is the thirteenth year that the John Ullrich Foundation has provided support to our renowned Agriculture Division and its students. I would like to congratulate and thank Ryan Orrick, Agriculture Division Chair, for his leadership and assistance with the proposal.

I respectfully request that the Board of Trustees accept this grant award.



Busey Wealth Management  
130 North Water St.  
Decatur, IL 62523  
**busey.com**

October 26, 2018

Mr. Jonathan B. Bullock, Ph.D.  
President  
Lake Land College Foundation  
5001 Lake Land Blvd  
Mattoon, IL 61938

RE: John Ullrich Foundation

Dear Dr. Bullock:

This letter is to inform you that in response to your previously submitted request, the Trustees of the John Ullrich Foundation have approved the distribution of [REDACTED] to be used specifically for Agriculture Student Scholarships, Precision Ag Display Simulator Package, Artificial Insemination Training Material and Ag Power Tool Storage.

Before receiving the distribution, the John Ullrich Foundation Trustees request that Lake Land College Foundation acknowledges the intent to honor the following terms resulting from the fact that the John Ullrich Foundation is a private charitable foundation:

1. The authority to grant a press release in this matter resides solely with the Foundation and not the recipient of these funds.
2. You may list the John Ullrich Foundation as a donor or benefactor in publication produced by your organization. However, you may not publicly disclose the amount of the grant.
3. While requesting confidentiality from your organization's governing body and staff, you may disclose the amount of the distribution as you see fit.
4. You may disclose to other potential donors the fact that your organization has received a distribution from the John Ullrich Foundation but not the amount of the grant.
5. Clear understanding that if the funds are not used for the intended purpose outlined specifically in your request for distribution, the organization agrees to return the funds to the John Ullrich Foundation.
6. Agreement to provide the Foundation with a summary report by **July 31, 2019**; **including a detailed line item report as to how the funds were utilized.** *This report*



Busey Wealth Management  
130 North Water St.  
Decatur, IL 62523  
**busey.com**

should be **separate** from any grant requests. Failure to provide such reporting by July 31, 2019 may disqualify your organization for future grant requests.

7. If the grant funds awarded to your organization have not been exhausted by **July 31, 2019**, please provide a report on the organization's progress including a timeline on when you anticipate the program or project to be complete. Upon completion, you must still comply with providing the Foundation the summary report with the detailed breakdown of how funding was utilized. Failure to provide this detail may disqualify your organization for future grant requests.
8. Please return the enclosed acknowledgement, indicating that the above grant amount is recognized by your organization. The check will then be sent once the foundation has received your signed acknowledgement

Please sign the enclosed acknowledgement and return in the self-addressed envelope:

Busey Trust Company  
Attn: Shondra Lynch  
130 N. Water St.  
Decatur, IL 62523

On behalf of the Trustees of the Foundation, best wishes to your organization and much success in your endeavors. Should you have any questions or if you plan to consider any recognition engagements associated with the program/project that was supported by the John Ullrich Foundation, please contact me directly at (217) 425-8284.

Very Truly Yours,

A black rectangular redaction box covering the signature of Shondra D. Lynch.

Shondra D. Lynch  
Vice President & Trust Officer  
Busey Trust Company

Enclosures



# Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: November 30, 2018

Re: Luther Student Center – Bid Package #3, HVAC Controls

---

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #3 for HVAC controls.

For the bidding process, we advertised in major daily in-district newspapers, online sites specific to construction bidding, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the HVAC controls:

<u>Name</u>	<u>Bid Price</u>
Dynamic Controls Inc., East Peoria, IL	\$303,814

Overall for bid package #3, the total value of the bids being recommended for award came in within the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. It is my recommendation that we award the bid for the HVAC controls for the Luther Student Center project to Dynamic Controls, Inc. in the total amount of \$303,814.

### Bid Log HVAC Controls

Project:		LLC Student Services BP-3			Estimate:						Proposed Start Date:		Winter 2018	
Bid Date	Contractor	Contact Information		Addition	Renovation	Combined	Alt #1	Alt 2a	Alt 2b	Alt 3	Bond	Final Bid	Qualifications	Notes
1 11/29/18	Dynamic Controls	Add #1	o:	\$ 303,814.00								\$ 303,814.00	Bid Bond yes	
		Add #2	c:										Insurance	
		Add #3	f:											
2		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
3		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
4		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
5		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											
6		Add #1	o:										Bid Bond	
		Add #2	c:										Insurance	
		Add #3	f:											

Notes:



December 3, 2018

E-mail

Lake Land College  
Bryan Glecker  
Vice President for Business Services  
5001 Lake Land Blvd. Mattoon, IL 61938

Re: 2018 Furniture Purchasing and Installation Lake Land College Luther Student Center  
Architect's Project Number: 21805400  
**Letter of Recommendation for Contract Award**

Dear Bryan:

On Tuesday, November 20<sup>th</sup> 2018, three proposals based on State Contract pricing were received for the above referenced project

In addition to the three base proposals, one of the dealers (Frank Cooney) was required to identify the amounts for a separated pricing package (Student Life space) and an alternate pricing package (Counseling, Admissions, and Career Services task and guest chairs).

After consultation with Bryan Glecker regarding the selection of the separate pricing package (Student Life space) and the alternate pricing package (Counseling, Admissions, and Career Services task and guest chairs), Legat Architects recommends that Lake Land College consider accepting the separate pricing and alternate packages in addition to the base proposals.

Legat Architects, therefore, recommends Lake Land College to consider awarding the Contract for Furniture, inclusive of the quotes from:

Bradford Systems Corporation  
Total \$11,022.69

Frank Cooney  
Base Pricing \$376,877.29  
Separate Pricing (Student Life space) \$30,572.28  
Alternate Pricing (Counseling, Admissions, and Career Services task and guest chairs) \$15,315.96  
Total \$422,765.53

KI  
Total \$21,823.41

2018 Furniture Purchasing and Installation Lake Land College Luther Student Center  
Grand Total \$455,611.63

# LEGAT ARCHITECTS

SUSTAINABILITY | PERFORMANCE | DESIGN

## Letter of Recommendation

Page 2 of 3

### Bradford Systems Corporation

Gary Lowery  
430 Country Club Drive  
Bensenville, IL 60106  
C: 309.437.5512  
[glowery@bradfordsystems.com](mailto:glowery@bradfordsystems.com)

### Frank Cooney Company, Inc.

Eileen Reynolds  
A&D Account Manager  
1226 Michael Drive, Ste C  
Wood Dale, IL 60191  
P. 630.694.8800 ext. 162  
C. 847.804.1674  
[Eileen@Frankcooney.com](mailto:Eileen@Frankcooney.com)

### KI

Trevor Schumacher  
Inside Sales Specialist  
222 Merchandise Mart Plaza, Suite 1181  
Chicago, IL 60654  
P. 920.468.2681  
[trevor.schumacher@ki.com](mailto:trevor.schumacher@ki.com)

The intent is for the work for be complete in three phases  
All work is to be substantially complete by August 30<sup>th</sup>, 2019.

If you have any questions concerning the proposals of the 2018 Furniture Purchasing and Installation for Lake Land College Luther Student Center please do not hesitate to call.

On behalf of Legat Architects, we look forward to working with Lake Land College toward the successful completion of this project.

Thank you.

Sincerely,  
Legat Architects, Inc.  
Aileen Everitt



**Letter of Recommendation**  
Page 3 of 3

ATTACHMENTS      Bradford Proposal  
                         Frank Cooney Proposal  
                         KI Proposal

CC                     Sylvia Kowalk. Legat Architects  
                         Vuk Vujovic. Legat Architects  
                         File Location: I:\Lake Land College\21805400 LLC Luther Student Center  
                         Redesign\Design\D\_Design\_Data\D6\_FFE\4 Estimate\Furniture Proposals

FILENAME            LLC Letter of Recommendation



## Lake Land College Luther Student Center

Prepared for:  
Bryan Gleckler

Lake Land College  
5001 Lakeland Boulevard  
Mattoon, IL 61938

Submitted by:  
Gary Lowery  
309.437.5512  
[glowery@bradfordsystems.com](mailto:glowery@bradfordsystems.com)

November 26, 2018  
BSC Project #30918

Bradford Systems Corporation is a qualified National IPA Contract provider and is proposing the following Spacesaver equipment and related services through:  
**Contract # P15-150-DT**

#### Corporate

430 Country Club Drive  
Bensenville, IL 60106

630-350-3453 office  
630-350-3454 facsimile  
800-696-3453 toll-free

#### Merchandise Mart

222 Merchandise Mart Plaza  
Suite 11-117  
Chicago, Illinois 60654

312-467-1727 office  
312-467-1447 facsimile

#### Missouri & So. Illinois

1735 Larkin Williams Rd.  
Fenton, Missouri 63026

636-343-1515 office  
636-343-3588 facsimile  
800-696-3453 toll-free

#### Central Illinois

125 Thunderbird Lane  
Suite 211  
East Peoria, Illinois 61611

309-698-0490 office  
309-698-0491 facsimile

#### Indiana

3815 River Crossing Parkway  
Suite 100  
Indianapolis, Indiana 46240

317-895-0670 office  
317-895-0672 facsimile  
800-862-5036 toll-free

November 26, 2018

Bryan Gleckler  
Lake Land College  
5001 Lakeland Boulevard  
Mattoon, IL 61938

Dear Bryan:

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 50 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 309.437.5512.

Again, thank you for your consideration.

Sincerely,



Gary Lowery  
Storage Planner

Bradford Systems Corporation  
430 Country Club Drive  
Bensenville, IL 60106  
(m) 309.437.5512  
[glowery@bradfordsystems.com](mailto:glowery@bradfordsystems.com)

**Lake Land College**  
**Luther Student Center**  
Project #30918

**Lockers—Personnel Lockers:**

- 5 Bench drawer lockers with keyed lock and padlock hasp, 24” W x 37-1/8” D x 72” H
  - Each locker includes:
    - One shelf with integral garment hanger
    - One modular shelf with lock box kit
    - One modular shelf empty
    - Body armor drying rack
    - Sloped tops
    - Number tag installed on front door
    - Four 0.875 inch diameter electrical knock-outs per locker,
      - Two located on top of the locker in both right and left rear corners
      - Two located in the back of locker centered at a distance no greater than 24 inches from the top and bottom.
      - Knock-outs allow end-user flexibility of adding electrical capability to lockers.
      - Electrical included. Whip connection by furniture manufacturer
    - Plug-n-play electrical components with two duplex outlets per locker
- 1 External drawer locker with keyed lock and padlock hasp, 24” W x 24” D x 72” H
  - Each locker includes:
    - One shelf with integral garment hanger
    - One modular shelf with lock box kit
    - One modular shelf empty
    - Sloped tops
    - Number tag installed on front door
    - Four 0.875 inch diameter electrical knock-outs per locker,
      - Two located on top of the locker in both right and left rear corners
      - Two located in the back of locker centered at a distance no greater than 24 inches from the top and bottom.
      - Knock-outs allow end-user flexibility of adding electrical capability to lockers.
      - Electrical included. Whip connection by furniture manufacturer
    - Plug-n-play electrical components with two duplex outlets per locker

**Project Investment:**

Storage Materials List		\$13,562.50
Less National IPA Storage Discount (42.1%)		<u>-\$5,709.81</u>
Storage Materials List		\$7,852.69
Installation		\$2,580.00
Freight		<u>\$590.00</u>
<b>Total</b>		<b>\$11,022.69</b>

**Notes:**

1. The above quote is based on the drawings.
2. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
3. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
4. Pricing valid for 30 days.

**Lake Land College**  
**Luther Student Center**  
Project #30918

1. Purchase orders should be made out to the following:  
Bradford Systems Corporation  
430 Country Club Drive  
Bensenville, IL 60106
  
2. Purchase orders may be sent via:
  - Email: [purchaseorders@bradfordsystems.com](mailto:purchaseorders@bradfordsystems.com)
  - USPS: 430 Country Club Drive, Bensenville, IL 60106
  - Facsimile: (630) 350-3454
  
3. Please send the following in conjunction with your purchase order:
  - Reference BSC project # 30918 on your purchase order
  - Project Information Sheet
  - Signed copy of the proposal and project drawings

**Lake Land College  
Luther Student Center  
Project Implementation Information  
Project #30918**

**Purchase Order Information:**

P.O. #: \_\_\_\_\_  
Approved by: \_\_\_\_\_

**Project Selections:**

Freestyle Lockers: \_\_\_\_\_ (See 10 Standard Finishes)

**Delivery Information:**

Delivery Address: \_\_\_\_\_  
\_\_\_\_\_  
Delivery Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Truck or Delivery Time Restrictions: \_\_\_\_\_  
Delivery Dock:  Yes  No \_\_\_\_\_  
Freight Elevator:  Yes  No \_\_\_\_\_

**Order Acknowledgement/Billing Information:**

Order Acknowledgement Required?  Yes  No \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
Billing Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

**Installation Information:**

Installation Address: \_\_\_\_\_  
\_\_\_\_\_  
Floor/Room: \_\_\_\_\_  
Requested Installation Date: \_\_\_\_\_  
Move Date: \_\_\_\_\_  
Construction Schedule Available:  Yes  No \_\_\_\_\_  
Client Provided Dumpster Available:  Yes  No \_\_\_\_\_  
Are There Security Requirements:  Yes  No \_\_\_\_\_  
Parking: Permission/Permits:  Yes  No \_\_\_\_\_  
Certificate of Insurance Required:  Yes  No \_\_\_\_\_  
General Contractor Name/Phone:  Yes  No \_\_\_\_\_

**STANDARD TERMS AND CONDITIONS**

1. **GENERAL:** These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. **ENGINEERING:** The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. **SURVEYS, PERMITS AND REGULATIONS:** Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. **PAYMENT:** This system has been specially designed and will be specially manufactured for the Buyer's unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. **TAXES:** All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. **EXPIRATION DATE:** Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. **CANCELLATION:** On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. **CHANGE ORDERS:** Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. **INSURANCE:** Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. **DELIVERY:** Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. **STORAGE:** If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. **DAMAGE:** After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. **BUYER RECEIVING:** If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. **SITE CONDITIONS:** Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. **UNLOADING, SPOTTING AND STORAGE:** Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.

16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. **COMPLETION:** Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. **OVERTIME:** This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. **TESTING:** All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

**PROJECT TERMS AND CONDITIONS**

1. **FLOOR COVERING:** If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. **FLOOR LOADING:** Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. **FLOOR DRILLING:** Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. **SEISMIC:** Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. **FIRE CODE:** Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. **SPACESAVER WARRANTY:** A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. **SPACESAVER SYSTEM TRAINING & ORIENTATION:** Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

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Client Signature	Title	Date
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November 20, 2018

Lake Land College  
Attn: Bryan Gleckler & Kimberly Wellbaum  
5001 Lake Land Blvd.  
Mattoon, Il 61938

**Re: Request for Proposal**

Thank you for the opportunity to complete your request for proposal for furniture for Lake Land College. We are pleased to offer you the following terms and conditions.

**Terms:** Payment is due after all furniture has been delivered and punch list has been complete.

**Late Charges:** Past Due Amounts are subject to an interest charge of 1 ½% per month

**Schedule:** Phase 1: Building available from 3/8/19-3/21/19  
Phase 2: Building available from 6/3/19-6/14/19  
Phase 3: Building available from 8/19/19-8/30/19

**Tax Status:** NFP-Exempt from Taxes (please supply a copy of your Tax Exempt Letter)

**Order Processing:** Signed Purchase Orders are required

**Remittance address:** Frank Cooney Company, Inc.  
1226 Michael Drive Suite C  
Wood Dale, IL 60191

**Revisions:** November 26, 2018

**Final Furniture Package:** November 30, 2018

**Board Approval:** December 10, 2018

We look forward to meeting your furniture needs.

Sincerely,

  
Eileen Reynolds

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
FS-2D-30	1	Flagship Lateral File, 2 Drawer, 30"W, Platinum Metallic, Front to Back Filing Rails and laminate top	Hon / Quality	H9170N.L.T1 / H919492 / HF23C / Q-TOP	2	\$509.95	\$1,019.90
FS-3D-36	1	Flagship Lateral File, 3 Drawer, 36"W, Platinum Metallic, Front to Back Filing Rails and Laminate Top	Hon / Quality	(1) H9183N.X.T1 / (2) H919491 / (1) HF23C / Q-TOP	2	\$721.70	\$1,443.40
FS-5D-36	1	Flagship Lateral File, 5 Drawer, 36"W, Platinum Metallic, Front to Back Filing Rails	Hon	(1) H9185N.X.T1 / (2) H919491 / (1) HF23C	6	\$857.85	\$5,147.10
FS-Combo	1	Flagship Lateral File with Storage and Doors, 36"W, Platinum Metallic, Front to Back Filing Rails	Hon	H9185LSN.X.T1 / H919491 / (2) HF23C	3	\$810.95	\$2,432.85
GC-A	1	Nucleus Guest Chair, Armless, Fog Ilira Mesh Back (M4), Seat: Maharam Lunar Code (Gr 7), Platinum Metallic Frame	Hon	HN6.N.E.IF.S514417 XP.T1	18	\$251.55	\$4,527.90
GC-A	1	Nucleus Guest Chair, Armless, Fog Ilira Mesh Back (M4), Seat: Stinson Adagio Pier (Gr 6), Platinum Metallic Frame	Hon	HN6.N.E.IF.SCF SAD G16.T1	3	\$244.53	\$733.59
LCH-NA	1	Flock Square Lounge Chair, Armless, Back Fabric: Luum Vital Produce (Gr 14), Seat Fabric: Stinson Apex Crypton Revl Blueberry (Gr 9)	Hon	HFLMC1DF.TR.S526 568XP.S526565XP.P 6N	2	\$771.03	\$1,542.06
LKR-EV	1	Signature Evidence Locker to include Key Drop and Master Key	Jorgenson / SchoolLockers	NL-SL-10AB / NL-ELB362401 / (2) NL-EEP240078 / (2) NL-ETS843602	1	\$6,356.40	\$6,356.40
OC-TBL-R24	1	Bevy Occasional Table, 24" Round, 16"H, Wilson Art Grey Pampas Top, Crisp Grey Flat Edge, Polished Aluminum 4 Star Base	Studio TK	STETC	1	\$615.94	\$615.94
PD	1	Pencil Drawer, Platinum Metallic	Hon	HD2.T1	3	\$102.18	\$306.54
PED-FF-M17	1	Flagship Mobile File/File Pedestal, 16- 7/8"D, Platinum Metallic	Hon	H18817N.X.T1 / HF23C	3	\$224.13	\$672.39
PED-FF-M23	1	Flagship Mobile File/File Pedestal, 22- 7/8"D, Platinum Metallic	Hon	H18823N.X.T1 / HF23C	2	\$239.63	\$479.26
STL-T	1	Solve Stool, Synchro-Tilt, Adj Arms, Hard Caster, Black Adj Lumbar, Ilira Fog Mesh Back, Seat Fabric: Stinson Adagio Pier (Gr 6)	Hon	HSLVSM.M.Y0.A.H.IF ..SCFSADG16.BL.SB .T	1	\$266.76	\$266.76
TBL-60/30	1	Huddle 60x30 Table, No Grommet, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1	2	\$358.02	\$716.04
TBL-60/30	1	Huddle 60x30 Table, Power Module, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon / Byrne	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1/ HBTMS	2	\$589.63	\$1,179.26
TBL-60/30	1	Huddle 60x30 Table, Center Grommet, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1/ HBTMS	3	\$404.82	\$1,214.46
WC-A	1	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Adagio Pier (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCF SADG16.BL.S B.T	19	\$256.62	\$4,875.78

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

Lake Land College  
Luther Student Center

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
WC-A	1	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Squire Ruby (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCFSSQI50.BL.S B.T	8	\$256.62	\$2,052.96
WC-A	1	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Soft Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Adagio Pier (Gr 6)	Hon	HSLVTMM.Y1.A.S. IF.SCF SADG16.BL.S B.T	2	\$268.32	\$536.64
WS-C50	1	Accelerate Set Up for 2 "L" Shape Workstations	Hon		1	\$5,557.68	\$5,557.68
WS-C50-W	1	Accelerate Set Up for 3 "L" Shape Workstations	Hon		1	\$5,689.74	\$5,689.74
WS-C65-W	1	Accelerate Set Up for 1 "L" Shape Workstation with C-Shape Privacy Panels	Hon		1	\$1,877.67	\$1,877.67
WS-L	1	Abode Set Up for 1 "L" Workstation	Hon		3	\$1,339.20	\$4,017.60
WS-LU2	1	Abode Set Up for 1 "L" Workstation	Hon		1	\$2,498.91	\$2,498.91
WS-LU	1	Abode Set Up for 1 "L" Workstation	Hon		3	\$2,138.38	\$6,415.14
						Phase I Product	\$62,175.97
						Phase I Install	\$7,461.12
						<b>Phase 1 Total</b>	<b>\$69,637.08</b>

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
CH-1	2	Wink Guest Chair with Hard Glide (HG)	Community	WK823AP - HG	4	\$237.90	\$951.60
CH-S	2	Motivate Nesting Chair, Armless, Fog Ilira Mesh Back (M4), Seat: Stinson Adagio Pier (Gr 6), Hard Casters	Hon	HMN2.N.H.IF.ON.SC FSADG16.PLAT	28	\$270.27	\$7,567.56
FS-3D-G	2	Flagship Lateral File Grouping with (4) 3 Drawer Laterals, 30"W, Platinum Metallic, (1) 3 Drawer Lateral, 36"W, Platinum Metallic, Laminate Top and Power	Hon / Quality / Byrne	(4) H9173N.L.T1 / (1) H9183N.L.T1 / (6) H919492 / (2) H919491 / (5) HF23C / Q-TOP	1	\$3,577.29	\$3,577.29
FS-3D-36	2	Flagship Lateral File, 3 Drawer, 36"W, Platinum Metallic, Front to Back Filing Rails and Laminate Top	Hon / Quality	(1) H9183N.X.T1 / (2) H919491 / (1) HF23C / Q-TOP	5	\$721.70	\$3,608.50
FS-4D-30	2	Flagship Lateral File, 4 Drawer, 30"W, Platinum Metallic, Front to Back Filing Rails	Hon	(1) H9174N.X.T1 / (2) H919492 / (1) HF23C	2	\$619.15	\$1,238.30
FS-4D-36	2	Flagship Lateral File, 4 Drawer, 36"W, Platinum Metallic, Front to Back Filing Rails	Hon	(1) H9184N.X.T1 / (2) H919491 / (1) HF23C	2	\$693.00	\$1,386.00
FS-5D-36	2	Flagship Lateral File, 5 Drawer, 36"W, Platinum Metallic, Front to Back Filing Rails	Hon	(1) H9185N.X.T1 / (2) H919491 / (1) HF23C	2	\$857.85	\$1,715.70
FS-Combo	2	Flagship Lateral File with Storage and Doors, 36"W, Platinum Metallic, Front to Back Filing Rails	Hon	H9185LSN.X.T1 / H919491 / (2) HF23C	5	\$810.95	\$4,054.75
FS-CUB	2	Multi-functional Cart	National	10N2427MUCL	1	\$1,057.95	\$1,057.95
FS-MAIL	2	E-Z Stor Literature Organizer, 24 Letter Size Compartments	Safco	9211	1	\$280.80	\$280.80
GC-A	2	Nucleus Fixed Arm Guest Chair, Fog Ilira Mesh Back (M4), Seat: Stinson Adagio Pier (Gr 6), Platinum Metallic Frame	Hon	HN6.N.E.IF.SCFSAD G16.T1	3	\$244.53	\$733.59
GC-A	2	Nucleus Fixed Arm Guest Chair, Fog Ilira Mesh Back (M4), Seat: Maharam Lunar Code (Gr 7), Platinum Metallic Frame	Hon	HN6.N.E.IF.S514417 XP.T1	12	\$251.55	\$3,018.60
LCH	2	Kalm Lounge Chair, 4 Star Swivel Base, Soft Glides, Luum Heather Tech Obsidian Tech Fabric	Studio TK	ARKA	4	\$1,797.19	\$7,188.75
LCH-NA	2	Flock Square Lounge Chair, Armless, Back Fabric: Momentum Tag Claret (Gr 12), Seat Fabric: Stinson Apex Crypton Revl Blueberry (Gr 9)	Hon	HFLMC1DF.TR.S515 179XP.S526565XP.P 6N	3	\$749.97	\$2,249.91
LCTRN	2	Lectern with Power, WilsonArt Grey Pampas Laminate, Anthracite Gray Edge	Lacasse	TNNN-LC241846 / LGC-PCQ1USB2P	1	\$1,030.20	\$1,030.20
OC-TBL-R24	2	Bevy Occasional Table, 24" Round, 16"H, Wilson Art Grey Pampas Top, Crisp Grey Flat Edge, Polished Aluminum 4 Star Base	Studio TK	STETC	3	\$615.94	\$1,847.81
OTT-26	2	Qui Round Ottoman, 25.5" Diameter x 18"H, Base Fabric: Luum Fine Grain Volcanic Ash, Mid Panel Fabric: Luum Fundamentals Azure, Top Fabric: Luum Fine Grain Madder Root, Contrasting Detail Stitching Tread Color: Navy TC04	Studio TK	STBA	6	\$729.56	\$4,377.38

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
OTT-45	2	Qui Round Ottoman, 44.5" Diameter x 18"H, Base Fabric: Luum Fine Grain Volcanic Ash, Mid Panel Fabric: Luum Fundamentals Banner, Top Fabric: Luum Meta Texture Deep Dive, Contrasting Detail Stitching Tread Color: Scarlet 1C08	Studio TK	STBC3	5	\$1,349.44	\$6,747.19
OTT-60	2	Qui Round Ottoman, 60.5" Diameter x 18"H, Base Fabric: Luum Fine Grain Volcanic Ash, Mid Panel Fabric: Luum Fundamentals Banner, Top Fabric: Luum Meta Texture Deep Dive, Contrasting Detail Stitching Tread Color: Scarlet 1C08	Studio TK	STBC4	2	\$2,199.94	\$4,399.88
PD	2	Pencil Drawer, Platinum Metallic	Hon	HD2.T1	4	\$102.18	\$408.72
PED-FF-M17	2	Flagship Mobile File/File Pedestal, 16- 7/8"D, Platinum Metallic	Hon	H18817N.X.T1 / HF23C	1	\$224.13	\$224.13
PED-FF-M23	2	Flagship Mobile File/File Pedestal, 22- 7/8"D, Platinum Metallic	Hon	H18823N.X.T1 / HF23C	3	\$239.63	\$718.89
STL-BH	2	Wink Barstool, Armless, High Back, Bar Height	Community	WK828AP	7	\$337.80	\$2,364.60
STL-C	2	Motivate Café Height Stool, Armless	Hon	HMG5.N.E.PT.PLAT	1	\$141.96	\$141.96
TBL-60/30	2	Huddle 60x30 Table, Power Module, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon / Byrne	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1/ HBTMS	4	\$589.63	\$2,358.52
TBL-60/30	2	Huddle 60x30 Table, Center Grommet, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1/ HBTMS	4	\$404.82	\$1,619.28
TBL-C-84/24	2	Strassa Collaborative Table, 84"Wx24"Dx41-1/2"H, No Modesty, Non- Powered Grommet, Wire Management	National	86N248441WKN1L	1	\$1,689.30	\$1,689.30
TBL-P	2	Bevy Personal Table, 26"Wx11"Dx26"H	Studio TK	STETF	5	\$615.94	\$3,079.69
TBL-R42	2	Waveworks Table, 42" Round, 29"H, No Grommet, WilsonArt Grey Pampas Laminate, Platinum Edge, Platinum Metallic Base	National	WW42WSRNL / CBV2728DRNBP- MOD	3	\$602.10	\$1,806.30
TRSH	2	2 Stream to include 33 gallon Trash & 23 gallon Mixed Recycle	Rubbermaid	CONFIGURE	2	\$4,043.90	\$8,087.80
WC-A	2	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Adagio Pier (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCF5ADG16.BL.S B.T	26	\$256.62	\$6,672.12
WC-A	2	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Squire Ruby (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCFSSQ150.BL.S B.T	10	\$256.62	\$2,566.20
WC-C	2	Nucleus Conference Chair, Upholstered Back, Polished Alum Fixed Arms, Polished Alum Base, Hard Casters, Silvertext Marine Blue (Gr 3)	Hon	HN1U.P.H.SX01.PA. T	8	\$472.68	\$3,781.44
WS-CU	2	Abode "C" Shape Workstation	Hon		1	\$2,993.67	\$2,993.67

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
WS-DL	2	Abound Set Up for 2 "L" Workstations	Hon		1	\$5,450.42	\$5,450.42
WS-LU2	2	Abode Set Up for 1 "L" Workstation	Hon		3	\$2,498.91	\$7,496.73
WS-LU3	2	Abode Set Up for 1 "L" Workstation	Hon		2	\$2,170.62	\$4,341.24
WS-LU4	2	Abode Set Up for 1 "L" Workstation	Hon		1	\$2,142.41	\$2,142.41
WS-LUU2	2	vOI Set Up for 2 "L" Shape Workstations	Hon		1	\$4,001.48	\$4,001.48
WS-LUU3	2	vOI Set Up for 3 "L" Shape Workstations	Hon		2	\$6,002.22	\$12,004.44
						Phase 2 Product	\$130,981.09
						Phase 2 Install	\$15,717.73
						<b>Phase 2 Total</b>	<b>\$146,698.82</b>

Submitted By:  
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Frank Cooney Company, Inc.

Lake Land College  
Luther Student Center

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
GC-A ALTERNATE	2A	Nucleus Fixed Arm Guest Chair, Fog Ilira Mesh Back (M4), Seat: Maharam Lunar Code (Gr 7), Platinum Metallic Frame	Hon	HN6.N.E.IF.S514417 XP.T1	36	\$251.55	\$9,055.80
WC-A ALTERNATE	2A	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Adagio Pier (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCF SADG16.BL.S B.T	18	\$256.62	\$4,619.16
						Phase 2 Alternate Product	\$13,674.96
						Phase 2 Alternate Install	\$1,641.00
						<b>Phase 2 Alternate Total</b>	<b>\$15,315.96</b>

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
GC-A SEPARATE	2S	Nucleus Fixed Arm Guest Chair, Fog Ilira Mesh Back (M4), Seat: Maharam Lunar Code (Gr 7), Platinum Metallic Frame	Hon	HN6.N.E.IF.S514417 XP.T1	4	\$251.55	\$1,006.20
LCH-NA SEPARATE	2S	Flock Square Lounge Chair, Armless, Back Fabric: Momentum Tag Claret (Gr 12), Seat Fabric: Stinson Apex Crypton Revl Blueberry (Gr 9)	Hon	HFLMC1DF.TR.S515 179XP.S526565XP.P 6N	3	\$749.97	\$2,249.91
OC-TBL-R24 SEPARATE	2S	Bevy Occasional Table, 24" Round, 16"H, Wilson Art Grey Pampas Top, Crisp Grey Flat Edge, Polished Aluminum 4 Star Base	Studio TK	STETC	2	\$615.94	\$1,231.88
OTT-18 SEPARATE	2S	Flock Mini Cylinder, Casters, Whisper Vinyl Molton (Gr 2)	Hon	HFLYO1.H.WP98	4	\$191.10	\$764.40
PED-BFF-M SEPARATE	2S	Flagship Mobile Box/Box/File Pedestal, Platinum Metallic	Hon	H18717N.X.T1 / HF23C	1	\$225.99	\$225.99
PED-BF-M SEPARATE	2S	Flagship Mobile Box/File Pedestal, Platinum Metallic	Hon	H15293N.X.T1 / HF23C	4	\$191.89	\$767.56
TBL-60/24 SEPARATE	2S	Huddle 60x24 Table with Grommets, Wire Management, Ganging, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452727.GR OMMET.WAC9.K / HMBTLEG24.G.T1/ HBTMS / HMAGANG	8	\$434.85	\$3,478.80
TBL-60/30 SEPARATE	2S	Huddle 60x30 Table, Power Module, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon / Byrne	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1/ HBTMS	3	\$589.63	\$1,768.89
TBL-60/30 SEPARATE	2S	Huddle 60x30 Table, Center Grommet, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1/ HBTMS	3	\$404.82	\$1,214.46
TBL-60/30 SEPARATE	2S	Huddle 60x30 Table, No Grommet, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1	2	\$358.02	\$716.04
TBL-R30 SEPARATE	2S	Waveworks Table, 30" Round, 29"H, No Grommet, WilsonArt Grey Pampas Laminate, Platinum Edge, Platinum Metallic Base	National	WW30WSRNL / CBV2728DRNBP	1	\$457.20	\$457.20
WC-A SEPARATE	2S	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Adagio Pier (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCF5ADG16.BL.S B.T	1	\$256.62	\$256.62
WC-A SEPARATE	2S	Solve Mid Back Task Chair, Synchro Tilt w/Seat Slider, Adj Arms, Hard Casters, Ilira Fog Mesh Back, Adj Lumbar, Seat: Stinson Squire Ruby (Gr 6)	Hon	HSLVTMM.Y1.A.H. IF.SCFSSQI50.BL.S B.T	5	\$256.62	\$1,283.10
WC-C SEPARATE	2S	Nucleus Conference Chair, Upholstered Back, Polished Alum Fixed Arms, Polished Alum Base, Hard Casters, Silvertex Marine Blue (Gr 3)	Hon	HN1U.P.H.SX01.PA. T	20	\$472.68	\$9,453.60
WS-REC	2S	About "L" Reception Workstation	Hon		1	\$2,422.03	\$2,422.03
							Phase 2 Separate Product \$27,296.68
							Phase 2 Separate Install \$3,275.60
							<b>Phase 2 Separate Total \$30,572.28</b>

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
BKS-G1	3	Basics 2 Module Display Gondola with 24"W Low Starter Module, 24"W Low Add On module, 24"W Low Removable End Panel, Adj Angle Basket & Adj Angle Divided Hat Shelf, Metal Shelves & Metal Dividers	OPTO	BS2-55-xx / B2A-55-xx / BEP-55-x / 11-00C825 / 11-102480	4	\$3,781.20	\$15,124.80
BKS-SP	3	Classic Display 4 Way Spinner with Perforated Shields, Perforated Basket and Hook	OPTO	(1) CS-55-4Px / (10) 14-100338 (30) 14-00P850	4	\$1,357.00	\$5,428.00
BKS-T	3	Edge High T-Shirt Tower	OPTO	E30-68-XXx	2	\$1,330.70	\$2,661.40
BKS-TBL	3	Edge Display Table Group with Low Rectangular Grouping Table, Tall Rectangular Grouping Table and Round Table	OPTO	(2) ETB-4818-20L / (1) ETB-6018-38L / (1) ETR30-30-XLF	1	\$3,130.00	\$3,130.00
BNCH-C	3	Armless Wedge with Outside Back (Seat: Luum Fine Grain Volcanic Ash, Back: Luum Superspun Red Cast) and Wedge Bench (Luum Fine Grain Volcanic Ash), Ganging	JSI	(3) ZV6650-OB / (1) ZV6647/ GANG	3	\$4,358.10	\$13,074.30
CH-1	3	Wink Guest Chair with Soft Glide (SG1)	Community	WK823AP - SG1	44	\$237.90	\$10,467.60
CH-S	3	Motivate Nesting Chair, Armless, Fog Ilira Mesh Back (M4), Seat: Stinson Adagio Pier (Gr 6), Soft Casters	Hon	HMN2.N.S.IF.ON.SC FSADG16.PLAT	8	\$278.07	\$2,224.56
FS-3D-36	3	Flagship Lateral File, 3 Drawer, 36"W, Platinum Metallic, Front to Back Filing Rails and Laminate Top	Hon / Quality	(1) H9183N.X.T1 / (2) H919491 / (1) HF23C / Q-TOP	2	\$721.70	\$1,443.40
GC-A	3	Nucleus Fixed Arm Guest Chair, Fog Ilira Mesh Back (M4), Seat: Maharam Lunar Code (Gr 7), Platinum Metallic Frame	Hon	HN6.N.E.IF.S514417 XP.T1	1	\$251.55	\$251.55
LCH	3	Kalm Lounge Chair, 4 Star Swivel Base, Soft Glides, Luum Heather Tech Clear Tech Fabric	Studio TK	ARKA	4	\$1,797.19	\$7,188.75
LCH-A	3	Flock Square Lounge Chair with Arms, Back Fabric: Momentum Halo Nimbus (Gr 11), Seat Fabric: Stinson Apex Crypton Revl Blueberry (Gr 9)	Hon	HFLSC1DF.TR.S518 758XP.S526565XP.P 6N	1	\$1,040.91	\$1,040.91
LCH-NA	3	Flock Square Lounge Chair, Armless, Back Fabric: Luum Perilune Blue Moon (Gr 13), Seat Fabric: Stinson Apex Crypton Revl Blueberry (Gr 9)	Hon	HFLMC1DF.TR.S526 567XP.S526565XP.P 6N	2	\$760.50	\$1,521.00
LCH-NA	3	Flock Square Lounge Chair, Armless, Back Fabric: Luum Vital Produce (Gr 14), Seat Fabric: Stinson Apex Crypton Revl Blueberry (Gr 9)	Hon	HFLMC1DF.TR.S526 568XP.S526565XP.P 6N	3	\$771.03	\$2,313.09
LCH-R	3	Beso Round Lounge Chair, 4 Star Swivel Base, Soft Glides, Luum Digi Weed Loam Tweel Fabric	Studio TK	ARBT	12	\$1,235.81	\$14,829.75
MQ-S-M	3	Athletic Male Mannequin	MannequinMall	MM-HEF00EG	1	\$524.50	\$524.50
MQ-S-W	3	Athletic Female Mannequin	MannequinMall	MM-HEF02EG	1	\$500.00	\$500.00
MQ-T-M	3	Male Mannequin Torso	MannequinMall	MM-N17	1	\$244.20	\$244.20
MQ-T-W	3	Female Mannequin Torso	MannequinMall	MM-N13	1	\$244.20	\$244.20
OC-TBL-R24	3	Bevy Occasional Table, 24" Round, 16"H, Wilson Art Grey Pampas Top, Crisp Grey Flat Edge, Polished Aluminum 4 Star Base	Studio TK	STETC	4	\$615.94	\$2,463.75

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

**Lake Land College  
Luther Student Center**

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
OC-TBL-R36	3	Bevy Occasional Table, 36" Round, 16"H, Wilson Art Grey Pampas Top, Crisp Grey Flat Edge, Polished Aluminum 4 Star Base, Power Cut Out, Byrne Power Module	Studio TK	STETR	5	\$1,062.05	\$5,310.27
OTT-26	3	Qui Round Ottoman, 25.5" Diameter x 18"H, Base Fabric: Luum Fine Grain Volcanic Ash, Mid Panel Fabric: Luum Fundamentals Azure, Top Fabric: Luum Fine Grain Madder Root, Contrasting Detail Stitching Tread Color: Navy TC04	Studio TK	STBA	5	\$729.56	\$3,647.81
OTT-45	3	Qui Round Ottoman, 44.5" Diameter x 18"H, Base Fabric: Luum Fine Grain Volcanic Ash, Mid Panel Fabric: Luum Fundamentals Banner, Top Fabric: Luum Meta Texture Deep Dive, Contrasting Detail Stitching Tread Color: Scarlet 1C08	Studio TK	STBC3	4	\$1,349.44	\$5,397.75
STL-BH	3	Wink Barstool, Armless, High Back, Bar Height	Community	WK828AP	8	\$337.80	\$2,702.40
STL-T	3	Solve Stool, Synchro-Tilt, Adj Arms, Soft Caster, Black Adj Lumbar, Ilira Fog Mesh Back, Seat Fabric: Stinson Adagio Pier (Gr 6)	Hon	HSLVSMY0.A.S.IF. SCFSADG16.BL.SB. T	1	\$278.46	\$278.46
TBL-60/24	3	Huddle 60x24 Table with Grommets, Wire Management, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452727.GR OMMET.WAC9.K / HMBTLEG24.G.T1/ HBTMS	1	\$400.14	\$400.14
TBL-60/30	3	Huddle 60x30 Table, No Grommet, Fixed Height T-Leg Base, Glides, WilsonArt Grey Pampas Laminate, Platinum Metallic Base	Hon	SPLH-HUD- WRGE.L452728.N.W AC9.K / HMBTLEG24.G.T1	1	\$358.02	\$358.02
TBL-72/24-F	3	Motivate 72x24 Table, No Grommet, Flip Top Base, Locking Casters, WilsonArt Grey Pampas Lainate, Platinum Metallic Base	Hon	SPLH-HMVR-2472G- NS	4	\$604.50	\$2,418.00
TBL-C-60/30	3	Strassa Collaborative Table, 60"Wx30"Dx35"H, No Modesty, Power Module, Wire Management	National	86N306035WKN1L	2	\$1,493.67	\$2,987.34
TBL-C-120/48	3	Strassa Collaborative Table, 120"Wx48"Dx41-1/2"H, No Modesty, No Power	National	86N4812041WKN1L	1	\$2,491.65	\$2,491.65
TBL-P	3	Bevy Personal Table, 26"Wx11"Dx26"H	Studio TK	STETF	2	\$615.94	\$1,231.88
TBL-R18	3	Flock Personal Table, 18" Diameter, 25"H, WilsonArt Grey Pampas Laminate, Platinum Edge, Textured Satin Chrome Base	Hon	SPLH-FLCK- LPTBL.L452730.GK. WAC9.P6N	2	\$284.70	\$569.40
TBL-SS42	3	Waveworks Table, 42" Square, 29"H, No Grommet, WilsonArt Grey Pampas Laminate, Platinum Edge, Textured Silver Base	National	WW4242WSSQL / CBV2728DRNBP- MOD	11	\$600.75	\$6,608.25
TRSH	3	2 Stream to include 33 gallon Trash & 23 gallon Mixed Recycle	Rubbermaid	CONFIGURE	6	\$4,043.90	\$24,263.40
						Phase 3 Product	\$143,340.53
						Phase 3 Install	\$17,200.86
						<b>Phase 3 Total</b>	<b>\$160,541.39</b>
		<u>NIPA Contract:</u>					
		Hon, National, Studio TK					

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.

Lake Land College  
Luther Student Center

Item#	Phase	Description	Manufacturer	Model	Qty	Unit	Ext.
		<u>NCPA Contract:</u>					
		Community, JSI, Lacasse					
		<u>No Contract:</u>					
		Jorgenson, Mannequinn Mall, OPTO, Rubbermaid, Safco					

Submitted By:  
Eileen Reynolds  
Frank Cooney Company, Inc.



QUOTATION: 18ABM-411064/C

# Lake Land College: Computer Benching

CREATED 11/12/2018 | REVISED 11/27/2018 | Valid Through 2/10/2019



# Lake Land College: Computer Benching

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

**Sales Team:**

John Leachman  
 Sales Rep  
 john.leachman@ki.com  
 (309) 208-9622

Trevor Schumacher  
 Inside Sales Specialist  
 trevor.schumacher@ki.com  
 920.468.2681



Quote Number: 18ABM-411064/C

*CREATED 11/12/2018 | REVISED 11/27/2018 | Valid Through 2/10/2019*

PRODUCT TOTALS	\$17,048.41
See Quote Detail Summary	\$4,775.00
<b>GRAND TOTAL</b>	<b>\$21,823.41</b>

**Contract Information:**

OT0008258B IPHEC (Community Colleges) 1SEL1303

**Requested Delivery Date:** To be Determined

**Sold To**

Lake Land College  
 5001 Lake Land Blvd  
 Mattoon, IL 61938  
 P. (217) 234-5253 F. (217) 258-6459  
 Customer # 46120

**End User**

Lake Land College  
 5001 Lake Land Blvd  
 Mattoon, IL 61938  
 P. (217) 234-5253 F. (217) 258-6459  
 End User # 46120

**Ship To**

To be Determined

**Installation**

To be Determined

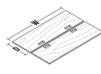
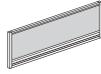
**Client Notes:**

COM Shipping Address for KI Bonduel: KI Bonduel, Attn: COM Storage, 204 West South St, Bonduel, WI 54107

CREATED 11/12/2018  
 VALID THROUGH 2/10/2019  
 Prepared By Trevor Schumacher  
 Quote Filename Lake Land College: Computer Benching - 18ABM-411064/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
<b>Tag 1: COMPUTER LAB 102</b>							
3.1	AC8IF.108	Activ8 Infeed	14		\$96.14	\$1,345.96	
							
		<b>Price Description: Delivered/Open Market</b>					
3.2	AC8JP.29	Activ8 Jumper 29" Long	14		\$30.36	\$425.04	
							
		<b>Price Description: Delivered/Open Market</b>					
3.3	AC8VMC	Activ8 Villa Power Module with Metal Cover	28		\$189.52	\$5,306.56	
		Module Color		Starlight Silver Metallic	.SX		
		<b>Price Description: Delivered/Open Market</b>					
3.4	CZBDS484872/F	CZ 48" Dual-Sided Standalone/Starter Telescopic Beam Frame	7		\$434.70	\$3,042.90	
		48-72",Fixed					
		Paint Color		Starlight Silver Metallic	/SX		
		Glide Color		Clear	/GCL		
		<b>Price Description: Delivered/Open Market</b>					
3.5	CZBWR24722-74P	CZ 24" Deep Rectilinear Worksurface,Dual-Sided,Standard	7		\$470.58	\$3,294.06	
		Height,No-power,24x72,74P Edge					
		Grommet Location		Grommet : Left/right	/LR		
		Grommet Color		Cool Grey grommet	/GCG		
		Surface Finish		Additional Laminates	Additional		
		Additional Laminates		WILSONART - 2 week additional lead time	/LW		
		WILSONART - 2 week additional lead time		GREY PAMPAS - MATTE	/416860		
		Edge Color		Cool Grey edge	/ECG		
		Paint Color		Starlight Silver Metallic	/SX		
		<b>Price Description: Delivered/Open Market</b>					
<b>Tag 1: COMPUTER LAB 102</b>						<b>WorkGroup Product Subtotal</b>	<b>\$13,414.52</b>
<b>Tag 1: STUDENT WORKROOM 404</b>							
5.1	AC8IF.108	Activ8 Infeed	2		\$96.14	\$192.28	
							
		<b>Price Description: Delivered/Open Market</b>					
5.2	AC8JP.29	Activ8 Jumper 29" Long	2		\$30.36	\$60.72	
							
		<b>Price Description: Delivered/Open Market</b>					
5.3	AC8VMC	Activ8 Villa Power Module with Metal Cover	4		\$189.52	\$758.08	
		Module Color		Starlight Silver Metallic	.SX		
		<b>Price Description: Delivered/Open Market</b>					

**CREATED** 11/12/2018  
**VALID THROUGH** 2/10/2019  
**Prepared By** Trevor Schumacher  
**Quote Filename** Lake Land College: Computer Benching - 18ABM-411064/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
5.4	CZBDA604872/F	CZ 60" Dual-Sided Adder Telescopic Beam Frame 48-72",Fixed	1		\$304.06	\$304.06	
		Paint Color		Starlight Silver Metallic	/SX		
		Glide Color		Clear	/GCL		
		<b>Price Description: Delivered/Open Market</b>					
5.5	CZBDS604872/F	CZ 60" Dual-Sided Standalone/Starter Telescopic Beam Frame 48-72",Fixed	1		\$443.90	\$443.90	
		Paint Color		Starlight Silver Metallic	/SX		
		Glide Color		Clear	/GCL		
		<b>Price Description: Delivered/Open Market</b>					
5.11	CZBWR30602-74P	CZ 30" Deep Rectilinear Worksurface,Dual-Sided,Standard Height,No-power,30x60,74P Edge	2		\$433.78	\$867.56	
		Grommet Location		Grommet : Center	/C		
		Grommet Color		Cool Grey grommet	/GCG		
		Surface Finish		Additional Laminates	Additional		
		Additional Laminates		WILSONART - 2 week additional lead time	/LW		
		WILSONART - 2 week additional lead time		GREY PAMPAS - MATTE	/416860		
		Edge Color		Cool Grey edge	/ECG		
		Paint Color		Starlight Silver Metallic	/SX		
		<b>Price Description: Delivered/Open Market</b>					
<b>Tag 1: STUDENT WORKROOM 404</b>						<b>WorkGroup Product Subtotal</b>	<b>\$2,626.60</b>
<b>Tag 1: SCREENS</b>							
6.1	CZBDSF3013/1	CZ Worksurface Divider Screen,13"Hx30"W,Fabric,No Intersection	2		\$208.97	\$417.94	
		Edge Style Option		74P edge	/74P		
		Divider Screen Location		Fixed middle	/FMI		
		Paint Color		Starlight Silver Metallic	/SX		
		End Cap Color		Starlight Silver	/CSX		
		Screen Fabric		KOM (KI Ordered Material-Additional Fees Required)	/KOM		
		Supplier:		Maharam			
		Pattern:		Reply			
		Color:		Pewter			
		Yardage per Unit:		1.25			
		Price Per Yard: \$39.85 Net Upcharge		\$49.81			
		per Unit Shown in sell price:					
		<b>Price Description: Delivered/Open Market</b>					
6.2	CZBPSF6013/1	CZ Worksurface Privacy Screen,13"Hx60"W,Fabric,No Intersection	1		\$274.75	\$274.75	
		Privacy Screen Location		Dual adder	/DAD		
		Paint Color		Starlight Silver Metallic	/SX		
		End Cap Color		Starlight Silver	/CSX		
		Screen Fabric		KOM (KI Ordered Material-Additional Fees Required)	/KOM		
		Supplier:		Maharam			
		Pattern:		Reply			
		Color:		Pewter			
		Yardage per Unit:		1.25			
		Price Per Yard: \$39.85 Net Upcharge		\$49.81			
		per Unit Shown in sell price:					
		<b>Price Description: Delivered/Open Market</b>					



## QUOTATION

**CREATED** 11/12/2018  
**VALID THROUGH** 2/10/2019  
**Prepared By** Trevor Schumacher  
**Quote Filename** Lake Land College: Computer Benching - 18ABM-411064/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
6.3	CZBPSF6013/1 	1	\$314.60	\$314.60	
	CZ Worksurface Privacy Screen, 13"Hx60"W, Fabric, No Intersection				
	Privacy Screen Location	Dual starter	/DST		
	Paint Color	Starlight Silver Metallic	/SX		
	End Cap Color	Starlight Silver	/CSX		
	Screen Fabric	KOM (KI Ordered Material-Additional Fees Required)	/KOM		
		Supplier:	Maharam		
		Pattern:	Reply		
		Color:	Pewter		
		Yardage per Unit:	2.25		
		Price Per Yard: \$39.85 Net Upcharge per Unit Shown in sell price:	\$89.66		
	<b>Price Description: Delivered/Open Market</b>				
<b>Tag 1: SCREENS</b>			<b>WorkGroup Product Subtotal</b>	<b>\$1,007.29</b>	

**Quote Summary**

**Product SubTotal: \$17,048.41**  
**Installation: \$4,775.00**  
**Estimated Sales Tax: See Notes**  
**Quote Total: \$21,823.41**

**NOTES:**

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Trevor Schumacher

**"Reference Only"**

Market Code: 1=1=University & College

Opportunity #: 411064

Quote Filename: Lake Land College: Computer Benching -  
18ABM-411064

#### Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**

# MEMO

TO: Dr. Jonathan Bullock, President  
Bryan Gleckler, Vice President for Business Services

FROM: David Earp, Print and Mail Services Supervisor

CC:

DATE: December 3, 2018

RE: Purchase of Flatbed Cutter for Print Shop

---

In looking to expand our offerings in the Print Shop we have been looking at shape cut and router equipment. This equipment is the next step to creating a one stop solution for signage and cut shapes.

The purchase of the equipment will not only expand our offering but create savings to virtually eliminate current outsourced processes and jobs. Additionally, this will significantly reduce the staff hours currently required for cutting. This equipment will allow us to shape cut a large variety of substrates 6'x10' up to 2 inches thick.

There are many machines of this type and after our trip to see several demos at the SGIA signage tradeshow, I am recommending the purchase of the Summa F1832 at a purchase price of \$99,995. This price includes all needed attachments as outlined in the quote.

Attached you will find the negotiated quote.

Attachments



## North Light Color

492 Bonnie Lane  
Elk Grove Village, IL 60007

Phone: (866) 922-4700

Fax: 844-270-6882

Fed ID: 41-1926829

### Quote No: 109782

Tuesday, November 20, 2018

Page: 1

**Attention: David Earp**

### Lake Land College

5001 Lale Land Blvd.  
Mattoon, IL 61938  
Phone: 217-234-5513

**Proposed Payment Terms**

1/2down&1/2 install

**David and Tom.**

**I have put together a quote for you on the Summa F1832 cutter.**

<b>Line: 1</b>	<b>Part ID: F1832-21</b>			
	Summa F1832 Cutting Table			
	Retail \$97,990.00			
	Working area 72" x 126" Includes:			
	Vacuum Pack:2 Pumps 2,55kw,Sound Absorber,switching Valve			
	Conveyor System with 6 Pneumatic Media Clamps and roll support.			
	Safety Pack: Four Pole laserbeam system			
	Camera System			
	Drag Module			
	ADC Right			
	SummaFlex Pro			
	Standard power requirements:3 x 208V + N/60Hz			
	<i>Quantity U/M</i>	<i>Unit Price</i>	<i>Lead Time</i>	<i>Total Price</i>
	1.00 EA	\$81,495.00		\$81,495.00
<b>Line: 2</b>	<b>Part ID: 500-9310</b>			
	F1612 Tangential Module			
	Retail price is \$4,690.00			
	Heavy duty tangentially controlled module suitable for several tools. (see accessories).			
	Due to SGIA show special we are offering buy one get one free on this module, so I am quoting 1 but you will get 2 for this price			
	<i>Quantity U/M</i>	<i>Unit Price</i>	<i>Lead Time</i>	<i>Total Price</i>
	1.00 EA	\$4,690.00		\$4,690.00
<b>Line: 3</b>	<b>Part ID: 500-9311</b>			
	Kiss Cutting Tool for Tangential Module			
	Retail \$820.00			
	Includes:			
	springs: up to 120 (1x), 650 (1x) and 1800gr (1x)			
	standard nose piece (395-348)			
	standard tangential knife (includes 1 knife) seto fo 5:390-534			
	<i>Quantity U/M</i>	<i>Unit Price</i>	<i>Lead Time</i>	<i>Total Price</i>
	1.00 EA	\$656.00		\$656.00
<b>Line: 4</b>	<b>Part ID: 500-9371</b>			
	HF Router System for F1330			



## North Light Color

492 Bonnie Lane  
Elk Grove Village, IL 60007

Phone: (866) 922-4700  
Fax: 844-270-6882  
Fed ID: 41-1926829

### Quote No: 109782

Tuesday, November 20, 2018

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Retail Price \$22,990.00  
Includes:  
Routing Module (with brush system)  
Hoses and Gantry  
Electronics including switch for vacuum cleaner  
Sycotec Milling Motor  
Collet, 6 mm  
4 mm bit - up to 12 mm deep (1x)  
Routing Mat [500-9333]

Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$19,495.00		\$19,495.00

Line: **5** Part ID: **500-9350**

Pneumatic Oscillating Tool  
Retail price \$4,590.00

Includes 1xKnife POT Flat Point L20 T0.63  
Requires ; Dry & High Volume Compressed Air

Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$3,695.00		\$3,695.00

Line: **6** Part ID: **500-9503**

Upgrade Barcode for Summaflex Pro  
Bar Code System for flatbed.

Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$1,990.00		\$1,990.00

Line: **7** Part ID: **500-9120**

F1612 Media Basket  
This is optional, but is nice to have to collect the finished work.

Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$790.00		\$790.00

Line: **8** Part ID: **500-9220**

Base for Safety Poles 9set of 4)  
The machine comes with 4 safety poles. These are the optional bases for those poles if you would want to be able to move the poles rather than fix them to the floor. Again, this is optional.

Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$490.00		\$490.00

Line: **9** Part ID: **500-9313**

Double Edge Cutout tool for Tangential Module  
With Gliding Disk.  
Includes:  
Double Edge Cutout blade 50 degree (1X) 500-9802  
Double Edge Cutout blade 60 degree (1x) 500-9803

Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$380.00		\$380.00

Line: **10** Part ID: **INSTALLATION**

Install of Printers and/or Laminators  
NLC technician on-site for installation and training.



## North Light Color

492 Bonnie Lane  
Elk Grove Village, IL 60007

Phone: (866) 922-4700  
Fax: 844-270-6882  
Fed ID: 41-1926829

### Quote No: 109782

Tuesday, November 20, 2018

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Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$0.00		\$0.00
<b>Line: 11 Part ID: SHIPPING</b>				
Shipping Dock to Dock Shipping				
Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$1,500.00		\$1,500.00
<b>Line: 12 Part ID: EQUIP DISCOUNT</b>				
Summa/NLC discount for SGIA				
Quantity	U/M	Unit Price	Lead Time	Total Price
1.00	EA	\$-15,186.00		\$-15,186.00

**Quote Total: 99,995.00**

Salesperson: Doug Beehler  
Phone: 866-922-4700  
Fax: 844-270-6882

doug@northlightcolor.com

492 Bonnie Lane  
Elk Grove Village IL 60007

All prices are subject to change without notice and will be established at the time of order acceptance by North Light Color.

Prices are Valid Until Thursday, December 20, 2018  
Please look this over and contact me with any questions.

Thank you,  
Doug Beehler  
866-922-4700

I hereby accept the terms of this proposal. X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Authorized Signature

**PLEASE REFERENCE QUOTE NUMBER ON PURCHASE ORDER.**

Freight pricing is for estimating only. Actual costs may vary.  
All credit terms are subject to approval.  
Customer is responsible for all applicable sales tax.

# MEMO

**TO:** Dr. Josh Bullock, President

**FROM:** Dr. Jim Hull, Vice President for Workforce Solutions and Community Education

**CC:**

**DATE:** November 28, 2018

**RE:** Approval of an Addendum to an Intergovernmental Agreement Between Lake Land College District No. 517 and Black Hawk College District No. 503

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An intergovernmental agreement was entered into between Lake Land College and Black Hawk College on June 14, 2017 per the rules set forth by the Illinois Community College Board, Section 1501.307 of the System Rules. Lake Land College was authorized to offer curricula/credit courses pursuant to a contract with the Illinois Department of Corrections in correctional facilities located within Black Hawk College's boundaries. Through the original intergovernmental agreement, Black Hawk College agreed to allow Lake Land College to offer courses in both the Kewanee Life Skills Re-Entry Center and the East Moline Correctional Center for a period of 5 years, ending June 30, 2022.

An addendum to the original agreement was approved by this Board at its July 2018 meeting at the request of the Director of the Illinois Department of Corrections. This request mirrors that addendum and is due to the fact that we do not yet have a fulltime instructor completely through the approval process and ready to teach welding at Kewanee.

The Director of the Illinois Department of Corrections, has again requested an addendum to the original agreement to allow Black Hawk College to provide one (1), non-credit welding course to eight (8) inmates of the Kewanee Life Skills Re-Entry Center between December 14, 2018 and January 20, 2019. Thereafter, the addendum becomes null and void.

We respectfully request that the Board approve this addendum at its December 10, 2018 regularly scheduled meeting.

SECOND ADDENDUM TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN  
BOARD OF TRUSTEES OF LAKE LAND COLLEGE DISTRICT NO. 517  
AND  
BOARD OF TRUSTEES OF BLACK HAWK COMMUNITY COLLEGE DISTRICT NO. 503

This addendum is made and entered into this 10th day of December, 2018, by and between the Board of Trustees of Lake Land College District No. 517 (hereinafter "Lake Land College") and the Board of Trustees of Black Hawk Community College District No. 503 (hereinafter "Black Hawk College"). Lake Land College and Black Hawk College will be referred to collectively as "the Parties" in this Agreement. The purpose of this addendum is to memorialize the Parties' agreement as to the instruction of welding courses at Black Hawk College's campus in Kewanee, Illinois and addend it to the Intergovernmental Agreement entered into by the Parties on the 14<sup>th</sup> day of June, 2017.

**Section 1      Welding Program**

The Parties agree Black Hawk will provide one non-credit course in welding to 8 inmates of the Kewanee Life Skills Re-Entry Center in accordance with the terms of this addendum.

**Section 2      Term of the Agreement**

This addendum shall provide for Black Hawk to deliver this non-credit programming commencing in December 14, 2018 and ending no later than January 20, 2019. Thereafter, this addendum shall not renew unless mutually agreed to in writing by the Parties.

**Section 3      Limitation of Addendum**

This addendum is being entered into by the Parties in response to a direct request by the Director of the Illinois Department of Corrections. Except as expressly provided in this Addendum, this contract does not alter, amend, or modify the Parties' Intergovernmental Agreement signed on June 14, 2017.

The parties by their respective officers have executed this Addendum on the dates set forth below.

Lake Land College  
District No. 517  
Mattoon, Illinois

Black Hawk College  
District No. 503  
Moline, Illinois

\_\_\_\_\_  
Dave Storm, Chairperson

\_\_\_\_\_  
Richard P. Fiems, Chairperson

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
December 10, 2018**

**The following employees are recommended for leave**

Paruleski, Laura	FMLA (Intermittent)	12/3/2018-6/30/2019
Ritz, Alex	FMLA	1/28/2019-3/05/2019

**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
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**Full-time**

Niebrugge, Amber	Adjunct Faculty Social Science Primary Position is Director TRIO Student Supt Services	01/07/2019
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**Full-time - Grant Funded**

Totten, Ty	Adult Education Welding Instructor Primary Position is Adjunct Faculty Technology	11/05/2018
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**Part-time**

Browne, Amberle	Adjunct Faculty Math/Science Sub Primary Position is Adjunct Faculty Math/Science	11/01/2018
Livingston, Bradley	Bookstore Rush Worker Primary Position is Tech Team Intern	12/01/2018
Wolfshoefer, Emil	Adjunct Faculty Technology Sub Primary Position is Adjunct Faculty Technology	11/02/2018

**College Work Study's**

Elmendorf, Gerald	College Work Study - TRIO Talent Search Primary Position is Work n Learn TTS	11/01/2018
Hackler, Madolyn	College Work Study - Student Life Primary Position is Newspaper Ed Student News	10/23/2018

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
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**Full-time Grant Funded**

Flier-Ruholl, Sara	Pathways Teacher Aid and Sub	11/05/2018
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**Part-time**

McCombe, Joshua	College Work Study - Business	11/05/2018
Pryor, Justin	Tutor	11/07/2018
Van De List, Elizabeth	Tutor	04/27/2018

**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time-Grant Funded</b>		
Ingersoll, Betsy	Correctional Career Technology Instructor Big Muddy CC	11/27/2018
Ingmire, Lorena	Correctional Career Technology Instructor Logan CC	01/07/2019
Patilla, Michael	Associate Dean – Robinson CC	01/02/2019
Schroeder, Louis	Correctional Career Technology Instructor Lincoln CC	12/17/2018
Vercellinio, Peter	Correctional Horticulture Instructor Decatur CC	12/03/2018
Weber, Jeffrey	Correctional Career Technology Instructor Dixon CC	11/26/2018
<b>Full-time</b>		
Fulk, Tanishia	Student Services Specialist III	01/02/2019
Kearns, William	Maintenance	01/02/2019
Shores, Jason	Custodian	01/02/2019
<b>Part-time</b>		
Johnson, Delanie	Fitness Center Specialist	10/29/2018
Kaurin, Joy	Counseling Services Specialist	11/01/2018
Letner, Deacon	Basketball Scorers/Timers	11/07/2018
Rentfro, Taylor	Fitness Center Specialist	10/29/2018
Washkowiak, Allison	Library Assistant	12/03/2018
Watson, Jacob	Library Assistant	11/12/2018
<b>Part-time - Grant Funded</b>		
Tennill, Joseph	Adjunct DOC College Funded Instructor	01/07/2019
<b>College Work Study's</b>		
Elmendorf, Gerald	College Work Study - TRIO Talent Search	11/12/2018
Leonard, Kaitlyn	College Work Study Mailroom	11/02/2018

**Terminations/Resignations**

The following employees are terminating employment

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Arthur, Barb	Payroll Specialist (Retiree)	12/31/2018
Cantwell, Tammy	Custodian (Retiree)	12/31/2018
Heuerman, Dustin	Criminal Justice Instructor/Coordinator	12/14/2018

**Full-time - Grant Funded**

Fredrickson, Pennee	Corr Ofc Asst – Hill CC	11/30/2018
Geary, Tara	Corr Ofc Asst – Pinckneyville CC	11/21/2018
Pontious, Samantha	WIOA Financial/Op Analyst	11/28/2018

**Part-time**

Black, Michael	IDOC CPR Instructor	06/30/2018
Malcome, Logan	Tutor - Student Lrng Asst Ctr	11/19/2018
Miller, Andrew	Groundskeeper	08/24/2018

**College Work Study's**

Black, Zachary	College Work Study Social Science/Ed	11/05/2018
Brown, Kristina	College Work Study Early Child	11/05/2018
Enright, John	College Work Study Radio TV	11/05/2018
Maxey, Macey	College Work Study Early Childhood	11/05/2018
Osborne, Destiny	College Work Study Early Childhood	11/05/2018
Ross, Rachel	College Work Study Early Childhood	11/05/2018
Ruholl Utley, Emily	College Work Study - Kluthe	08/29/2018
Williams, BreeAna	College Work Study Early Childhood	11/05/2018

**Transfers/Promotions**

**The following employee is recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Parrott, Janet	Library Assistant - Technical Services Transferring From- Library Assistant	12/01/2018