

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
December 9, 2019
Regular Meeting No. 636

Table of Contents

| | Page |
|--|------|
| Agenda for December 9, 2019, Regular Meeting | 3 |
| Minutes for November 11, 2019, Regular Meeting | 7 |
| Supplemental Information for December 9, 2019, Regular Meeting | 22 |

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

Engaging minds, changing lives, through the power of learning.



Regular Meeting No. 636
Monday, December 9, 2019, 6:00 p.m.
Board & 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.)

1. Approval of Minutes of November 11, 2019, Regular Meeting.
2. Approval of Minutes of November 11, 2019, Closed Sessions No. 1 and No. 2.
3. Approval of Agenda of December 9, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
5. Destruction of Tape Recording of June 11, 2018, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

| | Board Book Page Number(s) |
|---|---------------------------------|
| 1. 2019 Annual Assessment Report. | |
| 2. Faculty Focus on Advancing Student Success – “No budget? No problem! How to develop online orientation.” | |
| 3. Data Point Discussion – Results of Spring 2019 Community College Survey of Student Engagement (CCSSE). | |
| 4. Post-Issuance Tax Compliance Report. | 22-23 |
| 5. Mental Health Early Action on Campus Act - Public Act 101-0251. | |
| 6. Proposed Revisions to Board Policy 05.36 – <i>Abused and Neglected Child Reporting Policy</i> . | 24-26 |
| 7. Proposed Revisions to Board Policy 05.04.11 – <i>Parental Leave</i> . | 27-29 |
| 8. Proposed Revisions to Board Policy 05.04.13 – <i>Military Leave</i> . | 30-32 |
| 9. Calendar of Events. | 33-34 |
| 10. Correspondence. | |

B. Action Items.

| | Board Book Page Number(s) |
|---|---------------------------------|
| 1. Approval of Proposed Revisions to 24 Policies – Board Policy Manual Annual Review. | 35-85 |
| 2. Approval of Proposed Revisions to Board Policy 07.07 - <i>Courses from Other Colleges and Universities</i> . | 86-88 |

Lake Land College Board of Trustees
 Agenda – December 9, 2019
 Page 3

- | | |
|--|---------|
| 3. Approval of Proposed Revisions to Board Policies 09.09 – <i>Smoking and the Use of Tobacco Products</i> , 11.07 – <i>Drug-Free Workplace</i> and 11.12 – <i>Alcohol and Drugs</i> . | 89-97 |
| 4. Approval of Proposed Revisions to Board Policy 11.27 – <i>Photo ID Cards</i> . | 98-101 |
| 5. Approval of Workers Compensation Policy Renewal. | 102 |
| 6. Approval of State Funded Deferred Maintenance Projects. | 103 |
| 7. Acceptance of Reporting of October 2019 Financial Statements. | 104-109 |
| 8. Approval of Certificate of Tax Levy. | 110-113 |
| 9. Appointment of Insurance Benefits Consultant. | 114-115 |
| 10. Approval of Resolution No. 1219-010: Authorize Preparation of Tentative Budget. | 116-118 |
| 11. Approval of Resolution NO. 1219-011: Abating the Tax Heretofore Levied for the Year 2019 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. | 119-126 |
| 12. Approval of Resolution No. 1219-012: Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law. | 127-141 |
| 13. Approval of Resolution No. 1219-013: Resolution calling a public hearing concerning the intent of the Board of Trustees of the District to sell \$12,500,000 Funding Bonds for the purpose of paying claims against the District. | 142-150 |
| 14. Approval of Bid for West Building Flooring. | 151-152 |
| 15. Approval of Bid for Neal Hall Roof. | 153-154 |
| 16. Approval of Additional Funding for the Construction of the Foundation & Alumni Center. | 155 |

[Note – The following five agenda items relate to the construction of the Foundation and Alumni Center. Bid results may be viewed at <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/>.]

17. Approval of Bid for CTS Performance Contract.
18. Approval of Bid for Site and Structure Demo.
19. Approval of Bid for Foundation and Site Concrete.
20. Approval of Bid for General Trades Contract.
21. Approval of Bid for Roof Installation.

22. Approval of Proposal from Campus Works for Enrollment Management Consulting. 156-157
23. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(21), closed session is called to discuss the minutes of meetings lawfully closed under the Open Meetings Act.

[Return to Open Session - Roll Call]
24. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.
25. Approval of Human Resources Report. 158-160

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 635
Board and Administration Center, Room 011, Mattoon, IL
November 11, 2019

Minutes

Call to Order.

Chair Reynolds called the November 11, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon.

Roll Call.

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

Trustees Absent: Ms. Denise Walk.

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

Approval of Consent Items.

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

1. Approval of Minutes of October 14, 2019, Regular Meeting.
2. Approval of Minutes of October 14, 2019, Closed Session.
3. Approval of Agenda of November 11, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.
The following is a summary by funds:

| | | |
|---------------------------|----|--------------|
| Education Fund | \$ | 1,021,964.56 |
| Building Fund | \$ | 225,263.77 |
| Site & Construction Fund | \$ | 964,449.26 |
| Bond & Interest Fund | \$ | |
| Auxiliary Services Fund | \$ | 73,308.88 |
| Restricted Purposes Fund | \$ | 322,676.21 |
| Working Cash Fund | \$ | - |
| Audit Fund | \$ | 10,687.50 |
| Liability Insurance Fund | \$ | 19,081.92 |
| Student Accts Receivables | \$ | 196,064.48 |
| Total | \$ | 2,833,496.58 |

For a summary of trustee travel reimbursement and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

5. Destruction of Tape Recording of May 14, 2018, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Vote: Student Trustee Kile voted yes.

Absent: Trustee Walk.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

In recognition of Veterans Day, Chair Reynolds gave a special tribute to all veterans and thanked them for their service.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan provided highlights from a recent trustee training session he and Trustee Curtis attended in Lisle, Illinois. He said they participated in a roundtable session which focused on two topics: educational opportunities in the field of nursing and the potential impact to higher education as a result of the state's minimum wage law and the new rates that will be implemented over time.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

Chair Reynolds highlighted the leadership transition for the position of Executive Director of College Advancement. She also highlighted architectural drawings on display in the board room of the proposed Foundation and Alumni Center to be constructed in 2020.

Student Report.

Student Trustee Kile provided an update on upcoming student events including the spring carnival, a career day for Ag Program students and a “Gobble Fest”. She also highlighted a new text alert that is being issued to students requesting notification for Laker athletic games.

President’s Report.

Dr. Bullock said:

- We have received no additional payments from the Illinois Department of Corrections (IDOC) for FY 2019 outstanding invoices since our October meeting.
- For Fiscal Year 2019, a total of \$430,223 has been received for services provided for the Illinois Department of Juvenile Justice (IDJJ) contract. A total of \$86,168 remains outstanding for FY 2019.
- For FY 2020 we have billed \$2,169,659.80 through October for IDOC and \$143,739.09 through September for IDJJ. We have not received any payments for FY 2020 invoices.
- We have received no additional FY 2020 credit hour reimbursement or equalization payments from the state of Illinois since our October meeting.
- Kudos to the Lake Land College family for once again achieving recognition by the prestigious Aspen Institute as one of the top 150 community colleges in the nation.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success - “No budget? No problem! How to develop online orientation.”

Chair Reynolds said due to inclement weather this presentation will be postponed.

Data Point Discussion – Spring 2019 Community College Survey of Student Engagement Results.

Chair Reynolds said due to inclement weather this presentation will be postponed.

Update on Revisions to Four Board Policies for Minor Corrections.

Dr. Bullock announced minor revisions had been made to four board policies including: 05.02.05, 05.21, 07.03, and 11.11. He said the revisions corrected grammatical errors, typos, or spacing issues and did not alter the original intent of the various policies thus these changes were made without Board approval.

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

Trustees reviewed recommended revisions to 24 policies along with a brief synopsis of the need for revisions to each policy. Dr. Bullock said these revisions are part of the Cabinet’s annual review of the Board Policy Manual in its entirety.

Trustee Sullivan said the Resource and Development Committee had met recently for an in-depth review of this agenda item and the Committee’s consensus was to recommend to the Board approval of revisions to 24 policies as presented.

Chair Reynolds said recommended revisions were submitted as first reading and will be brought to the Board for action during the December 2019 regular Board meeting.

Proposed Revisions to Board Policy 07.07 - Courses from Other Colleges and Universities.

Trustees reviewed a memorandum from Ms. Beth Gerl, Vice President for Student Services, on behalf of the Academic Standards Committee for recommended revisions to the above-referenced policy. Trustees reviewed details of the proposed policy changes. Ms. Gerl said revisions provide new information regarding the number of credit hours that can be transferred to Lake Land College from institutions that are approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that are nationally accredited by an accreditor approved by the U.S. Department of Education.

Chair Reynolds said this recommendation was presented as first reading and will be brought to the Board for action during the December regular meeting.

Proposed Revisions to Board Policies 09.09 – Smoking and the Use of Tobacco Products, 11.07 – Drug-Free Workplace and 11.12 – Alcohol and Drugs.

Trustees reviewed a memorandum from Ms. Jean Anne Grunloh, Senior Executive to the President, regarding proposed revisions to the above-referenced policies. Trustees reviewed details of the proposed policy changes. Ms. Grunloh said proposed changes clarify the College's policies for the unlawful use of drugs, including cannabis, on College property. She said these clarifications are needed following the passage of the state's Cannabis Regulation and Tax Act effective January 2, 2020, which legalizes the recreational use of cannabis in the state of Illinois with certain restrictions. Trustees learned Illinois employers have the right to adopt drug-free workplace laws, in alignment with federal laws and employers can prohibit employees from being under the influence while at work. Additionally, by federal law, the Drug-Free Schools and Communities Act of 1989 clearly prohibits the unlawful use or possession of illicit drugs on any campus of an American college or university that receives federal funding. Cannabis is still considered an illicit drug by federal law.

Trustee Sullivan said the Resource and Development Committee had met recently for an in-depth review of this agenda item and the Committee's consensus was to recommend to the Board approval of revisions to these three policies as presented.

Chair Reynolds said this recommendation was presented as first reading and will be brought to the Board for action during the December regular meeting.

Proposed Revisions to Board Policy 11.27 – Photo ID Cards.

Trustees reviewed a memorandum from Ms. Grunloh regarding proposed revisions to the above-referenced policy. Trustees reviewed details of the proposed changes. Ms. Grunloh said recommended changes will strengthen the College's policy for an electronic photo identification system for security purposes and ensure photos of staff are updated every five years. She said additional language to the policy also clarifies the distinctions between photos for security purposes, photos for a College ID card, and portraits for the employee directory and/or marketing and public relations purposes. Trustees learned the administration is planning a two-week period in early 2020 in which staff will have the opportunity for updated photos to be taken for the electronic photo identification system.

Chair Reynolds said this recommendation was presented as first reading and will be brought to the Board for action during the December regular meeting.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustees reviewed one item of correspondence.

Action Items.

Approval of Proposed Revisions to Board Policy 11.08.04 – Retention of Records.

Trustees reviewed a memorandum from Mr. Bryan Gleckler, former Vice President for Business Services, regarding proposed revisions to the above-referenced policy. Trustees also reviewed details of the proposed changes. Trustees learned revisions will align the policy with current state requirements for retaining records as our policy has not been updated since 2004. Dr. Bullock said revisions include a statement that before destroying or digitizing any College records, employees must notify the appropriate Vice President, who may then seek authorization to destroy certain records from the Local Record Commission.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented revisions to Board Policy 11.08.04 - *Retention of Records*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Donation Agreement with Lake Land College Foundation for Advanced Construction Costs of the Foundation and Alumni Center.

Dr. Bullock requested the Board approve the Donation Agreement with the Foundation for the reimbursement, in an amount not to exceed \$1,500,000.00, for the advanced construction costs of the planned Foundation and Alumni Center. Trustees learned that this proposed facility will be constructed on the College's main campus adjacent to Alumni Park. Dr. Bullock said the estimated total cost for the design and construction of the Foundation and Alumni Center is approximately \$1.7 million. Thus, the generous donation from the Foundation will cover \$1.5 million of the total cost, with the College assuming the remaining fiscal liability (from fund balance).

Trustee Storm moved and Trustee Wright seconded to approve the Donation Agreement with the Lake Land College Foundation for the advanced construction costs of the Foundation and Alumni Center.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Part-Time Rates and Stipends.

Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve an updated chart of the Part-Time Rates and Stipends. Trustees learned this action item is normally brought to the Board at the beginning of each fiscal year, as was done this past summer, for rates effective July 1 or the start of the College's fiscal year. However, due to the state-mandated minimum wage increases effective January 1, 2020, this is being submitted for approval of new rates effective January 1, 2020, with the changes relevant to only those staff directly impacted by the new minimum wage level.

Trustee Sullivan said the Resource and Development Committee had met recently for an in-depth review of this agenda item and the Committee's consensus was to recommend to the Board approval of Part-Time Rates and Stipends as presented.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the Part-Time Rates and Stipends effective January 1, 2020.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Walk.

Motion carried.

Acceptance of Reporting of September 2019 Financial Statements.

Trustees reviewed the September 2019 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, regarding a narrative update for the September 2019 Financial Statements. Dr. Bullock highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve the September 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Declaration of Surplus Items.

Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, highlighted a memorandum request from Mr. Lee Spaniol, Director of Information Systems and Services (ISS), for the Board to declare several ISS items as surplus and authorize disposal of these

items in a manner most beneficial to the College. Trustees reviewed the listing of these items which are considered obsolete and have little value to the College.

Trustee Curtis moved and Trustee Wright seconded to declare as presented numerous items from the Information Systems and Services Department as surplus and authorize disposal of these items in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Acceptance of IGEN Sub-Award Grant.

Dr. Bullock requested the Board approve an agreement for Lake Land College to accept a sub-award grant in the amount of \$213,945 from the Illinois Green Economy Network (IGEN). He said Lewis and Clark Community College, as the lead fiscal agent for IGEN, received funding appropriated from the Renewable Energy Resources Trust Fund through the Office of the Illinois Secretary of State for education and training for renewable energy, energy efficiency technology, and for the operations and services of the network. Dr. Bullock said the College's receipt of this sub-award grant will offset the total cost to add solar panels to the rooftops of the Luther Student Center, Northeast Building, Neal Hall and the Power Plant. Additionally, the grant award will enrich our Renewable Energy programs for students within the Technology Division. He also said the Solar expansion on campus will offer these students the opportunity to observe the installation process of the solar panels and provide for the on-going analysis and tracking of the solar installation's performance relative to the forecasted energy production.

Trustee Sullivan moved and Trustee Storm seconded to accept as presented the sub-award grant of \$213,945 from the Illinois Green Economy Network (IGEN).

There was no further discussion.

Roll Call Vote:

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

Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Approval of Micro-Grants Enrollment Incentive.

Trustees heard a request from Ms. Gerl for the Board to approve a micro-grant enrollment incentive to boost enrollment for the Spring 2020 semester. Trustees were reminded that the administration included in the FY 2020 Budget \$100,000 for enrollment initiative ideas. Trustees learned the President's Cabinet received numerous suggestions from various staff

that we develop a micro-grants pilot program to assist students with financial barriers. With Board approval, Ms. Gerl said this pilot program will assist up to 30 students during the Spring 2020 semester who are within approximately one semester from completing their academic program and have past due balances ranging from approximately \$200 to \$2,000. She said students who participate in the program will sign an agreement acknowledging their responsibilities and will be provided extensive one-on-one support from various staff members.

Trustee Cadwell moved and Trustee Wright seconded to approve, as presented, a micro-grant enrollment incentive pilot program during the Spring 2020 semester to assist up to 30 students with past due balances ranging from approximately \$200 to \$2,000 and who are within approximately one semester from completing their academic program.

Trustee Storm requested a follow up report on the success of the pilot program. Ms. Gerl said the administration will be tracking the success of the students selected who participate in this pilot program and provide an update to the Board later next year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Approval of Resolution No. 1119-009 –

Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving Community College buildings for the District, and for the issue of \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, of the District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

Dr. Bullock requested that the Board approve the above-referenced Resolution. He said that, as previously discussed with the Board of Trustees during the September 2019 Board Retreat, plans are underway to develop the following projects:

- Workforce and Community Education Building
- Neal Hall Renovation
- Foundation & Alumni Center
- Expansion of Solar Energy on Campus
- Technology Refresh Project

Dr. Bullock said the primary funding for the Foundation and Alumni Center will be through the Foundation Donation Agreement as approved by the Board earlier in the meeting. He said the administration has been working with legal counsel and PMA Securities for the steps required to bond \$11.525 million needed to complete the remaining four projects and that approval of Resolution No. 1119-009 will create the debt and approve the sale of debt certificates, both of

which are required as part of the bonding process. Trustees learned additional items will be brought to the Board for approval each month through February 2020 to complete the bonding process.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented Resolution No. 1119-009 - Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving Community College buildings for the District, and for the issue of \$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, of the District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Closed Session #1.

6:35 p.m. – Trustee Cadwell moved and Trustee Storm seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (11), to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees and to consider pending/probable litigation matters.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Return to Open Session – Roll Call.

6:47 p.m.

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

Trustees Absent: Ms. Denise Walk.

Closed Session #2.

6:48 p.m. – Trustee Sullivan moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the employment, performance, discipline or dismissal of a specific employee.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Return to Open Session – Roll Call.

7:08 p.m.

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

Trustees Absent: Ms. Denise Walk.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted a few of the recommended personnel changes. He reiterated that the Human Resources Report included the administration's recommendation to terminate the employment of Ms. Stephanie Kaegebein, Horticulture Instructor at the St. Charles Correctional Center.

Trustee Sullivan motioned and Trustee Storm seconded to approve the following Human Resources Report. Chair Reynolds said this action follows discussion of the HR Report in closed session related only to the appointment of a full-time, tenure-track faculty member and the termination of employment for a Correctional Horticulture Instructor at St. Charles Correctional Center.

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|-------------------|--|-----------------------|
| Part-time | | |
| Hood, Christopher | Tutor-Disability Services - Bachelor Primary Position is Tutor-Bachelor's-LRC | 09/25/2019 |
| Hood, Christopher | Tutor - Bachelor's Community Education Primary Position is Tutor-Bachelor's-LRC | 09/25/2019 |
| Miller, Candace | Head Cheer Coach Primary Position is Adj Faculty Technology | 10/10/2019 |
| Murphy, John | Fitness Center Specialist | 08/01/2019 |

| | | |
|--------------|---|------------|
| Murphy, John | Primary Position is Asst Baseball Coach Intramural Official Primary Position is Asst Baseball Coach | 08/01/2019 |
|--------------|---|------------|

Part-time - Grant Funded

| | | |
|-------------------|--|------------|
| Hood, Christopher | Tutor - Bachelor's Carl Perkins | 09/25/2019 |
| Caskey, Winifred | Primary Position is Tutor-Bachelor's-LRC College Work Study - Student Life Primary Position is Newspaper Ed Student News | 08/26/2019 |

End Additional Appointments

The following employees are ending their additional appointment

| | Position | Effective Date |
|----------------------|--------------------------------|----------------|
| Part-time | | |
| Davis, Breanna | Admission Services Specialist | 09/22/2019 |
| Fearn, Andrew | Adjunct Faculty Business | 05/19/2019 |
| Webster, Richard | Adjunct Faculty Social Science | 12/16/2018 |
| Williamson, Dannette | Adjunct Faculty Humanities | 12/16/2018 |

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|-------------------------|---|----------------|
| Unpaid Volunteer | | |
| Guyer, Ashtin | Peer to Peer Assistant - Agriculture | 08/19/2019 |
| Full-time | | |
| Amigoni, Nicki | Dental Hygiene Instructor (tenure-track) | 01/10/2020 |
| Jackson, Nicole | Donor Information & Database Coordinator | 11/12/2019 |
| Tucker, Amanda | Alumni Engagement & Special Events Coordinator | 11/25/2019 |

Full-time - Grant Funded

| | | |
|----------------------|---|------------|
| Ewell, Ryan | Corr Commercial Cooking Instr-IYC | 11/04/2019 |
| Hartsfield, Brijitte | Corr Career Tech Instr-Dixon CC | 10/21/2019 |
| Meek, Melanie | Corr Career Tech Instr-Vandalia CC | 10/21/2019 |
| Myerscough, Brittany | Assistant to Dean of Corrections-WFDC | 10/21/2019 |
| Osborne, Donnie | Corr Construction Occ Instr-Lincoln CC | 11/04/2019 |
| Patterson, Susannah | Correctional Office Assistant-Decatur CC | 10/21/2019 |
| Redd, Michelle | Alternative Education Instructor | 11/18/2019 |
| Ziccardi, Matthew | Correctional Horticulture Instr-Joliet CC | 10/21/2019 |

Part-time

| | | |
|------------------|--|------------|
| Drake, Allen | Adjunct Faculty Agriculture Division Sub | 10/24/2019 |
| Groves, Daniel | IEL Instructor | 09/23/2019 |
| Heleine, Heather | IDOT QMTP Lab Assistant | 10/25/2019 |
| Houser, Kedrick | Police Officer | 10/14/2019 |

Lake Land College Board of Trustees
 Minutes – November 11, 2019
 Page 13 of 15

| | | |
|---------------------|--|------------|
| Lockhart, Haley | Athletic Trainer | 10/16/2019 |
| Meyer, Brittany | Adjunct Faculty Math and Science | 10/07/2019 |
| Michl, Lanna | Cosmetology Clinical Instructor | 10/07/2019 |
| Moran, Denise | Library Assistant | 10/14/2019 |
| Probst, Christina | Allied Health BNA Clinical Instructor | 09/23/2019 |
| Ptomey, Kiera | Print Shop Student Assistant | 10/10/2019 |
| Schumacher, Allison | Clinical Dentist | 10/08/2019 |
| Seal, Clarissa | Lab Asst for Medical Assistant Program | 10/22/2019 |
| Weis, Beth | Allied Health Dental Clinical Instructor | 10/03/2019 |
| Wellbaum, Hannah | Library Assistant | 10/22/2019 |
| Wilson, Veronica | IDOC CPR Instructor | 10/15/2019 |

Part-time - Grant Funded

| | | |
|------------|------------------------------------|------------|
| Hays, Jade | Perkins Student Worker-Agriculture | 10/15/2019 |
|------------|------------------------------------|------------|

College Work Studys

| | | |
|-------------------|-----------------------------------|------------|
| Ballinger, Reece | College Work Study - MPR | 10/04/2019 |
| Layton, Brononica | College Work Study - Math/Science | 09/16/2019 |
| Slaughter, Jenna | College Work Study - Counseling | 10/10/2019 |
| Wilson, Emily | College Work Study - Business | 09/30/2019 |

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|-------------------------|-----------------------------------|----------------|
| Unpaid Volunteer | | |
| Hall, Natalie | Work and Learn - Human Services | 10/29/2019 |
| Meaker, Charles | Peer to Peer Assistant-SSE | 10/29/2019 |
| Miner, Brianna | Peer to Peer Assistant-SSE | 10/29/2019 |
| Williams, Chad | Peer to Peer Assistant-Humanities | 04/01/2019 |
| Yoder, Madison | Peer to Peer Assistant-SSE | 10/29/2019 |

Full-time

| | | |
|----------------------|---|------------|
| Cooper, Peggy | Correctional Career Tech Instr-Graham CC | 10/31/2019 |
| Kaegebein, Stephanie | Corr Horticulture Instr-St. Charles | 11/11/2019 |
| Miller, Theodore | Custodian - Retiree | 10/31/2019 |
| Teague, Kimberly | Corr Commercial Custodial Instr-Joliet CC | 10/12/2019 |

Part-time

| | | |
|--------------------|------------------------------|------------|
| Allen, Angela | Adj Doc College Funded Instr | 10/21/2018 |
| Ballinger, Hope | IDOT QMTP Lab Assistant | 09/22/2019 |
| Barger, Sharon | Retiree Incentive Program | 09/27/2019 |
| Boeser, Dessie | Head Cheer Coach | 10/06/2019 |
| Borah, Jena | Adj Reading Instructor | 12/16/2018 |
| Brown, Lakrisha | Special Needs Note Taker | 08/21/2018 |
| Difilippo, Kristen | Adj Faculty Social Science | 08/12/2018 |
| Doyle, Rodney | Adj Doc College Funded Instr | 12/16/2018 |

Lake Land College Board of Trustees
 Minutes – November 11, 2019
 Page 14 of 15

| | | |
|-------------------|------------------------------|------------|
| Flavin, Deborah | Adult Education Instructor | 02/10/2019 |
| Geisler, Angela | Adj Faculty Business | 08/11/2019 |
| Hall, Shirley | Adult Ed Classroom Assistant | 05/05/2019 |
| Hantke, Travis | Adj Doc College Funded Instr | 10/06/2019 |
| Helton, Danelle | Adm & Rec Data Entry Asst | 08/11/2019 |
| Hewitt, Vy | Int'l Studies Student Asst | 05/05/2019 |
| Hogan, Anne | Tutor - Associate-Lrng Asst | 07/31/2019 |
| King, Katie | Allied Health Clinical Instr | 05/05/2019 |
| Lindorff, Lois | Adj Doc College Funded Instr | 10/23/2019 |
| Luebbe, Alecia | Tutor - Student Lrng Asst | 10/15/2019 |
| Mante, Kevin | Adj Faculty Social Science | 10/26/2019 |
| Matheson, Ravin | Special Needs Note Taker | 03/24/2019 |
| Michael, Jane | Adj Doc College Funded Instr | 08/11/2019 |
| Pearson, Dennis | Adj Faculty Social Science | 10/26/2019 |
| Philpot, Tessa | Special Needs Note Taker | 04/21/2019 |
| Plummer, Teresa | Adult Education Instructor | 12/16/2018 |
| Reichert, Rita | Adj Doc College Funded Instr | 05/19/2019 |
| Rojas, Manuel | Adj Doc College Funded Instr | 11/18/2018 |
| Schmitz, Kathleen | Adj Faculty Business | 12/16/2018 |
| Schuring, Tyler | Fitness Center Specialist | 06/02/2019 |
| Snow, Mary | Adj Faculty Social Science | 09/08/2019 |
| Storm, Emmalee | Special Needs Note Taker | 05/05/2019 |
| Stranko, Kelly | Adj Faculty Business | 05/19/2019 |
| Vesconte, Abriana | Humanities Unpaid Intern | 08/21/2018 |
| Walk, Aaron | Adj Faculty Social Science | 03/10/2019 |
| Warfel, William | Retiree Incentive Program | 09/27/2019 |
| Wheeler, Steven | Adj Doc College Funded Instr | 03/10/2019 |

College Work Studys

| | | |
|--------------------|------------------------|------------|
| Deremiah, McKenzie | College Work Study SSE | 10/21/2018 |
|--------------------|------------------------|------------|

Transfers/Promotions

The following employees are recommended for a change in position

| | Position | Effective Date |
|---------------------|---|----------------|
| Full-time | | |
| Colvin, Brandon | Sports Information/Compliance Coordinator | 10/07/2019 |
| | Transferring From Intrvntn/Comp Coor/Men's Bsktball | |
| Vanseghi, Kassandra | Administrative Assistant to Allied Health | 10/28/2019 |
| | Dental | |
| | Transferring From Adm Asst to TRIO | |

Full-time - Grant Funded

| | | |
|----------------|---|------------|
| Arndt, Serenna | Associate Dean of Correctional Program | 10/21/2019 |
| | SWICC | |
| | Transferring From Assoc Dean of Correctional Program- | |
| | Pinckneyville CC | |

Lake Land College Board of Trustees
Minutes – November 11, 2019
Page 15 of 15

Laumbattus, Douglas Associate Dean of Correctional Program- 11/04/2019
Pinckneyville CC
Transferring From Assoc Dean of Correctional Program -
Murphysboro

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, and Wright. No: None. Advisory
Vote: Student Trustee Kile voted yes.

Absent: Walk.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting of the Lake Land
College Board of Trustees at 7:10 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Mr. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

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 9th day of December, 2019, 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 9th day of December, 2019.



Madge M. Shoot
Comptroller

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: November 25, 2019
RE: Proposed Revisions to Board Policy 05.36 – *Abused and Neglected Child Reporting Policy*

Please find attached details of proposed revisions to Board Policy 05.36 – *Abused and Neglected Child Reporting Policy*. Recommended changes align our Policy with Public Act 101-0564, effective January 1, 2020, which amended the Abused and Neglected Child Reporting Act. Revisions clarify the required timeline for initial and ongoing training for employees as mandated reporters.

Proposed changes are presented as first reading and will be submitted to the College Board of Trustees for approval during the January 13, 2020, regular meeting.

I am happy to address any questions or concerns.

Attachment

Abused and Neglected Child Reporting Policy

Lake Land College (the “College”) shall fully comply with the Abused and Neglected Child Reporting Act (“Act”) (325 ILCS 5/1 *et seq.*).

Mandated Reporters: (1) All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services. (2) Students enrolled in courses that include observation, supervision or mentoring of children in a school or child care setting are also mandated reporters under the Act.

Training: By law, mandated reporters are required to complete an initial training within three months of the first time they engage in a professional or official capacity as a mandated reporter, or within the time frame of any other applicable State law that governs training requirements for a specific profession, and at least every three years thereafter. Additionally, Lake Land College has adopted annual training requirements for mandated reporters per Board Policy 05.36 - *Employee Compliance Training.*

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to the Act.

Immunity for Good Faith Reports: The Act provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under the Act is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

To implement this policy, the College Board of Trustees has directed the Department of Human Resources to publish procedures and ensure their availability to the College community.

December 10, 2012

Revised

Page 1 of 1

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: November 25, 2019
RE: Proposed Revisions to Board Policy 05.04.11 – *Parental Leave*

Please find attached details of proposed revisions to Board Policy 05.04.11 – *Parental Leave*. Recommended changes align our Policy with Public Act 101-0486, effective August 1, 2020, which amends the School Visitation Rights Act. Revisions clarify when an employee may be granted unpaid leave to attend school conferences, behavioral meetings or academic meetings relating to the employee's child (as defined by the Act).

Proposed changes are presented as first reading and will be submitted to the College Board of Trustees for approval during the January 13, 2020, regular meeting.

I am happy to address any questions or concerns.

Attachment

05.04.11

Parental Leave

Work Absences for Child Rearing:

The Board of Trustees will grant a request for leave without pay and any fringe benefits for child rearing, including the adoption of a child, for a period not to exceed one year. The dates of the leave shall be agreed upon by the employee and the College. For leaves over six (6) months, the employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of an intention to:

1. Return to full-time employment with the College;
2. Terminate employment with the College; or
3. Request an extension of the leave.

The three-month provision applies to extended leaves. The employee will be returned to the original position or to a position of like status and pay. A one-year extension of the leave may be requested upon application to the ~~Personnel~~Human Resources Office and approval by the President and the Board of Trustees.

The employee will, upon return, receive any general pay increases which may have occurred during his/her leave, but not retro-actively. Such employee on leave, upon return to work, shall retain and receive all applicable seniority rights or fringe benefits.

The employee may elect to participate in the State Universities Retirement System during the period of the leave, subject to all provisions of the retirement system, and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee.

Work Absences for School Meetings:

Lake Land College shall fully comply with the School Visitation

Rights Act (SVRA) 820 ILCS 147/). Effective August 1, 2020, if an employee has exhausted all accrued leave other than sick leave, then the College will grant an employee up to eight hours of unpaid leave during a school year, limited to four hours in a day, to attend school conferences, behavioral meetings or academic meetings relating to the employee's child (as defined by the Act). An employee shall provide a written request to exercise the leave at least seven days in advance. In emergency situations, no more than 24 hours' notice shall be required.

Adopted November 9, 1998

Revised December 11, 2017

Revised

Page 1 of 1

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: November 25, 2019
RE: Proposed Revisions to Board Policy 05.04.13 – *Military Leave*

Please find attached details of proposed revisions to Board Policy 05.04.13 – *Military Leave*. Recommended changes align our Policy with Public Act 100-1101 – Illinois Service Member Employment and Reemployment Rights Act (ISERRA). This law, effective January 1, 2019, repealed the Military Leave of Absence Act. Modeled after the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), ISERRA provides that the case law and regulations applicable to the federal law are also applicable to ISERRA.

Proposed changes are presented as first reading and will be submitted to the College Board of Trustees for approval during the January 13, 2020, regular meeting.

I am happy to address any questions or concerns.

Attachment

05.04.13

Military Leave

An employee who is drafted into military service or who volunteers for service in lieu of being drafted will be granted a leave of absence for the duration of the required military service.

A person on military leave shall declare in writing to their Supervisor and the President a minimum of thirty (30) days prior to the expiration of the leave his intentions to return to work. All provisions of Public Law 87-291, Reemployment Rights, paragraph 22, shall apply.

Upon expiration of the leave, the employee is eligible to apply to the State Universities Retirement System for experience credit in the pension system.

The College will follow the provisions set forth in the ~~Military Leave of Absence Act~~ Illinois Service Member Employment and Reemployment Rights Act (Public Act 100-1101).⁴

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

⁴~~5 ILCS 325/1~~

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised February 12, 2018

Revised

Calendar of Events

| | |
|-----------------------------|---|
| Dec. 24, 2019 - Jan.1, 2020 | College Closed for Holiday Break |
| Thursday, Jan. 9, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Friday, Jan. 10, 2020 | Spring 2020 Opening Day Field House 7:30 a.m. Breakfast 8 – 10 a.m. Presentation |
| Monday, Jan. 13, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, Feb. 6, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, Feb. 10, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, Feb. 20, 2020 | 6 p.m. – ICCTA East Central Region Meeting with dinner Webb Hall 081 |
| Thursday, Feb. 27, 2020 | 6 p.m. – Ag Banquet (RSVP requested) Field House |
| Thursday, March 5, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, March 9, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, April 9, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, April 13, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, April 16, 2020 | Foundation Scholarship Reception 4 p.m. – Field House |

| | |
|--------------------------|---|
| Thursday, May 7, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, May 11, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Friday, May 15, 2020 | 53 rd Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House |
| Thursday, June 4, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, June 8, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, July 9, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, July 13, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, August 6, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, August 10, 2020 | 5:15 p.m. – Board Dinner – Kluthe Center Room 219 6 p.m. – Board Meeting – Kluthe Center Room 220 |

MEMO

TO: Board of Trustees
 FROM: Dr. Josh Bullock, President
 DATE: December 4, 2019
 RE: Revisions to Board Policies from Policy Manual Annual Review

The College’s leadership team has conducted an annual review of the Board Policy Manual in its entirety. Please see below for a list of the proposed revisions and find attached details of the proposed revisions for each policy. Proposed revisions were submitted to the Resource and Development Committee for review and to the Board of Trustees as first reading in November 2019. Since that time, we have received no requests for additional changes. Thus, I respectfully request the Board approve proposed revisions as presented to these policies during the December 9, 2019, regular Board of Trustees meeting.

Policy Number - Narrative for Revision(s)

| | |
|----------|--|
| 2.16 | Clarify process for FOIA requests. Add language, aligned with state law, for applicable cost recovery associated with FOIA requests of CD's, disks or specialized drives required for the copying of electronic files. |
| 3.07 | Remove reference to only utilizing a bulletin board for posting meeting agendas at the location of a board meeting. |
| 05.01.07 | Revise to add part time staff. |
| 05.01.08 | Revise to add part time staff. |
| 05.04.01 | Remove unnecessary last paragraph. |
| 05.04.03 | Clarify probationary period for police officers who have not been certified by the state following training. |
| 05.04.07 | Add that employees must be in paid status to accrue sick time. |
| 05.04.12 | Clarify that employees in unpaid status do not accrue benefit time. |

| | |
|----------|--|
| 05.04.14 | Clarify that employees in unpaid status do not accrue benefit time. |
| 05.04.18 | Remove suspension from right to request a hearing before Board as this aligns with our current practice. |
| 05.04.21 | Add that vacation time only accrues if an employee is in paid status. |
| 6.19 | Align language with current terminology related to dual credit. Change North Central to HLC. Clarify admission policy to be students 16 and older. Clarify Dual 2 is a separate contract. |
| 6.24 | Change student "concerns and grievances" procedures to student "complaint" procedures. |
| 6.37 | Due to the ruling from the Janus Supreme Court case, clarify that instructors at the Illinois Department of Corrections, with the exception of the Vandalia Correctional Center, "may be represented", instead of "are represented" by the AFSCME labor union. |
| 6.38 | Update to reflect "course materials" rather than "textbook" for the rental program. |
| 6.42 | Align language with administrative process for reviewing non-credit course fees. |
| 7.14 | Retitle to "Honors Experience." Provide greater delineation of honors opportunities for students. |
| 9.04 | Add reference for public use of two ball diamonds/fields and remove references to outdated job titles. |
| 9.05 | Add reference for public use of two ball diamonds/fields. |
| 10.34 | Clarify deadlines for requesting travel reimbursement. |
| 10.34.02 | Clarify deadlines for requesting travel reimbursement. |
| 10.34.03 | Clarify request process for use of a College-owned vehicle when the vehicle is not already assigned to a specific department. |
| 11.08.03 | Update title to Vice President for Academic Services as there is no longer a position of Associate Vice President for Educational Services. |
| 11.17 | Update to remove Board approval for caterers. |

Attachments

02.16**Freedom of Information Act**

The Board of Trustees will ensure that all meetings are open to the public and that the provisions of the Illinois Freedom of Information Act (FOIA) are adhered. The Board will make available for inspection or copying all public records, except as otherwise exempted by the Act, when a written request is submitted. Each request will be complied with or denied within five (5) business days after it is received. The denial shall be by letter from the President of the College or his/her designee. The time limit may be extended for five (5) additional business days for reasons prescribed by the law. Requests calling for all records falling within a category shall be complied with unless compliance with the request shall be unduly burdensome for the College and there is no way to narrow the request, and the burden on the College outweighs the public interest in the information. Before invoking this exemption, the College shall extend to the person making the request an opportunity to confer in order to attempt to reduce the request to manageable proportions.

The Board of Trustees has designated individuals in the following positions as FOIA Officers for the College: The Comptroller, the Dean of Admission Services, the Director of Human Resources, and the Director of Marketing and Public Relations. All requests should be directed to one of the above individuals, who shall be trained in compliance with State law. Contact information for the FOIA Officers shall be maintained on the College's Web site along with a copy of the College's FOIA policy. Requestors are encouraged to submit requests via the email address of FOIA-Request@lakelandcollege.edu as this will automatically generate the request to all four FOIA Officers for the College.

In order to reasonably reimburse the College for its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records, the following fee schedule is established:

1. For the first 50 pages of black and white, letter- or legal-sized copies, there will be no charge.

Board Policy 02.16

2. Each black and white, letter- or legal-sized copy in excess of 50 will be 15 cents (\$.15) for each page copied.
3. The charge for different or irregular size copies shall be the actual cost for the reproduction thereof.
4. The cost of certifying each copy or page shall be \$1.00 per copy or page.
5. Electronic copies will be charged at the actual cost of purchasing the recording medium such as a CD or disc.

Adopted November 9, 1998
Revised July 14, 2003
Revised January 11, 2010
Revised

03.07**Agenda and Order of Business**

The President, in consultation with the Chairperson of the Board of Trustees, shall be responsible for preparing and transmitting to the members the agenda for each meeting of the Board. The agenda book shall include, but not be limited to, bills for payment, minutes of previous meetings, financial reports, bids, contracts, special reports, resolutions, correspondence, and personnel report. If Board members wish an item to be placed on the agenda, the President or the Chairperson of the Board should be informed by the Monday preceding the Board meeting.

Items must be listed on the meeting agenda before final action can be taken. If an item comes forth after the meeting agenda has been posted and the topic is not specified on the agenda, the Board of Trustees may only discuss the item, not take final action. If final action is desired, the Board is required to hold a special meeting with the items on the posted agenda or take action at the next Board meeting, only after the item is placed on the posted agenda.

The agenda for each regular meeting of the Board must be posted on the College's website, in the President's office and at the location where the meeting will be held at least forty-eight (48) hours in advance of the holding of the meeting. If the meeting is held in the Board Room at the College, the agenda must be posted ~~on the bulletin board~~ directly outside the door to the Board Room.¹

At all regular meetings of the Board of Trustees, the business shall be carried on in the following manner, with the understanding that an omnibus agenda with a consent motion is the prerogative of the Board of Trustees.

1. Call to Order.
2. Roll Call.
3. Approval of Previous Minutes.
4. Approval of Agenda and Addendums.

5. Approval of Bills and Warrants.
6. Hearing of Citizens, Faculty and Staff.
7. Committee Reports.
8. Non-Action Items.
9. Action Items.
10. Other Business.
11. Adjournment.

¹ 5 ILCS 120/2.02(a)

Adopted November 9, 1998
Revised May 13, 2002
Revised July 14, 2003
Revised May 8, 2017
Revised October 9, 2017

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, which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory, ~~and Support,~~ or Part Time Staff

- A. An administrative, supervisory, ~~or support,~~ or part time 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,~~ or part-time staff member.
- B. An administrative, supervisory, ~~or support,~~ or part time 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.

Assistant Coaches and Cheer Coach

Assistant and cheer coaches are hired on a voluntary or part time¹ 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.

¹ 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 December 10, 2018
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 which is not part of the Board/Faculty Agreement.

2. Administrative, Supervisory, ~~and~~ Support, ~~or~~ Part Time Staff

- A. An administrative, supervisory, ~~or~~ support, or part time 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 or part-time staff member.

- B. An administrative, supervisory, ~~or~~ support, or part time 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, which will include the terms and conditions of the coaching responsibilities.

05.04.01**Employment Requirements/Qualifications**Administration

All administrators, except those appointed on a temporary or acting basis for a period not to exceed one year, shall meet the job expectations and requirements as outlined in their job description. In addition, it is highly desirable that individuals holding the position of President, Vice President for Academic Services, and Vice President for Student Services hold a doctorate degree or its equivalent from an accredited institution of higher education. All other administrators will be expected to possess, at the minimum, a bachelor's degree from an accredited institution of higher education unless not required in their respective job description.

Supervisory and Support Staff

The qualifications and experience for supervisory and support staff will be delineated in the job description, which will be filed in the office of the Director of Human Resources. Those holding the position of supervisor will be expected to possess, at the minimum, a bachelor's degree from an accredited institution of higher education unless not required in their respective job description. Work experience or licensure in lieu of a degree may be acceptable.

~~Those individuals identified as support staff who hold the position of director will be expected to meet the job expectations and requirements as outlined in their job description.~~

Adopted November 9, 1998
Revised July 14, 2003
Revised April 14, 2014
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
[Revised](#)

05.04.03**Probationary Status
(Administrators, Supervisory and Support Staff)**

Initial employment for administrators, supervisory and support staff shall be for a probationary period of ninety (90) calendar days with the exception of police officers who have not been certified by the state, who will have an initial employment probationary period of one (1) year. If at the end of the probationary period the employee's work is satisfactory based on a written performance report, the employee will be granted continued status. The probationary period for these employees may be extended if further evaluation is deemed necessary and requested by the supervisor. The College reserves the right, however, to terminate a probationary employee before the end of the probationary period if the employee's work proves to be unsatisfactory.

With the exception of police officer positions, employees who transfer from a similar position in one grade level to another grade level may have the ninety (90) day probationary period waived by the immediate supervisor.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017

05.04.07

Sick Days

Sick leave of fourteen (14) days per fiscal year is available for full-time twelve (12) month employees; positions of shorter length will be prorated. Sick time will be credited to the employee's balance on the second pay period of each month during the fiscal year. Sick leave may carry over and accumulate with no maximum. Sick leave time will be deducted concurrently with Family Medical Leave time on a rolling calendar basis. Employees must be in a paid status in order to accrue sick time.

Employees may only use the sick time available. A certificate from the employee's physician may be required to verify the illness and the length of the illness and to ensure that the employee has recovered sufficiently to return to his/her work. Sick leave may be used for personal illness, doctor or dental appointments, disease, or other serious illness or injury of spouse, civil union partner, son, daughter, stepchild, mother, father, mother-in-law, father-in-law, stepparent, sister, brother, grandchild, grandparent or any relative living in the immediate household of the employee.

The employee personally must call the supervisor promptly upon determining that illness will prevent him/her from performing regularly assigned duties. The employee must personally report to his/her supervisor every day of the sick leave unless he/she is in the hospital or convalescing.

Sick leave must be recorded on the employee's time sheet or reported on an absence form. Sick time may be taken in hourly segments. Whole hours must be taken; anyone taking less than an hour will be charged at the next hourly level. In the case of extended illness, earned vacation time may, at the employee's option, be substituted for sick leave. Probationary employees are eligible to take sick hours earned. Sick leave is not reimbursable at the time of separation from employment.

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

Adopted November 9, 1998
Revised September 15, 2003
Revised August 14, 2006
Revised June 13, 2011
Revised November 14, 2016
Revised December 11, 2017
[Revised](#)

05.04.12

Family and Medical Leave

Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law.¹ The college uses a rolling 12-month period for counting FMLA time. The College requires the employee to use, concurrently with the FMLA leave, available accumulated benefit time. If the employee's benefit time is exhausted and the employee is in an unpaid status, the employee will not accrue benefit time, including holidays.

¹ *29 CFR Section 825. The Family and Medical Leave Act.

Adopted November 9, 1998
Revised September 15, 2003
Revised April 13, 2009
Revised December 11, 2017
[Revised](#)

05.04.14

General Leave of Absence without Pay

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be approved by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the appropriate supervisor and administrator and the president of the College. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of his/her intention to:

1. Return to full-time employment at the College;
2. Terminate employment at the College; or
3. Request an extension of the leave.

The employee may elect to participate in the State Universities Retirement System during the period of the leave (subject to all provisions of the retirement system), and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee. While in this unpaid status, the employee will not accrue any benefit time.

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

Adopted November 9, 1998
Revised December 11, 2017
Revised February 12, 2018
Revised

05.04.18

Discipline and Suspension, Demotion or Dismissal for Cause

The primary purpose for the establishment and enforcement of College rules and regulations is to ensure the efficient operation and safe working conditions for all employees and students. While on College premises and/or engaged in College business, employees are expected to observe College rules and Board policies. Employees who fail to do so are subject to disciplinary action up to and including demotion and dismissal.

A first offense for certain misconduct which is of a serious nature could result in immediate dismissal without prior warning. For other types of misconduct which are less serious, the employee's supervisor may, at his/her discretion, choose to utilize progressive disciplinary action to give the errant employee a chance to correct his/her behavior. A supervisor may skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.
2. Written warning, usually with counseling from the employee's immediate supervisor.
3. Suspension with or without pay.
4. Demotion or dismissal.

All disciplinary action resulting in suspension, demotion or dismissal must have the prior approval of the President of the College.

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

Suspension, demotion or dismissal shall result from any conduct or circumstance that is detrimental to the general welfare of the College, including but not limited to excessive tardiness or absence; falsification of any employee record; failure or refusal to perform job responsibilities; theft of property or services; unauthorized use of College equipment, facilities or supplies for personal benefit or for gainful employment outside the scope of College employment; willful destruction of College or personal property; disruption of College operations; possession and/or

use of an illegal substance on campus; unauthorized possession or illegal use of firearms on College property; gross insubordination; incompetence; cruelty; negligence; harassment or intimidation; or immorality. Before any non-probationary employee shall be ~~suspended~~, demoted or dismissed, that employee shall be advised in writing of the ~~suspension~~, demotion or dismissal and of the employee's right to request a hearing before the Board.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised February 12, 2018
[Revised](#)

05.04.21**Vacations****Supervisory and Support Personnel**

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

| | |
|----------------------------|------------------------------|
| | Vacation Hours Earned |
| Anniversary Accrual | Per Month |

| | |
|-------------|------|
| Upon hire | 6.67 |
| One year | 7.33 |
| Two years | 8.00 |
| Three years | 8.67 |
| Four years | 9.33 |
| Five years | 10.0 |
| Six years | 10.6 |
| Seven years | 11.3 |
| Eight years | 12.0 |
| Nine years | 12.6 |
| Ten years | 13.3 |

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.

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 December 10, 2018
Revised

Dual Credit Program

Lake Land College offers academic and occupational–career and technical college-level courses to qualified high school students in order to extend access to affordable higher education to a larger percentage of district residents, stimulate and challenge high school students ~~in their junior and/or senior years of high school~~ older than sixteen (16) years of age, and give students advanced college placement when entering the colleges of their choice. These courses are important links in the transition from one educational experience to another and into careers.

Non-Tuition Based Dual Credit Classes Courses

Lake Land College will exchange tuition and related course fees for the instruction of dual credit courses taught by qualified high school teachers during the regular school day at the high school or college- approved facility. High school students registered in these courses are not charged tuition and course fees by Lake Land College. Depending on the class course, students may be required to purchase workbooks, supplies, or other items deemed necessary for class participation. Dual credit courses offered at the high school or college-approved facility during the regular school day shall be college-level.

To ensure the academic credibility of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted rules pertaining to dual credit (ICCB Rule 1501.507(b)(11) – Credit Hour Claims). The Lake Land College Board of Trustees endorses these rules and will adhere to their intent.

1. State Laws and Regulations and Accreditation Standards

All state laws, ICCB regulations, accreditation standards specified by the North-Central Association Higher Learning Commission, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at

Board Policy No. 06.19

secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

2. Instructors

The instructors for these courses shall be selected, employed, and evaluated by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the ~~college-level~~ college-level according to Lake Land Board Policy 05.02.04.

3. Qualification of Students

Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to high school ~~in the junior and senior years of high school~~ older than sixteen (16) years of age or students deemed gifted according to Lake Land Board Policy 07.01. Students must have a high school grade point average of "C" or better to initially enroll in dual credit courses and maintain a Lake Land College grade point average of "C" or better to continue enrollment in the Dual Credit Program. The students will meet all college criteria and follow all college procedures for enrolling in dual credit courses.

4. Placement Testing and Prerequisites

High School students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college-level students, when applicable, to assure that they are qualified and prepared.

5. Course Offerings

Courses should be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois or from

courses in ICCB-approved certificate or associate in applied science degree programs.

6. Course Requirements

The course outlines utilized for ~~these~~ dual credit courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.

7. Concurrent Credit

The determination for whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

8. College Credit

College credit may be earned through the Dual Credit Program for any course numbered .040 and above as approved by the appropriate Division Chair. Specifically, courses numbered .040 to .099 are career/technical courses, and courses numbered .100 and above are college transfer courses. The maximum number of dual credit hours over .040 that can be obtained by a student is 32.

9. Dual Credit Fee

Lake Land College will assess all dual credit students a dual credit service fee. This fee will be set in accordance with generally accepted college practices through the Office of the Vice President for Business Services and is intended to cover textbook rental and other costs incurred by the College in operating the Dual Credit Program.

~~Tuition-Based Dual Credit Enrollment Classes Courses~~

Lake Land College courses offered outside or inside the regular high school day for which Lake Land College reimburses the instructor for teaching services are regular college courses. ~~High-school students~~

~~taking these courses for college credit are charged tuition and related fees. High school students taking dual enrollment courses for college credit will be charged in accordance to the agreement between the school district and the college, which may include full tuition and related fees. Students will not be charged a separate dual credit fee. Since these students pay regular tuition and fees, they will not be~~

Page 3 of 4

Board Policy No. 06.19

~~charged the separate dual credit fee.~~ Lake Land College reimburses the instructor and facility according to the current Lake Land College reimbursement policy. Depending on the class course, students may be required to purchase workbooks, supplies or other items deemed necessary for the class participation.

Adopted November 9, 1998
Revised August 16, 1999
Revised October 13, 2003
Revised June 13, 2005
Revised April 10, 2006
Revised July 14, 2008
Revised May 8, 2017
Revised

Page 4 of 4

06.24**Attendance in the Classroom**

Because regular, punctual classroom attendance is considered important for quality performance and success, students are expected to punctually attend all meetings of classes in which they are enrolled. Instructors or divisions have the prerogative to determine minimum requirements; oftentimes these requirements are determined by accrediting and credential-granting agencies. Instructors also have the prerogative of lowering grades for unexcused absences. Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to his/her ability to meet the course objectives. In case of absence, students should notify each of their instructors. In case of prolonged absence because of illness, accident, or hospitalization for which students are not able to notify instructors, they may notify College Health Services who will then notify their instructors. Students who are seeking attendance accommodations in accordance with Title IX, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act, may be required to submit medical certification in order for the absence to be excused.

Student absences for the purpose of attending regular National Guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate documentation to the course instructor.

Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observances Act (110 ILCS 110/1 and 110/1.5) in regards to admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may appeal the decision in accordance with the College's Student [Complaint Concerns and Grievance](#) Procedures.

Revised March 11, 2013

Revised June 8, 2015

Revised

Page 1 of 1

06.37**Correctional Programs**

Because of the belief that all citizens demonstrating an ability to benefit should have an opportunity for an education, the College will provide educational services to correctional facilities through a contract with the Illinois Department of Corrections Office of Adult and Vocational Education and the Illinois Department of Juvenile Justice. These contracts can vary in length from one to three years upon mutual agreement between the College and the contracting department and will be reviewed and revised as appropriate at their renewal.

By negotiated agreement with the Lake Land College Faculty Association, only Vandalia Correctional Center instructors are eligible for membership in the Lake Land College Faculty Association. Instructors at the other Illinois Department of Corrections facilities are classified as support staff and ~~are~~may be represented by the AFSCME labor union. Instructors at Illinois Department of Juvenile Justice facilities are classified as support staff.

All correctional center employees are subject to rules and regulations of the Illinois Department of Corrections Office of Adult and Vocational Education or the Illinois Department of Juvenile Justice, as appropriate, the facility in which they work as well as those of the College. In case of conflict, rules of the Department of Corrections Office of Adult and Vocational Education or the Illinois Department of Juvenile Justice, as appropriate, shall apply.

Adopted November 9, 1998
Revised November 8, 1999
Revised October 13, 2003
Revised July 8, 2013
Revised December 11, 2017
Revised

06.38

~~Textbook~~ — ~~Course~~
Materials Rental

The College will maintain a ~~textbook~~ course materials rental system for students. ~~Textbooks~~ Course materials include but are not limited to books, compact discs, and other rented materials. In order to ensure the viability of the system, the following criteria will be followed:

1. While it is the goal of the College that textbook editions be changed every three years, the maximum amount of time textbook editions can be used without permission from the Vice President for Academic Services will be five years. Written requests for deviations from this criterion will be considered for special academic or program needs.
2. The selection of textbooks and instructional materials is the responsibility of the faculty. Textbooks for each course will be selected by instructors in consultation with the Division Chairs. The same textbooks will be used in all sections of a course, except in situations where software editions might be different at different locations. With permission from the Vice President for Academic Services, written requests for deviation from this criterion will be considered for special academic or program needs.
3. Textbook changes will be requested through the Division Chairs and the Vice President for Academic Services for approval by April 1 of the preceding academic year.
4. Faculty directing programs with special academic or student needs may request that textbooks be purchased by the student. The request should be forwarded to the Vice President for Academic Services. Requests for textbooks to be purchased by the students must be made to the Vice President for Academic Services by April 1 of the preceding academic year.
5. Consumables will be purchased by the student.

6. Students will be charged a service fee per credit hour, a part of which will be budgeted for textbook-course material acquisition. All service fee changes will be approved by the Board of Trustees.
7. Students may purchase rental textbooks as available.
8. All rented items must be returned to the College by the close of hours on the fifth college business day after the last day of final exams. Beginning on the sixth day, students will be charged new retail price of unreturned rentals. Cost of defacement or damage will be paid by the renter at the new retail price.
9. Students late in returning textbooks will be restricted from receiving a transcript, restricted from picking up textbooks, and restricted from any further registration activity until textbooks are returned and/or fees paid.
10. In order to pick up textbooks-course materials at the Bookstore, a student must present a valid Lake Land College identification card and a Lake Land College textbook list.

Adopted November 9, 1998
Revised October 13, 2003
Revised October 11, 2004
Revised November 14, 2005
Revised March 10, 2008
Revised October 12, 2009
Revised February 11, 2013
Revised August 10, 2015
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017
Revised

06.42**Non-Credit Classes/Community Education**

In order to assist district residents in fulfilling individual educational goals, the College will offer non-credit classes on an “as requested” basis. Because there is no State reimbursement for non-credit classes, all offerings should be self-supporting. Non-credit course fees and distribution of revenue shall be reviewed as needed on an annual basis by the Vice President for Workforce Solutions and Community Education, ~~who will make recommendations to the Board of Trustees.~~

It shall be the responsibility of the Vice President of Workforce Solutions and Community Education to ensure that non-credit classes are, in fact, offered for educational purposes and not for private profiteering.

Adopted November 9, 1998
Revised October 13, 2003
Revised May 12, 2014
Revised

07.14

Honors Program Honors Experience

The Honors Experience is a program designed by Lake Land College to provide honors students with an excellent academic experience. While it is not required to participate in all three areas, it is recommended. 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 Experience Consists of:

Presidential Scholarship Program

The Presidential Scholarship is available to all eligible in-district high school graduates who have demonstrated outstanding academic performance. The scholarship covers the full cost of tuition for up to two years. See board policy 07.12

Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honorary society for the two-year college that concentrates on scholarship, leadership, service, and fellowship.

Honors Program

The Lake Land College Honors Program provides outstanding college students with honors-level coursework, honors independent studies, and other enriched learning opportunities. These opportunities allow students to address important topics, engage in critical thinking, and learn cutting-edge techniques in their fields. Students who complete the honors program are recognized at the commencement ceremony and earn honors designations on their transcripts.

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

1. May receive scholarship aid.
2. May be recognized for state and national scholarship opportunities. 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 when specific criteria are met. 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 Experience 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 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 [Experience 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. [Meet the Honors Experience program requirements. Have a cumulative GPA of 3.25 or higher.](#)~~
- ~~2. [Graduate with an associate degree.](#)~~
- ~~3~~2. Complete four honors courses for full status graduation. Complete two honors courses for associate status.
- ~~4~~3. No more than two honors courses may be completed each semester.
- ~~5~~4. Graduating with full honors status or associate honors status is tentative and based upon final cumulative GPA for courses taken at Lake Land College.

[Students must complete the following program requirements in order to graduate as a Phi Theta Kappa Student:](#)

- [1. Meet the Honors Experience requirements.](#)
- ~~1~~2. [Complete two semesters of the Lake Land College PTK chapter membership.](#)

Adopted November 9, 1998
 Revised December 8, 2003
 Revised September 8, 2014
 Revised August 14, 2017

Revised January 14, 2019
[Revised](#)

Page 2 of 2

09.04

**Field House/Gymnasium/Baseball Field/Softball Field/
Cross Country Course Use**

The priority for use of the gymnasium, athletic fields, and cross country course will be given to physical education classes, intercollegiate athletic practices and games, and intramurals. Intercollegiate team practice will be scheduled by the Athletic Department. Once a team's practice times and days are established, they can only be adjusted by the Athletic Director of Athletics with the consent of the Head Coach for that sport. In case of inclement weather, every effort will be made among all parties involved to accommodate classes and athletic team practices. The gym and athletic fields are is—usually reserved for athletic games and intercollegiate team practices each weekend throughout the academic year. Intramurals are generally scheduled in the gymnasium on Wednesday from 11:00 a.m. to 1:00 p.m. during the academic year by the Director of Intramurals. Requests to use the gym, athletic fields, and cross country course during times scheduled for athletic or intramurals must receive approval of the ~~respective director~~ Director of Athletics.

1. Gymnasium

- A. All physical education classes in the gym are scheduled by the Division Chair for Social Science and Education and approved by the Vice President for Academic Services.
- B. All home games and practices in the gym are scheduled by the coaches in consultation with the ~~Athletic~~ Director of Athletics.
- C. All intramural activities in the gym are scheduled by the Director of Intramurals.
- D. The Earl Walden Meeting Room is scheduled by the Administrative Assistant to Field House Operations. ~~Field House Operations/Divisional Administrative Assistant.~~

- E. The classrooms in the Field House are scheduled by Division Chairs and approved by the Vice President for Academic Services.

2. Outside Group Usage

Requests to use the Field House gymnasium, classrooms, and Earl Walden Conference Room should be directed to the Vice President for Business Services, who will coordinate the facility use with the Division Chair for Social Science and Education, the Athletic Director, or Director of Intramurals following the procedures set forth above.

Requests to use the baseball field, softball field, and cross country course should be directed to the office of the Director of Athletics, who will coordinate the facility use following the procedures set forth above.

3. Fitness Center

Use of the Fitness Center is limited to individuals with a current Lake Land College photo identification card. Hours of operation of the Fitness Center will be posted on the College's website. The Fitness Center will not be used beyond scheduled hours, except for actual class situations or team situations under the instructor's or coach's supervision.

4. Athletic Weight Room

The use of the Athletic Weight Room will be scheduled through the Athletic Director and coaches, and its use will be generally limited to intercollegiate athletic team members. Exceptions will be made by the Athletic Director. While students are participating in weight-lifting activities, there must be supervision by a coach, faculty member, or authorized personnel.

Adopted November 9, 1998
Revised September 13, 1999
Revised March 8, 2004
Revised November 9, 2009
Revised January 8, 2018
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, baseball and softball fields, and cross country course are scheduled by the office of the Athletic Director.
5. 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.

Adopted November 9, 1998
Revised March 8, 2004
Revised January 8, 2018
Revised December 10, 2018
Revised

Travel

The following policy guidelines shall govern approved travel for staff and Board members:

1. The individual is officially representing the College at a meeting, conference, or program which is judged to require representation by the College.
2. The individual is making a visitation or attending a conference, school, or convention for the purpose of professional improvement which has a direct relationship to his/her responsibilities at the College. This shall not include travel for the purpose of taking courses at another college or university.
3. All requests for travel and travel funds must be submitted on the prescribed College forms and be approved by the appropriate supervisor in advance of travel. The President and Vice Presidents are exempt from pre-approval. All claim vouchers also must be signed by the employee and the supervisor. All Board members' requests will be channeled through the Office of the President and approved at a subsequent board meeting prior to payment. To receive travel reimbursement other than mileage after returning to the campus, the employee must submit to the Accounting office, within ten (10) business days, all appropriate receipts attached to the prescribed forms. Other than for the President and Vice Presidents, the request must be approved by the appropriate supervisor. Mileage reimbursements must be submitted to Accounting no later than the 10th business day of the month following the date the travel occurred. Within the current fiscal year, reimbursements for mileage only may be turned in beyond the ten- (10-) day limitation with the approval of the appropriate Vice President or the President.
 - A. For staff, any expenses exceeding the maximum allowable reimbursement thresholds require Board of Trustee approval

before those expenses can be reimbursed.

- B. For Board of Trustee travel, all expenses, regardless of amount, must be approved by the Board of Trustees prior to reimbursement.
 - C. The maximum allowable reimbursement threshold may be exceeded due to a bonafide emergency.
4. Each cost center is allocated funds for the purpose of travel reimbursement. Thus, it is important that each cost center anticipate any unusual travel requirements prior to budget adoption. Once the budget is adopted, it is the responsibility of each cost center to implement its travel plans in such a way that its funds are expended effectively and equitably. Because the basic limitation is the budget, it is necessary that costs for travel become a factor in approval of decisions.
 5. The cost center supervisor has a responsibility for implementing the travel program within the approved budget by exercising economy in travel expenses in respect to:
 - A. Authorizing travel only when deemed appropriate and confirming the travel pertains to college business.
 - B. Maintaining proper control so that an individual is not in a travel status any longer than assignments require.
 - C. Selecting the most feasible and cost effective method of travel – air, train, bus, or private automobile.
 6. The cost center supervisor has a responsibility, when approving a travel request, to consider the overall expense to the College. Therefore, the amount of time spent in a travel status should be considered when approving the method of travel.
 7. It is the general policy of the College that when common carrier

transport is used, the employee must travel at the coach rate. If the employee would choose to drive versus air travel, they will be reimbursed the lessor of the value of coach travel and the mileage

reimbursement expense. This is not intended to cause travel at unreasonable hours, circuitous routing, or result in added direct expense offsetting transportation savings.

8. When traveling by vehicle the employee must either rent a car or submit a mileage reimbursement request for the use of their personal vehicle. The mileage reimbursement per mile shall be made at the rate per mile set by the Board of Trustees.
9. Employees are encouraged to utilize any rental car program agreements that are in effect. Employees should consult with their Supervisor prior to travel to determine most cost effective option.
10. The College shall audit all claims on the basis of the shortest and safest direct route mileage. If, for valid reasons, additional mileage is required, it must be clarified on the claim form.
11. Purchase of common carrier tickets and reservations for lodging will be the responsibility of the traveler. Lake Land College will prepay no-refund, common carrier airline tickets for employees traveling on approved College business since this represents a savings to the College of travel dollars. Cost center travel budgets, however, will not be reimbursed for any defaulted tickets.
12. An employee will only be allowed to stay overnight at the approval of their Vice President or the President.
13. Authorized reimbursements are:
 - A. If personal vehicle is used, the person must indicate this and must itemize mileage at the approved rate per mile. If public transportation is used, the person must submit appropriate receipts. The reimbursement will be paid at the lower of the two amounts.
 - B. Actual cost of hotel or motel accommodations up to the conference or professional meeting rate (when attending

-
- conferences or professional meetings), or applicable federal GSA rate plus 25% for in-state and out-of-state hotel stays will be reimbursed upon the submission of a receipted bill.
- C. Parking charges will be reimbursed upon submission of receipts. Parking violations or other traffic violations will not be reimbursed and are the responsibility of the employee.
 - D. Throughway and bridge tolls are reimbursed if appropriate receipts are attached. Toll violations will not be reimbursed.
 - E. Service charges up to 15%, which are included as part of a hotel or motel bill, are allowed.
 - F. Telephone charges will be allowed for College-related calls and, in addition, two personal calls to ensure safe arrival and departure.
 - G. Taxi or livery vehicle charges which are connected with College-related business and/or from the entry or departure location of a common carrier to a hotel or motel location are allowed.
 - H. Rental car charges when pre-approved by the appropriate supervisor or Vice President.
 - I. Fax charges for official College business.
 - J. Reimbursement of alcoholic beverages is prohibited.
 - K. Conference registration or materials and banquets/meals which are included as part of the official conference program.
14. Advances will be authorized only for travel by athletic and livestock judging teams and the Director of International Programs.
15. For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998

Revised April 12, 2004
Revised February 8, 2016
Revised December 12, 2016
[Revised](#)

10.34.02**Travel To and From Classes**

Full-time faculty members and adjunct faculty may be reimbursed for travel to assigned classes or other duties at locations other than the main campus or primary assigned location if approved by the appropriate Vice President. No mileage reimbursement may be claimed for travel to the first class of a given day unless the driving distance to the first class is greater than the driving distance to the teacher's primary assigned location. In such cases, the teacher may be reimbursed only for mileage for the difference in distance between the first assignment and the primary assigned location.

Full-time faculty members and adjunct faculty shall be reimbursed for travel between classes in instances where they are assigned to teach at more than one location during a given day.

Mileage reimbursements must be submitted to the Accounting Department no later than the 10th business day of the month following the date the travel occurred.

The reimbursement rate for approved travel shall be set by the Board of Trustees or as indicated in approved collective bargaining agreements.

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 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.

For vehicles not already assigned to a specific department, ~~V~~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.

Adopted November 9, 1998
Revised April 12, 2004
Revised January 8, 2018
Revised December 10, 2018
Revised

11.08.03

Library Records

Lake Land College supports and complies with the law as stated in Illinois Compiled Statutes, 75 ILCS 70:

Registration and circulation records – Statistical reports

- (a) The registration and circulation records of the library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.
- (b) This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
- (c) For the purpose of this section, (i) “library” means any public library or library of an educational, historical, or eleemosynary institution, organization or society; (ii) “registration records” include any information a library requires a person to provide to become eligible to borrow books and other materials; and (iii) “circulation records” include all information identifying the individual borrowing particular books or materials.

An individual’s use of materials or services will not be disclosed to anyone other than that individual, to persons authorized by that individual, or to library or College personnel acting within the scope of their duties in the administration of the library, library system, or College, except in accordance with the terms of the Act as stated above.

Library user’s right to privacy and confidentiality extends to “information sought or received and resources consulted, borrowed, acquired, or transmitted,” as stated in the Code of Ethics of the American Library Association. Exceptions to this standard may be made only in the case of activity that is clearly in violation of the laws of the State of Illinois or the City of Mattoon, or of the regulations of Lake Land College.

Board Policy No. 11.08.03

Library staff should refer all formal requests for library records to the Director of Library Services (or, if not available, to the ~~Associate Vice President for Educational Services~~Vice President for Academic Services). Upon receipt of such subpoena, search warrant, or court order, the Director (or Vice President for Academic Services) will refer the matter to the College's legal counsel to determine if it is proper to release the requested information.

Adopted November 9, 1998
Revised April 14, 2003
Revised

11.17**Food Service and Catering**

The College contracts with outside vendors to provide food service and vending services on campus as well as off campus sites. These contracts are managed by the Director of Auxiliary Services.

All on-campus catering, including both College and non-College functions, whether on-campus or at the Kluthe Center, will be arranged through the Office of the Director of Auxiliary Services. Outside vendors used to facilitate the College's catering needs shall ~~have be approved by the Board of Trustees.~~ a current food service permit and proof of public liability insurance, must have a certified catering kitchen facility, must have a certified food handler in charge of the facility, and will be required to comply with all state and local food handling rules and regulations.

Adopted November 9, 1998
Revised June 14, 2004
Revised December 10, 2007
Revised January 8, 2018
Revised

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Beth Gerl, Vice President for Student Services
DATE: October 18, 2019
RE: Proposed Board Policy Revision from Academic Standards Committee

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 2019 semester, the Committee reviewed Board Policy 07.07 and is recommending revisions as noted below. The recommended revisions provide new information regarding the number of credit hours that can be transferred to Lake Land College from institutions that are approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that are nationally accredited by an accreditor approved by the U.S. Department of Education.

07.07 Courses from Other Colleges and Universities

- Clarifies that Lake Land College shall accept up to 30 credit hours transferred from an institution that is approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that is nationally accredited by an accreditor approved by the U.S. Department of Education.
- Indicates that to be eligible for transfer credit, both the program in which the credits were earned and the institution from which they were earned must have received approval through the Illinois Community College Board.
- Reminds students to be aware that transfer credit may be awarded as elective credit and may not be accepted by another college or university.

I am submitting this request as first reading and will bring this back to the Board for approval at the December 9, 2019, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

2019-2020 Academic Standards Committee: Bryan Burrell, Academic Counselor; Kathy Black, Division Chair for Business; Martha Mioux, PTA Instructor; Brain Lynch, Economics Instructor; Jon Van Dyke, Dean of Admission Services; Shelbie Kile, Student; Beth Gerl, Vice President for Student Services; Becky Earp, Committee Assistant.

07.07**Courses from Other Colleges and Universities**

Degree and certificate candidates at Lake Land College may receive credit for parallel courses completed at other regionally accredited colleges and universities. Only courses satisfactorily completed will be considered for transfer credit. Some programs may require specific grades or grade point averages and/or specific time frames for course completion concerning transfer courses applicable to that program.

In order to receive a degree or certificate from Lake Land College, students are required to complete at least one-half of the total number of semester hours required for the degree or certificate from Lake Land College. (See Board Policy 07.24 – Graduation Requirements.)

To receive credit for courses completed at other regionally accredited colleges and universities, students must have an official transcript sent to the office of Admissions and Records and submit a Transcript Evaluation Request indicating the intended degree or certificate.

Students transferring from other regionally accredited colleges who are seeking a degree must meet the same placement testing requirements as new students, with the following exception: Students transferring from other regionally accredited colleges who have successfully completed thirty (30) semester hours or more of college level course work in good standing are not required to complete the reading placement test. Students who have previously completed college-level English and math courses may not be required to complete the English and math placement tests. In order to be considered for a placement test waiver, students must present, or have on file, documentation of their previous college work.

Board Policy No. 07.07

In accordance with the Illinois Career and Workforce Transition Act*, Lake Land College shall accept up to 30 credit hours transferred from an institution that is approved by the Illinois Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that is nationally accredited by an accreditor approved by the U.S. Department of Education.

To be eligible for transfer credit, both the program in which the credits were earned and the institution from which they were earned must have received approval through the Illinois Community College Board.

Students should be aware that transfer credit may be awarded as elective credit and may not be accepted by another college or university.

*110 ILCS 151

Adopted November 9, 1998
Revised November 10, 2003
Revised December 8, 2014
Revised December 11, 2017
[Revised](#)

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: December 4, 2019
RE: Proposed Revisions to Board Policies 09.09, 11.07 and 11.12.

On behalf of the President's Cabinet, please find attached details of proposed revisions to the following three Board Policies:

- 09.09 – *Smoking and the Use of Tobacco Products*
- 11.07 – *Drug-Free Workplace*
- 11.12 – *Alcohol and Drugs*

Revisions clarify the College's policies for the unlawful use of drugs, including cannabis, on College property. These clarifications are needed following the passage of the state's Cannabis Regulation and Tax Act effective January 2, 2020, which legalizes the recreational use of cannabis in the state of Illinois with certain restrictions. Illinois employers have the right to adopt drug-free workplace laws, in alignment with federal laws and employers can prohibit employees from being under the influence while at work. Additionally, by federal law, the Drug-Free Schools and Communities Act of 1989 clearly prohibits the unlawful use or possession of illicit drugs on any campus of an American college or university that receives federal funding. Cannabis is still considered an illicit drug by federal law.

Proposed changes were presented to the Resource and Development Committee for review and to the Board in November 2019 as first reading. Since that time, we have received no requests for additional changes. Thus, I respectfully request the College Board of Trustees approve revisions as presented to these three policies during the December 9, 2019, regular meeting.

I am happy to address any questions or concerns.

Attachments

09.09

Smoking and the Use of Tobacco or Cannabis Products

Lake Land College is concerned with providing a healthy and productive work environment for its employees and students. Smoking and the use of tobacco products or cannabis ~~is~~ shall be prohibited on any property owned or operated by the College and in College vehicles.

Failure to comply may result in a fine per state guidelines* as posted on the Lake Land College Police Department website. The College may refer students who violate this policy for disciplinary procedures, and College employees may be subject to discipline up to and including discharge pursuant to the policies and procedures applicable to their employment.

State law* provides an exception to this policy allowing smoking and the use of tobacco products in personal vehicles more than 15 feet from any building entrance. This exception does not apply to the use of cannabis per Illinois Public Act 101-0027 – Cannabis Regulation Tax Act. Additionally, the federal Drug-Free Schools and Communities Act Amendments of 1989 prohibits the possession of cannabis on College property.

Definitions:

Smoke or Smoking shall mean the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, cannabis, water pipes, bongs, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis. This includes lighting or burning any type of material or using electronic cigarettes.

Tobacco products shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

*Smoke-Free Illinois Act (PA 95-17)

*Smoke-Free Campus Act (PA 98-985)

Adopted November 9, 1998
Revised March 8, 2004
Revised July 12, 2004
Revised December 10, 2007
Revised May 12, 2014
Revised February 16, 2015
[Revised \(Date\)](#)

Drug-Free Workplace

Lake Land College recognizes that substance abuse poses a serious threat to the College's goal of providing a safe and productive workplace for all employees. In order to provide a workplace free of drugs, the Lake Land College Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession or use of ~~a~~-controlled substances, illegal drugs, cannabis, and alcohol (unless authorized) and the abuse of legal drugs and alcohol while on Lake Land College owned or supervised property, and while on College business.

In accordance with the Federal Drug-Free Workplace Place Act of 1988, College employees shall not manufacture, distribute, dispense, possess or use alcohol (unless authorized), illegal drugs, or controlled substances on any College premises, in College-owned vehicles, while on call, or otherwise while working for the College, including meal periods and breaks. College employees also are prohibited from being under the influence of alcohol (unless authorized), illegal drugs, cannabis, or controlled substances on any College premises, in College-owned vehicles, while on call, or otherwise while working for the College, regardless of when and/or where the drug or alcohol use occurred.

The College has implemented a zero-tolerance policy prohibiting the use or possession of cannabis while at the College or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. Employees may not be impaired by or under the influence of cannabis while at the College, on call, or attending College-related activities. Employees who are being disciplined for being impaired by or under the influence of cannabis while working or while on call will be provided a reasonable opportunity to contest the basis of the College's determination.

The only exception to this policy for the possession or use of alcohol on any College premises will be for participants attending reception, cultural, conference or convention type activities as a representative of the college per provisions of Board Policy 11.12. There will be no exceptions for the

use of cannabis.

~~Employees are also prohibited from using alcohol during the course of their duties while on Lake Land College owned or supervised grounds, including meal periods and breaks. The only exception will be for participants attending reception, cultural, conference or convention type activities as a representative of the college per provisions of Board Policy 11.12. Employees are further prohibited from reporting to work while under the influence of alcohol or illegal drugs.~~

Furthermore, any employee, if convicted of a criminal drug offense that occurred in the workplace, shall, within five (5) days of the conviction, notify the Director of Human Resources of said conviction. Upon notification, the Director of Human Resources shall inform the federal government of the conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances.

An employee who violates any aspect of this policy statement will be subject to disciplinary action up to and including discharge and referral for prosecution. Additionally, if deemed appropriate by the College under the particular circumstances, an employee who violates this policy statement may be required to participate in and complete a substance abuse assistance or rehabilitation program to the satisfaction of the College. The Board supports the drug and alcohol awareness workshops and seminars, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which are periodically offered to employees free of charge under the direction of Health Services. The Board also supports the Health Services' efforts to make substance abuse information available to employees and students.¹

¹ See Board Policy 05.10

Adopted November 9, 1998
Revised June 8, 2015

Revised

11.12**Alcohol and Drugs**

The unlawful possession, manufacture, distribution, dispensation, or use of a controlled substance, cannabis and/or alcoholic liquor is prohibited on College property and/or any of its extension centers, as per Illinois Statutes Liquor Control Act of 1934,⁴ the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988. Any violations of this policy will be subject to punishment by all applicable policies and laws.

The College has implemented a zero-tolerance policy prohibiting the use or possession of cannabis at the College or on College property or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. College employees who violate this policy may be subject to discipline up to and including discharge pursuant to the policies and procedures applicable to their employment in accordance with Board Policy 11.07. The College may refer students who violate this policy for disciplinary procedures.

Under the direction of the Board of Trustees, alcoholic liquor may be delivered to and sold or served on campus for reception, cultural, conference or convention type activities, provided that:

1. The alcoholic liquor is sold or served only at an event authorized by the College President.
2. The alcoholic liquor is limited to participants attending reception, cultural, conference or convention type activities (non-student related activities).
3. The event complies with all applicable local ordinances.

Definitions

1. Controlled Substance

A controlled substance as defined in the Illinois Controlled Substance Act.² ~~or cannabis as defined in the Cannabis Control Act.³~~

2. Cannabis

Cannabis is defined by the Cannabis Control Act and the Illinois Cannabis Regulation Tax Act (Public Act 101-0027).

23. Alcohol

As defined by the Liquor Control Act of 1934, the product of distillation of any fermented liquid, whether rectified or diluted, whatever may be origin thereof, and includes synthetic ethyl alcohol. It does not include denatured alcohol or wood alcohol.

Page 1 of 2

Board Policy No. 11.12

34. Alcoholic Liquor

As defined by the Liquor Control Act of 1934, includes alcohol, spirits, wine and beer and every liquid or solid, patented or not, containing alcohol, wine, spirits or beer and capable of being consumed as a beverage by a human being.

¹~~See 235 ILCS 5/6-15~~

²~~See 720 ILCS 570/100 et seq.~~

³~~See 720 ILCS 550/1 et seq.~~

Adopted November 9, 1998

Revised June 14, 2010

Revised December 12, 2016

Revised

Page 2 of 2

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jean Anne Grunloh, Senior Executive to the President
DATE: December 4, 2019
RE: Proposed Revisions to Board Policy 11.27 – *Photo ID Cards*

On behalf of the President's Cabinet, please find attached details of proposed revisions to Board Policy 11.27 – *Photo ID Cards*. Recommended changes will strengthen the College's policy for an electronic photo identification system and ensure photos of staff are updated every five years. Revisions clarify this policy applies to both full- and part-time staff and also clarify distinctions between the College's electronic photo identification system for security reasons; the photo identification cards for access to various campus services, programs and facilities; and portraits that may be used for the online employee directory or public relations purposes.

Proposed changes were presented to the Board in November 2019 as first reading. Since that time, we have received no requests for additional changes. Thus, I respectfully request the College Board of Trustees approve proposed revisions as presented to Board Policy 11.27 during the December 9, 2019, regular meeting.

I am happy to address any questions or concerns.

Attachment

Photo ID System, College Photo ID Cards and Portraits for Employee Directory

Photo ID System

The College will maintain an electronic photo identification system in the administrative software for students, full-time staff and part-time staff for security purposes. Full-time and part-time staff include faculty, adjunct faculty, administrators, supervisors, support, paraprofessionals, custodians, and student workers.

Photos for the electronic identification system will be taken at the Lake Land College Bookstore from 8:00 a.m. to 5:00 p.m., Monday through Friday (Monday through Thursday during the summer).

For employees, photos in the electronic identification system must be updated every five years. For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contact(s) shall prevail.

College Photo ID Cards

~~The College will maintain a photo identification system for students and staff and faculty members for the purpose of identification and~~ It is the responsibility of students, full-time staff and part-time staff to obtain a College Photo ID for access to various campus services, programs and facilities. College Photo IDs are obtained in the Lake Land College Bookstore from 8:00 a.m. to 5:00 p.m., Monday through Friday (Monday through Thursday during the summer). This same ID photo will be used in electronic identification system.

1. Students must be registered at Lake Land College, and full-time staff and part-time faculty ~~and~~ staff members must be currently employed at Lake Land College.
2. A valid picture ID is required to obtain a College Photo ID Card.
3. The original College Photo ID Card will be issued without cost to the

student and staff and faculty member. ID Cards which need to be replaced because of a malfunction or because of a change in the name or identification number will be reissued at no charge. A replacement fee will be charged for all other reissued ID Cards.

4. ID Cards are to be carried while on campus or at branch facilities.
5. Students shall present their ID Cards when requested by a Lake Land College official in the performance of his/her duties. College officials shall identify themselves and state the reason for requesting identification.
6. The College Photo ID Card will remain valid as long as the holder continues his/her specific affiliation with the College.
7. All ID Cards remain the property of Lake Land College.
8. The ID Card is not transferable. Any misuse, alteration or fabrication of the ID Card will subject the holder to disciplinary action by the College.
9. The College shall not be liable for any loss, cost, damage or expense, whether physical, financial or otherwise, suffered or incurred by individuals in connection with, or in any way relating to, the use or attempted use of an ID Card by the holder or any third party.

Portraits for the Employee Directory

Employees may choose to have a photo included with their employee directory information on the College's website. Portraits for this directory or for other public relations materials will be taken by appointment at the Marketing & Public Relations department.

Adopted April 11, 2005

Revised

Page 2 of 2

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: November 19, 2019
Subject: Worker's Compensation Insurance 2020 Renewal
Recommendation

Memo

The College recently reviewed the renewal rates for our Worker's Compensation insurance coverage for our policy with Illinois Public Risk Fund (IPRF) for January 1, 2020 – December 31, 2020. The renewal rate reflects nearly a 6.0% increase in premium costs to the college as compared to the expiring rate. This equates to an increase of \$13,605.00 in annual premium costs. However, when you net out the Safety Grant we will receive, the actual change is a decrease of \$3,350.00 or a 1.5% reduction.

The College again qualifies for a Safety Grant from IPRF in the amount of \$16,955. 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 2020.

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: November 20, 2019
Subject: State Funded Deferred Maintenance Projects

Memo

As part of the Fiscal Year 2020 budget CDB has been allocated funding for deferred maintenance projects. This funding is for projects that have not yet been started and also are not included in the current capital bill. Kris Pickford from ICCB has reached out to all community colleges requesting projects that would match these requirements. We have identified two parking lots that will fall under this request.

Parking Lot A and Parking Lot B are both in dire need of replacement. Due to the extended age and level of deterioration of them they are dangerous and in desperate need of replacement. The estimated cost of these replacements is \$4.0 million. Since this is a CDB project the college would be required to fund 25% of the total which would be \$1.0 million and CDB would fund the remaining \$3.0 million.

I respectfully request your approval of these two projects so the college can move forward in submitting them to ICCB for consideration under the deferred maintenance funding.

MEMO

TO: Dr. Josh Bullock, President
FROM: Ms. Madge Shoot, Comptroller
DATE: November 14, 2019
RE: October 2019 Financial Statement Summary

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

Areas of Concern:

- There are not any budgetary areas of concern at this point in FY2020.

Overall Variances:

- *Revenue* – Total October revenue was \$3,729,428 resulting in an unfavorable variance of \$1,361,858 compared to the budgeted level. This unfavorable variance is due to the proceeds from the debt certificate being budgeted for the Tech Refresh but the certificate has not settled yet. This will even itself out next month once the debt certificate proceeds are received. Year to date, revenue is unfavorable by \$2,368,691. This is also primarily due to the debt certificate proceeds not being received yet. The Local sources is now favorable year to date \$25,114. The first payment from Effingham County property taxes was received in October bringing this variance back in line for the year.
- *Expenditures* – Total October expenditures were \$2,504,226 resulting in an overall favorable variance of \$839,711. Year to date, expenditures remain favorable overall by \$5,379,376.

Revenue Variances:

- *Local Sources* – Favorable variance of \$1,014,027 due to receiving Effingham County's first tax revenue payment which had been anticipated to have been received in September 2019 instead. Year to date, this area is favorable by \$25,114.
- *ICCB Credit Hour Grant* – We received a larger payment during the month of October than anticipated so there is a favorable variance of \$369,397. Year to date, this area is favorable by \$532,426.

- *ICCB Equalization Grant* – We did not receive a payment during the month of October so there is an unfavorable variance of \$492,885. This is due to timing and will catch up over the course of the fiscal year. Year to date this area is unfavorable by \$540,317.
- *Tech Refresh* - We have not received the proceeds from the debt certificate yet so there is an unfavorable variance of \$2,500,000 at this time. This will catch up next month when those proceeds are received.
- *Tuition & Fees* –October had a favorable variance for tuition of \$140,028 while fees were favorable by \$95,120. Year to date, there is a favorable variance for tuition of \$110,842 and a favorable variance for fees of \$378,208.
- *Other State Sources* – No variance in this area for the month of October as there were no revenues received or projected. Year to date this area is unfavorable by \$286,529. This is due to timing of not receiving any CTE payments from the State of Illinois as of yet. This should come more in line with the budgeted amounts over the course of the year.
- *Other Revenue* – Year to date this area is unfavorable by \$88,436 due to the CBI and CDL revenue being less than anticipated thus far. This will likely even out as more CBI and CDL classes are conducted over the remainder of the year.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in October of \$42,297. Year to date this area is favorable by \$2,472,837. This large year to date variance is due to timing on the Instructional Salary lines. This will even out as the year progresses.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in October in the amount of \$18,378. Year to date this area is favorable by \$584,315.
- *Instructional* – Had a favorable variance in October of \$38,814 and is favorable \$2,124,633 for the year due to the salary timing issue.
- *Academic Support* – Had a favorable variance in October of \$62,934. Year to date this area is favorable by \$270,195.
- *Student Services* – Had a favorable variance in October of \$16,209. Year to date this area is favorable by \$302,266.
- *Public Service/Continuing Education* – This area had a favorable October variance of \$1,545. Year to date this area is favorable by \$54,084.
- *Operations & Maintenance* – This area had an unfavorable overall October variance of \$227,259. This was a result of recording \$238,233 in expenses associated with the

geothermal well field addition that we had planned to be able to record in FY2019. Year to date this area is unfavorable by \$443,858 as a result of recording \$738,229 YTD in the well field expenses.

- *Institutional Support* – Had a favorable October variance of \$971,617. This large favorable variance is due to \$840,000 being budgeted in Tech Refresh spending and actual spending of only \$17,610. This will even out as the year progresses. The area as a whole is favorable by \$2,850,939 for the year.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance for October of \$24,151. Year to date this area is favorable by \$221,108.

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 | | Current YTD Actual | Current YTD Budget | Current YTD Budget Variance | % Current YTD Budget Variance | Previous YTD | FY19 Audited Numbers | FY20 Annual Budget |
|-------------------------------------|----------------------|--------------------|---|--------------------|--------------------|-----------------------------|-------------------------------|-------------------|----------------------|--------------------|
| Revenues: | | | | | | | | | | |
| 2,427,496 | 1,413,470 | 1,014,027 | Local Sources | 7,241,466 | 7,216,352 | 25,114 | 0.35% | 6,366,770 | 8,866,053 | 9,013,374 |
| 729,551 | 360,154 | 369,397 | ICCB Credit Hour Grant | 1,973,043 | 1,440,617 | 532,426 | 36.96% | 1,501,071 | 4,464,332 | 4,321,850 |
| - | 492,885 | (492,885) | ICCB Equalization Grant | 1,431,221 | 1,971,538 | (540,317) | -27.41% | 985,770 | 5,914,615 | 5,914,616 |
| - | - | - | Other State Sources | - | 286,529 | (286,529) | -100.00% | 132,765 | 1,140,489 | 1,154,557 |
| - | 2,500,000 | (2,500,000) | Tech Refresh | - | 2,500,000 | (2,500,000) | -100.00% | 5,815,825 | - | 2,500,000 |
| 192,104 | 52,076 | 140,028 | Tuition | 5,527,771 | 5,416,929 | 110,842 | 2.05% | 2,040,138 | 9,810,850 | 9,150,241 |
| 287,173 | 192,053 | 95,120 | Fees | 2,158,476 | 1,780,268 | 378,208 | 21.24% | - | 3,263,351 | 3,030,135 |
| 93,104 | 80,649 | 12,456 | Other Revenue | 425,776 | 514,212 | (88,436) | -17.20% | 125,586 | 1,570,573 | 4,544,426 |
| - | - | - | Gift in Kind | - | - | - | 0.00% | - | - | - |
| 3,729,428 | 5,091,286 | (1,361,858) | Total Revenues | 18,757,754 | 21,126,445 | (2,368,691) | (2) | 17,335,741 | 35,030,263 | 39,629,199 |
| Expenditures: | | | | | | | | | | |
| Instructional | | | | | | | | | | |
| 971,347 | 985,787 | 14,440 | Salary and Wages | 2,816,088 | 4,250,942 | 1,434,854 | 33.75% | 3,858,617 | 11,039,058 | 11,763,802 |
| 189,776 | 215,341 | 25,565 | Employee Benefits | 456,990 | 861,371 | 404,381 | 46.95% | 698,745 | 2,104,659 | 2,701,468 |
| 2,201 | 10,425 | 8,224 | Contractual Services | 6,047 | 27,200 | 21,153 | 77.77% | 2,526 | 366,539 | 432,640 |
| 55,765 | 35,275 | (20,490) | General Materials and Supplies | 123,710 | 315,699 | 191,989 | 60.81% | 135,681 | 506,951 | 719,847 |
| 2,912 | 9,654 | 6,742 | Travel and Meeting Expenses | 6,895 | 53,547 | 46,651 | 87.12% | 8,047 | 51,794 | 172,482 |
| - | - | - | Fixed Charges | - | 1,400 | 1,400 | 100.00% | - | 48,473 | 72,225 |
| - | 4,333 | 4,333 | Capital Outlay | - | 24,204 | 24,204 | 100.00% | (1,694) | 157,747 | 46,312 |
| - | - | - | Other Expenditures | - | - | - | 0.00% | - | - | - |
| - | - | - | Gift in Kind | - | - | - | 0.00% | 117,686 | - | - |
| 1,222,001 | 1,260,815 | 38,814 | Total Instructional | 3,409,730 | 5,534,363 | 2,124,633 | 38.39% | 4,819,607 | 14,275,221 | 15,908,776 |
| Academic Support | | | | | | | | | | |
| 41,919 | 43,703 | 1,784 | Salary and Wages | 142,447 | 271,473 | 129,026 | 47.53% | 120,502 | 345,704 | 385,484 |
| 10,531 | 10,531 | (0) | Employee Benefits | 26,433 | 42,124 | 15,691 | 37.25% | 25,326 | 79,584 | 84,218 |
| - | - | - | Contractual Services | - | 350 | 350 | 100.00% | 89 | 539 | 2,550 |
| 1,389 | 58,680 | 57,291 | General Materials and Supplies | 21,954 | 129,280 | 107,326 | 83.02% | 83,754 | 199,282 | 224,340 |
| 372 | 4,230 | 3,859 | Travel and Meeting Expenses | 10,764 | 27,880 | 17,116 | 61.39% | 12,261 | 23,507 | 12,400 |
| - | - | - | Fixed Charges | 4,514 | 5,200 | 686 | 13.19% | 4,693 | 4,693 | 5,200 |
| - | - | - | Capital Outlay | - | - | - | 0.00% | - | - | - |
| - | - | - | Gift in Kind | - | - | - | 0.00% | - | - | - |
| 54,211 | 117,145 | 62,934 | Total Academic Support | 206,112 | 476,307 | 270,195 | 56.73% | 246,626 | 653,311 | 714,192 |
| Student Services | | | | | | | | | | |
| 115,561 | 130,471 | 14,910 | Salary and Wages | 382,439 | 553,129 | 170,690 | 30.86% | 499,152 | 1,414,739 | 1,633,591 |
| 31,848 | 31,091 | (757) | Employee Benefits | 87,390 | 124,364 | 36,974 | 29.73% | 126,421 | 400,755 | 382,148 |
| - | - | - | Contractual Services | 9,322 | 9,772 | 450 | 4.60% | 9,322 | 9,322 | 9,322 |
| 7,361 | 3,148 | (4,213) | General Materials and Supplies | 15,870 | 80,263 | 64,392 | 80.23% | 17,735 | 85,555 | 140,014 |
| 1,355 | 3,875 | 2,520 | Travel and Meeting Expenses | 2,944 | 28,954 | 26,010 | 89.83% | 6,537 | 34,649 | 45,429 |
| - | 3,750 | 3,750 | Other Expenditures | - | 3,750 | 3,750 | 100.00% | 910 | 7,500 | 7,500 |
| 156,125 | 172,334 | 16,209 | Total Student Services | 497,965 | 800,232 | 302,266 | 37.77% | 660,077 | 1,952,520 | 2,218,004 |
| Public Service/Cont Ed | | | | | | | | | | |
| 26,988 | 24,739 | (2,249) | Salary and Wages | 81,842 | 98,957 | 17,115 | 17.30% | 141,069 | 419,456 | 321,611 |
| 4,086 | 4,086 | - | Employee Benefits | 14,964 | 16,346 | 1,382 | 8.46% | 22,797 | 63,295 | 50,156 |
| 866 | 3,520 | 2,654 | Contractual Services | 12,086 | 9,670 | (2,416) | -24.99% | 21,249 | 42,987 | 37,490 |
| 11,258 | 12,267 | 1,009 | General Materials and Supplies | 17,072 | 41,934 | 24,861 | 59.29% | 38,233 | 97,191 | 95,246 |
| 217 | 451 | 234 | Travel and Meeting Expenses | 892 | 1,529 | 637 | 41.65% | 971 | 5,034 | 4,304 |
| 12,681 | 12,578 | (103) | Fixed Charges | 37,882 | 50,387 | 12,505 | 24.82% | 50,726 | 152,695 | 151,933 |
| - | - | - | Capital Outlay | - | - | - | 0.00% | - | - | - |
| - | - | - | Other | - | - | - | 0.00% | 7,900 | - | - |
| - | - | - | G/K | - | - | - | 0.00% | - | - | - |
| 56,096 | 57,641 | 1,545 | Total Public Service/ Cont Ed | 164,739 | 218,823 | 54,084 | 24.72% | 282,946 | 780,659 | 660,740 |
| Operations & Maintenance | | | | | | | | | | |
| 78,370 | 83,821 | 5,451 | Salary and Wages | 227,231 | 335,285 | 108,054 | 32.23% | 318,321 | 941,972 | 1,086,925 |
| 28,892 | 27,784 | (1,108) | Employee Benefits | 66,640 | 112,136 | 45,497 | 40.57% | 101,515 | 318,871 | 342,483 |
| 42,445 | 40,393 | (2,052) | Contractual Services | 84,294 | 78,204 | (6,090) | -7.79% | 74,212 | 240,116 | 256,570 |
| 15,747 | 19,568 | 3,821 | General Materials and Supplies | 37,195 | 53,820 | 16,625 | 30.89% | 58,811 | 235,059 | 257,900 |
| - | 250 | 250 | Travel and Meeting Expenses | - | 625 | 625 | 100.00% | 146 | 374 | 1,250 |
| 12,008 | 11,180 | (828) | Fixed Charges | 53,331 | 42,220 | (11,111) | -26.32% | 55,010 | 233,286 | 124,160 |
| 95,089 | 100,529 | 5,440 | Utilities | 276,664 | 417,435 | 140,771 | 33.72% | 435,446 | 1,072,437 | 1,278,585 |
| 238,233 | - | (238,233) | Capital Outlay | 753,229 | 15,000 | (738,229) | -92.52% | 10,250 | 559,988 | 15,000 |
| - | - | - | Contingency Funds | - | - | - | 0.00% | - | - | 65,000 |
| - | - | - | Gift In Kind | - | - | - | 0.00% | - | - | - |
| 510,784 | 283,526 | (227,259) | Total Operation and Maint | 1,498,584 | 1,054,725 | (443,858) | (47) | 1,053,710 | 3,602,103 | 3,427,873 |
| Institutional Support | | | | | | | | | | |
| 261,318 | 269,279 | 7,961 | Salary and Wages | 464,317 | 1,077,415 | 613,098 | 56.90% | 1,046,416 | 3,554,944 | 3,499,494 |
| 73,134 | 67,812 | (5,322) | Employee Benefits | 189,325 | 269,715 | 80,390 | 29.81% | 285,213 | 888,771 | 833,446 |
| 21,801 | 41,961 | 20,160 | Contractual Services | 55,335 | 292,889 | 237,554 | 81.11% | 228,717 | 650,525 | 761,063 |
| 86,859 | 100,304 | 13,445 | General Materials and Supplies | 496,538 | 1,015,681 | 519,143 | 51.11% | 363,774 | 1,478,217 | 1,168,505 |
| 3,324 | 9,570 | 6,246 | Travel and Meeting Expenses | 6,139 | 34,260 | 28,121 | 82.08% | 12,191 | 103,542 | 123,415 |
| 631 | 2,475 | 1,844 | Fixed Charges | 2,553 | 237,130 | 234,577 | 98.92% | 222,173 | 230,167 | 255,246 |
| - | 375 | 375 | Capital Outlay | 3,477 | 15,900 | 12,423 | 78.13% | - | 52,200 | 18,900 |
| 3,310 | 17,700 | 14,390 | Contingency Funds | 3,223 | 143,846 | 140,623 | 97.76% | 3,032 | 63,272 | 1,900,095 |
| - | - | - | Other | - | - | - | 0.00% | - | 328,836 | 2,500,000 |
| 17,610 | 840,000 | 822,390 | Tech Refresh | 17,610 | 840,000 | 822,390 | 97.90% | 6,341 | - | 2,500,000 |
| 9,872 | 100,000 | 90,128 | Strategic Initiatives | 37,379 | 200,000 | 162,621 | 81.31% | - | 329,983 | 400,000 |
| - | - | - | Gifts In Kind | - | - | - | 0.00% | - | - | 96,256 |
| 477,858 | 1,449,475 | 971,617 | Total Institutional Support | 1,275,897 | 4,126,835 | 2,850,939 | 8 | 2,167,857 | 7,680,456 | 14,056,420 |
| 27,151 | 3,000 | (24,151) | Scholarships, grants, waivers | 368,892 | 590,000 | 221,108 | 37.48% | 380,518 | 787,970 | 1,235,066 |
| 2,504,226 | 3,343,936 | 839,711 | Total Expenditures | 7,421,919 | 12,801,285 | 5,379,366 | 42.02% | 9,611,340 | 29,732,240 | 38,221,071 |
| 1,225,202 | 1,747,349 | (522,147) | Revenue Less Expenditures | 11,335,835 | 8,325,159 | 3,010,676 | (2) | 7,724,401 | 5,298,023 | 1,408,128 |
| 10,536 | 117,344 | 106,808 | Transfers Out: | 316,265 | 469,376 | 153,111 | 32.62% | 298,346 | 1,267,924 | 1,408,128 |
| 1,214,666 | 1,630,005 | (628,955) | Excess of Revenues over Expenditures & Transfers | 11,019,570 | 7,855,783 | 2,857,565 | (3) | 7,426,055 | 4,030,099 | - |

| Current Month | Current Month Budget | Variance | | Current YTD Actual | Current YTD Budget | Current YTD Budget Variance |
|----------------------|---------------------------------|-----------------|--------------------------------|-------------------------------|-------------------------------|--|
| 1,495,503.69 | 1,537,800.43 | 42,296.74 | Salary and Wages | 4,114,364.07 | 6,587,201.21 | 2,472,837.14 |
| 338,267.73 | 356,646.08 | 18,378.35 | Employee Benefits | 841,741.41 | 1,426,056.35 | 584,314.94 |
| 67,312.09 | 96,299.02 | 28,986.93 | Contractual Services | 167,084.29 | 418,084.98 | 251,000.69 |
| 178,377.60 | 229,240.98 | 50,863.38 | General Materials and Supplies | 712,340.48 | 1,636,676.76 | 924,336.28 |
| 8,179.99 | 28,030.16 | 19,850.17 | Travel and Meeting Expenses | 27,633.59 | 146,794.17 | 119,160.58 |
| 25,320.01 | 26,232.51 | 912.50 | Fixed Charges | 98,280.53 | 336,337.04 | 238,056.51 |
| 95,089.19 | 100,529.20 | 5,440.01 | Utilities | 276,664.44 | 417,435.01 | 140,770.57 |
| 238,232.96 | 4,708.00 | (233,524.96) | Capital Outlay | 756,705.54 | 55,104.00 | (701,601.54) |
| 3,309.57 | 17,700.00 | 14,390.43 | Contingency Funds | 3,222.54 | 143,845.53 | 140,622.99 |
| - | 3,750.00 | 3,750.00 | Other Expenditures | - | 3,750.00 | 3,750.00 |
| 2,449,592.83 | 2,400,936.38 | (48,656.45) | Total | 6,998,036.89 | 11,171,285.05 | 4,173,248.16 |

Lake Land College
FY2020 Salary, Wage & Benefits Detail

| Salary & Wages | Year to Date | | | FY2020 Budgeted | FY20 Projections | | |
|----------------------------------|---------------------|--------------------|--------------------|------------------------|-------------------------|---------------------|------------------|
| | Actual | Budgeted | Variance | | Projected Actual | Budgeted | Variance |
| Salary and Wages - Instructional | \$2,816,088 | \$4,250,942 | \$1,434,854 | \$11,763,802 | \$11,480,620 | \$11,763,802 | \$283,182 |
| Salary and Wages - Acad. Support | \$142,447 | \$271,473 | \$129,026 | \$385,484 | \$359,532 | \$385,484 | \$25,952 |
| Salary and Wages - Stud. Svcs | \$382,439 | \$553,129 | \$170,690 | \$1,633,591 | \$1,471,328 | \$1,633,591 | \$162,263 |
| Salary and Wages - Public Svc. | \$81,842 | \$98,957 | \$17,115 | \$321,611 | \$436,234 | \$321,611 | (\$114,623) |
| Salary and Wages - Maintenance | \$227,231 | \$335,285 | \$108,054 | \$1,086,925 | \$979,651 | \$1,086,925 | \$107,274 |
| Salary and Wages - Inst. Support | \$464,317 | \$1,077,415 | \$613,098 | \$3,499,494 | \$3,697,141 | \$3,499,494 | (\$197,647) |
| Total Salary and Wages | \$4,114,364 | \$6,587,201 | \$2,472,837 | \$18,690,907 | \$18,424,506 | \$18,690,907 | \$266,401 |

| Employee Benefits | Year to Date | | | FY2020 Budgeted | FY20 Projections | | |
|-----------------------------------|---------------------|--------------------|------------------|------------------------|-------------------------|--------------------|------------------|
| | Actual | Budgeted | Variance | | Projected Actual | Budgeted | Variance |
| Employee Benefits - Instructional | \$456,990 | \$861,371 | \$404,381 | \$2,701,468 | \$2,176,361 | \$2,701,468 | \$525,107 |
| Employee Benefits - Acad. Support | \$26,433 | \$42,124 | \$15,691 | \$84,218 | \$121,844 | \$84,218 | (\$37,626) |
| Employee Benefits - Stud. Svcs | \$87,390 | \$124,364 | \$36,974 | \$382,148 | \$375,933 | \$382,148 | \$6,215 |
| Employee Benefits - Public Svc. | \$14,964 | \$16,346 | \$1,382 | \$50,156 | \$51,983 | \$50,156 | (\$1,827) |
| Employee Benefits - Maintenance | \$66,640 | \$112,136 | \$45,497 | \$342,483 | \$328,402 | \$342,483 | \$14,081 |
| Employee Benefits - Inst. Support | \$189,325 | \$269,715 | \$80,390 | \$833,446 | \$851,919 | \$833,446 | (\$18,473) |
| Total Employee Benefits | \$841,741 | \$1,426,056 | \$584,315 | \$4,393,919 | \$3,906,441 | \$4,393,919 | \$487,478 |

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: November 19, 2019
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 2019, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2020, and applied to fiscal year 2021 revenues.

Attached is the Certificate of Tax Levy for the 2019 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 2018 levy year property values was \$.6300 per \$100 EAV. We will not know the actual tax rate for the 2019 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 \$.6136 per \$100 EAV, a 2.6% 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 Thirteen Million Eighty-Five Thousand Dollars (\$13,085,000) 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 2019 to be collected in the calendar year 2020. The levy for the year 2019 is to be allocated 100% for fiscal year 2021.

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 \$ 5,500,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 825,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 3,545,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,192,000 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 \$ 90,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,600,000 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 -one-.

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 year 2019 is \$6,596,250.

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 2019 levy.

Date: _____

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

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

DATE: December 12, 2019

RE: Proposal for Benefit Program Consultant

Currently, J.W. Terrill has served as our Health Insurance Consultant and Broker since 2016. At the end of September, the College invited the submission of proposals from firms to provide a full range of services related to the design, implementation, maintenance and improvement of our employee benefit insurance programs - including medical, dental, life and vision insurance. Proposals were received from 5 benefits brokers and were reviewed by Madge Shoot, Colleen Winchester, and myself. We invited 3 firms to meet with us in person to review their proposal in greater detail.

From the review, we feel that Gallagher Benefits Services, Inc. of Rolling Meadows, Illinois, understands the higher education market and can best suit our consulting and brokerage needs. Additionally, they currently have twenty-four Illinois Colleges and Universities that partner with them for benefit services. Gallagher's proposal holds firm an annual fee of \$71,000, paid quarterly, for a period up to three years for all specified benefit consulting services. Additionally, their fee is net of commission and guaranteed from 1/1/2020 through 12/31/2022, with the College having the right to terminate this relationship at its discretion. The proposed annual cost with Gallagher represents an annual savings of approximately \$9,000 from the fee structure with our current consultant.

I respectfully request the Board appoint Gallagher Benefit Services as the College's exclusive consultant/insurance broker of record effective December 10, 2019.

LAKE LAND COLLEGE

December 9, 2019

Art Bilkey
Aetna
1285 Fern Ridge Parkway, Suite 200
St. Louis, MO 63141

Re: Broker of Record Authorization for Lake Land College

Policy # 284140

Dear Art,

Please be advised that Gallagher Benefit Services, Inc. (Gallagher) has been appointed by Lake Land College as our exclusive consultant/insurance broker of record and to represent us in all matters pertaining to our employee benefit programs. This appointment is effective as of December 10, 2019 and shall remain in full force and effect until notification, in writing, to the contrary is provided to you.

This appointment supersedes and replaces all other appointments and all other letters of authority on record with you. All remunerations with respect to this policy will be payable to Gallagher.

We authorize you to provide Gallagher with any and all information pertaining to our contracts of insurance, rates, losses, reserves, etc. that may be necessary for Gallagher to become completely familiar with our insurance program and to effectively represent our present and future insurance interests.

We agree that Gallagher is not responsible for any deficiencies in our present insurance program and will not assume any such responsibility until they have had reasonable opportunity to review, provide us with recommendations, and arrange any changes in coverage we authorize.

If you have any questions regarding this appointment/authorization, please do not hesitate to contact me. Thank you for your cooperation and assistance in this matter.

Sincerely,

Dustha Wahls
Director of Human Resources

cc: Gallagher Benefit Services, Inc.

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

**The Kluthe Center for Higher
Education and Technology**
1204 Network Center Blvd.
Effingham, Illinois 62401
217-540-3555

Lake Land College
5001 Lake Land Blvd.
Mattoon, Illinois 61938
217-234-5253
lakelandcollege.edu

Western Region Center
600 East First St.
Pana, Illinois 62557
217-562-5000

**Workforce
Development Center**
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1219-010

DATE: 12-9-19

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 2021 which begins on July 1, 2020, and ends on June 30, 2021, 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, 2020, until such time as the new budget for Fiscal Year 2021 is presented to and adopted by the Board of Trustees.

ADOPTED this 9th day of December, 2019 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 9th day of December, 2019.

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 9th day of December, 2019.

Secretary, Board of Trustees

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
CC:
DATE: November 22, 2019
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 9th day of December, 2019.

* * *

The meeting was called to order by the Chairman and upon the roll being called, Doris Reynolds, 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 2019 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 2019 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: 1219-011

DATE: 12-9-19

* * *

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 2019 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 2019 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 2019 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 9, 2019.

Chairman, Board of Trustees

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 9th day of December, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2019 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 9th day of December, 2019.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

Copy Sent to Each County Clerk

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 2019 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 9th day of December, 2019, 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 2019 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

(SEAL)

EXTRACT OF 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 Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M, on the 9th day of December, 2019.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Doris Reynolds, the Chair, 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 Trustees 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 Trustee 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 Chair announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published.

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

Lake Land College

Board of Trustees



RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against 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, and directing that notice of such intention be published as provided by law.

RESOLUTION NUMBER: 1219-012

DATE: 12-9-19

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "Act"), 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"), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$12,500,000 (the "Claims"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$12,500,000 (the "Bonds"); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

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. The Claims. The Claims are described in *Exhibit A* hereto, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$12,500,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in *Journal Gazette &-Times Courier*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION 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
TO ISSUE \$12,500,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 9th day of December, 2019, 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*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$12,500,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 10,632 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice and on or before the 16th day of December, 2019, an election on the proposition to issue said bonds shall be held on the 17th day of March, 2020. If such petition is filed with the Secretary within thirty (30) days after the date of publication

of this notice and after the 16th day of December, 2019, an election on the proposition to issue said bonds shall be held on 3rd day of November, 2020. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order 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.

DATED this 9th day of December, 2019.

Gary Cadwell
Secretary, Board of Trustees,
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

Doris Reynolds
Chair, Board of Trustees,
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

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted December 9, 2019.

Chair, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

CLAIMS

\$11,525,000 General Obligation Debt Certificates (Limited Tax), Series 2019, dated November 25, 2019 (principal, interest and costs of issuing the funding bonds).

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

and the following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records 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 said 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 MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary 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 (the "Board"), and that as such official I am the keeper of the records and files of 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 9th day of December, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against 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, and directing that notice of such intention be published as provided by law.

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 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 72 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, 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 Act and said Act and with all of the

procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of December, 2019.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

NO PETITION CERTIFICATE

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 do further certify that pursuant to a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against 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, and directing that notice of such intention be published as provided by law.

(the "Resolution") duly adopted by the Board on the 9th day of December, 2019, notice of intention of the District to issue \$12,500,000 Funding Bonds (the "Notice") was published on the ____ day of December, 2019, in the *Journal Gazette &-Times Courier*, the same being a newspaper of general circulation in the District, and was not posted electronically on the District's World Wide Web pages.

I do further certify that no petition has ever been filed in my office as Secretary of the Board or has ever been presented to me as such official requesting that the proposition to issue said bonds be submitted to the voters of the District, but that I provided a petition form regarding the same to every individual requesting one.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of
January, 2020.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

PETITION

We, the undersigned, do hereby certify that we are voters 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, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Lake Land 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, be authorized to issue \$12,500,000 bonds for the purpose of paying claims against said Community College District as provided for by Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act?"; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, for submission to said voters at the next scheduled election:

| SIGNATURE | STREET ADDRESS OR RURAL ROUTE NUMBER | CITY, VILLAGE OR TOWN | COUNTY |
|-----------|--------------------------------------|-----------------------|------------------|
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |
| _____ | _____ | _____ | County, Illinois |

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me this _____ day of _____, 20____.

Illinois Notary Public
My commission expires _____
(NOTARY SEAL)

EXTRACT OF 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 Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M, on the 9th day of December, 2019.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Doris Reynolds, the Chair, 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 Trustees 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 Trustee 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 Chair announced that the Bond Issue Notification Act requires that a public hearing be called and held in connection with the sale of bonds in the amount of \$12,500,000 for the purpose of paying claims against the District and that the Board of Trustees would consider the adoption of a resolution calling such public hearing.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each Trustee of the Board of Trustees prior to said meeting

and to everyone in attendance at said meeting who requested a copy:

Lake Land College Board of Trustees



RESOLUTION calling a public hearing concerning the intent 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, to sell \$12,500,000 Funding Bonds for the purpose of paying claims against said Community College District.

RESOLUTION NUMBER: 1219-013

DATE: 12-9-19

* * *

WHEREAS, 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*"), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the "*Board*") intends to sell bonds in the amount of \$12,500,000 for the purpose of paying claims against the District (the "*Bonds*"); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

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 reference.

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 6:00 o'clock P.M. on the 13th day of January, 2020, in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

Section 3. Notice. The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Journal Gazette &-Times Courier*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 72-hour period preceding the Hearing.

Section 4. Form of Notice. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT 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
TO SELL \$12,500,000 FUNDING BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that 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*"), will hold a public hearing on the 13th day of January, 2020, at 6:00 o'clock P.M. The hearing will be held in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$12,500,000 for the purpose of paying claims against the District.

By resolution 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.

DATED the 9th day of December, 2019.

Gary Cadwell
Secretary, Board of Trustees, 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

Section 5. Hearing Requirements. At the Hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repeal. All resolutions and parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 9, 2019.

Chair, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chair 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: _____

The following Trustees voted NAY: _____

Whereupon the Chair 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 MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary 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 (the "Board"), and as such official I am the keeper of the records and files of 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 9th day of December, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION calling a public hearing concerning the intent 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, to sell \$12,500,000 Funding Bonds for the purpose of paying claims against said Community College District.

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 72 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 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, 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, the Public Community College Act of the State of Illinois, as amended, and the Bond Issue Notification 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 WITNESS WHEREOF, I hereunto affix my official signature, 9th day of December, 2019.

Secretary, Board of Trustees



Memo

To: Dr. Josh Bullock, President

From: Madge Shoot, Comptroller

Date: December 5, 2019

Re: Rejections of Bids for West Building Flooring Project

The College recently solicited bids for the West Building flooring project. The flooring to be replaced is located in the Cosmetology areas in the West Building.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of three bids were received. Below is a listing of the bids that were received:

| <u>Name</u> | <u>Total Bid</u> |
|--|------------------|
| Mr. David's Flooring Int. LLC Fithian, Illinois | \$45,303.00 |
| TSI Commercial Floor Covering Champaign, Illinois | \$51,834.00 |
| Carpet Weaver's Commercial Champaign, Illinois | \$52,508.00 |

However, since the bids were received, the College has been unable to confirm that any of the three bidders will be able to meet the completion deadline date of January 9, 2020. Therefore, it is my recommendation that we reject all bids received and seek to rebid the project late next spring for a summer completion.

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

LAKE LAND
COLLEGE
BID TABULATION

5001 Lake Land Boulevard
 Mattoon, Illinois 61938

West Building Flooring
 Project No. 2019-013
 BID DATE: November 21, 2019 - 2:00 PM

| CONTRACTOR | Total Bid | | | | | | | | |
|--|-----------|--|--|--|--|--|--|--|--|
| Mr. David's Flooring Int. LLC Fithian, Illinois | \$45,303 | | | | | | | | |
| TSI Commercial Floor Covering Champaign, Illinois | \$51,834 | | | | | | | | |
| Carpet Weaver's Commercial Champaign, Illinois | \$52,508 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: November 22, 2019
Re: Approval of Bid for Neal Hall Roof Project

The College recently solicited bids for the Neal Hall Roofing Project.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of two bids were received. Below is a listing of the bids that were received:

| <u>Name</u> | <u>Total Bid</u> |
|--|------------------|
| Advanced Commercial Roofing Champaign, Illinois | \$564,375 |
| Industrial Services of Illinois, Inc. Mattoon, Illinois | \$768,800 |

Based on the bids received, it is my recommendation that we award this bid to Advanced Commercial Roofing, Champaign, Illinois, for the Neal Hall Roof Project.

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

LAKE LAND
COLLEGE
BID TABULATION

5001 Lake Land Boulevard
 Mattoon, Illinois 61938

Neal Hall Roof
 Project No. 2019-014
 BID DATE: November 21, 2019 - 2:30 PM

| CONTRACTOR | Total Bid | | | | | | | | |
|--|------------------|--|--|--|--|--|--|--|--|
| Advanced Commercial Roofing Champaign, Illinois | \$564,375 | | | | | | | | |
| Industrial Services Mattoon, Illinois | \$768,800 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

MEMO

TO: Board of Trustees
FROM: Dr. Jonathan Bullock, President
DATE: December 5, 2019
RE: Additional Funding for the Construction of the Board & Administration Center

In November 2019, the Board approved a Donation Agreement with the Lake Land College Foundation for the reimbursement, in an amount not to exceed \$1.5 million, for the advanced constructions costs of the planned Foundation & Alumni Center. This agreement was approved based upon the estimated total cost for the design and construction of the facility to be approximately \$1.7 million, with the generous donation of the Foundation covering \$1.5 million of the total cost and the College assuming the remaining fiscal responsibility. On December 4, 2019, the College held a bid opening for the proposed project, with separate bids received for the following aspects:

- CTS Performance Contract
- Site and Structure Demo
- Foundation and Site Concrete
- General Trades Contract
- Roof Installation

Based on all bids received and with the recommendation to award the lowest bid for each of the components, the total estimated cost for the project, excluding the College funded bookstore demolition costs of \$20,700, will now be \$2,215,435. Thus, I respectfully request the Board approve expending up to an additional \$525,000 to fund this project. With Board approval, this will bring the College's total potential investment in the project up to \$725,000 from the initial estimate of \$200,000. The College leadership team anticipates the additional costs will be paid from Fund 3 - Building Fund.

I am happy to address any questions or concerns.

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Beth Gerl, Vice President for Student Services
DATE: December 5, 2019
RE: Enrollment Management Consultant Recommendation

In September, the Lake Land College leadership team issued an RFP seeking an experienced firm to guide in the development and implementation of a Strategic Enrollment Management plan. The College has determined that a long-term planning process is critical in order to maximize enrollment and retention, enhance student success, meet our fiscal requirements and fulfill our mission.

The desired activities and outcomes of the Strategic Enrollment Management plan will include the following, among other benefits.

- Development of strategies to improve all aspects of the recruitment process which will serve all matriculating constituency groups.
- Identification of potential improvements to enable the College to become a more data-informed decision-making organization by identifying the factors, whether fiscal, geographic, or others, from available data sources, that lead to a student decision behavior.
- Recommendation of practices to operationalize data collection for all aspects of the enrollment management cycle.
- Evaluation of current retention practices and early alert intervention and identification and development of new strategies that leads to high impact retention practices.
- Development of recommended potential optimizations to meet the College's recruitment and retention goals based on a review of the current recruitment, admissions, and student advising organizational structures, day-to-day processes and operational technologies.
- Evaluation of the current recruitment and retention software coupled with an assessment resources to fully utilize its capabilities to determine the effectiveness and future needs.
- Review of the recruitment, application and new student advising processes through the lens of various perspective student populations.

The Lake Land College senior leadership team initially reviewed the submitted RFPs and a select cross-institutional team of faculty, staff and administrators met with CampusWorks, to assess fit with the project. After a comprehensive interview process and reference checking, CampusWorks who was selected as the vendor of choice to lead this mission-critical project with a bid of \$91,390 plus travel expenses.

CampusWorks is an experienced and proven provider of advisory services exclusively to the Higher Education industry and has been serving Colleges and Universities for over 20 years. CampusWorks has extensive experience working with 2-year public institutions both across the nation and in Illinois and has lead dozens of evaluations, enrollment planning and process review projects. Throughout the RFP review process CampusWorks demonstrated a clear understanding of the challenges facing Lake Land College student success and was able to relate where they had tackled similar challenges for other peer 2-year public institutions and positioning them for success.

The team is confident that CampusWorks will meet the College's project requirements. The project will start in January and is expected to take 4-5 months to complete.

I respectfully request that the Board appoint CampusWorks to facilitate enrollment management consulting services for Lake Land College.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
December 09, 2019**

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|-----------------------|--|-----------------------|
| Part-time | | |
| Cutts, Bryson | Print Shop Student Assistant Primary Position is Tutor - Student Lrng Asst | 11/11/2019 |
| Davis Rincker, Laurie | Adjunct Faculty Math and Science Primary Position is Biological Science Instr | 09/20/2019 |
| Duduit, Lucas | Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst | 10/20/2019 |
| Duduit, Lucas | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 10/20/2019 |
| Duduit, Lucas | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 10/20/2019 |
| Jackson, Kyra | Print Shop Student Assistant Primary Position is Tutor - Student Lrng Asst | 11/11/2019 |
| Lee, Yu Jin | International Studies Student Assistant Primary Position is Chemistry Lab Student Asst | 11/01/2019 |
| Murphy, John | Print Shop Student Assistant Primary Position is Assistant Baseball Coach | 11/19/2019 |
| Niebrugge, Amber | Adjunct Faculty Social Science Primary Position is Dir TRIO SSS | 01/10/2020 |
| Tappendorf, Hannah | Admissions and Records Data Entry Asst Primary Position is Agriculture Education Intern | 10/28/2019 |
| Walk, Emmalyn | Admissions and Records Data Entry Asst Primary Position is Agriculture Education Intern | 10/28/2019 |

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|---------------------------------|---|-----------------------|
| Full-time | | |
| Kingery, Daniel | Custodian | 01/02/2020 |
| Miseneheimer, Roger | Custodian | 01/03/2020 |
| Full-time - Grant Funded | | |
| Cornaghie, Todd | Correctional Welding Instr – Shawnee CC | 11/18/2019 |
| Leonard, Amber | Correctional Office Assistant – Robinson CC | 11/12/2019 |
| Part-time | | |
| Bloemer, Kaitlyn | Admissions and Records Data Entry Asst | 11/05/2019 |
| Duduit, Lucas | Tutor - Student Learning Assistance | 10/10/2019 |

| | | |
|--------------------|---------------------------------------|------------|
| Henderson, Savanna | Marketing and Public Relations Intern | 01/05/2020 |
| Schlau, Allison | Head Cheer Coach | 11/08/2019 |
| Wiles, Tessa | Dual Credit Program Assistant | 11/05/2019 |

Part-time - Grant Funded

| | | |
|-----------------|---------------------------------|------------|
| Bondar, Deborah | Adjunct DOC Instructor | 10/29/2019 |
| Tingley, Denise | Adult Education Adjunct Faculty | 01/14/2020 |

College Work Studys

| | | |
|-------------------|--------------------------------------|------------|
| Galbreath, Shania | College Work Study - Early Childhood | 10/01/2019 |
| Houser, Kyle | College Work Study - Print shop | 11/19/2019 |
| Luebbe, Alecia | College Work Study - Counseling | 01/13/2020 |
| Miller, Megan | College Work Study - Early Childhood | 10/01/2019 |

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|---------------------------|---------------------------------------|-----------------------|
| Full-time | | |
| Breeze, Victor | Custodian-Retiree | 12/31/2019 |
| Merry-Niebrugge, Margaret | Dental Hygiene Instructor-Retiree | 12/31/2019 |
| Sledge, Ashley | Correctional Office Asst-Big Muddy CC | 11/15/2019 |

Part-time

| | | |
|-------------------|---------------------------------------|------------|
| Browne, Amberle | Adj Faculty Math/Science | 12/16/2018 |
| Bundren, Patty | Adj Doc College Funded Instr | 03/10/2019 |
| Erickson, Ryan | Adj Doc College Funded Instr | 05/20/2018 |
| Fearn, Andrew | Adj Faculty Business | 05/19/2019 |
| George, Penny | Adj Doc College Funded Instr | 05/19/2019 |
| Gullett, Pauletta | Adj Doc College Funded Instr | 05/20/2018 |
| Heleine, Heather | IDOT QMTP Lab Assistant | 11/03/2019 |
| Hodgson, Brandon | Adj Doc College Funded Instr | 03/06/2012 |
| Howell, Dona | Adj Doc College Funded Instr | 08/12/2018 |
| Mathenia, Jeremy | Adj Faculty Math/Science | 12/16/2018 |
| Mick, Kimberly | IDOC CPR Instructor | 09/08/2019 |
| Power, Debora | Allied Health Massage Therapy Adjunct | 02/10/2019 |
| Reeder, Sandra | Adj Doc College Funded Instr | 05/19/2019 |
| Rojas, Manuel | Adj Doc College Funded Instr | 11/18/2018 |
| Semple, Lynn | Adj Faculty Math/Science | 05/19/2019 |
| Siddens, Pamela | Adj Faculty Humanities | 05/19/2019 |
| Skinlo, Michelle | Adj Faculty Math/Science | 12/16/2018 |
| Trainor, Ellen | Adj Faculty Ag | 03/10/2019 |
| Webster, Richard | Adj Faculty Social Science | 12/16/2018 |
| West, Erica | Adj Doc College Funded Instr | 03/10/2019 |

Transfers/Promotions

The following employees are recommended for a change in position

| | Position | Effective Date |
|---------------------------------|--|-----------------------|
| Full-time - Grant Funded | | |
| Redd, Michelle | Alternative Education Instructor Transferring From Pathways Classroom Asst (PT) | 11/18/2019 |
| Part-time | | |
| Harmon-Mckenzie, Leslie | IDOC CPR Instructor Transferring From Adjunct DOC Instr | 11/08/2019 |