

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
December 11, 2017  
Regular Meeting No. 612

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



Regular Meeting No. 612  
Monday, December 11, 2017, 6:00 p.m.  
Webb Hall 081, 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 13, 2017, Regular Meeting.
2. Approval of Minutes of November 13, 2017, Closed Session.
3. Approval of Agenda of December 11, 2017, Board of Trustees Meeting.
4. Approval of Bills for Payment and Travel Expenses.  
This information is presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:  
[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)
5. Destruction of Tape Recordings of June 9, 2016, Board Retreat Closed Session and of June 30, 2016, Special Meeting Closed Session.

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

### III. Committee Reports.

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

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success.	
2. Proposed Revisions to 21 Board Policies in Sections 9, 10 and 11 from Policy Manual Annual Review.	19-72
3. Calendar of Events.	73-74
4. Correspondence.	75

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to 77 Board Policies in Sections 5, 6 and 7 from Policy Manual Annual Review.	76-223
2. Approval of Proposed Revisions to Eight Board Policies Including:	224-246
a. 11.09 - <i>First Amendment Guarantees.</i>	
b. 07.28.01 - <i>Student Code of Conduct and Disciplinary Procedures.</i>	
c. 07.32 – <i>Navigator.</i>	
d. 09.06 - <i>Outside Group Usage.</i>	
e. 09.08 - <i>Use of Facilities on a Non-Charge Basis.</i>	

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- f. 09.16 - *Temporary Indoor Signage and the Distribution of Materials.*
  - g. 11.14 - *Solicitation by Non-College Personnel.*
  - h. 11.16 - *Speakers, Performers and Presenters.*
- 3. Approval of Proposed Revisions to Board Policy 10.33 – *Payroll Withholdings.* 247-248
- 4. Acceptance of Reporting of October 2017 Financial Statements. 249-254
- 5. Approval of Resolution No. 1217-005 - Authorize Preparation of Tentative Budget. 255-257
- 6. Approval of Certificate of Tax Levy. 258-261
- 7. Approval of Resolution Number 1217-006 - Abating the Tax Heretofore Levied for the Year 2017 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. 262-270
- 8. Rejection of Bids for Basketball Backboards. 271-272
- 9. Approval of Contract with IDOC to Provide Educational Services at Joliet Treatment Center. 273
- 10. Approval of Bid for Compact Cargo Van. 274-275
- 11. Approval of Letter of Agreement with Educational Advisory Board. 276-279
- 12. Approval of Agreement with LaunchCode. 280-290
- 13. Closed Session.  
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) [Illinois General Assembly 2017 et. Seq.], closed session is called to discuss the appointment or employment of specific employees and to discuss minutes of meetings lawfully closed under the Open Meetings Act.
- [Return to Open Session - Roll Call]
- 14. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.
- 15. Approval of Human Resources Report as Discussed in Closed Session. 291-295

**C. Other Business.****D. Adjournment.**

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



Regular Board Meeting No. 611  
Webb Hall, Room 081, Mattoon, IL  
November 13, 2017

**Minutes**

**Call to Order.**

Chair Storm called the November 13, 2017, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

**Seating of Newly Appointed Trustee.**

Chair Storm acknowledged Ms. Meg Yargus Steward as the recently appointed Trustee by the Board in October 2017 to fill the seat vacated by Trustee Luther in September 2017. Chair Storm congratulated Trustee Steward on the appointment.

**Roll Call.**

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

**Trustees Absent:** None.

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

**Approval of Consent Items.**

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

1. Approval of Minutes of October 9, 2017, Regular Meeting.
2. Approval of Minutes of October 9, 2017, Closed Session.

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3. Approval of Minutes of October 23, 2017, Special Meeting.
4. Approval of Minutes of October 23, 2017, Closed Session.
5. Approval of Minutes of October 26, 2017, Special Meeting.
6. Approval of Minutes of October 26, 2017, Closed Session.
7. Approval of Agenda of November 13, 2017, Board of Trustees Meeting.
8. Bills for Payment and Travel Expenses.

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

Education Fund	\$	223,099.17
Building Fund	\$	90,466.67
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	36,252.06
Restricted Purposes Fund	\$	208,563.18
Working Cash Fund	\$	-
Audit Fund	\$	10,687.50
Liability Insurance Fund	\$	792.60
Student Accts Receivables	\$	212,100.57
Total	\$	781,961.75

For details of bills refer to:

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

9. Destruction of Tape Recording of May 9, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There were no public comments.

### **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Sullivan, committee chair, highlighted information he learned while recently attending an ICCTA conference. He said discussions included: ongoing concerns for students leaving Illinois to attend higher education in another state; trustee training as required by the new

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Ethics Act; efforts for Illinois community colleges to be able to offer BSN programs; and legislative updates with a focus on the recent sexual harassment issues at the state level.

### **Resource & Development.**

Trustee Reynolds, committee chair, said the committee met recently to review items which will appear later in the agenda.

### **Finance.**

Trustee Deters, committee chair, said the committee had not met since the last regular Board meeting, but that individual committee members had reviewed relevant information for the action items of bills for payment and monthly financial statements.

### **Buildings & Site.**

Trustee Owen, committee chair, said the committee met earlier in the day to review the administration's proposals for long term facilities planning.

### **Student Report.**

Student Trustee Meaker highlighted recent events hosted by the Student Ambassadors and Student Government Association. He also highlighted information he learned while attending the recent ICCB-ISAC conference.

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

Dr. Bullock said:

- Lake Land College has been selected as one of 150 community colleges in the nation recognized by the Aspen Institute for Community College Excellence. Congratulations to the entire Lake Land family!
- The Top 50 VIP Committee has decided to extend the deadline for submissions to end of day November 30, 2017, so there is still time to nominate individuals for the top 50 Very Important People of Lake Land College. The Lake Land College Foundation would like to recognize those individuals who have made a significant positive contribution to the development of the college and to the student learning experience over the college's first 50 years through a special 50th anniversary recognition. Criteria for nominations include recognizing individuals for their actions, activities, financial contributions and accomplishments which have made a positive contribution to Lake Land College. Alumni and friends are eligible to be recognized and can receive the recognition posthumously. Details can be found on the Foundation website.



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- We received a total of \$2,464,631 in Fiscal Year 2017 payments from the Illinois Department of Corrections (IDOC) over the past month. This brings the outstanding amount due from IDOC down to \$1,345,983 for FY 2017.
- State payments continue to be issued on a regular schedule. Over the past month we have received state payments in the amount of \$779,886.66 for FY 2018 equalization and \$427,257.90 for credit hour reimbursement.

### **Business Items.**

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

### **Faculty Focus on Advancing Student Success – Flipped Classrooms.**

Trustees heard a presentation from Ms. Terri Fields, Psychology Instructor, on the topic of “flipped classrooms.” She explained the concept and provided examples of how she utilizes this type of instruction in an Introduction to Psychology course she teaches.

### **Navigator News Recognition.**

Dr. Tina Stovall, Vice President for Student Services, congratulated students with the College’s Navigator News for their second place recognition in “Best of Show” at the Illinois Community College Journalism Association (ICCJA) conference recently held at Eastern Illinois University.

### **Proposed Revisions to 77 Board Policies in Sections 5, 6 and 7 from Policy Manual Annual Review.**

Trustees reviewed details of proposed revisions to 77 policies in sections 5, 6 and 7, 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 Reynolds said the Resource and Development Committee met recently for an in-depth review of the proposed revisions and the Committee’s consensus was to recommend to the Board approval of all revisions as presented.

Recommended revisions were submitted as first reading and will be brought to the Board for action during the December 2017 regular Board meeting.

### **Proposed Revisions to Eight Board Policies Including:**

- 11.09 - First Amendment Guarantees.***
- 07.28.01 - Student Code of Conduct and Disciplinary Procedures.***
- 07.32 – Navigator.***
- 09.06 - Outside Group Usage.***
- 09.08 - Use of Facilities on a Non-Charge Basis.***
- 09.16 - Temporary Indoor Signage and the Distribution of Materials.***
- 11.14 - Solicitation by Non-College Personnel.***

#### **h. 11.16 - *Speakers, Performers and Presenters.***

Trustees reviewed details of proposed revisions to the eight above-referenced Policies. Trustees heard a recommendation from Dr. Stovall regarding proposed changes which will better articulate guidelines and expectations related to the First Amendment as part of the College learning environment. She said proposed revisions were prepared by the administration with review by legal counsel and have been presented and discussed at employee group meetings, student group meetings and relevant committee meetings during the fall semester. Trustees also learned that the Resource and Development Committee reviewed a synopsis of proposed changes for each of these Policies during a September 2017 Committee meeting.

Recommended revisions were submitted as first reading and will be brought to the Board for action during the December 2017 regular Board meeting.

#### **Proposed Revisions to Board Policy 10.33 – *Payroll Withholdings.***

Mr. Bryan Gleckler, Vice President for Business Services, presented on proposed revisions to Policy 10.33. He said the changes will enable the College to begin offering identity theft protection services and coincide this additional payroll withholding option with the College's benefits election period.

Recommended revisions were submitted as first reading and will be brought to the Board for action during the December 2017 regular Board meeting.

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

Trustees received a calendar of upcoming events.

#### **Correspondence.**

Trustees reviewed two items of correspondence.

#### **Action Items.**

#### **Approval of Proposed Revisions to Board Policy 07.12 – *Talented Student Scholarships.***

Dr. Bullock said that proposed revisions to the above-referenced Policy were presented to the Board during the October 2017 regular Board meeting as first reading for initial consideration and that the administration had received no requests for additional changes.

Trustee Deters moved and Trustee Reynolds seconded to approve as presented proposed revisions to Board Policy 07.12 – *Talented Student Scholarships.*

There was no further discussion.

Roll Call Vote:

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

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Absent: None. Student Advisory Vote: Meaker voted yes.  
 Motion carried.

### **Acceptance of Reporting of September 2017 Financial Statements.**

Trustees reviewed the September 2017 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary with FY 2018 projected final spending levels, and year to date spending through September 2017 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Gleckler explained significant variances and presented highlights of all statements.

Trustee Deters moved and Trustee Sullivan seconded to approve the September 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Student Club.**

Trustees heard a recommendation from Dr. Stovall regarding approval of a new student club, the Collegiate Farm Bureau at Lake Land College. Trustees reviewed the associated club constitution which has been approved by the Student Government Association and Dr. Stovall. She said this new club will enable another opportunity for students to engage in leadership, personal and professional development through college experiences outside of the classroom. She also said that students from all majors who are interested in agriculture are welcome to participate in this outstanding opportunity to interact with the Illinois Farm Bureau organization.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the Collegiate Farm Bureau at Lake Land College as a new student club.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Ullrich Foundation Trust Grant Award.**

Trustees reviewed a recommendation from Ms. Emily Ramage, Director of Grants Development, regarding the College's acceptance of grant funds from the John Ullrich Foundation. Mr. Jon Althaus, Vice President for Academic Services, said the dollar amounts have been removed from information included in the Board Book to comply with the

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Foundation's confidentiality guidelines and that the authority to issue a press release on this award rests solely with the John Ullrich Foundation.

Trustee Sullivan moved and Trustee Reynolds seconded to accept the John Ullrich Foundation Award as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of ISBE GAST Grant for 2018.**

Trustees reviewed a recommendation from Ms. Ramage regarding the College's acceptance of grant funds from the Illinois State Board of Education (ISBE) for the purpose of Growing Agricultural Science Teachers (GAST Grant). Mr. Althaus said this will be the tenth consecutive year that ISBE has selected Lake Land for this grant award. With the funding, Lake Land will provide paid internships for up to ten Lake Land College and district high school agriculture students to gain relevant work experience in the agriculture field.

Trustee Reynolds moved and Trustee Steward seconded to accept from the Illinois State Board of Education the Growing Agriculture Science Teachers Grant award in the amount of \$14,000.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Bid for Land Lab Tiling.**

Trustees heard a recommendation from Mr. Gleckler for the Board to approve a bid from Dean Drainage of Mattoon for a project to install a 30 foot tiling pattern in an area approximately 11 acres in size in field "F" located on the west side of the College's land lab.

Trustee Owen moved and Trustee Storm seconded to approve as presented the bid from Dean Drainage, LLC, of Mattoon in the amount of \$18,350 for the Land Lab Tiling Project.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

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### **Approval of Bid for Med Dispense Machine.**

Trustees heard a recommendation from Mr. Gleckler to approve a bid submitted by Pocket Nurse Enterprises of Monaca, Pennsylvania, in the amount of \$31,116.25 for the purchase of a med dispense machine to be used by the Allied Health Division for associate degree and practical nursing programs. Trustees also reviewed a recommendation from Ms. Karla Hardiek, Allied Health Division Chair, regarding the bid approval and the need for the med dispense machine.

Trustee Reynolds moved and Trustee Steward seconded to approve as presented the bid from Pocket Nurse Enterprises of Monaca, Pennsylvania, in the amount of \$31,116.25 for the purchase of a med dispense machine to be used by the Allied Health Division.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Worker's Compensation Policy Renewal.**

Trustees reviewed a recommendation from Mr. Gleckler for the College to renew its current worker's compensation policy with the Illinois Public Risk Fund through Dimond Bros. Insurance of Mattoon.

Trustee Deters moved and Trustee Sullivan seconded to approve as presented the recommendation to renew the worker's compensation insurance policy with the Illinois Public Risk Fund, through Dimond Bros. Insurance Agency of Mattoon, for the period January 1, 2018 through December 31, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Resolution No. 1117-004 Amending Resolution No. 1116-032 Authorizing Property Tax Abatement For Commercial, Industrial And Residential Property Improvements In The Vandalia/Fayette County Enterprise Zone.**

Trustees heard a recommendation from Mr. Gleckler for the approval of the above-referenced Resolution. Trustees learned the original Resolution was approved by the Board in November 2016, however the enterprise zone was not approved at the state level. The enterprise zone application is being resubmitted to the state, and thus Fayette County requested re-approval from each taxing body associated with the tax abatement.

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Trustee Cadwell moved and Trustee Owen seconded to approve as presented Resolution No. 1117-004 Amending Resolution No. 1116-032 Authorizing Property Tax Abatement for Commercial, Industrial And Residential Property Improvements In The Vandalia/Fayette County Enterprise Zone. (A full and complete copy of the Resolution is attached to and part of these minutes).

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of In-Kind Donation of Two Robots.**

Trustees reviewed a recommendation from Ms. Jackie Joines, Executive Director for College Advancement, that the Board accept the in-kind gift transfer of two robots to be used by the College for training purposes. Dr. Bullock said the two robots were generously donated to the College's Foundation by the General Electric Mattoon Lamp Plant.

Trustee Sullivan moved and Trustee Reynolds seconded to accept the transfer of the gift-in-kind donation from the Foundation of an Adept Cobra S800 Robot (2008 model) valued at \$10,000 and a Fanuc F 34128 Robot (1997 model) valued at \$1,850 to be used by the College for training purposes. These donations were generously gifted to the College's Foundation by the General Electric Mattoon Lamp Plant.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of Intergovernmental Agreement with Shawnee Community College District No. 531 for Educational Services with IDOC and Elgin Community College District No. 509 for Educational Services with IDJJ.**

Trustees received a recommendation from Dr. Bullock to approve two Intergovernmental Agreements detailed above. Dr. Bullock said that the Board has already approved the College's contract with Illinois Department of Corrections (IDOC) for Lake Land to provide educational services at two IDOC correctional facilities located in College District No. 531 and with the Illinois Department of Juvenile Justice (IDJJ) for Lake Land to provide educational services at an IDJJ Youth Correctional Facility located in College District No. 509. He also said that approval of the Intergovernmental Agreements will formalize these prior verbal agreements between Lake Land College and the other two respective community colleges.

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Trustee Reynolds moved and Trustee Storm seconded to approve as presented the Intergovernmental Agreement with Shawnee Community College District No. 531 for Lake Land College to provide educational services at two Illinois Department of Corrections facilities located in College District No. 531 and also approve the Intergovernmental Agreement with Elgin Community College District No. 509 for Lake Land College to provide educational services at an Illinois Department of Juvenile Justice facility located in College District No. 509.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Closed Session.**

7:08 p.m. – Trustee Deters moved and Trustee Storm seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) [Illinois General Assembly 2017 et. Seq.], to discuss the appointment or employment of specific employees.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

7:20 p.m.

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

**Trustees Absent:** None.

### **Approval of Appointment of Basic Nurse Assistant Instructor as Discussed in Closed Session.**

[Note Dr. Bullock said appointments of instructors at future Board meetings will be presented as part of the standard Human Resources Report for approval and not listed as a separate action item. He said the Resource and Development Committee recently approved this new process effective with the December 2017 Board meeting.]

Trustee Cadwell moved and Trustee Reynolds seconded to approve the appointment of Ms. Beulah Uphoff to the full-time, tenure-track position of Basic Nurse Assistant Instructor

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effective January 5, 2018, contingent upon the terms outlined in the employment agreement and as discussed in closed session.

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

Trustees reviewed the proposed Human Resources Report and Dr. Bullock highlighted specific recommendations for various positions. This was not discussed during closed session.

Trustee Reynolds motioned and Trustee Sullivan seconded to approve the following Human Resources Report:

### **The following employee has a family medical eligible event**

Cole, Lisa	FMLA (Intermittent)	09/19/2017
Emerick, Cindy	FMLA	10/02/2017-01/05/2018
Kerkhoff, Abi	FMLA	10/19/17-01/05/2018
Kile, Sabrina	FMLA (Intermittent)	09/18/2017

### **Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Christman, Lynnetta	Allied Health BNA Adjunct Faculty	10/12/2017
	Primary Position is Allied Health BNA Cln Inst	
Christman, Lynnetta	Allied Health BNA Clinical Instructor/Adult Ed	10/12/2017
	Primary Position is Allied Health BNA Cln Inst	
Luesse, Aaron	Tutor-Disability Services - Student	08/25/2017
	Primary Position is Tutor - Student Lrng Asst Ct	
Luesse, Aaron	Tutor-Student Community Education	08/25/2017
	Primary Position is Tutor - Student Lrng Asst Ct	
Oberfeldt, Catrina	Newspaper Editor - Student Newspaper	10/12/2017
	Primary Position is Special Needs Notetaker	
Probst, Melissa	Enhanced Lab Instructor- Dental Hygiene	10/04/2017
	Primary Position is Adjunct Faculty Dental	
Van De List, Elizabeth	Tutor-Associates-Disability Services	10/23/2017
	Primary Position is Tutor - Associate-Lrng Asst	
Van De List, Elizabeth	Tutor - Associate Community Education	10/23/2017
	Primary Position is Tutor - Associate-Lrng Asst	

### **Part-time - Grant Funded**



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Black, Thomas	Pathways Substitute Instructor	10/25/2017
	Primary Position is Pathways Classroom Assistant	
Christman, Lynnetta	BNA Clinical Instructor/Adult Education	10/12/2017
	Primary Position is Allied Health BNA Cln Instr	
Cline, Carol	Adult Education Adjunct Faculty	10/31/2017
	Primary Position is Allied Health BNA Cln Instr	
Luesse, Aaron	Tutor-Student Carl Perkins	08/25/2017
	Primary Position is Tutor - Student Lrng Asst	
Uphoff, Beulah	Adult Education Adjunct Faculty	10/31/2017
	Primary Position is Allied Health BNA Cln Instr	
Van De List, Elizabeth	Perkins Test Proctor	10/23/2017
	Primary Position is Tutor - Associate-Lrng Asst	
Van De List, Elizabeth	Tutor - Associate Carl Perkins	10/23/2017
	Primary Position is Tutor - Associate-Lrng Asst	

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
<b>Full-time</b>		
Uphoff, Beulah	Basic Nurse Assistant Instructor	01/05/2018

### Full-time - Grant Funded

Denniston, Robert	Correctional Custodial Maintenance Instr	10/24/2017
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### Part-time

Buenker, Abigail	Newspaper Editor - Student Newspaper	10/12/2017
Kimball, Linda	Allied Health BNA Clinical Instructor	10/12/2017
Luesse, Aaron	Tutor - Student Learning Assistance Ctr	08/25/2017
Luttrell, Andrew	Sign Language Interpreter	10/23/2017
Shaw, Lorri	Kluthe Test Proctor	11/08/2017
Snyder, Autum	Chemistry Lab Student Assistant	10/01/2017
Tucker, Hannah	Library Assistant	11/01/2017
Van De List, Elizabeth	Tutor - Associate - Learning Assistance Ctr	10/23/2017

### Part-time - Grant Funded

Darnell, Kelcie	Tutor Student - TRIO SSS	10/10/2017
Sherman, Olivier	Perkins Student Worker - John Deere Tech	09/19/2017
Winchester, Megan	Perkins Student Worker - Allied Health	09/07/2017

### College Work Study's

Bryant, Austin	College Work Study - Printshop	10/12/2017
Collings, Sophie	College Work Study - SSE	08/23/2017
Geisler, Alexander	College Work Study - Printshop	10/11/2017
Kollman, Bryce	College Work Study - Printshop	10/10/2017
Swartz, Jesse	College Work Study - Business	08/21/2017

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### **Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Ervin, Randy	Chief of Police	11/30/2017
Iverson, Mary	Corr Ofc Assistant-Sheridan CC	08/04/2017
Jackson, Thomas	Associate Dean-Graham CC	11/17/2017
Nichols, Christina	Library Cat/Acquisition Assistant	10/18/2017
<b>Part-time</b>		
Backhus, Stephen	Microcomputer Support Tech	10/13/2017
<b>College Work Study</b>		
Wright, Cameron	College Work Study - ISS	10/27/2017

### **Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Zerkel, Jane	Library Cataloging /Acquisitions Assistant (FT) Transferring From Library Assistant (FT)	11/06/2017

There was no further discussion.

Roll Call Vote:

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

Absent: None. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There was no additional discussion.

### **Adjournment.**

Trustee Deters moved and Student Trustee Meaker seconded to adjourn the November 13, 2017, meeting of the Lake Land College Board of Trustees at 7:22 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

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

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

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

# LAKE LAND COLLEGE

## MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: November 14, 2017

RE: Revisions to Board Policies from Policy Manual Annual Review

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The College's leadership team has conducted an annual review of the Board Policy Manual in its entirety. Due to the volume of policy changes, proposed revisions are being submitted as one agenda item for sections 9-11 during the December regular Board meeting. Recommended revisions for policies in sections 1-4 and 8 were initially submitted for Board consideration during the September regular Board meeting. Recommended revisions for policies in sections 5-7 were initially submitted for Board consideration during the November Board meeting. Additionally, all proposed revisions for each section will be submitted to the Resource and Development Committee for review prior to submission to the Board.

Please see below a list of the proposed policy revisions in sections 9-11 that are being submitted as first reading. Please also find attached details of the proposed revisions for each of these policies. Proposed revisions will be brought to the Board for action during the January 2018 regular Board meeting.

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

- |       |  |
|-------|--|
| 09.04 | Change from including specific hours of operation for the Fitness Center to stating that hours will be announced and posted via the College's website.   |
| 09.05 | For items 2 and 3, correct the language to reflect the appropriate area of responsibility as the Vice President for Workforce Solutions. In item 7, clarify the "conference room" space to be reserved instead of the term "office." |
| 09.11 | Clarify language to specify an employee's assumed liability when he/she uses college equipment for private or personal use in exceptional cases.   |
| 09.13 | Delete Policy as this is no longer applicable given the advances in telephone technology.  |
| 09.14 | Remove outdated reference to "main" and clarify who will be given master keys.   |

- 09.15 Add reference to Board Policy 09.12 in addition to Policy 10.26 as both Policies are relevant for disposal of surplus materials.
- 10.21 Add in dollar threshold requirement for obtaining signature (approval) of Vice President of Business Services or President.
- 10.22 Correct title changes and change formal bid threshold.
- 10.23 Revise to reflect new bid thresholds.
- 10.26 Update capital asset level from \$5,000 to \$10,000.
- 10.28 In the last paragraph, eliminate "from time to time." This is redundant since the paragraph states the Board "may" employ an insurance consultant.
- 10.28.01 Add in compliance language provided by Dimond Bros.
- 10.34.03 Clarified responsibility for vehicle(s) assigned to specific division.
- 10.38 To strengthen oversight of petty cash funds, add a sentence that states, "The use of any petty cash funds should be reviewed and approved at the beginning of each fiscal year by the Vice President for Business Services."
- 11.02 Update groups to match language in Policy 11.01.
- 11.04 Update groups to match language in Policy 11.01 and change reference for students to appropriate policy governing student disciplinary process.
- 11.05 Revise to clarify work under guidance of the Illinois Department of Public Health (IDPH). Simplify policy and still address students, employees and community members.
- 11.06 Update to reflect that training documents are maintained in HR.
- 11.08.01 Add appropriate reference to AFSCME and provide consistent language between board policy and what is in the collective bargaining agreements.
- 11.13 Correct language to reflect that traffic and parking regulations are posted online instead of through the printing of a brochure.
- 11.17 Update to reflect the College no longer has its own food service/catering operation and update to cite the process of outside catering.

## Attachments

## Field House/Gymnasium Use

The priority for use of the gymnasium 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 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 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 during times scheduled for athletic or intramurals must receive approval of the respective director.

### 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.
- C. All intramural activities in the gym are scheduled by the Director of Intramurals.
- D. The Earl Walden Meeting Room is scheduled by the 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.

3. Fitness Center

Use of the Fitness Center is limited to individuals with a current Lake Land College photo identification card. ~~The general hours of operation of the Fitness Center are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 6:00 p.m. on Friday 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.

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Adopted November 9, 1998  
Revised September 13, 1999  
Revised March 8, 2004  
Revised November 9, 2009  
Revised

## 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 ~~Dean for Continuing Education~~ 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 Business Services~~ Vice President for Workforce Solutions and Community Education.
4. All home games and practices in the Field House are scheduled by the office of the Athletic Director.
5. The Board Room is scheduled either through the President's Office, or the Vice Presidents' offices.
6. The conference rooms are scheduled by the building administrative assistants.
7. The conference room ~~office~~ in the Student Life wing is scheduled by the Administrative Assistant to Student Life.
8. Other activities, meetings, and events which are not listed separately in this policy are scheduled through the office of the Vice President for Business Services.
9. The community rooms, conference rooms and food court in the Student Center will be scheduled by the office of the Vice President for Business Services.

## **Board Policy 09.05**

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Adopted November 9, 1998  
Revised March 8, 2004  
Revised



**09.11****Use of College Equipment**

College equipment is intended for the use of College-related purposes. Under exceptional circumstances, private or personal use of said equipment may be authorized by the appropriate administrator. The borrower assumes must be informed of the liability for the damages and/or loss assumed when equipment is borrowed~~loaned~~. Multi-media presentational equipment may be loaned as long as usage does not hinder the daily operations or distribution services for instructional purposes. Such loans will be on a short-term, contractual basis. If excessive use of equipment warrants a nominal charge covering maintenance, costs will be projected at the discretion of the appropriate administrator with the approval of the Vice President for Business Services.

09.13

## Telephones

~~Each employee should be cognizant of the fact that he/she represents Lake Land College when using the telephone and, therefore, is responsible for acting in a courteous, professional manner. Telephones are to be used for College business, and personal calls are discouraged and should be held to a minimum. If a personal toll call is necessary, the College must be reimbursed.~~

~~The Office of the Vice President for Business Services will post a monthly telephone listing statement. The employee then is responsible for reimbursing the College for personal telephone calls indicated in the monthly statement.~~

~~Calling capability will be assigned by the Vice President for Business Services upon consultation with the appropriate Vice President. On an annual basis, the Vice President for Business Services will review the telephone capability with the President's Cabinet, and changes may be made in order to ensure cost effectiveness for the College.~~

~~This Policy was deleted on (date).~~

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Adopted November 9, 1998

Revised March 8, 2004

Deleted

09.14

## College Keys

Staff are provided keys appropriate to their responsibilities at the College. ~~In the main, s~~Staff will be provided keys to the building in which their office is located and to their primary teaching or support assignment space. The Vice President for Business Services will approve the distribution of all keys, and each employee must verify the receipt of his/her key(s). Upon leaving employment at the College, employees must verify the return of all keys as part of the check-out procedure.

The assignment of area and grand master keys for the campus, the Kluthe Center, and the Workforce Development Center will be limited. With the exception of the President, members of the President's Cabinet, Vice Presidents, Administrators, Division Chairs, and the Director of the Physical Plant, all requests for master keys must be made in writing with supporting rationale for need to the Vice President for Business Services. He/she will maintain control and records for all master keys issued.

Employees are responsible for the keys issued to them. They are not to be loaned to family members or others which would enable non-staff access to College facilities. Appropriate disciplinary measures may be taken against employees for misuse of College keys.

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Adopted November 9, 1998  
Revised March 8, 2004

**09.15**

## **Storage**

Utilization of storage space as well as designation and disposal of surplus materials is a College-wide concern. The Office of the Vice President for Business Services is responsible for designating storage areas on the main campus and at the Kluthe Center. When storage space is unavailable on campus, the Vice President for Business Services is authorized to rent other facilities in the community. The disposal of surplus materials will be in accordance with Board Policy 09.12 and 10.26.

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Adopted November 9, 1998

Revised

## 10.21

**Agreements Which Obligate the Institution**

Except as stated in Board Policy, staff members of the College are not authorized to sign contracts in the name of the College or to make agreements which obligate the institution without prior approval by the appropriate Vice President. Contracts or agreements with a value of \$10,000 or more must be signed by the Vice President for Business Services or President. This includes ~~accepting gifts or services to the College and~~ making agreements with private organizations or profit-making and nonprofit-making organizations. ~~Grants and agreements which require the approval of the President or Chairperson must be handwritten, electronically sent, or stamped with the personal signature as authorized by them.~~

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Adopted November 9, 1998

Revised June 14, 2004

Revised

## Purchasing and Bidding

The Board of Trustees, with a view toward maintaining integrity in purchases and meeting the needs of the College as well as providing safeguards to the tax dollars, does hereby establish the following policies:

### 1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on a—duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request ~~form signed approved~~ by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

## 2. Bid Requirements

Formal bids will be required for all items costing in excess of ~~\$25,000~~~~10,000~~ for goods, ~~and services,~~ and ~~\$15,000~~ for construction. When a bid is required, the ~~office of the Vice President for Business Services~~~~Director of Facilities Planning~~ will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to



payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

3. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- B. Contracts for the printing of Finance Committee reports and departmental reports.
- C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
- E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.

**Board Policy****10.22**

- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.
- G. Contracts for duplicating machines and supplies.
- H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
- I. Purchases of equipment previously owned by some entity other than the District itself.
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$125,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency.
- L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

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Adopted November 9, 1998  
Revised July 12, 1999  
Revised May 10, 2004  
Revised November 14, 2005  
Revised July 14, 2014  
Revised May 9, 2016

**10.23****Emergency Purchases**

The President may approve any emergency purchase necessary to restore or maintain vital College services. In the absence of the President from the campus, Board Policy No. 04.06 shall prevail. Such expenditures exceeding ten twenty five thousand dollars (\$~~10~~25,000) for goods, and services or fifteen thousand dollars (\$15,000) and for construction will also require the approval of the Chair and the Secretary of the Board of Trustees, or the Vice Chair in the absence of either the Chair or the Secretary, and must be reported to the Board and approved by three-fourths (3/4) of the members of the Board at the next regular scheduled meeting.<sup>1</sup>

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<sup>1</sup> 110 ILCS 805/3-27.1 Illinois Public Community College Act

**10.26**

## **Inventory Control**

### **1. Receiving Materials on Campus**

All materials ordered for the College will be delivered to Central Receiving, whenever feasible, and then delivered to the appropriate department. Central Receiving and/or the Kluthe Center Equipment Technician will match the packing slip to the items received and ensure that materials are destined for Lake Land College. Any materials to be returned must be handled through Central Receiving. When the materials are delivered in the respective cost centers, they will be received by the cost center supervisor and reviewed to determine:

- A. That the College is receiving the materials indicated on the purchase order with regard to quantity and discount.
- B. That the materials are in acceptable condition.
- C. That terms regarding installation and/or set-up of equipment are met.

### **2. Receiving Reports**

Whenever goods are received either in Central Receiving or by College personnel directly, the person receiving the goods must document, using the administrative software, that all goods were received for each requisition before any payment can be made to the vendor. Any exceptions must be noted so that partial payments can be processed or defective goods can be returned. If a College procurement card is used to purchase goods, the

individual who approves the monthly credit card charges to be paid to the bank is, in effect, indicating that the goods have been received by the College and are in working order.

3. Return of Merchandise

When merchandise is received which is incomplete or defective, the cost center supervisor will:

- A. Return the materials to Central Receiving.
- B. Notify the office of the Comptroller.

The cost center supervisor then will make arrangements with the vendor for replacement or credit.

4. Freight/Damage Claims

When the dollar amount of damage warrants, a freight claim will be filed with the carrier by the Comptroller asking for the compensation of damages.

5. Inventory Tagging

Capital equipment items will be tagged with an inventory number by the office of the Comptroller. Equipment is defined as a movable or fixed unit of furniture or furnishings, an instrument, tool, machine, apparatus, or a set of articles which has the following characteristics:

- A. It retains its original shape and appearance with use.
- B. It is nonexpendable.
- C. It has a life expectancy of at least three (3) years.

- D. It does not lose its identity through incorporations into a different or more complex unit or substance.
- E. It is not a building or a permanent component of a building.
- F. The unit cost is ~~five-ten~~ thousand dollars (\$~~510~~,000) or more.

6. Deleting Equipment from Inventory

All capital equipment to be deleted from the inventory listing will be reported to the office of the Comptroller and processed after signatory approval by the cost center supervisor and the Vice President for Business Services. The Vice President for Business Services then will prepare a list of capital equipment to be declared surplus at appropriate intervals and request that the Board of Trustees declare that capital equipment to be no longer of value to the College. The Vice President for Business Services then will dispose of surplus equipment in a manner most beneficial to the College.

10.28

### **Insurance Coverage – Property, Casualty, Liability, and Employee Benefit Program**

The College shall procure fire and extended coverage insurance on the buildings, furnishings, machinery, equipment and other personal property used for community college purposes.

The College will procure comprehensive liability coverage to protect employees, supervised student interns, volunteers and Board members against negligent or wrongful acts for all areas of activities, i.e., premises, transportation, business travel, professional errors and omissions, and workers' compensation exposures.

Employees shall be bonded on a personal basis where necessary; a blanket employee dishonesty bond shall be procured to encompass all employee exposures.

The College shall also procure and manage the employee benefits program, including but not limited to health, dental, life, vision, and accidental death and dismemberment policies.

All insurance will be purchased from a company or companies authorized to write such insurance in the state of Illinois.

The Board may, ~~from time to time~~, employ an insurance consultant to determine risk, recommend coverage, and assist in securing such coverage.

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Adopted November 9, 1998

Revised December 12, 2016

Revised

10.28.01

## Travel and Accident Insurance

The College will procure travel and accident insurance that will cover all Board members, employees, their guests, and students while traveling on official College business or classroom activity, and while in College-provided vehicles.

The College assumes no liability for students traveling in their personal vehicles to or from classroom instructional activities, regardless of the location of the “classroom.”

Board members, employees, their guests, and Sstudents traveling in their personal vehicles as a College representative on official College business (non-classroom travel), including athletic and agricultural livestock judging contests, will be required to sign a statement, in advance of the travel, verifying that their personal vehicles are appropriately insured.

Individuals using College-provided vehicles or their personal vehicle on official College business shall possess a valid Driver’s License, adhere to the rules of the road, and operate the vehicle in a safe manner.

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Adopted November 9, 1998  
Revised September 13, 1999  
Revised



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

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

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

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

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

**10.38**

### **Petty Cash Funds**

The Vice President for Business Services is authorized to establish petty cash funds up to the limit allowed by law. The Vice President for Business Services is required to list expenditures made from these funds and make the listing available for review by the Board Finance Committee and the Board as a whole when requested to do so. The internal management control of these funds rests with the Vice President for Business Services. The use of any petty cash funds should be reviewed and approved at the beginning of each fiscal year by the Vice President for Business Services.

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Adopted November 9, 1998  
Revised

## **Grievance Procedure for Equal Employment Opportunity**

### **Statement of Purpose**

This policy provides for the prompt resolution of a complaint of discrimination arising from any student or employee of Lake Land College. The student or employee may seek restitution of the alleged discrimination from the procedures outlined herein.

The College will engage in affirmative steps to ensure that applicants and employees receive equal employment opportunity regardless of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation or any basis of discrimination precluded by applicable federal and state statutes ~~religion, sex, sexual orientation, national origin or physical handicap~~. Discrimination is prohibited in such employment practices as recruitment, rates of pay, upgrading, layoff, promotion, and selection for training.

### **Procedures for Resolution of Claims of Discrimination**

The College's discrimination policy reflects a commitment to maintaining an environment that is free from discrimination of any complaints and expects that the use of these procedures will facilitate a prompt resolution of such complaints. An employee who believes that he or she has been discriminated against in violation of this section should report the alleged discrimination to the Director of Human Resources.

### **Initial Attempt to Resolve Complaint**

The initial attempt to resolve a complaint of discrimination may be achieved by any of the steps outlined below.

1. The complainant may meet with the Director of Human Resources to clarify whether discriminating behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved.
2. The complainant may request that the Director of Human Resources meet with the respondent to discuss alleged

**Board Policy****11.02**

discrimination and to remind him or her of College policies against discrimination and to seek a commitment by the respondent to comply with these policies.

3. The complainant may request that the Director of Human Resources meet with the complainant and the respondent in the role of a mediator to reach resolution of the issue. During such mediation, both the discrimination and successful mediation will include a commitment by the respondent to comply with such policies.

The Director of Human Resources will maintain a record of the complaint in order to document that the claim of discrimination was made and to document the outcome of the initial attempt to resolve the complaint.

### Initiating a Formal Complaint

An individual may file a formal complaint of discrimination if the initial attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of discrimination if he or she chooses to bypass the initial attempt(s) of complaint resolution for any reason. All formal complaints of discrimination should be submitted in writing directly to the Director of Human Resources as soon after the offending conduct as possible but in no event more than three months after the most recent conduct alleged to constitute discrimination. If a complainant demonstrates sound reasons for failing to come forward within the three-month period, the Director of Human Resources may decide, in his/her sole discretion, to process a formal complaint pursuant to this provision. If the Director of Human Resources decides a complaint will not be pursued under the formal complaint procedure, there may still be options for responding to such a complaint through counseling or informal resolution. If sufficient evidence is still available, an investigation may be undertaken by appropriate authorities.

The process for resolution of formal discrimination complaints consists of two stages: (1) investigation and (2) report and recommendation. Prior to investigation, a formal complaint, signed by the complainant, must be submitted in writing to the Director of Human Resources. The written

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**Board Policy 11.02**

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complaint shall include the Name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be discrimination. Within seven calendar days of receiving the written complaint, the Director of Human Resources will designate a team to investigate the complaint.

#### Creation of Investigative Team

The Director of Human Resources will convene an investigative team consisting of two individuals, one male and one female, who do not have a conflict of interest with the complainant(s) or respondent(s). The investigative team may include the Director of Human Resources as long as the above criteria are met.

The investigative team shall interview the individual(s) filing a complaint(s), the respondent(s), and other individuals named by the complainant(s) and the respondent(s) who are identified as having information relevant to the allegations. The investigative team may interview other individuals it identifies as having information potentially relevant to the complaint. All interviews should be completed within ten College business days, if possible.

#### Report and Recommendations

Using the information gathered by the investigative team and in consultation with the investigative team, the Director of Human Resources will prepare a formal report consisting of the complaint, the response of the respondent, the investigative team's findings, and a recommendation of the appropriate action(s) to be taken. The report will be retained by the Director of Human Resources.

#### Determinations

The President will designate the appropriate Cabinet-level member to review the report. The Cabinet-level designee may (1) accept the report and recommendations as presented, or (2) request additional information/clarification from the investigative team and consider a modified report as appropriate.

**Board Policy****11.02**

After consideration of the final report, the Cabinet-level designee will make a determination regarding the report. In consultation with the Cabinet-level designee, the Director of Human Resources will prepare formal responses to the complainant and respondent which shall include a summary of the investigation findings and communication of any action to be taken. Such action will depend on the nature of the offense and may include but is not limited to oral or written reprimand, suspension, reassignment, or termination.

The complainant(s) and/or the respondent(s) may submit a written statement to the President concerning the findings and resulting actions within ten (10) business days of having received the College's formal response. The President may uphold prior findings and recommendations or may determine a different response.

**Special Circumstances**

A student or employee who wishes to bring a claim of discrimination against the Director of Human Resources must file the complaint with the President, who will appoint the members of the investigative team. A student or employee who wishes to bring a claim of discrimination against the President must file the complaint with the Director of Human Resources, who will refer the complaint to the Chair of the Board of Trustees for investigation.

**Retaliation**

No individual making a complaint, whether formal or informal, will be retaliated against even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of discrimination will also be protected from retaliation.

**Retaliation Charge**

A student or employee who believes they may have been subjected to any form of retaliation after filing a complaint under this policy may file an additional complaint regarding the perceived retaliation.

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**Board Policy 11.02**

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Employee Rights

Anyone has the right to file a complaint with the Office of Federal Contract Compliance Programs (OFCCP) if he or she believes that a federal contractor or subcontractor has discriminated on the basis of race, color, sex or national origin. In most cases, complaints must be filed within 180 days of the discriminatory action. Anyone may call OFCCP with a question about interpreting the regulations, filing a complaint, or any other related matter.

The main telephone numbers for OFCCP national offices are (202) 693-0101 and (202) 693-1308 (TTY).

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Adopted November 9, 1998  
Revised June 14, 2004  
Revised April 14, 2014

## Anti-Harassment

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. The College is committed to providing a safe and respectful environment and will not tolerate harassment or acts or threats of violence including but not limited to aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation from students, employees or third parties including visitors and vendors.

### Definitions

Workplace and academic environment harassment is a form of discrimination. Unlawful harassment includes unwelcome verbal, written or physical conduct by any one person toward another person based on that person's race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes ~~sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability~~. Any such conduct which harasses, disregards, interferes with work or academic performance or creates an intimidating, offensive or hostile environment is prohibited by this policy.

Examples of behavior that would be considered to be unlawful, workplace or academic harassment include but are not limited to the following:

1. Racial, ethnic, or sexual slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises or gestures.
4. Display of vulgar, offensive, explicit or obscene pictures, photographs, cartoons, materials or web sites.



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**Board Policy 11.04**

5. Verbal or physical acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation.
6. Actions of sexual harassment, sexual misconduct or sexual violence as addressed in Board Policy 11.04.01 Prohibition of Sexual Discrimination, Harassment and Misconduct.

Employees and students are encouraged to report all incidents of harassment. Anyone who believes that he or she is being harassed by a student, employee or third party at the College, or believes that his or her employment or academic career is being adversely affected by such conduct should immediately report such concerns. Employees should report concerns to their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to one of the three harassment information centers (Counseling Services, the College Nurse, or the Director of Human Resources).

### Retaliation

No individual making a complaint, whether formal or informal, will be retaliated against, even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of harassment will also be protected from retaliation.

### Retaliation Charge

A student or employee who believes he or she have been subjected to any form of retaliation after filing a complaint under this policy may file an additional complaint regarding the perceived retaliation.

### False or Malicious Complaints

It is a form of harassment to file a knowingly false or malicious complaint of harassment or to knowingly provide false information in the course of an investigation of such complaint. Such conduct is considered a violation of this Anti-Harassment policy and will subject an employee or student to

disciplinary action.

### Supervisory Responsibility

Supervisors will strive to maintain a harassment-free college environment by promoting professionalism and by dealing with harassment promptly.

Supervisors will address any observed or reported incident or complaint of harassment with seriousness and will take prompt action while observing strict confidentiality, whether or not a formal written complaint has been filed. Employees must also ensure that no retaliation will result against the person making a harassment complaint. Supervisors should consult the Director of Human Resources regarding any harassment complaint reported to them.

### Prompt Investigation and Confidentiality

Complaints of unlawful harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College has an obligation to promptly investigate the matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment. All investigations into claims of unlawful harassment will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable. However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.

### Procedures for Resolution of Claims of Harassment

The College harassment policy reflects a commitment to maintaining an environment that is free from harassment of any complaints and expects that the use of these procedures will facilitate a prompt resolution of such complaints. An employee or student who believes that he or she has been harassed in violation of this section should take action in any of the following ways:

1. Inform the individual, verbally or in writing, that the behavior is

**Board Policy****11.04**

unwelcome and that the behavior should stop immediately. If the unwelcome behavior does not stop, the harassed employee must report such behavior to his or her supervisor, and/or the Director of Human Resources immediately. Students must report such behavior to one of the three harassment information centers (the Counseling Services, the College Nurse, or the Director of Human Resources).

2. An employee should report the unwelcome behavior to his/her supervisor and request assistance to stop the behavior. If the employee's supervisor is the individual involved in the unwelcome behavior, report the unwelcome behavior to the appropriate Vice President or the Director of Human Resources. Students should report the unwelcome behavior to one of the three harassment information centers (the Counseling Services, the College Nurse, or the Director of Human Resources).
3. Report the unwelcome behavior to the Director of Human Resources.

### Informal Complaint Resolution

Informal harassment complaint resolution may be achieved by any of the steps outlined below.

1. An employee complainant may meet with his or her supervisor or the Director of Human Resources to clarify whether harassing behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved. A student complainant may meet with the Counseling Services, the College Nurse, or the Director of Human Resources.
2. An employee complainant may request that his or her supervisor or the Director of Human Resources meet with the alleged harasser ("respondent") to discuss the alleged conduct and to remind him or her of College policies against harassment and to obtain agreement by the respondent to comply with these policies. A complainant may request that, when possible, such a conversation

**Board Policy****11.04**

be held without the identity of the complainant being revealed to the respondent. A student complainant request will be handled in a similar manner by one of the three harassment information centers (the Counseling Services, the College Nurse, or the Director of Human Resources).

3. An employee complainant may request that his or her supervisor or the Director of Human Resources meet with the complainant and the respondent in the role of a mediator to reach resolution of the issue. A student complainant may make a similar request of the Counseling Services, the College Nurse, or the Director of Human Resources. Any resolution reached by mediation will include an agreement by the respondent to comply with and be bound by such policies.

After the informal complaint resolution has concluded, the complainant's supervisor or harassment information center personnel, if involved, will forward all documentation concerning the complaint to the Director of Human Resources. The Director of Human Resources will maintain a record of the complaint in order to document that the claim of harassment was made and to document the outcome of the informal resolution.

### Initiating a Formal Complaint

An individual may file a formal complaint of harassment if the informal attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of harassment if he or she chooses to bypass the informal process. All formal complaints of harassment should be submitted in writing directly to the Director of Human Resources as soon after the offending conduct as possible but in no event more than three months after the most recent conduct alleged to constitute harassment. The three-month limitation on the filing of claims of harassment is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. If a complainant demonstrates sound reasons for failing to come forward within the three-month period, the Director of Human Resources has discretion whether to investigate the complaint. If the Director of Human

**Board Policy****11.04**

Resources decides a complaint will not be formally investigated, informal resolution or counseling may be recommended.

The process for resolution of formal harassment complaints consists of two stages: 1) investigation; and 2) report and recommendation. Prior to investigation, a formal complaint, signed by the complainant, must be submitted in writing to the Director of Human Resources. The written complaint shall include the name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be harassment. The Director of Human Resources will promptly designate a team to investigate the complaint.

#### Creation of Investigative Team

The Director of Human Resources will convene an investigative team consisting of two individuals, one male and one female, who are not immediate supervisors of the complainant(s) or respondent(s) and who do not have a conflict of interest with the complainant(s) or respondent(s). The investigative team may consist of the Director of Human Resources as long as the above criteria are met.

The investigative team shall interview the individual(s) filing a complaint(s), the respondent(s), and other individuals named by the complainant(s) and the respondent(s) who are identified as having information relevant to the allegations. The investigative team may interview other individuals it identifies as having information potentially relevant to the complaint. All interviews should be completed as soon as practicable.

#### Report and Recommendations

Using the information gathered by the investigative team and in consultation with the investigative team, the Director of Human Resources will prepare a formal report consisting of the complaint, the response of the respondent, the investigative team's findings, and a recommendation of the appropriate action(s) to be taken. The report will be retained by the Director of Human Resources.

**Board Policy****11.04**Determinations

The President will designate the appropriate cabinet-level member to review the report. The cabinet-level designee may: 1) accept the report and recommendations as presented; or 2) request additional information/clarification from the investigative team and consider a modified report as appropriate.

After consideration of the final report, the cabinet-level designee will make a determination regarding the report. In consultation with the cabinet-level designee, the Director of Human Resources will prepare formal responses to the complainant and respondent, which shall include a summary of the investigation findings and communication of any action to be taken. Such action will depend on the nature of the offense and may include but is not limited to oral or written reprimand, suspension, reassignment, or termination. ~~For students, action would include regular college disciplinary procedures as found in Policy 07.28.~~

The complainant(s) and/or the respondent(s) may submit a written statement to the President concerning the findings and resulting actions within ten (10) business days of having received the College's formal response. The President may uphold the prior findings and recommendation or may determine a different response. For students, action would include regular college disciplinary procedures as found in Policy 07.28.01.

Special Circumstances

A student or employee who wishes to bring a claim of harassment against the Director of Human Resources must file the complaint with the President, who will appoint the members of the investigative team. A student or employee who wishes to bring a claim of sexual harassment against the President must file the complaint with the Director of Human Resources, who will refer the complaint to the Chair of the Board of Trustees for investigation.

## **Board Policy**

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**11.04**

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Adopted November 9, 1998  
Revised May 10, 2004

## **Board Policy**

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**11.04**

Revised May 9, 2005

Revised May 9, 2011

Revised September 12, 2016



## **Chronic Communicable Disease**

The Illinois Department of Public Health (IDPH) implements guidelines and routine measures for definition and control of reportable communicable diseases. This policy is to ensure that the College is in compliance with those and other state and federal rules, regulations and laws. In implementing the policy, the College will consider the welfare of the campus community while respecting the confidentiality and privacy needs of the individuals involved.

The College does not intend to exclude students, employees or community members who have, or who are a carrier of, a reportable communicable disease if there is no significant risk of transmission to others or danger to the individual. Individuals who have, or who are a carrier of, a reportable disease as defined by IDPH must notify the College Nurse.

~~A student~~ An employee, student or community member who has a ~~chronic~~ communicable disease, or ~~who~~ is a carrier of a ~~chronic~~ communicable disease may attend Lake Land College and/or participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others, as supported by medical documentation.

College decisions made in reference to a student or employee's health-related circumstances will depend on each unique instance. When necessary, an evaluation team under the direction of the Vice President for Student Services, regarding students, or the Director of Human Resources, regarding employees, will be convened to gather relevant information and submit a report and recommendations to the appropriate Vice President or President for action. The evaluation will be conducted in conjunction with IDPH guidelines and direction.

A student who is temporarily excluded from classes during an evaluation shall be provided the opportunity to make up any work missed during the absence.

A student who has a ~~chronic~~ communicable disease or who is a carrier of a ~~chronic~~ communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such

**Board Policy****11.05**

~~chronic~~ communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study. A student dismissed from attendance at the College or participation in a particular program, activity or course of study shall be permitted to withdraw and receive a tuition refund.

An employee who has a communicable disease or is a carrier, or is suspected of having a communicable disease or being a carrier, may be required to undergo an examination at the College's expense. The employee shall be allowed to select the physician, as approved by the College. In the event the employee unreasonably delays selection of the physician or making an appointment, the College may select the physician and/or make the appointment on behalf of the employee.

An employee who is temporarily excluded from working during an evaluation shall be entitled to utilize sick leave and other related benefits. In the event it is determined that the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.

An employee who cannot retain his or her position shall remain subject to the Board's employment policies including, but not limited to sick leave, physical examinations, temporary and permanent disability and termination.

Students and employees may be periodically re-evaluated to determine their current status.

The College shall respect the right to privacy of any individual who has or is a carrier of a communicable disease. Such medical conditions shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The College will utilize IDPH guidelines to determine who will be notified to assure the individual is properly cared for and to minimize health risks to others.

Procedures detailing systematic approaches to prevent and control the risks associated with reportable communicable diseases will be promulgated consistent with this Policy.

**Board Policy****11.05**

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Adopted November 9, 1998

Revised

## 1. Students with Chronic Communicable Diseases

### Rules and Regulations

#### A. Temporary Exclusion

Whenever there is a question concerning admittance, suspension or dismissal of a student because the student has a chronic communicable disease or is the carrier of a chronic communicable disease or is reasonably suspected of having a chronic communicable disease or of being a carrier, such student may be temporarily excluded from the College by the Vice President for Student Services, pending a final determination. A student who has been temporarily excluded from the College shall be provided the opportunity to make-up work missed during the absence.

#### B. Evaluation

Whenever necessary, a student who has a chronic communicable disease or who is a carrier of a chronic communicable disease or is

reasonably suspected of having a chronic communicable disease or of being a carrier shall be evaluated by a team that may consist of the Vice President for Student Services, other appropriate College personnel, a physician, the student's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.

#### C. Admission Decision

**Board Policy****11.05**

~~The President shall make the decision on admitting, suspension or dismissal after reviewing the report and recommendations of the evaluation team. The President's decision may be appealed to the Board of Trustees.~~

~~D. Subsequent Evaluations~~

~~The student shall be periodically re-evaluated by the evaluation team to determine whether the student's status continues to be appropriate. The frequency of the re-evaluations shall be determined by the team.~~

~~E. Withdrawal~~

~~If such student cannot attend the College or participate in a particular program, activity or course of study, the student shall be permitted to withdraw and receive a tuition refund.~~

~~F. Confidentiality~~

~~Such student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.~~

~~2. Employees with Chronic Communicable Diseases~~

~~An employee with a chronic communicable disease or who is a carrier of a chronic communicable disease shall be permitted to retain his/her position whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. An employee who cannot retain his/her position shall remain subject to the Board's employment policies, including, but not limited to, sick leave, physical examinations, temporary and permanent disability, and termination.~~

~~Rules and Regulations~~

~~A. Temporary Exclusion~~

~~In the event there is a dispute as to the right of an employee to remain in his/her position, such employee may be temporarily excluded from work or transferred to another position by the President or his/her designee pending determination of the employee's continued employment status. During any period of temporary exclusion, the employee shall be entitled to utilize sick leave and other related benefits. In the event it is determined that the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.~~

~~B. Medical Examinations~~

~~An employee who has a chronic communicable disease or who is a carrier or is suspected of having a chronic communicable disease or of being a carrier may be required to undergo an examination at the College's expense by a physician licensed to practice medicine and surgery in all its branches.~~

~~The employee shall be allowed to select the physician from a list supplied by the College. In the event the employee unreasonably delays in selecting the physician or making an appointment for an examination, the President or his/her designee will select the physician and/or make the appointment on behalf of the employee.~~

~~C. Evaluation~~

~~An employee with a chronic communicable disease shall be evaluated by a team that may consist of appropriate College personnel, the appropriate Vice President, a physician, the employee's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations, including any dissenting opinions, shall be forwarded to the President or his/her designee. Every effort shall be made to complete the~~

**Board Policy****11.05**

~~evaluation in a timely and prompt manner. The President shall take appropriate action.~~

~~D. Subsequent Evaluations~~

~~The employee shall be periodically re-evaluated by the evaluation team to determine whether the employee's placement continues to be appropriate. The frequency of the re-evaluations shall be determined by the team.~~

~~E. Confidentiality~~

~~The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others.~~

~~3. Community Members with Chronic Communicable Diseases~~

~~No person, including minors, who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.~~

~~Rules and Regulations~~

~~A. Temporary Exclusion~~

~~Whenever there is a question concerning the use of College facilities or services because a community member or minor has a chronic communicable disease or is a carrier or is reasonably suspected of having a chronic communicable disease or of being a carrier, such person may be temporarily excluded from the College by the President or his/her designee pending a final determination.~~

~~B. Initial Evaluation~~

~~Whenever necessary, a person who has a chronic communicable disease or who is a carrier of a chronic communicable disease or is reasonably suspected of having a chronic communicable disease or of being a carrier shall be evaluated by a team that may consist of appropriate College personnel, a physician, the person's physician, public health personnel, and other consultants selected by the President or his/her designee. In the case of a minor, the minor's parent or guardian will be consulted as well as the minor's physician. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for a decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.~~

~~C. Subsequent Evaluations~~

~~The person shall be periodically re-evaluated by the evaluation team to determine whether the person's status continues to be appropriate. The frequency of the re-evaluation shall be determined by the team.~~

~~If such person cannot use the College facilities or services, he or she shall receive a refund for fees.~~

~~D. Confidentiality~~

~~Such person's medical condition shall be disclosed only to the extent necessary to minimize the health risks to students, employees and others.~~

**11.06****Bloodborne Pathogens**

It is the policy of Lake Land College to comply with the federal Occupational Safety and Health Act (OSHA), Bloodborne Pathogens Standard, 29 CFR 1910.1030, as mandated by the Illinois Department of Labor, Safety Inspections, and Education Division and as endorsed by the Illinois Community College Board. Procedures in compliance with the standard are detailed in the College's Bloodborne Pathogens Exposure Control Plan. It is the responsibility of the College's Health Services to monitor and review the plan as mandated by the standard and to bring revisions to the attention of appropriate College officials as needed. The plan is kept on file and is available for review in the College's Health Services office.

Training shall be required within 90 days of hire for all staff. In high exposure areas such as ~~the cafeteria,~~ the physical plant, police department, health services, athletic training, coaching, physical education, and allied health employees shall be required to attend an annual refresher thereafter. Documentation of procedures for and records of such training will be kept on file in Human Resources~~Health Services~~.





## Employees' Records

The negotiated agreements with the Lake Land College Faculty Association, Lake Land College Paraprofessional Union, ~~and the Lake Land College Custodial Association,~~ and the American Federation of State, County, and Municipal Employees specifically state the conditions for the maintenance of employee personnel files. These documents are legally binding upon the College and the Board of Trustees for the period of their duration.

For all other employees of the institution not covered by these agreements, personnel records shall be maintained under the following conditions:

1. A copy of all personnel records relating to any employee will be maintained in an official personnel file which is located in the Human Resources Office.
2. All personnel records shall be in writing and kept in paper format or electronically. Written material relative to an employee's conduct or service shall be placed in the personnel file. An employee has the right to review such material. The employee shall acknowledge that he/she has read such material by affixing his/her signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that he/she has read the material in question. Such signature indicates neither agreement nor disagreement with its content. If the employee refuses to sign the copy to be filed, then the administrator shall, with a third party as witness, state in the file the above refusal.
3. The employee shall have the right to answer in writing any material filed in his/her personnel file, and his/her answer shall be attached to the file copy.
4. Upon request by an employee, he/she shall be given access to the non-confidential documents in his/her file ~~without delay~~. Confidential documents are those materials used to evaluate a person's qualification prior to employment, to which the individual waived the right to access (placement credentials, letters of

**Board Policy****11.08.01**

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reference, etc.). At his/her written request, each employee shall be furnished, without cost, a copy of any material in his/her file. No items may be removed from the employee's file, except for brief inspection or copying.

5. ~~Any access to the file by any party other than the employee or the employee's supervisors shall be authorized only with the advance approval of the employee and the Vice President for Business Services.~~ No material will be duplicated or released to any external party without a subpoena, court order, or written authorization from the employee and the Vice President for Business Services.
6. It is the employee's responsibility to see that grade transcripts or certificates for job related training courses are given to the Human Resources Office for inclusion in the employee's file. The Human Resources Office will provide written acknowledgment to the employee of receipt and filing of such documents in the employee's file if requested.

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**Board Policy 11.08.01**

Adopted November 9, 1998

Revised May 10, 2004

Revised April 14, 2014

## 11.13

### Traffic Regulations and Parking

The President will recommend to the Board of Trustees parking and traffic regulations on lots and roadways which are owned and maintained by the College.<sup>1</sup> The regulations will include the enforcement measures to be taken to uphold the rules and regulations, including fines and penalties.

After the regulations are approved by the Board of Trustees, they shall be published online via by the College Police Department website. ~~in student publications made generally available to students and staff (Lake Land College Motor Vehicle Parking Regulations brochure).~~ Fines and penalties established by the Board of Trustees for violations of the regulations may include, but not be limited to, the withholding of transcripts and the towing of vehicles, if necessary, at the owner's expense. Individuals with unpaid traffic tickets may be denied registration until financial obligations to the College are met.

Individuals charged with a violation of vehicle regulations/parking may request a review of the said violation and the fine or penalty imposed by written request/notice to the Police Chief. The Police Chief, then, will hold an informal hearing with the complainant and the patrol officer. The decision concerning each case by the Police Chief will be final.

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<sup>1</sup> 103-42.2 ILCS

Adopted November 9, 1998

Revised April 14, 2014

Revised

11.17

## Food Service and Catering

~~The College's food service and catering operations are primarily for the benefit of students and College personnel. The student union is managed by Lake Land College under the direction of the Vice President for Business Services.~~

~~The principal thrust of the program is to provide food service to students and employees at a reasonable price, within the constraints of the food costs, labor costs, and the College budget.~~

~~Special groups not comprised primarily of students or employees may be served from time to time. Such groups will normally be connected, directly or indirectly, to one or more identified missions of the College.~~

~~Food and other offerings available through the student union will be within the limitations of the facilities and personnel of the program.~~

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 be approved by the Board of Trustees.

Caterers shall provide a current food service permit and proof of public liability insurance. ~~Such outside vendors~~ 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.

~~Price lists for goods and services available through the student union will be clearly posted in the serving area and may also be provided through~~

**Board Policy****11.17**

~~promotional materials, advertisements, and notices posted in classroom buildings. A copy of these posted prices as well as a copy of the guide to catering and prices and services will be available in the Office of the Director of Auxiliary Services.~~

**Board Policy 11.17**

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



### Calendar of Events

Monday, December 11, 2017	6 p.m. – Board Meeting – Webb Hall 081
Dec. 22, 2017 – Jan. 1, 2018	Lake Land College Holiday Break
Friday, January 5, 2017	Spring Opening Day/Staff Development 2018 8 a.m. – Luther Student Center Theater
Monday, January 8, 2018	6 p.m. – Board Meeting – Webb Hall 081
Thursday, February 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, February 12, 2018	6 p.m. – Board Meeting – Webb Hall 081
Thursday, February 22, 2018	6 p.m. - Ag Banquet – Field House
Thursday, March 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, March 12, 2018	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 5, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, April 9, 2018	6 p.m. – Board Meeting – Webb Hall 081
Thursday, April 12, 2018	4 – 5 p.m. Lake Land College Foundation Scholarship Reception at the Field House 5:30 p.m. Lake Land College Foundation Donor Recognition Reception at the Mattoon Golf & Country Club
Thursday, May 10, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Friday, May 11, 2018	51st Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House
Monday, May 14, 2018	6 p.m. – Board Meeting – Webb Hall 081
Friday, May 18, 2018	11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course

Thursday, June 7, 2018

Finance Committee Meeting

1 p.m. – Webb Hall 081

Resource and Development Committee Meeting

2 p.m. – Webb Hall 081

Monday, June 11, 2018

6 p.m. – Board Meeting – Webb Hall 081

To Lake Land College  
Board of Trustees,  
+  
President Bullock.

Thank You for the  
beautiful arrowhead  
plant! We used it as  
a centerpiece at my  
father's memorial and  
now grows in my  
mother's house.

Thanks again!  
Christine Chase +  
family of Sict Douractui

# LAKE LAND COLLEGE

## MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: November 30, 2017

RE: Revisions to Board Policies from Policy Manual Annual Review

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The College's leadership team has conducted an annual review of the Board Policy Manual in its entirety. Due to the volume of policy changes, proposed revisions are being submitted as one agenda item for sections 5, 6 and 7 during the December regular Board meeting. Recommended revisions for policies in sections 1-4 and 8 were approved by the Board during the October regular Board meeting. Recommended revisions for policies in the remaining sections 9, 10 and 11 of the Policy Manual will be presented for initial consideration during the December regular Board meeting. Additionally, all proposed revisions for each section will be submitted to the Resource and Development Committee for review prior to submission to the Board.

Please see below a list of the proposed policy revisions in sections 5, 6 and 7 that were submitted as first reading in November, 2017, and have also been reviewed by the Resource and Development Committee in November 2017. Please also find attached details of the proposed revisions for each of these policies. We have received no additional requests for changes to these revisions since our initial presentations in November 2017. Thus, it is respectfully requested that the Board approved proposed revisions as presented during the December 2017 regular Board meeting.

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

05.01	Un-bold twenty-nine hours and add provision for part time employees working in excess of Affordable Care Act hour threshold requiring offering of benefits.
05.01.01	Eliminate specific listing of job titles and simplify language by indicating President designates Administrators and list is maintained in HR.
05.01.02	Eliminate specific listing of job titles.
05.01.03	Eliminate specific listing of job titles and simplify language by indicating President designates Supervisors and list is maintained in HR.
05.01.04	Clarify definition of support staff.
05.01.05	Strike language referring to preparation of food.
05.01.06	Clarify definition of custodial staff.

05.02	Add AFSCME to list of collective bargaining entities at Lake Land College.
05.02.01	Update to define current faculty advising processes.
05.02.02	Delete this Policy as it is no longer applicable.
05.02.05	Update title for Human Resources Office and add pre-employment testing.
05.02.06	Delete "Applicants who do not demonstrate oral English proficiency will not be hired."
05.02.07	Revise opening sentence to agree with the rest of the policy, 3. Delete last sentence. 5. Change aids to resources. 14. Delete "and assigned."
05.02.09	Add Full Time to the title, abbreviate language and reference the CBA Article governing performance evaluation.
05.02.10	Add Administrators, Supervisors, and Support to policy title. Eliminate provision #3.
05.03	Add AFSCME.
05.04	Delete - incorporated within 05.02.10.
05.04.01	Align credentials necessary for employment of Administrators, Supervisors, and Directors to meet requirements outlined in job description.
05.04.02	Strike Supervisor and Support staff since all positions are classified as exempt or non-exempt. Add IDOC and IDJJ contract language will prevail.
05.04.03	Add administrators, change public safety to police officers, and strike language regarding benefits at termination during probationary status.
05.04.04	Clarify definition of work week and define difference between exempt and non-exempt staff rather than Supervisory and Support versus Administrators.
05.04.06	Clarify use of personal leave during probationary period.
05.04.07	Clarify that probationary employees are eligible to utilize earned sick time and the accrued sick time is not reimbursable upon separation. Delete language regarding additional time awarded when employed at other districts.
05.04.11	Correct language for proper title of Human Resources office and to reflect that employees who choose to elect continued insurance coverage during a general leave of absence should make arrangements with the HR department.
05.04.12	Add language that indicates how college calculates FMLA time.
05.04.13	Update to refer college practice to the Military Leave of Absence Act. Change statutory reference footnote to refer to this Act.
05.04.14	Correct language for proper title of Human Resources office and to reflect that employees who choose to elect continued insurance coverage during a general leave of absence should make arrangements with the HR department.
05.04.18	Clarify that probationary employees being disciplined or discharged do not have right to request a hearing before the Board of Trustees.
05.04.19	Change title to Dispute Resolution Procedure and any reference to grievance.
05.04.22	Update to reflect current practice on salary assignment of new employees.
05.04.23	Update to include Hay Review Board process.
05.04.24	Add Department of Juvenile Justice.
05.05	Change appropriate vice president to Vice President for Academic Services.

05.06	Correct language to reflect the College's practice of providing part-time, non-instructional employees with a College ID.
05.07	Policy was updated to focus on federal work study program managed through the Financial Aid Office. Clarifies that other part-time positions that students may hold are managed through general staff hiring processes.
05.09	Correct title for Accounting Office in item #4 and reflect the College's protocol of financial requests by club sponsors.
05.11	Strike language that was overly broad in college covering time lost due to accident.
05.12	Reflect that the Organizational Charts are provided online via the Board of Trustees webpage and that the Human Resources department is responsible for maintaining these charts.
05.14	Update the list of potential copyright items and clarify that the donation of any royalties from a faculty-author should be made to the College's Foundation for use in an appropriate fund. Add language to address copyright infringement. US Dept. of Ed requires that Colleges inform students of its policies and disciplinary sanctions related to copyright infringement and file sharing. The College provides the required information in the online student handbook but we have not specifically addressed it in board policy.
05.16	Clarifies the compensation for non-credit course instruction.
05.18	Correct title for Campus Police and remove language to reflect that the College may not deny an employee's final remuneration due to failure to settle outstanding debts or return College property.
05.20	Update police officer language and correct language for holiday observed as Easter Sunday instead of Sunday of Spring Break.
05.21	Delete language to reflect that the College may not withhold final remuneration to an employee until a resignation checklist has been followed and all debts have been cleared.
05.23	Remove language to align with the College's practice for tuition waiver students and the determination of minimum number of students required for a class to be taught.
05.31	Remove language to align with the College's practice for providing the Employee Assistance Program.
05.32	This policy needs to be deleted as retirees do not go on the College's Health Insurance plan
06.04	This policy largely included language replicated directly from the ICCB Administrative Rules Manual. The recommended revision is to refer to the Administrative Rules to ensure that we are in compliance with any changes that may occur.
06.05	Changes recommended from Director of Library Services on purpose, collection and resources.
06.05.02	Add two amended dates to the adoption information of the footnote.
06.09	Add reference that the College's curricula also follows Higher Learning Commission guidelines and remove reference to the American Association of Community Colleges.

06.29	Delete the Policy as the College no longer has a Center for Technology and Professional Development.
06.31	Change Agriculture Technology to Agriculture Power Technology.
06.35	Change contract to partnership, change John Deere Ag Tech to John Deere Tech, and delete JD Ag Sales and Pro Tech Training. Clarify language for advisory committee.
06.36	Change program title to Quality Management Training Program.
06.37	Add references to IDJJ as appropriate, remove references to specific facilities, and change contract review process to reflect current practice.
06.38	Delete item #4 as there is no longer a Textbook Rental Committee.
06.39	Change Vice President for Academic Services to Vice President for Workforce Solutions and Community Education and clarify contract authorization process.
06.47	In the section for students studying abroad, delete all of the current language and replace with language to reflect that Lake Land no longer participates in the Illinois Consortium for International Studies Programs (ICISP) and that the College sponsors a short-term study abroad program.
06.47.01	Delete this Policy as the College no longer participates in the Illinois Consortium for International Studies Programs (ICISP).
06.56	Delete this Policy as we no longer participate in this grant program.
06.58	Remove reference to parenting classes as we no longer offer these classes.
07.01	Change "application" to "Intent to Enroll". Update definition of "gifted student" to match the definition provided by ICCB.
07.07	Update language regarding hours to be earned at Lake Land College to be consistent with graduation requirements in Board Policy 07.24.
07.08	Update definition of service fee and include fitness center/recreation. Revise information regarding in-district tuition to better address variable tuition.
07.09	Correct spelling for "Catalog", add "or" to item #7, correct sentence structure for the third to last paragraph and delete reference to specific programs in which a refund might apply.
07.10	Update to include work study as one of the financial resources available.
07.10.01	Update to reflect current requirements regarding standards of satisfactory progress.
07.16	Correct spelling for "Catalog", correct title for dean of correctional programs, and add language to clarify withdraw request appeals for students enrolled in correctional programs begin with the appropriate association dean of a correctional site.
07.30	Clarify expectations regarding fundraising and club membership.
07.36	Update language from Disability Services to Student Accommodations and clarify other language.
07.37	Update language and revise format for consistency with 07.38.
07.38	Update language.
07.40	Revise to focus on Athletics Personnel. Information regarding athletic scholarships is provided in Board Policy 07.12. With change in focus to personnel, recommend changing Board Policy number to 05.01.07.

07.41	Revise to focus on Judging Team Personnel. Information regarding Judging scholarships is provided in Board Policy 07.12. With change in focus to personnel, recommend changing Board Policy number to 05.01.08.
07.42	Indicate that information regarding housing is available through the college website rather than on a bulletin board. Add language that rental properties are not examined or approved by college personnel.
07.43	Update to include role of Health Services in health promotion programming. Identification of location of student health insurance information.

#### Attachments



**05.01****Definition of Full-Time and Part-Time Employment**

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week for two (2) consecutive semesters.
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine-(9-), ten-(10-) or twelve-(12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

1. ~~1.~~ An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works twenty-nine (29) or less hours a week.
2. Per the Affordable Care Act, part-time employees working in excess of
- ~~4.~~ the hour threshold may be offered health insurance benefits based on a look-back period in accordance with the federal law.

Revised February 16, 2015  
Revised April 10, 2017

Page 1 of 1

**05.01.01****The Administration**

The administration of the College is responsible to the President for facilitating College programs by providing, through their respective administrative units, such guidance and support as will assure the achievement of the mission of the College. Administrators assess College program needs in terms of resource requirements; communicate those requirements to appropriate individuals and groups; assure that resources are obtained, allocated and employed in accordance with current priorities and in an economic manner; and ensure that planned educational results are achieved. Administrators are classified by the President and the list is maintained in Human Resources. ~~identified by the titles of President, Vice President, Senior Executive to the President, Comptroller, Executive Dean, Dean, Associate Dean, Executive Director for College Advancement, Director of Information Systems and Services, Director of Facilities Planning, Director of Marketing and Public Relations, Director of Alumni Relations and Annual Giving, Director of Human Resources, Director of Learning Technologies, Director of Athletics, Director of Financial Aid and Veterans Services, Director of Grants Development, and Director of Auxiliary Services.~~

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Adopted November 9, 1998

Revised July 14, 2003

Revised June 13, 2005

Revised August 13, 2007

Revised June 9, 2014

Revised May 27, 2015

Revised December 12, 2016. Effective January 1, 2017.

**05.01.02****The Faculty**

The faculty is the component directly responsible for providing challenging and meaningful learning experiences and academic support functions in a variety of appropriate settings or learning delivery systems designed to assist students to meet their individual education goals. The faculty assists in developing an environment that permits a free exchange of ideas and adequate educational resources throughout the college community. Individuals employed in these positions shall be eligible for tenure according to the Illinois Community College Act (110 ILCS 805/B-2). Full-time fFaculty positions are identified in the collective bargaining agreement with the Lake Land College Faculty Association and in Board Policy 05.02.04.~~by the titles of: Instructor, Basic Skills Instructor, Academic Counselor, Financial Aid Advisor, Director of Student Life, Director of Career Services, and Librarian.~~

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

05.01.03

## The Supervisory Staff

The Supervisory staff at Lake Land College assists the administration in the performance of its duties. These individuals are exempt, non-teaching professionals who manage, conduct and direct the activities of persons or operations of the College. The supervisory staff will have the responsibility to recommend to the administration the employment, transfer, suspension, dismissal, promotion, assignment, or discipline of other staff in their area, both full-time and part-time. Supervisors are identified by the President and the list is maintained by Human Resources. ~~titles of: Director of Printing Services, Director of Physical Plant Operations, Accountant, Business Analyst, Director of Community and Professional Programs, Adult Education/Project PAL Supervisor, Alternative Education Coordinator, Director of TRiO Programs, Director of Adjunct Faculty and Off-Campus Locations, Director of Workforce Training, Director of the Kluthe Center for Higher Education and Technology, Director of Dual Credit, Systems Programmer/Network Administrator, Chief of Public Safety, and Supervisor of Custodial Services.~~

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Adopted November 9, 1998  
 Revised July 14, 2003  
 Revised February 11, 2008  
 Revised April 14, 2014

05.01.04

## The Institutional Support Staff

Support personnel shall mean and include any position which supports the process of teaching or public service, ~~but whose support is not critical to that process but~~ is critical integral to the function of the College; ~~and, or any position which performs training, teaching, homemaking or counseling services which are~~ is not covered in the collective bargaining agreements of the College. ~~but which are part of a federal, state, or corporate grant or contract.~~ This includes personnel at correctional facilities who are ~~not~~ part of their respective collective bargaining agreements.

**05.01.05**

## **The Paraprofessional Staff**

The paraprofessional staff shall be those employees who keep records, process information upon the direction and request of professional College staff, ~~or prepare food,~~ and who are identified in the Collective Bargaining Agreement with the Lake Land College Paraprofessional Union.

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Adopted November 9, 1998  
Revised May 12, 2003  
Revised July 14, 2003

**05.01.06**

## **The Custodial Staff**

The Custodial/Maintenance/Grounds staff shall refer to those employees who are engaged in the upkeep, event preparation, housekeeping and the maintenance/repair of College facilities, grounds, and equipment and who are identified in the Collective Bargaining Agreement with the Lake Land College Custodial Association.



**05.02****Negotiated Agreements with Full-time Faculty, Paraprofessional,  
and Custodial Staff for Conditions of Employment**

The negotiated agreements with the Lake Land College Faculty Association, the Lake Land College Paraprofessional Union, ~~and~~ the Lake Land College Custodial Association, and the American Federation of State, County, and Municipal Employees (AFSCME), which have been agreed to by the Board of Trustees, state the conditions of employment, leaves, salaries, fringe benefits, overload and overtime rates, grievance procedures, and promotions. As negotiated agreements, these documents are legally binding upon the College and the Board of Trustees for the period of their duration. In the event of conflict between the terms and conditions of employment specified in a collective bargaining agreement ~~the agreement with the Lake Land College Faculty Association~~ and the Department of Corrections contract with Lake Land College, the Department of Corrections contract provisions shall govern and prevail.

05.02.01

### **Instructors as StudentFaculty Advisors**

Each degree- or certificate-seeking student is assigned to a faculty advisor by the counselor responsible for academic advising. Insofar as possible, this assignment is made on the basis of the choice of the student's major field. ~~The advisor receives available information on the student at the time of his/her registration and his/her mid-term and final grade reports as his/her enrollment continues.~~ Counseling Services is responsible for training new faculty advisors on the many facets of academic advising. The advisor is responsible for familiarizing himself/herself with the history and goals of their students in order to develop an advising relationship. ~~on each assigned student and getting to know the student personally. During the second half of e~~ Each semester, the advisor is to help the student select his/her courses for the following semester so that he/she may satisfy the requirements for graduation at Lake Land College and the requirements for transfer and/or employment. Graduation requirements are explained in the College Catalogue, Lake Land College website and degree audit. ~~The counseling staff will answer other questions, and a faculty advisor's handbook is available. Even though some students will change majors, in most cases each advisor is expected to continue to advise such students.~~ Concerns that fall outside the general advisor/advisee relationship will be referred to Counseling Services. If a student changes major fields, he/she will be reassigned to the appropriate faculty advisor. However, ~~if~~ an advisor believes that a particular student could be better advised by another faculty member, he/she may request ~~the counselor to~~ that Counseling Services make such a change.

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Adopted November 9, 1998  
Revised July 14, 2003

**05.02.02**

## **Faculty Registration Duties**

~~Each faculty member is assigned to a specific function during registration periods. Every effort is made to distribute assignments in an equitable manner. To ensure that each student's registration is complete and accurate, each faculty member is responsible for executing his/her assignment in every detail.~~

~~Policy was deleted on (date).~~

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Adopted November 9, 1998  
Revised July 14, 2003  
~~Deleted~~

05.02.05

## Paraprofessional/Custodial Employment Requirements/Qualifications

All Custodial and Paraprofessional staff, except those appointed on a temporary basis as substitutes, will be required to possess no less than the minimum educational requirements, knowledge and skills to perform the duties of the position as stated in the job description.

This policy is not retroactive to those individuals who were already employed prior to November 9, 1998, and who did not possess the minimum educational level or its equivalent at the time of employment. They will, however, be encouraged to actively pursue course work and/or continued education in the areas of their employment.

The individual qualifications fully will be delineated in the written job description, which will be filed in the office of Human Resources~~the Director of Personnel~~, including, but not limited to, education, experience, knowledge, skills, personal, and physical requirements. During the yearly job performance evaluation or at the time of a vacancy, a review and update of the job description should be done.

Prior to assuming their respective duties, Custodial and Paraprofessional staff will be subject to successful completion of required pre-employment testing and are required to file the following forms with the Human Resources~~Personnel~~ Office:

1. A formal Lake Land College application for employment.
2. All transcripts, certificates or licenses, as proof of individual requirements for employment.
3. All payroll and employment forms required by the College or state or federal law.



05.02.06

## Faculty Proficiency in Oral English

The administration shall establish appropriate procedures to ensure that all persons providing classroom instruction to students are orally proficient in the English language.<sup>1</sup>

1. During the initial interview for all potential classroom instructors, the supervisor recommending hiring of an instructor will verify oral English proficiency through discussions held during the interview process. ~~Applicants who do not demonstrate oral English proficiency will not be hired.~~
2. All supervisor and student evaluations of current teaching faculty will include an assessment of oral English proficiency, and all positive recommendations made pursuant to such evaluations will be indicative of a satisfactory evaluation of oral English proficiency.
3. In the event of a negative recommendation related to oral English proficiency made after an evaluation of a current teaching faculty member, Lake Land College will consider reasonable requests for staff development fund resources to pay for such special assistance as may be necessary to improve the spoken English competency to an acceptable proficiency.

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<sup>1</sup> 110 ILCS 805/3-29.2

05.02.07

## Faculty Professional Responsibilities

The ~~professional responsibilities of~~ faculty members of Lake Land College shall ~~be~~:

1. In cooperation with other instructors concerned, prepare or revise guides for courses offered in their division and submit to the Division Chairperson or appropriate administrator for review.
2. Teach classes assigned by the Division Chairperson and approved by the Vice President for Academic Services following course outlines approved by the College.
3. In cooperation with other instructors concerned, prepare ~~textbook~~ recommendations for all educational resources and submit to the Division Chairperson for review. ~~Ensure that all textbooks are replaced after a three-year shelf period.~~
4. File with the librarian a bibliography of library books to be used in each course.
5. Prepare for the annual budget requests for instructional equipment and materials including maps, books, electronic and audio/visual aids resources, and other supplies and submit these requests to the Division Chairperson for recommendation.
6. Prepare requests for the purchase of new library books and materials as needed and submit these requests to the Division Chairperson for review.
7. Report attendance and grades as prescribed by the Dean of Admission Services.
8. Attend division meetings called by the Division Chairperson and faculty meetings called by the administrative officers.
9. Be on campus, in classrooms, laboratories, library, or office for not less than thirty (30) hours a week and maintain a schedule of at least three (3) hours on campus or at an approved location each



college day.

10. Maintain at least five (5) office hours per week as posted on the office door and as filed in the administrative office.
11. Arrive at the classroom or approved location prior to the scheduled class time.
12. Cooperate in the promotion of extracurricular activities by accepting reasonable assignments and encouraging student participation.
13. Serve on such committees for the betterment of the College as may be established by the administration and faculty.
14. Assist in registration as needed ~~and assigned~~.
15. Consider the general and special needs of the student. Assist students in meeting needs or solving problems and, when necessary, seek additional help from other college services.
16. Observe, support, and enforce the regulations, policies, and programs of the College and inform the appropriate administrator in writing of any problem that might have a detrimental effect on the College.
17. Conduct himself/herself in a professional manner.
18. Notify the appropriate administrator well in advance of absences.
19. Advise students assigned by the counselor.
20. Demonstrate commitment to the teaching/learning process.
21. Focus upon student recruitment, retention and success.
22. Use a variety of methods and teaching strategies that reflect the different learning styles and needs of students.
23. Show an understanding of the community college philosophy, including its unique ties to the workforce and its district.

24. Work as a member of a team.
25. Participate in development activities and maintain current perspectives in class presentations.
26. Perform other related duties as assigned.

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Adopted November 9, 1998  
Revised July 14, 2003

05.02.09

## Performance Evaluation and Tenure of Full-Time Faculty Members

### 1. Explanation and Rationale

The single most important responsibility of the Lake Land College Board, faculty, and staff is to provide a quality instructional program designed to promote effective student learning. Excellence of instruction can be achieved when the College employs only fully qualified faculty members. Faculty members should be familiar with the best pedagogical approaches and work in an atmosphere where the freedom to teach and learn is encouraged.

With these principles in mind, a systematic and professional program to assess the quality of instruction and academic support services at Lake Land College is necessary to meet the changing needs of the community, the students, and society. This evaluation program is not intended to be a punitive instrument. Instead, it should develop relationships between faculty and administration, assign ownership for improvement to each faculty member, and emphasize the value of community in the process.

### ~~2. Evaluation of Full-time, Tenured Faculty~~

The full evaluation of tenured and non-tenured faculty, as well as the granting of tenure, shall be governed by ~~the following:~~ Article V, (Performance Evaluation of Full-Time Faculty Members), Sections A through D, and Appendix G (Illinois Compiled Statutes, Higher Education Public Community Act, 110 ILCS 805/) of the active Agreement between the Lake Land College Faculty Association and the Lake Land College Board of Trustees.

~~A. Formal evaluations of tenured faculty members are required every two years.~~

~~B. An evaluator will be a Division Chairperson and/or the most suitable administrator as determined by the appropriate Vice President.~~

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- ~~C. Non-instructional faculty (Librarians, Counselors, Financial Aid Advisors, and other Academic Support employees covered by this agreement) shall be evaluated uniformly within their respective classifications and in accordance with their contractually assigned duties and responsibilities by the appropriate Vice President.~~
- ~~D. An evaluator shall visit a class of each instructor. The faculty member and evaluator shall mutually agree upon the date the visit is to be made and the objectives for that instructional session.~~
- ~~E. The faculty member shall provide to the evaluator a written summary that reviews the faculty member's activities and accomplishments in teaching, curriculum development, research/creative achievement, and/or relevant service since the last formal evaluation.~~
- ~~F. After the classroom visit is completed and the written summary is provided, the evaluator shall hold a conference with the faculty member to discuss the faculty member's in-class teaching performance, contributions to the department, and professional growth using the appropriate evaluation form. At this meeting, the faculty member may voluntarily make available any other information pertinent to the evaluation process.~~
- ~~G. On or before ninety (90) days prior to the end of the academic year, the evaluator shall file a report on the evaluation and conference of each tenured faculty member under his/her jurisdiction with any recommendations that are deemed pertinent with the appropriate Vice President. The Vice President will then forward his/her recommendation to the President. The faculty member shall receive a copy of this report.~~

3. ~~Evaluation of Full-time, Non-tenured Faculty Members~~

~~The full evaluation of non-tenured faculty shall be governed by Article V. C. of the active Agreement between the Lake Land College Faculty Association and the Lake Land College Board of Trustees.~~

~~the following:~~

- ~~A. Formal evaluations of non-tenured faculty members are required each year.~~
- ~~B. An evaluator will be a Division Chairpersons and/or the most suitable administrator as determined by the appropriate Vice President.~~
- ~~C. Non-instructional faculty (Librarians, Counselors, Financial Aid Advisors, and other Academic Support employees covered by this agreement) shall be evaluated uniformly within their respective classifications and in accordance with their contractually assigned duties and responsibilities by the appropriate Vice President.~~
- ~~D. An evaluator shall visit a class of each instructor. The faculty member and evaluator shall mutually agree upon the date the visit is to be made and the objectives for that instructional session.~~
- ~~E. The faculty member is encouraged to provide to the evaluator a written summary that reviews the faculty member's activities and accomplishments in teaching, curriculum development, research/creative achievement, and/or relevant service.~~
- ~~F. Each non-tenured faculty member shall distribute student evaluation forms to all classes each semester. The purpose of conducting these surveys is to provide the faculty member a tool to analyze his/her teaching performance based on student responses. The results of the student evaluations, excluding those for which a grade has not yet been assigned, will be forwarded to the faculty member and the evaluator for inclusion in the faculty member's total evaluation report.~~

**Board Policy No. 05.02.09**

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~~G. After the classroom visit is completed the evaluator shall hold a conference with the faculty member to discuss the faculty member's in-class teaching performance, results of the student evaluations, syllabi and/or course outlines for course taught, strengths and areas of improvement, contributions to the~~

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~~department, and professional growth using the appropriate evaluation form. At this meeting, the faculty member may voluntarily make available any other information pertinent to the evaluation process.~~

~~H. On or before ninety (90) days prior to the end of the academic year, the evaluator shall file a report on the evaluation and conference of each non-tenured faculty member under his/her jurisdiction with any recommendations that are deemed pertinent with the appropriate Vice President. The Vice President will then forward his/her recommendations for approval or denial for continued contractual service to the President. The non-tenured faculty member shall receive a copy of this report.~~

#### ~~4. Granting of Tenure~~

~~The granting of tenure to a non-tenured faculty member who is completing the third consecutive year of full-time employment shall be governed by the following:~~

~~A. Military leaves, maternity leaves, disability leaves, or general leaves of absence shall not be considered eligible to fulfill any part of the three-(3-) or four-(4-) year probationary requirement.~~

~~B. The tenured faculty members of a division shall vote on whether to grant or deny tenure to the eligible faculty member. The tenured members, excluding the division chairperson, will then vote via secret ballot whether to grant or deny tenure to the eligible faculty member. The votes are to be tabulated and announced in that division meeting. Results are to be forwarded to the appropriate Vice President. In making this decision, tenured members of the division will be allowed to use the following tools to evaluate the non-tenured faculty member's performance:~~

- ~~(1) Past student evaluations of the non-tenured instructor. (Not to include student evaluations of courses for which a grade has yet to be assigned.)~~
- ~~(2) Syllabi and/or course outlines prepared by non-tenured faculty members for courses they have taught.~~
- ~~(3) Tenured faculty members of the division also have the option to observe non-tenured faculty members in a classroom setting provided the following conditions are met:~~
  - ~~(a) The tenured faculty member has informed the division chair of his/her interest in observing a non-tenured faculty member in the performance of their classroom duties.~~
  - ~~(b) Having informed the division chair of his/her interest the tenured faculty member and the non-tenured faculty member shall mutually agree upon a date the visit is to be made before any visitation is made. Purpose of said visitation is solely to observe the classroom teaching competency of the non-tenured faculty member.~~
  - ~~(c) Outcome of said observation is strictly confidential and is to be used by the observer only as a measure of the non-tenured faculty member's classroom teaching competence.~~
- ~~(4) Other materials provided by the non-tenured faculty member to tenured members of the division for evaluation purposes.~~

~~C. The evaluator will provide a written recommendation to the appropriate Vice President for granting or denying tenure to the eligible faculty member. The results of the evaluation forms,~~

~~student evaluations, and the voting results of the Department's tenure vote should be the three primary tools used in the tenure decision process.~~

- ~~D. The appropriate Vice President shall submit not later than ninety (90) days before the end of the school year or term during the school year in which tenure would otherwise be conferred a letter of recommendation to the President for each non-tenured faculty member who has completed three (3) consecutive years of service for either granting of tenure status, the extension of one additional year of non-tenure status, or for dismissal. If a one-year extension is the option the Board selects, the non-tenured faculty member will be given notice not later than sixty (60) days before the end of the school year or the term during the school year in which tenure would otherwise be granted.~~
- ~~E. The letter of recommendation shall include the decision of the majority of the members of the division regarding the granting of tenure to the non-tenured faculty member and the recommendation of the appropriate evaluator.~~
- ~~F. The President shall then forward his recommendation, along with the Vice President's letter of recommendation, to the Board of Trustees for review regarding the conferring of tenure status.~~
- ~~G. The faculty member will be notified no later than five (5) college business days of the Board's decision to terminate employment, offer a one-year probationary period, or grant tenure.~~

05.02.10

## Annual Review and Evaluation of Administrators, Supervisors, Support, Paraprofessional and Custodial Staff

Recognizing that employees' performance may change over time and that effective performance requires regular periodic review, the following procedures will be followed:

1. In case of new employees, the immediate supervisor shall complete an Employee Performance Report at the end of the 90-day probationary period for submission to the Human Resources Personnel Office.
2. On an annual basis, immediate supervisors will ~~submit complete~~ Employee Performance Reviewsports for personnel under their supervision. Supervisors should clearly discuss areas of deficiencies with employees as well as areas of exemplary performance. The annual report should include measures to remedy deficiencies in the employee's performance. The Employee Performance Reviewport is considered sensitive information and should be shared only with appropriate supervisors. After the annual reviewport is completed, it should be filed in the Human Resources Personnel Office. Individuals ~~wanting~~wishing a copy of their annual Employee Performance Reviewport may obtain one from their supervisor or download electronically. Any employee who disagrees with the supervisor evaluation will be afforded the opportunity to state the disagreement in writing and to have that written response placed in his/her personnel file.
3. ~~After evaluations by supervisors and recommendations from the respective Vice Presidents, the President, on an annual basis, will forward to the Board of Trustees his/her recommendation for reemployment or non-reemployment of these individuals prior to the July meeting of the Board of Trustees.~~ In case of conflict between the provisions of College policy and the provisions of the Department of Corrections or Department of Juvenile Justice contract(s), the Department of Corrections or Juvenile Justice contract(s) will prevail.



## **Board Policy**

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**05.02.10**

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Adopted November 9, 1998  
Revised July 14, 2003

**05.03****Bargaining Units**

As per the provisions of the Illinois Educational Labor Relations Act, educational employees have the right to organize and choose freely their representatives. ~~At Lake Land College~~ recognizes the following bargaining units; ~~the following associations have been chosen to represent respective units:~~

1. The Lake Land College Faculty Association, IFT/AFT, Local 2296, AFL/CIO, is the sole and exclusive bargaining representative for all full-time faculty and all full-time academic support personnel.
2. The Lake Land College Paraprofessional Union, IFT/AFT, Local 6028, AFL/CIO, is the sole and exclusive bargaining representative for all full-time employees who keep records and process information upon the direction and request of professional College staff for a twelve-month year.
3. The Lake Land College Custodial Association, IFT/AFT, Local 6027, AFL/CIO, is the sole and exclusive bargaining representative for all full-time custodial, maintenance, and grounds personnel.
4. American Federation of State, County, and Municipal Employees (AFSCME), is a bargaining representative for specific employees under the Department of Corrections' contractual agreements.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised November 9, 2015  
[Revised](#)

05.04

## Administrative, Supervisory and Support Staff

Policy deleted on (date).

~~Administrative, Supervisory and Support staff are considered at-will employees and serve at the pleasure of the President. The President shall annually review the results of the evaluation of each staff member by supervisors and the recommendations from the respective Vice President, consider the benefits to the College for the continued employment of each staff member, and forward to the Board of Trustees his/her recommendation for reemployment or non-reemployment of these individuals prior to the July meeting of the Board of Trustees. In case of conflict between the provisions of a college policy and the provisions of the Department of Corrections contract, the Department of Corrections contract will prevail.~~

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Adopted November 9, 1998

Revised July 14, 2003

Deleted



## 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. ~~hired at the Vice President, Comptroller, Executive Dean, Dean, and Associate Dean level, will be expected to possess, at the minimum, a master's degree or its equivalent from an accredited institution of higher education. This policy is not retroactive to those individuals who were already employed prior to November 9, 1998, and who did not possess a master's degree or its equivalent. They will, however, be encouraged to actively pursue course work towards the master's degree.~~ 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. ~~They also will be encouraged to actively pursue course work for the master's degree.~~

### 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. ~~with the following exceptions: The Director of Physical Plant Operations, the Director of Printing and Technical Services, Director of the Child Care Laboratory, Director of Food Service and the Supervisor of Custodial Services may present wW/orking experience or licensure for evaluation in lieu of a degree may be acceptable.~~

~~This policy is not retroactive to those individuals who were already employed by the College prior to the adoption date of this policy. Supervisors will also be encouraged to actively pursue course work towards a master's degree.~~

**Board Policy****05.04.01**

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.~~possess, at the minimum, a bachelor's degree or its equivalent from an accredited institution of higher education. This policy also is not retroactive to those individuals who were already employed by the College prior to November 9, 1998. They will, however, be encouraged to actively pursue course work towards the bachelor's degree.~~

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Adopted November 9, 1998

Revised July 14, 2003

Revised April 14, 2014

Revised December 12, 2016. Effective January 1, 2017.

05.04.02

**Exempt/Non-exempt Status ~~(Supervisory and Support Staff)~~**

Positions ~~in the supervisory and support staff~~ are classified as exempt or non-exempt with reference to certain conditions of employment as defined by the Federal Fair Labor Standards Act, a copy of which will be kept on file in the Human Resources office ~~of the Director of Personnel~~. Exempt employees have a yearly salary and are not qualified for overtime. Non-exempt employees have an hourly wage, and hours beyond forty (40) per week qualify for overtime. For non-exempt employees under the Department of Corrections or Department of Juvenile Justice contract(s), the Department of Corrections or Department of Juvenile Justice contract will prevail.

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Adopted November 9, 1998[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, ~~unless the employee has had previous satisfactory service with Lake Land College,~~ with the exception of police~~public safety~~ officers, 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. ~~In this event, no benefits accrue, except that the State Universities Retirement System will refund employee contributions. In addition, health or accident insurance claims filed for this period will be valid.~~

With the exception of public safety~~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

05.04.04

## Work Week

For purposes of computing the payroll and overtime only, the work week is defined as beginning at midnight Monday morning and ending at 11:59 p.m. the following Sunday night.

### Supervisory and Support Non-Exempt Staff

Except as may otherwise be provided within this section and during the summer term, the regular work week for supervisory and support staff will be forty (40) hours per week. ~~For purposes of computing the payroll and overtime only, the work week will begin at midnight Sunday and end at midnight the following Sunday.~~

All full-time employees' work schedules will provide for a twenty-(20)-minute paid rest period during each four-(4)-hour time period. Whenever feasible, the rest period will be scheduled at the middle of each four-hour period.

All full-time employees' work schedule will provide for an unpaid lunch period of up to one hour. The lunch period must begin sometime within the first five (5) hours of work.

All ~~public safety police~~ officers will be permitted to take a thirty- (30)-minute paid lunch break during their shift. All sworn personnel are presumed to be on duty at all times and will, therefore, postpone any break periods that are interrupted by emergencies or other situations that require immediate response.

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

### Administrative Exempt Staff

The normal work week for administrators is forty (40) hours a week, normally commencing between 7:30 a.m. and 8:00 a.m. However, due to the nature of their responsibilities, ~~administrators-exempt staff~~ will be considered as subject to call on duty on an around-the-clock basis.

There are frequent meetings during the evening at which attendance must be considered as part of the normal responsibilities of those who are in this area of work. Also, there may be times when the work load is such as to require numerous hours beyond that considered to be the normal work hours. This also, if necessary, is considered a part of the responsibility of those who are classified as administrators. The schedule of administrators, on the other hand, should be sufficiently flexible to allow them reasonable hours away from their office during the work day if their immediate supervisor deems it necessary and grants approval. When administrators are away from their office during the normal work day, they should notify their immediate supervisor or leave word with their secretary concerning the means to reach them.

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Adopted November 9, 1998  
Revised May 10, 1999  
Revised September 15, 2003

05.04.06

## Personal Days

Personal days for administrative, supervisory and support personnel, with pay of up to 24 hours for full-time 12-month employees and prorated hours for full-time employees of less than 12 months, may be used for the purpose of caring for personal, legal, household, or family matters which require absence from professional responsibilities. Personal leave will not be used for the purpose of extending vacation. Except in an emergency, employees desiring to use personal leave shall notify their supervisor ~~the appropriate vice president or designated administrator in writing~~ at least one full College business day in advance. When advance notification is not possible because of an emergency, the employee must substantiate the leave in writing within three days after return to work. Failure to do so will result in loss of pay for the leave hours taken. A minimum of one hour of personal time may be used. Personal hours will be deducted as used. Employees in their probationary period are not allowed to utilize personal leave. Personal leave does not carry over or accumulate as personal leave. Any unused personal hours will transfer to the employee's sick hour balance at the end of each fiscal year.

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.

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 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.

~~All non-grant full-time administrators who previously have been employed at other districts will be credited with additional sick leave as follows:~~

<del>One year previous experience .....</del>	<del>Five (5) additional days</del>
<del>Two years previous experience .....</del>	<del>Ten (10) additional days</del>
<del>Three years previous experience .....</del>	<del>Fifteen (15) additional days</del>

Sick leave must be recorded on the employee's time sheet or reported on an absence form. ~~for exempt employees.~~ 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.

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Adopted November 9, 1998  
Revised September 15, 2003  
Revised August 14, 2006  
Revised June 13, 2011

Revised November 14, 2016

05.04.11

## Parental Leave

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 ~~Personnel~~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 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 ~~Accounting~~Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee.

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Adopted November 9, 1998

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.<sup>1</sup> The college uses a rolling 12-month period for counting FMLA time.

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<sup>1</sup> \*29 CFR Section 825. The Family and Medical Leave Act.

Adopted November 9, 1998  
Revised September 15, 2003  
Revised April 13, 2009

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.~~Any employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty as a result of an order of the President of the United States, shall for each pay period continue to receive the same regular compensation that he/she receives or was receiving as an employee at the time he/she is or was so mobilized to active duty, plus any health insurance and other benefits he/she is or was receiving or accruing at that time, minus the amount of his/her base pay for military service, for the duration of the active military service.~~<sup>1</sup>

For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

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<sup>1</sup> ~~110 ILCS 805/3-26.1~~ 5 ILCS 325/1

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 ~~Personnel office~~ 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 ~~Accounting~~ Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee.

For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

## **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 centers, when there is a conflict, the Department of Corrections contract 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;

**Board Policy****05.04.18**

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.

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Adopted November 9, 1998  
Revised July 14, 2003



05.04.19

### **Dispute Resolution~~Grievance~~ Procedure** **(Supervisory and Support~~Non-Collectively Bargained~~ Staff)**

The dispute resolution grievance is defined and limited to an alleged violation of specific policies numbered 05.04.04, 05.04.05, 05.04.06, 05.04.07, 05.04.08, 05.04.09, 05.04.10, 05.04.11, 05.04.12, 05.04.13, ~~and 05.04.18, and 05.04.21~~. If any such disputegrievance arises, the disputegrievance shall be submitted according to the following grievance dispute resolution procedure. This policy does not preclude the employee~~grievant~~ from seeking to resolve any disputegrievance through informal discussion with his/her immediate supervisor prior to the time the written disputegrievance is submitted.

#### Guidelines

1. The resolution of disputes~~grievances~~ will transpire during times mutually agreed upon by both parties at the respective steps.
2. The employee must be present at all hearings and conferences.
3. The employee, at his or her option, may secure at his/her own cost any outside legal representation at any stage of the formal dispute resolution grievance process.
4. The employee may withdraw a dispute grievance at any level without reprisal.
5. If a disputegrievance—involves several employees, such disputegrievance may be referred by the appropriate Vice President directly to the President with a recommendation for consideration and subsequent action to resolve the disputegrievance. If the issue is not satisfactorily resolved, the employee(s) grievant may advance the disputegrievance to Step 4 of the formal stage of the dispute resolution~~grievance~~ procedure.
6. The time provisions at any step may be altered by mutual consent of the employee(s) and the appropriate administrative representative of the College.
7. At each level beyond the informal stage, signed copies of the dispute

~~resolution~~~~grievance~~ and the subsequent response will be issued. The employee will retain a copy of all filings and responses. A second copy of all statements will remain with the administration at the appropriate level and may be forwarded as necessary to the ~~Personnel~~~~Human Resources~~ Office.

### Informal Stage

An individual employee who believes his/her rights have been abridged as provided in a policy shall first make an attempt to resolve any differences in an informal, verbal discussion between the employee and his/her immediate supervisor.

### Formal Stage

#### 1. Step One

If the ~~disputed~~~~difference~~ is not resolved in the informal stage, the employee may, within ~~ten~~~~five~~ (105) working days of the time of the discussion at the informal stage, present the ~~complaint~~~~grievance~~ in writing to his/her immediate supervisor. A statement of the ~~complaint~~~~grievance~~ shall: name the employee involved, state the facts giving rise to the ~~dispute~~~~grievance~~, identify all provisions of applicable Board Policies alleged to be violated, state the contention of the employee, with the right to submit supportive evidence and/or affidavits of witnesses along with his/her statement of ~~complaint~~~~grievance~~, be signed by the employee, and indicate the statement or relief requested. Within ~~ten~~~~five~~ (105) working days after the written ~~complaint~~~~grievance~~ has been presented to the immediate supervisor, a conference will be arranged to discuss the ~~complaint~~~~grievance~~. Within ~~ten~~~~five~~ (105) working days after the conference, a written response from the immediate supervisor stating the disposition of the ~~complaint~~~~grievance~~ will be forwarded to the employee, with copies forwarded to the ~~Human Resources~~~~Personnel~~ Office and to the appropriate administrator.

- A. Any ~~dispute~~~~grievance~~ alleging discrimination on the basis of sex should be filed with the ~~Title IX Coordinator in the~~~~Director of Human Resources~~~~Personnel~~ Office.

- B. Any disputegrievance alleging discrimination on the basis of handicap, either physical or mental, should be filed with the 504 Coordinator.
- C. Employees alleging discrimination because of sex, age, race, national origin, physical or mental handicap may also direct complaints to the Office of Civil Rights, U. S. Department of Education, or employees may pursue both avenues of complaint resolution.

## 2. Step Two

If the complaintgrievance is not resolved in step one of the formal stage, the employee may, within tenfive (105) working days of the filing of the decision of the immediate supervisor, submit to the appropriate administrator a statement of the complaintgrievance signed by the employee. Within tenfive (105) working days after receipt of the statement of the complaintgrievance, the appropriate Vice President will arrange a conference with the employee to discuss the complaintgrievance, or at the employee's option, a formal hearing on the disputegrievance. At such hearing, the employee will have the right to present evidence and cross examine witnesses. Within tenfive (105) working days after the final conference or hearing, the Vice President will file a written disposition of the complaintgrievance with the employee and forward copies to the President of the College.

## 3. Step Three

If the complaintgrievance is not resolved in step two of the formal stage, the employee may, within tenfive (10-5) working days of the filing of the decision of the appropriate administrator, submit to the President of the College a statement of the complaintgrievance signed by the employee. Within tenfive (105) working days after receipt of the statement of the complaintgrievance, the President will arrange a conference with the employee to discuss the complaint-grievance. Within tenfive (105) working days after the final conference, the President will file a written

disposition of the complaintgrievance with the employee and the Human ResourcesPersonnel Office.

#### 4. Step Four

If the complaintgrievance is not resolved in step three, the employee may, within tenfive (105) working days of the filing of the decision of the President of the College, submit the complaintgrievance through the President's Office to the Board of Trustees chairperson' Resource and Development Committee. The President of the College will forward all written statements and related material pertaining to the complaintgrievance along with a copy of the employee's statement of disputegrievance to the Board. If the statement of disputegrievance is received one week prior to the regular monthly Board Meeting, the complaintgrievance will be placed on the agenda for the Board Meeting, or if received subsequent to the aforementioned deadline date, at the next regularly scheduled meeting. The Board will review all documents submitted by the employeeegrievant and the College President pertaining to the complaintgrievance, hold hearings and conferences, and if desirable, or at the request of the employeeegrievant, seek further information pertaining to the complaintgrievance. The Board will render a decision at said meeting. Within tenfive (105) working days, the Board and will file with the employeeegrievant, the President and the Human ResourcesPersonnel Office a written disposition of its decision. The Board of Trustees' decision regarding the disposition of the dispute and any recommended relief, settlement, or considerations related thereto will be considered final and binding on all parties.

#### 5. Step Five

~~After due and careful consideration of all facts and circumstances, the Board of Trustees' decision regarding the disposition of the grievance and any recommended relief, settlement, or considerations related thereto will be considered final and binding on all parties.~~

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Adopted November 9, 1998

05.04.22

## Salary and Grade Schedules

Grade schedules and salary ranges within each schedule will be established by the Board of Trustees for administrative, supervisory, and support staff. At appropriate intervals to be established by the Board, salary schedules and salary ranges will be reviewed.

Whenever an individual is recommended to the Board of Trustees for employment, he/she will have been placed within a salary gradeschedule, and a determination of his/her starting salary will have been made by the compensation guidelines and approved by the appropriate Vice President and the College President. The exact title and function of the individual also will be recommended to the Board of Trustees. Placement within a salary gradeschedule will be based upon grade classification as determined by Hay Review Board. ~~education, credentials, experience, scarcity of expertise, uniqueness, and qualifications stated in Board Policy.~~

05.04.23

## Position Status

At the time designated by the Hay Review Board of the annual review if an employee feels that the duties and responsibilities of his/her position have materially changed, a request for a re-evaluation with the immediate supervisor should be made. If the immediate supervisor decides that a re-evaluation is warranted, and with the approval of the appropriate Vice President, a letter of recommendation should be submitted to the Hay Review Board President. The employee requesting a change in position status will be notified of the disposition of his/her request following the review by the Hay Review Board. Any compensation adjustment will be made on either January 1<sup>st</sup> or July 1<sup>st</sup> depending on when the evaluation was completed.~~prior to submission of the budget to the Board of Trustees.~~

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Adopted November 9, 1998

[Revised](#)

05.04.24

## **~~Grant Funded Department of Corrections Teaching Support Staff Seniority Rights~~**

### ~~Delete policy~~

~~Grant Funded Department of Corrections Teaching Support Staff means a full-time grant-funded employee of Lake Land College providing instructional services at a Department of Corrections facility on an annual basis, excluding supervisors, administrators, clerical, Youthful Offender Advisor, and members of any collective bargaining unit.~~

~~If Board action or suspension of funds results in a reduction of force within the Grant Funded Department of Corrections Teaching Support Staff positions, impacted employees will be notified prior to the end of the Department of Corrections contract.~~

### ~~Non-Union Staff Employees~~

~~Grant Funded Department of Corrections Non-union Staff Employees will have seniority rights over less senior Grant Funded Department of Corrections Non-union Staff Employees and will have the ability to displace a less senior employee who is currently providing a service that the more senior employee is deemed by the College competent to render. A list of Grant Funded Department of Corrections Non-union Staff Employees in seniority order will be kept by the Office of the Vice President for Academic Services and will be used as the official list for the determination of seniority. Specifics on the time within which a displaced employee has to request a transfer based on seniority and detailed procedures surrounding the abovementioned occurrence will be set by the College if and when such an occurrence does take place and will be based on the unique nature of the occurrence. Any change in employment brought about as a result of this policy must be approved by the Board of Trustees.~~

~~Grant Funded Department of Corrections Non-union Staff Employees who have been dismissed will be given first consideration for all open Grant Funded Department of Corrections Non-union positions that he or she is deemed competent by the College to render for a period of 18 months prior to the appointment of any new or less senior Grant Funded Department of Corrections Non-union Staff Employee.~~



AFSCME Union Employees

~~Grant-funded Department of Corrections AFSCME Bargaining Union Staff Employees covered under the AFSCME Bargaining Union shall follow the following Layoff Decision and Impact Bargaining:~~

- ~~A. An employee who is subject to layoff is defined as an employee scheduled to be laid off by the Employer or removed from his/her position on a permanent basis.~~
- ~~B. The Employer shall provide a packet of written information to employee(s) subject to layoff and employee(s) potentially affected by the exercise of bump rights of an employee subject to layoff. Such packet shall contain: a seniority roster (including work schedule, work location and any special requirements) of employee(s) subject to layoff and employee(s) potentially affected by layoff; the Employer's vacancy list (including work schedule, work location and any special requirements) and the affected employee's(s') potential bump options (if applicable) and other such information as is reasonably needed for the employee(s) to exercise his/her rights under this agreement.~~
- ~~C. Bumping shall be in the following order of priority and in seniority order among affected or potentially affected employees:
  - ~~1. The lowest senior AFSCME represented employee in a position (for which the target employee is deemed qualified in accordance with the Employer's practice and as mutually agreed by the parties) at the targeted employee's work location. Work location shall be defined as the correctional facility.~~
  - ~~2. The lowest senior AFSCME represented employee in a position (for which the targeted employee is deemed qualified in accordance with the Employer's practice and as mutually agreed by the parties) at any other AFSCME represented correctional facility contracted by the Employer.~~~~
- ~~D. Employee(s) may choose to exercise or waive his/her bump/vacancy filling options at each step. Employee(s) may opt for layoff at any point prior to the implementation of the option selected.~~

**Board Policy****05.04.24**

~~However, the Employer shall not be required to modify the layoff plan as a result.~~

- ~~E. All employees moving to a new position in lieu of layoff shall retain their current rate of pay and receive all negotiated pay increases henceforth.~~
- ~~F. Employee(s) shall be eligible for recall to any vacant position which the employee is qualified to fill prior to filling such vacancy by a new or less senior employee for a period of twenty-four (24) months after the effective date of the layoff.~~
- ~~G. Employee(s) actually laid off as a result of this process shall not lose any accumulated seniority. However, employees shall not accrue seniority during the period of layoff.~~
- ~~H. It is understood by the parties that promotion in lieu of layoff is not an option under this agreement.~~
- ~~I. Employees represented by another collective bargaining agent and unrepresented employees are excluded from the procedures outlined in this agreement.~~

~~IFT Union Employees~~

~~Grant Funded Department of Corrections IFT Union Staff Employees shall adhere to language in the Lake Land College IFT Collective Bargaining Agreement.~~

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Approved March 8, 2004  
Revised June 14, 2010

**05.05****Qualifications, Expectations, Duties, Requirements, Compensation and Incentives for Adjunct Faculty**

Chairpersons of Divisions will identify and recommend, to the ~~appropriate vice-president~~ Vice President for Academic Services, adjunct faculty to fill vacancies and meet changing enrollment demands within each area of instruction or academic support. Adjunct faculty must meet the minimum qualifications and requirements as outlined in Board Policy 05.02.04.

**Adjunct Faculty Expectations, Duties, Requirements and Compensation**

Adjunct faculty will:

1. Teach course(s) in accordance with the requirements as detailed in the course descriptions and outlines.
2. The expectation for adjunct faculty members, as with all faculty members, is that for every hour an adjunct faculty members spends teaching in the classroom, an additional hour is spent outside of the classroom in preparation for teaching as well as grading, assessing student work, working with students, etc.
3. Develop a syllabus for each course taught which shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, and attendance policy. The syllabus will be distributed to each student in the course during the first week of classes.
4. Administer a final examination in each course taught during the designated final examination period.

5. Submit final grades to the Vice President for Academic Services.
6. Be reasonably available for individual student consultation.
7. Be subject to evaluation in a timely fashion as determined by administration.
8. Conduct student evaluations in each course in accordance with College procedures.
9. Be ineligible for College benefits, except as provided by law.
10. Be paid a rate established by the Board of Trustees and reviewed upon the recommendation of the President.
11. Receive a corresponding reduction in pay for absences from class and for whom a substitute instructor is assigned.
12. Be subject to Board Policy 05.02.06 covering oral English language proficiency.

### Adjunct Faculty Incentives

Adjunct faculty will:

1. Be invited, if selected by their Division Chair, to participate in the graduation ceremony, including the wearing of cap and gown.
2. Receive a tuition waiver, upon request, equal to the credit hours of the course(s) taught, not to exceed three semester hours per semester. This tuition waiver is nontransferable and covers only tuition. Each adjunct faculty is responsible for all fees associated with the course. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

3. Be included in ~~faculty~~ employee development and in-service activities.
4. Be included in an adjunct faculty recognition program.
5. Receive, upon request, a season pass to athletic events.

#### Non-Paid Clinical Instructors/Supervisors Incentives

Non-paid clinical instructors/supervisors will:

- ~~4.~~ Be eligible for a one-semester-hour, nontransferable tuition waiver upon request for 120 clock hours of non-paid clinical supervision provided at a clinical site per year. Clinical instructors/supervisors are responsible for all registration and course fees. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.
- ~~2.~~ ~~Be eligible to receive a token of appreciation for supervising less than 120 clock hours at a clinical site per year.~~

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Adopted November 9, 1998  
 Revised April 11, 2005  
 Revised April 8, 2013  
 Revised May 12, 2014  
 Revised December 12, 2016. Effective January 1, 2017.

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

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

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

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Adopted November 9, 1998

Revised

05.07

### **Student Employment~~mentees~~ – Federal Work Study Program**

The Director of Financial Aid and Veteran Services is responsible for the administration of the ~~federal work study student employee programs and student employment program budget at the College following guidelines established by the U. S. Government and the College. Finances for student employment will come from two primary sources: Institutional Work Study funds allotted in the annual operating budget of the College and in accordance with regulations Federal Work Study funds allotted by of~~ the U. S. Department of Education.

~~In accordance with federal regulations, T~~he Director of Financial Aid and Veteran Services will determine the eligibility of students for ~~College on-campus~~ work ~~study~~ positions and assign ~~them interested students~~ to specific offices. Student employees generally will work a maximum of fifteen (15) hours a week during the year. Additional hours may be assigned during break periods. ~~Supervisors will be encouraged to be mindful of student class schedules and study requirements when making hiring decisions and establishing work schedules.~~

Student employee ~~pay~~ rates will be set by the Director of Financial Aid and Veteran Services consistent with guidelines established by the U. S. Department of Education. Student employees will not be eligible for College fringe benefits, and student employees may be dismissed by their immediate supervisor after consultation with the Director of Financial Aid and Veteran Services.

~~In addition to the federal work study student employment program, the College may hire students for part-time positions through general staff hiring processes.~~

~~The overall philosophy governing student employment is to provide additional financial assistance which would enhance their opportunities for a college education. The financial need of a student, therefore, will be considered in the assignment of student employees.~~

~~Supervisors are an important component in the student work experience at the College. Therefore, supervisors of student employees should be~~

~~mindful of student class schedules and study requirements when making hiring decisions and establishing work schedules.~~

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Adopted November 9, 1998

Revised



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

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

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

## Hiring ~~Procedures~~ for Full-Time Employees

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received in Human Resources will be submitted to the appropriate supervisor after the application deadline.
4. The hiring Supervisor must form a selection committee, including a representative from Human Resources. All committee members must have appropriate training. If a selection committee member is closely related to the applicant, he or she must excuse himself or herself from the committee.
5. Human Resources will ensure that reference checks and background screenings will be conducted on all final candidates. Background checks will include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification.
6. The appropriate administrator or supervisor will notify Human Resources as soon as a final recommendation has been made to the President. If any information is developed and verified through reference checks or background screenings, including felony convictions, that is contrary to the conditions and/or personal qualifications represented by the applicant, an appointment, if already made, may be immediately revoked and the employee dismissed.
7. Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All final offers of employment require Board of Trustees approval.

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**Board Policy 05.10**

8. Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
9. All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04.
10. When positions must be posted internally in accordance with collective bargaining agreements, the Human Resources Department will be notified of the position transfer or the need to advertise for the vacancy.
11. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.
12. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.

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

**05.11****Disability and Worker's Compensation**

Any accident or illness which is the result of employment is covered by Worker's Compensation. Employees who are injured during working hours at Lake Land College must report the accident as soon as practicable but not later than forty-five (45) days after the accident to College Health Services or their supervisor, even if the injury does not seem to warrant medical attention, so that an Accident Report can be prepared. Notice of the accident shall give the approximate date and place of the accident, if known, and may be given orally or in writing.

~~Time lost due to an accident as a result of employment is not deducted from the employee's sick leave.~~ The College will continue salary benefits through the first three (3) working days, at which time Worker's Compensation will start paying the employee for time lost. In the event the disability from an accident extends beyond ten (10) working days, Worker's Compensation insurance will pay from the first day of disability. The employee then would reimburse the College for the first three (3) working days' compensation.

In the event that Worker's Compensation denies the claim and appeal is unsuccessful, the employee, upon return to work, can use available sick leave days to cover the absence. In the event that sick leave day benefits expire prior to release by a physician to return to work, the employee may refer to the provisions of the State Universities Retirement System disability benefits.

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Adopted November 9, 1998  
Revised September 15, 2003

05.12

## Organizational Chart

An organizational chart of the College will be reviewed and approved by the Board of Trustees on an annual basis; ~~and changes, corrections, and deletions, likewise, must receive the approval of the Board.~~ The geometrical chart clearly will explain reporting relationships among all administrative entities of the College. It will be maintained and published by the Human Resources Office President and made available ~~for online via the Board of Trustees web page copying.~~ (Appendix "A" of the Policy Manual)

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Adopted November 9, 1998  
Revised

05.14

## Intellectual Property Rights

### Copyright Compliance Statement

Lake Land College is committed to educating faculty, staff, and students on issues of intellectual property, copyright, and fair use. International, federal, and state laws, which include the Copyright Act of 1976 and its amendments, the Digital Millennium Copy Act of 1988, and the TEACH Act of 2002, dictate policy as to how institutions may use the works of others. It is Lake Land College's policy to maintain and comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that Lake Land College's faculty, staff, and students create as well as outside scholars' ideas and materials which are used for academic purposes.

### Copyrights

1. The College recognizes that the creation of scholarly materials can be of benefit to the author and the College and is to be encouraged. This policy is intended to foster the traditional freedoms of faculty with regard to the creation of such materials and to provide a fair balance of the interests in such works.
2. Works subject to copyright may include, but are not limited to, the following:
  - A. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manual syllabi, tests, and proposals.
  - B. Lectures, dramatic or musical works, and unpublished scripts.
  - C. Films, film strips, charts, transparencies, and all other visual aids.
  - D. Pictorial, graphic, and sculptural works.

- E. Audio and video tapes and cassettes.
- F. Programmed instructional materials.
- G. Computer/web-based graphics, text and/or programming.

H. Open Educational Resources (OER) or Creative Commons.

3. Under copyright law, the right to copyright any of the above, or to assign subsidiary rights, normally belongs to the author of the work. However, in the case of “work for hire,” the employer or other entity for whom the work has been prepared is considered the copyright owner. To establish guidelines for determining whether or not a “work for hire” relationship exists and to balance the equitable interests involved, the following principles will be followed:

Ownership in copyrightable works produced by authors who are faculty at the College shall remain with the faculty authors except in the following situations, in which ownership of all rights in copyrightable works produced shall belong to the College (for the benefit of the College):

- A. Works prepared under an agreement with an external party (e.g., a grant or contract) where the terms of the agreement require the College to hold or transfer ownership in the copyrightable work.
  - B. Works expressly commissioned in writing by the College; or
  - C. If an author is uncertain about the ownership of a work arising out of a particular assignment, before undertaking the assignment, the author shall be entitled to request and to receive a clarifying written statement from the President of the College.
4. If more than half the cost of production of a copyrightable work not considered a “work for hire” hereunder was provided through College resources, the faculty author shall grant the College an irrevocable, nonexclusive, royalty-free license to use, copy, and sell

such work in connection with its teaching, research, and public service programs.

5. With respect to copyrightable works owned or used by the College pursuant to paragraph 3 or 4 above, the author may be required to execute such documents as are necessary to vest ownership or a royalty-free license to copy, use, and sell such works in the College or its designee and to warrant that such works do not infringe any pre-existing copyright.
6. When the College commissions the preparation of a copyrightable work by an author who is not a faculty member, the contract with such authors shall specify that the work shall be considered “work for hire.”
7. Works owned by the author may be copyrighted, published, and distributed by the author, or by others to whom the author has assigned such rights, subject only to any license referred to in paragraph 4 above. Authors may request that the work be produced through the College; and, if the request is granted, an agreement will be drawn-up specifying the duties of the author and the College, the distribution of any income received between the author and College (for the benefit of the College), and other mutually agreed-upon terms. The agreement shall be approved by the President of the College, after considering the recommendations of the appropriate research administrator or committee.
8. To avoid the appearance of impropriety faculty-authors who require their students to purchase their works should:
  - A. Donate the equivalent amount of any royalties received from such purchased to the College Foundation for use in an appropriate fund (e.g., department or College scholarship); or
  - B. Consider other appropriate methods of divesting themselves of the equivalent amount of any such royalties.
9. In the event that income is received by the College from any copyrightable works belonging to the College, an appropriate share shall be paid to the author. The amount of said share shall be



determined by the President of the College, after considering the recommendations of the appropriate research administrator or committee.

10. The College's share of copyright income shall be used and controlled in ways to produce the greatest benefit to the College and to the public in a manner to be determined by the President of the College, after considering the recommendations of the appropriate research administrator or committee.

### Penalties for Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In accordance with Board Policies 05.04.18 – Discipline and Suspension, Demotion or Dismissal for Cause, 07.28.01 – Student Code of Conduct and Disciplinary Procedures, and 11.15 – Acceptable Technology Use, disciplinary action may be imposed against employees and students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the College's information technology system. Penalties for copyright infringement may also include civil and criminal penalties as defined by the U.S. Copyright Office.

### Patents

1. The principle is recognized that discoveries, inventions, and patents which are the result of research carried on by, or under the direction of, faculty on College time, with significant use of College facilities, or from College funds under their control belong to the College and shall be used and controlled in ways to produce the greatest benefit to the College and to the public.
2. Patentable inventions or discoveries covered by paragraph 1 above shall be submitted to the appropriate research administrator or

committee to be considered for submission to a research corporation, which may patent and commercialize the invention or discovery without expense to the inventor or discoverer or to the College. If an invention is not submitted to or accepted by such research corporation, its disposition will be determined by the President of the College, after considering the recommendation of the appropriate research administrator or committee.

3. In the event that income is received by the College (for the benefit of the College) from any patent, an appropriate share shall be paid to the inventor or discoverer. This share is to be determined by the President of the College, after considering the recommendation of the appropriate research administrator or committee.
4. Agreements with sponsors which provide that the sponsor may determine disposition of patentable inventions or discoveries may be accepted when required by applicable state or federal statutes or when the action of the Board in waiving its rights to such inventions or discoveries is determined to be in the public interest. Any such waiver requires the approval of the President of the College.
5. The share of any income to the College resulting from the commercial development of inventions or discoveries shall be used and controlled in ways to produce the greatest benefit to the College. Such use shall be determined by the President of the College, after reconsidering the recommendations of the appropriate research administrator or committee.
6. Approval by the President shall be required for use of the name of the College in advertising or promoting commercial development resulting from research, and approval by the President shall be required for use of the name of the College for such purposes.

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Adopted November 9, 1998  
Revised September 15, 2003

Revised

05.16

### Compensation for Non-Credit Teaching

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

1. Non-credit course fees and distribution of revenue shall be reviewed on an annual basis by the President, who will in turn make recommendations to the Board of Trustees.
2. A non-credit instructor shall receive a negotiated fee. ~~seventy percent (70%) of the revenue generated by the non-credit course which he/she teaches. An off-campus coordinator shall receive ten percent (10%) of the revenue generated by the non-credit course under his/her auspices.~~
3. Off-campus sites rental fees will be reviewed on an annual basis by the President, who in turn will make a recommendation to the Board of Trustees.

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Adopted November 9, 1998  
Revised

05.17

### **Compensation for Outside Specialists for Credit and Non-credit Teaching**

Specialists possessing unique job talents may, from time to time, be employed by the College to offer seminars or workshops on contemporary topics. These are usually events of short duration which may be credit or non-credit. Fees charged will be sufficient to cover College costs and presenter fees and/or provide additional revenue to the College.

Specialists may be of two categories:

1. Persons not currently employed by the College on a full-time basis, or
2. Current full-time employees employed by the College in a capacity beyond his/her normal job duties, so long as the employment as a specialist does not interfere with the employee's normal job duties.

05.18

## Exit Checklist

When employees terminate their employment with Lake Land College, Human Resources will send an electronic message to the Accounting Office, Bookstore, Campus Police Office, Information Systems and Services (ISS) Deartmentpublic safety and Library. If outstanding debts exist, Human Resources will notify the employee, and arrangements must be made by the employee for the removal of outstanding debts with the College, e.g. Accounting Office, telephone, Library, Bookstore. Office and master keys must be returned to Human Resources on the last day of employment. ~~Failure to settle outstanding debts or return College property may result in the delay of the employee's final remuneration.~~

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Adopted November 9, 1998  
 Revised September 15, 2003  
 Revised August 14, 2006  
Revised

## Holidays and Summer Work Week

### Holidays

Except as may otherwise be provided within this section, holidays include those days when the College is officially closed, as shown in the published college calendar for each academic year.

Except as may otherwise be provided within this section, each employee will be granted the day off with pay on each of the following holidays:

- January 1
- Friday before Easter
- Martin Luther King, Jr., Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 25

When any regular paid holiday falls on a Saturday, the preceding work day will be observed. If a holiday occurs on a Sunday, the following work day will be observed.

If Independence Day falls on Friday or Saturday when the College is closed due to the implementation of a four-day summer work schedule, employees will receive a credit for eight and one-half (8½ ) hours or one (1) summer day off to be used during the same or following work week with prior approval of the immediate supervisor.

If an employee is required to work on a holiday, the employee is entitled to holiday pay, which is double the regular rate of pay.

If a paid holiday occurs during an employee's vacation leave, an additional day of vacation will be granted. Additional holidays established and observed are subject to approval by the Board of Trustees. Religious holidays may be deducted from personal leave, vacation, or compensatory time.

## Board Policy **05.20**

For ~~police~~public safety officers, because of the nature of their responsibilities, holidays include only the following days:

January 1  
 Martin Luther King, Jr., Day  
 Friday of Spring Break  
~~Sunday of Spring Break~~  
Easter Sunday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 December 24  
 December 25

~~Police~~Public safety officers will receive regular pay for regularly scheduled workdays (non-holidays) worked during periods when the College is closed, as shown in the published college calendar for each academic year.

### Summer Work Week

Except as may otherwise be provided within this section, if the College establishes a four- (4-) day summer session work schedule, the standard work day, not including the lunch break, will be eight and one-half (8-1/2) hours, which is equivalent to a 34-hour work week. A flexible starting time during the summer session will be allowed but must be approved by the appropriate Vice President. The lunch break will not be less than one-half hour nor more than one hour in duration. The employee's work schedule, once established and approved, will remain unchanged for the duration of the summer session. All employee work schedules for the summer session will be filed in the College Human Resources ~~Personnel~~ Office.

For ~~public safety~~ police officers, the standard work week will consist of thirty-four (34) hours not to be scheduled in less than three nor more than four days in any one work week. Officers will be permitted to take a thirty- (30-) minute paid lunch break during their shift. The adjusted start times

**Board Policy 05.20**

for each shift will be approved by his/her appropriate Supervisor~~Vice President.~~

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

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Adopted November 9, 1998  
Revised May 10, 1999  
Revised September 15, 2003  
Revised June 14, 2010  
[Revised](#)



**05.21****Employee Resignations**

An employee resigning his/her position at the College shall submit a written notice to the immediate supervisor and the Director of Human Resources at least ten (10) working days prior to the effective date when possible. The resignation does not obligate the resigning employee to remain beyond the notice of ten (10) days. ~~On separation from the College, final reimbursement will not be made until the exit checklist has been followed and debts have been cleared.~~ Faculty members have contractual obligations with the College for a specified period of time, and the College reserves the right to reject resignations outside of the contract. Recommended action on resignations shall be given to the Board of Trustees by the President.

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Adopted November 9, 1998  
Revised September 15, 2003  
Revised April 14, 2014

Revised

## Tuition Waivers

### Current Employees

Lake Land College employees in positions defined as full-time will be approved for a tuition waiver for credit courses offered by Lake Land College. The employee shall submit an application for a tuition waiver for each course to the business office prior to registration. Conditions for the application of this policy are stated below:

1. Eligibility for a tuition waiver shall include only the employee, spouse, civil union partner, and his/her unmarried children under twenty-three (23) years of age.
- ~~2. Tuition waiver students shall not be included in the determination of the minimum number of students required for a class to be taught.~~
- ~~23.~~ Tuition waiver students shall be subject to all registration and course fees when enrolling in a course.
- ~~34.~~ Tuition waiver students may apply for scholarship funds that may be used in lieu of tuition waiver; however, they are not required to do so.
- ~~45.~~ Employees shall not enroll in classes during normal working hours, subject to contract provisions, unless they are requested to do so by the appropriate Vice President or the President in order to perform the duties of their position.
- ~~56.~~ Upon approval of the appropriate Vice President or the President, both tuition and fees will be waived for courses taken for professional development.

### Retired Employees

Retired employees will be approved for tuition waivers for credit courses offered by Lake Land College. A retired employee is defined as a State Universities Retirement System annuitant who has worked full-time at Lake Land College for a minimum of five (5) years. The retired employee

shall submit an application for a tuition waiver for each course to the business office prior to registration. Conditions for the application of this policy are stated below:

1. Eligibility for a tuition waiver shall include only the retired employee, spouse, civil union partner, and his/her unmarried children under twenty-three (23) years of age.
- ~~2. Tuition waiver students shall not be included in the determination of the minimum number of students required for a class to be taught.~~
23. Tuition waiver students shall be subject to all registration and course fees when enrolling in a course.
34. Tuition waiver students may apply for scholarship funds that may be used in lieu of tuition waiver; however, they are not required to do so.

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Adopted November 9, 1998  
Revised October 13, 2008  
Revised June 14, 2010  
Revised June 13, 2011  
Revised

05.31

## Employee Assistance Program

Lake Land College will provide an Employee Assistance Program for all full-time employees. ~~The contract for services will be negotiated on a bi-annual basis and presented to the Board of Trustees for approval.~~

The purpose of this program is to meet the requirements of the National Drug-Free Workplace law and to ensure that problems that negatively affect the work performance of employees are addressed. The Employee Assistance Program will offer confidential and professional services to employees to assist them with problems related to individual, family, work and alcohol or chemical dependency.

The annual fee for each employee will be paid by the College. If the situation of an individual employee requires referral to outside providers for further services, the cost of those services will not be covered by the College.

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Adopted November 9, 1998

Revised

05.32

## Retired Employee Health Insurance Rights

Policy deleted (date) as retirees are no longer eligible for the College's health insurance plan.

~~Those retired employees and their dependents participating in the College's group health insurance plan as of August 22, 2000, and those current employees (along with their eligible dependents) accepted into the College's Planned Retirement Program before August 22, 2000, shall have the option of remaining in the College's group health insurance plan and pay the full premium for that coverage for as long as they wish to remain in the plan. It shall be the responsibility of the employee to initiate the request with the Accounting Office upon retirement. Effective August 23, 2000, no additional retiring employees, retirees, nor anyone accepted into the Planned Retirement Program after that date will be permitted to participate in the College's group health insurance plan upon retirement.~~

~~The spouse of a deceased employee may qualify for COBRA coverage. Both the spouse and the retired employee must have been in the College's group health insurance plan at the time of death of the retired employee. Inquiry should be made at the Accounting Office.~~

~~To continue receiving health and dental benefits from the College's plan, there can be no break between the last date of employment and the beginning date of retirement.~~

~~Effective July 1, 1999, retired employees vested in SURS will also have the option of enrolling in the health insurance plan for community college retirees as administered by the State of Illinois.~~

~~The Accounting Office will provide specific information options to assist the retiree in securing coverage.~~

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Adopted November 9, 1998  
 Revised July 10, 2000  
 Revised September 15, 2003  
Deleted

## Cooperative Educational Agreements

~~On an annual basis, the Board of Trustees will review and approve all cooperative agreements and contracts.~~ Cooperative agreements and contracts with other Illinois educational agencies and those out of state may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources, ~~subject to the following conditions:~~ All agreements established at Lake Land College will be in accordance with the Administrative Rules of the Illinois Community College Board.

The Board of Trustees will review and approve all new and revised cooperative agreements and contracts.

1. ~~A new unit of instruction to be offered by a community college solely through a cooperative agreement or contract with another education agency is subject to approval by the Illinois Community College Board, as indicated in Section 1501.302.<sup>4</sup>~~

### ~~2. In-District Cooperative Agreements for Instruction~~

~~A community college district may enter into in-district contractual agreements to provide educational programs or services within its district for previously approved units of instruction upon approval by the ICCB. Copies of these contractual agreements shall be kept on file at the district central administrative office. Criteria for the approval of in-district agreements for instruction shall be:~~

- ~~A. Accessibility of instruction to students.~~
- ~~B. Labor market need.~~
- ~~C. Cost-effectiveness in providing instructional programs.~~

### ~~3. Inter-district Cooperative Agreements for Instruction~~

~~A community college district may enter into inter-district contractual agreements with another community college district to enable its students to attend the other district's program(s)/course(s) upon~~

~~approval by the ICCB.~~

~~A. Criteria for the approval of inter-district agreements for instruction shall be:~~

- ~~(1) Accessibility of instruction to students.~~
- ~~(2) Labor market need.~~
- ~~(3) Comprehensiveness of available programs for students.~~
- ~~(4) Cost-effectiveness in providing instructional programs.~~
- ~~(5) Impact on regional and statewide programs.~~
- ~~(6) Impact on programs at neighboring community college districts.~~

~~B. The curricula included in the cooperative agreement for instruction shall be listed in the catalogue of the college that does not have the program but is making it available to its students through a contractual arrangement with another college. A copy of the listing shall be kept on file at the district central administrative office.~~

#### ~~4. Out-of-District Cooperative Agreements for Instruction~~

~~A community college district may enter into contractual arrangements with other public or non-public institutions of higher education for the delivery of units of instruction upon approval by the ICCB. Criteria for approval of out-of-district agreements for instruction shall be:~~

- ~~A. Accessibility of instruction to students.~~
- ~~B. Labor market need.~~
- ~~C. Comprehensiveness of available programs for students.~~
- ~~D. Cost-effectiveness in providing instructional programs.~~
- ~~E. Impact on regional and statewide programs.~~
- ~~F. Impact on programs at neighboring community college districts.~~

**Board Policy****06.04**

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- ~~5. Changes, revisions, or additions to cooperative agreements previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB prior to implementation.~~
- ~~6. Extension of Curricula/Credit Courses into Another Community College District~~
- 
- ~~A. A community college may extend previously approved credit courses into another community college district with approval of the other community college district.~~
- ~~B. A community college may extend previously approved curricula into another community college district upon approval of the ICCB. Criteria for approval shall be:~~
- ~~(1) A request from the community college district in which the proposed extension is to be offered.~~
  - ~~(2) Labor market need.~~
  - ~~(3) Cost-effectiveness in providing instructional programs.~~
  - ~~(4) Adequacy of facilities and support services.~~
  - ~~(5) Impact on regional and statewide programs.~~
  - ~~(6) Impact on programs at neighboring community college districts.~~
- ~~C. If a district in which military installations, correctional institutions, or other state or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may apply to the ICCB to do so. If more than one college applies, the ICCB will select a college using the following criteria:~~
- ~~(1) The proximity of the college to the institution.~~
  - ~~(2) The availability at the college of the instructional units needed by the institution.~~
  - ~~(3) The cost of providing the instructional units for the institution.~~
  - ~~(4) The college's past experience in offering similar units of instruction.~~



### ~~7. Extension of Curricula/Credit Courses Out of State~~

- ~~—— Curricula and credit courses offered at out-of-state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior approval by the ICCB. A~~
- ~~—— community college shall be granted approval to offer previously approved curricula and credit courses out of state, provided that it meets the following criteria:~~
  - ~~—— A. A request for approval, including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding, is submitted on forms provided by the ICCB.~~
  - ~~—— B. The college shall identify how the extension will be used by students to complete degree or certificate programs.~~
  - ~~—— C. If the extension is offered for out-of-state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no state or local tax monies will be used to provide such extensions.~~
  - ~~—— D. The college shall submit annual reports of its out-of-state extensions for the past fiscal year, on forms provided by the ICCB, by July 15 of each year.~~
  - ~~—— E. Deletion, modification, or addition of courses and curricula offered at out-of-state extensions previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB.<sup>2</sup>~~

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<sup>1</sup> ~~Administrative Rules of the Illinois Community College Board~~

<sup>2</sup> ~~Administrative Rules of the Illinois Community College Board, Section 1501.307, Cooperative~~

## **Board Policy 06.04**

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### ~~Agreements and Contracts~~

Adopted November 9, 1998

Revised September 15, 2003

Revised

06.05

## The College Library

~~“The community college library has manifold responsibilities. First of all, it must provide the resources needed to meet the curricular demands of the institution. It must have a rich and up-to-date collection of books, periodicals, and other educational materials necessary for inspiring teaching. Beyond meeting this objective, the community college library should bring strong and intellectual stimulation to both faculty and students.”<sup>4</sup>~~

In accordance with ~~the stated~~ the stated ~~function roles of the American Library Association of the American Library Association~~, it is the policy of the College Library to:

- ~~1. Provide materials of high quality that enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the student body and the needs of the faculty.~~
1. Work closely with College faculty, staff, and Administration to remain an active partner in student success;
- ~~2. Provide materials that support and enhance the educational goals and objectives of the College.~~
2. Reassess services, collections, policies, and procedures on a regular basis to ensure compliance with College policies, practices, and strategic goals;
- ~~3. Provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic value, and ethical standards.~~
3. Observe professional standards and keep appropriate administration and staff aware of developments in professional practice that affect operations and may impact services and budgets

- ~~4. Provide materials which are representative of our culture and society to enhance appreciation for an understanding of our heritage.~~
  - ~~5. Place principle above personal opinion and reason above prejudice to assure a comprehensive collection of high quality materials.~~
  - ~~6. Insure that the needs of all segments of the College community are being met by establishing a cooperative approach to selection.~~
-

### Collections and Resources

Responsibility for selecting books and other instructional materials is to be a cooperative effort between the faculty and the Library professional staff. Faculty members are expected to ~~select—and~~ recommend ~~materials~~resources in their own fields of specialization, and the Library professional staff is responsible for ~~general—and specialized reference works, general interdisciplinary books, and disposition of gifts other collection decisions~~. The Library staff also is responsible for coordinating the collection and strengthening weak areas which are not being given adequate attention by the faculty. The ultimate responsibility for selection of ~~materials~~ resources resides with the Board of Trustees. However, the responsibility of all selection is delegated by the Board and the President to the Director of Library Services:observing the following principles:

1. Provide resources of high quality that enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the student body and the needs of the faculty.
2. Provide access to resources that support and enhance the educational goals and objectives of the College.
3. Select resources that stimulate growth in factual knowledge, literary appreciation, aesthetic value, and ethical standards.
4. Insure that the needs of all segments of the College community are being met by establishing a cooperative approach to selection
5. Place principle above personal opinion and reason above prejudice to assure a representative collection of high quality resources

Aside from the matter of the availability of funds, the following criteria for selection are to be followed:

1. Relevance to the purpose of the College.
2. Adequacy of the center's holdings in the field.
3. Authority and effectiveness of presentation.
4. Balanced presentation of controversial issues.
5. Exclusion of textbooks adopted by the College.
6. Non-duplication of materials, except in high use areas.

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<sup>4</sup>~~American Library Association~~  
Revised

Approved November 9, 1998  
Revised September 15, 2003

**06.05.02**

## **“Freedom to Read” Statement**

The American Library Association policy on Freedom to Read is affirmed by the Board of Trustees:<sup>1</sup>

The Board of Trustees, believing that the freedom to read is essential to our democracy, hereby affirms the “Freedom to Read Statement” endorsed by the American Library Association and the American Association of Publishers.

Copies of the “Freedom to Read Statement” can be obtained on the American Library Association website or from the Director of Library Services.

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<sup>1</sup> This statement was originally issued in May, 1953, by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

Adopted November 9, 1998  
Revised September 15, 2003

06.05.03

## Public Access to Electronic Information Networks

In order to offer residents access to the information they need to make informed decisions, the Lake Land College library is a member of the Illinois Library and Information Network (ILLINET). ~~Lake Land College is committed to networking, which represents good public policy by maximizing the use of the resources of all types of libraries. All library users benefit from expanded access to information beyond the four walls of a single library building. As partners in the Illinois Library and Information Network (ILLINET), more than 5,000 multi-type (academic, public, school and special) member libraries contribute to the ongoing enrichment of the State's library resources. Beginning in 1975, ILLINET has relied on resource sharing to meet the information and research needs of library patrons. In addition, library resource sharing provides a means to access entertainment, nurture personal interests and hobbies, and, overall enhance the lives of Illinois residents.~~

Lake Land College is committed to networking, which represents good public policy by maximizing the use of the resources of all types of libraries. All library users benefit from expanded access to information beyond the four walls of a single library building.

Library patrons are expected to adhere to acceptable use policies established by the College and by the ILLINET. Current acceptable use policies are available from the Lake Land College website or from the Director of Library Services.

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Adopted November 9, 1998  
Revised September 15, 2003  
[Revised](#)



06.09

## Curriculum Development

The curricula at Lake Land College are designed and implemented to offer high quality, balanced post-secondary and adult education programs to meet the lifelong educational needs of the residents of the Lake Land district. The curricula follow the general guidelines established by the Illinois Community College Board and ~~the standards of the American Association of Community Colleges~~the Higher Learning Commission.

The objectives of the curricula, then, are to provide baccalaureate transfer education programs, technical and vocational education programs, adult basic education and adult post-secondary programs, training and retraining programs for area businesses and industries, non-credit community education programs, and general education programs.

A committee chaired by the Vice President for Academic Services will review and make recommendations to the President on changes in existing curricula and implementation of new programs. The administration is charged with the responsibility of serving the needs of the district to ensure that programs are meeting workforce demands. The Board of Trustees will consider and act upon program offerings recommended by the President.

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Adopted November 9, 1998  
Revised September 15, 2003  
Revised

06.29

## Center for Technology and Professional Development

~~Recognizing its commitment to technology and its use in teaching and learning, the College has established the Center for Technology and Professional Development (CTPD). The CTPD was established for the purpose of aiding faculty and staff to plan, develop, and implement technology-related learning instructional materials and multi-media presentations in the traditional classroom.~~

~~Responding to the needs of a diverse population whose schedules do not always work within the traditional college time frames, the CTPD coordinates the development and conducts workshops to keep faculty current on technology-based learning, pedagogy for distance instruction and delivery, instructional software or hardware, and related areas of instructional development.~~

~~Lake Land College's Center for Technology and Professional Development is a student support center, providing services that include technical assistance, advising services, and test proctoring to online students as well as traditional students.~~

~~This Policy was deleted on (date).~~

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Adopted November 9, 1998

Revised October 13, 2003

Deleted

**06.31****Learning Laboratories**

To enhance learning opportunities for students enrolled in various programs, learning laboratories (clinics) will be maintained in, but not be limited to, the following areas: Agriculture Power Technology, Automotive Technology, Cosmetology, Dental Hygiene, and Massage Therapy. The purpose of these clinics is to provide the students in these programs a wide variety of experiences that will serve to improve their educational development.

The clinics will be open to students, staff, and the general public. Patrons will be charged a nominal fee that will cover costs of materials, parts and supplies. Potential patrons are encouraged to check with the various clinics for specific information regarding services offered, hours of operation, and clinic-specific procedures.

06.35

## John Deere Partnership

On an annual basis, the contract partnership with John Deere will be evaluated. The contract partnership provides for an Associate in Applied Science degree for John Deere Tech.

1. Associate in Applied Science degree for John Deere Ag Tech.
2. Associate in Applied Science degree in John Deere Ag Sales.
3. Pro Tech training for current John Deere technicians.

A John Deere Advisory Committee will review curriculum, equipment needs, and other subjects of interest. The committee will consist of John Deere sponsoring dealers from Illinois and Missouri, graduates of the John Deere Ag Tech Program, John Deere corporate representatives from the North American Agricultural Marketing Center, and Lake Land College administrators and staff members.

06.36

**Illinois Department of Transportation**  
**~~Quality Control/Quality Assurance~~**  
**Quality Management Training Program**

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

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

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Adopted November 9, 1998

Revised

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. ~~at the following correctional facilities:~~

~~Big Muddy Correctional Center  
Dixon Correctional Center  
East Moline Correctional Center  
Graham Correctional Center  
Hill Correctional Center  
Illinois River Correctional Center  
Jacksonville Correctional Center  
Lawrence Correctional Center  
Pinckneyville Correctional Center  
Robinson Correctional Center  
Shawnee Correctional Center  
Sheridan Correctional Center  
Southwestern Illinois Correctional Center  
Taylorville Correctional Center  
Vandalia Correctional Center  
Vienna Correctional Center  
Western Illinois Correctional Center~~

~~The contract is reviewed annually.~~ 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 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, and 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.

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Adopted November 9, 1998

Revised November 8, 1999

Revised October 13, 2003

Revised July 8, 2013

Revised

06.38

## Textbook Rental

The College will maintain a textbook rental system for students. Textbooks 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. The Textbook Rental Committee will be a standing committee to assist with the enforcement of the textbook rental system and as a hearing committee for modifications or changes as appropriate.~~
45. Faculty directing programs with special academic or student needs may request that textbooks be purchased by the student. The Textbook Rental Committee will consider requests, keeping in mind that only under unusual circumstances will textbooks be purchased. The Textbook Rental Committee, after considering a request, will forward a recommendation to the Vice President for Academic Services. Requests



**Board Policy No. 06.38**

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for textbooks to be purchased by the students must be made to the committee by April 1 of the preceding academic year.

56. Consumables will be purchased by the student.

67. Students will be charged a service fee per credit hour, a part of which will be budgeted for textbook acquisition. All service fee changes will be approved by the Board of Trustees.

78. Students may purchase rental textbooks as available.

89. 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.

940. 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.

1014. In order to pick up textbooks at the Bookstore, a student must present a valid Lake Land College identification card and a Lake Land College textbook list.

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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

06.39

### **Center for Business and Industry**

The Board of Trustees strongly supports existing local businesses and industries in the training and retraining of their workers. The Center for Business and Industry at the College, therefore, is the entity assigned to provide quality, cost-effective, customized training in support of economic and workforce development within the district. The Center for Business and Industry is authorized by the Board of Trustees to enter into contracts with area businesses for the delivery of customized training. It is, therefore, understood that whenever possible, these courses should be offered for regular college credit. These contracts must be authorized by ~~the appropriate supervisor and the Vice President for Academic Services~~ Workforce Solutions and Community Education. The Center for Business and Industry should also serve as a resource in the area of grant-funding for training and research on emerging trends in organizational development.

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Adopted November 9, 1998  
Revised May 12, 2014  
**Revised**

**06.47****Field Trips, Field Studies, and Students Studying Abroad****1. Field Trips**

Field trips are defined as travel required as part of the instructional activities of a course. Field trips are to be budgeted for each division. Trips are normally limited to 250 miles from the main campus. Instructors planning field trips taking students away from other classes must notify the Division Chair and the Vice President for Academic Services at least two weeks prior to the date of the proposed trip and provide the names of the students who will be absent from other classes.

Instructors may make arrangements with students to meet them for class purposes at a location not more than thirty (30) miles from the main campus or from the Kluthe Center if the class normally meets there.<sup>1</sup>

**2. Field Studies**

Field studies are defined as courses requiring travel as a major part of the educational experience. Field studies are to be budgeted by each division and listed on the regular timetable for the term the field study course will be offered. Each field study course offered shall be approved by the Vice President for Academic Services. Field study courses are seen as a good way to enhance the cultural diversity of students attending Lake Land College. Field study courses to foreign countries should be encouraged as a part of internationalizing the curriculum.

**3. Students Studying Abroad**

To encourage students to explore the benefits of living and studying abroad in a foreign culture, Lake Land College sponsors a short-term study abroad program. Study abroad opportunities are led by various College faculty and staff and are generally offered between

regular College terms. Study abroad offerings are announced on the College website. Students wishing to participate enroll in a credit course STA 200, Short Term Study Abroad, which may apply as elective credit depending upon the student's program of study. Standard tuition and fees are charged for the STA 200 course.

~~Lake Land College encourages students to explore the benefits of living and studying in a foreign culture. Students may choose from a variety of programs at various locations. The programs are sponsored by the Illinois Consortium for International Studies and Programs (ICISP). Courses in all programs provide Lake Land College credit. Because students pay a program fee through ICISP, no additional Lake Land College tuition is charged; however, students are responsible for related Lake Land College fees.~~

~~To be eligible for these programs, the student must have completed a minimum of twelve (12) credit hours, including ENG 120, with a cumulative grade point average of at least 2.75. Information and applications are available from the Director of International Studies Programs. Final determination of acceptance rests with Lake Land College.~~

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<sup>1</sup> Also see Policy 07.35.

Adopted November 9, 1998  
 Revised October 13, 2003  
 Revised February 11, 2013  
 Revised December 12, 2016. Effective January 1, 2017.  
Revised

06.47.01

## Faculty/Staff Exchange

~~In conjunction with Illinois Consortium for International Studies Programs, Lake Land College full-time faculty and staff may participate in a short-term exchange program with other international institutions. Lake Land College will pay airfare (except additional amounts incurred by a change of plans or additional air travel), administrative fee, and orientation fee. Other expenses incurred will be the personal responsibility of the faculty/staff, not the responsibility of the College.~~

~~Faculty participating in the exchange will abide by their normal nine-month contract. If the time of the exchange falls outside of the normal calendar for the nine-month contract, no additional salary will be provided.~~

~~While on exchange, the faculty/staff will adhere to Lake Land College's policies and procedures, except in such cases where those policies and procedures may be in conflict with those of the international institution. In such cases, the faculty/staff is to make arrangements for resolution with the appropriate Vice President of Lake Land College.~~

~~This is a professional exchange. Spouses, children, or significant others are not welcome to join the faculty/staff during the exchange.~~

~~Final selection of those participating in the exchange resides with the President of Lake Land College.~~

~~This Policy was deleted on (date).~~

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Adopted November 9, 1998

Revised October 13, 2003

Deleted

06.56

### Volunteer Literacy Program (Project PAL)

~~Lake Land College is committed to the principle that education and training are essential to the development of a skilled workforce. To this end, it is the policy of Lake Land College to offer the Volunteer Literacy Program (Project PAL) to the residents of District 517. The primary responsibilities of the College in operating the Project PAL Program include:~~

- ~~1. Employing qualified staff to operate the Project PAL Program.~~
- ~~2. Assuming financial responsibility for all Project PAL Program funds.~~
- ~~3. Recruiting, training, and placing volunteer tutors with adults in need of improving their basic skills in reading, writing, or math.~~
- ~~4. Providing volunteers as teacher aides and one-on-one tutors to area ABE/GED classes.~~
- ~~5. Tutoring in the 23 area public libraries in the College district.~~

~~Policy deleted on (date).~~

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Adopted November 9, 1998

Deleted

06.58

## Adult Education Program

Lake Land College is dedicated to the principle that education and training are essential to the development of a skilled workforce. To this end, it will be the policy of Lake Land College to offer an Adult Education Program to the residents of District 517. The primary duties of the College in operating the Adult Education Program include:

1. Employing qualified staff to operate the Adult Education Program.
2. Assuming financial responsibility for all Adult Education Program funds.
3. Providing day and evening, on- and off-campus GED classes for adults who have not completed a high school diploma.
4. Offering job skills and parenting classes for eligible Temporary Assistance to Needy Families (TANF) recipients.
5. Assisting eligible TANF recipients in enrolling in vocational classes at the College.

~~6. Offering parent/child classes and activities as part of the Family Education Program.~~

~~7.6.~~ Working with area businesses to offer on-site GED, literacy tutoring, basic skills assessment, curriculum development, and basic skills enhancement classes in reading, writing, and math.

Adopted November 9, 1998

Revised

## Admission of Students

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

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

Lake Land College admits students in the following categories:

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



at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school in which the student is enrolled and the College. endowed with a high degree of mental ability and has an innate general ability which rises above the norm.

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

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

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

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

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

Adopted November 9, 1998

Revised May 8, 2000

Revised December 8, 2008

Revised

**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 a minimum of 32 semester hours from 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.)~~In order to receive a certificate, students must complete at least one-half of the total number of semester hours required for the certificate. Hours earned by proficiency examination and life experience credit do not count toward the minimum hour 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.

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Adopted November 9, 1998  
 Revised November 10, 2003  
 Revised December 8, 2014  
Revised

## Tuition Rates and Fees

### Tuition

#### 1. In-District Tuition Rates

~~By resolution, the~~ The Board of Trustees ~~may~~will establish student variable tuition and fee rates, ~~and fees for students attending the College~~ in an amount not to exceed one-third (1/3) of the per capita cost as defined in Sections 6-2 of the Illinois Public Community College Act.<sup>1</sup> By resolution, these rates may include variable tuition based on program cost variance.

Tuition rates will be reviewed at least annually ~~will be reviewed~~ by the Board of Trustees and adjusted if/when necessary to meet ~~revised~~ projections of the budget.

#### 2. Tuition for Senior Citizens

District 517 residents age 65 or over who have enrolled in a class for credit will have their tuition costs waived, at the current tuition rate, for each credit hour enrolled through the College; however, senior citizens will be responsible for the payment of applicable fees.

#### 3. Tuition for Qualifying Adult Education Students in Vocational Skills Classes

The Board of Trustees recognizes the importance of providing vocational skills training for the economically disadvantaged adult Population throughout the district. The Board, therefore, establishes a policy which waives tuition and fees for students who meet the eligibility requirements and are enrolled in the Public Assistance section of the Adult Education Grant administered by the College.

#### 4. Special Event Tuition Waivers

The Board of Trustees authorizes the President to grant up to but

not to exceed fifteen three-credit-hour tuition waivers per year as prizes for special campus events. Requests for a tuition waiver certificate must be submitted to the President's office. The tuition waiver recipient must present the approved certificate to the College's Accounting Office at the time of enrollment. The recipient will be responsible for the payment of applicable fees. An annual report of tuition waivers awarded will be provided to the Board of Trustees. Multiple tuition waiver requests for larger events, ~~such as College for All Ages~~, must be presented to the Board of Trustees for prior approval.

5. Out-of-District Tuition

The current state-allowed calculation for out-of-district tuition for chargeback purposes only will be used. For all other credit instruction offered by the College, the College will set the out-of-district tuition rate at a minimum of 1.5 times the highest in-district tuition rate of any neighboring contiguous community college district. In addition, the Board of Trustees will set a market-driven out-of-district tuition rate for courses offered by the Internet, correspondence, and other distance learning modes. On an annual basis, the Board of Trustees will review these rates. For out-of-district tuition for Adult Basic Education (ABE), Adult Secondary Education (ASE) and English as a Second Language (ESL), the College will also annually set the tuition allowable by stated federal regulations for these courses.

6. Out-of-State Tuition

The Board of Trustees will set market-driven out-of-state tuition rates for courses offered via the Internet, correspondence, and other distance learning modes and annually review these rates. For out-of-state tuition for ABE, ASE and ESL, the Board of Trustees will set rates allowable by federal regulation and annually review these rates. For all other credit instruction offered by the College, the Board of Trustees will set the out-of-state tuition rate at a minimum of 1.67 times the in-district tuition rate or the out-of-district tuition rate used by the College, whichever is higher, and annually review these rates.

## 7. International Tuition

The Board of Trustees will set market-driven international tuition rates for all credit instruction offered to international students. The minimum rate for international tuition will be 1.67 times the in-district tuition rate or the out-of-district tuition rate used by the College, whichever is higher, and annually review these rates.

## 8. Post-9/11 GI Bill and Montgomery GI Bill Tuition Rates

In accordance with Section 702 of the Veterans Access, Choice and Accountability Act of 2014, individuals eligible for tuition benefits under the Post-9/11 GI Bill (Chapter 33) and Montgomery GI Bill (Chapter 30) programs will be charged in-district tuition rates.

## Fees

### 1. Service Fee

All students enrolled in college credit courses for one or more semester hours are required to pay a per-semester-hour service fee. This ~~service fee provides for is comprised of fees for~~ textbook rental ~~and supports services related to application/registration, graduation, transcripts, library, recreation/fitness center, services, registration/program change services,~~ health service, extension centers, ~~services,~~ computer network, ~~services~~ and College publications. ~~s. services.~~ The Board of Trustees annually will review the service fee.

### 2. Student Activity Fee

Students enrolling for on-campus, online and Kluthe Center courses will be assessed a student activity fee for each semester hour. No activity fee is charged for students enrolled in non-credit continuing education courses, off-campus courses, and administratively determined contractual courses. On an annual basis, the Board of Trustees will review the student activity fee.

### 3. Course Fees

Course fee levels for consumable materials will be periodically reviewed by the Board of Trustees.

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<sup>1</sup> 110 ILCS 805/6-4, Illinois Public Community College Act

Adopted November 9, 1998

Revised November 8, 1999

Revised March 8, 2004

Revised June 14, 2010

Revised March 14, 2011

Revised April 14, 2014

Revised June 9, 2014

Revised May 11, 2015

Revised

## Refunds

Tuition and fees are refundable at the College for both full-time and part-time students according to the following:

1. 100% if the class is canceled by a College official.
2. 100% before the first official meeting of class as listed in the class schedule and College Catalogue.
3. For classes meeting twelve (12) weeks or longer, 100% if the student drops courses within the first ten (10) instructional days of the semester. The last day to drop to receive a 100% refund will be listed in the class schedule and College Catalogue.
4. For classes meeting 8-12 weeks, 100% if the student drops courses within the first five (5) instructional days of the semester/module in which the course is offered, as listed in the class schedule and College Catalogue.
5. For courses meeting 3-7 weeks, 100% through the first instructional day of the course.
6. Courses meeting less than 3 weeks must be dropped prior to the first instructional day of the course.
7. No refund for disciplinary drops or for non-attendance.
8. No refund for failure to meet a financial obligation.

~~The following non-standard courses, b~~Because of the unique circumstances associated with scheduling, securing resources, and the ability to backfill vacated seats, some non-standard courses require five (5) college business days' notice in advance of the first class meeting to receive a 100% refund: ~~coursework offered by IDOT QC/QA, Center for Business and Industry, and Community and Professional Programs.~~

A Refund Review Board~~Committee~~ is established to review the unusual

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Board Policy No. 07.09

or special circumstances of students petitioning for a refund of tuition and fees. The petitions will be considered only if there are unusual circumstances, and students who petition will have the opportunity to fully explain their contentions in writing and to provide verifying documents if they feel their circumstances have prevented them from dropping within the stated time periods set by the College. After a decision has been rendered by the Refund Review BoardCommittee and if the student can validate that unusual or mitigating circumstances still have not been properly addressed, a challenge to that decision may be made to the Vice President for Business Services. Decisions of the Vice President for Business Services are final.

Students in a non-standard course requesting a refund for a non-standard course must appeal to the office responsible for the associated area before petitioning the Refund Review BoardCommittee.

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Adopted November 9, 1998  
Revised October 13, 2003  
Revised March 14, 2005  
Revised September 12, 2005  
Revised July 8, 2013  
Revised



## Financial Aid

Lake Land College recognizes the need to assist students and their families in actively seeking college financial resources in the form of federal and state loans, grants, work study and scholarships. The Office of Financial Aid and Veteran Services is established to operate a comprehensive program of financial assistance for academically qualified and needy students.

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Adopted November 9, 1998

Revised

## Financial Aid Standards of Satisfactory Progress

In accordance with United States Department of Education regulations, Lake Land College is required to establish satisfactory progress standards for federal and state financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objectives continue to receive financial aid assistance. These standards apply to all students, regardless of current or previous financial aid eligibility status.

### Satisfactory Progress

The Financial Aid Satisfactory Progress Standards are measured each semester and determined by a combination of the following elements:

#### 1. Completion Rate

To continue financial aid eligibility, a student must S~~uccessfully completeing at least~~ 67 percent of ~~one's the student's~~ official cumulative credit hour enrollment as determined at the end of the ~~"drop/add/drop"~~ period. ~~OR successful completion of six semester hours in a fall or spring semester (or three semester hours in summer term), whichever is greater. (For enrollment at less than half-time status, the completion rate will be 100 percent.)~~

Grades of "F", "W", "I", and "U" do not meet satisfactory progress standards. A course for which a passing grade of ~~"F" or "D"~~ was received may be repeated ~~one timeeee and will count once as completed and twice as attempted.in establishing satisfactory progress.~~ ~~A student completing required~~ Approved developmental/remedial credits ~~whilefor students~~ enrolled in a program eligible for financial aid will be ~~able to included those credits toward establishing in determining~~ satisfactory progress.

#### 2. Grade Point AverageAcademic Standing

Whether or not one has previously received financial aid, ~~upon completion of two academic years of attendance (regardless of the~~

**Board Policy****07.10.01**

~~number of cumulative hours completed), financial aid recipients must have a "C" average or have attained an acceptable minimum grade point average (GPA) required by the College to remain in good academic standing. (See Board Policy 07.26 – Academic Standing.) The cumulative GPA for financial aid includes grades for all courses attempted at Lake Land College, including developmental/remedial courses.~~

~~For purposes of administering the element of good academic standing, five (5) enrollment terms will be considered the equivalent of two (2) academic years.~~

### 3. Upper LimitsMaximum Timeframe

Regardless of any combination of course work attempted at Lake Land College, a student may not receive financial aid beyond 150 percent of the student's official academic program as measured in semester hours. Attempted credits include all earned, unearned, repeated, and transfer credits. All attempted credits count toward this limit even if financial aid was not received, or the student changes programs or pursues multiple or additional degrees.

### 4. Satisfactory Progress and Federal Student Loan Programs

~~In order to apply for and maintain eligibility in the Family Federal Education Loan Programs (FFELP), students cannot be on academic probation. Transfer students must have been in "good academic standing" at their most recent post-secondary institution or have established "good academic standing" at Lake Land College.~~

~~Students requesting any exception to the Financial Aid Standards of Satisfactory Progress are to follow the appeal procedure referred to below.~~

## Warning, Suspension, and Reinstatement

A financial aid recipient not meeting GPA or Completion Rate satisfactory progress standards will be notified and placed on financial aid warning for his/her next term of enrollment.

**Board Policy****07.10.01**

A student on warning status who does not then meet satisfactory progress standards following the next term of enrollment will be notified and placed on financial aid suspension and lose financial aid. A student suspended from receiving financial aid must meet the GPA and Completion Rate elements previously described to regain eligibility or follow the appeal procedure. There is no warning status for maximum timeframe; students who reach the 150% maximum will be placed on financial aid termination and no longer be eligible for financial aid. ~~complete one (1) term of enrollment with satisfactory progress. Satisfactory progress includes the 67 percent cumulative completion rate of official credit hour enrollment. Financial aid will be reinstated pending approval by the Director of Financial Aid. Reinstatement request forms are available from the Financial Aid Office. Requesting financial aid reinstatement is the responsibility of the student.~~

Appeal Procedure

Because mitigating unusual circumstances may influence satisfactory progress, ~~a students placed on warning status or suspended or terminated from receiving financial aid~~ may file an appeal. Complete details for the appeal procedure are available from the Financial Aid Office. ~~An in-person~~ conference with a ~~Financial Aid advisor~~ staff person is ~~required~~ recommended prior to filing an appeal. Decisions of the Financial Aid Satisfactory Progress ~~Appeals Committee~~ Review Board are final. A student may appeal only one time for each element.

Programs Covered

Financial Aid programs ~~specifically~~ covered by this policy include: ~~the~~ Illinois Monetary Award, ~~Illinois Incentive for Access, the~~ Federal Pell Grant, ~~the~~ Federal Supplemental Educational Opportunity Grant, Federal Work-Study, ~~the~~ Federal Direct Stafford Loan (subsidized and unsubsidized), and the Federal Parental Loan for Undergraduate Students.

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 Adopted November 9, 1998

Revised November 8, 1999

Revised April 9, 2001

Revised



## Confidentiality of Student Records

~~In accordance with provisions of Public Law 93-380, as amended (P.L. 93-568), t~~The Family Educational Rights and Privacy Act (~~“FERPA”~~) affords students certain rights with respect to their “Education Records” of 1974, commonly known as the “Buckley Amendment.” Lake Land College maintains only those “Education~~a~~l Records” which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as are imposed by state and federal law, ~~state~~ and ~~federal~~ regulations, and College policies and operational procedures. ~~These records may be found at the following offices: Admissions and Records Office, Accounting Office, Student Services Offices, Academic Divisions, Departments and Advisors. Subject to provisions of College policy, s~~Students may inspect and review their records upon written request.

Personally identifiable information contained in a student’s ~~e~~Educational ~~r~~Record is considered confidential and will ~~only not~~ be released ~~upon appropriate without the written consent authorization~~ of the student, except as authorized under FERPA and/or its implementing regulations. Requests for Education Records shall be fulfilled through the College’s Admissions and Records Office, which has responsibility for maintaining and disclosing Education Records. ~~with the following exceptions:~~

The College has designated the following information as “directory information”: student name, mailing address, College e-mail address, enrollment status (full-time or part-time), student classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to his or her directory information being made public must file notice in writing of such objection with the Admissions and Records Office.

- ~~1. Lake Land College may disclose education records or components thereof without written consent of students to:~~

~~—— A. Authorized representatives of the following for audit or evaluation~~

**Board Policy 07.11**

~~of federal and state-supported programs, or for enforcement of or compliance with federal legal requirements which relate to those programs:~~

- ~~\_\_\_\_\_ (1) The Comptroller General of the United States.~~
- ~~\_\_\_\_\_ (2) The Secretary of the Department of Education.~~
- ~~\_\_\_\_\_ (3) State educational authorities.~~
  
- ~~\_\_\_\_\_ B. State and local officials to whom disclosure is specifically required by State statute adopted prior to November 19, 1974.~~
  
- ~~\_\_\_\_\_ C. Veterans Administration officials [not covered by FERPA but specified under Title 38, Section 1790 (c), United States Code].~~
  
- ~~\_\_\_\_\_ D. Other school officials determined by the institution to have a legitimate educational interest.~~
  
- ~~\_\_\_\_\_ E. Officials of other institutions in which a student seeks or intends to enroll on the condition that Lake Land College makes a reasonable attempt to inform the student of the disclosure unless the student initiates the transfer.~~
  
- ~~\_\_\_\_\_ F. Persons or organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.~~
  
- ~~\_\_\_\_\_ G. Organizations conducting studies for, on or behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.~~
  
- ~~\_\_\_\_\_ H. Accrediting organizations carrying out their accrediting functions.~~
  
- ~~\_\_\_\_\_ I. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.~~

**Board Policy 07.11**

- ~~—— J. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that Lake Land College makes a reasonable attempt to notify the student in advance of compliance.~~
  - ~~—— K. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.~~
  - ~~—— L. An alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.~~
2. ~~Lake Land College makes public certain “directory information” about students. It is the intention of the College to do so, within the scope of regular College policies and as may be appropriate to the normal course of College business and operations. The following information is regarded to be “directory” type information, and some or all of it may be made public: student name, address, and telephone listing, e-mail address, enrollment status (full or half-time), student classification, major field, participation in officially recognized activities and sports, weight and height of members of athletic teams, age and/or date of birth, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Any student objecting to his or her directory information being made public must file notice in writing of such objections with the Admissions and Records Office by the first meeting of classes for the fall semester.~~

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Adopted November 9, 1998  
Revised January 15, 2001  
Revised January 14, 2002  
Revised December 14, 2009  
Revised



07.16

## Student/Instructor Withdrawals

In order for a student to withdraw from a course and receive a “W” on his/her academic transcript, he/she must withdraw by an official date as established by the Academic Standards Committee and published in the official academic calendar, College Catalogue and other official publications.

An instructor may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw a student from a course by the official date established by the Academic Standards Committee and published in the official academic calendar and other official publications.

Students with mitigating circumstances may make an appeal with the Office of the Vice President for Academic Services to be withdrawn after the official date to withdraw for the term. ~~Students enrolled in correctional programs will make an appeal with the Executive Dean of Correctional Programs.~~ For students enrolled in correctional programs, the appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

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Adopted November 9, 1998  
 Revised October 13, 2003  
 Revised September 13, 2004  
 Revised June 11, 2012  
 Revised December 12, 2016. Effective January 1, 2017.  
Revised

## Student Organizations and Clubs

The Lake Land College Board of Trustees recognizes that student club activities are an important part of college life. The Board encourages the development of all clubs and organizations which promote the objectives of Lake Land College, are consistent with the philosophy of the College, and serve the best interests of the Lake Land College student body.

All student organizations and clubs organized in the name of the College shall be approved by the College Board as follows:

1. Ten or more students shall draw up a constitution for the proposed club or organization. The constitution shall include the following:
  - A. A clear statement of the purposes and objectives of the organization.
  - B. Provisions for membership which are non-discriminatory and in accordance with Board Policy 11.01 – Affirmative Action/Equal Opportunity on the grounds of race, color, religion, national origin, sex or age.
  - C. Description of duties, tenure and election of officers.
  - D. Provisions for dues and finances including intended fund-raising activities.
  - E. Regular established meeting dates.
  - F. Identification of standing committees.
  - G. Methods for amending the constitution.
2. The proposed constitution shall be submitted to the Student Government Association for consideration and approval. Upon approval by the Student Government Association, the constitution shall be referred to the Vice President for Student Services for

**Board Policy****07.30**

his/her approval. If approved by the Vice President, the constitution shall be recommended to the College President for approval by the Lake Land College Board of Trustees.

3. All organizations must have a full-time faculty member or a full-time staff member as an advisor.
4. ~~All fund-raising activities of any student organization under \$500 must have prior consent of the Director of Student Life. Vice President for Student Services. Fund-raising activities \$500 or more must be in compliance with Board Policy 11.24 – Fund-Raising Activities.~~
5. All organizational funds must be deposited with the College Business Office.
6. A statement of membership, meeting times, and dues must be provided to the Student Government Association each semester. ~~and Vice President for Student Services.~~
7. All amendments to the constitution must be approved by the Student Government Association and the Vice President for Student Services with changes subject to additional approval by the Lake Land College Board of Trustees. ~~or its designated representative.~~
8. Organizations which do not meet on a regular basis for two (2) consecutive years will be considered inactive.
9. ~~All fund-raising activities of any student organization not provided in the constitution as approved by the College Board shall be subject to the written approval of the College President or his/her representative.~~

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Adopted November 9, 1998

Revised December 8, 2003

Revised



07.36

**Disability Services and Accessibility  
of College Programs and Facilities and  
Services for Individuals with Disabilities**

It is the policy of the College to provide an accessible campus, both in terms of the physical plant and programs. The College will comply with all regulations set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Illinois Accessibility Code of 1988, and their amendments. Lake Land College employs an Academic Counselor/Coordinator of Student Accommodations. ~~Disability Services to provide support services to students with a variety of special needs. This individual who~~ is responsible for coordinating support services and accommodations for students with disabilities; ~~addressing concerns for assisting~~ students, staff, and the public with concerns regarding compliance and accessibility; working with the Director of Physical Plant ~~Facilities Planning~~ to review physical accessibility to the campus; advising the Director of Human Resources about services for staff with a disability; and addressing advising College departments regarding accommodations for ~~special needs of~~ visitors who wish to access the College's programs and services. Individuals who wish assistance from College offices must meet the specific conditions established by law for accommodation ~~assessment~~.

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Adopted November 9, 1998

Revised December 8, 2003

Revised June 9, 2014

[Review](#)

07.37

## Career Services

The College maintains a ~~C~~career ~~S~~services ~~O~~office to enhance the educational and career development of students. Career Services staff provides free and confidential assistance with ~~assist students, graduates, and community members with:~~

- ~~1. E~~exploring career interests, abilities, and values; ~~to determine how they relate to career choices.~~
- ~~2. C~~clarifying career objectives; ~~before choosing or changing their program of study.~~
- ~~3. E~~expanding ~~their~~ knowledge of prospective education and career opportunities; ~~a particular business, industry, or occupation.~~
- ~~4. E~~xploring, ~~researching,~~ identifying and participating in internship opportunities; ~~;~~
- ~~5. I~~improving ~~their~~ job search skills and techniques, ~~i.e. networking, application completion, resume writing, choosing references, and interviewing.~~
- ~~6. and I~~increasing job-readiness skills, ~~., i.e. communication and business etiquette.~~ These services are offered to students, graduates and community members.

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Adopted November 9, 1998

Revised May 12, 2003

Revised

07.38

## Counseling Services

The College ~~will~~ maintains an academic counseling services office to enhance the learning and personal development of students. Counselors provide free and confidential assistance with educational and career development, information regarding Lake Land College degrees and transfer requirements, crisis intervention and referral to campus and community resources, and developing strategies to enhance life and academic skills. These services ~~will be~~ are offered to all full-time and part-time ~~students enrolled~~ and prospective students ~~at the institution to assist with educational and vocational plans. Counselors are also available to discuss the personal and educational problems of enrolled students and to make appropriate referrals.~~

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Adopted November 9, 1998

Revised

**07.4005.01.07**

## **Athletics Personnel**

~~Affirming the belief that intercollegiate athletics is an integral part of the total education process and promotes a unified spirit among Lake Land College faculty and students, the Board of Trustees authorizes a program of intercollegiate athletics for men and women. The College, as a member of the National Junior College Athletic Association (NJCAA), will adhere to the guidelines and regulations of that regulatory body. Talented Student Awards, which are tuition and fee waivers, can be awarded to outstanding student athletes according to guidelines established by the Board of Trustees. (See Board Policy No. 07.12, Talented Student Award Program.)~~

The College President, upon consultation with the Vice President for Student Services, will recommend coaching staff appointments. ~~to the Board of Trustees on a yearly basis.~~ The coaches' performance will be annually evaluated by the ~~Athletic~~ Director of Athletics and discussed with the Vice President for Student Services. The ~~Athletic coaches and Director of Athletics as well as coaches~~ 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. ~~As part of the initial employment contract, a faculty member's duties could include teaching and coaching and/or Athletic Director responsibilities. The coaching and/or Athletic Director responsibilities are included in the overall duties and responsibilities of the position. For the coaching and/or Athletic Director responsibilities, release time from contractual instructional load will be given. A coach and/or Athletic Director may also be offered an additional monetary stipend. The terms and conditions of the coaching and/or Athletic Director responsibilities, release time, and stipend will be set forth in a Supplemental Employee Agreement which is not part of the Board/Faculty Agreement. (See Board/Faculty Agreement, Article II, Section B, 13.) A full-time faculty member/coach/Athletic Director who is released from his/her coaching~~



~~responsibilities could also be released from his/her employment at the College as a faculty member.~~

- ~~B. After the initial employment contract, a~~ A faculty member may be employed to coach and/or ~~become~~serve as ~~Athletic Director of Athletics~~ in addition to regular teaching responsibilities. For the coaching and/or ~~Athletic 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 ~~and/or Athletic Director~~ responsibilities, release time and stipend will be set forth in a Supplemental Employee Agreement, which is not part of the Board/Faculty Agreement. ~~(See Board/Faculty Agreement, Article II, Section B, 13.)~~

## 2. Administrative, Supervisory and Support Staff

- A. ~~As part of the initial employment contract, the administrative, supervisory or support staff member position may include coaching 's duties could include coaching and/or Director of Athletics Director responsibilities.~~ The coaching responsibilities are included in the ~~as part of the~~ overall duties and responsibilities of the position. ~~The position also would include the support staff position responsibilities. The terms and conditions of the coaching and/or Athletic Director responsibilities will be set forth in a Supplemental Employee Agreement, which may include a stipend or other conditions. A support staff member/coach/or Athletic Director of Athletics who is released from his/her coaching responsibilities could also be released from his/her employment at the College as an administrative, supervisory or~~ -support staff member.
- B. ~~After the initial employment contract, a~~ An administrative, supervisory or support staff member may be employed to coach and/or ~~become~~serve as ~~Director of Athletics Director~~ in addition to his/her regular ~~support staff full-time~~ position responsibilities. For the coaching and/or ~~Athletic Director~~ responsibilities, ~~reduced load from support staff responsibilities may be given, or a stipend would be given., or both.~~ The terms and conditions of the coaching and/or ~~Athletic Director~~ responsibilities will be set forth in a Supplemental Employee Agreement, which will include the terms and conditions of the coaching and/or ~~Athletic~~

~~D~~irector responsibilities.

### ~~3. Part-time Staff~~

~~A. A part-time employee may be hired as a head coach. The terms and conditions of the coaching responsibilities, including a stipend, would be determined at the time of employment and set forth in a Supplemental Employee Agreement.~~

### Assistant Coaches and Cheer Coach

~~B. Assistant and cheer coaches are hired on a voluntary or part-time<sup>1</sup> basis upon the recommendation of the ~~Athletic~~ Director of Athletics to the Vice President for Student Services and approved by the College President and Board of Trustees. ~~Assistant coaches receive a stipend as compensation for fulfilling their duties and responsibilities.~~~~

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

Adopted November 9, 1998

Revised December 8, 2003

Revised

**07.4105.01.08****Livestock Judging Team Personnel**

~~Lake Land College has always supported co-curricular activities. In this process, students benefit most not only from classroom instruction but also actual practice in the field. The Board of Trustees affirms this belief by providing for a Livestock Judging Team. This team is made up of full-time students who are either agriculture majors or minors and have a minimum of a cumulative 2.0 grade point average and who must not have completed more than five (5) semesters of college study. The Lake Land College Livestock Judging Team is open to any students who meet these requirements and are interested in improving their knowledge in the livestock industry. The Talented Student Award Program is available to students who show extreme aptitude in the area of livestock evaluation, and awards are presented according to the guidelines established by the Board of Trustees. (See Board Policy 07.12, Talented Student Award Program.)~~

The Livestock Judging Team coach is appointed ~~on a yearly basis~~ 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~~person~~ 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. ~~As part of the initial employment contract, a faculty member's duties will include teaching and coaching responsibilities. The coaching responsibilities are included in the overall duties and responsibilities of the position. For the coaching responsibilities, release time from contractual instructional load will be given. A coach may also be offered an additional monetary stipend. The terms and conditions of the coaching responsibilities, release time, and stipend will be set forth in a Supplemental Employee Agreement which is not part of the Board/Faculty Agreement. (See Board/Faculty Agreement, Article II, Section B, 13.) A full-time faculty member/coach who~~

## Board Policy 07.41

~~is released from his/her coaching responsibilities could also be released from his/her employment at the College as a faculty member.~~

- B. ~~After the initial employment contract, 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 Supplemental Employee Agreement which is not part of the Board/Faculty Agreement. ~~(See Board/Faculty Agreement, Article II, Section B, 13.)~~

### 2. Administrative, Supervisory and Support Staff

- A. ~~As part of the initial employment contract, the~~ An administrative, supervisory or support staff ~~member's duties will~~ position may include coaching responsibilities. ~~The coaching responsibilities are included in as part of~~ the overall duties and responsibilities of the position. ~~The position also would include the support staff position responsibilities. The terms and conditions of the coaching responsibilities will be set forth in a Supplemental Employee Agreement, which may include a stipend or other conditions.~~ An administrative, supervisory or support staff member ~~/coach~~ who is released from his/her coaching responsibilities could also be released from his/her employment at the College as an administrative, supervisory or support staff member.
- B. ~~After the initial employment contract, a~~ An administrative, supervisory or support staff member may be employed to coach in addition to his/her regular ~~support staff~~ full-time position responsibilities. For the coaching responsibilities, ~~reduced load from support staff responsibilities may be given, or a~~ stipend ~~would be given., or both.~~ The terms and conditions of the coaching responsibilities will be set forth in a Supplemental Employee Agreement, which will include the terms and conditions of the coaching responsibilities.

### 3. Part-time Staff

**Board Policy 07.41**

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- ~~A. A part-time employee may be hired as a head coach. The terms and conditions of the coaching responsibilities, including a stipend, would be determined at the time of employment and set forth in a Supplemental Employee Agreement form.~~

Assistant Coaches

- B. Assistant coaches are hired on a voluntary or part-time<sup>1</sup> basis upon the recommendation of the Division Chairperson for Agriculture to the Vice President for Academic Services and approved by the College President and Board of Trustees. ~~Assistant coaches receive a stipend as compensation for fulfilling their duties and responsibilities.~~

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

Adopted November 9, 1998

07.42

## Housing

Under the ~~existing~~ provisions of the Illinois Public Community College Act, Lake Land College cannot maintain housing for students. ~~However, the Student Life Office assists students in locating housing by maintaining a bulletin board outside the Student Services Office on the main campus. Students will find brochures from local landlords, a copy of the recent classified listings, and fliers advertising~~ Students may access information provided about apartments for rent adjacent to campus and in neighboring communities through the Lake Land College website. The rental facilities are not examined or approved by College personnel. Neither Lake Land College nor any of its agents or employees assume responsibility for any lease or rental agreements and cannot be held liable for nonpayment or damage.

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Adopted November 9, 1998  
Revised December 8, 2003  
Revised

**07.43****Health Services**

The College will maintain student health services through the auspices of a College nurse. His/her responsibility will be to provide health-promotion programs for students and employees, to discuss questions of students or employees regarding physical disorders or health related circumstances, and to provide emergency first aid treatment.

Students are encouraged to subscribe to the student health insurance program or have a private policy. The student health insurance program may be purchased at any time during the semester. Information is provided through the Health Services website.

The College Health Services also will offer assistance in obtaining the services of a local physician and agencies if necessary. Costs of hospitalization, doctor's appointments, prescription medicines, X-rays and laboratory fees must be covered by students. In the case of prolonged absences because of illness, accident or hospitalization, students must notify Health Services so that proper notification may be made to instructors.

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Adopted November 9, 1998

Revised

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: November 27, 2017

RE: Proposed Revisions to Eight Board Policies

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The following information was introduced at the Resource and Development Committee at their September 7, 2017, meeting and presented to the Board of Trustees for first reading at their November 13, 2017, meeting. No comments have been received since that time. I would like to present the proposed policy revisions for approval at the December 11, 2017, meeting of the Board of Trustees. I am available to address any questions that the Board may have.

In their 2015 Report of a Comprehensive Evaluation Visit, the Higher Learning Commission provided the following recommendation to Lake Land College: *“While statements and opportunities related to freedom of expression exist, there is opportunity to enhance training for new hires and students regarding the nexus of freedom of expression and the First Amendment rights as part of the learning environment.”* Recent events at college campuses across the country magnify the importance of clarifying the College’s responsibilities and expectations in addressing protections and limitations related to the First Amendment.

In addressing the HLC recommendation, all related College policies were reviewed by College administration and legal counsel with recommended revisions identified for eight policies. Collectively, the recommended revisions seek to firmly establish and articulate the College’s expectations and guidelines related to First Amendment rights as part of the learning environment. The proposed revisions were presented and discussed with the following College committees and employee and student groups during the Fall 2017 semester: Police Department Leadership, Inclusion and Diversity Education Committee, Academic Council, Administrative/Supervisory Staff, Faculty, Support Staff, Paraprofessional Staff, Custodial Staff, Student Conduct Review Board, Student Government Association, and the Navigator News. The feedback received was incorporated into the proposed policy revisions that follow.

Once approved, the policies will be incorporated into the Student Handbook and Right to Know Information which is provided to all students every semester. The policies will also be incorporated into training for new hires with annual updates for all staff.

Additionally, the HLC recommendation was introduced to the college-wide Inclusion and Diversity Education Committee (IDEC). IDEC continues to work to expand opportunities for members of the campus community to assemble and engage in thoughtful conversation and learning in their ongoing work to “provide leadership to educate, advocate and celebrate diversity to facilitate an inclusive environment”. IDEC will also be working to help establish a guide for individuals facilitating such events.



## **LAKE LAND COLLEGE BOARD POLICIES REVIEWED AND RECOMMENDED FOR REVISION**

### **11.09 First Amendment Guarantees**

Revisions clarify expectations and guidelines that the College administration will follow in regard to both protecting freedoms guaranteed by the First Amendment and ensuring a safe and orderly learning environment.

### **07.28.01 Student Code of Conduct and Disciplinary Procedures**

Revisions seek to clarify behaviors that are considered to be violations of the Code in accordance with revisions to policy 11.09.

### **07.32 Navigator**

Revisions seek to bring this policy in alignment with the College Campus Press Act and refer to policy 11.09 for specifics related to the First Amendment.

### **09.06 Outside Group Usage and 09.08 Use of Facilities on a Non-Charge Basis**

Revisions to 09.06 combine expectations and guidelines for use of facilities by outside groups regardless of whether or not the user is paying a fee. Revisions also clarify when the College may reject a request for use of facilities. The content from Policy 09.08 is integrated into 09.06 with a recommendation to delete policy 09.08.

### **09.16 Temporary Indoor Signage and the Distribution of Materials**

Revisions seek to clarify distinctions between, and expectations regarding, temporary indoor signage/posting (which requires pre-approval) and distribution of materials (which does not require pre-approval but must be in accordance with other College policies).

### **11.14 Solicitation by Non-College Personnel**

Revisions seek to clarify what is considered to be solicitation.

### **11.16 Speakers, Performers and Presenters**

Revisions seek to clarify expectations for organizers and attendees of college-sponsored activities. Policy language regarding content of presentation is replaced with language regarding expectations for orderly operation and safety of the campus community.

### **06.01 Academic Freedom**

This policy was reviewed. No revisions are recommended.

11.09

## **Freedom of Expression and First Amendment Guarantees**

~~The Board of Trustees charges the College administration with the responsibility and the authority to establish and implement rules and regulations that protect freedoms guaranteed by the First Amendment to the United States Constitution. The orderly conduct of the College's educational programs as well as the safety and welfare of persons on campus will be of utmost importance. Freedom of speech, peaceable assembly, petition and association, as well as civil rights are accorded to all employees. When emergency situations occur, the administration is authorized to undertake reasonable and appropriate measures to correct and control dangerous situations.~~

Lake Land College values the freedoms of speech, thought, expression and assembly as vital to the pursuit of knowledge and shall endeavor to ensure the fullest degree of intellectual freedom and free expression within a supportive learning environment. The College seeks to facilitate personal and societal growth by teaching students to challenge themselves and to learn from opposing perspectives. As such, members of the academic community shall be encouraged to assemble and engage in free and open discussion, debate and expressive activity.

As an institution of higher education, it is not the proper role of the College to shield individuals from speech and expression protected by the First Amendment, including ideas and opinions they find unwelcome, disagreeable or offensive. Although Lake Land College greatly values civility and expects that all members of the College community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect will not be used as justification for closing off discussion of ideas.

Freedom of expression does not mean that individuals may say whatever they wish, whenever or wherever they wish. The orderly and safe operation of the College's educational programs is of utmost importance.

The College may restrict expressive activity not protected by the First

Amendment including all of the following:

- 1) Violations of state or federal law;
- 2) Defamation of a specific individual;
- 3) Harassment based on protected class that is so severe, pervasive or objectively offensive that it deprives the victim's access to an educational opportunity or benefit;
- 4) Threats of violence to a particular individual or group of individuals;
- 5) Unjustifiable invasion of privacy or confidentiality not involving a matter of public concern;
- 6) Action that endangers the safety of others, damages or defaces property, or disrupts the ordinary activities or functions of the College. Obstructing building entrances, walkways and right-of-ways; obstructing vehicular or pedestrian traffic on or adjacent to campus; or interfering with classes, meetings, events or ceremonies or with other essential processes of the College will generally be considered to be disruptive to College activities and functions.

In order to ensure that expressive activity does not infringe upon the rights of others, the College may reasonably regulate the time, place and manner of expression, including as follows:

- 1) Open public areas of the College campus in Mattoon and of the Kluthe Center for Higher Education and Technology in Effingham are recognized as public forums where individuals may distribute materials, protest or demonstrate in accordance with the College's policies. Adherence to building closures is expected. The College's recognition of public forums should not be interpreted as limiting the rights of free expression elsewhere on campus.
- 2) Individuals wishing to post or distribute literature or materials on campus are expected to comply with Board Policy 09.16 - Temporary Indoor Signage and the Distribution of Materials.
- 3) Placards, banners and signs may not endanger the safety of others, damage or deface property, or unreasonably impede the participation or mobility of others. Individuals displaying placards, banners or signs that infringe upon the rights of others or otherwise violate College policies may be required to move to a different location or remove their materials.

- 4) A protest, demonstration or event on campus may invite another form of protest. When these occasions arise, freedom of expression of all parties is important. In support of this effort, the College will make reasonable accommodations regarding the manner in which persons may exercise their rights to free speech and assembly to assure the orderly operation and safety of the campus community. To this end, a separate protest area may be designated by College officials for those persons with views that differ from the views held by the original event organizers.
- 5) This policy does not limit or constrain the College or law enforcement authorities' duty to maintain and protect public safety. In order to ensure the safety of all participants, the College police department may require the attendance of one or more officers. As deemed necessary by any College official and upon his/her request, individuals may be required to present a College ID or government-issued identification.

To further the effectiveness of their event, individuals or groups organizing a presentation, protest or demonstration are encouraged to make advance arrangements at least 48 hours prior to the start of the event. Although not mandatory, advance notification is strongly recommended as it enables the College to help ensure that the event takes place in a constructive and peaceable manner. Students should contact the Vice President for Student Services. Staff and community members should contact the Vice President for Business Services.

Application of this policy does not preclude application of other College policies or regulations including Board Policies 06.01 – Academic Freedom, 07.28.01 - Student Code of Conduct and Disciplinary Procedures, and 11.16 – College Sponsored Speakers, Performers and Presenters as may be warranted by a given situation.

Adopted November 9, 1998

Revised

## Student Code of Conduct and Disciplinary Procedures

The Student Code of Conduct seeks to support student engagement in learning and leadership and prevent interference with educational opportunities by maintaining an orderly, safe, educational environment. The purpose of the Code is to give students general notice of prohibited behaviors and ensure that students do not engage in conduct that disrupts the educational environment and the normal operations of the College.

The Student Code of Conduct should not be equated to state or federal criminal codes. The Code, grounded in procedural fairness, is focused on disciplined and courteous truth-seeking, not adversarial procedures. Lake Land College requires that in all situations, students be informed of the charges against them and be given a fair opportunity to refute the charges.

Actions or activities that constitute violations of the Student Code of Conduct will result in appropriate disciplinary action. Violations of the Student Code of Conduct include but are not limited to the following:

1. Violations of the Academic Integrity Code. ~~—(See [Board Policy 07.28.02 - Academic Integrity Code.](#)), [Board Policy 07.28.02](#)~~
2. Violations of federal, state or local law which occur on College property or in the course of a College sponsored activity. Such violations are also subject to referral to the College's Police Department and/or other civil authorities for investigation and action.
3. Attempted or actual theft or unauthorized possession of College property or services or the property or services of others.
4. Illegal or unauthorized possession, use of, being under the influence of, or distribution of drugs or alcoholic beverages on any College property or at College-sponsored activities.
5. Illegal or unauthorized possession of firearms, look-alike weapons, or dangerous chemicals or explosives on College property or at College-sponsored activities or use of such items,

## Board Policy 07.28.01

even if legally possessed, in a manner that harms, threatens, or causes fear to others.

6. Intentional damage to or destruction of College property or of property on College premises belonging to others.
7. Reckless driving and parking a student vehicle in authorized areas. (See Board Policy 11.13 - ~~Motor Vehicle~~Traffic Regulations and Parking ~~Regulations~~.)
8. Inciting, encouraging or participating in a riot on College property or at a College-sponsored activity.
9. Unauthorized possession, duplication or use of keys or other access devices to any College premises, or unauthorized entry to, or use of, secured College premises.
10. Behavior by any student, in or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
11. Verbal abuse, threats, intimidation, harassment and/or other conduct which threatens or endangers the life or safety of any person. Using language that is intimidating, threatening, harassing, degrading or abusive to any person or a group of persons.
12. Threatening, attempting or committing physical violence against any person, endangering the health and safety of any person, or causing reasonable apprehension of such harm.
13. Any verbal, written, electronic, or physical behavior, such as a disparaging comment, epithet, slur insult or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.

## Board Policy 07.28.01

- 142. Hazing, harassment or actions of a sexual nature which create an intimidating, hostile or offensive working or educational environment. (See Board Policy 11.04, ~~Anti-Harassment~~ and 11.04.01 ~~Prohibition of Sexual Discrimination, Harassment and Misconduct.~~)
- 153. Substantially and materially interfering with the freedom of expression of others.
- 164. Failure to comply with the directions of College employees and other College officials, including law enforcement officials, and their authorized agents acting in the performance of their duties.
- 175. Actions which obstruct, disrupt or physically interfere with the use of College premises, buildings, rooms or hallways, or a refusal to vacate a building, street, sidewalk, driveway or other facility of the College when directed to do so by a College official.
- ~~16. Intentionally or recklessly interfering with the educational environment and/or normal operations of the College, including but not limited to studying, teaching, research, guest presentations, college administration, or fire, police or emergency services.~~
- 187. Misrepresentation or falsification of any official records required of the student by the College.
- 198. Participation in the name of the College in any non-sanctioned activities.
- ~~2049.~~ Misusing, altering or fabricating a Lake Land College ID Card.
- 210. Intentionally furnishing false information to the College or any College official.
- 224. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- 232. Violations of other published College regulations, procedures or policies published in print or available electronically on the Lake

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**Board Policy 07.28.01**

Land College website, including but not limited to policies related to computer/technology use, campus demonstrations, smoking or use of tobacco products, eating/drinking and regulations governing student organizations.

Lake Land College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community. Such action may include disciplinary sanctions for actions or activities not committed on College property if, at the sole discretion of the College, the best interest of the College, student body and education processes is served or such actions cause or can reasonably be expected to cause a material or substantial disruption to the educational environment or the normal operations of the College or infringe on the rights of other members of the College community.

In the event of disruptive activities occurring on campus or at College-sponsored activities, staff will immediately request assistance from the Lake Land College Police Department and/or proper law enforcement agencies, and those involved will be subject to arrest and/or College disciplinary action.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must follow the Disciplinary Procedures described as part of this Code.

### Disciplinary Procedures

When the Vice President for Student Services is presented with sufficient evidence to indicate a student is suspected of violating rule(s) of the Student Code of Conduct, the Vice President will notify the accused student in writing of the alleged violation and either:

1. Inform the student of the proposed sanctions to be imposed based on the allegations of misconduct and offer the opportunity for the student to accept the sanctions without a required meeting. This occurs only when the proposed sanctions do not include administrative withdrawal, suspension or dismissal, or



**Board Policy 07.28.01**

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2. Require the student to appear in the office of the Vice President for Student Services at a time and date specified to review the evidence of the violation and allow the student an opportunity to respond to the allegations.

Any written notice issued to the student will be delivered in person or deposited in the United States mail or registered mail addressed to the student's last known address. The last known address shall be that address as reported to the Admissions and Records Office at the time of the student's last enrollment.

If, after the meeting between the student and the Vice President for Student Services, or after the student fails to request or appear at such a meeting, the Vice President for Student Services is satisfied that the violation occurred as alleged, the Vice President shall notify the student and shall impose a penalty by means of a written notice. One or more of the following penalties may be imposed:

1. Reprimand: Notice, orally or in writing, that the student is, or has, violated the Student Code of Conduct, and continuation or repetition of violations may be cause for more severe disciplinary action.
2. Academic Sanction: Student may receive a reduced or failing grade in the course(s) and/or disenrollment from the course or academic program.
3. Disciplinary Probation: Student is placed on probation for a designated period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of the Code during the period of probation, may result in suspension or dismissal from the College.
4. Loss of Privileges: Student is prohibited from participating in, scheduling, or attending extracurricular activities of the College for a designated period of time.

**Board Policy 07.28.01**

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5. Restitution: Student is required to make repayment to the College or to an affected party for damages resulting from violation of this Code.
6. Discretionary Sanctions: Work assignments, fines, participation in educational sessions, service to the College or other related assignments as assigned by the Vice President for Student Services.
7. Administrative Withdrawal: Student may be withdrawn from one or more College courses.
8. Suspension: Exclusion from classes and other College activities for a specific time period not to exceed one calendar year. Petition for readmission at the end of the time period must be made through the Student Conduct Review Board.
9. Dismissal: Exclusion from classes and other activities for one calendar year or longer. If a student wishes to be admitted after the end of the designated time period of dismissal, the student must petition the Student Conduct Review Board for readmission. Students who re-enter the College and do not meet the conditions required by the Student Conduct Review Board may be permanently dismissed.

The student, by written notice from the Vice President for Student Services, shall be informed of the charges and actions to be taken and given ten (10) calendar days to notify the Vice President for Student Services in writing if he/she wishes a formal hearing on the charges and actions by a Student Conduct Hearing Board.

If the student does not submit a written request for a formal hearing to the Office of the Vice President for Student Services within ten (10) calendar days, no hearing shall be held, the penalty proposed by the Vice President for Student Services shall be imposed, and the action shall be considered final.

If the student requests a formal hearing by the Student Conduct Hearing Board, he/she will be notified of the time, place and the process for the hearing. The Student Conduct Hearing Board shall consist of five (5)

**Board Policy 07.28.01**

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members: two (2) students, two (2) faculty members and one (1) administrator or staff member. An additional staff member shall be identified to serve as the presiding officer.

The hearing shall be private and closed to the public unless otherwise agreed by College officials and the accused student.

At the hearing, the Vice President for Student Services will present the charges against the student and will make a recommendation concerning the type of discipline to be imposed. The student will be allowed to present his/her case and have witnesses present oral statements on his/her behalf. The student may have an attorney present or an advisor of his/her choice to advise him/her but not to act as a spokesperson for the student. The College may also have its attorney present. Any party to the hearing may present witnesses subject to questioning by the Student Conduct Hearing Board. All procedural questions are subject to the final decision of the presiding officer.

The function of the Student Conduct Hearing Board shall be to determine whether or not the student violated the Code and the appropriate penalty. A verbatim record (i.e., tape recording) of the proceedings shall be taken and made available to College officials and the student. The decision of the Student Conduct Hearing Board will be determined by a majority vote of the membership, with all deliberations private, without the presence of the student, the Vice President for Student Services, attorneys or other parties.

If it is found that the student did not violate the Code, all record of charges, documentary evidence and statements shall be destroyed, with only the verbatim record retained. If it is found that the student did violate the Code, the Student Conduct Hearing Board shall determine the exact disciplinary penalty and provide written notification to the Vice President for Student Services and the student of its decision. The penalty may include any of the sanctions previously identified in this policy and may be more or less severe than the sanctions imposed by the Vice President for Student Services. The decision of the Student Conduct Hearing Board is considered final.

Students may be accountable both to civil authorities and to the College for acts that constitute violations of federal, state or local laws and of this

**Board Policy 07.28.01**

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Code. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenges on the grounds that criminal charges involving the same incident have been dismissed, reduced or are still pending.

**Interim Suspension**

The Vice President for Student Services may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice or a hearing before the Student Conduct Hearing Board whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. Upon issuance of an interim suspension, the student will be provided written notification identifying the Code of Conduct violations, imposing the terms of the interim suspension and outlining the investigation, hearing, and appeal process. A student suspended on an interim basis shall be given a prompt opportunity to either appear personally before the Vice President for Student Services, or designee, or to submit a written appeal or evidence in relation to the following issues only: (1) The reliability of the information concerning the student's conduct, including the matter of his/her identity, and (2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. During the interim suspension, the student is not permitted to be on campus or at any College activities.

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Adopted May 13, 2013  
Revised September 12, 2016  
**Revised**

## 07.32

***Navigator***

In accordance with the College Campus Press Act (Illinois Public Act 95-0580), Lake Land College recognizes the student-produced Navigator as a public forum for the College's student journalists, student editors and other student contributors. Such student media is not subject to prior review by College officials and expressions made by student journalists, student editors, or other student contributors does not imply College endorsement or approval. ~~acknowledges First Amendment rights of student media at public colleges and universities.~~ Accordingly, ~~t~~The Navigator's student editorial staff bears responsibility for ensuring that ~~its~~the contents ~~of the College's student newspaper~~ are consistently within the bounds of responsible journalism. As such, the student editorial staff should be knowledgeable about expressions protected, and aware that both defamatory and obscene speech, as well as speech that materially and substantially interferes with the requirements of appropriate discipline in the operation of the College, materially disrupts college classes or class work, incites substantial disorder, chaos or violence at the College, or invades the rights of others, is not protected, by the First Amendment. (See Board Policy 11.09 – Freedom of Expression and First Amendment Guarantees). Student journalists, student editors and other student contributors should be aware that violations of Board Policy 11.09, may result in disciplinary action. (See Board Policy 07.28.01 - Student Code of Conduct and Disciplinary Procedures.)

The *Navigator* should strive to accomplish the following:

1. To inform students of institutional and local news.
2. To provide students with a forum for the sharing of ideas.
3. To expose students to differing points of view.
4. To provide journalistic experiences for those students desiring them.
5. To serve as a source of entertainment for students.

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Adopted November 9, 1998

Revised May 12, 2003

Revised December 8, 2003

Revised January 10, 2005

Revised

### Outside Group UsageRental of Facilities

1. ~~The use of College facilities and athletic fields shall be generally limited to groups engaged in educational, cultural, or charitable activities, except the athletic field, which, upon authorization, may be approved for used by external agencies and organized groups, on a rental fee basis. for a fee, for recreational purposes.~~
2. Approval of applications requests for use by outside groups may be given provided:
  - A. The activity is suitable for the requested space and does not conflict with regularly scheduled activities of the College or specially planned events.
  - B. The group has adequate leadership and supervision to assure adherence to College regulations.
  - C. A certificate of proof of insurance is submitted to the office of the Vice President for Business Services.
  - D. The requested use is for lawful purposes and the requesting group's mission, policies, rules and regulations do not conflict with those of the College.
3. Rental charges are established at a level which generally reimburses the College for the expense of operation, maintenance, public safety, and depreciation of the facility. A schedule of appropriate fees shall be established through the office of the Vice President for Business Services.
4. The College expressly reserves the right to reject the request of any group to use campus facilities if the College is unable to provide sufficient access or security, or if the requested use disrupts the ordinary activities or functions of the College. such use is deemed to be detrimental to the best interest of the College.
5. Outside groups must follow all College policies, especially specifically noting policies ~~those~~ concerning smoking and the use of

**Board Policy 09.06**

~~tobacco and~~ tobacco products<sup>1</sup>, food and drink<sup>2</sup>, and signage and distribution of materials<sup>3</sup>.

6. External groups approved to use College facilities may not imply or represent themselves as being affiliated or associated with Lake Land College. The College's approval of requests for the use of its facilities and athletic fields by outside groups does not constitute the College's approval or endorsement of the group's activities.

Use of Facilities on a Non-Charge Basis

The office of the Vice President for Business Services shall be the authority to waive the rental charge for governmental or educational programs which would be to the benefit of the College.

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<sup>1</sup> See Board Policy 09.09

<sup>2</sup> See Board Policy 09.10

<sup>3</sup> See Board Policy 09.16

Adopted November 9, 1998

Revised March 8, 2004

Revised

**09.08**

### **Use of Facilities on a Non-Charge Basis**

~~The office of the Vice President for Business Services shall be the authority to waive the rental charge for governmental or educational programs which would be to the benefit of the College.~~

NOTE: This policy language has been incorporated into Board Policy 09.06 Rental of Facilities.

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~~Adopted November 9, 1998  
Revised March 8, 2004~~

~~Page 1 of 1~~



09.16

## Temporary Indoor Signage and the Distribution of Materials

The policy and guidelines for posting temporary indoor signage and the distribution of materials are applicable for all individuals and groups including both students, ~~as individuals or groups, and the College staff, at the main campus and at the Kluthe Center, and community members with the following exception:~~ Employees' office doors are not included in this policy and guidelines, for office occupants are responsible for all materials which may be displayed on their respective doors.

Decisions regarding the permissibility of posting temporary indoor signage or the distribution of materials will not be made on the basis of content or subject matter, with the exception of material that contains illegal content or content which violates College policy, including Board Policy 11.09 - Freedom of Expression and First Amendment Guarantees. Examples of impermissible content include obscenities or threats of actual violence or harm to specific individuals.

### Temporary Indoor Signage

1. Employee office doors are not included in this policy and guidelines. Office occupants are responsible for all materials displayed on their respective doors.
2. To post materials on the main campus or a regional campus, students must seek approval from Student Life. Staff and community members must seek approval from Marketing and Public Relations. Individuals seeking to post materials at the Kluthe Center, may seek approval from the Director of the Kluthe Center.
3. Approval of all materials to be posted will be indicated by the date stamp and signature stamp affixed by in the Student Life, ~~office or the Marketing and Public Relations, Communications and Creative Services office~~ or the ~~office of the~~ Kluthe Center Director.

- 24. Community or commercial related advertising, subject to official approval, may be posted only on the designated community bulletin board in the Luther Student Center and/or the Kluthe Center lounge. ~~Permission to post materials will be granted by the Communications and Creative Services office, which in no way implies endorsement by the College.~~
- 35. Designated spaces are provided for the posting of notices regarding items for sale or wanted, housing, shared transportation, and services, and such notices will be restricted to those spaces.
- 46. The bulletin boards in the respective classrooms are for the exclusive use of instructional staff. These bulletin boards will be monitored by the Division Chairs, and materials to be posted there do not require an approval stamp.
- 57. Publicity or display materials are prohibited from placement in any locations or on any surface not specifically designated for that purpose.
- 68. The posting organization or individual shall remove the materials no later than the date stamped on the poster. All publicity items remaining after this date will be discarded. The removal of notices, announcements, and publicity materials shall be the responsibility of the posting groups or individuals.
- 79. Notices posted on classroom doors will be limited to those indicating instructor absences or temporary class relocation.
- 810. Banners for special college events cannot be hung without prior approval ~~of the~~ by Student Life ~~office~~, Marketing and Public Relations, ~~Communications and Creative Services office~~, Director of Auxiliary Services, the Kluthe Center Director or designated representatives at off-campus locations.

### Distribution of Materials

Individuals and organizations may personally distribute materials or literature in open public areas of the college according to the following provisions:~~responsible for distribution of materials or literature must be identified and the materials registered with the Vice President for Student Services. The materials to be distributed must bear the name of the issuing person or organization. Distribution privileges are granted on a daily basis, and the area and method of approval for distribution will be designated by the Vice President for Student Services.~~

1. The materials to be distributed must bear the name of the issuing person or organization.
2. Materials cannot be left unattended in public areas unless approved as Temporary Indoor Signage.
3. Materials cannot be left on vehicles in College parking lots.
4. The individuals and organizations must abide by the College's policies.
5. Solicitation is prohibited. (See Board Policy 11.14 – Solicitation by Non-College Personnel).
6. ~~Permission to distribute m~~Materials that are distributed by individuals or organizations in no way do not imply approval or endorsement of the content by the College.
7. —Distribution of materials through institutional mailboxes must receive approval through the office of the Vice President for Business Services. (See Board Policy 09.18 - Mail)

Adopted November 9, 1998

Revised March 8, 2004

Revised June 14, 2010

Revised

**11.14****Solicitation by Non-College Personnel**

Solicitation by non-College personnel or political candidates is prohibited unless the activity is sponsored by a College department or recognized club. If violators of this policy are observed, the Lake Land College Police Department shall be contacted.

Solicitation shall include any undertaking of an individual or group to promote the sale or use of a particular product or service, or a contribution to or request for support of an individual or organization.

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Adopted November 9, 1998

Revised April 14, 2014

Revised

### **College Sponsored Speakers, Performers and Presenters**

Presentations by speakers, performers, or lecturers with varying points of view on pertinent and current issues may be sponsored by Lake Land College or recognized student groups as authorized by the administration ~~of Lake Land College~~ in fulfilling the College's obligations as an educative entity in the community, subject to the following provisions:. ~~The following restrictions, however, will apply:~~

- ~~4. If the discussion on campus involves a controversial issue, if possible, provide a balanced presentation.~~
21. Campus speakers, performers, presenters, or political candidates must be sponsored by ~~one or more a~~ recognized College student club, organization, or College division or department. A College staff member representing the sponsoring group must attend and supervise the event.
32. The College shall maintain the right to reasonably regulate the time, place and size of audience attending a ~~campus~~ College-sponsored event in order to maintain orderly operation and safety of the campus community and eliminate conflicts with normal college operations and activities.
3. Individuals attending a college-sponsored presentation or event are expected to comply with the College's policies, which may include any ground rules for participation announced by the organizers at the start of the event.
- ~~4. Regulation of campus activities under these provisions shall be the responsibility of the College President or his/her designee. He/she shall ensure the safety of all College personnel and students. Sponsorship or the accommodation of campus speakers, performers, presenters or political candidates does not imply approval or endorsement of the views expressed, either by the sponsoring group or the College.~~

5. Application of this policy does not preclude application of other College policies or regulations including Board Policy 11.09 - Freedom of Expression and First Amendment Guarantees, as may be warranted by a given situation.

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Adopted November 9, 1998

Revised

Page 1 of 1

# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President   
**From:** Bryan Gleckler, Vice President for Business Services  
**Date:** November 6, 2017  
**Re:** Update to Policy 10.33 – Payroll Withholdings

The proposed update to policy 10.33 adds Identification Theft and Legal Protection Services as an authorized voluntary payroll deduction available to employees at Lake Land College. We hope to make this service available to employees during the benefits open enrollment period. Employees would have the ability to have the cost of these protection services automatically deducted from their payroll. This benefit would be at no cost to the College.

I respectfully recommend the Board approve the revisions to Board Policy 10.33 to incorporate Identification Theft and Legal Protection Services as an authorized voluntary payroll deduction.

**10.33****Payroll Withholdings**

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

- Union dues
- Fair share fees
- Credit union deductions Tax
- Sheltered annuities Combined
- Charities Campaign Flexible
- Spending accounts Optional
- Life insurance
- Dependent health care premiums
- United States Savings Bonds
- Identification Theft and Legal
- Protection Services
- Bookstore purchases
- Tuition payments
- SUAA dues
- HSA's
- Foundation


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

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



# MEMO

TO: Dr. Josh Bullock, President 

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

DATE: November 28, 2017

RE: October 2017 Financial Statement Summary

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Outlined below are the budgetary variances of note in October for Fiscal Year 2018.

*Area(s) of Concern:*

- Tuition revenue – The unfavorable variance in tuition did narrow slightly for the month of October down to an unfavorable variance of \$435,206. This is due to a favorable variance in the month of October of \$25,838. In FY2017, we had recorded 57.09% of the tuition received for all of FY2017. Through the same timeframe in FY2018, we have recorded 51.87% of tuition budgeted for FY2018.

*Overall Variances:*

- Revenue – Total October revenue was \$1,185,828 resulting in an overall unfavorable variance of \$827,722 compared to the budgeted level. This unfavorable variance is primarily driven by the timing of the receipt of local sources (\$685,947 unfavorable variance in October due to receiving Effingham County tax receipts in November). Year to date, revenues have a favorable variance of \$808,706.
- Expenditures – Total October expenditures were \$2,128,135 resulting in an overall favorable variance of \$180,536. Year to date, spending has a favorable variance of \$2,210,852.

*Revenue Variances:*

- Local Sources – Unfavorable October variance of \$685,947 due to timing of receipt of Effingham County tax revenue (November versus October). Through October, this line is favorable by \$77,781.
- ICCB Credit Hour Grant – Unfavorable variance for the month of October by \$74,553 due to the timing of receipt of state payments for credit hour reimbursement. Year to date, this line has a favorable variance of \$1,194,977 but this is solely due to the timing

of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.

- *ICCB Equalization Grant* – No variance for the month of October or year to date. With a total receipt of \$1,559,773 in equalization payments, we are right in line with our budgeted assumptions for Fiscal Year 2018.
- *Tuition & Fees* – October favorable variance for tuition of \$25,838 and \$199 for fees. Year to date, tuition has an unfavorable variance of \$435,206 and fees are unfavorable by \$81,457. Tuition was discussed in more detail in "Area(s) of Concern" section.
- *Other State Sources* – Unfavorable variance for October in the amount of \$57,429 and year to date in the amount of \$146,396. This is primarily due to not yet receiving the Career and Technical Education payment for Fiscal Year 2018 yet.
- *Other Revenue* – October had an unfavorable variance of \$35,831; however, year to date this line has a favorable variance totaling \$22,884.

#### *Expenditure Variances:*

- *Salary & Wages (overall)* – Overall the salary and wage lines had an unfavorable variance in October of \$97,560. Year to date these lines are favorable by \$538,331 and we are projecting a year end favorable variance of \$342,717 at this point in time.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in October in the amount of \$9,383. Year to date these lines are unfavorable by \$61,989; however, we are projecting a year end favorable variance of \$121,384 at this point in time.
- *Instructional* – Had an unfavorable variance in October of \$95,806 which was due to an unfavorable variance in salaries of \$126,915. However, year to date, salaries are favorable by \$295,332. Overall, this area is favorable by \$446,480 year to date.
- *Academic Support* – Had a favorable variance in October of \$2,859. Year to date, this area has an overall favorable variance of \$15,486.
- *Student Services* – Had a favorable variance in October of \$9,373. This was primarily due to a favorable variance in travel expenses of \$7,527. Year to date, this area has an overall favorable variance of \$54,904.
- *Public Service/Continuing Education* – This area had an unfavorable October variance of \$2,114 primarily due to an unfavorable variance in contractual services of \$4,563. Year to date this area is favorable by \$24,062.
- *Operations & Maintenance* – This area had a favorable October variance of \$3,450. Year to date the favorable variance is \$365,114 with \$115,000 being in Capital Outlay

due to not expended \$5,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers yet for the Luther Student Center.

- *Institutional Support* – Had a favorable October variance of \$169,192. Year to date this area has a favorable variance totaling \$1,176,126. The bulk of this favorable variance is from the following lines: \$415,614 is due to adding in the Strategic Initiatives that were outlined in the August 10<sup>th</sup> memo from Dr. Bullock to the Board of Trustees, \$394,839 is in general materials and supplies, and \$99,978 is in contractual services.
- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$93,583 for the month of October. Year to date this line is favorable by \$128,680.

As we have discussed, despite a more complete level of state funding for FY2018, long term state funding uncertainty still exist. Therefore, we still intend to enforce spending limitations to ensure that we remain prudent and responsible with our expenditures.

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	FY17 Final Audited Numbers	FY18 Annual Budget
<b>Revenues:</b>										
381,983	1,067,910	(685,927)	Local Sources	6,813,977	6,736,196	77,781	1.15%	6,278,701	7,910,562	8,922,204
81,687	156,220	(74,533)	ICCB Credit Hour Grant	1,819,855	624,878	1,194,977	191.23%	1,887,282	5,262,447	4,058,469
389,943	389,943	0	ICCB Equalization Grant	1,559,773	1,559,773	-	0.00%	2,843,905	5,113,746	4,679,320
50,899	108,328	(57,429)	Other State Sources	128,895	275,292	(146,396)	-53.18%	155,840	2,039,866	1,050,557
10,843	(14,995)	25,838	Tuition	5,719,772	6,154,978	(435,206)	-7.07%	6,454,854	11,305,698	11,027,972
198,328	198,129	199	Fees	2,084,049	2,165,506	(81,457)	-3.76%	1,976,727	4,085,240	4,534,505
72,184	108,015	(35,831)	Other Revenue	457,651	434,767	22,884	5.26%	1,658,158	2,408,866	1,119,843
-	-	-	Gift in Kind	176,123	-	176,123	-	-	115,578	-
1,185,828	2,013,550	(827,722)	<b>Total Revenues</b>	18,760,096	17,951,390	808,706	1	21,255,467	38,243,002	35,392,870
<b>Expenditures:</b>										
<b>Instructional</b>										
977,077	850,162	(126,915)	Salary and Wages	3,900,849	4,196,181	295,332	7.04%	3,849,752	10,352,825	10,593,886
164,783	159,354	(5,429)	Employee Benefits	659,895	637,417	(22,478)	-3.54%	660,552	1,948,994	1,973,963
2,059	14,100	12,041	Contractual Services	11,900	68,880	56,980	82.72%	25,283	472,541	556,690
37,523	47,483	9,960	General Materials and Supplies	129,075	324,479	195,404	60.22%	156,202	456,549	732,461
1,785	16,222	14,437	Travel and Meeting Expenses	5,334	54,827	49,493	90.27%	6,202	35,246	146,460
-	-	-	Fixed Charges	-	875	875	0.00%	1,707	48,278	72,225
-	100	100	Capital Outlay	-	28,850	28,850	100.00%	7,375	7,375	36,554
-	-	-	Other Expenditures	-	-	-	0.00%	-	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	0.00%	-	-	-
1,183,228	1,087,422	(95,806)	<b>Total Instructional</b>	4,865,029	5,311,509	446,480	8.41%	4,707,073	13,322,729	14,112,239
<b>Academic Support</b>										
29,750	27,067	(2,683)	Salary and Wages	126,661	127,056	395	0.31%	168,370	433,397	351,255
6,836	6,749	(87)	Employee Benefits	32,876	26,995	(5,881)	-21.79%	44,852	114,371	83,404
-	-	-	Contractual Services	271	500	229	0.00%	258	1,682	3,000
40,429	48,903	8,473	General Materials and Supplies	74,505	95,265	20,760	21.79%	48,181	173,870	205,214
3,469	525	(2,944)	Travel and Meeting Expenses	4,385	2,385	(2,000)	-83.88%	3,744	7,678	9,310
-	100	100	Fixed Charges	4,597	6,580	1,983	30.14%	4,268	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
80,485	83,343	2,859	<b>Total Academic Support</b>	243,294	258,781	15,486	5.98%	269,673	735,316	659,683
<b>Student Services</b>										
117,498	121,233	3,735	Salary and Wages	515,505	540,174	24,669	4.57%	481,600	1,377,954	1,550,363
32,255	33,953	1,698	Employee Benefits	134,973	135,812	839	0.62%	129,539	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	11,209	9,322
9,340	5,753	(3,588)	General Materials and Supplies	35,161	50,613	15,452	30.53%	30,687	67,705	95,914
718	8,245	7,527	Travel and Meeting Expenses	1,199	15,144	13,944	92.08%	1,770	10,759	38,038
-	-	-	Other Expenditures	-	-	-	0.00%	-	7,000	7,500
169,811	169,184	9,373	<b>Total Student Services</b>	696,160	751,064	54,904	7.31%	652,918	1,872,731	2,122,477
<b>Public Service/Cont Ed</b>										
25,533	27,329	1,796	Salary and Wages	120,350	132,801	12,451	9.38%	111,286	356,447	372,432
4,159	5,710	1,551	Employee Benefits	19,104	18,841	(263)	-1.39%	22,199	59,098	53,853
5,913	1,350	(4,563)	Contractual Services	13,092	12,625	(467)	-3.70%	15,314	42,315	34,620
6,570	5,425	(1,146)	General Materials and Supplies	42,954	55,390	12,436	22.45%	31,392	107,233	127,528
208	405	197	Travel and Meeting Expenses	1,338	1,363	25	1.84%	1,244	4,126	3,807
12,478	12,528	50	Fixed Charges	50,561	50,440	(121)	-0.24%	50,675	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
54,861	52,747	(2,114)	<b>Total Public Service/ Cont Ed</b>	247,398	271,460	24,062	8.86%	232,110	721,417	744,950
<b>Operations &amp; Maintenance</b>										
75,611	90,042	14,431	Salary and Wages	271,322	383,890	112,568	29.32%	324,420	1,026,001	1,174,469
24,365	24,229	(136)	Employee Benefits	98,912	96,916	(1,996)	-2.06%	110,544	318,114	301,434
30,074	15,429	(14,645)	Contractual Services	57,020	118,282	61,262	51.79%	81,523	344,505	215,435
12,062	25,280	13,218	General Materials and Supplies	34,720	104,426	69,706	66.75%	34,766	125,184	271,195
-	-	-	Travel and Meeting Expenses	-	50	50	100.00%	-	-	150
43,491	11,180	(32,311)	Fixed Charges	88,692	44,720	(43,972)	-98.33%	45,561	227,294	134,160
82,916	105,809	22,893	Utilities	345,104	397,600	52,496	13.20%	304,387	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	-	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
268,519	271,969	3,450	<b>Total Operation and Maint</b>	895,770	1,260,884	365,114	28.96%	901,201	3,207,652	3,436,489
<b>Institutional Support</b>										
237,536	249,612	12,076	Salary and Wages	959,899	1,052,817	92,917	8.83%	958,274	3,028,892	3,089,526
64,181	57,201	(6,980)	Employee Benefits	260,909	228,799	(32,110)	-14.03%	274,041	750,399	930,711
9,609	12,670	3,062	Contractual Services	95,107	196,085	99,978	50.99%	169,182	610,853	616,253
39,946	127,926	87,980	General Materials and Supplies	322,439	717,278	394,839	55.05%	313,035	611,916	1,388,391
5,513	10,998	5,485	Travel and Meeting Expenses	10,870	37,229	26,359	70.80%	10,286	51,843	121,330
-	2,475	2,475	Fixed Charges	203,458	215,900	12,442	5.76%	236,121	242,519	228,300
-	7,339	7,339	Capital Outlay	-	18,247	18,247	0.00%	-	9,089	43,634
194	82,865	82,672	Contingency Funds	2,028	168,116	166,088	0.00%	-	26,960	487,221
-	-	-	Other	-	-	-	0.00%	398,004	987,604	4,417,729
24,916	-	(24,916)	Strategic Initiatives	29,386	445,000	415,614	0.00%	-	-	445,000
-	-	-	Gifts In Kind	18,248	-	(18,248)	0.00%	-	-	-
381,895	551,085	169,192	<b>Total Institutional Support</b>	1,903,344	3,079,471	1,176,126	2	2,358,943	6,320,074	11,768,095
(663)	92,920	93,583	<b>Scholarships, grants, waivers</b>	343,993	472,673	128,680	27.22%	962,350	2,506,810	1,170,066
2,128,135	2,308,870	180,536	<b>Total Expenditures</b>	9,194,989	11,405,841	2,210,852	19.38%	10,084,268	28,686,729	34,013,999
268,064	116,905	(151,159)	<b>Transfers Out:</b>	285,799	443,632	157,833	35.58%	285,800	1,271,915	1,378,871
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
(1,210,370)	(412,025)	(798,345)		9,279,308	6,101,917	3,177,391	52.07%	10,885,399	8,284,358	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,463,005.56	1,365,445.19	(97,560.37)	Salary and Wages	5,894,586.87	6,432,918.58	538,331.71
296,579.77	287,196.23	(9,383.54)	Employee Benefits	1,206,768.55	1,144,778.91	(61,989.64)
47,654.53	43,549.71	(4,104.82)	Contractual Services	187,711.27	405,693.23	217,981.96
145,870.80	260,768.74	114,897.94	General Materials and Supplies	638,854.11	1,347,451.66	708,597.55
11,693.20	36,394.87	24,701.67	Travel and Meeting Expenses	23,126.65	110,997.76	87,871.11
55,968.27	26,282.51	(29,685.76)	Fixed Charges	347,306.65	318,515.04	(28,791.61)
82,916.15	105,809.20	22,893.05	Utilities	345,104.16	397,599.68	52,495.52
-	7,438.74	7,438.74	Capital Outlay	-	162,097.15	162,097.15
193.57	82,865.39	82,671.82	Contingency Funds	2,028.14	168,116.28	166,088.14
-	-	-	Other Expenditures	-	-	-
2,103,881.85	2,215,750.58	111,868.73	Total	8,645,486.40	10,488,168.29	1,842,681.89

**Lake Land College**  
**FY2018 Salary, Wage & Benefits Detail**

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2018 Budgeted</b>	<b>FY18 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$3,900,849	\$4,196,181	\$295,332	\$10,593,886	\$10,599,015	\$10,593,886	(\$5,129)
Salary and Wages - Acad. Support	\$126,661	\$127,056	\$395	\$351,255	\$264,072	\$351,255	\$87,183
Salary and Wages - Stud. Svcs	\$515,505	\$540,174	\$24,669	\$1,550,363	\$1,456,675	\$1,550,363	\$93,688
Salary and Wages - Public Svc.	\$120,350	\$132,801	\$12,451	\$372,432	\$373,384	\$372,432	(\$952)
Salary and Wages - Maintenance	\$271,322	\$383,890	\$112,568	\$1,174,469	\$1,000,966	\$1,174,469	\$173,503
Salary and Wages - Inst. Support	\$959,899	\$1,052,817	\$92,917	\$3,089,526	\$3,095,102	\$3,089,526	(\$5,576)
<b>Total Salary and Wages</b>	<b>\$5,894,587</b>	<b>\$6,432,919</b>	<b>\$538,332</b>	<b>\$17,131,931</b>	<b>\$16,789,214</b>	<b>\$17,131,931</b>	<b>\$342,717</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2018 Budgeted</b>	<b>FY18 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$659,995	\$637,417	(\$22,578)	\$1,973,963	\$1,988,397	\$1,973,963	(\$14,434)
Employee Benefits - Acad. Support	\$32,876	\$26,995	(\$5,881)	\$83,404	\$104,376	\$83,404	(\$20,972)
Employee Benefits - Stud. Svcs	\$134,973	\$135,812	\$839	\$421,340	\$411,661	\$421,340	\$9,679
Employee Benefits - Public Svc.	\$19,104	\$18,841	(\$263)	\$53,853	\$57,071	\$53,853	(\$3,218)
Employee Benefits - Maintenance	\$98,912	\$96,916	(\$1,996)	\$301,434	\$318,912	\$301,434	(\$17,478)
Employee Benefits - Inst. Support	\$260,909	\$228,799	(\$32,110)	\$930,711	\$762,904	\$930,711	\$167,807
<b>Total Employee Benefits</b>	<b>\$1,206,769</b>	<b>\$1,144,779</b>	<b>(\$61,990)</b>	<b>\$3,764,705</b>	<b>\$3,643,321</b>	<b>\$3,764,705</b>	<b>\$121,384</b>

## Lake Land College Board of Trustees



RESOLUTION NUMBER: 1217-005

DATE: 12-11-17

### 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 2019 which begins on July 1, 2018, and ends on June 30, 2019, 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, 2018, until such time as the new budget for Fiscal Year 2019 is presented to and adopted by the Board of Trustees.

**ADOPTED** this 11th day of December, 2017 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 11th day of December, 2017.

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 11th day of December, 2017.

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Secretary, Board of Trustees

# LAKE LAND COLLEGE

## MEMO

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

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

**CC:**

**DATE:** November 30, 2017

**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 2017, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2018, and applied to fiscal year 2019 revenues.

Attached is the Certificate of Tax Levy for the 2017 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 2016 levy year property values was \$.6337 per \$100 EAV. We will not know the actual tax rate for the 2017 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district.

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

I recommend the sum of Twelve Million Four Hundred Sixty-Four Thousand Dollars (\$12,464,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2017 to be collected in the calendar year 2018. The levy for the year 2017 is to be allocated 100% for fiscal year 2019.

Attachment

# CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

the sum of \$ 4,800,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1),  
and

the sum of \$ 770,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 3,725,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,172,000 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 \$ 388,000 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 \$ 69,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,540,000 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 2018 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2018 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 -four-.

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.

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**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 2017 is \$6,620 846.

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 2017 levy.

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

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



# MEMO

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

**FROM:** Madge Shoot, Comptroller

**CC:**

**DATE:** November 20, 2017

**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 Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 11<sup>th</sup> day of December, 2017.

\* \* \*

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

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

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

The Chairman announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2017 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 2017 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: 1217-006

DATE: 12-11-17

**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 2017 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 2017 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 2017 in accordance with the provisions hereof.

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

**ADOPTED** this 11th day of December, 2017 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

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 11<sup>th</sup> day of December, 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2017 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 11<sup>th</sup> day of December, 2017.

---

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 2017 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 11<sup>th</sup> day of December, 2017, 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 2017 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)

# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President   
**From:** Bryan Gleckler, Vice President for Business Services  
**Date:** November 28, 2017  
**Re:** Rejection of Basketball Backboard Bid(s)

---

We recently issued a solicitation for the replacement of four (4) basketball goals in the Field House. While we had two companies that attempted to submit bids for this project, only one bid was submitted through the required process.

Below is a listing of the companies who submitted proposals and their bid amounts:

<u>Company Name</u>	<u>Bid Price</u>
Ravensberg, Inc. St. Louis, Missouri	\$14,955
Bulte Company St. Louis, Missouri	Bid Not Accepted

Unfortunately, the one acceptable bid for this project is well over the budget we had allotted. Given this, we are recommending that we reject the bids for this solicitation and re-bid in hopes to attract pricing within our budgeted amount.

I recommend the Board of Trustees reject the bids for the replacement of four (4) basketball goals in the Field House.

LAKE LAND  
COLLEGE  
BID TABULATION

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Basketball Backboards  
Project No. 2017-014  
BID DATE: November 20, 2017 - 2:00 PM

CONTRACTOR	Bid Price								
Ravensberg, Incorporated St. Louis, Missouri	\$14,955								
Bulte Company * St. Louis, Missouri	Bid Not Accepted								

\*Does not meet bid requirements



# LAKE LAND COLLEGE

## MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Jim Hull, Vice President for Workforce Solutions and Community Education  
DATE: December 6, 2017  
RE: IDOC Contract for Services-Joliet Treatment Center

---

A contract has been prepared by the Illinois Department of Corrections seeking Lake Land College to provide post-secondary vocational educational services at the Joliet Treatment Center. The duration of this contract is for 6 months, commencing on January 1, 2018 and provides for the offering of two programs initially – Commercial Custodial Maintenance and Horticulture. The Contract will employ a total of 3 full time positions, including an Associate Dean, Custodial Maintenance Instructor and Horticulture Instructor. The total estimated expenditure over the life of the contract is \$133,375. Under the terms of this contract all costs are reimbursed to the college either through ICCB reimbursements or through Illinois Department of Corrections funds.

I respectfully request that the Board of Trustees approve entering into the Contract for Services at the Joliet Treatment Center at the December 11, 2017 Board meeting. I will be available to answer any questions the Board may have.

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

FROM: Bryan Gleckler, Vice President for Business Services

DATE: November 30, 2017

RE: Recommendation of Award for Purchase of Cargo Van

---

The College recently solicited bids to replace our delivery van that has in excess of 270,000 miles on it. As part of this process, the College received the following bids:

<u>Dealership</u>	<u>Van</u>	<u>Bid Amount</u>
Pilson Auto Centers, Bid #1	2018 Ram ProMaster	\$19,787.00
Pilson Auto Centers, Bid #2	2017 Ram ProMaster	\$20,166.00
Pilson Auto Centers, Bid #3	2018 Ford Transit Connect XL	\$23,243.00
Jackson Ford Inc., Bid #1	2017 Ford Transit Connect	\$23,440.00
Jackson Ford Inc., Bid #2	2017 Ford Transit Connect	\$23,471.00
Ford Square of Mt. Vernon	2018 Ford Transit Connect	\$21,746.46
K.C. Summers Nissan	2017 Nissan NV200	\$20,667.00

After reviewing in detail the different features, warranties, and gas mileage of the various vans proposed, it is my belief that the van proposed by K.C. Summers Nissan presents the best value to the College. This van includes a navigation system and a 5-year/100,000 mile bumper to bumper warranty. The vans proposed from Pilson Auto Centers include a 3-year/36,000 mile bumper to bumper warranty and would cost an additional \$1,320 to upgrade the warranty to a 5-year/100,000 mile warranty.

Given that this is a high use delivery van for the College, having the extended warranty has considerable value. After weighing all of these factors led to the conclusion that the van proposed by K.C. Summers Nissan be recommended for award.

I recommend that the Board of Trustees approve the purchase of the 2017 Nissan NV200 cargo van from K.C. Summers Nissan in the amount of \$20,667.00.

LAKE LAND  
COLLEGE

## BID TABULATION

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

## 2017 Compact Cargo Van

**Project No. 2017-015**

**BID DATE: November 29, 2017 - 2:00 PM**

[illegible]

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Vice President for Student Services

DATE: November 30, 2017

RE: Letter of Agreement with Educational Advisory Board – Community College Executive Forum

---

The Educational Advisory Board is a best practices firm serving K-12, community colleges and universities across the country. Their work may be described as finding the best new ideas and proven practices and assisting member institutions in customizing and implementing them into their critical functions. The Community College Executive Forum (CCEF) is EAB's program dedicated to supporting community college leaders through expertise in four overall key areas: enrollment and outreach, student success, workforce development and administrative excellence.

We have had several discussions with EAB staff regarding potential membership including an initial telephone conference on October 12, an on-campus meeting with EAB Representative Dustin Ott on October 25, and a follow-up telephone conference with several EAB staff members on November 7. In addition to your participation in the November 7 conference, other College staff involved in the discussions with EAB have included Jon Althaus, Kelly Allee, Jon Van Dyke and me. Based on our communication with EAB on each of these dates, our review of the materials EAB has provided in print and through their website, and consultation with peer member institution, Moraine Valley Community College, we all agree that we would like to recommend that Lake Land College become a CCEF member institution.

As we invest time and resources into carrying out the College's next strategic plan, we believe that now is an ideal time to establish membership with CCEF who can provide us with research and data needed to establish strategic directions, make implementation decisions, and turn plans into actions. We have already identified several CCEF resources to assist us in developing our two main areas of focus: Guided Pathways for Success (GPS) and Institutional Intelligence. We are excited to know that EAB has received national recognition twice this year for their work in relation to GPS: *The Complete College America GPS Direct Seal of Approval* and the *2017 Innovation Award* from the *American Association of Community Colleges*.

As a member institution, EAB would work with us in a variety of ways including facilitated on-campus strategy sessions, a dedicated advisor for ongoing service and support, best practice library, implementation tools and templates, strategy reports, annual president/executive summits with peers, and on-demand webcasts available for all staff. We are excited about the many opportunities that membership provides. (A full summary of member services is included in the Letter of Agreement.)

Following is the Letter of Agreement discussed with EAB and reviewed by legal counsel. As noted, the membership commitment is for a three-year period commencing December 12, 2017 and ending December 11, 2020, with a total cost of \$78,813 over that period. We would like to request approval from the Board of Trustees at their December 11, 2017, meeting to utilize the College's reserve funds to cover the cost of membership.

I am happy to provide or seek additional information to answer any questions that you or the Board may have. Thank you.



2445 M Street NW | Washington DC 20037  
P 202.266.5600 | F 202.266.5700 | eab.com

December 6, 2017

Dr. Josh Bullock  
President  
Lake Land College  
5001 Lake Land Blvd  
Mattoon, IL 61938

**Re: Letter of Agreement (LOA): Community College Executive Forum**

Dear Josh Bullock:

Thank you again for the time you have afforded us to evaluate the Community College Executive Forum membership (the “**Membership**”). EAB Global, Inc. (“**EAB**” or “**we**”) is excited about the opportunity to work with Lake Land College (“**Member**” or “**you**”) and is submitting this LOA for your signature to enroll you as a member of the Membership.

**I. Terms of Coverage**

Under the terms of this LOA, EAB will provide to Member the services described in this LOA and in the *Scope of Services* attached to this LOA.

**II. Terms of Enrollment**

The term of the Membership will be as set forth in the table below (as may be extended, the “**Membership Term**” and each year therein, a “**Year**”). In addition, the Standard Terms of Membership attached hereto and incorporated herein by reference are applicable to the Membership. The Membership covers only the following educational facilities:

Lake Land College

**A. Term & Scope of Agreement**

	<b>Start Date</b>	<b>End Date</b>
Community College Executive Forum	December 12, 2017	December 11, 2020

**B. Financial Terms**

You agree to pay the preferred fees described below through the Membership Term.

**Annual Membership Fee**

<b>Membership</b>	<b>Year 1 Membership Fee</b>
Community College Executive Forum	\$25,000

You will pay the annual Membership fees on the start date of each Year of the Membership Term. The annual Membership fee for each year beyond Year 1 of the Membership Term will increase by 5%. We will also invoice an additional \$1,500 in each Year of the Membership Term for each Membership to offset our travel and other similar administrative expenses.

In addition to the annual onsite presentations provided to the Member herein, EAB will provide up to one (1) additional onsite presentation during the Membership Term, at no additional charge to the Member. Such additional onsite presentation must be scheduled at least three (3) months in advance, and must be related to the Community College Executive Forum Membership.

### III. Enrollment

To initiate the Membership under the terms of this LOA, please return a complete, signed copy of this LOA to Dustin Ott at [REDACTED]. If you do not return a signed copy of this LOA by **December 12, 2017**, the fees set forth above are subject to change.

#### EAB Global, Inc.:

Signature: [REDACTED]  
 Name: Jessica Harris  
 Title: Managing Director  
 Date: 12/6/2017

#### Lake Land College:

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Community College Executive Forum

### Summary of Services

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#### Membership Services

Community College Executive Forum Membership includes complete, unlimited access to the services listed below:

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**In-Depth Best Practice Studies**—Comprehensive reports containing detailed profiles of dozens of innovative practices and strategies, implementation road maps and advice. Member organizations have unlimited access to all Best Practice Profiles.

**Strategy Reports**—Condensed studies meant for broad distribution to key leadership constituencies at member universities. Strategy Reports will be available in unlimited quantity.

**Dedicated Advisor**—Senior member of Forum staff who will serve as primary point of contact and will facilitate service utilization and dissemination of breakthrough practice reports, tools and dashboards.

**Annual President's Roundtable**—One day sessions designed for Forum staff to present the major research findings from the year and facilitate discussion amongst Presidents on how to introduce these ideas to their own organizations.

**Leadership Summit**—One day summits for Cabinet executives and rising leaders to review our research on selected hot topics from the current year's research and to network with peers

**Hot Topic Webinars**—Hour-long educational intensives facilitated by research leaders to provide discussion and implementation support on topics covered by the Community College Executive Forum, without the burden of travel. Hot Topic Webinars are open to all staff at member institutions.

**Onsite Working Session**—Once each Membership Year, senior Forum staff will travel to a member organization to engage and enfranchise an audience of the member organizations' choosing. During the onsite, we present the year's breakthrough practice research or help "unpack" the practices to help put them into place at your organization.

**Diagnostic Tools, Dashboards, Customizable Presentation Decks, and Implementation Toolkits**—Tools, dashboards and templates accompanying Best Practice Studies for benchmarking performance, making the case for implementation, and identifying areas for future improvement.

**Unlimited Access to EAB Experts**—Direct and immediate access to analysts, researchers and senior consultants in the Community College Executive Forum to discuss any practice, troubleshoot problems related to implementation or run deep on unique issues. Staff is available to provide follow-up support and networking contacts, as well as share documents obtained during the course of research.

**Ask EAB**—Members can access a dedicated team of EAB content specialists who can track down answers to your particular questions, leveraging a combination of existing EAB research, external research sources, as well as calling on peer institutions when necessary.

**Community College Insights**—Weekly email sent by Forum experts showcasing ongoing research, analysis of breaking news, and overviews of important higher education trends. Available to all staff.

**Online Research Database**—Dedicated website for member organizations, providing full online access to the entire library of the Community College Executive Forum's work.

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Jonathan Bullock, President

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

DATE: December 6, 2017

RE: LaunchCode Agreement

---

Please find attached a Collaboration Agreement between Lake Land College and LaunchCode to provide an innovative computer coding Workforce Ready certificate program at Lake Land College.

Articles in numerous publications have emphasized the growing need for programmers and the changing means in which these workers are trained. Forbes (2015) notes, "the United States job market is undergoing a dramatic shift, such that by 2020 nearly one million coding jobs will be unfulfilled based on projections from the U.S. Bureau of Labor Statistics". Fast Company (2016) highlighted that "a new report from Burning Glass, a job market analytics firm, found that there were as many as 7 million job openings in 2015 in occupations that required coding skills. They also found that programming jobs overall are growing 12% faster than the market average." Fast Company further noted that half of all job openings for individuals with coding skills are not in technology companies, rather they are in finance, manufacturing and healthcare. Additionally stating, "coding has become a core skill that bolsters a candidate's chances of commanding a high salary". Jobs that require coding can pay upwards of \$22,000 more per year on average, than those that do not require coding.

LaunchCode is a national not-for-profit program that trains students in the high demand field of app development at locations in St. Louis, South Florida, Kansas City, Seattle and Portland. LaunchCode also works with hundreds of companies to place students in paid apprenticeships and full-time careers in coding related fields. Co-founded in 2013 by Square, Inc. co-founder Jim McKelvey, LaunchCode was named by the St. Louis Riverfront Times as 2014's "The Best Thing to Happen to St. Louis".

This collaboration will allow Lake Land College to create the *LaunchCode Academy at Lake Land College* that will culminate in an 18 hour Workforce Ready Certificate in computer coding. This Academy model seeks to train cohorts of students twice annually at the Kluthe Center. LaunchCode will assist Lake Land College in curriculum development and maintenance, essentially capitalizing on curriculum that is already successfully implemented at their various locations. LaunchCode will also provide ongoing instructor training and support, along with



ancillary support as outlined in the attached agreement. Additionally, LaunchCode will work with Lake Land College to develop admissions criteria, an application process and a means to conduct a full assessment of each applicant's qualifications related to the admission requirements. Candidates do not need to have a background in computer science to participate in the program.

Lake Land is also partnering with the Effingham Regional Growth Alliance, the countywide economic development organization, to connect with local companies and individuals who are interested in supporting students with scholarships, internship opportunities or full-time employment.

I respectfully request the Board approve this Collaboration Agreement to allow Lake Land College to develop the *LaunchCode Academy at Lake Land College*.

# **COLLABORATION AGREEMENT**

Between

**Lake Land College**

and

**LaunchCode**

---

Effective as of January 1, 2018

## **COLLABORATION AGREEMENT**

**THIS COLLABORATION AGREEMENT** effective as of the 1<sup>st</sup> day of January, 2018.

**BETWEEN:**

**Lake Land College, Community College District 517**, an Illinois Community College District organized pursuant to the Illinois Community College Act (hereinafter “**Lake Land**”)

- and -

**LaunchCode, a Missouri not-for-profit corporation and registered 501(c)(3) organization.** (hereinafter “**LaunchCode**”)

**WHEREAS** Lake Land and LaunchCode intend to enter into the Collaboration (as defined herein) effective as of January 1, 2018 on the terms and conditions hereinafter set forth;

**NOW THEREFORE** in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

### **ARTICLE 1 – INTRODUCTION**

#### **1.1 Definitions.**

In this Agreement (as defined herein), unless there is something in the subject matter or context inconsistent therewith, the following terms shall have the respective meanings ascribed below:

- (a) “**Agreement**” refer to this Agreement;
- (b) “**the Alliance**” refers to the Effingham Regional Growth Alliance
- (c) “**Business**” means any business or businesses carried on by the Collaboration as may be deemed by the Collaborators to be in the best interest of the Collaboration and any other general business activities related or incidental thereto;
- (d) “**Collaborator**” means any one of Lake Land or LaunchCode or any other collaborator admitted pursuant to the provisions of this Agreement, “**Collaborators**” means all of them, and the “**Collaboration**” means the Collaboration established by this Agreement; and
- (e) “**Effective Date**” means January 1, 2018;
- (f) “**Person**” means any individual, firm, corporation, Collaboration, joint venture, trustee or trust, government or agency thereof, unincorporated association, or other entity and pronouns have a similarly extended meaning.
- (g) “**Course**”, “**Program**” means any curriculum, program, course or training event taught through Lake Land utilizing LaunchCode curriculum.

## **1.2 Number and Gender.**

Words importing the singular include the plural and *vice versa* and words importing gender include all genders.

# **ARTICLE 2 – FORMATION OF COLLABORATION**

## **2.1 Establishment.**

Subject to the terms and conditions hereof, the parties hereto agree to establish and carry on in collaboration as set forth in this Agreement.

## **2.2 Term.**

- (a) The Term of this Agreement shall commence upon the Effective Date and shall continue so long as the Collaborators wish to continue to offer Courses. Either party shall have the right to terminate this Agreement at any time by providing a thirty (30) day written notice of termination to the other party. The effective termination date shall be the completion date of all Courses offered or under way at the time the notice of termination is sent.

## **2.3 Name.**

The name of the Collaboration shall be “**LaunchCode Academy at Lake Land College**” and/or such other name or names as the Collaborators may from time to time agree upon in writing and no party shall carry on business under such name except as a party of the Collaboration.

## **2.4 Place of Business.**

The place of business of the Collaboration shall be at Lake Land College and its approved locations, or place or places as the Collaborators shall from time to time hereafter determine.

## **2.5 New Collaborators.**

No person shall be admitted into the Collaboration except with the consent in writing of the Collaborators.

# **ARTICLE 3 – CURRICULUM**

## **3.1 Curriculum Development.**

- (a) LaunchCode shall assist Lake Land with the development of the curriculum, which will be controlled by Lake Land College and will be modeled on LaunchCode’s LC101 curriculum and other relevant curriculum;
- (b) LaunchCode will work with Lake Land to ensure all curriculum is placed in an acceptable format for approval as an 18 credit hour technical certificate in the State of Illinois and submitted to the Illinois Community College Board and the Illinois Board of Higher Education, as needed.

- (c) Lake Land will pay LaunchCode a per student, per course fee for assistance with curriculum development and maintenance as follows: \$350 per student for Courses with 25 or fewer students enrolled; \$300 per student for 26 to 50 for Courses with students enrolled; or \$250 per student for Courses with 51 or more students enrolled.
- (d) Lake Land shall have the right to cancel any individual Course prior to its commencement by providing LaunchCode with a written notice at least ten (10) days prior to the Course commencement date. In such event, Lake Land shall not be obligated to pay LaunchCode any fees for curriculum development related to the cancelled Course.

### **3.2 Curriculum Delivery**

- (a) A Lake Land contracted instructor will deliver the curriculum to students, with the assistance of a Lake Land contracted teaching assistant. There will be one lead instructor for the course, and one teaching assistant for every 20 students;
- (b) LaunchCode will provide up to 20 hours of teacher training as requested by Lake Land for each new instructor at a fixed rate of \$75 per hour;
- (c) LaunchCode will provide up to 45 hours of teaching support as requested by Lake Land over the duration of each scheduled Course at a fixed rate of \$75 per hour.
- (d) Lake Land shall have the right to cancel any individual Course prior to its commencement by providing LaunchCode with a written notice at least ten (10) days prior to the Course commencement date. In such event, Lake Land shall only be obligated to pay LaunchCode for any completed hours of training and support provided at the time the course is cancelled.

### **3.3 Curriculum Support**

- (a) LaunchCode will license and maintain all curriculum delivery related materials and systems, including but not limited to Slack, Canvas and Hackerrank, and provide system access to Lake Land. Lake Land will compensate LaunchCode for 15 hours of time per Course at \$75 per hour to facilitate such system maintenance;
- (b) LaunchCode will setup and establish access to the curriculum delivery systems for Lake Land instructors and students at a fixed cost of \$2,500 per course.
- (c) Lake Land shall have the right to cancel any individual Course prior to its commencement by providing LaunchCode with a written notice at least ten (10) days prior to the Course commencement date. In such event, Lake Land shall only be obligated to pay LaunchCode for any completed work related to granting access to curriculum delivery related materials and systems for the cancelled Course.

## **ARTICLE 4 – MARKETING, RECRUITMENT AND ADMISSIONS**

### **4.1 Marketing**

- (a) The program will be a named Collaboration with LaunchCode, as outlined in section 2.3, to capitalize on the power of co-branding and recognition of perceived expertise;
- (b) All program marketing materials for the co-branded program will be reviewed and approved by both Lake Land and LaunchCode prior to distribution;
- (c) All program marketing materials will include the Lake Land and LaunchCode name, in addition to any relevant collaborator organizations such as the Alliance;
- (d) Lake Land will have full authority to market the program through appropriate channels, which could include the College's admissions team, social media, catalog, website, print media, press releases and other ancillary vehicles

### **4.2 Recruitment**

- (a) Lake Land will work with regional collaborators, such as the Alliance on the recruitment of applicants for the program;
- (b) In collaboration with Lake Land, LaunchCode will assist with information sessions requested by Lake Land for prospective students at a facility designated by Lake Land at a cost of \$75 per hour for 7.5 hours per session (inclusive of travel time). LaunchCode will be provided a minimum of two weeks advance notice of scheduled information sessions.

### **4.3 Admissions**

- (a) Full application process and final determination of student admission status will be at the discretion of Lake Land;
- (b) LaunchCode will work with Lake Land College to develop admissions criteria and an application process;
- (c) LaunchCode will provide aptitude testing for up to 40 Lake Land applicants per course at a cost of \$75 per applicant. Additional applicants may be tested at a cost of \$75 per applicant upon written agreement of both parties;
- (d) LaunchCode will assist Lake Land in assessing each applicant's qualifications related to the admission requirements;
- (e) Lake Land will charge applicable tuition and fees for the program relative to the credit hours earned.
- (f) Lake Land shall have the right to cancel any individual Course prior to its commencement by providing LaunchCode with a written notice at least ten (10) days prior to the Course commencement date. In such event, Lake Land shall only

be obligated to pay LaunchCode for any completed applicant aptitude tests for the cancelled Course.

## **ARTICLE 5 – GRADUATE PLACEMENT**

### **5.1 Graduate Placement.**

- (a) Lake Land will provide program graduates complete access to the College's Career Services department to assist with placement;
- (b) Lake Land will work with local agencies, such as the Alliance, to assist with placement of graduates
- (c) LaunchCode will have access to program graduates and may use existing industry relationships and placement services to assist students in securing internships, apprenticeships or employment. Placements completed through LaunchCode will follow LaunchCode's established protocols and compensation methods with its partner employers.

## **ARTICLE 6 – GENERAL ADMINISTRATION**

### **6.1 Program Oversight.**

Lake Land College will maintain oversight of the program. LaunchCode will assist Lake Land in providing oversight of the program. Lake Land agrees to compensate LaunchCode for 25 hours of project coordination time per Course at a rate of \$75 per hour for the assistance.

### **6.2 Notices.**

Any notice, demand, request, consent, agreement or approval which may or is required to be given pursuant to this Agreement shall be in writing and shall be sufficiently given or made if served personally upon the party or a representative or officer of the party for whom it is intended, or mailed by certified or registered mail, postage prepaid, addressed at such address to such officers as a party may from time to time advise to the other parties by notice in writing. The date of receipt of any such notice, demand, request, consent, agreement or approval if served personally shall be deemed to be the date of delivery thereof, or if mailed as aforesaid, the second business day following the date of mailing.

**6.3 Confidentiality.**

**6.4 Except as required by law or as reasonably necessary in the performance of its obligations pursuant to this Agreement, or as otherwise agreed to by Lake Land, LaunchCode will keep confidential any and all data received from Lake Land pursuant to this Agreement, including, but not limited to, all Lake Land student and employee information.**

**6.5 Insurance.**

LaunchCode shall maintain the following insurance coverages in place during the Term of this Agreement:

- Commercial General Liability with a minimum coverage amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
- Automobile Liability with a minimum coverage amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
- Worker's Compensation Insurance with an employer's minimum contribution amount of \$1,000,000

LaunchCode shall provide Lake Land with Certificates of Insurance showing such coverage and naming Lake Land as an additional insured on the Commercial and Automobile liability policies.

**6.6 Indemnification.**

Both LaunchCode and Lake Land agree to indemnify and hold each other harmless against any and all claims, liabilities, causes of action, damages, costs, expenses, or fees, including attorney fees, that either party incurs arising out of or occurring in connection with the other party's negligent, reckless or intentional misconduct in the performance of the services pursuant to this Agreement.

**6.7 Payment.**

LaunchCode shall provide Lake Land with monthly invoices for all fees pursuant to this Agreement. The invoices shall contain sufficient detail to allow Lake Land to verify the work performed and amounts claimed due. Lake Land shall pay the invoices within forty-five (45) days of receipt.

**6.8 Governing Law.**

The validity and interpretation of this Agreement shall be governed exclusively by the laws of the State of Illinois.

**6.9 Severability.**

The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other provision hereof, but this Agreement shall be construed and enforced as if such invalid or unenforceable provision was omitted.



**6.10 Effective Date.**

Notwithstanding the actual date of execution hereof, this Agreement shall be effective as of January 1, 2018.

**6.11 Entire Agreement.**

This Agreement embodies the entire and final agreement with regard to the Collaboration and no representations, warranties, agreements, understandings, verbal or otherwise, exist between the collaborators except as herein expressly set out.

**6.12 Amendments.**

No amendment, alteration, change, qualification or modification of this Agreement shall be valid unless it is in writing and signed by each Collaborator hereto and any such amendment, alteration, change, qualification or modification shall be adhered to and have the same effect as if they had been originally embodied in and formed a part of this Agreement.

**6.13 Time.**

Time is of the essence of this Agreement and of every part hereof.

**6.14 Enurement.**

This Agreement and the provisions hereof shall enure to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.

**6.15 Counterparts.**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

**IN WITNESS WHEREOF** the parties hereto have duly executed this Agreement this 12<sup>th</sup> day of December, 2017, to be effective as of the Effective Date in accordance with Section 6.5 of this Agreement.

**LAKE LAND COLLEGE**  
**COMMUNITY COLLEGE DISTRICT 517**  
**MATTOON, IL**

Per: \_\_\_\_\_  
David Storm  
Board of Trustees, Chairperson

Per: \_\_\_\_\_  
Ann Deters  
Board of Trustees, Secretary

**LAUNCHCODE**  
**ST. LOUIS, MO**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
December 11, 2017**

**The following employees are recommended for leave**

Birdwell, Jodi	FMLA	11/20/2017-12/3/2017
Ritchey, Eva	FMLA	12/7/2017-1/7/2018
Spurling, Carolyn	FMLA (intermittent)	11/7/2017

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Van De List, Elizabeth	Kluthe Test Proctor Primary Position is Tutor - Associate-Lrng Asst	10/19/2017

**Part-time - Grant Funded**

Miner, Linda	Adult Education Adjunct Faculty Primary Position is BNA Clinical Instr Adult Ed	11/16/2017
Van De List, Elizabeth	Perkins Test Proctor Primary Position is Tutor - Associate-Lrng Asst	10/23/2017

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Holsapple, Sheila	BNA Sub	11/21/2017
Hott, Stuart	Dual Credit Coordinator	11/28/2017
Kanizer, Tyler	Bookstore Rushworker	11/30/2017
Maillet-Gibson, Tiffany	Tutor	11/07/2017
Miller, Chris	Adm Records Data Entry Assistant	11/07/2017
Ruff, David	Dual Credit Instructor	11/28/2017
Siddens, Pamela	Dual Credit Instr/Coordinator	11/29/2017

**Position Recommendations**

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

<b>Position</b>	<b>Effective</b>
Police Chief – from Supervisory to Administrative (Class only)	01/01/2018
Police Sergeant – from Support Staff to Supervisory (Class only)	01/01/2018
Director of Physical Plant – from Spv to Administrative (Class only)	01/01/2018
Marketing Specialist – New Position to replace Marketing Publication & Design Coordinator (Level 13)	

**New Hire-Employees****The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time - Grant Funded</b>		
Hurt, Betheny	Correctional Career Technology Instructor-Shawnee CC	11/20/2017
Steyer, Melissa	Correctional Office Assistant-Shawnee CC	11/20/2017
<b>Part-time</b>		
Buchenroth, Connie	Library Assistant	11/21/2017
Cheung, Ho Hon	International Student Ambassador	11/17/2017
Efe, Efehan	International Student Ambassador	11/20/2017
Goldstein, Jayne	Kluthe Test Proctor	11/20/2017
Hall, Cassandra	Custodian	11/20/2017
Hallett, Trevor	Athletic Trainer	11/01/2017
Hart, April	Dual Credit Coordinator	11/17/2017
Huang, Hsin Hui	International Student Ambassador	11/17/2017
Kwong, Kin Yuen	International Student Ambassador	11/17/2017
Nino Pardo, Wilson	International Student Ambassador	11/20/2017
Wheeler, Claire	Special Needs Note Taker	10/24/2017

**Part-time - Grant Funded**

Mounce, Kristina	Perkins Student Worker - SSE	11/01/2017
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**College Work Study's**

Defrates, Rachel	College Work Study - Early Childhood Edu	08/31/2017
Newkirk, Cindy	College Work Study - Early Childhood Edu	11/01/2017
Ruff, Tiffany	College Work Study - Early Childhood Edu	11/28/2017
Williams, BreeAna	College Work Study - Early Childhood Edu	11/27/2017

**Terminations/Resignations****The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Akins, Leann	Dual Credit Instructor	11/28/2017
Bauman, Holly	Dual Credit Instructor	11/28/2017
Boberg, Jennifer	Dual Credit Instructor	11/28/2017
Bohnhoff, Tammie	Dual Credit Instructor	11/28/2017
Bone, Judith	Dual Credit Instructor	11/28/2017
Bonser, Harvey	Dual Credit Instructor	11/28/2017
Bright, Amanda	Dual Credit Instructor	11/28/2017
Carver, Charlie	Dual Credit Instructor	11/28/2017
Cowan, Britney	Dual Credit Instructor	11/28/2017
D'Arcy, Ryan	Dual Credit Instructor	11/29/2017
Fatheree, Joseph	Dual Credit Instructor	11/28/2017
Ehlers, Todd	Dual Credit Instructor	11/28/2017
Gard, Dara	Dual Credit Instructor	11/29/2017

Gard, Robert	Dual Credit Instructor	11/28/2017
Hankins, Diane	Dual Credit Instructor	11/28/2017
Hanner, Mandy	Dual Credit Instructor	11/29/2017
Hooten, Sally	Dual Credit Instructor	11/28/2017
Kannmacher, Mark	Dual Credit Instructor	11/28/2017
Koleson, David	Dual Credit Instructor	11/28/2017
Lidy, John	Dual Credit Instructor	11/29/2017
Lindvahl, Craig	Dual Credit Instructor	11/28/2017
Linker, Paula	Dual Credit Instructor	11/29/2017
Maxwell, Joshua	Dual Credit Instructor	11/28/2017
McDonald, Dustin	Dual Credit Instructor	11/28/2017
Miller, Daryl	Dual Credit Instructor	11/29/2017
Morrissey, Julia	Dual Credit Instructor	11/28/2017
Munch, Mark	Dual Credit Instructor	11/28/2017
Ochs, Janice	Dual Credit Instructor	11/28/2017
Perkins, Kevin	Dual Credit Instructor	11/28/2017
Pierson, Kenneth	Dual Credit Instructor	11/28/2017
Reeves, Karen	Dual Credit Instructor	11/28/2017
Richey, William	Dual Credit Instructor	11/28/2017
Romine, Amanda	Dual Credit Instructor	11/29/2017
Schmidt, Mary	Dual Credit Instructor	11/28/2017
Schulze, Gary	Dual Credit Instructor	11/28/2017
Small, Katie	Dual Credit Instructor	11/28/2017
Snearly, Jill	Dual Credit Instructor	11/28/2017
Sparks, James	Dual Credit Instructor	11/28/2017
Steele, Kristin	Dual Credit Instructor	11/29/2017
Thurnau, Douglas	Dual Credit Instructor	11/28/2017
Totten, Mandy	Dual Credit Instructor	11/28/2017
Uebinger, Stephanie	Dual Credit Instructor	11/29/2017
Van Dyke, Katrina	Dual Credit Instructor	11/29/2017
Van Pelt, Paul	Dual Credit Instructor	11/29/2017
Witmer, Jane	Dual Credit Instructor	11/28/2017
Witmer, Russell	Dual Credit Instructor	11/28/2017

**Full-time**

Banker, Christopher	Associate Dean – Kewanee	11/30/2017
Bartlett, Pamela	Admin Asst Allied Hlth Dental-Retiree	11/30/2017
Bradley, Heather	Corr Ofc Asst - Kewanee	10/23/2017
Chase, Michael	Associate Dean – Illinois River CC	12/29/2017
Garren, Steve	Director of Dual Credit - Retiree	12/31/2017
Rook, Frank	Corr Auto Tech Instr - Graham CC-Retiree	12/29/2017
Spurling, Carolyn	Corr Cosmetology Instr - Dixon CC-Retiree	12/29/2017

**Part-time**

Allen, Richard	Temporary Groundskeeper	11/21/2017
Anderson, Diane	Non-Credit Instructor	11/21/2017
Backhus, Stephen	Microcomputer Support Tech	10/13/2017
Beals, Kaylee	Special Needs Note Taker	11/28/2017

Blair, Margaret	Allied Health BNA Cln Instr	11/29/2017
Brimble, Patrick	Adj Doc College Funded Instr	10/20/2017
Brimner, Cathy	Dual Credit Coordinator	11/28/2017
Brockhouse, Billy	Adj Doc College Funded Instr	11/28/2017
Brown, Kenneth	Adj Doc College Funded Instr	11/14/2017
Browning, Christina	Non-Credit Instructor	11/21/2017
Bushue, Stephanie	Special Needs Note Taker	11/28/2017
Cullen, Torey	Special Needs Note Taker	11/28/2017
Cutright, Jeffrey	Adj Faculty Technology	10/23/2017
Dapron, Meta	Bookstore Rush Worker	11/30/2017
Endris, Kelle	Adj Faculty Allied Health	11/14/2017
Eskew, Nancy	Dual Credit Coordinator	11/28/2017
Fesser, Darrell	Dual Credit Coordinator	11/28/2017
Foss, Anita	Dual Credit Coordinator	11/28/2017
Frainey, James	Adj Doc College Funded Instr	12/01/2017
Gruis, Larry	Dual Credit Coordinator	11/29/2017
Hagy, Kari	Dual Credit Coordinator	11/28/2017
Hanson, Quentin	Non-Credit Instructor	11/21/2017
Henderson, Corinne	Marketing Communications Specialist	11/22/2017
Hickox, David	Dual Credit Coordinator	11/29/2017
Hinote, Nathan	Adj Faculty Humanities	11/13/2017
Howell, Jessica	Tutor Student TRIO SSS	11/21/2017
Ivemeyer, Sandi	Adj Doc College Funded Instr	11/21/2017
Johnson, Sherra	Dual Credit Coordinator	11/28/2017
Kean, Robert	Adj Doc College Funded Instr	11/28/2017
Keller, Tammela	Dual Credit Coordinator	11/28/2017
Kreke, Calvin	Special Needs Note Taker	11/28/2017
Lading, Carol	Dual Credit Coordinator	11/28/2017
Leach, Beth	Special Needs Note Taker	11/28/2017
Lowry, Alisha	Dual Credit Coordinator	11/28/2017
Martinez, Austin	Clinical Dentist	11/21/2017
Maxwell, Crystal	Adj Doc College Funded Instr	11/15/2017
Perzee, Haley	Adj Doc College Funded Instr	11/15/2017
Pruemer, Maci	Special Needs Note Taker	11/28/2017
Purvis, George	Bsktball Scorers/Timers	11/15/2017
Reynolds, Michael	Dual Credit Coordinator	11/28/2017
Roberts, Kevin	Non-Credit Instructor	11/21/2017
Ruholl, Sadie	Allied Health Mass Therapy Adj	08/31/2017
Saad, David	Adj Doc College Funded Instr	11/14/2017
Schuler, Jere	Dual Credit Coordinator	11/28/2017
Seibring, Danielle	Dual Credit Coordinator	11/28/2017
Smith, Krista	Dual Credit Coordinator	11/28/2017
Splittstoesser, Shirley	Non-Credit Instructor	11/21/2017
Ssenfuma, Joseph	Adj Doc College Funded Instr	11/14/2017
Stone, Kory	Non-Credit Instructor	11/21/2017
Sudkamp, Dustin	Graphic Designer Pre-Flight	11/29/2017
Thomas, Mark	Dual Credit Coordinator	11/28/2017
Tucker, Hannah	Library Assistant	11/22/2017

Vandermeer, Sharon	Adj Faculty Business	11/14/2017
Vinyard, Nigel	Adj Doc College Funded Instr	11/15/2017
Walk, Vince	Bsktball Scorers/Timers	11/15/2017
Wallace, Ty	Adj Doc College Funded Instr	11/14/2017
Welsh, Ann	Dual Credit Instructor	11/28/2017
Westbrooks, Lisa	Adj Doc College Funded Instr	12/01/2017
Westcott, Robert	Technical Writer	11/21/2017
Witmer, Chelsea	Special Needs Note Taker	11/28/2017
Yagow, Brianna	Special Needs Note Taker	11/28/2017

**College Work Study**

Pettigrew, Davion	CWS Men's Basketball	11/15/2017
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**Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bear, Savannah	Administrative Assistant to Humanities Transferring from: Adm Asst to College Advancement	12/12/2017
Rosine, Paula	Director of Foundation Operations Transferring from: Marketing Publication & Design Coordinator	12/12/2017
Shumard-Shelton, Lisa	Director of Dual Credit & Honors Experience Transferring from: Director of New Student Admissions	01/02/2018